

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS April 9, 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
  - E) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File March 26, 2019 to April 8, 2019
  - B) Approve March 26, 2019 County Board Minutes
  - C) Approve Electronic Funds Transfers
  - D) Adopt (2) Resolutions: LG220 Exempt Permit – Sherwood Forest Owners Association
  - E) Adopt Resolution: 2018 Federal Boating Safety Supplemental Equipment Grant
  - F) Approve Consumption & Display Permit – Hidden Meadows Campground
  - G) Adopt Resolution: Award Contract for Application of Calcium Chloride
  - H) Approve Pavement Marking Quote – AAA Striping Service
  - I) Approve Section Corner Remonumentation Project Bid
  - J) Approve Amendment to Joint Powers Agreement with DNR
  - K) Approve Duplicate of Lost Check
  - L) Approve Commissioner Warrants
  - M) Approve Auditor Warrants – Contegrity
  - N) Approve March Manual Warrants
- 9:02 3) Jessica Seibert, County Administrator
- A) Legislative Update - Senator Ruud & Representative Lueck
- 9:30 4) Rich Courtemanche, Land Commissioner
- A) Approve Land Protection Donation Agreement
- 9:35 5) Ross Wagner, Economic Development Coordinator
- A) Economic Development – 2018 Activity Report
- 9:55 6) Jessica Seibert, County Administrator
- A) CARE/ANGELS Update – Shelly Hanneken
  - B) Aitkin County Child Abuse Prevention Council – Susan Clark Harris

**C) Government Center: Contegrity Group - Travis Feuchtmann**

**1. Approve Government Center Change Order**

**2. Approve Amendment to Agreement between Aitkin County and  
Contegrity Group**

**D) County Administrator Updates**

**10:45 7) Committee Updates**

**11:15 Adjourn**

The Aitkin County Board of Commissioners met this 26<sup>th</sup> day of March, 2019 at 9:00 a.m., at the Aitkin Public Library, with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Don Niemi, Bill Pratt, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham. Commissioner Laurie Westerlund was absent.

**CALL TO ORDER**

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members present voting yes to approve the March 26, 2019 agenda.

**APPROVED  
AGENDA**

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
March 26, 2019**

**HEALTH & HUMAN  
SERVICES BOARD**

**Attendance**

The Aitkin County Board of Commissioners met this 26<sup>th</sup> day of March, 2019, at 9:03 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Commissioners Anne Marcotte, J. Mark Wedel, Don Niemi, and Bill Pratt. Others present included: County Administrator Jessica Seibert, Cynthia Bennett ACH&HS Director, Accounting Supervisor Carli Goble, Children's Social Services Supervisor Jessi Schultz, Financial Services Supervisor Jessi Goble, Assistant to the County Administrator Sue Bingham, Shawn Speed, H&HS Executive Assistant, and Guests: Joy Janzen/H&HS Advisory Committee Member, Joel Hoppe/H&HS Advisory Committee Member, Robert Marcum, and Lynn Mizner/Aitkin Independent Age.

**Agenda**

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the March 26, 2019 Health & Human Services Board agenda with the change.

**Minutes**

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the February 26, 2019 Health and Human Services Board minutes.

**Bills**

Carli Goble noted that there were no notable bills this past month.

Motion by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members voting yes to approve the bills.

**Health & Human Services Director Report, Cynthia Bennett, ACH&HS Director**

Cynthia started by stating that she had received a congratulatory letter from the DHS Commissioner In regards to the Fiscal Unit having perfect performance during the past year and that all of their reports were submitted on time without errors.

Cynthia moved into some legislative updates as follows-

Last week the house passed HF400. HF400 creates an opioid stewardship program which will generate 20 million in annual fees from pharmaceutical companies and distributors. 8.2 million will be directed to the Department of Human Services – 30% of that will go to social services for children in out of home placement and at least 10% will

go to county boards for prevention and tx services. Includes what Public Health is already doing related to Opioids within the County. Commissioner Wedel questioned the aggregate amount that the 10% would be based on and if there was a timeline for fund distribution. Cynthia relayed that there is not a timeline at this time and that the bill update language was not clear regarding the aggregate number. Cynthia will reach out to MACSSA to clarify this information.

The House also passed HF679, the bill that extends state funding to cover the cost of care at children's residential treatment facilities. This bill extends the authorized funding that was to expire in April and there is a separate bill and a proposal in the Governor's budget that would support funds for on-going services and to cover funding lost due to the Families First Act that removed federal fiscal support for children in residential facilities. Commissioner Marcotte asked if there was any further news regarding the child care fraud situation that had hit the news recently. There is no updated information on this topic.

This week the House Finance HHS Policy Committee will look at HF1867 which allows counties to appeal the cost of care for individuals in state operated regional treatment facilities including discrepancies in level of care determination, discharge plan approvals, timeliness of discharge and incomplete paperwork. Right now the Counties have no means to disagree with decisions made by the state and this process would allow for Counties to have a voice in the decisions that are being made.

Also, the House Finance HHS Policy Committee will hear a proposal to create a task force to study the issues around competency restoration (how to improve response to increased numbers of individuals deemed incompetent to stand trial and addressing the "who is responsible" for competency restoration question). The task force will ultimately provide recommendations to improve processes around this issue.

Topics we continue to track – there was no updated information related to

1. Substance Use Disorder - SUD reforms
2. Healthcare access fund – Local Public Health Association noted that this was still in the Governor's budget and would continue to be talked about until the end of the session. Cynthia has spoken with the CEO and CFO from Riverwood Healthcare Center and both concurred that they supported the stance of the Minnesota Hospital Association in relation to repealing the provider tax sunset in 2019.

She moved on to mention that she would be conducting 1 on 1 meetings with all of the H&HS employees that will last from 20-30 minutes and will cover topics such as:

1. What's working well here?
2. Where are our opportunities for improvement?
3. If we could wave a magic wand and fix one thing what would that one thing be?
4. How do you like to be shown that you are valued?
5. What do I need to do to be a successful leader?
6. What is it you love/like about the work you do here? / What keeps you coming back here every day?

Lastly she mentioned that H&HS will be holding their annual employee appreciation day April 24<sup>th</sup> and this year's theme is "Thank You for Raising the Bar!" Supervisors provide the food and gifts for this event they will be serving a salad bar for lunch and dessert

bar in the afternoon to show their appreciation for all of our team members.

**Review Approval of Contracts/Agreements/Appointments/Policies**

**Approve appointment of Terri Mathis to the Health & Human Service Advisory Committee.**

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the appointment of Terri Mathis to the Health & Human Services Advisory Committee.

**Approve County Burial Assistance Policy.**

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting yes to approve the County Burial Assistance Policy

**Child Protection Presentation, Jessi Schultz**

Jessi went through her handout summarizing Child Protection Services.

**Committee Reports**

**H&HS Advisory Committee Update**

Joy briefed the Board for the Advisory Committee and that they had received the Child Protection Presentation from Jessi Schultz also and that it was very eye opening to them all and that the Advisory members were very appreciative of all of the hard work that Jessi’s staff does with such a sensitive subject.

**Lakes & Pines Update**

Commissioner Niemi reported that they had received the ESP Grant in the amount of \$260,000 and that it was used for 433 homeless individuals and families to offer them hotel stays, for up to three nights to provide them with a warm bed and roof over their heads.

The meeting was adjourned at 9:57 a.m.

Next Meeting – April 23, 2019

Break: 9:57 a.m. to 10:10 a.m.

**HHS BOARD  
ADJOURNS**

**BREAK**

**CONSENT AGENDA**

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to approve the Consent Agenda as follows: A) Correspondence File: March 12, 2019 to March 25, 2019; B) Approve County Board Minutes: March 12, 2019; C) Approve Electronic Funds Transfers: \$937,535.05; D) Approve Affidavits for Duplicate of Lost Warrant: 1. Richard L. Muske Payroll Warrant #15671 dated August 3, 2018 for \$271.27, and 2. Rainald Romanshyn Warrant #68123 dated August 16, 2016 for \$446.90; E) Approve Applications for License to Sell Tobacco Products; F) Adopt (2) Resolutions: Accept Donation to STS; G) Adopt Resolution: Transportation Funding; H) Adopt Resolution: Enbridge Road Use Agreement; I) Adopt Resolution: LG214 Premises Permit – Tamarack Sno-Flyers; J) Adopt Resolution: LG214 Premises Permit – Minnewawa Sportsmen’s Club; K) Approve Email Contract with LiftOff & Authorize Signatures; L) Approve May 14, 2019 Board Meeting Location; M) Approve County Administrator’s Performance Evaluation Summary; N) Approve Facilities Coordinator Position Classification; O) Approve Commissioner Warrants: General Fund \$103,334.20, Road & Bridge \$43,128.55, Health & Human Services \$4,624.89, State \$105.00, Trust \$7,543.72, Forest

Development \$6,792.57, Agency \$6,362.59, Aitkin County Collaborative \$15,000.00, Long Lake Conservation Center \$10,140.89, Parks \$930.14 for a total of \$197,962.55; P) Approve Auditor Warrants, including Contegrity: Road & Bridge \$6,481.39, State \$4,021.69, Agency \$51,158.14, Capital Project \$661,256.10 for a total of \$722,917.32; Q) Approve Auditor Warrants – Sales Tax: General Fund \$346.46, Road & Bridge \$2,280.90, Health & Human Services \$0.40, State \$8,830.50, Long Lake Conservation Center \$96.61, Parks \$35.38 for a total of \$11,590.25

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to approve the following Applications for License to Sell Tobacco Products, subject to the completion of all paperwork in full :

- # 01 Bann’s Bar & Café, Inc., d/b/a **Banns Bar & Cafe** – Shamrock Township
- # 02 Barnacles Resort of MN Inc., d/b/a **Barnacles** – Wealthwood Township
- # 03 MacDonald Enterprises of Malmo, Inc., d/b/a **Castaway’s Resort** – Lakeside Township
- # 04 DG Retail, LLC, d/b/a **Dollar General Store #18887** – City of McGregor
- # 05 ML Gas, Inc., d/b/a **East Lake Convenience Store** – Spalding Township
- # 06 DAM of Aitkin Lakes, Inc., d/b/a **Farm Island Store** – Farm Island Township
- # 07 N5 Corporation, d/b/a **Fisherman’s Bay** – Workman Township
- # 08 Grill of Glen Inc., d/b/a **The Glen Store & Grill Inc.** – Malmo Township
- # 09 Harry’s Midtown Liquor, L.L.C., d/b/a **Harry’s Midtown Liquor** – City of Hill City
- # 10 Holiday Stationstores, Inc. d/b/a **Holiday Stationstores, Inc.** – City of McGregor
- # 11 Rips HLI, Inc., d/b/a **Horseshoe Lake Inn** – Shamrock Township
- # 12 KRIM15, LLC, d/b/a **The Junction** – Hazelton Township
- # 13 MacDonald Ent. of Aitkin, Inc., d/b/a **The Landing** – Aitkin Township
- # 14 Lazy Timber Enterprises, LLC, d/b/a **Malmo Market** – Malmo Township
- # 15 Rasley Oil Co., d/b/a **McGregor Oil** – City of McGregor
- # 16 Big Sandy Golf, Inc., d/b/a **Minnesota National Golf Course** – Workman Township
- # 17 Prairie River Retreat Inc., d/b/a **Prairie River Retreat** – Shamrock Township
- # 18 Klennert Stores, Inc., d/b/a **Roadside Market** – City of Hill City
- # 19 Sather’s Gateway, Inc., d/b/a **Sather’s Store** – Shamrock Township
- # 20 Klennert Stores, Inc., d/b/a **Sunny’s** – City of Hill City
- # 21 TJ’s Liquor, Inc., d/b/a **TJ’s Liquor** – Malmo Township
- # 22 Mark Kenneth Ukura, d/b/a **Ukura’s Big Dollar** – Jevne Township
- # 24 Jacque Saari, d/b/a **Whispering Pines** – Shamrock Township
- # 25 Minnewawa Partners, LLC, d/b/a **Willey’s Sport Shop** – Shamrock Township

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to adopt resolution – Accept Donation to STS:

**WHEREAS**, Aitkin County is generally authorized to accept donations of real and personal property with a 2/3 majority vote pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens.

**APPLICATIONS  
FOR LICENSE TO  
SELL TOBACCO  
PRODUCTS**

**RESOLUTION  
20190326-020  
ACCEPT  
DONATION TO STS**



**WHEREAS**, the annual funding gap for counties has resulted in deferring basic maintenance, delaying expansion projects with resulting safety concerns, mounting congestion, and missed economic growth for businesses and commuters; and

**WHEREAS**, a comprehensive and sustainable transportation solution should include robust funding for roads, bridges, and transit, and address the varying needs in different parts of the state; and

**WHEREAS**, increased funding for Minnesota’s Highway User Tax Distribution Fund would provide additional, stable funds for MnDOT, all 87 counties, all cities with a population of 5,000 or more, and townships across the state;

**NOW THEREFORE, BE IT RESOLVED** that the Aitkin County Board of Commissioners encourages the Minnesota Legislature to pass and the Governor to sign a bill that brings adequate funding to Minnesota’s statewide transportation system.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to adopt resolution – Enbridge Road Use Agreement:

**WHEREAS**, Enbridge Energy intends to construct a pipeline through Aitkin County as part of the Line 3 Replacement Project, and

**WHEREAS**, various Aitkin County Highways will be used by vehicles involved in the construction of this project, and

**WHEREAS**, Agreement HR-MN-AI-005, has been written to prescribe the terms and conditions of the use, maintenance, and repair of Aitkin County Highways by Enbridge Energy during the construction period.

**NOW THEREFORE BE IT RESOLVED**, that the Aitkin County Engineer is hereby authorized and directed for and on behalf of the County to execute and enter into Agreement HR-MN-AI-005, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to adopt resolution – LG214 Premises Permit – Tamarack Sno-Flyers:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the Tamarack Sno-Flyers, at Jacks Shack – Rice River Township. This establishment has an address of 29954 State Hwy 65, McGregor, MN 55760

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to adopt resolution – LG214 Premises Permit – Minnewawa Sportsmen’s Club:

**RESOLUTION  
20190326-023  
ENBRIDGE ROAD  
USE AGREEMENT**

**RESOLUTION  
20190326-024  
LG214 PREMISES  
PERMIT –  
TAMARACK  
SNO-FLYERS**

**RESOLUTION  
20190326-025  
LG214 PREMISES  
PERMIT –**

<p><b>BE IT RESOLVED</b>, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the Minnewawa Sportsmen's Club, at Jackson's Hole – Salo Township. This establishment has an address of 36232 Kestrel Ave., McGregor, MN 55760.</p>	<p><b>MINNEWAWA SPORTSMEN'S CLUB</b></p>
<p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Prat and carried, all members present voting yes to approve budgeted purchase of email contract with LiftOff for \$22,680.00, and to authorize signatures.</p>	<p><b>LIFTOFF EMAIL CONTRACT</b></p>
<p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to schedule the May 14, 2019 Aitkin County Board meeting at 9:00 a.m. at Aitkin City Hall, 109 1<sup>st</sup> Avenue NW, Aitkin, MN.</p>	<p><b>MAY 14, 2019 COUNTY BOARD MEETING</b></p>
<p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to approve County Administrator's Performance Evaluation Summary and to increase accumulation of PTO days to a 5-year employee (27) effective April 1, 2019.</p>	<p><b>COUNTY ADMINISTRATOR PERFORMANCE EVALUATION SUMMARY</b></p>
<p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to approve the consultant's recommendation of Grade 10 for the Facilities Coordinator position.</p>	<p><b>FACILITIES COORDINATOR CLASSIFICATION</b></p>
<p>Motion by Commissioner Niemi, seconded by Commissioner Wedel and carried, all members present voting yes to schedule a public hearing on proposed amendments to the Food Protection Ordinance and Lodging Establishments Ordinance on May 14, 2019 at 9:30 a.m. at the Aitkin City Hall, located at 109 1<sup>st</sup> Avenue NW, Aitkin, MN.</p>	<p><b>SET PUBLIC HEARING FOR FOOD &amp; LODGING ORDINANCE REVISIONS</b></p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to schedule a public hearing before the Aitkin County Planning Commission on proposed amendments to the Solid Waste Ordinance No. 2 and the Zoning Ordinance, on May 20, 2019 at 4:00 p.m. in Courtroom 3 of the Aitkin County Courthouse.</p>	<p><b>SET PUBLIC HEARING FOR SOLID WASTE &amp; ZONING ORDINANCE AMENDMENTS</b></p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting to approve the following Application for License to Sell Tobacco Products for the period ending March 31, 2020:</p>	<p><b>TOBACCO LICENSE – WESTERLUND CENEX</b></p>
<p><b>#23</b> Westerlund Inc., d/b/a Westerlund Cenex – Malmo Township</p>	
<p>The Board discussed: Arrowhead Counties, ARDC, Snake River, AIS, JCNRB, BSLWMP, Aitkin County Water Planning Task Force, TZD, AMC, and Ordinance Committee.</p>	<p><b>BOARD DISCUSSION</b></p>

Commissioner Niemi left at 10:35 a.m.

**NIEMI LEFT**

Jessica Seibert, County Administrator updated the Board on the following:

**COUNTY  
ADMINISTRATOR  
UPDATES**

- Organizational Structure
- Upcoming Lean Training
- Top 20 Training
- Meeting with Metro State University
- Legislative Updates

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to adjourn the meeting at 11:07 a.m. until Tuesday, April 9, 2019 at the Aitkin Public Library.

**ADJOURN**

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Anne Marcotte, Board Chair  
Aitkin County Board of Commissioners

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Jessica Seibert, County Administrator



# Board of County Commissioners Agenda Request

2C  
Agenda Item #

**Requested Meeting Date:** 4/9/2019

**Title of Item:** Electronic funds transfers

<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*
<i>*provide copy of hearing notice that was published</i>		

<b>Submitted by:</b> Lori Grams	<b>Department:</b> County Treasurer
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<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b>
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**Summary of Issue:**  
Electronic funds transfers thru 4/1/19

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

**Recommended Action/Motion:**  
Approve.

**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 April 1, 2019

Date	Amount	Reason
3/22/2019	\$25,614.65	Commissioner warrants
3/22/2019	\$1,474.28	Manual Abstract
3/22/2019	\$1,911.46	Auditor Warrants
3/26/2019	\$6,541.79	Manual Abstract
3/26/2019	\$3,636.45	Commissioner warrants
3/28/2019	\$2,956.17	Manual Abstract
3/29/2019	\$1,833.82	Auditor Warrants
3/29/2019	\$567,765.88	Payroll Abstract
3/29/2019	\$115.00	Manual Abstract

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\$611,849.50



# Board of County Commissioners Agenda Request

20  
Agenda Item #

**Requested Meeting Date:** April 9, 2019

**Title of Item:** LG220 Application for Exempt Permit - Sherwood Forest Owners Assn.,

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sally M. Huhta		<b>Department:</b> Auditor's
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b>  Please adopt the (2) resolutions below:  1. BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Sherwood Forest Owners Association, Inc., at the following location – Sherwood Forest Owners Association, Inc., which has an address of 21927 US Hwy 169, Aitkin, MN 56431 – Hazelton Township. (Note: Date of activity for raffle – July 7th, 2019)  2. BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Sherwood Forest Owners Association, Inc., at the following location – Sherwood Forest Owners Association, Inc., which has an address of 21927 US Hwy 169, Aitkin, MN 56431 – Hazelton Township. (Note: Date of activity for raffle – September 1st, 2019)		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt Proposed Resolutions (2)		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		



# Board of County Commissioners Agenda Request

2E  
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Agenda Item #

**Requested Meeting Date:** 04/09/2019

**Title of Item:** 2018 Federal Boating Safety Supplemental Equipment Grant

<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><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Sheriff Dan Guida	<b>Department:</b> Sheriff's Office
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<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

Signatures and Resolution for 2018 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement for grant amount of \$4,864.00 for purchase of safety lights and instillation to boat, buoys and buoy accessories for repair.

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

**Recommended Action/Motion:**  
Adopt resolution and authorize signatures

**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:*



By Commissioner: xx

20190409-0xx

**2018 Federal Boating Supplemental Equipment Grant Agreement**

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners approve the 2018 Boat & Water Federal Safety Grant Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Administrator to sign the agreement in the amount of \$4,864.00 for the term of March 1, 2019 through August 14, 2019.

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 9th day of April, 2019, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 9th day of April, 2019**

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



# DEPARTMENT OF NATURAL RESOURCES

## 2018 STATE OF MINNESOTA FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT GRANT AGREEMENT

### ENCUMBRANCE WORKSHEET

Contract #: *154744*

PO #: *3-147789*

#### State Accounting Information

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2019	Source Type REIMB	Vendor Number 0000197275-001
Total Amount \$4,864	Project ID R29G70CGFFY18	Billing Location R297000221	DUNS 047464805	

#### Accounting Distribution

Fund	Fin. Dept. ID	Approp. ID	Category	Account	Amount	Activity
3000	R2937715	R294203	84101501	441302	\$1,491	A4CG002
3000	R2937715	R294203	84101501	441302	\$3,373	A4CG004

Grant Begin Date March 1, 2019	Grant End Date August 14, 2019
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#### Grantee Name and Address:

Aitkin County Sheriff's Office  
217 Second Street NW, Room 185  
Aitkin, MN 56431

#### Payment Address:

(where DNR sends the check)

Aitkin Co. Treasurer  
209 - 2nd St. NW, Rm. 203  
Aitkin, MN 56431

**2018 STATE OF MINNESOTA  
FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT  
GRANT AGREEMENT**

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Aitkin County Sheriff's Office, 217 Second Street NW, Room 185, Aitkin, MN 56431 (DUNS 047464805) ("Grantee"). The payment address for this grant agreement is Aitkin Co. Treasurer, 209 - 2nd St. NW, Rm. 203, Aitkin, MN 56431.

**Recitals**

1. Under Minnesota Statute §84.026, §86B.101 and Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (CFDA number 97.012) in U.S.C. 13101-13110 the State is empowered to enter into this grant.
1. The State will make available supplementary funding in the amount noted in this agreement to cover the cost of the specific items for recreational boating safety.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State.

**Grant Agreement**

**1 Term of Grant Agreement**

- 1.1 **Effective date:** March 1, 2019 or the date the State obtains all required signatures under Minnesota Statutes § 16B.98, Subdivision 5, whichever is later. Reimbursements will only be made for expenditures made according to the terms of this grant agreement.
- 1.2 **Expiration date:** August 14, 2019. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

**2 Grantee's Duties**

The Grantee, who is not a state employee, will be reimbursed, as specified in Exhibit A, for the purchase of the items noted there. The Grantee will submit to the State the required documents noted in Exhibit A. The State will make available supplementary funding in the amount noted in this agreement to cover the cost of the specific items for recreational boating safety noted in Exhibit "A." See Exhibit "A" which is attached and incorporated into this agreement for life jacket wear policy requirement and allowable expenditures specific to this grant. See Exhibit "B" for specific federal requirements that affect this grant. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

**Reporting Requirements:** The Grantee is bound to financial and performance requirements as noted in this grant agreement and Exhibit A which is attached and incorporated into this grant agreement.

**3 Time**

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

**4 Consideration and Payment**

4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant agreement as follows:

- (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Four thousand eight hundred sixty-four dollars (\$4,864).
- (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed Four thousand eight hundred sixty-four dollars (\$4,864).

4.2 **Payment**

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted in a form prescribed by the State within the dates previously noted in "Term of Grant Agreement" in this contract. Invoice procedures are specified in Exhibit "A".
- (b) **Federal funds.** Payments under this grant agreement will be made from federal funds obtained by the State through the U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (CFDA number 97.012) in U.S.C. 13101-13110. Exhibit "B" is attached and incorporated into this grant agreement. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

4.3 Contracting and Bidding Requirements per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 just do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property:

- (a) If the amount of the contract is estimated to exceed \$100,000, a formal notice and bidding process must be conducted which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).
- (b) If the amount of the contract is estimated to exceed \$25,000 but not \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2) and paragraph (c).
- (c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).
- (d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- (e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

#### 5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

#### 6 Authorized Representative

The State's Authorized Representative is Rodmen Smith, Director, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, (651) 259-5361, rodmen.smith@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Daniel Guida, Aitkin County Sheriff's Office, 217 Second Street NW, Room 185, Aitkin, MN 56431 or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

#### 7 Assignment, Amendments, Waiver, and Grant Agreement Complete

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant 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 grant agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

#### 8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

- 9 **Audits (State and Single)**  
Under Minn. Stat. §16B.98, subd. 8 and 2 CFR 200.331, the Grantee books, records, documents, and accounting procedures and practices relevant to this grant agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement.
- All state and local governments, colleges and universities, and non-profit organizations that expend \$750,000 or more of Federal awards in a fiscal year must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Awards Requirements for Federal Awards. This is \$750,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.
- 10 **Government Data Practices and Intellectual Property**  
10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute § 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.
- If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.
- 11 **Workers' Compensation**  
The Grantee certifies that it is in compliance with Minnesota Statute § 176.181, Subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.
- 12 **Publicity and Endorsement**  
12.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant agreement.  
12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.
- 13 **Governing Law, Jurisdiction, and Venue**  
Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- 14 **Termination**  
14.1 **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.  
14.2 **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.  
14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:  
a) It does not obtain funding from the Minnesota Legislature  
b) 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 Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee 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 the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 15 **Data Disclosure**  
Under Minnesota Statute § 270C.65, Subdivision 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 **American Disabilities Act**  
The Grantee must comply with the 2010 American Disabilities Act Standards for Accessible Design.

17 **Invasive Species Prevention**

**WORK SITES WITH KNOWN AQUATIC INVASIVE SPECIES INFESTATIONS**

Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Operational Order 113 is incorporated into this grant agreement by reference and may be found at [http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder\\_113.pdf](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf). Duties are listed in Op Order 113 under Sections II and III (p. 5-8).

The grantee shall be responsible for becoming familiar with the location of any known infestations of aquatic pests. The DNR Infested Waters list is found at <https://www.dnr.state.mn.us/invasives/ais/infested.html>. The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

The grantee shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for (ex. zebra mussels) invasive species prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated. The grantee shall use the following inspection and removal procedures for decontamination prior to entering and when leaving the water body:

- a. Prior to leaving the waterbody, drain all water from equipment, boats, trailers, bilges, live wells, coolers, bait buckets, engine compartments and any other areas where water may be trapped or contained. Immediately after leaving the water body, drain water from transom wells onto dry land.
- b. Inspect boat hulls, propellers, trailers and other surfaces, scrape off any attached mussels, remove any aquatic plant material (fragments, stems, leaves, or roots) and dispose of removed mussels and plants in a garbage can prior to transporting any equipment on public roads.
- c. Flush boats (inside and outside) and all other equipment with hot water of 105 - 110 degrees F for a period of 30 minutes or 140 degrees F for a period of 5 minutes; or, instead of flushing equipment, leave the equipment in a location so that it dries completely for a minimum of at least 5 consecutive full days. A car wash can be used for cleaning.
- d. If equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Grant Administrator or their representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.
- e. Before reuse, aquatic equipment used in invertebrate infested waters shall be dried, rinsed with hot water or power washed to remove invertebrates. Aquatic equipment used in pathogen infested water(s) shall be disinfected, according to Appendix A, immediately after exiting water.

- 18 **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**
- 18.1 The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 18.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.

19 **Whistleblower Protection Rights**

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).

(b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712:

(c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: 

Date: 3/21/19

SWIFT Contract # 154744

Purchase Order # 3-147789

**2. GRANTEE**

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

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

Title: County Sheriff

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

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

Title: Chairperson of County Board

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

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

Title: County Auditor or Administrator

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

**3. STATE AGENCY: NATURAL RESOURCES**

By: \_\_\_\_\_  
(With delegated authority)

Title: Director, Enforcement Division – Central Office

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

Attachments: Exhibits "A" & "B"

Distribution:

- 1. DNR - OMBS
- 2. Grantee
- 3. State's Authorized Representative



# Board of County Commissioners Agenda Request

**2F**  
Agenda Item #

**Requested Meeting Date:** April 09, 2019

**Title of Item:** Consumption & Display Permit

<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) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Sally M. Huhta	<b>Department:</b> Auditor's
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<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b> N/A
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**Summary of Issue:**

Please approve the following Renewal of Consumption & Display (Set Up) Permit:  
 Danny J. Volk, d/b/a Hidden Meadows Campground on Blind Lake – Unorg 48-27 Township

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

**Recommended Action/Motion:**

Approve Renewal of Consumption and Display Permit - Hidden Meadows Campground

**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

2G

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Agenda Item #

**Requested Meeting Date:** April 9, 2019

**Title of Item:** Award Contract for Application of Calcium Chloride

<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><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<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-consent agenda
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**Summary of Issue:**  
 Bids for annual application of 280,000 gallons of calcium chloride were opened on March 25, 2019. Two bids were received as shown on the attached abstract of bids.

Resolution:

WHEREAS, Contract No. 20191 is for the placement of calcium chloride on various county highways and township roads, and  
 WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Monday, March 25, 2019 with a total of two bids received, and  
 WHEREAS, Knife River - Sauk Rapids, MN - was the lowest responsible bidder in the amount of \$251,720.

NOW THEREFORE, BE IT RESOLVED, that Knife River be awarded Contract 20191.

BE IT FURTHER RESOLVED, that the chairperson of the Aitkin County Board and the Aitkin County Auditor are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents.

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

**Recommended Action/Motion:**  
 Recommend award to Knife River by resolution above. Based on the results on the bid, the total cost for 400-foot dust control treatments will be \$180, with 50% of the cost (\$90) paid by the requesting landowner.

**Financial Impact:**  
*Is there a cost associated with this request?*       Yes       No  
*What is the total cost, with tax and shipping?* \$ 251,720  
*Is this budgeted?*       Yes       No      *Please Explain:*  
 \$196,488 was budgeted in 2019. The higher bid amount is due to a larger quantity of calcium chloride for townships than was anticipated during the 2019 budget process.

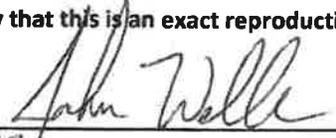
**Aitkin County  
Project Bid Abstract**

**Project Name:** 2019 Calcium Chloride Application  
**Bid Opening:** 3/25/2019 at 2:00:00 PM

**Contract No.:** 20191  
**Project No.:** 2019 Calcium Chloride Application

Project: 2019 Calcium Chloride Application				Engineers Estimate		Knife River-Sauk Rapids, MN		ENVIROTECH SERVICES INC-Greeley, CO	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2131.506 CALCIUM CHLORIDE SOLUTION	GAL	280000	\$0.90	\$252,000.00	\$0.899	\$251,720.00	\$0.94	\$263,200.00
Totals for Project 2019 Calcium Chloride Application					\$252,000.00		\$251,720.00		\$263,200.00
% of Estimate for Project 2019 Calcium Chloride Application							-0.11%		4.44%
Totals for Contract 20191					\$252,000.00		\$251,720.00		\$263,200.00
% of Estimate for Contract 20191							-0.11%		4.44%

I hereby certify that this is an exact reproduction of bids received.

Certified By: 

License No. 24340

Date: 3-27-19



Aitkin  
County

# Board of County Commissioners Agenda Request

2H  
Agenda Item #

**Requested Meeting Date:** April 9, 2019

**Title of Item:** Award Pavement Marking Quotes

<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*
<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-consent agenda
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**Summary of Issue:**  
Quotes for annual application of pavement markings were opened on March 25, 2018. Three quotes were received as shown on the attached abstract of bids.

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

**Recommended Action/Motion:**  
Recommend acceptance by motion of the quote from AAA Striping Service in the amount of \$46,396.53.

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$ 46,396.53  
 Is this budgeted?  Yes  No *Please Explain:*  
 \$46,355 was budgeted in 2019.

**Aitkin County  
Project Bid Abstract**

Project Name: 2019 County Wide Pavement Marking

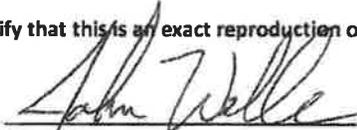
Bid Opening:

March 25, 2019, at 2:00 PM

Project: 2019 County Wide Pavement Marking				Engineers Estimate		AAA Striping Service - St. Michael, MN		Sir Lines-A-Lot - Edina, MN		Traffic Marking Services - Maple Lake, MN	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2582.502 4" SOLID LINE YELLOW-LATEX	LIN FT	266080	\$0.043	\$11,441.44	\$0.046	\$12,239.68	\$0.046	\$12,239.68	\$0.050	\$13,304.00
3	2582.502 4" SOLID LINE WHITE-LATEX	LIN FT	703190	\$0.043	\$30,237.17	\$0.045	\$31,643.55	\$0.046	\$32,346.74	\$0.047	\$33,049.93
2	2582.502 4" BROKEN LINE YELLOW-LATEX	LIN FT	54637	\$0.043	\$2,349.39	\$0.046	\$2,513.30	\$0.046	\$2,513.30	\$0.050	\$2,731.85
Totals for Project 2019 Pavement Marking						\$44,028.00		\$46,396.53		\$47,099.72	\$49,085.78
% of Estimate for Project 2019 Pavement Marking							5.38%		6.98%		11.49%

I hereby certify that this is an exact reproduction of bids received.

Certified By:

 License No. 24340

Date: 3-27-19



# Board of County Commissioners Agenda Request

21  
Agenda Item #

**Requested Meeting Date:** April 9, 2019

**Title of Item:** Section Corner Remonumentation Project Bid Awarding

<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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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<b>Submitted by:</b> Randy Quale, County Surveyor	<b>Department:</b> Land/County Surveyor
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<b>Presenter (Name and Title):</b> Randy Quale, County Surveyor	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

I am requesting that you award the bid for Aitkin County Public Land Survey Corner Remonumentation Project 01-2019 to Widseth Smith Nolting at the cost of \$39,950.00, a cost which is significantly lower than the previously approved and budgeted amount of \$50,000.00.

See attached documents for more information.

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

**Recommended Action/Motion:**  
Approve Widseth Smith Nolting bid in the amount of \$39,950.00

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ 39,950.00

Is this budgeted?  Yes  No Please Explain:



Honorable Board of Commissioners:

Last fall, Mark Jacobs, former Land Commissioner, and I were trying to come up with a plan for re-establishing the various, and numerous, section corners located within Aitkin County.

Because the County Surveyor's office is a relatively small division of the Land Department, consisting of only myself, the GIS Coordinator and two field technicians, the task of taking care of all the corners that needed to be addressed was daunting, to say the least.

The idea of using an outside consulting firm to help us accelerate our work was brought up and discussed. A possible source of funding was identified and a preliminary budget of \$50,000 was set. We held meetings with other departments to identify areas of need as well as with County Surveyors from the surrounding counties in order to gain insight on the best way to proceed with a project of this type. After reviewing all the data gathered, a project site was established that we felt met all of the criteria we were looking at. We approached the Board in September and received the approval to move forward with our concept.

A formal plan was developed and a request for proposal (RFP) was written (see attached). The RFP was sent to the 16 private surveying companies listed on our Surveying Service Providers sheet and 10 responses were received.....3 "thanks, but no thanks" and 7 proposals! I was delighted to have so much interest in our project. In fact, we even received a proposal from a company that wasn't included in the initial mailing but had heard about the project by word of mouth and wanted to submit. The companies that responded with proposals are as follows, listed in order of lowest cost to highest:

1. Westwood Professional Services	\$35,800.00
2. Widseth Smith Nolting	\$39,950.00
3. Kramer Leas Deleo	\$43,867.00
4. Arro Land Surveying of Brainerd	\$45,200.00
5. Northern Engineering and Consulting	\$49,692.00
6. Community Land Solutions	\$63,990.00
7. Northwestern Surveying and Engineering	\$88,000.00

An Equal Opportunity Employer

While in the process of preparing the RFP and keeping the old adage in mind that sometimes you get what you pay for, we decided that it may be best to not just accept the lowest bid, but rather to review and score all proposals received and make our decision of who to use based on their overall merit, not just price, which as I found through my preliminary research is the general rule that surrounding counties use as well. In order to keep the scoring fair and impartial, I enlisted the help of two colleagues of mine that have both been involved with a number of remonumentation projects in the past, one being the County Surveyor for a neighboring county and the other a surveyor for another local government entity. The attached Scoring Sheet outlines the criteria we used to establish our ranking.

The results of our scoring showed overwhelmingly that two candidates stood out above the rest. Out of 150 possible points, Kramer Leas Deleo came in the highest at 123, just edging Widseth Smith Nolting by only 4 points. It was decided that since their scores were so close, perhaps it would be best to contact the references for each and see if anything came up that would cause any concern.

All references came back positive and since the two companies were virtually even in all other aspects, the decision was made to move forward with Widseth Smith Nolting as their proposed costs were the lower of the two.

That being said, I would at this time like to request that you, the Aitkin County Board of Commissioners, award the bid for Aitkin County Public Land Survey Corner Remonumentation Project 01-2019 to Widseth Smith Nolting for the cost of \$39,950.00.

For your review, I have also included the proposals for the both Widseth Smith Nolting and Kramer Leas Deleo, as well as that for the lowest cost proposal, Westwood Professional Services.

Respectfully,

A handwritten signature in black ink, appearing to read "Randy A. Quale". The signature is fluid and cursive, with the first name "Randy" being the most prominent.

Randy A. Quale  
Aitkin County Surveyor



## Aitkin County Land Department

502 Minnesota Ave N.  
Aitkin, MN 56431

218-927-7364  
[acl@co.aitkin.mn.us](mailto:acl@co.aitkin.mn.us)

REQUEST FOR PROPOSAL  
FOR AITKIN COUNTY PUBLIC LAND SURVEY  
CORNER REMONUMENTATION PROJECT 01-2019

### INTRODUCTION

The Aitkin County Board of Commissioners is requesting proposals to contract a Professional Land Surveying Service Provider for public land survey corner certification for a number of section corners located in portions of 4 townships in Aitkin County.

Bidders are required to submit a written proposal that presents the Bidder's qualifications and understanding of the work to be performed. The Bidder's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The project is slated to begin upon successful execution of contract documents by both parties (by approximately late March, 2019) with an anticipated completion date of July 1, 2020.

The proposal must be submitted no later than **2:00 P.M. on Wednesday, March 6, 2019**, directly to the following address:

Randy Quale, LS  
Aitkin County Surveyor  
209 2nd Street NW, Room 204  
Aitkin, MN 56431

Proposals received after 2:00 P.M. on Wednesday, March 6, 2019 will be rejected and returned unopened.

## **BACKGROUND**

Aitkin County was established in 1857 and consists of 1,215,669 acres of land. The county contains 365 lakes, 103 miles of the Mississippi River and more than 8,000 corners set by the General Land Office. The original Public Land Survey (PLS) of Aitkin County began in 1849 and continued through 1874. The Aitkin County Surveyor's office is responsible for the perpetuation and maintenance of the monuments of the original public land survey system. Corner cards, section breakdowns, field book, corner certificates and other survey information can be located at the Aitkin County Surveyor's office, Recorder's office and Highway Department.

Aitkin County has been working on remonumentation of original corners for a number of years and will be contracting for this service in an effort to expedite the remonumentation process.

In order to protect this investment, corners must be maintained. Part of this maintenance will include the acquisition of accurate global positioning system (GPS) coordinates in the appropriate Minnesota county coordinate system.

Additional information may also be available at the county's interactive web site. A link to the county site can be found at: <https://gisweb.co.aitkin.mn.us/link/jsfe/index.aspx>.

## **CORNER LIST**

A 25	WEALTHWOOD	1	45	26	NORTHEAST CORNER
A 17	WEALTHWOOD	3	45	26	NORTHEAST CORNER
C 17	WEALTHWOOD	3	45	26	EAST QUARTER CORNER
E 3	WEALTHWOOD	7	45	26	NORTH QUARTER CORNER
L 17	WEALTHWOOD	15	45	26	EAST QUARTER CORNER
J 3	WEALTHWOOD	18	45	26	NORTH QUARTER CORNER
J 5	WEALTHWOOD	18	45	26	NORTHEAST CORNER
N 3	WEALTHWOOD	19	45	26	NORTH QUARTER CORNER
N 5	WEALTHWOOD	19	45	26	NORTHEAST CORNER
P-Q 9	WEALTHWOOD	20	45	26	MC# 4
P-Q 13	WEALTHWOOD	21	45	26	MC# 5
N 17	WEALTHWOOD	22	45	26	NORTHEAST CORNER

P-Q 17	WEALTHWOOD	22	45	26	MC# 6
R 6-7	WEALTHWOOD	29	45	26	MC# 3
R 3	WEALTHWOOD	30	45	26	NORTH QUARTER CORNER
R 5	WEALTHWOOD	30	45	26	NORTHEAST CORNER
R-S 5	WEALTHWOOD	30	45	26	MC# 2
C 25	HAZELTON	1	45	27	EAST QUARTER CORNER
E 25	HAZELTON	12	45	27	NORTHEAST CORNER
G 25	HAZELTON	12	45	27	EAST QUARTER
J 25	HAZELTON	13	45	27	NORTHEAST CORNER
L 25	HAZELTON	13	45	27	EAST QUARTER CORNER
N 17	HAZELTON	22	45	27	NORTHEAST CORNER
N 21	HAZELTON	23	45	27	NORTHEAST CORNER
N 25	HAZELTON	24	45	27	NORTHEAST CORNER
P 25	HAZELTON	24	45	27	EAST QUARTER CORNER
R 25	HAZELTON	25	45	27	NORTHEAST CORNER
S 25	HAZELTON	25	45	27	MC# 8
R 21	HAZELTON	26	45	27	NORTHEAST CORNER
S-T 21	HAZELTON	26	45	27	MC# 13
R 17	HAZELTON	27	45	27	NORTHEAST CORNER
U-V 17	HAZELTON	27	45	27	MC# 14
R 13	HAZELTON	28	45	27	NORTHEAST CORNER
V 13	HAZELTON	33	45	27	NORTHEAST CORNER
W-X 13	HAZELTON	33	45	27	MC# 18
V 15-16	HAZELTON	34	45	27	MC# 19

V 15	NORDLAND	34	46	26	NORTH QUARTER CORNER
V 17	NORDLAND	34	46	26	NORTHEAST CORNER
X-17	NORDLAND	34	46	26	EAST QUARTER CORNER
V 13	FARM ISLAND	33	46	27	NORTHEAST CORNER

## **GENERAL INSTRUCTIONS**

The proposal shall include all of the following information. Failure to include the required information could result in disqualification of a Bidder.

- Proposal Form & Signature Page – the proposal form and signature page must be completed and signed by an individual authorized to bind the bidder. All proposals submitted without such proposal form and signature page may be deemed non responsive.
- Human Rights Certificate – Minnesota Statutes, Chapter 363, “Department of Human Rights”, shall be complied with completing the Human Rights Certificate
- Workers Compensation Form – Complete and sign
- Independent Contractor Statement – Complete and sign
- References – Bidders shall include a list of three (3) professional references. The County reserves the right to contact references other than, and/or in addition to, those furnished by bidder.
- Resume – Bidder shall include a detailed resume for all personnel who will supervise or be performing the work on the project.
- Description of the Project – Bidder shall provide a detailed project approach to be used to complete the project.
- Description of the equipment- Bidder shall provide a detailed list and description of the equipment to be used on the project.
- Conflict of Interest – Bidder shall list and disclose any known possible conflicts of interest in entering into a contract with Aitkin County.

**Bidder’s Insurance Requirements** – A copy of Aitkin County’s Insurance Requirements are attached to the Request for Proposal.

**Proposal Period** – Proposal prices are to be firm for ninety (90) days. No proposal may be withdrawn for a period of thirty (30) days from the date of the proposal opening.

**Interpretations** - Request for interpretation on the specifications or digital survey record data can be directed to: Randy Quale, County Surveyor, (218) 927-7326 or e-mail: [randy.quale@co.aitkin.mn.us](mailto:randy.quale@co.aitkin.mn.us)

**Company Contact** – Provide a description of your firm/company including; name, year established, address, phone number, and e-mail address.

**Contract Documents** – Contract documents in order of priority; the County’s Contract, the County’s Request for Proposal, and the Contractor’s response.

**Term and Renewal** – The term of the Contract shall commence upon successful execution of the contract by both parties and terminate on July 1, 2020 unless earlier terminated. The Contract may be terminated by either party with a ninety (90) day written notice. The Contract may be terminated by either party with or without cause in less than ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Contract.

**Performance Bond**– the Contractor awarded the contract will be required to post a performance bond or irrevocable letter of credit in an amount equal to the contract amount. The contract will be released from the bond or letter of credit at the time all deliverables have been submitted to the County and meet the County’s standards.

## **SPECIFICATIONS**

### **Contractor Qualifications:**

- Contractor must perform maintenance on or establish the designated PLS corners within the requested townships in accordance with MN State Statute 381.12.
- Contractor must provide Northing and Easting coordinates out to the third decimal place (0.xxx) for each PLS corner monument reset or visited within the project area on the appropriate Aitkin County coordinate system.
- Contractor must provide five (5) or more photographs of each corner visited or reset will be required. Photographs will consist of four (4) cardinal directional photographs, one (1) overhead photograph of any existing monument, and one (1) overhead photograph of any monument reset by the contractor. Cardinal direction is defined as the four principal compass points (north, south, east, and west). In those areas where surface plugs have been set in roads, photographs of the plug and the monument below it will be required.
- Contractor requests for qualifications will be evaluated by a selection committee. Finalists may be invited to an interview. The selection committee’s final recommendation will be based upon an analysis of the offering, not just the lowest price. Preference will be given to those contractors providing demonstrated capability and experience in related services.
- The Aitkin County Board of Commissioners reserves the right to increase or decrease the scope of services, revise the anticipated working agreement or otherwise modify the working arrangement during the course of the services. Fees for services beyond the scope of services herein defined will not be allowed without written approval of Aitkin County.
- The Contractor shall keep fully informed of all federal and state laws; all regulation pertaining to the occupational and safety hazards act (OSHA); all local laws, ordinances and regulations; and all orders and decrees of bodies and tribunals having any jurisdiction or authority, which in any

manner affect the conduct of work. The Contractor shall at all times observe and comply with all applicable laws, ordinances, regulations, orders and decrees, and shall protect and indemnify Aitkin County and its representatives against all claims and liabilities arising from or based on contractor or employee violations.

### **Responsibilities of the Contractor**

**Delivery Terms:** The successful Contractor will perform the following services and will present the following delivery details to the County Surveyor with the final delivery of items no later than July 1, 2020.

The project will commence upon successful execution of the contract (anticipated by late March, 2020) and to ensure the project continues to progress in a timely manner and the contracted corners completed to the County's standards the following schedule must be met:

50% - Completed on or before **February 28, 2020**

100% - Completed by **July 1, 2020**

**Scope of Service:** The successful Contractor will provide the following scope of service:

- Research and review existing COLOGC forms and other archived information located at the various Aitkin County offices relating to the designated corners.
- Inform landowner of need to access property once a specific schedule is determined.
- Contractor will be responsible for contacting the appropriate road authority for permission in the event that excavation needs to take place within the road right-of-way. The contractor is responsible for any equipment needed and all materials necessary to return the road to its original condition.
- Maintenance of existing corners:
  - Document the type, size, a distance above or below the ground surface, stamp, and the condition of an existing monument.
  - If the monument exists as indicated on the existing COLOGC form, measurements to all previously existing accessories shall be measured and indicated in the field notes both in the form of a drawing sketch and informational text. Accessories shall be semi-permanent in nature and may include such items as trees, power poles, buildings or other identifiable natural or artificial features from which a reliable distance could be measured to locate or relocate the corner. All bearing trees in rural, remote areas will be double blazed. Reference monuments will be required when no natural accessories exist. It is preferable to have four (4) accessories per corner in four (4) separate quadrants.
  - If the monument is missing or damaged, re-establish it using measurements from accessories shown on the existing COLOGC form or other historical survey documentation if possible. Document a description of the monument set for the corner. Measurements to accessories shall be measured and indicated both in the sketch and in the field book documentation. Complete and thorough documentation regarding the methodology used to reset the monument will be included in the field book.
  - All monuments will be occupied. Plugs in blacktopped roads will be removed and the monument below will be occupied. Plugs will be replaced in the correct location above the monument. The contractor is responsible for any equipment needed and all materials necessary to return the road to its original condition. A minimum depth of six (6) inches of packed bituminous will be required to secure placement of the plugs.

- Excavation for monuments in roads or ditch grades that have not been certified will go to the depth of natural ground. Width and length of the excavation will be determined by the contractor. Photographs of all excavations will be required.
- Remonumentation of original corners:
  - If a corner has never been remonumented, monuments will be set in accordance with the Bureau of Land Management manual of surveying instructions accessible at [https://www.blm.gov/sites/blm.gov/files/Manual\\_Of\\_Surveying\\_Instructions\\_2009.pdf](https://www.blm.gov/sites/blm.gov/files/Manual_Of_Surveying_Instructions_2009.pdf). All bearing trees in rural, remote areas will be double blazed. Reference monuments will be required when no natural accessories exist. It is preferable to have four (4) accessories per corner in four (4) separate quadrants.
  - Any work performed beyond that which is provided for in this contract without a prior written amendment signed by the County, will be deemed voluntary and Contractor will not be entitled to compensation for the extra work.
- Positioning of the Monuments:
  - All monuments within the project area, found, re-established from the accessories as described in the maintenance of existing corners section above, or initially set shall have Northing and Easting coordinate values out to the third decimal place (0.xxx) based on the appropriate Aitkin County coordinate system established on them. The datum to be used shall be NAD83 (2011 adjustment).
  - The horizontal accuracy standard for these positions shall be similar to those defined in the 2016 version of the Accuracy Standards for ALTA/ACSM Land Title Surveys. County standards will require 0.05 feet for positional accuracy.
  - Static GPS, RTK GPS and terrestrial survey equipment are acceptable methods of position as well as a combination of these methods on the judgment of the surveyor supervising the project. Positions shall be taken at two (2) separate times.
  - All terrestrial survey methods shall be accomplished by closed and least squares adjusted traverses in those instances where more than one (1) leg is needed to tie into a monument.
- Digital Photographs:
  - Five (5) or more photographs of each corner visited or set will be required. Photographs will consist of four (4) cardinal directional photographs, one (1) overhead photograph of any existing monument, and one (1) overhead photograph of any monument reset by the Contractor. Cardinal direction is defined as the four principal compass points (north, south, east, and west).
  - Photographs will be submitted in a JPG or PDF format and shall have a pixel resolution of at least 4 megapixels (2464 x 1631) with a maximum print size of 8.21" x 5.44" at 300dpi to ensure true photo quality. Images will also follow the County's naming conventions (i.e. t146-r34-a-7-n.jpg). All photos will contain a date stamp on the actual image.
- Delivery Details:
  - Copies of any least square adjustments performed during the course of the survey.
  - One (1) paper copy of the printout listing of the point number, northing, easting and descriptor for each designated monument within the project area.
  - A comma delimited ASCII file containing point number, northing, easting and descriptor of each designated monument and control point located in the project area. All coordinate values will be carried out to the third decimal place (0.xxx)
  - Original and separate field books for each township survey.
  - Five (5) or more photographs of each corner visited as detailed above will be required.
  - An original, wet-signed Certificate of Location of Government Corner document meeting County requirements suitable for recording.

### **Responsibilities of the County**

Aitkin County will provide access to the following information and material supplies to the successful contractor:

- Access to archived hard copy records for the purpose of researching additional roll files, ditch records, right-of-way plans or other documents not yet imaged.
- Cast iron monuments and aluminum plugs with rebar will be supplied for use in monumenting the section corners. The contractor will be responsible for providing the necessary cold mix required to set the plugs and repair the road to its previous condition. Minimum length of monuments to be set by the contracting firm shall be 30 inches with longer monuments as needed in areas for stability.
- Notification letters will be sent to property owners whose land is adjacent to section lines involved in the remonumentation process of contracted townships informing them of the remonumentation project.
- A meeting will be held with all of the contractor's field personnel and county staff to review the contract requirements and county standards before any field work will be allowed to begin.

### **Payment Schedule**

Under no circumstance will any payment under this contract be made until 50% of the contracted corners are completed at which time a detailed invoice for 50% of the contracted price may be submitted. If the County deems that all deliverables for these specific corners have been received and that the work has been completed to the standard specifications set within the contract, the request will be approved and submitted for payment following an internal review process not to exceed more than 30 days from the date the invoice is received. An additional invoice can be submitted once 50% of the corners have been completed and deliverables received. The remaining 50% of the contract will be payable in 2020 and an additional invoice can be submitted once 75% of the contracted corners have been completed. Final payment will be made within 60 days of a completed submittal of all the final delivery items deemed acceptable by the County and as listed herein.

### **Contract Award**

The contract will be awarded to the selected firm deemed advantageous as determined by the evaluation criteria of a lump-sum, per corner by township award. The Aitkin County Board of Commissioners reserves the following rights (in addition to those accorded Aitkin County by policy and statutory laws):

- The right to negotiate with one or more Contractors to arrive at a final selection.
- The right to negotiate all submitted elements to ensure the best possible consideration be afforded to all parties concerned (this includes the right to approve or disapprove subcontractor's proposal after award).
- The right to reject any and all proposals, to consider alternatives, to waive any minor irregularities and technicalities, and to re-solicit a request for proposal.
- The right to award the contract to a contractor who is not the lowest cost contractor.

## **AITKIN COUNTY CONTRACTOR INSURANCE REQUIREMENTS**

### **Contractor's Insurance requirements are as follows:**

*The Contractor shall not commence work under the Contract until it has obtained at its own cost and expense all insurance required herein. All insurance coverage is subject to approval of the County and shall be maintained by Contractor until final completion of the work. The Contractor further agrees that it shall at all times during the term of the Contract have and keep in force the following insurance policies.*

**Workers' Compensation.** *Insurance covering all employees meeting statutory limits in compliance with the applicable state and federal laws.*

**Comprehensive General Liability.** *A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than \$500,000.00 per claim and \$1,500,000.00 for any number of claims arising out of a single occurrence. If the claim arises out of the release or threatened release of a hazardous substance, the insurance must be for an amount of not less than \$1,000,000.00 per claim and \$3,000,000.00 for any number of claims arising out of a single occurrence.*

**Business Auto Liability.** *A single limit or combined limit or excess umbrella automobile liability insurance policy for all vehicle used regularly in the provision of services under this contract for an amount of not less than \$500,000.00 per accident for property damage, \$500,000.00 for bodily injury and/or damage to any one person, and \$1,500,000.00 for total bodily injuries and/or damage arising out of a single occurrence.*

### **Special Requirements:**

Aitkin County is to be included as an **Additional Insured** on both the Comprehensive General Liability and Business Auto Liability Policies.

Current, valid insurance policies meeting the requirements herein identified shall be filed with the County before the contractor commences a project and maintained during the named project's duration. Renewal Certificates shall be sent to the County within thirty (30) days prior to any expiration date. There shall also be a thirty (30) days notification to the County in the event of cancellation or modification of any stipulated insurance coverage.

It shall be the responsibility of the Contractor to insure that all subcontracts comply with the same insurance requirements that he/she is required to meet.

The County shall not accept any insurance coverage provisions under which Contractor or its insurer attempt or purport to avail themselves or any governmental right of immunity available to the County as a municipal corporation pursuant to any common law doctrine, Minnesota Statute 466 or other statutory authority.

Limit as set forth herein will automatically increase with amendments to Minnesota Statute §466.04 and Contractor will be required to maintain, as a minimum, policies with limits matching the municipal liability limits as provided for in that statute as amended.

**PROPOSAL FORM**

REQUEST FOR PROPOSAL

FOR AITKIN COUNTY PUBLIC LAND SURVEY

CORNER REMONUMENTATION PROJECT 01-2019

**PROPOSAL DUE: March 6, 2019 AT 2:00 P.M.**

Bidders are required to provide a total project cost for the Aitkin County Public Land Survey Corner Remonumentation Project 01-2019.

TOTAL PROJECT COST: \$ \_\_\_\_\_

STANDARD HOURLY RATE: \$ \_\_\_\_\_

(For work above and beyond scope of project, if necessary)

**BIDDERS CONTACT INFORMATION**

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

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

\_\_\_\_\_

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

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

Signature: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

## HUMAN RIGHTS CERTIFICATE

I hereby certify that \_\_\_\_\_ is in compliance with the standards of equal  
(Name of Firm)

employment and anti-discrimination as cited in the Civil Rights Act of 1964 as amended in 1972 by the Equal Employment Opportunity Act and also, with Minnesota Statutes Section 363 as amended.

Therefore, I certify that it is the policy and intent of \_\_\_\_\_ to provide  
(Name of Firm)

equality of opportunity in all phases of employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, place of residence, political affiliation, disability, marital status, status with regard to public assistance, sexual orientation, gender, or age in all aspects of its personnel policies, programs, practices, and operations.

NAME: \_\_\_\_\_

OFFICIAL ADDRESS: \_\_\_\_\_

SIGNATURE IN INK BY: \_\_\_\_\_

TITLE and/or POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

## INDEPENDENT CONTRACTOR STATEMENT

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the County for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it is, has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the County, shall not be considered employees of the county and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the County; and the Contractor shall defend, indemnify, and hold the County, its officers, agents, and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the County, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

COMPANY NAME: \_\_\_\_\_

OFFICIAL ADDRESS: \_\_\_\_\_

SIGNATURE IN INK BY: \_\_\_\_\_

TITLE AND/OR POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

## WORKERS' COMPENSATION CERTIFICATION

I hereby certify that effective the date of my Contract with the County of Aitkin and at all times in the performance of such Contract that:

- I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Minnesota with the following insurance company:

---

COMPANY NAME

---

AGENT'S NAME, ADDRESS AND TELEPHONE NUMBER

---

POLICY NUMBER

(EFFECTIVE DATE)

OR

- I will perform said Contract myself alone and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Minnesota to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the County of Aitkin.

---

Date

---

Signature

Aitkin County Public Land Survey Corner Remonumentation Project 01-2019

(Candidate)

Date:
Time:

Question	Possible Points	Points
1. Proposer's Project Approach	10	
2. Proposer's Expertise and Strength of Team	10	
3. Completeness and Quality of the Proposer's Proposal	10	
4. Proposer's Proposed Cost Schedule	10	
5. Proposer's References	10	
Total Points	50	

Additional Comments:

Candidate: \_\_\_\_\_

Reference: \_\_\_\_\_

Reference Questions:

1. What is your relationship with the candidate?
  
2. Has the candidate ever done any work for you in the past?
  - 2a. What type of work was it?
  
  - 2b. Were you happy with the work?
  
  - 2c. What was the communication like during the project?
  
  - 2d. Was the work completed on schedule/budget?
  
  - 2e. Did they request many contract changes?
  
  - 2f. Is there anything you wish they would have done differently?
  
  - 2g. Would you use them again?
  
3. Based on your experience with the candidate, do you think they would be a good fit for this project?



**Proposal for Professional Land Surveying Services  
Public Land Survey Corner Remonumentation  
Aitkin County, MN**

**March 6, 2019**



**Chad Conner, LS, CFedS, VP**  
Project Manager | Land Surveyor  
Chad.Conner@wsn.us.com  
218.316.3632

**Brainerd/Baxter Office**  
7804 Industrial Park Road  
Baxter, MN 56425  
t | 218.829.5117

March 6, 2019

Randy Quale, LS  
Aitkin County Surveyor  
209 2nd Street NW, Room 204  
Aitkin, MN 56431

Re: Proposal for Professional Land Surveying Services  
Aitkin County Public Land Survey Corner Remonumentation



Brainerd/Baxter  
7804 Industrial Park Road  
PO Box 2720  
Baxter, MN 56425-2720

218.829.5117  
218.829.2517

Brainerd@wsn.us.com

[WidsethSmithNolting.com](http://WidsethSmithNolting.com)

Dear Mr. Quale:

Widseth Smith Nolting understands the importance of preserving the locations of Public Land Survey System (PLSS) corners and has the experience and knowledge necessary to complete the requested services efficiently and accurately. With this 2019 remonumentation project, we propose an approach that will allow WSN and Aitkin County Staff to work together as a team to complete the project. As you review our qualifications, work plan, and anticipated costs, please consider the following advantages of working with WSN.

**Familiarity.** Widseth Smith Nolting has performed land surveying in Aitkin County and the surrounding area for the past 41 years. WSN gained valuable experience by performing many remonumentation projects similar to the 2019 Aitkin County project. We are very familiar with the types of monuments, records research, and corner conditions found in Aitkin County. The WSN survey archive records contains many surveys completed by WSN, Dean Anderson, and Ray Anderson within the project area. We also have working relationships with Aitkin County staff as well as the local land surveyors. These historic survey records and relationships will prove invaluable in determining the proper final location of the corners included in this project. WSN recently worked with Aitkin County and Hazelton Township on the right of way plat for 215th Street and also for the 265th Lane preliminary engineering survey.

**Expertise.** Our local team will be led by experienced professionals and is comprised of three Minnesota Land Surveyors, one Certified Federal Surveyor, two land surveyors in training (LSIT), and skilled land survey technicians. Team members have logged considerable time working on county remonumentation projects for Crow Wing County and Lake of The Woods County and have obtained the knowledge necessary to efficiently perform the work outlined in the Aitkin County RFP.

**Proximity.** Our Baxter office is on the doorstep of this project. Our mobilization and travel time will be minimal allowing us to focus on our project responsibilities. If necessary, we will rearrange schedules to accommodate urgent project needs. As a resident of Aitkin County, my daily commute takes me past the project area twice a day. This will allow me to conduct daily site visits as necessary to review evidence, obtain first hand observations, and maintain progress.

**Experience.** Our staff successfully completed remonumentation projects for Crow Wing County in 2015 and 2016 and ongoing projects in Lake of the Woods County. We understand the efforts necessary to complete the records research and field investigation required to determine the correct location for the corners identified in this Aitkin County 2019 project. Our professional team has current and past experience working for counties throughout Minnesota performing similar PLSS remonumentation work. We have conducted many large corner remonumentation projects for the DNR, MnDOT, and the USDA Forest Service, and have performed many large private surveys requiring the recovery and establishment of PLSS corners. Our survey crews have worked on many projects within the area of this remonumentation project.

**Schedule.** Our team is dedicated to this project. We will commence work immediately upon completion of the project kickoff meeting and receipt of written authorization to proceed. We will dedicate the necessary experienced staff from our Baxter office to bring the project in prior to your deadlines of 50% completion on or before February 28, 2020 and 100% completion on or before July 1, 2020.

Protecting Aitkin County's investment is a very important task, and WSN looks forward to working with you. Our extensive land survey archives, experience working in Aitkin County, and years as acting Lake of the Woods and Polk County surveyors have provided us with the knowledge and practice necessary to complete this required work for Aitkin County. Please do not hesitate to contact me if you have any questions or would like to discuss this information in detail. If selected, WSN is committed to delivering outstanding service.

Sincerely,

A handwritten signature in blue ink that reads "Chad Conner".

Chad Conner, LS, CFedS, VP  
Professional Land Surveyor  
Chad.Conner@wsn.us.com  
t | 218.316.3632

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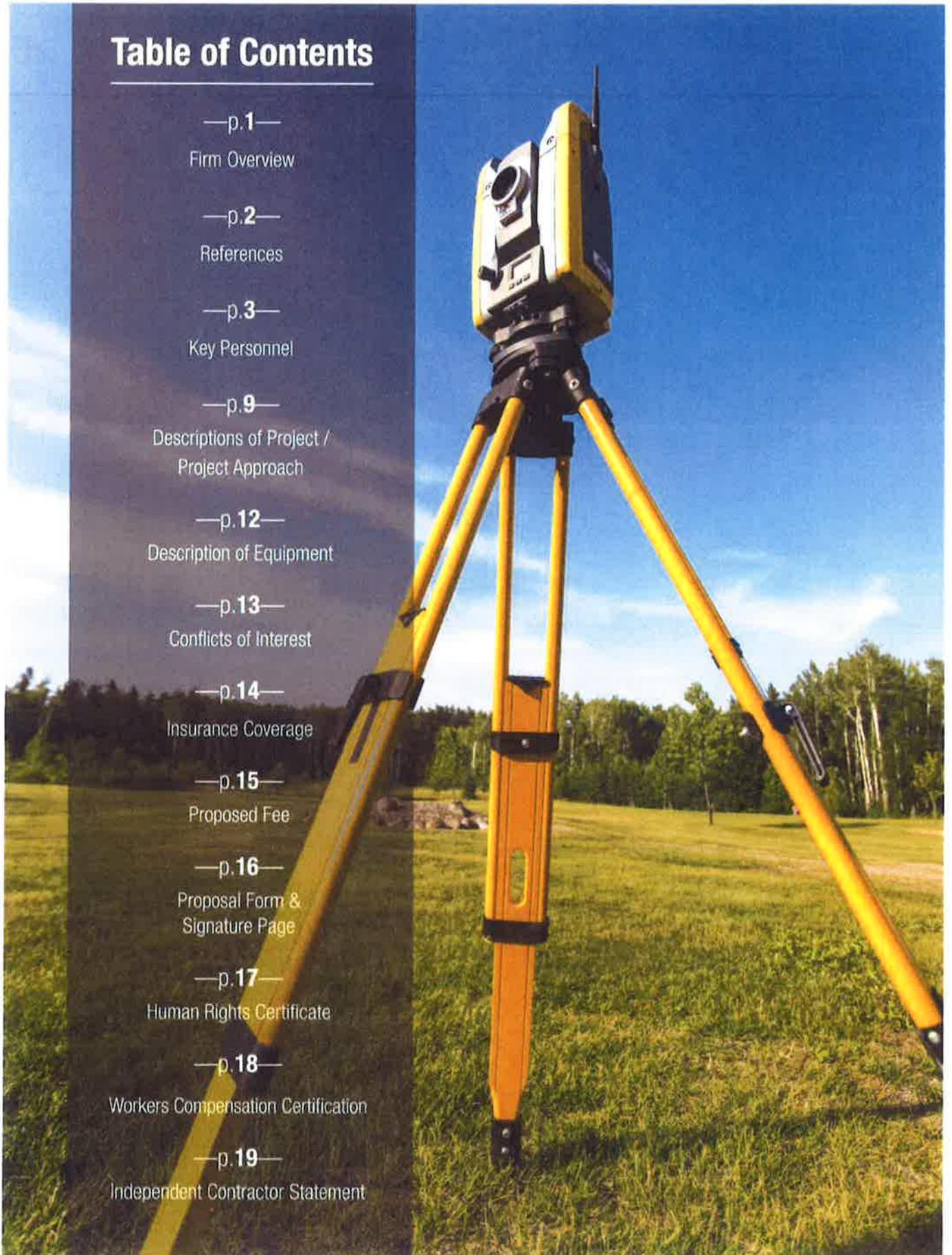
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## Firm Overview

### Vibrant Design. Integrated Systems. On Budget. On Time.

Since 1975, we have developed experience and expertise to tackle all manner of challenges, from straightforward to complex. We are an integrated, multi-disciplined firm that brings together all the services you need under one umbrella. For you, that means better communication, greater efficiency, and a more satisfying experience as your project plays out.

WSN was founded in 1975 and maintains a strategic focus on serving the communities of Greater Minnesota and North Dakota. Sustainability through managed growth has always been a goal of the WSN ownership team—the firm has taken advantage of many growth opportunities since its inception and now boasts eight office locations and more than 200 employees.

Our professional services and staff by disciplines includes:

- Land Surveying | 39
- Geographic Information Systems | 3
- Aerial Mapping | 6
- Architecture | 33
- Landscape Architecture | 1
- Civil Engineering | 72
- Structural Engineering | 4
- Water Resources | 10
- Environmental Services | 8
- Mechanical Engineering | 6
- Electrical Engineering | 4
- Electrical Distribution | 6
- Funds Development | 1
- Communications | 6
- Planning | 1
- Administrative | 28

### Firm Information

*Brainerd/Baxter Office*  
 7804 Industrial Park Road  
 Baxter, MN 56425  
 t | 218.829.5117  
 f | 218.829.2517

*Chad Conner, LS, CFedS, VP*  
 Project Manager | Land Surveyor  
 Chad.Conner@wsn.us.com  
 t | 218.316.3632

### WSN Locations

- Baxter**
- Alexandria
  - Bemidji
  - Crookston
  - East Grand Forks
  - Forest Lake
  - Grand Forks
  - Rochester

[WidsethSmithNolting.com](http://WidsethSmithNolting.com)



## References

### Minnesota DNR

*Robert Langner, PLS – Land Survey  
Unit Manager*

1601 Minnesota Drive  
Brainerd, MN 56401

**t** | 218.203.4403

**e** | [Robert.Langner@state.mn.us](mailto:Robert.Langner@state.mn.us)

**Summary of Experience:** WSN has worked with the MNDNR for many years on projects across the state. WSN is a pre-approved vendor for Land Survey Services; recent projects include Delhi NPB, Pelan WMA, Woman Lake WMA, Roger Lake AMA, and Caron Lake AMA.

### Lake of the Woods County, Minnesota

*Josh Stromlund – Land and Water  
Planning Director*

206 8th Avenue SE, Suite 260  
Baudette, MN 56623

**t** | 218.634.4536

**e** | [josh\\_s@co.lake-of-the-woods.mn.us](mailto:josh_s@co.lake-of-the-woods.mn.us)

**Summary of Experience:** WSN has worked with Lake of the Woods County for 22 years; remonumentation of government corners, plat and subdivision review, and various boundary and topographical surveys.

### Polk County, Minnesota

*Richard Sanders, PE – County Engineer*

820 Old Highway 75 South  
Crookston, MN 56716

**t** | 218.281.3952

**e** | [sanders.rich@co.polk.mn.us](mailto:sanders.rich@co.polk.mn.us)

**Summary of Experience:** WSN has worked with Polk County for more than 33 years; remonumentation of government corners and centerline alignment mapping of county roads.

# Key Personnel



## Chad Conner, PLS, CFedS, VP

### Project Manager | Land Surveyor

Chad joined WSN in 1996 is currently the Director of Survey Operations in the Brainerd/Baxter office. He is the Lake of the Woods County Surveyor, and is currently serving on the Board of Directors for the Minnesota Society of Professional Surveyors (MSPS). Chad is a resident of Aitkin County and is very familiar with the project area. He coordinates work assignments with the schedule of the client to ensure timely completion of projects. His training as a Certified Federal Surveyor has given him the expertise to properly evaluate evidence and provide important solutions for projects in many of WSN's offices. Chad's responsibilities include land survey project development and management, scheduling, and coordination.

### Licenses/Certifications

Professional Land Surveyor: MN (41643),  
IL (036.003887), WI (3180)

Certified Federal Surveyor (CFedS) (1292)

### Education

Bachelor of Science, Land Surveying  
and Mapping | St. Cloud State University,  
2000

Diploma, Civil Engineering Technology |  
St. Cloud Technical College, 1994

### Related Experience

- William Dougherty-Wealthwood Golf Resort—Aitkin, MN
- Benjamin Property Survey—Aitkin County, MN
- Farm Island Lake Tower—Aitkin, MN
- Highway 12, Topo Survey—Aitkin County, MN
- Hazelton Township, 265th Lane—Aitkin County, MN
- Aitkin County Growth - Bunker Hill Shovel Ready Application—Aitkin, MN
- Charwood Estates Plat, Nordland Township—Aitkin County, MN
- Aitkin County Growth - 2018 Airpark Drive Subdivision—Aitkin, MN
- Wealthwood Cell Phone Tower—Aitkin, MN
- Myr Mar—Aitkin County, MN
- Hazelton Township 215th Road Plat, Topo Survey—Aitkin County, MN
- Edward Brown, Hazelton Township—Aitkin County, MN
- 2015 and 2016 Crow Wing County Remonumentation
- Nature Conservancy Surveys—Morrison County, MN





## Donn Rasmussen, PLS

### Land Surveyor

Donn has more than 40 years of land surveying experience with Widseth Smith Nolting and has been a Licensed Land Surveyor practicing in central Minnesota since 1983. Donn currently serves as land survey project manager in the Baxter/Brainerd office and is a member of both the Minnesota Society of Professional Surveyors and the Minnesota Association of County Surveyors. Donn served as the Lake of the Woods County Surveyor from 1997 to 2018, and was a member of the county's remonumentation committee responsible for implementing the mapping and section corner remonumentation program throughout the county. He has extensive experience with all aspects of section corner restoration and recovery including coordination with county staff, records research, field evidence analysis, complex calculations and corner history preparation. Section subdivisions, right of way plats, plat checks, complex legal description issues, detailed written reports, and project management issues are part of Donn's daily responsibilities.

### Licenses/Certifications

Professional Land Surveyor: MN (16102)

### Education

Associate of Arts, Engineering | Central Lakes College, 1971

### Related Experience

- John Diehl—Aitkin, MN
- Mississippi Headwaters Habitat Project—Aitkin County, MN
- Mississippi Headwaters Corridor—Aitkin County, MN
- Bill Reed—Aitkin County, MN
- Edward Brown—Aitkin County, MN
- Ken Wasserzieher, Jr.—Aitkin County, MN
- 2015 and 2016 Crow Wing County Remonumentation
- 1997-2018 Lake of the Woods County Surveyor
- Boundary and construction surveys for local airports—Brainerd, Wadena, Backus, Sauk Centre, Aitkin, and Starbuck, MN
- Hundreds of surveys for County's private parties, schools, medical centers, and governmental agencies—including boundary surveys, ALTA surveys and plats, and subdivisions throughout Minnesota.
- 2007 RAKO Wildlife Management Area Survey - MN DNR Project—Lake of the Woods County, MN
- Nature Conservancy Surveys—Morrison County, MN





## Rick Schlieman, PLS

### Land Surveyor

Rick has worked with WSN since 2005 and has over 15 years of land surveying experience. He has been a licensed land surveyor since 2009, is a member of the Minnesota Society of Professional Surveyors and is a Morrison County resident. Rick is responsible for the research, recovery, monumentation, field notes and efficient results utilizing Trimble RTK and static GPS equipment, and Trimble S6 robotic total stations. Rick's professional experience is valuable when dealing with landowners during field survey activities.

### License/Certifications

Professional Land Surveyor: MN (47591)

### Education

Bachelor of Science, Land Surveying and Mapping | St. Cloud State University, 2004

### Related Experience

- Trust for Public Land Surveys— Aitkin County, MN
- Mississippi Headwaters Corridor— Aitkin County, MN
- Ryan's Knoll PUD— Aitkin County, MN
- Gary Gode— Aitkin County, MN
- Daniel Behrens— Aitkin County, MN
- Lori Thompson— Aitkin County, MN
- Zuerner Ripple Lake Property— Aitkin, MN
- Mille Lacs Realty— Aitkin County, MN
- The Grand Property— Aitkin County, MN
- Mississippi Headwaters Habitat Project— Aitkin County, MN
- Aitkin Growth - Shovel Ready Application Process— Aitkin County, MN
- Douglas Bendorf Survey— Aitkin County, MN
- Aitkin Growth Property Development— Aitkin, MN
- Aitkin County Growth - Bunker Hill Shovel Ready Application— Aitkin, MN
- Aitkin County Growth - 2018 Airpark Drive Subdivision— Aitkin, MN
- Gammello, Qualley, Pearson, and Mallak - Aitkin ALTA— Aitkin, MN
- 2015 and 2016 Crow Wing County Remonumentation
- Nature Conservancy Surveys— Morrison County MN





## Curtis Sanow, LSIT

### Land Surveyor In Training

Curtis joined WSN in 2002 working summers as a field technician while pursuing his Civil Engineering degree. After achieving his Engineer in Training certification and graduating in 2005 Curtis began full time employment with WSN where he worked as both a field survey technician and an engineering technician surveying on municipal roadway design projects and surveys. Curtis later returned to college at St. Cloud State University graduated in 2009 and obtained his Land Surveyor in Training certification in 2009. Curtis is responsible for experienced leadership of our field crew activities on projects involving section corner renovation, boundary surveys, right-of-way surveys, and topographic surveys. Curtis is skilled in the operation of WSN's Trimble S6 Robotic total stations, Trimble static, and RTK GPS systems. Curtis is also skilled in the preparation of detailed field reports, collecting important information, and preparing COLOGC.

### License/Certifications

Land Surveyor in Training: Minnesota

Engineer in Training: Minnesota

### Education

Equivalency Degree | St. Cloud State University, 2009

Bachelor of Science, Civil Engineering | North Dakota State University, 2005

### Related Experience

- Hazelton Township 215th Avenue Right-of-Way Plat – Aitkin County, MN
- Aitkin County Growth - Bunker Hill Shovel Ready Application – Aitkin, MN
- Edward Brown, Hazelton Township – Aitkin County, MN
- Aitkin County Growth - Airport Industrial Park Platting – Aitkin, MN
- John Diehl – Aitkin, MN
- Bradford Building Co. - Aitkin Family Dollar – Aitkin, MN
- Douglas Bendorf Survey – Aitkin County, MN
- 2015 and 2016 Crow Wing County Remonumentation
- City of Crosslake Right of Way Surveys – Crosslake, MN
- North Mitchell Lake Road Torrens Right of Way determination – Fifty Lakes, MN
- Essentia Health ALTA – Crosslake, MN





## Charlie Nelson

### Land Survey Technician

Charlie has more than 40 years of professional experience. He joined WSN in 1978 and has gained extensive experience performing land corner restoration projects covering many locations across Minnesota. His experience in both field observations and office calculations has allowed him to provide private and public clients accurate, thorough and efficient results. He routinely performs historical research/preparation for projects, assists in corner recovery, searches, and monumentation. He is trained in the use of Trimble S6 robotic total stations, Trimble static and RTK GPS systems, data collection and its interaction with AutoCAD. He has worked on several remonumentation projects with Crow Wing County, MnDOT, Corps of Engineers, Farmers Home Administration, and the US Forest Service. Charlie is responsible for drafting land survey certificates, legal descriptions, FEMA Elevation Forms, right of way and subdivision plats, using Autocad Civil 3D.

#### License/Certifications

24-Hour OSHA HAZWOPER Training

#### Education

High School Diploma

#### Related Experience

- Benjamin Property Survey— Aitkin County, MN
- Mississippi Headwaters Corridor— Aitkin County, MN
- Mississippi Headwaters Habitat Project— Aitkin County, MN
- Douglas Bendorf Survey— Aitkin County, MN
- John Diehl— Aitkin, MN
- Lori Thompson— Aitkin County, MN
- Zuerner Ripple Lake Property— Aitkin, MN
- Gammello, Qualley, Pearson & Mallak - Aitkin ALTA— Aitkin, MN
- 2015 and 2016 Crow Wing County Remonumentation
- U.S. Army Corps of Engineers
- Section Subdivision and Survey Boundary— Lake of the Woods County, MN





## Tyler Pogreba

Land Surveyor in Training

### Education

Surveying & Mapping Science | St. Cloud State University, 2018

### Related Experience

- CWCO Remonumentation - 2016
- Mississippi Headwaters Corridor— Aitkin County, MN
- Hazelton Township 215th Avenue Right-of-Way Plat— Aitkin County, MN
- Beltrami County Remonumentation - 2017



## Kyle Pusc

Land Survey Technician

### Education

Land Surveying/Civil Engineering | St. Cloud Technical and Community College, 2015

### Related Experience

- CWCO Remonumentation - 2015 and 2016
- Hazelton Township 215th Avenue Right-of-Way Plat— Aitkin County, MN
- Mississippi Headwaters Corridor— Aitkin County, MN
- Mississippi Headwaters Habitat Project— Aitkin County, MN



## Andy Schmaltz

Land Survey Technician

### Education

Associate of Science, Land Surveying | Vermilion Community College, 2018

### Related Experience

- Mississippi Headwaters Corridor— Aitkin County, MN
- Mississippi Headwaters Habitat Project— Aitkin County, MN
- Hazelton Township 215th Avenue Right-of-Way Plat— Aitkin County, MN





## Description of Project / Project Approach

WSN's project approach is based on our experience with similar county and private remonumentation projects, our understanding of the RFP, and our intention to provide accurate and thorough public land survey corner restoration. We will utilize the first-hand knowledge of our experienced staff to effectively perform the requirements of this project. Our services will include the use of accurate and innovative electronic technology.

### *1. Contract Initialization and Project Start-Up*

Upon award, WSN will dedicate the necessary resources to the project and initialize the project for all tasks and duties. We will work with Aitkin County to facilitate all signatures necessary to execute the agreement between the parties. WSN has worked on similar remonumentation projects and will have no issues fulfilling the contract's requirements. WSN has all insurance coverage required for this project (please refer to "Insurance Coverages" section).

### *2. Kickoff Meeting*

WSN'S principal in charge, and all team members assigned to this project, will meet with the County staff to review the contract requirements, Aitkin County standards, and assign duties to team members. We will use this meeting to exchange information, finalize schedules, and review any additional project details. Aitkin County will furnish additional project information and monuments as outlined in the RFP, giving our team a firm understanding of the project goals.

### *3. Research*

WSN has performed preliminary research of the Aitkin County records, MnDOT and MNDNR surveys and maps, and other available sources of land survey information. Upon contract award, we will complete thorough and extensive research of all available private and public survey records including the files, maps, and notes for County Ditch 38. We will also contact local surveyors known to have conducted surveys within the project area for their records.

### *4. Land Owner Notification*

It is our understanding that Aitkin will be sending a notification to adjacent land owners. We will provide Aitkin County our weekly anticipated field schedule regarding the pending surveys, detailing the need to access corner locations which will allow Aitkin County to effectively address landowner concerns if they should arise. Prior to entering private property, WSN field staff will also knock on the doors of the affected residents and provide our contact information. This will also serve as an opportunity to request any information or knowledge landowners may have as to locations of the corners to be surveyed.

## 5. Field Work, Computational Analysis, and Monumentation

WSN will conduct the work plan under the direction of the managing project surveyor. Based on our detailed research, we will develop a plan for monument recovery. We will base our work on the Aitkin County Coordinate Database NAD83, 2011 Adjustment using existing geodetic control points and will perform the location of existing certified corners and additional monumentation needed for the survey.

Our work plan will be performed in the following manner:

- Provide direct electronic project file access to Aitkin County staff by continued use of one shared project FTP file location for the open exchange and review of office and field data as it is being completed. This will help eliminate the potential log jam of information at the end of the project milestones.
- WSN will incorporate recommended safety practices to ensure a safe working environment.
- Initiate Gopher State One Call as necessary and notify Township supervisors and County highway departments for work within public right of ways.
- Plan the monument recovery with a systematic approach maximizing the efficiency of our field crews. Monument recovery will begin with the certified controlling corners on the perimeter of the project area. During the winter season our initial efforts will focus on the off-road corners in wet locations, with the balance of the corners in road surfaces, potentially requiring excavation, to be completed in the spring and summer seasons.
- Use of UTV with tracks in the winter season to allow our crews access to the corners in wetland locations in the center of the project area.
- Notify County staff weekly in advance of our field crew locations so public inquiries will be addressed effectively.
- The maintenance of the corners will be performed in accordance with the field survey standards, procedures, and coordinate datum requirements as outlined in the RFP. Multiple positions will be obtained for each corner to the accuracy standards outlined in the RFP by RTK-GPS, Static GPS and terrestrial methods using Trimble R8 and

R10 GPS receivers, Trimble S6 robotic total stations, and Trimble TSC3 data collectors.

- We will utilize separate field books for each township to record our findings. Digital cameras will be used to collect the required photos of each corner in accordance with the format and naming conventions outlined in the RFP.
- Notification of road authorities for any corners requiring excavation in an existing road.
- Preliminary field surveys will be conducted to locate existing corner monuments. Licensed land surveyors or experienced land surveyors in training will analyze each section corner. After preliminary surveys have been completed, an analysis of all the field survey data and the research information will be performed. Additional field survey data may be required once this analysis had been completed in order to properly establish the corner position. Licensed land surveyors will directly supervise and review this work.
- Progress and discovery review meetings periodically with County staff are anticipated to review the findings of our field and office work. This will give WSN the opportunity to provide status updates on the project and to highlight our results and computations performed.
- WSN standard daily field reports and field notes detailing the activities performed, conditions found, and measurements made will be completed, scanned electronically in PDF format, and made available to County staff in the shared FTP file location.
- After the computational analysis has been done and the final coordinate positions determined, WSN will complete the final corner monumentation and maintenance. This monumentation and maintenance will be done by our experienced land surveyors and land surveyors in training in accordance with the specifications of the RFP completing the work in a systematic approach ensuring efficient, accurate, and complete results.

## 6. Delivery Items

During the remonumentation project, WSN will continue to provide Aitkin County with direct access to our electronic files through the FTP site. This will allow WSN and the County to work together as a team by giving County staff

the ability to continuously monitor and review project details and deliverables. This will also help identify any questions or issues while the work is being performed and eliminate delays in project task completion and deliverables. The remainder of the delivery items will be provided in hard copy and electronic formats outlined in the RFP, will be available on the FTP site and will include the following:

- Copies of any least square adjustments performed during the course of the survey.
- One (1) paper copy of the printout listing of the point number, northing, easting, and descriptor for each designated monument within the project area.
- A comma delimited ASCII file containing point number, northing, easting, and descriptor of each designated monument and control point located in the project area.

All coordinate values will be carried out to the third decimal place (0.xxx).

- Original and separate field books for each township survey.
- Five (5) or more digital photographs of each corner visited or set. Photographs will consist of four (4) cardinal directional photographs, one (1) overhead photograph of the existing monument, and one (1) overhead of any monument set by the contractor with JPG or PDF.
- Final wet signed COLOGC suitable for recording meeting Minnesota Statutes 381.12 and 160.15.

The scope of our services is intended to address the corners identified, deliverables, and timeline outlined in your Request for Proposals. We will commit our experienced local Baxter staff to this project immediately and will meet or exceed the deadlines outlined in the proposed project delivery terms.





## Description of Equipment

WSN has a large land survey operation, with a survey department staff of more than 30 licensed professional land surveyors, land surveyors in training, and trained field technicians. WSN provides highly accurate and timely survey services, relying on the depth of our experience and in the investment we have made in state-of-the-art technology, both in the field and in the office.

Each survey crew has a fully equipped survey vehicle. The latest technology in Trimble R8 and R10 Global Positioning System (GPS) receivers will utilize the Global Navigation Satellite System (GNSS) with static, RTK, and VRS-MnDOT CORS Network capabilities; Trimble S6 Robotic Total Station and Trimble TSC3 automated data collection technology allow crews to analyze data quickly and accurately and to produce high quality surveys. Office personnel use AutoCAD Civil 3D software to produce survey records including

Certificates of Location or government corners, ALTA/ACSM land title surveys, plats, maps, and legal descriptions.

The Trimble GPS system allows short observation times and “real time” coordinate positions. This aids in maintaining high accuracy throughout the project.

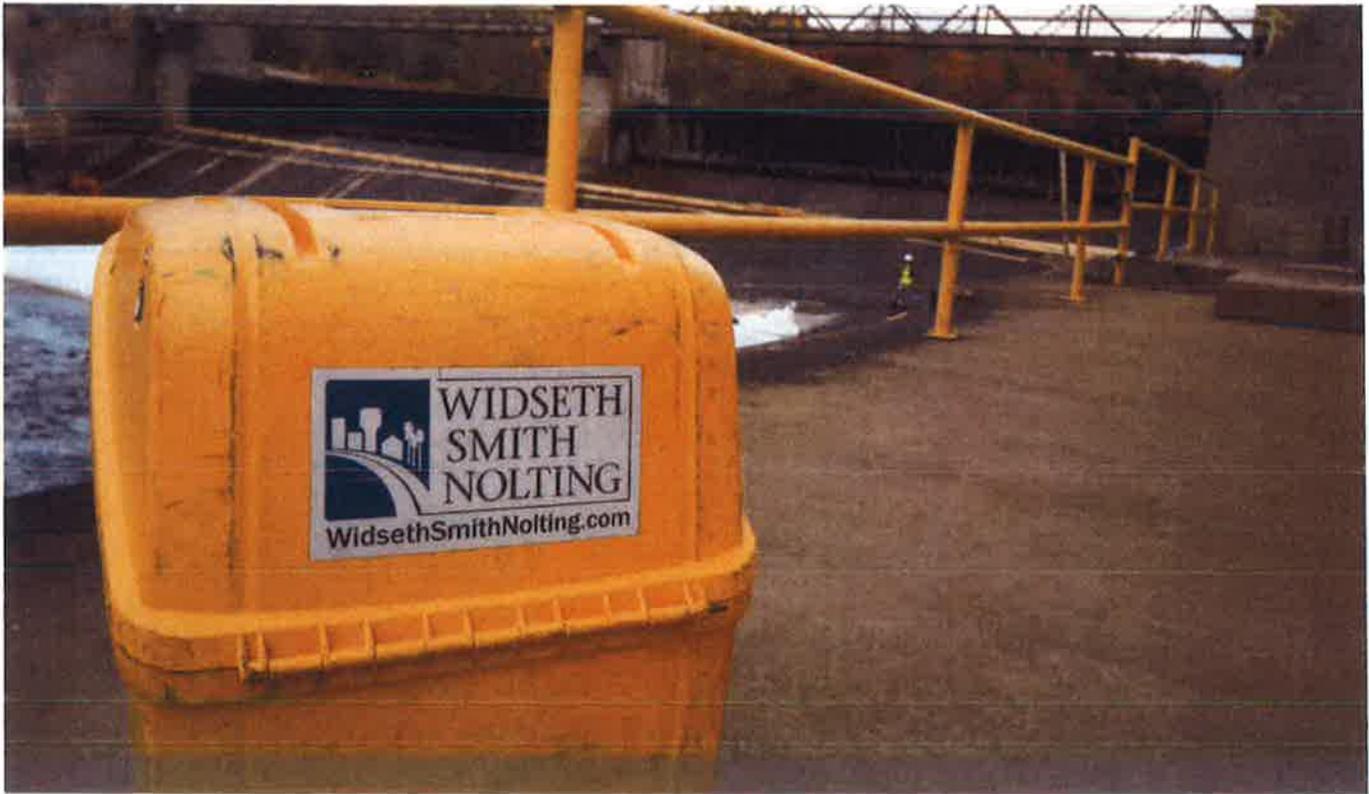
Trimble Total Stations and Data Collectors are precise instruments that will turn angles, measure distances, and record all data in one operation with no repetition of tasks. Our “field to finish” system eliminates the need for manual data entry and potential transcription errors, while allowing direct access to the computer for calculations, computer-aided drafting, and preparation of the final Certificates of Location. Both Total Stations and GPS use the same data collection format, permitting our team to utilize integrated surveying methods for a more efficient approach to the completion of tasks. All field work is conducted under the supervision of a licensed professional land surveyor.



## Conflicts of Interest

Widseth Smith Nolting does not have any relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this proposal.





## Insurance Coverage

Should WSN be retained for services, the firm shall provide a completed Certificate of Insurance.

### Business Auto Liability

**Carrier:** United Fire & Casualty

**Professional Liability:** \$500,000/occurrence; \$1,500,000 general aggregate

**Policy Description:** Occurrence

### General Liability Insurance

**Carrier:** United Fire & Casualty

**General Liability:** \$1,000,000/occurrence; \$2,000,000 general aggregate

**Excess/Umbrella Liability:** \$3,000,000/occurrence

**Policy Description:** Occurrence



## Proposed Fee

WSN proposes the following fees for the maintenance or establishment of Section, Quarter, and Meander Corners:

Wealthwood Township (T 45N) 17 corners  
Hazelton Township (T 45N R27W) 17 Corners  
Northland Township (T 46N R26W) 3 Corners  
Farm Island Township (T 46N R27W) 1 Corner

**Total Fee for Wealthwood, Hazelton, Northland, and Farm Island Township (40 Corners): \$39,950**

# Proposal Form and Signature Page

## PROPOSAL FORM

### REQUEST FOR PROPOSAL

FOR AITKIN COUNTY PUBLIC LAND SURVEY

CORNER REMONUMENTATION PROJECT 01-2019

**PROPOSAL DUE: March 6, 2019 AT 2:00 P.M.**

Bidders are required to provide a total project cost for the Aitkin County Public Land Survey Corner Remonumentation Project 01-2019.

TOTAL PROJECT COST: \$ 39,950.00

STANDARD HOURLY RATE: \$ 105.00  
(For work above and beyond scope of project, if necessary)

### **BIDDERS CONTACT INFORMATION**

Company Name: Widseth Smith Nolting & Assoc., Inc.

Company Address: 7804 Industrial Park Road | PO Box 2720  
Baxter, MN 56425-2720

By: Name: Chad Conner, PLS, CFedS

Title: Project Manager | Land Surveyor | Vice President

Signature: 

Phone: 218.316.3632

E-Mail Address: Chad.Conner@wsn.us.com

# Human Rights Certificate

## HUMAN RIGHTS CERTIFICATE

I hereby certify that Widseth Smith Nolting & Assoc., Inc. is in compliance with the standards of equal  
(Name of Firm)

employment and anti-discrimination as cited in the Civil Rights Act of 1964 as amended in 1972 by the Equal Employment Opportunity Act and also, with Minnesota Statutes Section 363 as amended.

Therefore, I certify that it is the policy and intent of Widseth Smith Nolting & Assoc., Inc. to provide  
(Name of Firm)

equality of opportunity in all phases of employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, place of residence, political affiliation, disability, marital status, status with regard to public assistance, sexual orientation, gender, or age in all aspects of its personnel policies, programs, practices, and operations.

NAME: Chad Conner, PLS, CFedS

OFFICIAL ADDRESS: 7804 Industrial Park Road | PO Box 2720 | Baxter, MN 56425-2720

SIGNATURE IN INK BY: 

TITLE and/or POSITION: Project Manager | Land Surveyor | Vice President

DATE: March 5, 2019

# Workers' Compensation Certification

DATE: March 5, 2019

## WORKERS' COMPENSATION CERTIFICATION

I hereby certify that effective the date of my Contract with the County of Aitkin and at all times in the performance of such Contract that:

- I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Minnesota with the following insurance company:

Secura Insurance

COMPANY NAME

Zimny Insurance Agency | 1103 Broadway, Alexandria, MN | 320.762.2124

AGENT'S NAME, ADDRESS AND TELEPHONE NUMBER

WC 3299236

02/01/2019 - 02/01/2020

POLICY NUMBER

(EFFECTIVE DATE)

OR

- I will perform said Contract myself alone and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Minnesota to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the County of Aitkin.

March 5, 2019

Date



Signature

# Independent Contractor Statement

## INDEPENDENT CONTRACTOR STATEMENT

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the County for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it is, has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the County, shall not be considered employees of the county and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the County; and the Contractor shall defend, indemnify, and hold the County, its officers, agents, and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the County, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

COMPANY NAME: Widseth Smith Nolting & Assoc., Inc. — Chad Conner, PLS, CFedS

OFFICIAL ADDRESS: 7804 Industrial Park Road | PO Box 2720 | Baxter, MN 56425-2720

SIGNATURE IN INK BY: 

TITLE AND/OR POSITION: Project Manager | Land Surveyor | Vice President



**WIDSETH  
SMITH  
NOLTING**

**Chad Conner, LS, CFedS, VP**  
Project Manager | Land Surveyor  
Chad.Conner@wsn.us.com  
218.316.3632

**Brainerd/Baxter Office**  
7804 Industrial Park Road  
Baxter, MN 56425  
t | 218.829.5117

**REQUEST FOR PROPOSAL**  
**Professional Surveying Services for the**  
**Recovery, Restoration and Perpetuation of**  
**Corners of**  
**the Public Land Survey System**



**Aitkin County, Minnesota**

**Project 01-2019**



**KRAMER LEAS DELEO**  
SURVEYING • ENGINEERING • PLANNING

*Submitted by:*  
*James Kramer, PLS*  
*President*  
*Kramer Leas DeLeo*  
*1120 Industrial Park Road*  
*Brainerd, MN 56401*  
*218-829-5333*  
*Toll Free: 1-866-816-5333*  
*Fax: 218-829-5377*  
*kramer@kldland.com*



## Firm Background and Similar Work Experience

- **Various property boundary and subdivision projects**  
KLD completes approximately 250-300 boundary and subdivision projects each year that require Public Land Survey corner research, positioning, and monumentation. KLD maintains documents and positions for monuments marking the Public Land Survey corners within the counties that it provides services in. Many of these projects require that the accuracy standards similar to the 2016 version of the accuracy standards for ALTA/ASCM Land Title Surveys be met.

### Professional References-

KLD takes pride in the relationships that it has built with its clients, members of various public agencies, and other professional firms that practice in the field of land surveying and civil engineering. Following are individuals who will attest to our professionalism and ability to perform this project for St Louis County.

Robert Murray – County Surveyor (Beltrami, Clearwater, Koochiching)  
304 3<sup>rd</sup> Street NW  
Bemidji, MN 56601  
(218)751-5898

Kevin Trappe – GIS Division Director  
Beltrami County, Minnesota  
County Administration Building  
701 Minnesota Avenue NW Suite 219  
Bemidji, MN 56601  
(218)333-8457

John Hinzmann – Principal Land Surveyor  
Minnesota Department of Transportation  
1123 Mesaba Avenue  
Duluth, MN 55811  
(218)725-2700



## Project Approach

### **Project Understanding-**

It is our understanding that the primary objective of this project is to provide professional land surveying services related to the maintenance and positioning of the identified Public Land Survey System (PLSS) corner locations in Aitkin County, Minnesota. We are aware that there are approximately 40 PLSS corners that Aitkin County would like documented as being perpetuated since the original government surveys were completed between 1859 to 1871. It will be our duty to locate and verify the monument and accessories to the corner for each of these corners, or re-establish said corner. There are three common situations that could arise for any of the PLSS corner monuments. Each situation will require a different action by the survey crew. These situations are:

1. If a PLSS corner monument currently marks the corner we will verify any remaining accessory ties and add additional accessory ties and witness posts as needed. All fieldwork will be documented.
2. If the PLSS corner monument is obliterated but sufficient accessories to the monument remain, they will be used to perpetuate the location of the corner. We will set a new monument, add any needed accessory ties and witness posts, and document our work.
3. If the PLSS corner monument, and the accessories needed to perpetuate it cannot be located, we will re-monument the corner in accordance with the Bureau of Land Management Manual of Surveying Instructions.

We will be required to establish horizontal coordinates in Aitkin County Coordinates (NAD83-2011 Adjustment), with the accuracy requirements similar to those defined in the 2016 version of the accuracy standards for ALTA/ASCM Land Title Surveys. It will be the responsibility of the Surveyor to gain permission to cross private property in order to access some of the PLSS Corner monuments.

### **Work Plan and Schedule-**

This project will be managed from KLD's Brainerd office. James Kramer, a licensed Professional Land Surveyor and a Principal with the firm will be responsible for the contract administration, project management, and day-to-day supervision of this project. Sam DeLeo, Professional Land Surveyor, will provide periodic professional support. Mike Seelen will be assigned the responsibility of being the lead survey crew chief for this project.

Our work plan for this project will be very similar to that of other PLSS corner maintenance projects we have performed in Beltrami County, Clearwater County, Crow Wing County, Morrison County and numerous locations in Minnesota. The following stages will be the primary phases of our work plan to complete this project:

#### ***Information Collection –***

We will prepare mapping products identifying the locations that we anticipate searching for the PLSS corner monuments that are needed for this project. These locations are based on the original Public Land Survey, Certificate of Location of Government Corner forms that have been previously filed with the county, and various survey information files that may be gathered within

## Project Approach

the County Survey database and private records. We will obtain copies of the most current Certificate of Location of Government Corner forms and update our map to reflect the target corner locations. As part of this work, **preliminary Statements of Evidence** will be completed for all required land corners prior to any field work. Feature calls from the original Public Land Survey will be inserted in our mapping products in review of the original running notes for each project area.

### *Survey Control Network Planning –*

We will identify nearby available geodetic survey control stations. We will verify the availability of these geodetic survey control stations and create a map containing the National Geodetic Survey data sheets for each geodetic survey control station. The survey crews will use this map as a reference to determine the availability of geodetic survey control stations to use as calibration stations and control checks throughout the project.

### *Monument Recovery and Positioning –*

Once all of the corner locations and geodetic survey control stations have been identified we will begin the fieldwork for this project by systematically searching for each PLSS corner across each township.

As each PLSS corner location is visited, the corner and any reference ties will be searched for. The Project Understanding section above describes the three possible outcomes for each PLSS corner. Due diligence will be practiced in searching for each target PLSS corner location as we recognize the importance of each PLSS corner monument. It will be necessary to access some of the PLSS corner monuments through private property. KLD will be responsible to contact each of the effected property owners prior to entering their property. We will contact the property owners by telephone, by mail, or by simply meeting them in person to request permission to perform our work on their property.

We will excavate by hand using chisels, gas powered jackhammers, and shovels to depths within reason in order to locate PLSS corner monuments as needed. Any excavation areas on private property will be restored to the property owner's requirements. Digital photographs will be taken at all excavated PLSS corner locations. Any excavation in public road right-of-way will be completed after consultation with the local road authority, all excavation areas in roadways will be re-established to the approval of the road authority.

At corner locations where surface plugs are recovered, the plug will be removed and the monument recovered beneath. The surface plug will be replaced in the correct location above the monument.

For instances where no monuments exist at the corner location and its position can be determined from the local accessories on an existing Certificate of Location of Government Corner form or survey evidence, a suitable durable iron monument will be set.

Field book information will be gathered at each PLSS corner, a uniform data sheet will be used for each corner in an effort to gather all needed information for the preparation of the Certificate of Location in a consistent manner. An example of this data sheet is included in the Appendix, this form may be altered upon review of Aitkin County prior to the beginning of work.

## Project Approach

We will be using a combination of RTK-GPS, Static GPS and conventional traverses for the positioning of the PLSS corner monuments. Multiple shots with RTK-GPS will be our primary method of establishing coordinate values of the PLSS corner monuments. If RTK-GPS does not provide satisfactory coordinate value accuracies we will either perform a conventional looped traverse or run multiple static GPS sessions on the corner. The distance of traverse required and density of vegetation will dictate the need for static GPS. Our experienced survey crew chiefs will individually assess the terrain for each PLSS corner monument and select the method of data collection that they feel best fits the needs of the area. The data collection methods will be reviewed continually throughout the project. To insure that accuracy standards are met we continually perform survey control checks to known geodetic survey control stations throughout the day and at the end of each day.

Digital photographs will be taken at all PLSS corner locations, four directional photos and one directly overhead. An example of this product is included in the Appendix.

### ***Corner Certificates / Survey Report -***

Certificate of Location of Government Corner forms shall be prepared for every corner where a monument was found, perpetuated or established. These forms will be submitted to the County in Adobe pdf format, and in hard copy format for recording. The surveyor shall also submit the coordinate data in the required electronic format along with hard copy of the data and the field notes for the project. Certificates of Location will be filed with the County as completed during the contract.

### ***Final Report and Deliverables-***

Prior to February 28, 2020(50%) and July 1, 2020(100%), the following delivery items will be provided to Aitkin County.

1. One paper copy of the printout listing the point number, northing, easting and descriptor for each designated monument within the project area.
2. Original copies of the field notes for each township survey.
3. Coma delimited ASCII file containing point number, northing, easting and descriptor of each designated monument and control point located in the project area.
4. If utilizing Trimble products, a copy of the DC file or equivalent data collection file from other products.
5. Certificates of Location for all required corners, paper copies of the recorded Document.
6. Survey Report for the project

### ***Schedule-***

We will begin this project immediately upon verification of a signed contract or written notice to proceed. We do not foresee any reason why we will not successfully complete this project before the mandated July 1, 2020 due date.

## Project Approach

### **Computer Software and Survey Equipment-**

The employees of KLD are experienced users of both MicroStation and AutoCAD computer aided drafting platforms. Bentley GEOPAK is our selected surveying and engineering software platform. KLD uses Trimble survey equipment, which includes robotic total stations, RTK units and static receivers.

### **Project Safety-**

KLD recognizes the importance of job safety. We will observe all Federal and State laws pertaining to the Occupational and Safety Hazards Act (OSHA) throughout the project. We will also observe all local laws, ordinances, and regulation related to project safety.

Throughout the duration of the contract Aitkin County may find it in the best interest of the County to hire KLD for other surveying services related to this project. We will provide these services at our standard hourly rates as depicted below, or at contract corner prices for the respective Township. We will provide cost estimates for such services as requested.

#### Standard Hourly Rates

Professional Land Surveyor-	\$120.00 per hour
Senior Technician-	\$85.00 per hour
Technician-	\$70.00 per hour
Two Person Survey Crew-	\$170.00 per hour
Clerical Staff-	\$50.00 per hour

### ***Conflicts of Interest-***

KLD is not currently engaged in any contracts with Aitkin County nor are we under contract or providing services for any employee of Aitkin County. We have no conflicts of interest related to this project.



**PROPOSAL FORM**

**REQUEST FOR PROPOSAL**

**FOR AITKIN COUNTY PUBLIC LAND SURVEY**

**CORNER REMONUMENTATION PROJECT 01-2019**

**PROPOSAL DUE: March 6, 2019 AT 2:00 P.M.**

Bidders are required to provide a total project cost for the Aitkin County Public Land Survey Corner Remonumentation Project 01-2019.

TOTAL PROJECT COST: \$ 43,867.00

STANDARD HOURLY RATE: \$ 170.00  
(For work above and beyond scope of project, if necessary)

**BIDDERS CONTACT INFORMATION**

Company Name: Kramer Leas Deleo PC

Company Address: 1120 Industrial Park Road

Baxter, MN 56425

By: Name: James Kramer

Title: President

Signature: 

Phone: 218-829-5333

E-Mail Address: kramer@KLDland.com

## HUMAN RIGHTS CERTIFICATE

I hereby certify that Kramer Keas Deleo PC is in compliance with the standards of equal  
(Name of Firm)

employment and anti-discrimination as cited in the Civil Rights Act of 1964 as amended in 1972 by the Equal Employment Opportunity Act and also, with Minnesota Statutes Section 363 as amended.

Therefore, I certify that it is the policy and intent of Kramer Leas Deleo PC to provide  
(Name of Firm)

equality of opportunity in all phases of employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, place of residence, political affiliation, disability, marital status, status with regard to public assistance, sexual orientation, gender, or age in all aspects of its personnel policies, programs, practices, and operations.

NAME: James Kramer

OFFICIAL ADDRESS: 1120 Industrial Park Road, Brainerd, MN 56401

SIGNATURE IN INK BY: 

TITLE and/or POSITION: President

DATE: March 2, 2019

## INDEPENDENT CONTRACTOR STATEMENT

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the County for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it is, has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the County, shall not be considered employees of the county and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the County; and the Contractor shall defend, indemnify, and hold the County, its officers, agents, and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the County, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

COMPANY NAME: Kramer Leas Deleo PC

OFFICIAL ADDRESS: 1120 Industrial Park Road, Brainerd, MN 56401

SIGNATURE IN INK BY:  \_\_\_\_\_

TITLE AND/OR POSITION: President

DATE: March 2, 2019

## WORKERS' COMPENSATION CERTIFICATION

I hereby certify that effective the date of my Contract with the County of Aitkin and at all times in the performance of such Contract that:

- I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Minnesota with the following insurance company:

Travelers

COMPANY NAME

Gene Mueller, Baxter Insurance Group, 8374 Brandon Road, Baxter, MN 56425 218-855-0331

AGENT'S NAME, ADDRESS AND TELEPHONE NUMBER

UB-8K381188-18-47-G

4-16-2018

POLICY NUMBER

(EFFECTIVE DATE)

OR

- I will perform said Contract myself alone and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Minnesota to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the County of Aitkin.

March 2, 2019

Date

Signature

## **James Kramer, PLS**

### **Professional Land Surveyor and Project Manager**

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#### **Education**

Bachelor of Science  
Major-Industrial Engineering  
St. Cloud State University

#### **Professional Registration**

Professional Land Surveyor in  
Minnesota

#### **Professional Associations**

Minnesota Society of  
Professional Land Surveyors

#### **General Background**

Mr. Kramer has thirty years of experience working in the disciplines of civil engineering and land surveying. He began his career working in the areas of highway engineering and highway construction inspection for the Minnesota Department of Transportation (Mn/DOT). His latest position with the department was as a Principal Land Surveyor for Mn/DOT's District 3 in Brainerd. While at this position he supervised staff and projects, overseeing land surveying services for a yearly construction budget of 80 – 100 million dollars. He has provided management for various types of field and office services as a Registered Land Surveyor including such project types as: horizontal and vertical geodetic control networks, public land system re-establishment and section subdivisions, aerial mapping, topographic and digital terrain mapping, construction staking, legal description preparation, and right-of-way platting.

In July of 2003, Mr. Kramer resigned from the Minnesota Department of Transportation to form Kramer Leas DeLeo P.C., a land surveying services firm. Mr. Kramer is responsible for all business operations, and land survey operations in its Brainerd/Baxter offices.

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## **Sam DeLeo, PLS CFED**

### **Professional Land Surveyor**

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#### **Education**

Bachelor of Science  
Major-Land Surveying/  
Mapping Sciences  
Minor-Geographic Information  
Systems  
St. Cloud State University

Applied Associate of Science  
Civil Engineering Technology  
St. Cloud Technical College

#### **Professional Registration**

Professional Land Surveyor in  
Minnesota

#### **Professional Associations**

Minnesota Society of  
Professional Land Surveyors

Minnesota Surveyors and  
Engineers Society (Scholarship  
Committee)

#### **General Background**

Mr. DeLeo has twenty- six years of experience working in the disciplines of civil engineering and land surveying. He began his career working for the Minnesota Department of Transportation. His latest position with the department was as a Senior Land Surveyor in Mn/DOT's St. Cloud resident office. While at this position he supervised the staff and managed the projects for the department's survey section. He has provided all types of field and office services as both a Survey Crew Chief and a Registered Land Surveyor including such project types as: horizontal and vertical geodetic control networks, public land system re-establishment and section subdivisions, legal description preparation, and right-of-way platting, aerial mapping, topographic and digital terrain mapping, and construction staking.

Mr. DeLeo joined the office of Short, Elliot, Hendrickson, SEH, in St. Cloud in July 2001 to manage land-surveying functions in the growing Minnesota market. Mr. DeLeo's primary duties were to manage the survey department for the Central Minnesota area offices. While at this position he was responsible for overseeing all of the Public Land Survey System monumentation and survey control projects.

On February 1, 2004, Mr. DeLeo became a Principal in Kramer Leas DeLeo, P.C., Mr. DeLeo is responsible for managing the professional services related to land surveying, civil engineering, planning, and environmental projects in KLD's St. Cloud office. Mr. DeLeo was the project manager responsible for all field and office operations for the Morrison County Horizontal Control Densification and Township PLSS Corner Inventory project.

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## **Mike Seelen**

### **Survey Crew Chief**

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#### **Education**

Applied Associate of Science  
Civil Engineering Technology  
St. Cloud Technical College

#### **General Background**

Mr. Seelen has twenty-one years of experience working in the disciplines of civil engineering and land surveying. He began his career working with the Minnesota Department of Transportation in June of 1997 in construction inspection. In November of that year, he transferred to the Surveys Department where he worked as a Survey Technician. He was promoted to Survey Crew Chief in September of 1999.

While working in the Survey Department for Mn/DOT, Mr. Seelen was responsible for overseeing all aspects of location and construction staking, as well as photo control, right-of-way boundary staking, design mapping, and various control surveys. During this period Mr. Seelen performed various surveys to locate, establish, and maintain government Public Land Survey corner monuments for upcoming roadway projects.

Mr. Seelen began his current position as Survey Crew Chief with Kramer Leas DeLeo in February of 2004. He is proficient in operating Trimble RTK and static GPS systems, and Geodimeter/Trimble total stations. He is skilled in utilizing MicroStation, Geopak, Geotool, GSP, TS Office, and TDS cogo software packages. His responsibilities include survey crew supervision, survey drafting and preliminary office computations. Mr. Seelen acted as a primary Survey Crew Chief for the Morrison County Horizontal Control Densification and Township Public Land Survey Maintenance project.

Mr. Seelen has 11 years of direct experience completing similar land corner restoration projects in Beltrami County, Clearwater County, Morrison County and Crow Wing County.

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## **Jordan Chouanard**

### **Land Surveyor-in-Training**

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#### **Education**

Applied Associate of Science  
Civil Engineering Technology  
St. Cloud Technical College

Bachelor of Science  
Land Surveying  
St Cloud State University

#### **Professional Registration**

Professional Land Surveyor in  
Training Minnesota

#### **General Background**

Mr. Chouanard has six years of experience working in the discipline of land surveying. He began his career working with the Aitkin County in 2012 for the highway department completing design location surveys and property land surveys for highway construction.

Mr. Chouanard began his current position as Land Surveyor-in-Training with Kramer Leas DeLeo in 2015. He is proficient in operating Trimble RTK and static GPS systems, and Geodimeter/Trimble total stations. He is skilled in utilizing MicroStation, Geopak, Geotool, GSP, TS Office, and TDS cogo software packages. His responsibilities include survey crew supervision, survey drafting and preliminary office computations.

Mr. Chouanard has 3 years of direct experience completing similar land corner restoration projects in Beltrami County, Clearwater County, and Crow Wing County.

I HEREBY CERTIFY THAT THIS DOCUMENT AND THE DATA CONTAINED HEREIN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION.

OFFICE OF COUNTY RECORDER  
 COUNTY OF BELTRAMI, MINNESOTA  
 THIS IS TO CERTIFY  
 THAT THIS INSTRUMENT  
 WAS FILED IN THIS  
 OFFICE ON 01/04/2018 AT  
 10:58 AM BY DOCUMENT NUMBER  
 A000569392  
 By: PAULA R. COONS  
 CHARLENE D. STURK  
 COUNTY RECORDER  
 PAGES: 2

*James Kramer*  
 JAMES KRAMER

11/30/2017  
 DATE

LICENSE NO. 23668

LAND SURVEYOR       PROFESSIONAL ENGINEER  
 COUNTY SURVEYOR       COUNTY ENGINEER

NAD 1983 (1996 HBELT) BELTRAMI COUNTY SOUTH ZONE COORDINATES  
 N= 223752.161 E= 526703.323 US SURVEY FT  
 (COORDINATES ARE SHOWN AS INFORMATION ONLY, SUBJECT TO VERIFICATION)

## CERTIFICATE OF LOCATION OF GOVERNMENT CORNER

INDEX NO. C-13, WEST QUARTER CORNER OF SECTION 03, TOWNSHIP 149, RANGE 32, 5TH P.M.  
 STATE OF MINNESOTA, COUNTY OF BELTRAMI

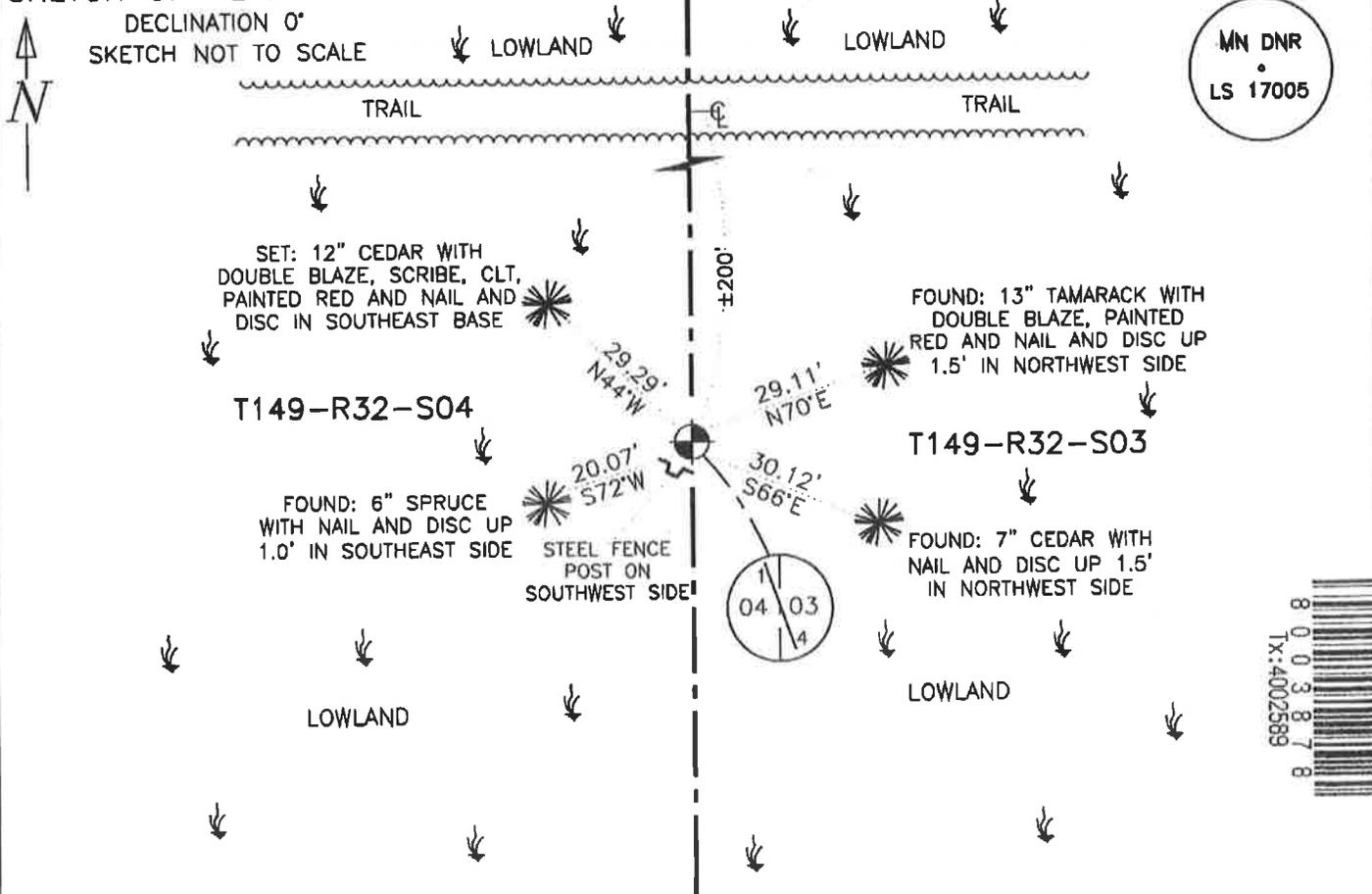
AT THE CORNER LOCATION SHOWN ON THE SKETCH: 3/4 INCH IRON PIPE WITH PLASTIC CAP STAMPED "MN DNR LS 17005" UP 0.2 FEET ABOVE GROUND SURFACE

ON 02/26/2017 DATE FOUND A(N) FOUND  
 LEFT MONUMENT AS FOUND,       LOWERED MONUMENT,       REMOVED MONUMENT (EXPLAIN)

ON \_\_\_\_\_ DATE PLACED A(N) \_\_\_\_\_

### SKETCH OF REFERENCE TIES

MONUMENT MARKED:



STATEMENT OF EVIDENCE RELATIVE TO THIS CORNER LOCATION IS ON BACK OF PAGE

**STATEMENT OF EVIDENCE:** WEST QUARTER CORNER OF SECTION 03, TOWNSHIP 149 NORTH, RANGE 32  
WEST OF THE 5TH PRINCIPAL MERIDIAN BELTRAMI COUNTY, MINNESOTA

In 1891, (Vol. 430 Pg. 80) the Original Public Land Survey for Township 149 North Range 32 West was run by Case. A scribed 3 inch squared by 5 foot post was set 24 inches in ground to mark the corner and two bearing trees were recorded as accessories:

8 inch Tamarac	North 89° East	9 links	With scribe
4 inch Tamarac	South 30° West	4 links	With scribe

In June 2005, the DNR Land Survey Unit conducted a search for this corner, but found no original evidence of the corner. They scanned the area with a Schonstedt Model GA-52Cx metal locator, but did not receive a signal to indicate a monument. When no evidence of the corner is found, the corner is considered lost. According to the Manual of Instructions for the Survey of the Public Lands of the United States 1973, prepared by the Bureau of Land Management, U.S. Dept of the Interior, in Chapter 5-38 which states "all lost quarter-section corners on the section boundaries within the township will be restored by single proportionate measurement between the adjoining section corners, after the section corners haven been identified or relocated. "Computed the lost position to this corner by single proportionate measurement and found it to measure: 2684.17 feet North of the Southeast Corner of Section 4 and 2792.88 feet South of the Northeast Corner of Section 4. On June 8, 2005, they set a ¾ inch by 24 inch rebar with plastic RLS cap stamped "MN DNR LS 17005" up 0.2 feet above ground surface with a steel fence post placed on the Southwest side to mark the corner; in a Cedar/Spruce swamp and approximately 200.0 feet South of a trail running East-West. They also recorded three bearing trees:

12 inch Tamarac	Azimuth 70°	29.11 feet	With DNR N&D up 1.5 feet in Northwest side
5 inch Cedar	Azimuth 114°	30.12 feet	With DNR N&D up 1.5 feet in Northwest side
5 inch Cedar	Azimuth 252°	20.07 feet	With DNR N&D up 1.0 foot in Southeast side

On July 6, 2005, L. Pommerening, registered land surveyor, prepared a Certificate of Corner Location for this Public Land Survey corner with the following statement: "Analysis of the available information led the DNR Land Survey Unit to conclude that the lost position should be used for the location of the corner. Lack of government corner perpetuation bears out the need for the lost position."

On February 26, 2017, J. Kramer and N. Jelacie, of Kramer Leas Deleo (KLD), searched for Public Land Survey Corners in this area. They found a ¾ inch rebar with plastic RLS cap stamped "MN DNR LS 17005" up 0.2 feet above ground surface with a steel fence post on the Southwest side marking the corner; monument found agrees with Certificate of Corner Location filed by Pommerening in 2005. The corner location is approximately 200.0 feet South of a trail running East-West. They also found three bearing trees from 2005:

13 inch Tamarack	North 70° East	29.11 feet	With double blaze, painted red and N&D up 1.5 feet in Northwest side
7 inch Cedar	South 66° East	30.12 feet	With N&D up 1.5 feet in Northwest side
6 inch Spruce	South 72° West	20.07 feet	With N&D up 1.0 foot in Southeast side

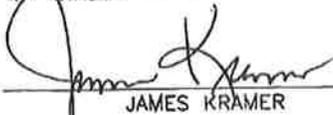
They recorded one additional bearing tree:

12 inch Cedar	North 44° West	29.29 feet	With double blaze, scribe, CLT, painted red and N&D in Southeast base
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Analysis of the above information indicates the location of this Public Land Survey Corner has been perpetuated by the capped rebar monument, set in 2005 by the DNR, in the lost position. Therefore, the location of the capped rebar monument is accepted as the best available evidence to perpetuate the location of this Public Land Survey Corner.

For additional information contact the Beltrami County Surveyor's Office in Bemidji, Minnesota.

I HEREBY CERTIFY THAT THIS DOCUMENT AND THE DATA CONTAINED HEREIN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION.

  
JAMES KRAMER

11/30/2017  
DATE

LICENSE NO. 23668

- LAND SURVEYOR
- PROFESSIONAL ENGINEER
- COUNTY SURVEYOR
- COUNTY ENGINEER

NAD 1983 (1996 HBELT) BELTRAMI COUNTY SOUTH ZONE COORDINATES  
N= 215740.450 E= 516082.381 US SURVEY FT  
(COORDINATES ARE SHOWN AS INFORMATION ONLY, SUBJECT TO VERIFICATION)

OFFICE OF COUNTY RECORDER  
 COUNTY OF BELTRAMI, MINNESOTA  
 THIS IS TO CERTIFY  
 THAT THIS INSTRUMENT  
 WAS FILED IN THIS  
 OFFICE ON 01/05/2018 AT  
 09:32 AM BY DOCUMENT NUMBER  
 A000569428  
 BY: PAULA R. COONS  
 CHARLENE D. STURK  
 COUNTY RECORDER  
 PAGES: 3

# CERTIFICATE OF LOCATION OF GOVERNMENT CORNER

INDEX NO. J-5, NORTHWEST CORNER OF SECTION 17, TOWNSHIP 149, RANGE 32, 5TH P.M.  
STATE OF MINNESOTA, COUNTY OF BELTRAMI

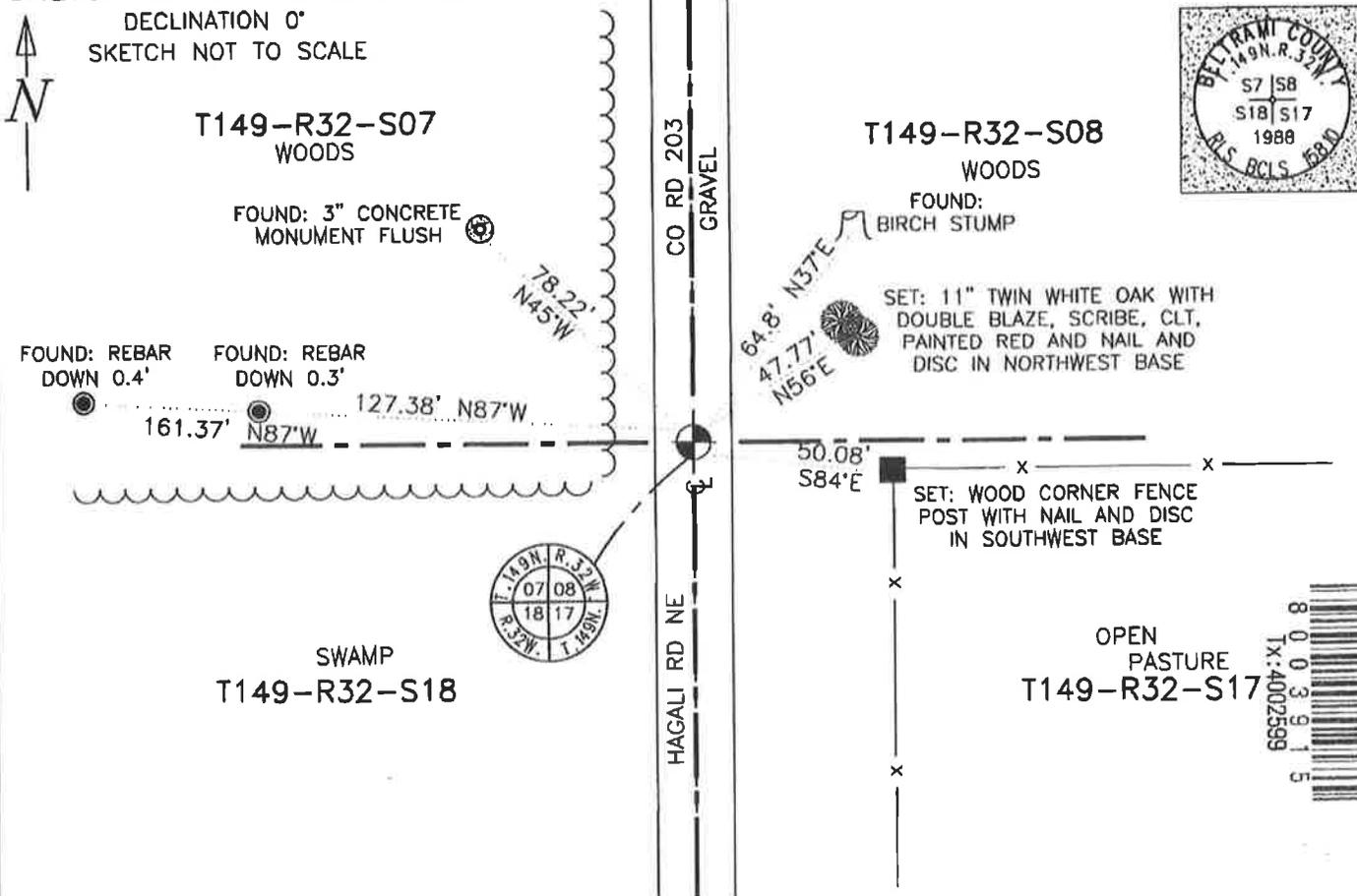
AT THE CORNER LOCATION SHOWN ON THE SKETCH: 6 INCH SQUARE BELTRAMI COUNTY CONCRETE MONUMENT WITH A

- ON 07/20/2017 FOUND A(N) 4 INCH ALUMINUM STAMPED CAP DOWN 1.0 FOOT BELOW GROUND
- LEFT MONUMENT AS FOUND,  LOWERED MONUMENT,  REMOVED MONUMENT (EXPLAIN)

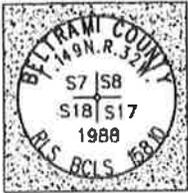
ON \_\_\_\_\_ DATE \_\_\_\_\_ PLACED A(N) \_\_\_\_\_

## SKETCH OF REFERENCE TIES

DECLINATION 0°  
SKETCH NOT TO SCALE



MONUMENT MARKED:



STATEMENT OF EVIDENCE RELATIVE TO THIS CORNER LOCATION IS ON BACK OF PAGE

**STATEMENT OF EVIDENCE:**

**NORTHWEST CORNER OF SECTION 17, TOWNSHIP 149 NORTH,  
RANGE 32 WEST OF THE 5TH PRINCIPAL MERIDIAN BELTRAMI  
COUNTY, MINNESOTA**

In 1891, (Vol. 430 Pg. 123) the Original Public Land Survey for Township 149 North Range 32 West was run by Case. A scribed 4 inch squared by 5 foot post was set 24 inches in ground to mark the corner and four bearing trees were recorded as accessories:

14 inch White Birch	North 75° East	12 links	With scribe
18 inch White Pine	South 30° East	26 links	With scribe
12 inch Spruce	South 30° West	28 links	With scribe
10 inch White Pine	North 37° West	29 links	With scribe

In 1900, (FB 000113 & 'A1' Pg. 97) A. McVicar, Deputy County Surveyor, subdivided Section 7. He found a post marking the corner and bearing trees. He put in for post a 1½ inch by 17 inch iron pipe for post.

In 1900, (FB 000116 & 'A1' Pg. 98) A. McVicar, Deputy County Surveyor, conducted a survey in Section 18 indicating the corner location.

In 1900, (FB 000121 & 'A1' Pg. 99) A. McVicar, Deputy County Surveyor, conducted a survey in Section 17 indicating the corner location.

On May 18, 1972, the County Surveyor found a 1 inch by 14 inch pipe with point down 6 inches below surface marking the corner; very old and was hammered down evidence shows original 17 inch long. He recorded one bearing tree and one accessory:

6 inch Ash	North 68° West	56.4 feet
Telephone pole	South 42° West	45.9 feet

In 1973, (FB 20 Pg. 12, JOB #73-44 & OFF-1272) Okerman Surveying conducted a survey in the area. They found an iron in place marking the corner and two bearing trees:

7 inch Ash	North 68° West	56.65 feet	With scribe and spike
12 inch triple Birch	North 37° East	64.92 feet	With scribe and spike

In 1980, (FB 38 Pg. 67, 70, JOB #80-28 & OFF-1273) Okerman Surveying conducted a survey in the area. They found a 1¼ inch iron pipe, from survey in 1973, which was tipped, not bent, to the West. They indicate ties are not good, Birch 0.13 feet off after straightening iron pipe. They indicate used as straightened.

On June 8, 1987, (FB 870005 & BCRF-183) D. Graber, B. Dahlin, A. Stately, B. Louma and C. Mackee, of the Beltrami County Remonumentation Crew, searched for Public Land Survey Corners in this area. They found an iron pipe set by Okerman down 5 inches below road surface marking the corner; approximately 3.0 feet West of the centerline of road running North-South and pipe was set from an original bearing tree found. They recorded two accessories:

Rebar	Northwest	127.38 feet
Rebar	Northwest	161.37 feet

On July 13, 1988, (FB 870005) B. Dahlin, A. Chase, N. Adams and S. Strowbridge, of the Beltrami County Remonumentation Crew, searched for Public Land Survey Corners in this area. They found ½ inch by 12 inch iron rebar but indicate this monument was not recorded as monument of record. They also found one bearing tree and two accessories:

12 inch Birch	North 37° East	64.80 feet	With spike in base
Rebar	Northwest	127.38 feet	
Rebar	Northwest	161.37 feet	

They removed the iron pipe found in 1987 and set a 6 inch by 6 inch by 24 inch concrete monument with 4 inch cap down 7 inches below road surface to mark the corner and recorded two additional accessories:

3 inch by 30 inch Concrete Monument	South 78° East	47.36 feet	Up 3 inches
3 inch by 30 inch Concrete Monument	North 45° West	78.22 feet	Up 2 inches

On September 14, 1989, G. E. R. Coulombe, County Surveyor, prepared a Certificate of Corner Location for this Public Land Survey corner with the following statement: "An analysis of the above data indicates the location of this Public Land Survey Corner has been perpetuated by the iron pipe recorded by McVicar in 1900."

On August 12, 1996, (COS-1591) R. Murray, prepared a Certificate of Survey indicating a Beltrami County Monument found marking the corner.

On July 20, 2017, M. Seelen and R. Hirsch, of Kramer Leas Deleo (KLD), searched for Public Land Survey Corners in this area. They found a 6 inch by 6 inch by 24 inch Beltrami County concrete monument with 4 inch cap down 1.0 foot below road surface marking the corner; on the centerline of road running North-South. They also found one bearing tree from 1973, two accessories from 1987 and one accessory from 1988:

Birch stump	North 37° East	64.8 feet	
Rebar	North 87° West	127.38 feet	Down 0.3 feet
Rebar	North 87° West	161.37 feet	Down 0.4 feet
3 inch Concrete Monument	North 45° West	78.22 feet	Flush

They recorded one additional bearing tree and one additional accessory:

11 inch twin White Oak	North 56° East	47.77 feet	With double blaze, scribe, CLT, painted red and N&D in Northwest base
Wood Corner Fence Post	South 84° East	50.08 feet	With N&D in Southwest base

Analysis of the above information indicates the location of this Public Land Survey Corner has been perpetuated by the iron pipe recorded by McVicar in 1900 and found in 1988. A Beltrami County capped iron monument was set in 1988 to establish the corner location from the found iron pipe. Therefore, the location of the Beltrami County capped iron monument is accepted as the best available evidence to perpetuate the location of this Public Land Survey Corner.

For additional information contact the Beltrami County Surveyor's Office in Bemidji, Minnesota.

INDEX: C-13  
TWP/RGE: 149-32

Field Corner Certification

Corner Description: West Quarter Corner of Section 3 Crew: JG Kramer NM Jelicic  
Date: 2-26-17

Weather: Clear Temp: 26°

Corner Found: Rebar with plastic cap stamped "MN DNK LS 17005" Nothing

Size: \_\_\_\_\_ Up/Down: 0.2'

Comments: Removed \_\_\_\_\_ Left as found X Lowered \_\_\_\_\_

Monument matches Beltrami County document number A000461775  
Steel fence post on SW corner of the monument

Ties Found: None

Year	Size	Tree	Bearing	Distance	N/D	CLT	BLZD	SCR	PR
2005	13"	Tamarac	N70E	29.11'	Northwest up 1.5'	CLT	<del>BLZD</del>	<del>SCR</del>	<del>PR</del>
2005	7"	Cedar	S64E	30.12'	Northwest up 1.5'	CLT	BLZD	SCR	PR
2005	6"	Spruce	S72W	20.07'	Southeast up 1.2'	CLT	BLZD	SCR	PR
						CLT	BLZD	SCR	PR
						CLT	BLZD	SCR	PR

Corner Set: \_\_\_\_\_ Nothing

Size: \_\_\_\_\_ Length: \_\_\_\_\_ Up/Down: \_\_\_\_\_

Slimline Set: N S E W

Comments:

Ties Set: None Available

Size	Tree	Bearing	Distance	N/D	CLT	BLZD	SCR	PR
12"	Cedar	N44W	29.29'	Southeast Base	CLT	<del>BLZD</del>	<del>SCR</del>	<del>PR</del>
					CLT	BLZD	SCR	PR
					CLT	BLZD	SCR	PR
					CLT	BLZD	SCR	PR

Legend: CLT= Corner Location Tag      BLZD= Double Blazed      SCR= "BT" In Trunk Blaze      PR= Blazes painted red

INDEX: J-5  
 TWP/RGE: 149/32

Field Corner Certification

Corner Description: Northwest corner of section 17 Crew: M. A. Seelen  
R. M. Hirsch  
 Date: July 20, 2017

Weather: clear Temp: 75°

Corner Found: Concrete Monument with stamped Beltrami county disk Nothing  
 Size: 4" disk Up/Down: 10'

Comments: Removed Left as found  Lowered  
Monument is on E of North-south road

Ties Found:	None								
Year	Size	Tree	Bearing	Distance	N/D	CLT	BLZD	SCR	PR
1973		Birch stump	N37E	64.8	None	CLT	BLZD	SCR	PR
1987		Rebar	N87W	127.30'	down 0.3'	CLT	BLZD	SCR	PR
1987		Rebar	N87W	161.37'	down 0.4'	CLT	BLZD	SCR	PR
1988		Conc Ref Pt	N45W	78.22	Flush	CLT	BLZD	SCR	PR

Corner Set: Nothing  
 Size: \_\_\_\_\_ Length: \_\_\_\_\_ Up/Down: \_\_\_\_\_

Slimline Set: N S E W

Comments:

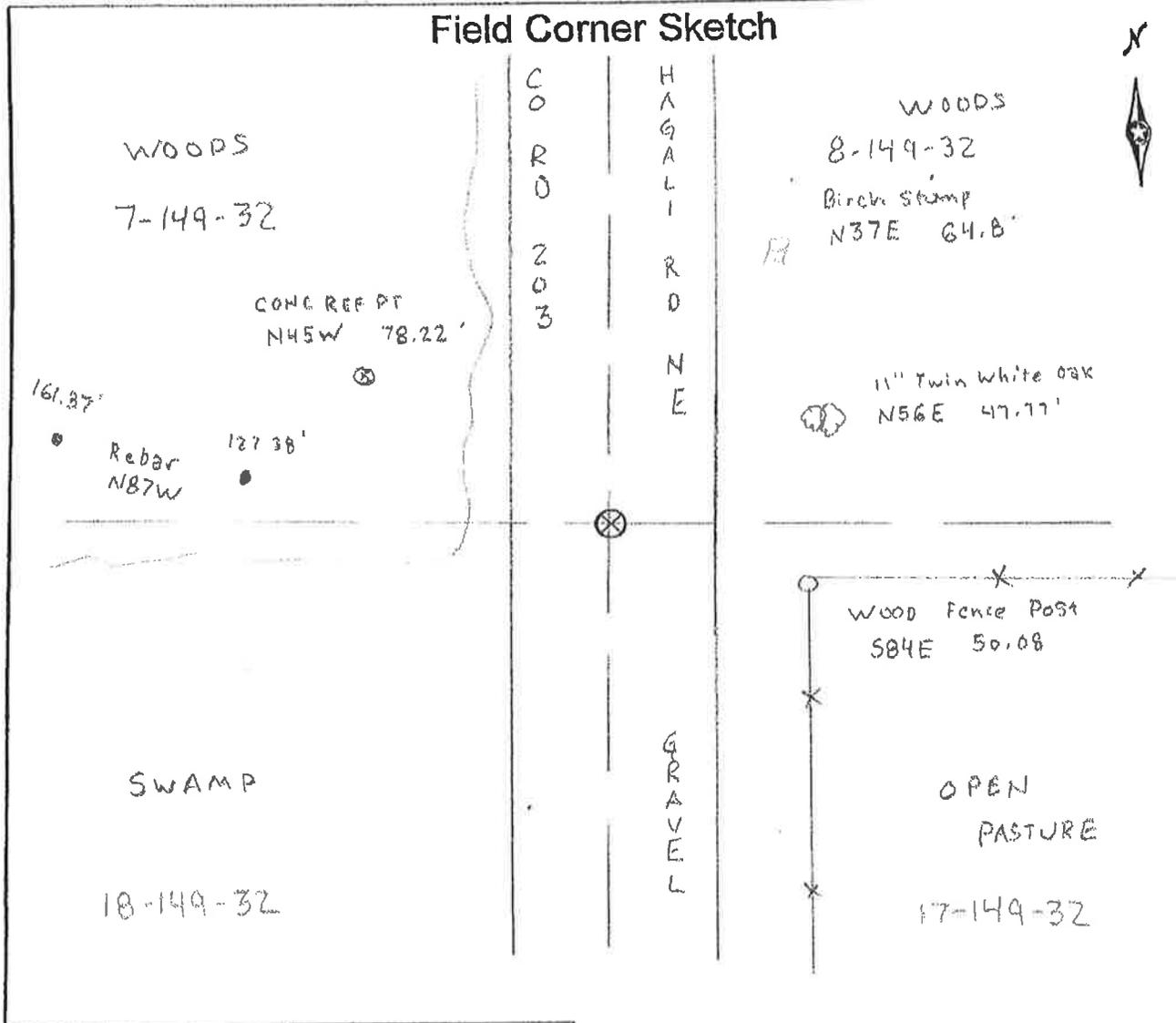
Ties Set:	None Available								
Size	Tree	Bearing	Distance	N/D	CLT	BLZD	SCR	PR	
11"	Twin White Oak	N56E	47.77'	NW Base	CLT	BLZD	SCR	PR	
	Wood corner Post	S84E	50.08'	SW Base	CLT	BLZD	SCR	PR	
					CLT	BLZD	SCR	PR	
					CLT	BLZD	SCR	PR	

Legend: CLT= Corner Location Tag      BLZD= Double Blazed      SCR= "BT" in Trunk Blaze      PR= Blazes painted red

Index: J-5  
 Township: 149  
 Range: 32

Completed by: M.A. Seelen  
 Checked by: JC  
 Edit Date: \_\_\_\_\_ By: \_\_\_\_\_

### Field Corner Sketch



Monument	Surface Plug

Road Names CO RD 203/HAGALI RD NE

Bearing of Shoreline \_\_\_\_\_  
 Distance to Water \_\_\_\_\_

Photo Example C-13 T149 R32



Photo Example J-5 T149 R32





A PROPOSAL FOR SURVEYING SERVICES

**PLSS**  
**Re-monumentation in Aitkin County**

March 1, 2019

Better people. Better results.

**Prepared For:**

Aitkin County Land Department  
Minnesota

**Prepared By:**

**Westwood**

March 1, 2019

Randy Quale, LS  
County Surveyor  
209 2<sup>nd</sup> St NW  
Room 204  
Aitkin, MN 56431

**Re: Proposal for PLSS Re-monumentation work in Aitkin County, Minnesota.**

Dear Randy:

Westwood Professional Services (Westwood) is pleased to submit this scope of work and fee proposal for surveying services to provide maintenance, or establish designated corners within Aitkin County. Its Westwood's understanding that the project area is located within the following townships: *Wealthwood (17 corners), Hazelton (19 corners), Norland (3 corners) and Farm Island (1 corner)*. Westwood has worked several large remonumentation projects over the last several years including Sandpiper Pipeline in North Dakota and the Great Northern Transmission Line in Minnesota. Westwood has a rich history of survey work in Aitkin County and surrounding counties. We hope that our knowledge and understanding of the current site conditions offers an advantage to your County, and we are excited at the opportunity to contribute to the success of your project.

Westwood understands the project to include land surveying as defined in the RFP provided. The enclosed proposal further details the Scope of Basic services necessary to complete the project.

Thank you for the opportunity to submit this proposal. Please let Westwood know if you have questions on the scope of work. We would be happy to discuss alternative approaches or customize the scope to meet your needs.

Sincerely,

WESTWOOD PROFESSIONAL SERVICES, INC.

Chris Foley, PS  
Project Manager

Kris Wroolie, PS, CFedS  
Survey Service Leader/Project Manager

## **Company Description and Contact**

### **Company Name:**

Westwood Professional Services, Inc.

Westwood is a full service land development consulting firm that has provided engineering, surveying, planning, environmental, and traffic services to the region's largest residential and commercial projects. Nationally recognized as one of the top surveying firms in the country, we take pride in being a large-scale survey consultant that focuses our efforts to work for both private and public sector clients. With national survey registrations, we have partnered with our clients and their real estate teams on thousands of ALTA/NSPS Land Title surveys across the country and feel we are uniquely qualified to service your project. Whether the job is a 200 section windfarm or a 2 acre commercial site, our business model is built on integrity, quality, and innovation. We are a leader in the survey industry and look forward to bringing our services, our staff, and our ability to get things done to your team.

### **Business Address:**

3701 12<sup>th</sup> St. N. Suite 206  
St. Cloud, MN 5630

### **Contact:**

Chris Foley, PS

**Direct** (320) 229-2336

**Main** (320) 253-9495

**[Chris.foley@westwoodps.com](mailto:Chris.foley@westwoodps.com)**

## References

### **Benton County Public Works/Highway - Foley, Minnesota**

Westwood has a long history of serving Benton County as the County Surveyor. Most recently, Jay Wittstock holds this office, with Kris Wroolie as the Deputy County Surveyor. Duties include maintaining the County's PLSS corner and drafting right-of-way plats.

Owner: Benton County  
Public Works/ Highway  
Chris Byrd, PE – Public Works Director  
P.O. Box 247  
Foley, Minnesota 56329  
Chris.byrd@co.benton.mn.us  
320-968-5051

### **Development Team- Target Corporation - Minneapolis, Minnesota**

Westwood serves as the surveying consultant for Target Corporation's legal and real estate divisions. This includes reviewing ALTA/NSPS Land Title surveys and subdivision plats and easements for future and existing stores nation-wide. Challenges include time sensitive real estate closings and inconsistent land surveying standards throughout the United States that one must be aware of. Chris Foley is a key employee on the Westwood/Target team.

Owner: Target Corporation  
Owner's Rep: Aaron Hemquist –Sr. Development Manager  
900 Nicollet Mall  
Minneapolis, Minnesota 55403  
612-761-5670

### **Geodetics- Land Management – Minnesota Department of Transportation- St. Paul, Minnesota**

Westwood provides surveying services for the State to help establish and maintain horizontal and vertical control for MnDOT projects while conforming to the standards and specifications of the National Geodetic Survey office for inclusion in the National Geodetic Spatial Reference System. Chris Foley is a project manager for this work type.

Owner: Minnesota Department of Transportation  
Owner's Rep: John Barke- Supervisor/Geodetic Engineer  
395 John Ireland Boulevard  
St. Paul, Minnesota 55155  
651-366-3420

## **Description of the Project**

Westwood Professional Services will perform maintenance on or establish the designated PLS corners within the Townships of Wealthwood, Hazelton, Norland and Farm Island. Westwood will provide (X-Y) coordinates out to the third decimal place for each PLS monument reset or visited within the project area. The data will be acquired using combinations of RTK GPS, Static and Conventional Total Station. The data will be collected using the Aitkin County Coordinate System (2011 Adj.) unless otherwise specified. Westwood will also collect a minimum of 5 photographs of each corner visited or reset, as described in the RFP. These photos will be geo-referenced with a latitude and longitude and direction of photo. Westwood has a strict safety program in place and will abide by all federal, state, local laws, ordinances and regulations. Westwood will follow the scope of service set forth in the Public Land Survey Corner Remonumentation for Aitkin County (RFP # 01-2019).

## **Project Team and Resumes**

We put together a team of professionals for this project. Kris Wroolie will assist in complex GLO calculations and decisions. Chris Foley will be the Project Manager overseeing client contact and day to day activities. Nathan Stindtman will be the project technician leading the project and field activities. Mike Sherwood and Nick Schultz will be the crew chiefs leading the field work.

Resumes for project team are included in Appendix B.

## **Description of the Equipment**

Westwood will utilize the following hardware throughout the course of the project:

- Fully Equipped ½ ton trucks
- Polaris Ranger (UTV) & Argo (Amphibious Vehicle)
- Trimble Robotic Total Station (S6)
- Trimble GNSS Receivers (R8-3)
- Trimble 450 Radio
- Trimble TSCIII Data Collectors
- iPad

Westwood will utilize the following software throughout the course of the project:

- Auto Cad Civil-3d (2018)
- Trimble Business Center
- OPUS or TrimbleRTX (Data Corrections)
- ArcGIS

## **Conflict of Interest**

Westwood has no perceived conflicts of interest.

## **Assumptions**

1. This proposal is based upon the RFP provided by Aitkin County Land Services (RFP #01-2019).
2. Westwood requests documentation outlining the preferred procedure in Aitkin County for dealing with erroneous corner positions when a monument currently is in place and marking it.
3. Requests for services not outlined in the Scope of Basic Services will be considered “additional” and will be performed on an hourly basis in accordance with our current fee schedule.

## **Insurance Requirements**

Our certificates of insurance will be provided promptly upon award of contract.

## **Appendix A: Required Forms**

**PROPOSAL FORM**

**REQUEST FOR PROPOSAL**

**FOR AITKIN COUNTY PUBLIC LAND SURVEY**

**CORNER REMONUMENTATION PROJECT 01-2019**

**PROPOSAL DUE: March 6, 2019 AT 2:00 P.M.**

Bidders are required to provide a total project cost for the Aitkin County Public Land Survey Corner Remonumentation Project 01-2019.

TOTAL PROJECT COST: \$ 35,800

STANDARD HOURLY RATE: \$ 175<sup>00</sup>  
(For work above and beyond scope of project, if necessary)

**BIDDERS CONTACT INFORMATION**

Company Name: WESTWOOD PROFESSIONAL SERVICES

Company Address: 1370 12<sup>TH</sup> ST N, SUITE 206  
ST. CLOUD, MN 56303

By: Name: CHRIS R. FOLEY, PS

Title: PROJECT MANAGER

Signature: Christopher R. Foley

Phone: 320-229-2336

E-Mail Address: Chris.foley@westwoodps.com

## HUMAN RIGHTS CERTIFICATE

I hereby certify that WESTWOOD PROFESSIONAL SERVICES is in compliance with the standards of equal

(Name of Firm)

employment and anti-discrimination as cited in the Civil Rights Act of 1964 as amended in 1972 by the Equal Employment Opportunity Act and also, with Minnesota Statutes Section 363 as amended.

Therefore, I certify that it is the policy and intent of WESTWOOD PROFESSIONAL SERVICES to provide  
(Name of Firm)

equality of opportunity in all phases of employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, place of residence, political affiliation, disability, marital status, status with regard to public assistance, sexual orientation, gender, or age in all aspects of its personnel policies, programs, practices, and operations.

NAME: CHRISTOPHER FOLEY

OFFICIAL ADDRESS: 12701 WHITEWATER DRIVE, SUITE 300, MINNETONKA, MN 55343

SIGNATURE IN INK BY: 

TITLE and/or POSITION: ST. CLAY SURVEY LEADER, LAND

DATE: 03/04/2019

## INDEPENDENT CONTRACTOR STATEMENT

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the County for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it is, has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the County, shall not be considered employees of the county and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the County; and the Contractor shall defend, indemnify, and hold the County, its officers, agents, and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the County, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

COMPANY NAME: WESTWOOD PROFESSIONAL SERVICES

OFFICIAL ADDRESS: 12701 WHITEWATER DRIVE, SUITE 300, MINNETONKA, MN 55343

SIGNATURE IN INK BY: \_\_\_\_\_



TITLE AND/OR POSITION: ST. CLOUD SUBVET LEADER, LAND

DATE: 03/04/2019

### WORKERS' COMPENSATION CERTIFICATION

I hereby certify that effective the date of my Contract with the County of Aitkin and at all times in the performance of such Contract that:

- I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Minnesota with the following insurance company:

TRAVELERS INSURANCE

COMPANY NAME

PO Box 660456, DALLAS, TX 75266 / 800 842-5075

AGENT'S NAME, ADDRESS AND TELEPHONE NUMBER

000047781

POLICY NUMBER

(EFFECTIVE DATE)

OR

- I will perform said Contract myself alone and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Minnesota to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the County of Aitkin.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## **Appendix B: Resumes**

**KRIS WROOLIE, PS, CFedS**  
**Survey Service Leader/Project Manager**

Kris is a project manager in Westwood's St. Cloud office as a part of the wind team. He has 20 years of experience in all phases of land surveying. His experience includes section corner retracements, boundary surveys, ALTA surveys, legal description preparation, transmission line surveys, right-of-way surveys, and project research.

**Representative Projects**

*Bemidji to Grand Rapids, Minnesota* – Led field crews on a large Cadastral effort for T-Line customer.

*Great Northern Transmission Line-* Project Surveyor in charge of retracement of the original Gov't survey from Roseau County to Itasca County. There was a lot of research and problem solving that went into a very successful re-monumentation campaign for his customer's corridor.

*Deputy County Surveyor- Benton County, Minnesota-* Kris assists Jay Wittstock in the re-monumentation and maintenance of PLSS corners in the thirteen townships of Benton County, Minnesota. He is well-organized and precise in his implementation of resources to keep the re-monumentation work on track from year-to-year.

*Wind Farm Projects- Various-* Leads a successful survey team out of Westwood's St. Cloud office that is responsible for re-monumenting over a thousand sections a year in numerous PLSS states throughout the United States. Kris is viewed internally as a leader and mentor and when he is not actively involved in PLSS work himself he is often training staff.

**Education**

St. Cloud State University, BES Land Surveying and Mapping  
St. Paul Technical College, AAS Land Surveying and Civil Technology

**Registrations**

Licensed surveyor: Minnesota, North Dakota, South Dakota, Idaho, Oklahoma, Wyoming, Oregon, and Vermont  
Certified Federal Surveyor (CFedS)

**CHRIS FOLEY, PS**  
**Project Manager**

Chris is a Westwood project manager working on various types of civil and survey projects, including ALTA/NSPS, PLSS boundary, land development, topographic design, geodetic control as well as aerial LiDAR/photogrammetry surveys. He has proven himself as someone who excels at accomplishing complex, fast-paced projects, within diverse team settings. Chris follows Westwood quality assurance/quality control checks to help ensure a seamless transition from one phase of a project to the next.

**Representative Projects**

*Bemidji to Grand Rapids, Minnesota* – Crew Chief on a large PLSS re-monumentation project for T-Line customer.

*Big Stone, Minnesota to Ellendale, North Dakota* – Crew Chief on a large PLSS re-monumentation project for T-Line customer spanning across South Dakota from Minnesota to North Dakota.

*Midtown Exchange ALTA/NSPS Land Title Survey* – Project Surveyor on a complex multi-level horizontal and vertical commercial survey in Minneapolis.

*Class II, Order I Vertical Leveling* – Project Manager in charge of Westwood's high accuracy geodetic control team. Routinely performs project work to support the Minnesota Department of Transportation.

**Education and Registrations**

Associate of Science- Land Surveying- Vermilion Community College, Ely, MN 2009

Bachelor of Science- Land Surveying and Mapping Science, minor in Geographic Information Science, St. Cloud State, MN 2012

Minnesota Professional Land Surveyor

NSPS Certified Survey Technician Level III, Construction

**NATHAN A. STINDTMAN**

**Survey Technician III**

Nathan has over 17 years of experience in the Land Surveying Industry and provides office support for field crews and performs various survey functions such as preparing ALTA/NSPS Surveys, Preliminary and Final Plats, Topographic Surveys, Boundary Surveys, Site design and Construction Staking Computations. In addition to use and application of digital based survey equipment and operation in the office and the field, Nathan has experience with CAD systems including AutoCAD Civil 3D, survey and COGO application software and GPS surveying.

**Representative Projects**

*Moro Bay, CA Power Plant ALTA Survey* –Prepared ALTA Survey for 95 acre Power Plant site in Moro Bay, CA. Site included a 2 mile pipeline leading from Power Plant site to an additional 62 acre cooling station site.

Established boundary, mapped all utilities, went through title work and mapped easements and imported aerial photo for background on ALTA. Completed 21 page ALTA Survey.

***Benton County Right of Way Mapping*** – Completed multiple Right of Way Plats for streets and highways in Benton County Minnesota. Work consisted of mapping parcels, preparing office comps for the field crew, sheet layout and completion of the plats.

***Fireman's Park Addition, Chaska, Minnesota*** – 26 acre re-development plat prepared for the City of Chaska for a new park and Curling center. Established the boundary, prepared topo survey, preliminary plat and final plat and provided computations for Construction Staking.

#### **Education**

AAS, Land Surveying/Civil Engineering, St. Cloud Technical College

### **MIKE SHERWOOD**

#### **Crew Chief**

Mike joined Westwood in 2016. He is a survey crew chief based out of the St. Cloud/Brainerd offices. He has 27-years of experience working on boundary surveys, construction staking, section work, topographic surveys, ALTA/ASCMs, and CICs. His Land Development experience includes residential, commercial, medical, and institutional/schools.

#### **Representative Projects**

Grand Casino Mille Lacs Main Entrance Addition  
Minneapolis Central Corridor West Light Rail  
English Farms Iowa Wind Farm PLSS  
West Bridgeport Residential Development, Sartell  
2017 Arctic Cold Storage Addition, St. Cloud  
PLSS Work for Mille Lacs County Surveyor  
PLSS Work for the Benton County Surveyor

#### **Education & Registrations**

Courses at Dunwoody College

**Nick Schultz****Crew Chief**

Nick joined Westwood in 2018. He is a survey crew chief based out of the St. Cloud/Brainerd offices. He has 7-years of experience working on boundary surveys, construction staking, section work, topographic surveys, ALTA/ASCMS. He has led several PLSS efforts in the field for large Transmission Line Projects. He has a nose for section corners and original evidence.

**Representative Projects**

PLSS Work for Cass County

PLSS Work for Benton County

Big Stone, Minnesota to Ellendale, North Dakota PLSS

Grand Forks to Center, North Dakota PLSS

2<sup>nd</sup> Order, Class I Geodetic Surveys

**Education & Registrations**

Land Surveying/Civil Engineering AAS



# Board of County Commissioners Agenda Request

25

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Agenda Item #

**Requested Meeting Date:** April 9, 2019

**Title of Item:** Accept Amendment to Joint Powers Agreement

<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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<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> 5 min
<b>Summary of Issue:</b>  Aitkin County Land Department (ACLD) has an active Joint Powers Agreement with the DNR to maintain several boat accesses in Aitkin County (Current contract \$11,400 or \$3,800/yr).  DNR Trials and Waterways has requested that ACLD: 1) add Round Lake and Fleming Lake Boat Accesses to our current maintenance schedule, and 2) to remove White Elk and French Lake Boat Accesses from the agreement.  DNR has also agreed to increase the contract an additional \$1,020 for a total of \$12,420 (\$4,160/yr starting July 2019)		
<b>Alternatives, Options, Effects on Others/Comments:</b>  <div style="height: 50px;"></div>		
<b>Recommended Action/Motion:</b> Approve the amendment of the current Joint Powers Agreement (Signatures)		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> DNR reimburses expenses.		

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

**AMENDMENT COVER SHEET  
JOINT POWERS AGREEMENT AMENDMENTS  
(Minn. Stat. §§ 16C.05, subd. 2(c), 16C.08, subd. 2 and 3)**

**Instructions:**

1. Complete this form for contract amendments that extend the end date of a contract, add/reduce work and money, or change any other term or condition of the contract.
2. Attach this form to the amendment when it is presented to the Department of Administration for approval. **Please always include copies of the original certification form, the original contract, and any previous amendments as these are used for reference.**
3. Make sure that you are using the updated amendment template where the State Agency signature block reaffirms applicable sections of 16C.08, subdivisions 2 and 3.
4. Admin will retain this cover sheet for its files.

<b>Agency: State of Minnesota Department of Natural Resources</b>	<b>Name of Contractor: Aitkin County PO 133619 Contract 138011</b>
<b>Current contract term: 04/01/2018 to 09/30/2020</b>	<b>Project Identification: Public Water Access Maintenance</b>

Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under section 16C. 03, subdivision 16, must determine that an amendment would serve the interest of the state better than a new contract and would cost no more. An amendment should be in effect before the contract expires.

Complete Appropriate Box(es) for the amendment submitted.

<b>1. <input checked="" type="checkbox"/> Amendment to the end date of the agreement</b>
<b>Proposed New End Date: 09/30/2021</b>
<b>Why is it necessary to amend the end date?</b> To provide public water access maintenance to the amended locations through September 30, 2021.

<b>2. <input checked="" type="checkbox"/> Amend Duties and Cost</b> <input type="checkbox"/> <b>Amend Duties Only</b>
<b>2a. If cost is amended, insert amount of original agreement AND amount of each amendment below:</b> <b>Original \$11,400</b> <b>Amendment: \$1,020</b>
<b>2b. Describe the amendment:</b> <b>Remove access locations: White Elk and French Lake and add Round Lake and Fleming Lake. An increase in cost per site was also amended due to the amount of work involved.</b>

<b>3. <input type="checkbox"/> Amendment to change other terms and conditions of the agreement</b>
<b>Describe the changes that are being made:</b>

Agreement Start Date:	<u>04/01/2018</u>	Total Agreement Amount:	<u>\$12,420.00</u>
Original Agreement Expiration Date:	<u>09/30/2020</u>	Original Agreement:	<u>\$11,400.00</u>
Current Agreement Expiration Date:	<u>09/30/2020</u>	Previous Amendment(s) Total:	<u>\$0</u>
Requested Agreement Expiration Date:	<u>09/30/2021</u>	This Amendment:	<u>\$1020.00</u>

This amendment is by and between the State of Minnesota, through its Commissioner of Department of Natural Resources ("State") and Aitkin County, 209 2<sup>nd</sup> Street NW #203, Aitkin, MN 56431 ("Governmental Unit").

**Recitals**

1. The State has an agreement with the Contractor identified as "SWIFT Contract Number 138011 ("Original Agreement") to provide Public water access maintenance in Aitkin County.
2. THE AGREEMENT IS BEING AMENDED to remove White Elk and French Lake locations and add Round Lake and Fleming Lake locations. SEE EXHIBIT B
3. The State and the Contractor are willing to amend the Original Agreement as stated below.

**Agreement Amendment**

**REVISION 1.** Clause 1. "**Term of Agreement**" is amended as follows:

- 1.1 **Effective date:** April 1, 2018, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** ~~September 30, 2020~~ September 30, 2021, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

**REVISION 2.** Clause 2. "**Agreement between the Parties**" is amended as follows:

SEE EXHIBIT A, WHICH IS ATTACHED AND INCORPORATED INTO THIS AGREEMENT.  
Upon execution of this amendment, the Governmental Unit shall perform the duties as detailed in Exhibit B, which is attached and incorporated into this contract.

**REVISION 3.** Clause 3 "**Payment**" is amended as follows:

The State of Minnesota Department of Natural Resources will pay Aitkin County per rates contained in Exhibit A through execution of amendment. Billing shall be done twice annually (June 30th and September 30th) according to Exhibit B and invoices submitted to DNR Parks and Trails, Grand Rapids Area Office, 1201 East Highway 2, Grand Rapids, MN 55744.  
The total obligation of the State under this agreement will not exceed ~~\$1,900.00 per billing period or \$3,8000.00 per year for a total of \$11,400.00 for the term of this agreement.~~ \$11,400.00 \$12,420.00.

Except as amended herein, the terms and conditions of the Original Agreement and all previous amendments remain in full force and effect.

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05.*

Signed: PATRICK DOLESEK

Date: 04-02-2019

SWIFT Contract No. 138011

SWIFT PO No. 133619

**2. GOVERNMENTAL UNIT - AITKIN COUNTY**

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

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

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

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

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

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

**3. STATE AGENCY**

*Individual certifies the applicable provisions of Minn. Stat. §16C.08, subdivisions 2 and 3 are reaffirmed.*

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

Title: Northeast Regional Director

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

**4. COMMISSIONER OF ADMINISTRATION**

*As delegated to the Office of State Procurement*

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

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

Distribution:  
Agency  
Governmental Unit  
State's Authorized Representative - Photo Copy





# Board of County Commissioners Agenda Request

<hr style="width: 80%; margin: 0 auto;"/> Agenda Item #
---

**Requested Meeting Date:**

**Title of Item:**

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

<b>Submitted by:</b>	<b>Department:</b>
----------------------	--------------------

<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
------------------------------------	-------------------------------

**Summary of Issue:**

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

**Recommended Action/Motion:**

**Financial Impact:**

<i>Is there a cost associated with this request?</i>	Yes	No
<i>What is the total cost, with tax and shipping? \$</i>		
<i>Is this budgeted?</i>	Yes	No
	<i>Please Explain:</i>	

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)  
) ss. \_\_\_\_\_  
)

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

dated the 9th day of February, 2018, numbered 73662,

issued by Aitkin County to CenturyLink

in the sum of \$ 2,658.48 has been Lost in the manner  
("Lost" or "Destroyed")

following, to wit:

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

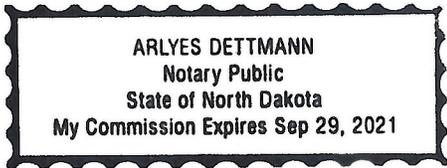
X [Signature]

Subscribed and sworn to before me this 28 day of March, 2018/9

Arlyes Dettmann

Notary Public Burling County, Minnesota

My Commission Expires 9-29-21



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		105.00	synopsis	680244	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		105.00		1 Transactions		
6097	Verizon Wireless 01-001-000-0000-6250		31.51	cell charges - wedel	286287802-001	Telephone	N
6097	Verizon Wireless		31.51		1 Transactions		
1	DEPT Total:		136.51	Commissioners	2 Vendors	2 Transactions	
40	DEPT			Auditor			
86222	Aitkin Independent Age 01-040-000-0000-6230		7,794.70	del tax list		Printing, Publishing & Adv	N
86222	Aitkin Independent Age		7,794.70		1 Transactions		
783	Canon Financial Services, Inc 01-040-000-0000-6231		200.16	contract charge	010142490	Services, Labor, Contracts	N
	01-040-021-0000-6231		106.64	contract charge	010142490	Services, Labor, Contracts	N
783	Canon Financial Services, Inc		306.80		2 Transactions		
8175	Centurylink 01-040-021-0000-6250		418.68	Feb / March Phone	314154028	License Center-Phone	N
8175	Centurylink		418.68		1 Transactions		
1457	CPS Technology Solutions, Inc 01-040-000-0000-6231		26.40	contract maintenance	376425	Services, Labor, Contracts	N
1457	CPS Technology Solutions, Inc		26.40		1 Transactions		
40	DEPT Total:		8,546.58	Auditor	4 Vendors	5 Transactions	
42	DEPT			Treasurer			
86198	Aitkin County Treasurer 01-042-000-0000-5524		35.00	hodsdon NSF	34-0-039406	Handling Fee (Nfs Check)	N
86198	Aitkin County Treasurer		35.00		1 Transactions		
42	DEPT Total:		35.00	Treasurer	1 Vendors	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
43	DEPT			Assessor			
783	Canon Financial Services, Inc 01-043-000-0000-6231		164.08	copier contract	19841057	Services, Labor, Contracts	N
783	Canon Financial Services, Inc		164.08	1 Transactions			
5398	CDW Government, Inc 01-043-000-0000-6231		84.00	rsa tokens	5798558	Services, Labor, Contracts	N
5398	CDW Government, Inc		84.00	1 Transactions			
43	DEPT Total:		248.08	Assessor	2 Vendors	2 Transactions	
44	DEPT			Central Services			
783	Canon Financial Services, Inc 01-044-000-0000-6231		200.16	copier contract	19841061	Services, Labor, Contracts	N
783	Canon Financial Services, Inc		200.16	1 Transactions			
8175	Centurylink 01-044-046-0000-6250		5,082.38	Feb/March Phone	313645966	Misc Unchargeable Telephone Charge	N
8175	Centurylink		5,082.38	1 Transactions			
10185	Centurylink Communications Inc 01-044-000-0000-6250		0.15	March Toll-Free	320295974	Telephone	N
10185	Centurylink Communications Inc		0.15	1 Transactions			
6080	Gamma's Pantry 01-044-000-0000-6231		1,295.00	training lunch	73	Services, Labor, Contracts	N
6080	Gamma's Pantry		1,295.00	1 Transactions			
13722	Neo Funds by Neopost 01-044-048-0000-6205		4,000.00	ACCT 7900044080186665		Postage	N
13722	Neo Funds by Neopost		4,000.00	1 Transactions			
44	DEPT Total:		10,577.69	Central Services	5 Vendors	5 Transactions	
45	DEPT			Motor Pool			
12445	Brandl Chevrolet, Buick GMC 01-045-000-0000-6302		87.00	veh 21 oil		Car Maintenance	N
	01-045-000-0000-6302		124.92	vehicle 61 oil change	315397	Car Maintenance	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
12445	Brandl Chevrolet, Buick GMC		211.92		2 Transactions		
45	DEPT Total:		211.92	Motor Pool	1 Vendors	2 Transactions	
49	DEPT			Information Technologies			
5398	CDW Government, Inc 01-049-000-0000-6231		136.50	rsa tokens	5798558	Programming, Services, Contracts	N
	01-049-000-0000-6402		174.59	monitor	RLNOJ42	Computer Supplies & Software	N
5398	CDW Government, Inc		311.09		2 Transactions		
49	DEPT Total:		311.09	Information Technologies	1 Vendors	2 Transactions	
52	DEPT			Administration			
5398	CDW Government, Inc 01-052-000-0000-6231		42.00	rsa tokens	5798558	Services, Labor, Contracts	N
5398	CDW Government, Inc		42.00		1 Transactions		
9542	Seibert/Jessica 01-052-000-0000-6330		584.71			Transportation & Travel & Parking	N
	01-052-000-0000-6405		53.42	SD cards for training		Office & Computer Supplies	N
9542	Seibert/Jessica		638.13		2 Transactions		
86235	The Office Shop Inc 01-052-000-0000-6405		81.56	laser toner	1060917	Office & Computer Supplies	N
	01-052-000-0000-6405		29.82	catalog envelopes	1060985-0	Office & Computer Supplies	N
86235	The Office Shop Inc		111.38		2 Transactions		
52	DEPT Total:		791.51	Administration	3 Vendors	5 Transactions	
53	DEPT			Human Resources			
6080	Gamma's Pantry 01-053-000-0000-6208	Z	905.00	training lunch	73	Staff Development/Training	N
6080	Gamma's Pantry		905.00		1 Transactions		
13412	Pemberton, Sorlie, Rufer & Kershner PLLF 01-053-000-0000-6232		46.50	county law		Attorney Services	Y
13412	Pemberton, Sorlie, Rufer & Kershner PLLF		46.50		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
86235	The Office Shop Inc 01-053-000-0000-6405		37.68	post-its/legal pads/pens	1060495	Office & Computer Supplies	N
86235	The Office Shop Inc		37.68	1 Transactions			
53	DEPT Total:		989.18	Human Resources	3 Vendors	3 Transactions	
60	DEPT			Elections			
11051	Department of Human Services 01-060-000-0000-6231		247.15	mailing services	A300IC011901	Services, Labor, Contracts	N
11051	Department of Human Services		247.15	1 Transactions			
60	DEPT Total:		247.15	Elections	1 Vendors	1 Transactions	
90	DEPT			Attorney			
783	Canon Financial Services, Inc 01-090-000-0000-6405		359.91	contract charge	19856827	Office & Computer Supplies	N
783	Canon Financial Services, Inc		359.91	1 Transactions			
5398	CDW Government, Inc 01-090-000-0000-6231		52.50	rsa tokens	5798558	Services, Labor, Contracts	N
5398	CDW Government, Inc		52.50	1 Transactions			
10185	Centurylink Communications Inc 01-090-000-0000-6250		4.26	March Toll-Free	320295974	Telephone	N
10185	Centurylink Communications Inc		4.26	1 Transactions			
2390	Itasca Co Sheriff 01-090-000-0000-6234		75.00	subpoena		Co Sheriff Services	N
2390	Itasca Co Sheriff		75.00	1 Transactions			
8454	Ramsey County Sheriff 01-090-000-0000-6234		70.00	subpoena		Co Sheriff Services	N
8454	Ramsey County Sheriff		70.00	1 Transactions			
4036	Ratz/James 01-090-000-0000-6330		62.64	MCAA reg district mtg		Transportation & Travel & Parking	N
4036	Ratz/James		62.64	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
11176	Schiferl/Natalie 01-090-000-0000-6330		138.04	MCAPS		Transportation & Travel & Parking	N
11176	Schiferl/Natalie		138.04	1 Transactions			
5173	Thomson Reuters-West Publishing 01-090-000-0000-6239		1,797.78	west info / law sub	839870696	Computer Research	N
5173	Thomson Reuters-West Publishing		1,797.78	1 Transactions			
90	DEPT Total:		2,560.13	Attorney	8 Vendors	8 Transactions	
100	DEPT			Recorder			
14932	Easi File 01-100-196-0000-6625		3,175.36	plat Cabinet	84156	Office & Other Equipment-Recorder's	N
14932	Easi File		3,175.36	1 Transactions			
15164	Martin County Auditor/Treasurer 01-100-000-0000-6241		150.00	legal description workshop		Registration Fee	N
15164	Martin County Auditor/Treasurer		150.00	1 Transactions			
100	DEPT Total:		3,325.36	Recorder	2 Vendors	2 Transactions	
110	DEPT			Courthouse Maintenance			
13725	Beartooth True Value 01-110-000-0000-6422		164.96	hooks / bagless vacuum	A71478/71479	Janitorial Supplies	N
13725	Beartooth True Value		164.96	1 Transactions			
5398	CDW Government, Inc 01-110-000-0000-6231		52.50	rsa tokens	5798558	Services, Labor, Contracts	N
5398	CDW Government, Inc		52.50	1 Transactions			
88628	Dalco 01-110-000-0000-6422		377.36	inv # 3429629	3429633	Janitorial Supplies	N
88628	Dalco		377.36	1 Transactions			
11889	Honeywell International Inc. 01-110-000-0000-6231		3,186.70	quarterly mech	526189	Services, Labor, Contracts	N
11889	Honeywell International Inc.		3,186.70	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
9692	Minnesota Energy Resources Corporation 01-110-000-0000-6254		3,645.26	March Heat	0506823754-001	Utilities & Heating	N
9692	Minnesota Energy Resources Corporation		3,645.26	1 Transactions			
3950	Public Utilities 01-110-000-0000-6254		1,710.92	court house		Utilities & Heating	N
	01-110-000-0000-6254		30.87	old county garage		Utilities & Heating	N
	01-110-000-0000-6254		154.72	ch building coord		Utilities & Heating	N
	01-110-000-0000-6254		154.30	glarco		Utilities & Heating	N
	01-110-000-0000-6254		375.03	LA tool bldg		Utilities & Heating	N
3950	Public Utilities		2,425.84	5 Transactions			
10698	Stericycle, Inc 01-110-000-0000-6255		30.10	Steri-Safe 04/01/2019	4008474850	Garbage	6
10698	Stericycle, Inc		30.10	04/30/2019 1 Transactions			
86235	The Office Shop Inc 01-110-000-0000-6422		14.53	mouse pad	1060757-0	Janitorial Supplies	N
86235	The Office Shop Inc		14.53	1 Transactions			
110	DEPT Total:		9,897.25	Courthouse Maintenance	8 Vendors	12 Transactions	
120	DEPT			Service Officer			
5398	CDW Government, Inc 01-120-000-0000-6231		42.00	rsa tokens	5798558	Services, Labor, Contracts	N
5398	CDW Government, Inc		42.00	1 Transactions			
10185	Centurylink Communications Inc 01-120-000-0000-6250		5.88	March Toll-Free	320295974	Telephone	N
10185	Centurylink Communications Inc		5.88	1 Transactions			
120	DEPT Total:		47.88	Service Officer	2 Vendors	2 Transactions	
122	DEPT			Planning & Zoning			
86222	Aitkin Independent Age 01-122-000-0000-6230		99.00	notice of hearing	680254	Printing, Publishing & Adv	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
86222	Aitkin Independent Age		99.00	1 Transactions			
783	Canon Financial Services, Inc 01-122-000-0000-6231		166.12	copier charges	19876794	Services, Labor, Contracts, Programm	N
783	Canon Financial Services, Inc		166.12	1 Transactions			
15165	Kral/Jerry 01-122-000-0000-6820		75.00	full refund - permit denied		Refunds & Reimbursements	N
15165	Kral/Jerry		75.00	1 Transactions			
11990	Lange/David 01-122-000-0000-6350		80.00	PC meeting		Per Diem	Y
	01-122-038-0000-6330		102.08	PC meeting		Boa/Pc Mileage	Y
11990	Lange/David		182.08	2 Transactions			
2953	MACPZA 01-122-000-0000-6240		65.00	MACPZA membership		Dues	N
2953	MACPZA		65.00	1 Transactions			
13424	Sonnee/Dennise J 01-122-000-0000-6350		80.00	PC meeting		Per Diem	Y
	01-122-038-0000-6330		107.30	PC meeting		Boa/Pc Mileage	Y
13424	Sonnee/Dennise J		187.30	2 Transactions			
6097	Verizon Wireless 01-122-000-0000-6250		38.34	monthly cell	380690138	Telephone	N
6097	Verizon Wireless		38.34	1 Transactions			
122	DEPT Total:		812.84	Planning & Zoning	7 Vendors	9 Transactions	
200	DEPT			Enforcement			
10452	AT&T Mobility 01-200-000-0000-6250		963.56	Monthly Cell	287258495419	Telephone	N
10452	AT&T Mobility		963.56	1 Transactions			
13429	CARS 24 HR TOWING 01-200-000-0000-6359		280.00	19-0651 flee stolen vehicle	1754	Wrecker Service	Y
13429	CARS 24 HR TOWING		280.00	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
10185	Centurylink Communications Inc 01-200-000-0000-6250		3.76	March Toll-Free	320295974	Telephone	N
10185	Centurylink Communications Inc		3.76	1 Transactions			
1775	Galls LLC 01-200-000-0000-6410		81.35	uniform shirt #216	012155714	Clothing Allowance	N
1775	Galls LLC		81.35	1 Transactions			
3263	K&M Signs Inc. 01-200-000-0000-6302		48.00	#211 decals	12543	Car Maintenance	N
3263	K&M Signs Inc.		48.00	1 Transactions			
3371	Minnesota Sheriffs' Association 01-200-003-0000-6241		1,650.00	new sheriff orientation	178730	Registration Fee	N
3371	Minnesota Sheriffs' Association		1,650.00	1 Transactions			
10412	O'Reilly Auto Parts 01-200-000-0000-6302		36.47	pair wiper blades #216	1878-418333	Car Maintenance	N
10412	O'Reilly Auto Parts		36.47	1 Transactions			
84172	Riverwood Healthcare Center 01-200-000-0000-6231		39.37	blood draw 19-0197	01/28/19	Services & Labor (Incl Contracts)	6
84172	Riverwood Healthcare Center		39.37	1 Transactions			
4681	Streichers 01-200-000-0000-6405		219.70	40MM sponge projectiles (10)	11358265	Office Supplies	N
	01-200-000-0000-6410		119.96	four ACSO cutout collar brass	11358510	Clothing Allowance	N
4681	Streichers		339.66	2 Transactions			
86235	The Office Shop Inc 01-200-000-0000-6205		25.43	UPS Taser for repair	303964-0	Postage	N
	01-200-000-0000-6405		10.64-	return file shelf	C1032983-0	Office Supplies	N
86235	The Office Shop Inc		14.79	2 Transactions			
13934	Tire Barn 01-200-000-0000-6302		58.05	oil change, rotate tires #212	47085	Car Maintenance	N
	01-200-000-0000-6302		111.29	oil change, rotate tires #210	47150	Car Maintenance	N
	01-200-000-0000-6302		58.05	oil change, rotate tires #219	47243	Car Maintenance	N
	01-200-000-0000-6302		69.05	oil change, battery #223 squad	47244	Car Maintenance	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
13934	Tire Barn		296.44		4 Transactions		
9642	WEX BANK 01-200-000-0000-6511		4,157.60	gas	58338629	Gas And Oil	N
9642	WEX BANK		4,157.60		1 Transactions		
13848	WYATT'S TOWING 01-200-000-0000-6359		237.00	19-0422 snowmobile	03/11/19	Wrecker Service	Y
13848	WYATT'S TOWING		237.00		1 Transactions		
200	DEPT Total:		8,148.00	Enforcement	13 Vendors	18 Transactions	
202	DEPT			Boat & Water			
3950	Public Utilities 01-202-000-0000-6254		27.17	boat and water		Utilities	N
3950	Public Utilities		27.17		1 Transactions		
202	DEPT Total:		27.17	Boat & Water	1 Vendors	1 Transactions	
203	DEPT			Snowmobile			
10452	AT&T Mobility 01-203-000-0000-6250		48.92	Monthly Cell	287258495419	Telephone	N
10452	AT&T Mobility		48.92		1 Transactions		
9642	WEX BANK 01-203-000-0000-6511		344.25	gas	58338629	Gas And Oil	N
9642	WEX BANK		344.25		1 Transactions		
203	DEPT Total:		393.17	Snowmobile	2 Vendors	2 Transactions	
206	DEPT			Forfeitures			
5892	McGregor Printing & Graphics, Inc 01-206-000-0000-6409		10.50	DARE T-shirt	195170	Forfeiture Supplies	N
5892	McGregor Printing & Graphics, Inc		10.50		1 Transactions		
206	DEPT Total:		10.50	Forfeitures	1 Vendors	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
252	DEPT			Corrections			
10452	AT&T Mobility 01-252-000-0000-6250		45.80	Monthly Cell	287258495419	Telephone	N
10452	AT&T Mobility		45.80	1 Transactions			
783	Canon Financial Services, Inc 01-252-000-0000-6231		203.04	disp copier 2 months	19841063	Services & Labor (Incl Contracts)	N
783	Canon Financial Services, Inc		203.04	1 Transactions			
5398	CDW Government, Inc 01-252-000-0000-6231		619.50	rsa tokens	5798558	Services & Labor (Incl Contracts)	N
	01-252-000-0000-6625		174.59	monitor	RHX2416	Office Equipment	N
5398	CDW Government, Inc		794.09	2 Transactions			
10185	Centurylink Communications Inc 01-252-000-0000-6250		3.76	March Toll-Free	320295974	Telephone	N
10185	Centurylink Communications Inc		3.76	1 Transactions			
163	Charter Communications 01-252-252-0000-6405		187.80	inmate cable	6081031819	Prisoner Welfare	N
163	Charter Communications		187.80	1 Transactions			
5583	Crawford Supply Company 01-252-252-0000-6405		203.16	commissary supplies	1116825	Prisoner Welfare	N
5583	Crawford Supply Company		203.16	1 Transactions			
88628	Dalco 01-252-000-0000-6422		603.96	t.p., gloves, towel disp	3429634	Janitorial Supplies	N
88628	Dalco		603.96	1 Transactions			
1775	Galls LLC 01-252-000-0000-6410		109.98	uniform pant Mason	012143877	Clothing Allowance	N
1775	Galls LLC		109.98	1 Transactions			
11715	Granite Electronics 01-252-000-0000-6231		1,066.71	UPS at Lawler & Glen	154000974-1	Services & Labor (Incl Contracts)	N
11715	Granite Electronics		1,066.71	1 Transactions			
2186	Hillyard Inc						

# 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
2186	Hillyard Inc 01-252-000-0000-6422		436.16	janitorial supplies	603361133	Janitorial Supplies	N
			436.16	1 Transactions			
11889	Honeywell International Inc. 01-252-000-0000-6590		1,294.25	coupling on jail boiler	5247498096	Repair & Maintenance Supplies	N
11889	Honeywell International Inc.		1,294.25	1 Transactions			
5503	Keefe Supply Company 01-252-252-0000-6405		216.64	commissary supplies	1116878	Prisoner Welfare	N
	01-252-000-0000-6418		408.60	snack cakes	1122679	Groceries	N
5503	Keefe Supply Company		625.24	2 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 01-252-000-0000-6254		506.95	shelter/tower	03/11/19	Utilities & Heating	N
3160	Mille Lacs Energy Coop-Albert Lea		506.95	1 Transactions			
9692	Minnesota Energy Resources Corporation 01-252-000-0000-6254		2,596.78	Jail	5052211458	Utilities & Heating	N
	01-252-000-0000-6254		487.07	Jail	505399584	Utilities & Heating	N
	01-252-000-0000-6254		200.88	STS	506726121	Utilities & Heating	N
9692	Minnesota Energy Resources Corporation		3,284.73	3 Transactions			
3789	Pan-O-Gold Baking Company 01-252-000-0000-6418		151.96	groceries	10002419073024	Groceries	N
	01-252-000-0000-6418		104.76	groceries	10002419080003	Groceries	N
3789	Pan-O-Gold Baking Company		256.72	2 Transactions			
11947	Phoenix Supply 01-252-000-0000-6424		538.70	inmate supplies	16795	Inmate Supplies	N
	01-252-252-0000-6405		165.91	suave cond/shamp	16802	Prisoner Welfare	N
11947	Phoenix Supply		704.61	2 Transactions			
3950	Public Utilities 01-252-000-0000-6254		74.28	sheriff emergency storage		Utilities & Heating	N
	01-252-000-0000-6254		1,234.83	new jail		Utilities & Heating	N
	01-252-000-0000-6254		5,376.80	new jail 2		Utilities & Heating	N
3950	Public Utilities		6,685.91	3 Transactions			
9295	Reinhart Foodservice						

# 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	Paid On Bhf #	On Behalf of Name
01-252-000-0000-6418		2,659.14	groceries	650847	Groceries Y
01-252-000-0000-6418		2,404.86	groceries	652504	Groceries Y
01-252-000-0000-6418		31.57-	return groceries	652635	Groceries Y
01-252-000-0000-6420		15.18-	return gloves	661601	Kitchen Supplies Y
9295 Reinhart Foodservice		5,017.25		4 Transactions	
9499 Reliance Telephone Systems, Inc					
01-252-252-0000-6406		900.00	phone cards	D-22760	Phone Card Prisoner Welfare N
9499 Reliance Telephone Systems, Inc		900.00		1 Transactions	
86235 The Office Shop Inc					
01-252-000-0000-6405		62.65	file labels	1057954-0	Office & Computer Supplies N
86235 The Office Shop Inc		62.65		1 Transactions	
10005 Watson/Linda					
01-252-000-0000-6231		10.00	indigent haircut	03/16/19	Services & Labor (Incl Contracts) Y
10005 Watson/Linda		10.00		1 Transactions	
9642 WEX BANK					
01-252-000-0000-6330		226.83	transport gas	58338629	Prisoner Transportation & Travel N
9642 WEX BANK		226.83		1 Transactions	
13132 Zuercher Technologies, LLC					
01-252-000-0000-6231		694.58	BCA/NCIC 5/5/19-5/4/20	2438	Services & Labor (Incl Contracts) Y
13132 Zuercher Technologies, LLC		694.58		1 Transactions	
252 DEPT Total:		23,924.18	Corrections	23 Vendors	34 Transactions
253 DEPT			Sentence to Serve		
10452 AT&T Mobility					
01-253-000-0000-6250		32.98	Monthly Cell	287258495419	Telephone N
10452 AT&T Mobility		32.98		1 Transactions	
86467 Auto Value Aitkin					
01-253-000-0000-6302		17.99	tail light enclosed trailer	40135847	Car Maintenance N
86467 Auto Value Aitkin		17.99		1 Transactions	
1754 Garrison Disposal Company, Inc					
01-253-000-0000-6231		233.00	load tables/dispose	636792	Services, Labor, 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
1754	Garrison Disposal Company, Inc		233.00		1 Transactions		
7525	Hometown Bldg Supply						
	01-253-000-0000-6405		22.87	semi gloss, nat plas wood	21751	Operating Supplies	N
	01-253-000-0000-6405		3.24	pine	21771	Operating Supplies	N
	01-253-000-0000-6405		6.48	pine	21772	Operating Supplies	N
7525	Hometown Bldg Supply		32.59		3 Transactions		
253	DEPT Total:		316.56	Sentence to Serve	4 Vendors	6 Transactions	
254	DEPT			Enhanced 911 System			
13132	Zuercher Technologies, LLC						
	01-254-000-0000-6231		30,974.12	CAD & GIS 5/5/19-5/4/20	2438	Services, Labor, Contracts	Y
13132	Zuercher Technologies, LLC		30,974.12		1 Transactions		
254	DEPT Total:		30,974.12	Enhanced 911 System	1 Vendors	1 Transactions	
257	DEPT			Community Corrections			
89486	Aitkin Co Court Administrator						
	01-257-000-0000-5556		667.00	transfer payment	01cr181090	Supervision Fee	N
89486	Aitkin Co Court Administrator		667.00		1 Transactions		
783	Canon Financial Services, Inc						
	01-257-000-0000-6342		140.67	contract charge	19841059	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		140.67		1 Transactions		
5398	CDW Government, Inc						
	01-257-000-0000-6402		84.00	rsa tokens	5798558	Computer Supplies & Software-Unde	N
5398	CDW Government, Inc		84.00		1 Transactions		
84118	Crow Wing County Social Services						
	01-257-255-0000-6204		6,300.80	ohp responsibility		Juvenile Detention	N
84118	Crow Wing County Social Services		6,300.80		1 Transactions		
14642	Leonhardt/Jacob						
	01-257-251-0000-6339		14.66			Meals (Overnight)	N
14642	Leonhardt/Jacob		14.66		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
86235	The Office Shop Inc 01-257-000-0000-6405		53.43	office supplies	1060554-0	Office Supplies	N
86235	The Office Shop Inc		53.43	1 Transactions			
257	DEPT Total:		7,260.56	Community Corrections	6 Vendors	6 Transactions	
280	DEPT			Emergency Management			
10185	Centurylink Communications Inc 01-280-000-0000-6250		0.65	March Toll-Free	320295974	Telephone	N
10185	Centurylink Communications Inc		0.65	1 Transactions			
280	DEPT Total:		0.65	Emergency Management	1 Vendors	1 Transactions	
391	DEPT			Solid Waste			
2763	J & H Transfer Station-Lakes Sanitary 01-391-060-0000-6360		1,289.50	recycling contract		Recycling Contract	Y
2763	J & H Transfer Station-Lakes Sanitary		1,289.50	1 Transactions			
2953	MACPZA 01-391-000-0000-6240		140.00	MACPZA membership		Dues	N
2953	MACPZA		140.00	1 Transactions			
3503	Neff/Terry B. 01-391-000-0000-6511		63.36			Gas And Oil	N
3503	Neff/Terry B.		63.36	1 Transactions			
86235	The Office Shop Inc 01-391-000-0000-6405		33.60	chair parts	1060559-0	Office & Film Supplies	N
86235	The Office Shop Inc		33.60	1 Transactions			
6097	Verizon Wireless 01-391-000-0000-6250		58.98	t neff cell		Telephone	N
6097	Verizon Wireless		58.98	1 Transactions			
391	DEPT Total:		1,585.44	Solid Waste	5 Vendors	5 Transactions	
601	DEPT			Extension			
89471	Aitkin Co 4-H Council						

JKK1  
 4/2/19 10:27AM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>	
01-601-551-0000-5840		400.00	plat book sales	4-H Plat Book Sales	N
89471 Aitkin Co 4-H Council		400.00	1 Transactions		
15056 The Aitkin Age					
01-601-000-0000-6231		66.00	2yr subscription	TAA-113623	Services & Charges
15056 The Aitkin Age		66.00	1 Transactions		N
601 DEPT Total:		466.00	Extension	2 Vendors	2 Transactions
711 DEPT			Economic Development		
5480 MAPCED					
01-711-000-0000-6240		200.00	annual dues	Dues/Assoc Fees	N
5480 MAPCED		200.00	1 Transactions		
711 DEPT Total:		200.00	Economic Development	1 Vendors	1 Transactions
1 Fund Total:		112,044.52	General Fund		139 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 03-301-000-0000-6241		220.50	CALC CHLORIDE AD FOR BID		Fees/Prof/Misc	N
86222	Aitkin Independent Age		220.50	1 Transactions			
783	Canon Financial Services, Inc 03-301-000-0000-6300		162.82	CONTRACT CHARGE	19876791	Service Contracts	N
783	Canon Financial Services, Inc		162.82	1 Transactions			
10855	Culligan 03-301-000-0000-6400		37.00	WATER	469339	Supplies And Materials	N
10855	Culligan		37.00	1 Transactions			
11406	Innovative Office Solutions, LLC 03-301-000-0000-6400		62.38	OFFICE SUPPLIES	IN2443793	Supplies And Materials	N
11406	Innovative Office Solutions, LLC		62.38	1 Transactions			
3255	Mn Counties Intergovernmental Trust 03-301-000-0000-6352		513.00	INLAND MARINE COVERAGE	2541	Insurance	N
3255	Mn Counties Intergovernmental Trust		513.00	1 Transactions			
11387	Olsen/Sarah 03-301-000-0000-6296		225.00	CONFERENCE REG-2019 MNCHAA CON		Meeting Expense/Physicials	N
	03-301-000-0000-6296		358.28	ROOM/FOOD REG-2019 MCHAA CONF		Meeting Expense/Physicials	N
11387	Olsen/Sarah		583.28	2 Transactions			
11605	Shred Right 03-301-000-0000-6400		30.00	DOCUMENT DESTRUCTION	333683	Supplies And Materials	N
11605	Shred Right		30.00	1 Transactions			
301	DEPT Total:		1,608.98	R&B Administration	7 Vendors	8 Transactions	
303	DEPT			R&B Highway Maintenance			
50	Aitkin Body Shop, Inc 03-303-000-0000-6590		25.00	REPAIR PARTS	1542	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		180.00	REPAIR LABOR	1542	Repair & Maintenance Supplies	Y
50	Aitkin Body Shop, Inc		205.00	2 Transactions			
170	Aitkin Motor Company						

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	Warrant Description	Invoice #	Account/Formula Descripti	1099
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
03-303-000-0000-6590		32.36	REPAIR PARTS	13843	Repair & Maintenance Supplies N
170 Aitkin Motor Company		32.36			1 Transactions
12106 Antoine Electric					
03-303-000-0000-6298		164.00	PALISADE SHOP	16776	Shop Maintenance N
03-303-000-0000-6298		622.95	AITKIN SHOP	16778	Shop Maintenance N
12106 Antoine Electric		786.95			2 Transactions
14052 Best Oil Company					
03-303-000-0000-6513		15,605.22	AITKIN DIESEL	23884	Motor Fuel & Lubricants N
14052 Best Oil Company		15,605.22			1 Transactions
8674 Boyer Trucks					
03-303-000-0000-6590		785.47	REPAIR PARTS	60607R	Repair & Maintenance Supplies N
03-303-000-0000-6590		122.15	REPAIR PARTS	847870	Repair & Maintenance Supplies N
8674 Boyer Trucks		907.62			2 Transactions
8544 Brock White					
03-303-000-0000-6521		13,126.50	CRACK SEALANT	13101101-00	Maintenance Supplies N
8544 Brock White		13,126.50			1 Transactions
8175 Centurylink					
03-303-000-0000-6254		31.33	FAX: HWY OFFICE	MAR-APR	Utilities N
8175 Centurylink		31.33			1 Transactions
11411 Charter Communications					
03-303-000-0000-6254		140.25	PHONE: HWY OFFICE	0-022823030919	Utilities N
11411 Charter Communications		140.25			1 Transactions
14887 Cintas Corporation					
03-303-000-0000-6298		19.55	SHOP LAUNDRY	4018358782	Shop Maintenance N
03-303-000-0000-6298		19.55	SHOP LAUNDRY	4018759269	Shop Maintenance N
14887 Cintas Corporation		39.10			2 Transactions
173 City Of Hill City					
03-303-000-0000-6825		3,191.39	2019-2020 MUNICIPAL MAINT		Maintenance Agreements N
173 City Of Hill City		3,191.39			1 Transactions
1115 Contech Engineered Solutions					

# 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	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6515		9,868.22	24" ANNULAR CULVERT	18086710	Culverts N
	03-303-000-0000-6515		155.23	24" BAND	18086710	Culverts N
	03-303-000-0000-6515		7,614.97	48" ANNULAR CULVERT	18086710	Culverts N
	03-303-000-0000-6515		1,774.87	30" ANNULAR CULVERT	18086710	Culverts N
	03-303-000-0000-6515		8,992.70	36" ANNULAR CULVERT	18086710	Culverts N
	03-303-000-0000-6515		391.43	30" BAND	18086710	Culverts N
	03-303-000-0000-6515		4,972.20	60" ANNULAR CULVERT	18093554	Culverts N
1115	Contech Engineered Solutions		33,769.62	7 Transactions		
9326	Dehn Oil					
	03-303-000-0000-6513		8,438.11	MCGREGOR DIESEL	25133955	Motor Fuel & Lubricants N
	03-303-000-0000-6513		7,181.16	MCGRATH DIESEL	25133957	Motor Fuel & Lubricants N
9326	Dehn Oil		15,619.27	2 Transactions		
7935	East Central Energy					
	03-303-000-0000-6254		170.91	FEB-MAR POWER-MCGRATH	34376157	Utilities N
7935	East Central Energy		170.91	1 Transactions		
1880	Gravelle Plumbing & Heating, Inc					
	03-303-000-0000-6298		127.50	MCGREGOR SHOP	80318	Shop Maintenance N
	03-303-000-0000-6298		529.26	MCGREGOR SHOP	80361	Shop Maintenance N
1880	Gravelle Plumbing & Heating, Inc		656.76	2 Transactions		
91187	Lake Country Power					
	03-303-000-0000-6254		162.26	FEB-MAR SWATARA	140946401	Utilities N
91187	Lake Country Power		162.26	1 Transactions		
2831	Little Falls Machine Inc					
	03-303-000-0000-6590		931.30	REPAIR PARTS	354611	Repair & Maintenance Supplies N
	03-303-000-0000-6590		647.65	REPAIR PARTS	354669	Repair & Maintenance Supplies N
2831	Little Falls Machine Inc		1,578.95	2 Transactions		
10824	Maney International Inc					
	03-303-000-0000-6590		318.69	REPAIR PARTS	806836	Repair & Maintenance Supplies N
10824	Maney International Inc		318.69	1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea					
	03-303-000-0000-6254		966.14	POWER: PALISADE	18-52-026-01	Utilities N
	03-303-000-0000-6254		61.71	169 & CSAH 3	19-23-010-01	Utilities N

# Aitkin County



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6254		235.42	POWER: MCGREGOR	29-53-003-01	Utilities N
	03-303-000-0000-6254		1,550.08	POWER: AITKIN	33-52-007-02	Utilities N
	03-303-000-0000-6254		58.81	169 & CSAH 28	39-62-022-01	Utilities N
	03-303-000-0000-6254		37.14	CSAH 12	40-06-000-01	Utilities N
	03-303-000-0000-6254		62.38	47 & CSAH 2	54-51-104-01	Utilities N
3160	Mille Lacs Energy Coop-Albert Lea		2,971.68			7 Transactions
8678	Morton Salt					
	03-303-000-0000-6518		4,070.56	DE-ICING SALT	5401730803	De-Icing Salt N
8678	Morton Salt		4,070.56			1 Transactions
8691	Northland Hydraulic Service					
	03-303-000-0000-6298		200.00	AITKIN SHOP REPAIR	10168	Shop Maintenance Y
	03-303-000-0000-6590		400.00	REPAIR LABOR	10194	Repair & Maintenance Supplies Y
	03-303-000-0000-6590		702.51	REPAIR PARTS	10194	Repair & Maintenance Supplies Y
8691	Northland Hydraulic Service		1,302.51			3 Transactions
10412	O'Reilly Auto Parts					
	03-303-000-0000-6298		47.76	AITKIN SHOP SUPPLIES	1878-417874	Shop Maintenance N
	03-303-000-0000-6298		64.99	AITKIN SHOP SUPPLIES	1878-418372	Shop Maintenance N
10412	O'Reilly Auto Parts		112.75			2 Transactions
8537	Powerplan OIB					
	03-303-000-0000-6590		80.97	REPAIR PARTS	1912099	Repair & Maintenance Supplies N
8537	Powerplan OIB		80.97			1 Transactions
3950	Public Utilities					
	03-303-000-0000-6254		46.57	HWY 210 W & CR 28	02-00059455-00	Utilities N
	03-303-000-0000-6254		98.84	AITKIN SHOP: WATER	02-00063335-00	Utilities N
	03-303-000-0000-6254		51.86	HWY 210/169 E & CR 12	02-00063388-00	Utilities N
	03-303-000-0000-6254		75.56	HWY 47 & CR 12	02-00064092-00	Utilities N
3950	Public Utilities		272.83			4 Transactions
8364	Towmaster, Inc					
	03-303-000-0000-6590		164.23	REPAIR PARTS	413816	Repair & Maintenance Supplies N
8364	Towmaster, Inc		164.23			1 Transactions
10431	Verizon Business					
	03-303-000-0000-6254		18.41	FEB-HWY OFFICE	4227948181902	Utilities 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
10431	Verizon Business		18.41		1 Transactions		
6097	Verizon Wireless 03-303-000-0000-6254		388.04	MAR-DEPT CELL PHONES	9825311432	Utilities	N
6097	Verizon Wireless		388.04		1 Transactions		
4988	Viking Industrial Center 03-303-000-0000-6298		156.46	AITKIN SHOP SUPPLIES	3160634	Shop Maintenance	N
4988	Viking Industrial Center		156.46		1 Transactions		
9642	WEX BANK 03-303-000-0000-6513		25.96-	REBATE	02/08-03/08	Motor Fuel & Lubricants	N
	03-303-000-0000-6513		2,066.08	GASOLINE	02/08-03/08	Motor Fuel & Lubricants	N
9642	WEX BANK		2,040.12		2 Transactions		
5295	Ziegler Inc 03-303-000-0000-6590		7,089.00	REPAIR LABOR	SW190025498	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		11,065.30	REPAIR PARTS	SW190025498	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		1,132.86	REPAIR PARTS	SW190025526	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		1,026.00	REPAIR LABOR	SW190025526	Repair & Maintenance Supplies	Y
5295	Ziegler Inc		20,313.16		4 Transactions		
303	DEPT Total:		118,233.90	R&B Highway Maintenance	29 Vendors	58 Transactions	
307	DEPT			R&B Capital Infrastructure			
15161	BRAZIER/JASON 03-307-000-0000-6362		200.00	DAMAGES S26-T43N-R22W	PARCEL NO 10	Right Of Way	N
	03-307-000-0000-6362		1,650.00	LAND R-W S26-T43N-R22W	PARCEL NO 10	Right Of Way	S
15161	BRAZIER/JASON		1,850.00		2 Transactions		
15160	JENNRICH/JOHN C. 03-307-000-0000-6362		1,000.00	DAMAGES S195-T43N-R21W	PARCEL NO 30	Right Of Way	N
	03-307-000-0000-6362		1,400.00	LAND R-W S195-T43N-R21W	PARCEL NO 30	Right Of Way	S
15160	JENNRICH/JOHN C.		2,400.00		2 Transactions		
15162	JOHNSON/ROBERT M 03-307-000-0000-6362		721.00	LAND R-W S24-T43N-R22W	PARCEL NO 20	Right Of Way	S
	03-307-000-0000-6362		3,129.00	DAMAGES S24-T43N-R22W	PARCEL NO 20	Right Of Way	N

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 3 Road & Bridge

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
15162	JOHNSON/ROBERT M			3,850.00		2 Transactions		
9802	Kragness/Conrad							
	03-307-000-0000-6362			42.73	PAID DEED TAX ON PROP AQ	MULTIPLE PARC	Right Of Way	N
9802	Kragness/Conrad			42.73		1 Transactions		
15163	MENNE/FRANCIS M & DIANE S							
	03-307-000-0000-6362			10,127.00	LAND R-W S25-T43N-R22W	PAR 22,23,24,2	Right Of Way	S
	03-307-000-0000-6362			43,773.00	DAMAGES S25-T43N-R22W	PAR 22,23,24,2	Right Of Way	N
15163	MENNE/FRANCIS M & DIANE S			53,900.00		2 Transactions		
9239	Mn Department Of Natural Resources-OM							
	03-307-000-0000-6260			100.00	PUBLIC WATERS PERMIT	2019-0317	Professional Services	N
9239	Mn Department Of Natural Resources-OM			100.00		1 Transactions		
307	DEPT Total:			62,142.73	R&B Capital Infrastructure	6 Vendors	10 Transactions	
3	Fund Total:			181,985.61	Road & Bridge		76 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
257	DEPT			Community Corrections			
8239	Ameripride Linen & Apparel Services 05-257-000-0000-6422		4.67	Cleaning Supplies 03/26/2019	2201171704	Janitorial Services/Supplies	N
8239	Ameripride Linen & Apparel Services		4.67	1 Transactions			
2186	Hillyard Inc 05-257-000-0000-6422		74.46	Cleaning/Bathroom Supplies 03/19/2019	603361103	Janitorial Services/Supplies	N
2186	Hillyard Inc		74.46	1 Transactions			
9692	Minnesota Energy Resources Corporation 05-257-000-0000-6254		106.94	Gas Bill 02/19/2019	03/19/2019	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		106.94	1 Transactions			
3950	Public Utilities 05-257-000-0000-6254		239.62	Electric Bill 02/16/2019	03-00000513-03 03/16/2019	Utilities-Gas and Electric	N
3950	Public Utilities		239.62	1 Transactions			
257	DEPT Total:		425.69	Community Corrections	4 Vendors	4 Transactions	
390	DEPT			Environmental Health (FBL)			
8239	Ameripride Linen & Apparel Services 05-390-000-0000-6422		0.85	Cleaning Supplies 03/26/2019	2201171704	Janitorial Services/Supplies	N
8239	Ameripride Linen & Apparel Services		0.85	1 Transactions			
2186	Hillyard Inc 05-390-000-0000-6422		13.54	Cleaning/Bathroom Supplies 03/19/2019	603361103	Janitorial Services/Supplies	N
2186	Hillyard Inc		13.54	1 Transactions			
9692	Minnesota Energy Resources Corporation 05-390-000-0000-6254		19.44	Gas Bill 02/19/2019	03/19/2019	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		19.44	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
3950	Public Utilities 05-390-000-0000-6254		43.57	Electric Bill 02/16/2019 03/16/2019	03-00000513-03	Utilities-Gas and Electric	N
3950	Public Utilities		43.57	1 Transactions			
390	DEPT Total:		77.40	Environmental Health (FBL)	4 Vendors	4 Transactions	
400	DEPT			Public Health Department			
85003	Aitkin County DAC 05-400-440-0410-6231		2.72	Cleaning 02/05/2019 02/28/2019		Services/Labor/Contracts	N
	05-400-440-0410-6231		44.91	Papershred 02/05/2019 02/26/2019		Services/Labor/Contracts	N
85003	Aitkin County DAC		47.63	2 Transactions			
88023	American Payment Centers, LLC 05-400-440-0410-6301		12.80	Box Service 04/01/2019 06/30/2019	15-19605	Equipment Lease/Space Rental	N
88023	American Payment Centers, LLC		12.80	1 Transactions			
8239	Ameripride Linen & Apparel Services 05-400-440-0410-6422		5.94	Cleaning Supplies 03/26/2019	2201171704	Janitorial Services/Supplies	N
8239	Ameripride Linen & Apparel Services		5.94	1 Transactions			
783	Canon Financial Services, Inc 05-400-440-0410-6301		27.13	OSS Contract Charge - 03/19 03/01/2019 03/31/2019	19876792	Equipment Lease/Space Rental	N
	05-400-440-0410-6301		44.29	Mailroom Contract Charge - 03/ 03/01/2019 03/31/2019	19876793	Equipment Lease/Space Rental	N
783	Canon Financial Services, Inc		71.42	2 Transactions			
5398	CDW Government, Inc 05-400-440-0410-6239		6.72	rsa tokens	5798558	Software Fees/License Fees	N
5398	CDW Government, Inc		6.72	1 Transactions			
10185	Centurylink Communications Inc 05-400-440-0410-6250		6.58	March Toll-Free	320295974	Telephone	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
10185	Centurylink Communications Inc		6.58		1 Transactions		
1457	CPS Technology Solutions, Inc 05-400-440-0410-6300		11.27	contract maintenance	376425	Maintenance/Service Contracts	N
1457	CPS Technology Solutions, Inc		11.27		1 Transactions		
13024	HEMOCUE AMERICA 05-400-410-0413-6430		366.00	WIC - Cuvettes 03/25/2019	3135607	WIC - Medical Supplies	N
13024	HEMOCUE AMERICA		366.00		1 Transactions		
2186	Hillyard Inc 05-400-440-0410-6422		94.77	Cleaning/Bathroom Supplies 03/19/2019	603361103	Janitorial Services/Supplies	N
2186	Hillyard Inc		94.77		1 Transactions		
89079	McGregor Area Ambulance Service 05-400-401-0000-6812		1,545.00	Ambulance Runs for Feb '19 02/01/2019 02/28/2019		Mcgregor Area Ambulance	N
89079	McGregor Area Ambulance Service		1,545.00		1 Transactions		
9692	Minnesota Energy Resources Corporation 05-400-440-0410-6254		136.11	Gas Bill 02/19/2019 03/19/2019		Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		136.11		1 Transactions		
3950	Public Utilities 05-400-440-0410-6254		304.97	Electric Bill 02/16/2019 03/16/2019	03-00000513-03	Utilities-Gas and Electric	N
3950	Public Utilities		304.97		1 Transactions		
10698	Stericycle, Inc 05-400-440-0410-6231		19.27	Steri-Safe 04/01/2019 04/30/2019	4008474850	Services/Labor/Contracts	6
10698	Stericycle, Inc		19.27		1 Transactions		
10930	Tidholm Productions 05-400-440-0410-6405		40.07	Agency-#10 RH window printed e 03/08/2019	0479 8029	Office Supplies	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
10930	Tidholm Productions		40.07		1 Transactions		
400	DEPT Total:		2,668.55	Public Health Department	14 Vendors	16 Transactions	
420	DEPT			Income Maintenance			
85003	Aitkin County DAC 05-420-600-4800-6231		5.61	Cleaning 02/05/2019 02/28/2019		Services/Labor/Contracts	N
	05-420-600-4800-6231		92.61	Papershred 02/05/2019 02/26/2019		Services/Labor/Contracts	N
85003	Aitkin County DAC		98.22		2 Transactions		
88023	American Payment Centers, LLC 05-420-600-4800-6301		26.40	Box Service 04/01/2019 06/30/2019	15-19605	Equipment Lease/Space Rental	N
88023	American Payment Centers, LLC		26.40		1 Transactions		
8239	Ameripride Linen & Apparel Services 05-420-600-4800-6422		12.30	Cleaning Supplies 03/26/2019	2201171704	Janitorial Services/Supplies	N
8239	Ameripride Linen & Apparel Services		12.30		1 Transactions		
783	Canon Financial Services, Inc 05-420-600-4800-6301		55.97	OSS Contract Charge - 03/19 03/01/2019 03/31/2019	19876792	Equipment Lease/Space Rental	N
	05-420-600-4800-6301		91.34	Mailroom Contract Charge - 03/ 03/01/2019 03/31/2019	19876793	Equipment Lease/Space Rental	N
783	Canon Financial Services, Inc		147.31		2 Transactions		
5398	CDW Government, Inc 05-420-600-4800-6239		13.86	rsa tokens	5798558	Software Fees/License Fees	N
5398	CDW Government, Inc		13.86		1 Transactions		
10185	Centurylink Communications Inc 05-420-600-4800-6250		13.57	March Toll-Free	320295974	Telephone	N
10185	Centurylink Communications Inc		13.57		1 Transactions		
1457	CPS Technology Solutions, Inc 05-420-600-4800-6300		23.23	contract maintenance	376425	Maintenance/Service Contracts	N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	05-420-640-4800-6300		35.20	contract maintenance	376425	Maintenance/Service Contracts	N
1457	CPS Technology Solutions, Inc		58.43	2 Transactions			
11051	Department of Human Services						
	05-420-640-4800-6231		38.60	CS Monthly Fed Offset Fee	A300C906801	Services/Labor/Contracts	N
				02/01/2019 02/28/2019			
	05-420-620-4400-6025		15.00	MCRE/GAMC/NONRES RECIP-2/19	A300MM9H01I	State Share-GAMC	N
				02/01/2019 02/28/2019			
	05-420-650-4400-6025		595.58	MA LTC UN 65	A300MM9H01I	State/Fed Share - MA	N
				02/01/2019 02/28/2019			
	05-420-650-4400-6025		192.91	G8 LTC LT65 CY19	A300MM9H01I	State/Fed Share - MA	N
				02/01/2019 02/28/2019			
	05-420-650-4400-6025		32,235.09	MA ESTATE COLLECTIONS - FED	A300MM9H01I	State/Fed Share - MA	N
				02/01/2019 02/28/2019			
	05-420-650-4400-6025		16,117.54	MA ESTATE COLLECTIONS - STATE	A300MM9H01I	State/Fed Share - MA	N
				02/01/2019 02/28/2019			
	05-420-650-4400-6025		1,255.23	MAX CTY RECOVERY 18 - FED	A300MM9H01I	State/Fed Share - MA	N
				02/01/2019 02/28/2019			
	05-420-650-4400-6025		40.06	MAX CTY RECOVERY 18 - STATE	A300MM9H01I	State/Fed Share - MA	N
				02/01/2019 02/28/2019			
	05-420-650-4400-6025		450.00	MA MH TCM CV	A300MM9H01I	State/Fed Share - MA	N
				02/01/2019 02/28/2019			
	05-420-620-4100-6011		1,631.44	Maxis GRH Recoveries	A300MX01190I	County Share - Ga	N
				12/01/2018 12/31/2018			
11051	Department of Human Services		52,571.45	10 Transactions			
2186	Hillyard Inc						
	05-420-600-4800-6422		196.31	Cleaning/Bathroom Supplies	603361103	Janitorial Services/Supplies	N
				03/19/2019			
2186	Hillyard Inc		196.31	1 Transactions			
9692	Minnesota Energy Resources Corporation						
	05-420-600-4800-6254		281.94	Gas Bill		Utilities-Gas and Electric	N
				02/19/2019 03/19/2019			
9692	Minnesota Energy Resources Corporation		281.94	1 Transactions			
3950	Public Utilities						
	05-420-600-4800-6254		631.72	Electric Bill	03-00000513-03	Utilities-Gas and Electric	N
				02/16/2019 03/16/2019			

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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
3950	Public Utilities		631.72		1 Transactions		
10698	Stericycle, Inc 05-420-600-4800-6231		39.73	Steri-Safe 04/01/2019 04/30/2019	4008474850	Services/Labor/Contracts	6
10698	Stericycle, Inc		39.73		1 Transactions		
10930	Tidholm Productions 05-420-600-4800-6405		82.67	Agency-#10 RH window printed e 03/08/2019	0479 8029	Office Supplies	Y
10930	Tidholm Productions		82.67		1 Transactions		
420	DEPT Total:		54,173.91	Income Maintenance	13 Vendors	25 Transactions	
430	DEPT			Social Services			
85003	Aitkin County DAC 05-430-700-4800-6231		8.68	Cleaning 02/05/2019 02/28/2019		Services/Labor/Contracts	N
	05-430-700-4800-6231		143.13	Papershred 02/05/2019 02/26/2019		Services/Labor/Contracts	N
85003	Aitkin County DAC		151.81		2 Transactions		
88023	American Payment Centers, LLC 05-430-700-4800-6301		40.80	Box Service 04/01/2019 06/30/2019	15-19605	Equipment Lease/Space Rental	N
88023	American Payment Centers, LLC		40.80		1 Transactions		
8239	Ameripride Linen & Apparel Services 05-430-700-4800-6422		18.66	Cleaning Supplies 03/26/2019	2201171704	Janitorial Services/Supplies	N
8239	Ameripride Linen & Apparel Services		18.66		1 Transactions		
783	Canon Financial Services, Inc 05-430-700-4800-6301		86.50	OSS Contract Charge - 03/19 03/01/2019 03/31/2019	19876792	Equipment Lease/Space Rental	N
	05-430-700-4800-6301		141.16	Mailroom Contract Charge - 03/ 03/01/2019 03/31/2019	19876793	Equipment Lease/Space Rental	N
783	Canon Financial Services, Inc		227.66		2 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
5398	CDW Government, Inc 05-430-700-4800-6239		21.42	rsa tokens	5798558	Software Fees/License Fees	N
5398	CDW Government, Inc		21.42	1 Transactions			
10185	Centurylink Communications Inc 05-430-700-4800-6250		20.98	March Toll-Free	320295974	Telephone	N
10185	Centurylink Communications Inc		20.98	1 Transactions			
1457	CPS Technology Solutions, Inc 05-430-700-4800-6300		35.90	contract maintenance	376425	Maintenance/Service Contracts	N
1457	CPS Technology Solutions, Inc		35.90	1 Transactions			
2186	Hillyard Inc 05-430-700-4800-6422		297.85	Cleaning/Bathroom Supplies 03/19/2019	603361103	Janitorial Services/Supplies	N
2186	Hillyard Inc		297.85	1 Transactions			
9692	Minnesota Energy Resources Corporation 05-430-700-4800-6254		427.77	Gas Bill 02/19/2019	03/19/2019	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		427.77	1 Transactions			
3950	Public Utilities 05-430-700-4800-6254		958.48	Electric Bill 02/16/2019	03-00000513-03 03/16/2019	Utilities-Gas and Electric	N
3950	Public Utilities		958.48	1 Transactions			
10698	Stericycle, Inc 05-430-700-4800-6231		61.40	Steri-Safe 04/01/2019	4008474850 04/30/2019	Services/Labor/Contracts	6
10698	Stericycle, Inc		61.40	1 Transactions			
10930	Tidholm Productions 05-430-700-4800-6405		127.76	Agency-#10 RH window printed e 03/08/2019	0479 8029	Office Supplies	Y
10930	Tidholm Productions		127.76	1 Transactions			
10657	Totalfunds By Hasler 05-430-000-0000-1205		2,000.00	Postage	79000110005968	Postage Account	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	Service Dates	Paid On Bhf #	On Behalf of Name	
10657	Totalfunds By Hasler		03/04/2019 03/04/2019	1 Transactions		
430	DEPT Total:			13 Vendors		15 Transactions
5	Fund Total:					64 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
900	DEPT			Timber Permit Bonds			
12589	Haapoja/George 10-900-000-0000-2300		204.00	timber permit # 13690		Timber Permit Bonds	Y
12589	Haapoja/George		204.00	1 Transactions			
2424	Jobe/Pete 10-900-000-0000-2300		806.60	timber permit 13492		Timber Permit Bonds	N
2424	Jobe/Pete		806.60	1 Transactions			
900	DEPT Total:		1,010.60	Timber Permit Bonds	2 Vendors	2 Transactions	
923	DEPT			Forfeited Tax Sales			
783	Canon Financial Services, Inc 10-923-000-0000-6405		327.05	contract charges	142490	Office Supplies	N
783	Canon Financial Services, Inc		327.05	1 Transactions			
11411	Charter Comunications 10-923-000-0000-6254		174.98	acct 8352305660045857		Utilities	N
11411	Charter Comunications		174.98	1 Transactions			
10438	Commissioner Of Revenue 10-923-000-0000-6280		300.00	2018 State Deed Tax		State Deed Forfeited Tax Sales	N
10438	Commissioner Of Revenue		300.00	1 Transactions			
13493	Kerr Logging/Steve 10-923-000-0000-6820		1,008.96	timber permit 13657		Refunds & Reimbursements	N
13493	Kerr Logging/Steve		1,008.96	1 Transactions			
2991	Malmo Market 10-923-000-0000-6511		122.81	feb gas bills		Gas And Oil	N
2991	Malmo Market		122.81	1 Transactions			
90805	Temco 10-923-000-0000-6590		675.25	ramps / repair bobcat bucket	23682/23683	Repair & Maintenance Supplies	Y
90805	Temco		675.25	1 Transactions			
13934	Tire Barn 10-923-000-0000-6511		50.09	666 lof	46737	Gas And Oil	N

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 10 Trust

# 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			50.09		1 Transactions		
923	DEPT Total:			2,659.14	Forfeited Tax Sales	7 Vendors	7 Transactions	
926	DEPT				Law Library			
	3201 Minnesota State Law Library							
	10-926-000-0000-6408			250.00	law library	19-26	Law Books	N
	3201 Minnesota State Law Library			250.00		1 Transactions		
926	DEPT Total:			250.00	Law Library	1 Vendors	1 Transactions	
10	Fund Total:			3,919.74	Trust		10 Transactions	

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 11 Forest Development

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
925 DEPT		Resource Management			
13234 Western EcoSystems Technology, Inc.					
11-925-000-0000-6231		conservation plan / bat study	63382/63396	Services, Labor, Contracts	N
11-925-000-0000-6231		hab conservation plan	64339	Services, Labor, Contracts	N
13234 Western EcoSystems Technology, Inc.		2 Transactions			
925 DEPT Total:		Resource Management	1 Vendors	2 Transactions	
939 DEPT		County Surveyor			
1430 Dotzler Power Equipment					
11-939-000-0000-6406		power saw chain	7404	Supplies	Y
1430 Dotzler Power Equipment		1 Transactions			
939 DEPT Total:		County Surveyor	1 Vendors	1 Transactions	
11 Fund Total:		Forest Development		3 Transactions	

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 14 Capital Project

# Aitkin County



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	
949	DEPT		Courthouse Addition			
	9692 Minnesota Energy Resources Corporation		CH project Heat	0506823754-001	Services, Labor, Contracts	N
	14-949-000-0000-6231					
	9692 Minnesota Energy Resources Corporation					
		1,197.31				
		1,197.31	1 Transactions			
949	DEPT Total:		Courthouse Addition	1 Vendors	1 Transactions	
		1,197.31				
14	Fund Total:		Capital Project		1 Transactions	
		1,197.31				

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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
521	DEPT			LLCC Administration			
85003	Aitkin County DAC 19-521-000-0000-6231		663.37	cleaning		Services, Labor, Contracts	N
85003	Aitkin County DAC		663.37		1 Transactions		
783	Canon Financial Services, Inc 19-521-000-0000-6231		106.01	contract charges	19841071	Services, Labor, Contracts	N
783	Canon Financial Services, Inc		106.01		1 Transactions		
13446	Johnson/Jessica 19-521-000-0000-6330		174.00	school visit	300@.58	Transportation/Travel/Parking	N
13446	Johnson/Jessica		174.00		1 Transactions		
5511	Milbradt/Kris 19-521-000-0000-6231		440.00	snow plowing		Services, Labor, Contracts	Y
5511	Milbradt/Kris		440.00		1 Transactions		
10764	Pisarek/John 19-521-000-0000-6254		8,946.00	99.4 cords of wood @ 90 per co		Utilities	N
10764	Pisarek/John		8,946.00		1 Transactions		
4425	Shirts Plus 19-521-000-0000-6400		1,630.70	hoodies/ caps / beanies	2419/2484	Commissary Items	N
4425	Shirts Plus		1,630.70		1 Transactions		
521	DEPT Total:		11,960.08	LLCC Administration	6 Vendors	6 Transactions	
522	DEPT			LLCC Education			
9566	Sacred Heart School 19-522-000-0000-6820		116.82	refund for overpayment		Refunds & Reimbursements	N
9566	Sacred Heart School		116.82		1 Transactions		
11272	St Francis Catholic School 19-522-000-0000-6820		855.94	refund for overpayment		Refunds & Reimbursements	N
11272	St Francis Catholic School		855.94		1 Transactions		
522	DEPT Total:		972.76	LLCC Education	2 Vendors	2 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'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>
523	DEPT		LLCC Food			
	5662 McGregor Dairy, Inc		153.13	groceries	29459	Groceries-Students N
	19-523-000-0000-6418					
	5662 McGregor Dairy, Inc		153.13	1 Transactions		
	4968 Upper Lakes Foods, Inc					
	19-523-000-0000-6418		789.95	groceries	443405-00	Groceries-Students N
	19-523-000-0000-6420		114.72	groceries	443405-00	Food Service Supplies N
	4968 Upper Lakes Foods, Inc		904.67	2 Transactions		
523	DEPT Total:		1,057.80	LLCC Food	2 Vendors	3 Transactions
524	DEPT			LLCC Maintenance		
	4010 Rasley Oil Company					
	19-524-000-0000-6511		12.48	fuel splitter	45172	Gas And Oil N
	4010 Rasley Oil Company		12.48	1 Transactions		
524	DEPT Total:		12.48	LLCC Maintenance	1 Vendors	1 Transactions
19	Fund Total:		14,003.12	Long Lake Conservation Center		12 Transactions

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 21 Parks

# 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
520	DEPT			Parks			
3160	Mille Lacs Energy Coop-Albert Lea 21-520-000-0000-6254		43.83	berglund park	18-51-106-02	Utilities	N
3160	Mille Lacs Energy Coop-Albert Lea		43.83	1 Transactions			
3950	Public Utilities 21-520-000-0000-6254		251.26	land dept		Utilities	N
	21-520-000-0000-6254		23.35	miss river access		Utilities	N
	21-520-000-0000-6254		25.43	miss river showers		Utilities	N
3950	Public Utilities		300.04	3 Transactions			
520	DEPT Total:		343.87	Parks	2 Vendors	4 Transactions	
21	Fund Total:		343.87	Parks		4 Transactions	
	Final Total:		383,191.63	226 Vendors	309 Transactions		

# Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	112,044.52	General Fund	
	3	181,985.61	Road & Bridge	
	5	61,736.04	Health & Human Services	
	10	3,919.74	Trust	
	11	7,961.42	Forest Development	
	14	1,197.31	Capital Project	
	19	14,003.12	Long Lake Conservation Center	
	21	343.87	Parks	
	All Funds	383,191.63	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 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
949	DEPT			Courthouse Addition			
15056	Bartley Sales Company, Inc. 14-949-000-0000-6231		2,308.50		app 1	Services, Labor, Contracts	N
15056	Bartley Sales Company, Inc.		2,308.50	1 Transactions			
14044	Boarman Kroos Vogel Group Inc 14-949-000-0000-6231		387.99		49776 exp	Services, Labor, Contracts	N
	14-949-000-0000-6231		5,675.60		49776 fee	Services, Labor, Contracts	N
14044	Boarman Kroos Vogel Group Inc		6,063.59	2 Transactions			
13545	Contegrity Group, Inc. 14-949-000-0000-6231		7,858.34		2019046	Services, Labor, Contracts	N
	14-949-000-0000-6231		19,441.69		2019047	Services, Labor, Contracts	N
13545	Contegrity Group, Inc.		27,300.03	2 Transactions			
11411	Dorholt Tile & Home Center 14-949-000-0000-6231		23,892.50		app 1	Services, Labor, Contracts	N
11411	Dorholt Tile & Home Center		23,892.50	1 Transactions			
1754	Garrison Disposal Company, Inc 14-949-000-0000-6231		1,536.00		78095	Services, Labor, Contracts	N
1754	Garrison Disposal Company, Inc		1,536.00	1 Transactions			
5845	Goble Portable Toilets 14-949-000-0000-6231		280.00		11677	Services, Labor, Contracts	N
	14-949-000-0000-6231		280.00		11678	Services, Labor, Contracts	N
5845	Goble Portable Toilets		560.00	2 Transactions			
8803	Gopher State Contractors Inc 14-949-000-0000-6231		22,568.78	Aitkin CO Gov't Center	app 4	Services, Labor, Contracts	N
	14-949-000-0000-6231		2,072.00		Moving Staff	Services, Labor, Contracts	N
8803	Gopher State Contractors Inc		24,640.78	2 Transactions			
15071	Heater Rental Services 14-949-000-0000-6231		1,930.00		14231	Services, Labor, Contracts	N
	14-949-000-0000-6231		2,357.50		14244	Services, Labor, Contracts	N
	14-949-000-0000-6231		504.89		14348a	Services, Labor, Contracts	N
15071	Heater Rental Services		4,792.39	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
14958	Holden Electric Co. 14-949-000-0000-6231		37,282.75		app 10	Services, Labor, Contracts	N
14958	Holden Electric Co.		37,282.75	1 Transactions			
7525	Hometown Bldg Supply 14-949-000-0000-6231		123.30		21058	Services, Labor, Contracts	N
	14-949-000-0000-6231		31.95		21380	Services, Labor, Contracts	N
7525	Hometown Bldg Supply		155.25	2 Transactions			
11889	Honeywell International Inc. 14-949-000-0000-6231		79,654.86		app 4	Services, Labor, Contracts	N
11889	Honeywell International Inc.		79,654.86	1 Transactions			
5649	Loffler Companies Inc 14-949-000-0000-6231		520.00		3033402	Services, Labor, Contracts	N
	14-949-000-0000-6231		33.75		CW87697	Services, Labor, Contracts	N
5649	Loffler Companies Inc		553.75	2 Transactions			
14926	Masters Plumbing Heating & Cooling LLC 14-949-000-0000-6231		110,945.66		app 11	Services, Labor, Contracts	Y
14926	Masters Plumbing Heating & Cooling LLC		110,945.66	1 Transactions			
3532	Nelson Lawn & Landscaping 14-949-000-0000-6231		2,107.50		1387	Services, Labor, Contracts	Y
3532	Nelson Lawn & Landscaping		2,107.50	1 Transactions			
14925	Olympic Companies, Inc. 14-949-000-0000-6231		223,893.63		app 6&7	Services, Labor, Contracts	N
14925	Olympic Companies, Inc.		223,893.63	1 Transactions			
3950	Public Utilities 14-949-000-0000-6231		1,548.56		Const Trailer	Services, Labor, Contracts	N
3950	Public Utilities		1,548.56	1 Transactions			
4399	Sell Hardware Inc 14-949-000-0000-6231		360.00		#321B	Services, Labor, Contracts	N
4399	Sell Hardware Inc		360.00	1 Transactions			
14898	Taylor Lake Carpenter LLC						

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula					Service Dates	Paid On Bhf #	On Behalf of Name	
14898	Taylor Lake Carpenter LLC	14-949-000-0000-6231			1,040.00	1 Transactions	20190306-1	Services, Labor, Contracts	Y
4777	Thelen Heating & Roofing Inc	14-949-000-0000-6231			57,855.00	1 Transactions	app 5	Services, Labor, Contracts	N
4777	Thelen Heating & Roofing Inc				57,855.00				
14924	Thompson Construction of Princeton, Inc	14-949-000-0000-6231			3,440.00	1 Transactions	0418-1046	Services, Labor, Contracts	N
14924	Thompson Construction of Princeton, Inc				3,440.00				
15167	Tom Kraemer, INC.	14-949-000-0000-6231			761.94	1 Transactions	324927	Services, Labor, Contracts	N
15167	Tom Kraemer, INC.				761.94				
8302	Twin Ports Testing Inc	14-949-000-0000-6231			717.50	1 Transactions	79179	Services, Labor, Contracts	N
8302	Twin Ports Testing Inc				717.50				
949	DEPT Total:				611,410.19	Courthouse Addition	22 Vendors	30 Transactions	
14	Fund Total:				611,410.19	Capital Project		30 Transactions	
	Final Total:				611,410.19	22 Vendors		30 Transactions	

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	14	611,410.19	Capital Project
	All Funds	611,410.19	Total

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# Aitkin County

## DISBURSEMENTS JOURNAL REPORT



Type of Report: 2 1 - Disbursement Journal By WARRANT#  
2 - Disbursement Journal By FUND

G/L Months: From: 03/2019 Thru: 03/2019

Warrant Number: From: Thru:

Full/Partial: 1 1 - Full  
2 - Partial

Warrant Type: 3 0 - All  
1 - Auditor  
2 - Commissioner  
3 - M/V/C

Save Options: N

Comment:

# Aitkin County



DISBURSEMENTS JOURNAL REPORT G/L Months: 03/2019 - 03/2019

WARRANT		G/L	Warrant	Account Number	Description	Vendor #	Invoice #	R
Type	Date	Month	Number	Account Description	AMOUNT	Vendor Name		
3	03/06/2019	3/2019	3536	01-044-904-0000-6360 FLEX PLAN WITHDRAWALS	1,568.10	Dep Care/ Med FSA BREMER BANK	8410	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-001-000-0000-6332 HOTEL / MOTEL LODGING	408.68	amc leg conf BREMER BANK (ELAN ACH)	5462	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-001-000-0000-6332 HOTEL / MOTEL LODGING	366.68	amc leg conf BREMER BANK (ELAN ACH)	5462	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-001-000-0000-6332 HOTEL / MOTEL LODGING	408.68	amc leg conf BREMER BANK (ELAN ACH)	5462	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-043-000-0000-6405 OFFICE, FILM & COMPUTER SUPPLIES	294.49	Toshiba Phones VOIP BREMER BANK (ELAN ACH)	5462	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-049-000-0000-6208 TRAINING/EDUCATION	320.00	PLT Serv Traininig BREMER BANK (ELAN ACH)	5462	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-052-000-0000-6332 HOTELS / MOTELS	366.68	amc leg conf BREMER BANK (ELAN ACH)	5462	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-053-000-0000-6405 OFFICE & COMPUTER SUPPLIES	29.64	portable dvd player BREMER BANK (ELAN ACH)	5462	Z
				Accr Code:				
3	03/01/2019	3/2019	3541	01-090-000-0000-6208 TRAINING/EDUCATION	295.00	CLE Jim R BREMER BANK (ELAN ACH)	5462	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-122-000-0000-6241 REGISTRATION FEE	199.00	Admin Assist Conf BREMER BANK (ELAN ACH)	5462	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-200-000-0000-6405 OFFICE SUPPLIES	74.08	badge clips/usb's BREMER BANK (ELAN ACH)	5462	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-200-003-0000-6332 HOTELS / MOTELS	870.35	hotel 206 cell training BREMER BANK (ELAN ACH)	5462	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-252-000-0000-6302 CAR MAINTENANCE	10.55	washer fluid BREMER BANK (ELAN ACH)	5462	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-252-000-0000-6420 KITCHEN SUPPLIES	28.67	spoons BREMER BANK (ELAN ACH)	5462	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-252-252-0000-6405 PRISONER WELFARE	622.80	USPS envelopes BREMER BANK (ELAN ACH)	5462	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-257-251-0000-6339 MEALS (OVERNIGHT)	68.38	MACCAC Conf BREMER BANK (ELAN ACH)	5462	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-257-267-0000-6283 PROFESSIONAL SERVICES	199.00	DVI assessments BREMER BANK (ELAN ACH)	5462	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-280-003-0000-6332 HOTEL / MOTEL LODGING	137.79	em mgmt BREMER BANK (ELAN ACH)	5462	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-280-003-0000-6332 HOTEL / MOTEL LODGING	435.93	em mgmt BREMER BANK (ELAN ACH)	5462	
				Accr Code:				
3	03/01/2019	3/2019	3541	01-280-003-0000-6340	9.82	em mgmt	5462	

DISBURSEMENTS JOURNAL REPORT G/L Months: 03/2019 - 03/2019

WARRANT		G/L	Warrant	Account Number		Description			
Type	Date	Month	Number	Account Description	AMOUNT	Vendor Name	Vendor #	Invoice #	R
				MEALS-SCHOOLING		BREMER BANK (ELAN ACH)			
3	03/01/2019	3/2019	3541	01-280-003-0000-6511	25.00	em mgmt	5462		
				GAS & OIL		BREMER BANK (ELAN ACH)			
3	03/01/2019	3/2019	3541	01-391-000-0000-6240	40.00	MEHA Membership	5462		
				DUES		BREMER BANK (ELAN ACH)			
3	03/01/2019	3/2019	3541	01-391-000-0000-6340	17.16	conf meal	5462		
				MEALS		BREMER BANK (ELAN ACH)			
3	03/01/2019	3/2019	3541	01-711-000-0000-6240	90.85	Domain Renewal ATV Trail	5462		
				DUES/ASSOC FEES		BREMER BANK (ELAN ACH)			
			3541	Warrant Total	5,319.23	23 Transactions			
3	03/13/2019	3/2019	3542	01-044-904-0000-6360	99.25	Dep Care/ Med FSA	8410		
				FLEX PLAN WITHDRAWALS		BREMER BANK			
3	03/14/2019	3/2019	3543	01-040-000-0000-5081	0.02	MTG Reg	780		
				MORTGAGE REGISTRY-3%		BREMER BANK			
3	03/14/2019	3/2019	3543	01-042-000-0000-5079	0.06	Deed Tax	780		
				3% STATE DEED TAX		BREMER BANK			
			3543	Warrant Total	0.08	2 Transactions			
3	03/20/2019	3/2019	3544	01-044-904-0000-6360	1,474.28	Dep Care/ Med FSA	8410		
				FLEX PLAN WITHDRAWALS		BREMER BANK			
3	03/22/2019	3/2019	3564	01-044-904-0000-6231	746.25	Participant fees	8410		
				FLEX SERVICES, LABOR, ETC		BREMER BANK			
3	03/21/2019	3/2019	3565	01-001-000-0000-6332	266.30		5462		
				HOTEL / MOTEL LODGING		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-001-000-0000-6332	266.30 -		5462		
				HOTEL / MOTEL LODGING		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-001-000-0000-6332	266.30	AMC Leadership Conf	5462		
				HOTEL / MOTEL LODGING		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-040-021-0000-6205	14.70		5462		
				POSTAGE		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-040-021-0000-6205	40.40		5462		
				POSTAGE		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-040-021-0000-6205	29.40		5462		
				POSTAGE		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-040-021-0000-6205	14.70 -		5462		
				POSTAGE		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-040-021-0000-6205	40.40 -		5462		
				POSTAGE		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-040-021-0000-6205	29.40 -		5462		

DISBURSEMENTS JOURNAL REPORT G/L Months: 03/2019 - 03/2019

WARRANT		G/L	Warrant	Account Number		Description			
Type	Date	Month	Number	Account Description	AMOUNT	Vendor Name	Vendor #	Invoice #	R
			Accr Code:	POSTAGE		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-040-021-0000-6205	14.70	POSTAGE	5462		
			Accr Code:	POSTAGE		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-040-021-0000-6205	40.40	POSTAGE	5462		
			Accr Code:	POSTAGE		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-040-021-0000-6205	29.40	POSTAGE	5462		
			Accr Code:	POSTAGE		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-049-000-0000-6402	59.96		5462		
			Accr Code:	COMPUTER SUPPLIES & SOFTWARE		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-049-000-0000-6402	59.96 -		5462		
			Accr Code:	COMPUTER SUPPLIES & SOFTWARE		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-049-000-0000-6402	59.96	USB ADAPTER	5462		
			Accr Code:	COMPUTER SUPPLIES & SOFTWARE		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-200-000-0000-6405	17.06		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-200-000-0000-6405	78.91		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-200-000-0000-6405	17.06 -		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-200-000-0000-6405	78.91 -		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-200-000-0000-6405	17.06	CANNED AIR	5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-200-000-0000-6405	78.91	MED BOX SUPPL	5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-200-003-0000-6340	102.10		5462		
			Accr Code:	MEALS		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-200-003-0000-6340	102.10 -		5462		
			Accr Code:	MEALS		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-200-003-0000-6340	102.10	#206 CELL TRAINING	5462		
			Accr Code:	MEALS		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-252-000-0000-6405	64.01		5462		
			Accr Code:	OFFICE & COMPUTER SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-252-000-0000-6405	64.01 -		5462		
			Accr Code:	OFFICE & COMPUTER SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-252-000-0000-6405	64.01	SUPPLIES	5462		
			Accr Code:	OFFICE & COMPUTER SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	01-253-000-0000-6405	799.60		5462		
			Accr Code:	OPERATING SUPPLIES		BREMER BANK (ELAN ACH)			

DISBURSEMENTS JOURNAL REPORT G/L Months: 03/2019 - 03/2019

WARRANT		G/L	Warrant	Account Number	Description				
Type	Date	Month	Number	Account Description	Vendor Name	AMOUNT	Vendor #	Invoice #	R
3	03/21/2019	3/2019	3565	01-253-000-0000-6405	BREMER BANK (ELAN ACH)	900.00	5462		
			Accr Code:	OPERATING SUPPLIES					
3	03/21/2019	3/2019	3565	01-253-000-0000-6405	BREMER BANK (ELAN ACH)	50.52	5462		
			Accr Code:	OPERATING SUPPLIES					
3	03/21/2019	3/2019	3565	01-253-000-0000-6405	BREMER BANK (ELAN ACH)	159.00	5462		
			Accr Code:	OPERATING SUPPLIES					
3	03/21/2019	3/2019	3565	01-253-000-0000-6405	BREMER BANK (ELAN ACH)	500.00	5462		
			Accr Code:	OPERATING SUPPLIES					
3	03/21/2019	3/2019	3565	01-253-000-0000-6405	BREMER BANK (ELAN ACH)	799.60 -	5462		
			Accr Code:	OPERATING SUPPLIES					
3	03/21/2019	3/2019	3565	01-253-000-0000-6405	BREMER BANK (ELAN ACH)	900.00 -	5462		
			Accr Code:	OPERATING SUPPLIES					
3	03/21/2019	3/2019	3565	01-253-000-0000-6405	BREMER BANK (ELAN ACH)	50.52 -	5462		
			Accr Code:	OPERATING SUPPLIES					
3	03/21/2019	3/2019	3565	01-253-000-0000-6405	BREMER BANK (ELAN ACH)	159.00 -	5462		
			Accr Code:	OPERATING SUPPLIES					
3	03/21/2019	3/2019	3565	01-253-000-0000-6405	BREMER BANK (ELAN ACH)	500.00 -	5462		
			Accr Code:	OPERATING SUPPLIES					
3	03/21/2019	3/2019	3565	01-253-000-0000-6405	BANQUET TABLES BREMER BANK (ELAN ACH)	799.60	5462		
			Accr Code:	OPERATING SUPPLIES					
3	03/21/2019	3/2019	3565	01-253-000-0000-6405	BANQUET TABLES BREMER BANK (ELAN ACH)	900.00	5462		
			Accr Code:	OPERATING SUPPLIES					
3	03/21/2019	3/2019	3565	01-253-000-0000-6405	STS COFFEE BREMER BANK (ELAN ACH)	50.52	5462		
			Accr Code:	OPERATING SUPPLIES					
3	03/21/2019	3/2019	3565	01-253-000-0000-6405	IMPACT DRILL BREMER BANK (ELAN ACH)	159.00	5462		
			Accr Code:	OPERATING SUPPLIES					
3	03/21/2019	3/2019	3565	01-253-000-0000-6405	BANQUET TABLES BREMER BANK (ELAN ACH)	500.00	5462		
			Accr Code:	OPERATING SUPPLIES					
3	03/21/2019	3/2019	3565	01-253-003-0000-6241	BREMER BANK (ELAN ACH)	110.00	5462		
			Accr Code:	REGISTRATION FEE					
3	03/21/2019	3/2019	3565	01-253-003-0000-6241	BREMER BANK (ELAN ACH)	110.00 -	5462		
			Accr Code:	REGISTRATION FEE					
3	03/21/2019	3/2019	3565	01-253-003-0000-6241	MSA - MJPS CONF BREMER BANK (ELAN ACH)	110.00	5462		
			Accr Code:	REGISTRATION FEE					
3	03/21/2019	3/2019	3565	01-257-251-0000-6339	BREMER BANK (ELAN ACH)	577.75	5462		
			Accr Code:	MEALS (OVERNIGHT)					
3	03/21/2019	3/2019	3565	01-257-251-0000-6339	BREMER BANK (ELAN ACH)	577.75 -	5462		
			Accr Code:	MEALS (OVERNIGHT)					
3	03/21/2019	3/2019	3565	01-257-251-0000-6339	MACCAC CONF	577.75	5462		

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WARRANT		G/L	Warrant	Account Number	Description				
Type	Date	Month	Number	Account Description	Vendor Name	AMOUNT	Vendor #	Invoice #	R
				MEALS (OVERNIGHT)	BREMER BANK (ELAN ACH)				
			Accr Code:						
3	03/21/2019	3/2019	3565	01-280-000-0000-6511	BREMER BANK (ELAN ACH)	14.00	5462		
			Accr Code:	GAS AND OIL	BREMER BANK (ELAN ACH)				
3	03/21/2019	3/2019	3565	01-280-000-0000-6511	BREMER BANK (ELAN ACH)	14.00 -	5462		
			Accr Code:	GAS AND OIL	BREMER BANK (ELAN ACH)				
3	03/21/2019	3/2019	3565	01-280-000-0000-6511	EM MGMT	14.00	5462		
			Accr Code:	GAS AND OIL	BREMER BANK (ELAN ACH)				
3	03/21/2019	3/2019	3565	01-390-000-0000-6405	BREMER BANK (ELAN ACH)	43.80	5462		
			Accr Code:	OFFICE, FILM, AND FIELD SUPPLIES	BREMER BANK (ELAN ACH)				
3	03/21/2019	3/2019	3565	01-390-000-0000-6405	BREMER BANK (ELAN ACH)	43.80 -	5462		
			Accr Code:	OFFICE, FILM, AND FIELD SUPPLIES	BREMER BANK (ELAN ACH)				
3	03/21/2019	3/2019	3565	01-390-000-0000-6405	FBL SUPPL	43.80	5462		
			Accr Code:	OFFICE, FILM, AND FIELD SUPPLIES	BREMER BANK (ELAN ACH)				
3	03/21/2019	3/2019	3565	01-391-000-0000-6332	BREMER BANK (ELAN ACH)	149.21	5462		
			Accr Code:	HOTEL / MOTEL LODGING	BREMER BANK (ELAN ACH)				
3	03/21/2019	3/2019	3565	01-391-000-0000-6332	BREMER BANK (ELAN ACH)	149.21 -	5462		
			Accr Code:	HOTEL / MOTEL LODGING	BREMER BANK (ELAN ACH)				
3	03/21/2019	3/2019	3565	01-391-000-0000-6332	SOLID WASTE CONF	149.21	5462		
			Accr Code:	HOTEL / MOTEL LODGING	BREMER BANK (ELAN ACH)				
3	03/21/2019	3/2019	3565	01-391-000-0000-6340	BREMER BANK (ELAN ACH)	13.89	5462		
			Accr Code:	MEALS	BREMER BANK (ELAN ACH)				
3	03/21/2019	3/2019	3565	01-391-000-0000-6340	BREMER BANK (ELAN ACH)	13.89 -	5462		
			Accr Code:	MEALS	BREMER BANK (ELAN ACH)				
3	03/21/2019	3/2019	3565	01-391-000-0000-6340	SOLID WASTE CONF	13.89	5462		
			Accr Code:	MEALS	BREMER BANK (ELAN ACH)				
3	03/21/2019	3/2019	3565	01-392-000-0000-6405	BREMER BANK (ELAN ACH)	25.98	5462		
			Accr Code:	OFFICE & FILM SUPPLIES	BREMER BANK (ELAN ACH)				
3	03/21/2019	3/2019	3565	01-392-000-0000-6405	BREMER BANK (ELAN ACH)	25.98 -	5462		
			Accr Code:	OFFICE & FILM SUPPLIES	BREMER BANK (ELAN ACH)				
3	03/21/2019	3/2019	3565	01-392-000-0000-6405	WATER LAB	25.98	5462		
			Accr Code:	OFFICE & FILM SUPPLIES	BREMER BANK (ELAN ACH)				
			3565	Warrant Total	63 Transactions	4,016.59			
3	03/25/2019	3/2019	3566	01-044-904-0000-6360	Dep Care/ Med FSA	2,956.17	8410		
			Accr Code:	FLEX PLAN WITHDRAWALS	BREMER BANK				
3	03/29/2019	3/2019	3567	01-040-000-0000-5081	returned check	3.45	780		
			Accr Code:	MORTGAGE REGISTRY-3%	BREMER BANK				
3	03/13/2019	3/2019	45011	01-391-000-0000-6620	2017 Ford Escape	18,043.75	170		
			Accr Code:	AUTO	AITKIN MOTOR COMPANY				
3	03/13/2019	3/2019	77866	01-012-000-0000-6232	redeposit - wrong vendor	236.25 -	14654		

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<u>WARRANT</u>	<u>G/L</u>	<u>Warrant</u>	<u>Account Number</u>	<u>Description</u>	<u>Vendor #</u>	<u>Invoice #</u>	<u>R</u>
<u>Type</u>	<u>Date</u>	<u>Month</u>	<u>Account Description</u>	<u>AMOUNT</u>	<u>Vendor Name</u>		
			Accr Code:	ATTORNEY SERVICES	VON WALD GROUP HOME		
			1 Fund Total	33,990.90	96 Transactions		

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WARRANT			G/L	Warrant	Account Number	AMOUNT	Description	Vendor #	Invoice #	R
Type	Date	Month	Number	Account Description		Vendor Name				
3	03/01/2019	3/2019	3541	03-301-000-0000-6400	15.80	Laminating pouches	5462			
				Accr Code: SUPPLIES AND MATERIALS		BREMER BANK (ELAN ACH)				
3	03/21/2019	3/2019	3565	03-302-000-0000-6296	35.58		5462			
				Accr Code: MEETING EXPENSE/PHYSICALS		BREMER BANK (ELAN ACH)				
3	03/21/2019	3/2019	3565	03-302-000-0000-6296	35.58 -		5462			
				Accr Code: MEETING EXPENSE/PHYSICALS		BREMER BANK (ELAN ACH)				
3	03/21/2019	3/2019	3565	03-302-000-0000-6296	35.58	SURVEY TECH WRKSH	5462			
				Accr Code: MEETING EXPENSE/PHYSICALS		BREMER BANK (ELAN ACH)				
				3565 Warrant Total	35.58	3 Transactions				
3	03/13/2019	3/2019	45012	03-307-000-0000-6262	72.49	CP Partial Payment 8	13228			
				Accr Code: CONTRACT PAYMENTS		HARDRIVES, INC.				
				3 Fund Total	123.87	5 Transactions				

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WARRANT		G/L	Warrant	Account Number	Description	Vendor #	Invoice #	R
Type	Date	Month	Number	Account Description	AMOUNT	Vendor Name		
3	03/01/2019	3/2019	3541	05-400-430-0408-6416	31.95	TANF - Late Preterm Brain Dev	5462	
				Accr Code: EDUCATIONAL SUPPLIES/FOLLOW A LONG BOOK		BREMER BANK (ELAN ACH)		
3	03/01/2019	3/2019	3541	05-400-430-0408-6416	2.20	TANF - Late Preterm Brain Dev	5462	
				Accr Code: EDUCATIONAL SUPPLIES/FOLLOW A LONG BOOK		BREMER BANK (ELAN ACH)		
3	03/01/2019	3/2019	3541	05-400-440-0410-6208	99.00	Great Layout & Design Webinar	5462	
				Accr Code: STAFF DEVELOPMENT/TRAINING		BREMER BANK (ELAN ACH)		
3	03/01/2019	3/2019	3541	05-400-440-0410-6208	6.81	Great Layout & Design Webinar	5462	
				Accr Code: STAFF DEVELOPMENT/TRAINING		BREMER BANK (ELAN ACH)		
3	03/01/2019	3/2019	3541	05-400-440-0410-6405	3.00	Agency - Filler paper	5462	
				Accr Code: OFFICE SUPPLIES		BREMER BANK (ELAN ACH)		
3	03/01/2019	3/2019	3541	05-420-600-4800-6405	6.19	Agency - Filler paper	5462	
				Accr Code: OFFICE SUPPLIES		BREMER BANK (ELAN ACH)		
3	03/01/2019	3/2019	3541	05-430-700-4800-6240	60.00	MSSA Membership Fee - JH	5462	
				Accr Code: MEMBERSHIP/DUES/ASSOCIATION FEES		BREMER BANK (ELAN ACH)		
3	03/01/2019	3/2019	3541	05-430-700-4800-6240	60.00	MSSA Membership Fee - SN	5462	
				Accr Code: MEMBERSHIP/DUES/ASSOCIATION FEES		BREMER BANK (ELAN ACH)		
3	03/01/2019	3/2019	3541	05-430-700-4800-6241	195.00	MSSA Conference Registration	5462	
				Accr Code: MEETING/CONFERENCE REGISTRATION FEE		BREMER BANK (ELAN ACH)		
3	03/01/2019	3/2019	3541	05-430-700-4800-6241	195.00	MSSA Conference Registration	5462	
				Accr Code: MEETING/CONFERENCE REGISTRATION FEE		BREMER BANK (ELAN ACH)		
3	03/01/2019	3/2019	3541	05-430-700-4800-6241	195.00	MSSA Conference Registration	5462	
				Accr Code: MEETING/CONFERENCE REGISTRATION FEE		BREMER BANK (ELAN ACH)		
3	03/01/2019	3/2019	3541	05-430-700-4800-6241	195.00	MSSA Conference Registration	5462	
				Accr Code: MEETING/CONFERENCE REGISTRATION FEE		BREMER BANK (ELAN ACH)		
3	03/01/2019	3/2019	3541	05-430-700-4800-6332	248.24	Person Center Training - Hotel	5462	
				Accr Code: HOTEL/LODGING		BREMER BANK (ELAN ACH)		
3	03/01/2019	3/2019	3541	05-430-700-4800-6405	9.56	Agency - Filler paper	5462	
				Accr Code: OFFICE SUPPLIES		BREMER BANK (ELAN ACH)		
			3541	Warrant Total	1,306.95	14 Transactions		
3	03/21/2019	3/2019	3565	05-400-410-0413-6405	222.96		5462	
				Accr Code: OFFICE SUPPLIES		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-400-410-0413-6405	26.97		5462	
				Accr Code: OFFICE SUPPLIES		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-400-410-0413-6405	222.96 -		5462	
				Accr Code: OFFICE SUPPLIES		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-400-410-0413-6405	26.97 -		5462	
				Accr Code: OFFICE SUPPLIES		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-400-410-0413-6405	222.96	WIC - Printer, ink, case, keyp	5462	
				Accr Code: OFFICE SUPPLIES		BREMER BANK (ELAN ACH)		

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WARRANT		G/L	Warrant	Account Number	Description		Vendor #	Invoice #	R
Type	Date	Month	Number	Account Description	AMOUNT	Vendor Name			
3	03/21/2019	3/2019	3565	05-400-410-0413-6405	26.97	WIC - Numeric keypads	5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-430-0408-6406	19.99		5462		
			Accr Code:	PH PROGRAM RELATED SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-430-0408-6406	19.99 -		5462		
			Accr Code:	PH PROGRAM RELATED SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-430-0408-6406	19.99	TANF - Cube Storage Bin	5462		
			Accr Code:	PH PROGRAM RELATED SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6208	6.81 -		5462		
			Accr Code:	STAFF DEVELOPMENT/TRAINING		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6208	6.81		5462		
			Accr Code:	STAFF DEVELOPMENT/TRAINING		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6208	6.81 -	Great Layout & Design Webinar	5462		
			Accr Code:	STAFF DEVELOPMENT/TRAINING		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6402	10.37		5462		
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6402	2.88		5462		
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6402	10.37 -		5462		
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6402	2.88 -		5462		
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6402	10.37	Agency - WiFi Display Adapter	5462		
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6402	2.88	Agency - USB HDMI Adapter	5462		
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6405	7.20		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6405	2.40		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6405	10.31		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6405	5.01		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6405	12.32		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6405	7.20 -		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6405	2.40 -		5462		

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WARRANT		G/L	Warrant	Account Number		Description			
Type	Date	Month	Number	Account Description	AMOUNT	Vendor Name	Vendor #	Invoice #	R
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6405	10.31 -		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6405	5.01 -		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6405	12.32 -		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6405	7.20	Agency - Keurig Care Kits/Filt	5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6405	2.40	Agency - Bulletin Brd Cover- A	5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6405	10.31	Agency - Mechanical pencils	5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6405	5.01	Agency - Adhesive notes/Env Mo	5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-400-440-0410-6405	12.32	Agency - Pens	5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-420-600-4800-6402	21.40		5462		
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-420-600-4800-6402	5.94		5462		
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-420-600-4800-6402	21.40 -		5462		
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-420-600-4800-6402	5.94 -		5462		
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-420-600-4800-6402	21.40	Agency - WiFi Display Adapter	5462		
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-420-600-4800-6402	5.94	Agency - USB HDMI Adapter	5462		
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-420-600-4800-6405	14.84		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-420-600-4800-6405	4.95		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-420-600-4800-6405	21.28		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-420-600-4800-6405	10.34		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-420-600-4800-6405	25.41		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			

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WARRANT		G/L	Warrant	Account Number	Description	Vendor #	Invoice #	R
Type	Date	Month	Number	Account Description	AMOUNT	Vendor Name		
3	03/21/2019	3/2019	3565	05-420-600-4800-6405	14.84 -	BREMER BANK (ELAN ACH)	5462	
			Accr Code:	OFFICE SUPPLIES				
3	03/21/2019	3/2019	3565	05-420-600-4800-6405	4.95 -	BREMER BANK (ELAN ACH)	5462	
			Accr Code:	OFFICE SUPPLIES				
3	03/21/2019	3/2019	3565	05-420-600-4800-6405	21.28 -	BREMER BANK (ELAN ACH)	5462	
			Accr Code:	OFFICE SUPPLIES				
3	03/21/2019	3/2019	3565	05-420-600-4800-6405	10.34 -	BREMER BANK (ELAN ACH)	5462	
			Accr Code:	OFFICE SUPPLIES				
3	03/21/2019	3/2019	3565	05-420-600-4800-6405	25.41 -	BREMER BANK (ELAN ACH)	5462	
			Accr Code:	OFFICE SUPPLIES				
3	03/21/2019	3/2019	3565	05-420-600-4800-6405	14.84	Agency - Keurig Care Kits/Filt BREMER BANK (ELAN ACH)	5462	
			Accr Code:	OFFICE SUPPLIES				
3	03/21/2019	3/2019	3565	05-420-600-4800-6405	4.95	Agency - Bulletin Brd Cover - A BREMER BANK (ELAN ACH)	5462	
			Accr Code:	OFFICE SUPPLIES				
3	03/21/2019	3/2019	3565	05-420-600-4800-6405	21.28	Agency - Mechanical pencils BREMER BANK (ELAN ACH)	5462	
			Accr Code:	OFFICE SUPPLIES				
3	03/21/2019	3/2019	3565	05-420-600-4800-6405	10.34	Agency - Adhesive notes/Env Mo BREMER BANK (ELAN ACH)	5462	
			Accr Code:	OFFICE SUPPLIES				
3	03/21/2019	3/2019	3565	05-420-600-4800-6405	25.41	Agency - Pens BREMER BANK (ELAN ACH)	5462	
			Accr Code:	OFFICE SUPPLIES				
3	03/21/2019	3/2019	3565	05-430-700-4800-6241	140.00	BREMER BANK (ELAN ACH)	5462	
			Accr Code:	MEETING/CONFERENCE REGISTRATION FEE				
3	03/21/2019	3/2019	3565	05-430-700-4800-6241	100.00	BREMER BANK (ELAN ACH)	5462	
			Accr Code:	MEETING/CONFERENCE REGISTRATION FEE				
3	03/21/2019	3/2019	3565	05-430-700-4800-6241	140.00 -	BREMER BANK (ELAN ACH)	5462	
			Accr Code:	MEETING/CONFERENCE REGISTRATION FEE				
3	03/21/2019	3/2019	3565	05-430-700-4800-6241	100.00 -	BREMER BANK (ELAN ACH)	5462	
			Accr Code:	MEETING/CONFERENCE REGISTRATION FEE				
3	03/21/2019	3/2019	3565	05-430-700-4800-6241	140.00	Footprints of Disaster Trainin BREMER BANK (ELAN ACH)	5462	
			Accr Code:	MEETING/CONFERENCE REGISTRATION FEE				
3	03/21/2019	3/2019	3565	05-430-700-4800-6241	100.00	Domestic Violence Training BREMER BANK (ELAN ACH)	5462	
			Accr Code:	MEETING/CONFERENCE REGISTRATION FEE				
3	03/21/2019	3/2019	3565	05-430-700-4800-6332	153.44	BREMER BANK (ELAN ACH)	5462	
			Accr Code:	HOTEL/LODGING				
3	03/21/2019	3/2019	3565	05-430-700-4800-6332	153.44 -	BREMER BANK (ELAN ACH)	5462	
			Accr Code:	HOTEL/LODGING				
3	03/21/2019	3/2019	3565	05-430-700-4800-6332	153.44	Footprints of Disaster Lodging BREMER BANK (ELAN ACH)	5462	
			Accr Code:	HOTEL/LODGING				
3	03/21/2019	3/2019	3565	05-430-700-4800-6402	33.07		5462	

# Aitkin County



DISBURSEMENTS JOURNAL REPORT G/L Months: 03/2019 - 03/2019

WARRANT		G/L	Warrant	Account Number		Description			
Type	Date	Month	Number	Account Description	AMOUNT	Vendor Name	Vendor #	Invoice #	R
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6402	9.17		5462		
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6402	33.07 -		5462		
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6402	9.17 -		5462		
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6402	33.07	Agency - WiFi Display Adapter	5462		
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6402	9.17	Agency - USB HDMI Adapter	5462		
			Accr Code:	COMPUTER/TECHNOLOGY SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6405	22.93		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6405	7.64		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6405	32.88		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6405	15.97		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6405	39.26		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6405	22.93 -		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6405	7.64 -		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6405	32.88 -		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6405	15.97 -		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6405	39.26 -		5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6405	22.93	Agency - Keurig Care Kits/Filt	5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6405	7.64	Agency - Bulletin Brd Cover- A	5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6405	32.88	Agency - Mechanical pencils	5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	05-430-700-4800-6405	15.97	Agency - Adhesive notes/Env Mo	5462		
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)			

# Aitkin County



DISBURSEMENTS JOURNAL REPORT G/L Months: 03/2019 - 03/2019

WARRANT		G/L	Warrant	Account Number	Description	Vendor #	Invoice #	R
Type	Date	Month	Number	Account Description	AMOUNT	Vendor Name		
3	03/21/2019	3/2019	3565	05-430-700-4800-6405	39.26	Agency - Pens	5462	
			Accr Code:	OFFICE SUPPLIES		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-430-700-4800-6450	164.02		5462	
			Accr Code:	SMALL EQUIPMENT: TELEPHONES,CHAIRS, ETC.		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-430-700-4800-6450	164.02 -		5462	
			Accr Code:	SMALL EQUIPMENT: TELEPHONES,CHAIRS, ETC.		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-430-700-4800-6450	164.02	Plantronics Wireless Headset	5462	
			Accr Code:	SMALL EQUIPMENT: TELEPHONES,CHAIRS, ETC.		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-430-700-4800-6804	203.01		5462	
			Accr Code:	MH INIT - HOUSING EXPENSE		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-430-700-4800-6804	203.01 -		5462	
			Accr Code:	MH INIT - HOUSING EXPENSE		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-430-700-4800-6804	203.01	MH Housing - Shallow well pump	5462	
			Accr Code:	MH INIT - HOUSING EXPENSE		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-430-700-4800-6805	167.99		5462	
			Accr Code:	MH INIT - TRANSPORTATION		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-430-700-4800-6805	167.99 -		5462	
			Accr Code:	MH INIT - TRANSPORTATION		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-430-700-4800-6805	167.99	MH Trans - Vehicle Repair	5462	
			Accr Code:	MH INIT - TRANSPORTATION		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-430-700-4800-6810	70.88		5462	
			Accr Code:	MH INIT - FLEX		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-430-700-4800-6810	70.88 -		5462	
			Accr Code:	MH INIT - FLEX		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-430-700-4800-6810	70.88	MH Flex - Phone Card/Sanitary	5462	
			Accr Code:	MH INIT - FLEX		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-430-710-3960-6050	100.00		5462	
			Accr Code:	ADOPTIONS & KINSHIP		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-430-710-3960-6050	100.00 -		5462	
			Accr Code:	ADOPTIONS & KINSHIP		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	05-430-710-3960-6050	100.00	Fathers Registry Search	5462	
			Accr Code:	ADOPTIONS & KINSHIP		BREMER BANK (ELAN ACH)		
			3565	Warrant Total	1,678.02	99 Transactions		
			5	Fund Total	2,984.97	113 Transactions		

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# Aitkin County



DISBURSEMENTS JOURNAL REPORT G/L Months: 03/2019 - 03/2019

WARRANT			Account Number	Description					
Type	Date	Month	Warrant Number	Account Description	AMOUNT	Vendor Name	Vendor #	Invoice #	R
3	03/14/2019	3/2019	3543	09-000-000-0000-2025	11,673.97	Deed Tax	780		
			Accr Code:	STATE'S SHARE OF DEED TAX (97%)		BREMER BANK			
3	03/14/2019	3/2019	3543	09-000-000-0000-2026	9,892.04	MTG Reg	780		
			Accr Code:	STATE SHARE OF MORTGAGE REGISTRY (97%)		BREMER BANK			
			3543	Warrant Total	21,566.01	2 Transactions			
3	03/29/2019	3/2019	3567	09-000-000-0000-2026	111.55	returned check	780		
			Accr Code:	STATE SHARE OF MORTGAGE REGISTRY (97%)		BREMER BANK			
			9	Fund Total	21,677.56	3 Transactions			

# Aitkin County



DISBURSEMENTS JOURNAL REPORT G/L Months: 03/2019 - 03/2019

WARRANT		G/L	Warrant	Account Number	Description				
Type	Date	Month	Number	Account Description	AMOUNT	Vendor Name	Vendor #	Invoice #	R
3	03/01/2019	3/2019	3541	10-923-000-0000-6332	372.39	Wildlife Soc Ban	5462		
			Accr Code:	HOTEL/MOTEL LODGING		BREMER BANK (ELAN ACH)			
3	03/01/2019	3/2019	3541	10-923-000-0000-6332	475.38	MACLAC conf	5462		
			Accr Code:	HOTEL/MOTEL LODGING		BREMER BANK (ELAN ACH)			
3	03/01/2019	3/2019	3541	10-923-000-0000-6332	374.38	MACLAC conf	5462		
			Accr Code:	HOTEL/MOTEL LODGING		BREMER BANK (ELAN ACH)			
3	03/01/2019	3/2019	3541	10-923-000-0000-6340	26.69	MACLAC conf	5462		
			Accr Code:	MEALS REIMBURSED NON-TAXABLE		BREMER BANK (ELAN ACH)			
			3541	Warrant Total	1,248.84	4 Transactions			
3	03/21/2019	3/2019	3565	10-923-000-0000-6332	475.38 -		5462		
			Accr Code:	HOTEL/MOTEL LODGING		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	10-923-000-0000-6332	475.38		5462		
			Accr Code:	HOTEL/MOTEL LODGING		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	10-923-000-0000-6332	475.38 -	MACLAC CONF HOTEL CREDIT	5462		
			Accr Code:	HOTEL/MOTEL LODGING		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	10-923-000-0000-6406	25.91		5462		
			Accr Code:	FIELD SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	10-923-000-0000-6406	25.91 -		5462		
			Accr Code:	FIELD SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	10-923-000-0000-6406	25.91	BATTERIES/GARAGE DOOR OPENER	5462		
			Accr Code:	FIELD SUPPLIES		BREMER BANK (ELAN ACH)			
			3565	Warrant Total	449.47 -	6 Transactions			
				10 Fund Total	799.37	10 Transactions			

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# Aitkin County



## DISBURSEMENTS JOURNAL REPORT G/L Months: 03/2019 - 03/2019

WARRANT			G/L	Warrant	Account Number	Description			
<u>Type</u>	<u>Date</u>	<u>Month</u>	<u>Number</u>	<u>Account Description</u>	<u>AMOUNT</u>	<u>Vendor Name</u>	<u>Vendor #</u>	<u>Invoice #</u>	<u>R</u>
3	03/20/2019	3/2019	77764	11-925-000-0000-6231	6,545.96 -	redeposit w#77764	13234		
			Accr Code:	SERVICES, LABOR, CONTRACTS		WESTERN ECOSYSTEMS TECHNOLOGY, INC.			
				11 Fund Total	6,545.96 -	1 Transactions			

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# Aitkin County



## DISBURSEMENTS JOURNAL REPORT G/L Months: 03/2019 - 03/2019

WARRANT			G/L	Warrant	Account Number		Description			
<u>Type</u>	<u>Date</u>	<u>Month</u>		<u>Number</u>	<u>Account Description</u>	<u>AMOUNT</u>	<u>Vendor Name</u>	<u>Vendor #</u>	<u>Invoice #</u>	<u>R</u>
3	03/12/2019	3/2019		3539	13-943-000-0000-2004	344.51	NSF Check 09-1-101200	780		
			Accr Code:		DEL - PROPERTY TAXES		BREMER BANK			
				13	Fund Total	344.51	1 Transactions			

# Aitkin County



DISBURSEMENTS JOURNAL REPORT G/L Months: 03/2019 - 03/2019

WARRANT		G/L	Warrant	Account Number	Description	Vendor #	Invoice #	R
Type	Date	Month	Number	Account Description	AMOUNT	Vendor Name		
3	03/14/2019	3/2019	3540	19-522-000-0000-5557	229.95	Merchant Services	780	
			Accr Code:	ADVENTURE PROGRAM PKG FEES		BREMER BANK		
3	03/01/2019	3/2019	3541	19-521-000-0000-6208	95.00	red cross training	5462	
			Accr Code:	TRAINING/EDUCATION		BREMER BANK (ELAN ACH)		
3	03/01/2019	3/2019	3541	19-521-000-0000-6230	1,406.05	program books	5462	
			Accr Code:	PRINTING, PUBL & ADV PROMOTION		BREMER BANK (ELAN ACH)		
3	03/01/2019	3/2019	3541	19-522-000-0000-6416	585.31	supplies	5462	
			Accr Code:	EDUCATION SUPPLIES		BREMER BANK (ELAN ACH)		
3	03/01/2019	3/2019	3541	19-524-000-0000-6422	326.46	supplies	5462	
			Accr Code:	JANITORIAL SERVICES/SUPPLIES		BREMER BANK (ELAN ACH)		
3	03/01/2019	3/2019	3541	19-524-000-0000-6590	25.60	supplies	5462	
			Accr Code:	REPAIR & MAINTENANCE SUPPLIES		BREMER BANK (ELAN ACH)		
			3541	Warrant Total	2,438.42	5 Transactions		
3	03/21/2019	3/2019	3565	19-521-000-0000-6208	80.85		5462	
			Accr Code:	TRAINING/EDUCATION		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	19-521-000-0000-6208	80.85 -		5462	
			Accr Code:	TRAINING/EDUCATION		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	19-521-000-0000-6208	80.85		5462	
			Accr Code:	TRAINING/EDUCATION		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	19-521-000-0000-6230	67.67		5462	
			Accr Code:	PRINTING, PUBL & ADV PROMOTION		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	19-521-000-0000-6230	67.67 -		5462	
			Accr Code:	PRINTING, PUBL & ADV PROMOTION		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	19-521-000-0000-6230	67.67		5462	
			Accr Code:	PRINTING, PUBL & ADV PROMOTION		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	19-522-000-0000-6416	65.25		5462	
			Accr Code:	EDUCATION SUPPLIES		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	19-522-000-0000-6416	162.46		5462	
			Accr Code:	EDUCATION SUPPLIES		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	19-522-000-0000-6416	65.25 -		5462	
			Accr Code:	EDUCATION SUPPLIES		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	19-522-000-0000-6416	162.46 -		5462	
			Accr Code:	EDUCATION SUPPLIES		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	19-522-000-0000-6416	65.25		5462	
			Accr Code:	EDUCATION SUPPLIES		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	19-522-000-0000-6416	162.46		5462	
			Accr Code:	EDUCATION SUPPLIES		BREMER BANK (ELAN ACH)		
3	03/21/2019	3/2019	3565	19-524-000-0000-6422	138.59		5462	
			Accr Code:	JANITORIAL SERVICES/SUPPLIES		BREMER BANK (ELAN ACH)		

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# Aitkin County



## DISBURSEMENTS JOURNAL REPORT G/L Months: 03/2019 - 03/2019

WARRANT		G/L	Warrant	Account Number	Description				
Type	Date	Month	Number	Account Description	AMOUNT	Vendor Name	Vendor #	Invoice #	R
3	03/21/2019	3/2019	3565	19-524-000-0000-6422	138.59 -		5462		
			Accr Code:	JANITORIAL SERVICES/SUPPLIES		BREMER BANK (ELAN ACH)			
3	03/21/2019	3/2019	3565	19-524-000-0000-6422	138.59		5462		
			Accr Code:	JANITORIAL SERVICES/SUPPLIES		BREMER BANK (ELAN ACH)			
			3565	Warrant Total	514.82	15 Transactions			
				19 Fund Total	3,183.19	21 Transactions			
			Disbursements	Final Totals	56,558.41	250 Transactions			

# Aitkin County



## DISBURSEMENTS JOURNAL REPORT G/L Months: 03/2019 - 03/2019

RECAP BY FUND	FUND	AMOUNT	NAME
	1	33,990.90	GENERAL FUND
	3	123.87	ROAD & BRIDGE
	5	2,984.97	HEALTH & HUMAN SERVICES
	9	21,677.56	STATE
	10	799.37	TRUST
	11	6,545.96 -	FOREST DEVELOPMENT
	13	344.51	TAXES & PENALTIES
	19	3,183.19	LONG LAKE CONSERVATION CENTER
		56,558.41	Total Disbursements

RECAP BY TYPE	TYPE	AMOUNT	NAME
	3	56,558.41	MVC
		56,558.41	Total Disbursements



# Board of County Commissioners Agenda Request

3A  
Agenda Item #

**Requested Meeting Date:** April 9, 2019

**Title of Item:** Legislative Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Senator Ruud and Representative Lueck	<b>Estimated Time Needed:</b> 30 minutes
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**Summary of Issue:**

Senator Ruud and Representative Lueck will hold a conference call with the Board to discuss legislation.

**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:** April 9, 2019

**Title of Item:** Accept Land Protection Donation Agreement

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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<b>Submitted by:</b> Rich Courtemanche	<b>Department:</b> Land
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<b>Presenter (Name and Title):</b> Rich Courtemanche - Land Commissioner	<b>Estimated Time Needed:</b> 5 min
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**Summary of Issue:**

On February 13, 2018 the Aitkin County Board of Commissioners agreed to accept the Aitkin Growth Property, 207.5 acres of land in Aitkin and Spencer townships (adjacent to the Miss. River and Aitkin Airport).

The Trust For Public Land (TPL) is requesting that Aitkin County sign the attached Donation Agreement in order to proceed with TPL's purchase of the land and for the future transfer to Aitkin County to occur.

The Trust for Public Land has had a Phase 1 Environmental Site Assessment done on the property (Braun Intertec, February 5, 2019, 104p) and finds that there are no known environmental or historic conditions.

Jim Ratz has approved the "Donation Agreement" to form with changes  
 Randy Quale has reviewed and approved the survey (attached)  
 Rich Courtemanche has reviewed and approved the Restoration and Management plan (Appendix B)

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

**Recommended Action/Motion:**  
 Approve the donation agreement (signatures) and future transfer of the property to Aitkin County.

**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:*

## LAND PROTECTION DONATION AGREEMENT

This is a Land Protection Donation Agreement with an Effective Date as provided below between **THE TRUST FOR PUBLIC LAND**, a nonprofit California public benefit corporation, authorized to do business in Minnesota as The Trust for Public Land, Inc., which shall be referred to as "TPL" or "Donor" and **AITKIN COUNTY**, a political subdivision of the State of Minnesota, which shall be referred to as "County" or "Donee."

### RECITALS:

A. The addresses and telephone numbers of the parties to this Agreement are as follows. Telephone numbers are included for information only.

#### DONOR:

The Trust for Public Land  
2610 University Avenue, Suite 300  
St. Paul, MN 55114  
Attn: Will Cooksey  
Tel: (651) 999-5316  
e-mail: [will.cooksey@tpl.org](mailto:will.cooksey@tpl.org)

#### With copies to:

The Trust for Public Land  
306 North Monroe St.  
Tallahassee, Florida 32301  
Attn: Peter Fodor  
Tel: (850) 223-7911, ext. 29  
e-mail: [pete.fodor@tpl.org](mailto:pete.fodor@tpl.org)

#### DONEE:

Aitkin County  
502 Minnesota Ave North  
Aitkin, MN 56431  
Attn: Rich Courtemanche, Land  
Commissioner  
Tel: (218) 927-7364  
e-mail:  
[Rich.Courtemanche@co.aitkin.mn.us](mailto:Rich.Courtemanche@co.aitkin.mn.us)

#### With copies to:

Jim Ratz, County Attorney  
Aitkin County Attorney's Office  
217 2<sup>nd</sup> Street NW, Room 231  
Aitkin, MN 56431  
Tel: (218) 927-7347  
e-mail: [coatty@co.aitkin.mn.us](mailto:coatty@co.aitkin.mn.us)

B. Aitkin County Growth, Inc. ("Current Owner") is the owner of certain real property located in Aitkin County, Minnesota legally described on **Exhibit A** attached hereto and made a part hereof. Said real property, together with any and all improvements, fixtures, timber, water and/or minerals located thereon and any and all rights appurtenant thereto including but not limited to timber rights, water rights, access rights and mineral rights, shall be referred to in this Agreement as the "Property".

C. TPL wishes to donate the Property to the County and the County wishes to accept the donation of the Property from TPL in accordance with the terms and conditions set forth in this Agreement.

NOW THEREFORE, FOR GOOD AND VALUABLE CONSIDERATION, THE PARTIES AGREE AS FOLLOWS:

1. **Donation of the Property.** For and in consideration of the mutual covenants and promises contained in this Agreement, TPL agrees to grant to County the Property by donation on the terms and conditions of this Agreement.

2. **Condition of the Property.**

(a) Donee agrees that from the Effective Date to, through and including the later of : March 15, 2019 or (ii) 10 days from the date of Donee's receipt of a copy of the Phase I, as defined below(the "Inspection Period"), Donee may at its sole cost and expense study all aspects or circumstances of the Subject Property and make all inspections and verifications which Donee deems material, relevant or necessary for the completion of Donee's due diligence review for the transaction covered by this Agreement, including without limitation survey and environmental inspections. Donor has contracted for a Phase I Environmental Site Assessment prepared by Braun Intertec Corporation (the "Phase I") and will provide Donee with a copy of the Phase I. Other than the Phase I, and notwithstanding any applicable law or custom to contrary, Donee shall be solely responsible for conducting any inspections or tests required by law at its sole cost and expense. Should Donee determine in its sole discretion based on its investigation of the Property that the condition of the Property is unacceptable to Donee, prior to the expiration of the Inspection Period Donee shall so notify Donor in writing of its objections ("Objections"). In the event Current Owner has not removed any such Objections by Closing, Donee may elect to: (a) terminate this Agreement in which case Donee shall have no obligation to accept the donation of the Property, and the parties' obligations hereunder shall terminate, or (b) proceed with the acceptance of the donation of the Property and accept the Property subject to the Objections. Donee's failure to make timely Objections will constitute a waiver of its rights to raise any Objections hereunder and Donee will accept title to the Subject Property subject to such Objections.

Before entering upon the Property to conduct the investigations provided for herein, Donee shall notify Donor and Donor shall have obtained Current Owner's permission for Donee to enter upon the Property to conduct said investigations.

Donee does hereby indemnify and hold Current Owner and Donor, their officers, directors, principals, and employees, as the case may be, harmless from and against any and all liability, loss, cost, claim, action, suit and/or expense (including but not limited to attorneys' fees and litigation expenses) which Current Owner or Donor may suffer or incur by reason of Donee's or its agents presence on the Property for the purpose of making the investigations provided for herein. If Donee does any excavation, Donee agrees to restore the Property to its natural condition if Donee's acquisition of the Property is not consummated as contemplated by this Agreement.

(b) Donee agrees that:

(i) Donor has made no representations or warranties with respect to the Property except as set forth in this Agreement;

- (ii) Donor shall not be responsible for any statements, representations or warranties of any kind furnished to Donee by any real estate broker or any other person, unless the same are specifically set forth in this Agreement;
- (iii) No materials, brochures, or documents delivered by Donor to Donee or any other person, including without limitation the Phase I, shall be, or be deemed, a representation, warranty, or agreement of Donor under, or with respect to, this Agreement; and Donee has, and shall have, the exclusive responsibility for verifying any facts or conditions set forth or described in any such materials, brochures, or documents; and
- (iv) Donee has not undertaken any activity and will not undertake any activity which will jeopardize Donor's efforts to acquire the Property.

(c) Donee agrees to accept the Property "as is," in its present condition and/or as otherwise required pursuant to the terms of this Agreement, subject to all reasonable use, wear and tear, and deterioration of any kind in, of, or to the Property.

3. **Closing.** Final settlement of the obligations of the parties hereto shall occur on or before May 15, 2019 or as otherwise agreed to by the parties, at such date, place and time as the parties shall mutually agree (the "Closing"); provided, however, Donee understands that Donor may coordinate a simultaneous closing with Current Owner and Donee will cooperate in coordinating such a simultaneous closing; provided, further, Donor may at its option elect to extend the Closing in order to coordinate such a simultaneous closing or to provide additional time for Donor to satisfy the requirements of the entity providing Donor funding for the acquisition of the Property. This transaction shall be closed in escrow with Lawyers Title Services, LLC, P.O.Box 2750, 14275 Golf Course Drive, Suite 200, Baxter, MN 56425, Tel: 218-820-1242(the "Escrow Holder").

4. **Title.** Donor shall convey by limited warranty deed to Donee its interest in the Property, subject only to the following; provided, however that Donor may at its option have the Property conveyed directly from Current Owner to Donee:

- (i) any federal, state or local laws, ordinances, regulations, rules, codes and/or orders whatsoever;
- (ii) liens for real estate taxes not yet due and payable and other taxes and assessments of any kind or nature assessed (not yet due and payable) with respect to the Property;

(iii) any rights of the United States of America or the State of Minnesota or Native Americans in the use and continuous flow of any brooks, streams or other natural water courses or water bodies within, crossing or abutting the Property, including, without limitation, riparian rights and navigational servitudes, or to the beds and banks of such water courses below the ordinary highwater mark thereof and the right of governments to regulate the use of shore and riparian areas;

(iv) all existing publicly dedicated streets and roads which would be disclosed by a physical inspection or accurate survey of the Property and all existing non publicly dedicated roads, and easements therefor;

(v) all (A) cemeteries and burial grounds and (B) all electric power, telephone, gas, sanitary sewer, storm sewer, water and other utility lines on, over or under the Property together with easements for the same to the extent such easements do not contain provisions that materially detract from the value, or materially interfere with the use, of the Property or any parcel thereof;

(vi) reservations by the State of Minnesota of minerals, oil and gas, and other hydrocarbons;

(vii) such other title objections and exceptions as may be waived by Donee;

(viii) the standard printed exceptions on the form of title insurance issued pursuant to Section 5 that require a survey to delete if Donee has not obtained a survey in a form sufficient for this purpose; and

(ix) the Notice of Funding Restrictions required by the State of Minnesota for the purchase funds it is providing Donor for acquisition of the Property. See also Section 29 below.

The foregoing shall be referred to collectively as "Permitted Exceptions". Prior to the Effective Date Donor delivered to Donee a copy of the title commitment issued by Escrow Holder committing the Escrow Holder to issue an Owner's Policy insuring title to the Property in Donor. Prior to closing, Donor shall also, at its sole cost and expense, obtain a title commitment from Escrow Holder committing the Escrow Holder to issue a policy of title insurance insuring Donee's interest in the Property. On or before April 15, 2019, Donee shall advise Donor in writing of any exceptions other than the Permitted Exceptions which Donee will require to be removed on or before Closing (such exceptions which are not Permitted Exceptions being hereafter referred to as "Impermissible Exceptions"). In the event Current Owner has not removed any such Impermissible Exceptions by Closing, Donee may elect to: (a) terminate this Agreement in which case Donee shall have no obligation to accept the donation of the Property, and the parties' obligations hereunder shall terminate, or (b) proceed with acceptance of the donation of the Property and accept a policy of title insurance with the Impermissible Exceptions. If Donee fails to notify Donor of any objection to exceptions in the time period

provided herein, Donee shall be deemed to have accepted all matters set forth in the Title Commitment and the same shall be deemed Permitted Exceptions.

5. **Title Insurance.** Donor, at its option and sole cost and expense, will obtain an ALTA owner's policy of title insurance from Escrow Holder insuring that title to the Property is vested in Donee upon Closing, subject only to the Permitted Exceptions pursuant to Section 4.

6. **Donor's Representations.** Donor makes the following representations:

a. Donor represents and warrants that it is not a "foreign person" as defined in Section 1445 of the Internal Revenue Code. Donor's United States Taxpayer Identification Number is 23-7222333.

b. The Donor certifies and warrants that the Donor does not know of any "Wells" on the described property within the meaning of Minn. Stat. Chapter 103I.

c. Donor does not know of any individual sewage treatment system on or serving the Property.

7. **Closing Expenses and Fees.** Real property taxes on the Property due and payable in the year of Closing shall be paid by Donor. Donor will also pay all closing costs.

8. **Notices.** All notices pertaining to this Agreement shall be in writing delivered to the parties hereto personally by hand, telecopier, courier service or Express Mail, at the addresses set forth in Recital A. All notices shall be deemed given when received. The parties may, by notice as provided above, designate a different address to which notice shall be given.

9. **Attorneys' Fees.** If any legal action is brought by either party to enforce any provision of this Agreement, the prevailing party shall be entitled to recover from the other party reasonable attorneys' fees and court costs in such amounts as shall be allowed by the court.

10. **Remedies Upon Default.** In the event Donor defaults in the performance of any of Donor's obligations under this Agreement, Donee shall, in addition to any and all other remedies provided in this Agreement or at law or in equity, have the right of specific performance against Donor. In the event Donee defaults in the performance of any of Donee's obligations under this Agreement, Donor shall, in addition to any and all other remedies provided in this Agreement, or by law or equity, have the right of specific performance against Donee.

11. **No Broker's Commission.** Each party represents to the other that it has not used a real estate broker in connection with this Agreement or the transaction contemplated by this Agreement. In the event any person asserts a claim for a broker's commission or finder's fee against one of the parties to this Agreement, the party on account of whose conduct the claim is asserted will hold the other party harmless from said claim.

12. **Time of the Essence.** Time is of the essence of this Agreement.

13. **Binding on Successors.** This Agreement shall be binding not only upon the parties hereto, but also upon their assigns, and other successors in interest.

14. **Additional Documents.** Subject to the terms and conditions hereof, Donor and Donee agree to execute the any additional documents, including escrow instructions, as may be reasonable and necessary to carry out the provisions of this Agreement.

15. **Assignment.** Donee may not assign its interests under this Agreement without the written consent of Donor.

16. **Entire Agreement; Modification; Waiver.** This Agreement constitutes the entire agreement between Donee and Donor pertaining to the subject matter contained in it and supersedes all prior and contemporaneous agreements, representations, and understandings. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by all the parties. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

17. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original and which together shall constitute one and the same agreement.

18. **Severability.** Each provision of this Agreement is severable from any and all other provisions of this Agreement. Should any provision(s) of this Agreement be for any reason unenforceable, the balance shall nonetheless be of full force and effect.

19. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

20. **Acceptance of Deed.** The acceptance by Donee of the deed shall be deemed to be full performance by Donor of, and shall discharge Donor from, all obligations hereunder and Donor shall have no further liability hereunder.

21. **Risk of Loss.** Notwithstanding any applicable law or custom to the contrary, all risk or loss with respect to the Property (other than a loss resulting from the willful acts of Donor) shall be borne by Donee.

22. **Condemnation.** In the event of a taking of all or any part of the Property under the power of eminent domain prior to the Closing, Donee shall have the right, at its option, to terminate this Agreement by written notice to TPL in which case Donee shall have no obligation to accept the donation of the Property, and the parties' obligations hereunder shall terminate

23. **Possession.** Possession of the Property shall be delivered on the date of Closing in accordance with Section 2, free and clear of the rights or claims of any other party except as otherwise permitted in Section 4.

24. **Donee's Representation.** Donee represents that it has full power and authority to enter into this Agreement and the person signing this Agreement for Donee has full power and authority to sign for Donee and to bind it to this Agreement.

25. **Miscellaneous.** In the event that any of the deadlines set forth herein end on a Saturday, Sunday or legal holiday, such deadline shall automatically be extended to the next business day which is not a Saturday, Sunday or legal holiday. The term "business days" as may be used herein shall mean all days which are not on a Saturday, Sunday or legal holiday.

26. **Representation.** Donee hereby acknowledges that neither TPL nor Peter Fodor represented Donee as an attorney in this transaction and neither actually provided any legal advice, counsel or service to or on behalf of Donee. Donee further acknowledges that Peter Fodor represented the interests of TPL solely in this transaction.

27. **Signage.** Donee agrees to place and maintain permanent signage on the Property that shall provide for recognition of the role of Donor in this acquisition, said signage being subject to applicable governmental regulations and the approval of Donor. This section shall survive the delivery of the deed.

28. **Contingency.** Donee acknowledges that Donor does not presently own the Property and that Donor's duties hereunder and Donee's rights hereunder are both expressly contingent upon the acquisition by Donor of the Property. In the event Donor does not acquire the Property from the Current Owner, this Agreement shall terminate and thereafter neither party shall have any further obligations hereunder.

29. **Grant Agreements(s), Accomplishment Plans and Management Plan.** Donor is purchasing the Property with the grants from the Outdoor Heritage Fund pursuant to grant agreements with the Minnesota Department of Natural Resources. Minnesota Statutes Sec. 97A.056 and these grants require the Notice of Funding Restrictions referenced in Section 4(ix) above, and that the Property be administered in accordance with the grant agreements and the corresponding accomplishment plans. The statute and grant agreements further require a restoration and management plan for the property. Donee has prepared the restoration and management plan attached as Exhibit B that excludes the use of motorized vehicles on the Property. Donee further agrees not to allow the use of motorized vehicles, or to construct any new trails of any kind, on the Property without the written permission of the Lessard Sams Outdoor Heritage Council or its successor. Notwithstanding the foregoing, motorized use shall be allowed in connection with timber management activities as described in Exhibit B. The Lessard Sams Outdoor Heritage Council, the Minnesota Department of Natural Resources, and the State of Minnesota are intended third party beneficiaries of this paragraph and shall have the right of enforcement. The provisions of this paragraph shall survive delivery of the deed.

IN WITNESS of the foregoing provisions the parties have executed and delivered this Agreement as of the date set forth below. The effective date (the "Effective Date") of this Agreement shall be the last date of execution by either of the parties to this Agreement. If a party returns this Agreement by facsimile machine or electronic transmission, the signing party intends the copy of its printed authorized signature to be its original signature.

**DONOR:**

**THE TRUST FOR PUBLIC LAND**

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

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

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

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

**DONEE:**

**AITKIN COUNTY**

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

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

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

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

Attest:

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

**Exhibit A**

Real property in Aitkin County, Minnesota legally described as:

Government Lots Four (4), Five (5), and Eight (8) of Section Thirteen (13), Township Forty-seven (47), Range Twenty-seven (27)

AND

Government Lot One (1), except the West 694.00 feet of the East 1024.00 feet of the South 1055.78 feet of said Government Lot One (1) and except the East 330.00 feet of said Government Lot One (1), Section Twenty-four (24), said Township Forty-seven (47), Range Twenty-seven (27)

AND

The Southeast Quarter of the Northeast Quarter (SE1/4-NE1/4), except the North 385.00 feet of the East 1150.00 feet of said SE1/4-NE1/4, except the South 470.00 feet of said SE1/4-NE1/4 and except the East 610.00 feet of said SE1/4-NE1/4, said Section Twenty-Four (24), Township Forty-seven (47), Range Twenty-seven (27).

AND

Government Lot Nine (9), except that part of Government Lot 9, Section 24, Township 47, Range 27, Aitkin County, Minnesota described as follows: Commencing at the Southwest corner of said Government Lot 9 running thence East along the South line thereof 222.4 feet to the place of beginning of the tract to be described; thence continuing East along the same course 220.00 feet; thence North parallel with the West line of said Government Lot 9 a distance of 926.00 feet; thence North 64 degrees 15 minutes 38 seconds West 67 feet, more or less, to the Mississippi River; thence Southwesterly along said river to a point North of the point of beginning; thence South parallel with the West line of said Government Lot 9 a distance of 682.00, more or less, to the point of beginning.

AND

Government Lots Three (3) and Four (4), of Section Eighteen (18), Township Forty-seven (47), Range Twenty-six (26). Subject to the right of way for Air Park Drive and also subject to other easements, reservations or restrictions of record, if any in Aitkin County, Minnesota

**Exhibit B**  
**Restoration and Management Plan**

1. This Restoration and Management Plan is for the Aitkin County Growth/Sissabagamah Creek property with the following legal description:

Government Lots Four (4), Five (5), and Eight (8) of Section Thirteen (13), Township Forty-seven (47), Range Twenty-seven (27)

AND

Government Lot One (1), except the West 694.00 feet of the East 1024.00 feet of the South 1055.78 feet of said Government Lot One (1) and except the East 330.00 feet of said Government Lot One (1), Section Twenty-four (24), said Township Forty-seven (47), Range Twenty-seven (27)

AND

The Southeast Quarter of the Northeast Quarter (SE1/4-NE1/4), except the North 385.00 feet of the East 1150.00 feet of said SE1/4-NE1/4, except the South 470.00 feet of said SE1/4-NE1/4 and except the East 610.00 feet of said SE1/4-NE1/4, said Section Twenty-Four (24), Township Forty-seven (47), Range Twenty-seven (27).

AND

Government Lot Nine (9), except that part of Government Lot 9, Section 24, Township 47, Range 27, Aitkin County, Minnesota described as follows: Commencing at the Southwest corner of said Government Lot 9 running thence East along the South line thereof 222.4 feet to the place of beginning of the tract to be described; thence continuing East along the same course 220.00 feet; thence North parallel with the West line of said Government Lot 9 a distance of 926.00 feet; thence North 64 degrees 15 minutes 38 seconds West 67 feet, more or less, to the Mississippi River; thence Southwesterly along said river to a point North of the point of beginning; thence South parallel with the West line of said Government Lot 9 a distance of 682.00, more or less, to the point of beginning.

AND

Government Lots Three (3) and Four (4), of Section Eighteen (18), Township Forty-seven (47), Range Twenty-six (26). Subject to the right of way for Air Park Drive and also subject to other easements, reservations or restrictions of record, if any in Aitkin County, Minnesota

(the "Property").

2. The Property was acquired by The Trust for Public Land with grant funds from the Outdoor Heritage Fund and then donated to Aitkin County. This document is intended to satisfy the grant requirement that there be a restoration and management plan for lands acquired with the grant.
3. The Property will generally be managed in compliance with the Aitkin County Land Department Long Range Strategic Plan (2011) attached as Exhibit C and which can also be found on line at <http://www.co.aitkin.mn.us/departments/Land/pdf/StrategicPlan2011.pdf>.
4. The Property will be open to public hunting and fishing.
5. The use of motorized vehicles will not be allowed on the Property. No new trails of any kind will be constructed on the Property without the written permission of the Lessard Sams Outdoor Heritage Council. Notwithstanding the foregoing, motorized use shall be allowed in connection with timber management activities as described in Exhibit B.
6. No initial restoration plans for the property are anticipated.
7. Ongoing restoration activities will be completed in compliance with Exhibit B.
8. Both initial and ongoing restoration activities will be funded out of Aitkin County funds.

**Exhibit C**  
**Aitkin County Land Department Long Range Strategic Plan (2011)**

## Aitkin Growth – Aitkin County - Mississippi River Land Project

**Overview:** Aitkin Growth owns 247.5 acres of land in Aitkin and Spencer townships, map attached. Of the 247.5 acres, only about 40 acres is suitable for development. Even though the 40 acres are suitable for development, currently they need work. Issues that need to be addressed on the 40 acres include soil testing, site survey, an environmental assessment and more. Once the testing and assessments are complete, remediation activities will be needed to truly transform these 40 acres into a property that can be attractive for Industrial Development, something that is sorely lacking in Aitkin County. The remaining 207.5 acres, due to it abutting the Mississippi River, is of great interest to The Trust for Public Land (TPL) for its value to wildlife habitat. TPL would be willing to purchase the 207.5 acres at market rate from Aitkin Growth and donate the property to Aitkin County. By accepting the donation, Aitkin County would commit to manage the property primarily for wildlife habitat and compatible outdoor recreation, including hunting, fishing, and wildlife viewing.

**The Trust for Public Land:** TPL's Mississippi Headwaters Habitat Corridor (MHHC) program seeks to protect and preserve targeted habitat in high quality shoreland areas and provide access on the Mississippi River through fee title acquisitions. Using grant funding from the Minnesota Outdoor Heritage Fund (OHF), administered by the Lessard-Sams Outdoor Heritage Council (LSOHC), TPL is willing to further its MHHC program by purchasing the 207.5 acre river corridor from Aitkin Growth at the appraised fair market value. TPL would then place the OHF required deed restriction on the property, and donate the property to Aitkin County. By accepting the donation, Aitkin County would commit to managing the property for the primary purpose of wildlife habitat and compatible outdoor recreation, including hunting, fishing and logging. Aitkin County would risk losing ownership of the property were it to manage the property for other purposes, or convey or encumber the property.

**Aitkin County:** In several meetings with the Economic Development Committee, Aitkin Growth and TPL, it has become apparent that there would be multiple benefits to Aitkin County becoming the owner of the 207.5 acre river corridor. The County's land base lacks developable industrial property. The 40 acre portion of the Aitkin County Growth property is most suitable for industrial uses and the County would like to see these 40 acres developed for industrial use. Benefits to the County would be two-fold; an Economic Development Project and a Land Use project.

**Economic Development Project:** Aitkin Growth has agreed to take a portion of the proceeds from the land sale and invest it in the remaining 40 acres to make it more attractive for development. Once the remaining 40 acres are improved and any development occurs, the increase in tax base should offset the tax base lost from the land sale. In order to make this happen, Aitkin Growth has agreed to three conditions to help ensure this is a positive situation for Aitkin County. First, Aitkin Growth would take the steps necessary to get the property listed as a "Shovel Ready" property as developed by the State of MN DEED. Shovel Ready guidelines are attached, essentially, the program is as it sounds, site work and other items are complete so that the property is literally ready to have a shovel brought in and start development. This is not an inexpensive program; there are significant costs to have a property shovel

ready, something Aitkin Growth has been lacking funds to do. Secondly, Aitkin Growth would develop an incentive package to offer potential businesses to locate and build on the 40 acres. Lastly, Aitkin Growth would make a Payment in Lieu of Taxes (PILT) for up to 3 years while the shovel ready process is ongoing and in case it takes a couple of years to find a tenant for the property. The PILT would be based on 2017 taxes payable and would include all local taxing jurisdictions. If the 40 acre parcel is developed and generates taxable revenue prior to the end of year 3 and that revenue is equal to or greater than the PILT payment, then Aitkin Growth would not be responsible for continuation of these payments.

**Land Use:** An advantage to this property is that it abuts the City of Aitkin; there is very little public land available for hunting or nature viewing in or near the City of Aitkin. The property's features include Mississippi River frontage, Sissabagamah Creek including the confluence, and various forest and land cover types. The property would have permanent restrictions on it that specifies that it will not be sold by Aitkin County and that it will be managed for the primary benefit of wildlife habitat. Permanent development such as a fishing pier, paved trails, or a designated campground, is not allowed. However, public use is encouraged. In fact, the property must remain open to hunting and fishing. Minor improvements such as a small parking area would be allowed. Utilizing any existing walking/hunting trails is allowed. Logging activity is also allowed so Aitkin County would receive timber harvest payments as would any regularly managed forest by Aitkin County. Any other proposed use or activity that may arguably negatively impact wildlife habitat or the taking, viewing, or enjoyment of wildlife would require the express approval of the LSOHC or its staff.

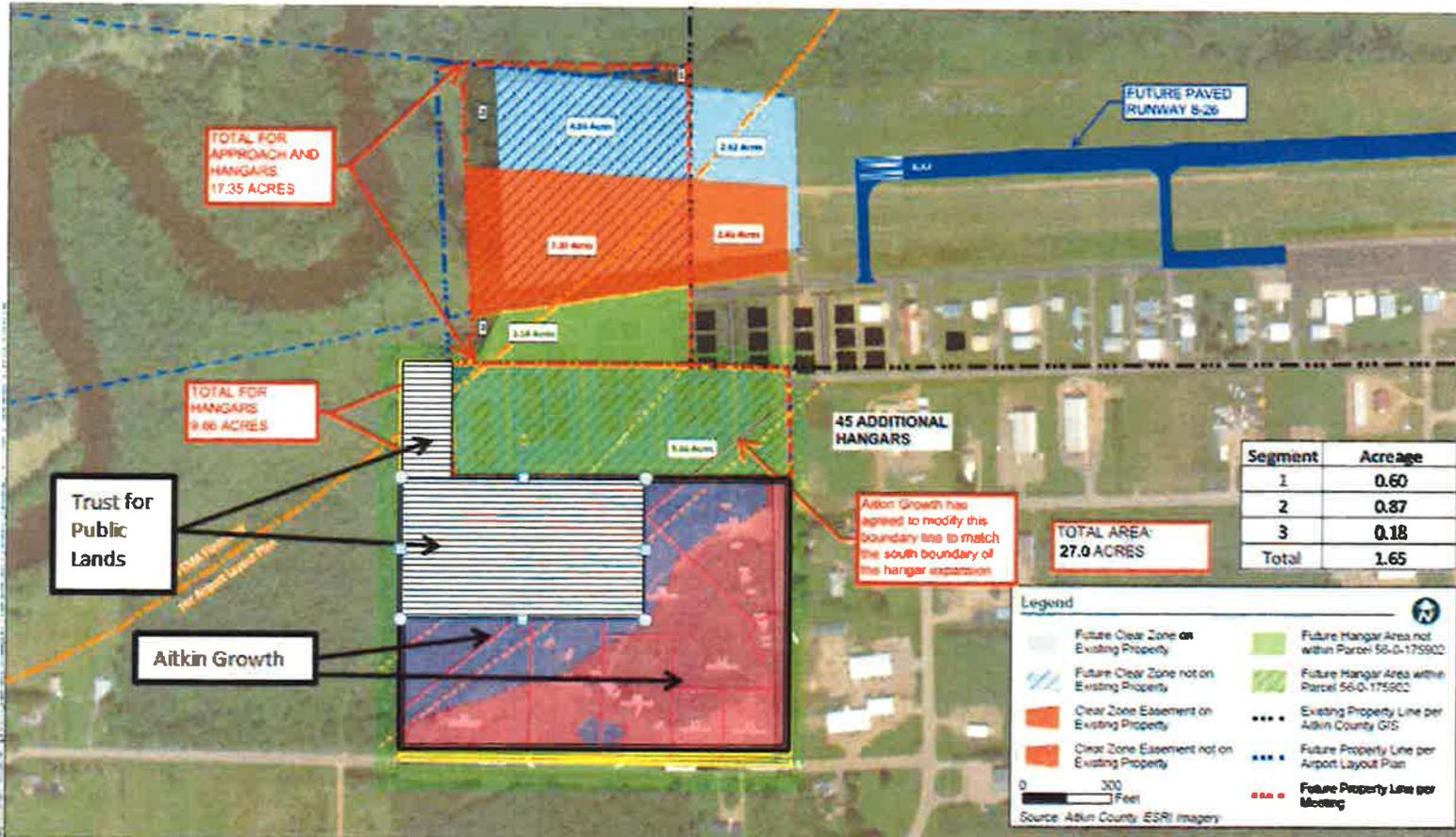
**Summary:** The Economic Development Committee is recommending that Aitkin County agree to receive the Aitkin Growth Property, 207.5 acres in Aitkin and Spencer Townships generally abutting the Mississippi River. Aitkin County would own and manage the property as it does other forested parcels except with additional restrictions required by TPL's funding source. Aitkin Growth agrees to place the 40 acre property in the MN DEED Shovel Ready program and develop an incentive package to attract new investment in the 40 acres parcel it retains, and make a PILT for 3 years. However, if the 40 acre parcel is developed and generates taxable revenue prior to the end of year 3 that equals or exceeds the PILT payment, then Aitkin Growth would not be responsible for the continuation of these payments.

**Other:** The current Market Value for the entire property is \$269,200.00, a value minus the 40 acres and probably the highest value has not been determined. Taxes payable in 2017 for the entire 247.5 acres is \$2,310.00. PILT would be less than that amount as the 40 acres in question would remain in private ownership.

Attachments: Map/Photo of property

MN Shovel Ready Guidelines

PILT Schedule





## Aitkin Airport Property Transfer

In November of 2017, the opportunity for Aitkin Growth to sell a portion of their property to the Trust for Public Land (TPL) with Aitkin County then receiving said property from the TPL was presented to the County Board. The Agenda Request Summary of the project is attached for your review. There has been one change, Aitkin Growth would retain approximately 20 acres rather than 40 acres due to extensive wetland mitigation needed. Aitkin Growth has stated that they only desire to own property that is buildable and usable.

At the Boards request the issue was remanded to the Aitkin Airport Commission for their review due to some of the property in question was included in the Airports future expansion plans including clear zones and future hanger expansions. Concerns about how the new ownership and restrictions on future Airport operations were also raised. After attending the Airport Commission meeting, myself, Mike Hagen, Aitkin Growth and Will Cooksey TPL, were directed to meet with Ron Roetzel, Bolton Menk, Airport Engineer, John Welle, Aitkin Airport Commission member and Kathleen Ryan, City of Aitkin Administrator.

After several productive exchanges and meetings, a plan was arrived at that would allow the Aitkin Airport Commission to deal directly with Aitkin Growth to purchase property needed for clear zones and future expansion. A map is attached, the Airport would purchase approximately 19.2 acres and remaining property would not be enhanced for wildlife that could harm airport operations.

Ultimately, the TPL would acquire approximately 207 acres from Aitkin Growth which it would then transfer to Aitkin County. The conditions that Aitkin Growth makes their property Shovel Ready as per MN DEED and pay up to 3 years of PILT remain.

# CERTIFICATE OF SURVEY

PART OF SECTIONS 13 AND 24,  
TOWNSHIP 47, RANGE 27, AND  
PART OF SECTIONS 18 AND 19,  
TOWNSHIP 47, RANGE 26,  
AITKIN COUNTY, MINNESOTA

LEGAL DESCRIPTION FROM SCHEDULE A COMMONWEALTH LAND TITLE INSURANCE COMPANY POLICY NO. C30-2025488

Government Lot Four (4) of Section Thirteen (13), Township Forty-seven (47), Range Twenty-seven (27) and Government Lot Nine (9) of Section Twenty-four (24), Township Forty-seven (47), Range Twenty-seven (27) described as follows:

Commencing at the southwest corner of said Lot Nine (9), running thence East along the south line thereof Four Hundred Forty-two and Four tenths (442.4) feet to the place of beginning of the tract to be described; thence North on a straight line parallel with the west line of said Lot Nine (9) a distance of Eight Hundred Eighty-one (851) feet more or less to the Mississippi River; thence following said river upstream to the east line of said Lot Nine (9); thence South along the east line of said Lot Nine (9) a distance of approximately One Thousand Five Hundred Ninety-nine (1509) feet to the southeast corner of said Lot; thence West approximately Eight Hundred Seventy-seven (877) feet to the place of beginning.

AND:

Government Lots Three (3), and Four (4) of Section Eighteen (18), Township Forty-seven (47), Range Twenty-seven (27) and Government Lots Five (5) and Eight (8) of Section Thirteen (13) and Government Lot One (1) and the Southwest Quarter of the Northeast Quarter (SE1/4-NE1/4) of Section Twenty-four (24) all in Township Forty-seven (47), Range Twenty-seven (27)

EXCEPT:

That part of Government Lot 1, Sec. 24, Twp. 47, Range 27 described as follows, to-wit: Commencing at an old steel corner place and approximately marked by a one inch iron pipe near the intersection of County Air Road No. 29 and the existing Township road and lying south thereof, which said one inch iron pipe is at the stamined location of the East Quarter Section corner of said Sec. 24, thence running North to the south line of said Lot 1, which point of intersection is to the point of beginning of the description; thence running West along the south line of said Lot 1, a distance of 62.53 feet to an iron stake; thence again returning to said point of beginning, thence running North to the north line of said Lot 1, thence running West along the north line of said Lot 1, a distance of 83.08 feet to an iron stake; thence running in a southerly direction to said point which is a distance of 82.33 feet West of said point of beginning as previously set forth; thence running East 82.33 feet to said point of beginning.

EXCEPT:

The East 233 feet of the Northeast Quarter of the Northeast Quarter (NE1/4-NE1/4) of Section Twenty-four (24), Township Forty-seven (47), Range Twenty-seven (27)

Allen County, Minnesota

PROPOSED LEGAL DESCRIPTION FOR THE TRUST FOR PUBLIC LAND TRACT

Government Lots Four (4), Five (5), and Eight (8) of Section Thirteen (13), Township Forty-seven (47), Range Twenty-seven (27)

AND:

Government Lot One (1), except the West 894.00 feet of the East 1024.00 feet of the South 1055.78 feet of said Government Lot One (1) and except the East 330.00 feet of said Government Lot One (1), Section Twenty-four (24), said Township Forty-seven (47), Range Twenty-seven (27)

AND:

The Southeast Quarter of the Northeast Quarter (SE1/4-NE1/4), except the North 385.00 feet of the East 1150.00 feet of said SE1/4-NE1/4, except the South 470.00 feet of the East 1183.00 feet of said SE1/4-NE1/4, and except the East 610.00 feet of said SE1/4-NE1/4, said Section Twenty-four (24), Township Forty-seven (47), Range Twenty-seven (27)

AND:

That part of Government Lot Nine (9), said Section Twenty-four (24), Township Forty-seven (47), Range Twenty-seven (27), described as follows: Commencing at the southwest corner of said Government Lot 9, thence South 86 degrees 10 minutes 15 seconds East, bearing back on the Allen County Coordinate Database NAD 83, 42.01 feet along the south line of said Government Lot 9 to the point of beginning of the tract to be described; thence North 60 degrees 01 minute 30 seconds West, parallel to the west line of said Government Lot 9, 898.00 feet; thence North 84 degrees 15 minutes 38 seconds West 67 feet, more or less, to the Mississippi River; thence northerly, easterly and southeasterly along said Mississippi River to the east line of said Government Lot 9; thence southerly along said east line of Government Lot 9 to the southeast corner of said Government Lot 9; thence westerly along said south line of Government Lot 9 to the point of beginning.

AND:

Government Lots Three (3) and Four (4) of Section Eighteen (18), Township Forty-seven (47), Range Twenty-seven (27) Subject to the right of way for Air Park Drive and also subject to other easements, reservations or restrictions of record, if any.

PROPOSED LEGAL DESCRIPTION FOR THE AIRPORT TRACT

The West 694.00 feet of the East 1024.00 feet of the South 1055.78 feet of Government Lot One (1) and the East 330.00 feet of said Government Lot One (1), Section Twenty-four (24), Township Forty-seven (47), Range Twenty-seven (27)

AND:

The North 385.00 feet of the East 1150.00 feet of the Southeast Quarter of the Northeast Quarter (SE1/4-NE1/4) of said Section Twenty-four (24), Township Forty-seven (47), Range Twenty-seven (27) Subject to easements, reservations or restrictions of record, if any.

PROPOSED LEGAL DESCRIPTION FOR THE AITKIN COUNTY GROWTH TRACT

The South 470.00 feet of the East 1183.00 feet of the Southeast Quarter of the Northeast Quarter (SE1/4-NE1/4) and the East 810.00 feet of said SE1/4-NE1/4, Section Twenty-four (24), Township Forty-seven (47), Range Twenty-seven (27) Subject to the right of way for Air Park Drive and also subject to other easements, reservations or restrictions of record, if any.

### SURVEYOR'S TITLE RESPONSE:

Commonwealth Land Title Insurance Company  
Policy No. C30-2025488

Response to Items 1-13, Schedule B - Exception

- 1) Not a probable matter of survey
- 2) As shown hereon
- 3) Not a probable matter of survey
- 4) Not a probable matter of survey
- 5) Not a probable matter of survey
- 6) Not a probable matter of survey
- 7) Not a probable matter of survey
- 8) Not a probable matter of survey
- 9) Not a probable matter of survey
- 10) As shown hereon
- 11) As shown hereon
- 12) Not a probable matter of survey
- 13) Not a probable matter of survey

### SURVEYOR'S NOTES:

COMMONWEALTH LAND TITLE INSURANCE COMPANY POLICY NO. C30-2025488 AS LISTED ABOVE WAS RELIED UPON FOR MATTERS OF RECORDS OR EASEMENTS OR EXCEPTIONS MAY EXIST THAT WERE NOT SHOWN ON THIS SURVEY.

PARCEL NUMBERS IN TOWNSHIP 47, RANGE 27  
56-0-175901, 56-0-175902, 01-0-050300, 01-0-020200,  
01-0-030300 AND 01-0-018000

PARCEL NUMBERS IN TOWNSHIP 47, RANGE 26  
31-0-034800 AND 31-0-034700

GOVERNMENT LOT 9 AND THE SE1/4-NE1/4 OF SEC. 24 ARE WITHIN THE CITY OF AITKIN LAND USE REQUIREMENTS.

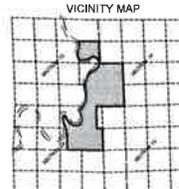
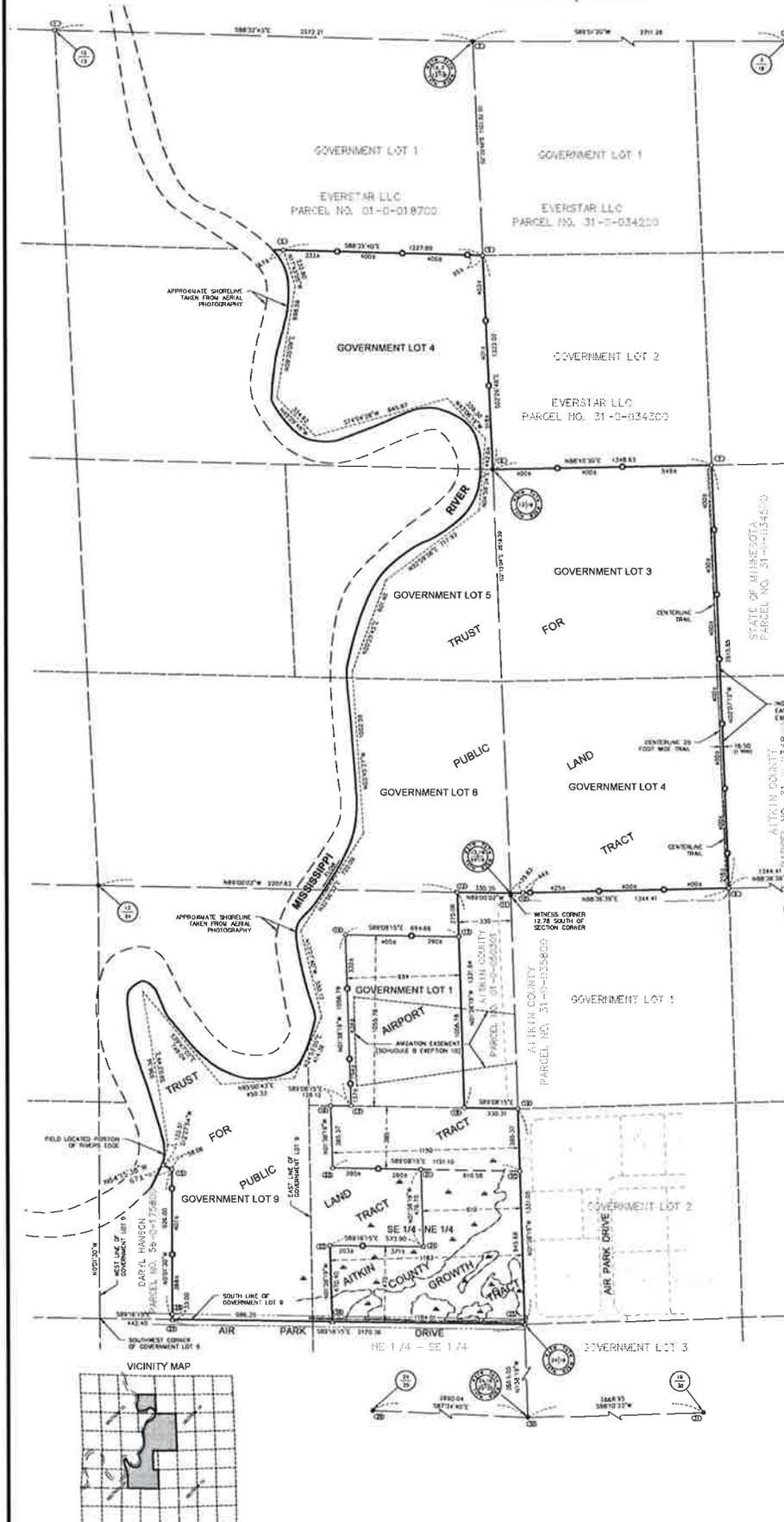
### AREAS FOR TRUST FOR PUBLIC LAND TRACT

GOVT LOT 9 SEC. 24	34.92 ACRES <sub>±</sub>
SE1/4-NE1/4 SEC. 24	10.03 ACRES
GOVT LOT 8 SEC. 24	12.08 ACRES <sub>±</sub>
GOVT LOT 8 SEC. 13	28.95 ACRES <sub>±</sub>
GOVT LOT 5 SEC. 13	17.50 ACRES <sub>±</sub>
GOVT LOT 4 SEC. 13	31.58 ACRES <sub>±</sub>
GOVT LOT 3 SEC. 18	40.49 ACRES
GOVT LOT 4 SEC. 18	40.49 ACRES <sub>±</sub>
TOTAL	215.03 ACRES <sub>±</sub>

### AREAS FOR AIRPORT TRACT

GOVT LOT 1 SEC. 24	18.84 ACRES
SE1/4-NE1/4 SEC. 24	10.17 ACRES
TOTAL	27.01 ACRES

AREA FOR AITKIN COUNTY GROWTH TRACT  
SE1/4-NE1/4 SEC. 24 19.43 ACRES



DATE: 12-14-18	DRAWN BY: CMN	CHECKED BY: CMC	FILE NUMBER: 20020336
DATE: 12-14-18	APPROVED BY: [Signature]	DATE: 12-14-18	FILE NO: 4163

WIDSETH SMITH NOLTING  
Engineering | Architecture | Surveying | Environmental

**From:** [James Ratz](#)  
**To:** "[Rich Courtemanche](#)"  
**Subject:** RE: Action Needed - Aitkin Growth Property  
**Date:** Wednesday, February 6, 2019 2:22:35 PM  
**Attachments:** [image001.png](#)

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Rich,

I reviewed the TPL Land Protection Donation Agreement and find it to be appropriate as to form subject to the following comments:

1. On p.1 sec. A, please replace [John.Sausen@crowwing.us](mailto:John.Sausen@crowwing.us) with [coatty@co.aitkin.mn.us](mailto:coatty@co.aitkin.mn.us)
2. Exhibits A and B were blank on the draft I reviewed, but would need to be approved by you and be included on the final draft submitted to the County Board.

Besides those two limited issues, the Agreement appears ready to be submitted to the County Board for its approval and signatures by the Chairperson and Jessica.

If you have any questions, please feel free to contact my office.

Thanks,  
Jim

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**From:** Rich Courtemanche [<mailto:rich.courtemanche@co.aitkin.mn.us>]  
**Sent:** Tuesday, February 5, 2019 3:45 PM  
**To:** 'James Ratz' <[jratz@co.aitkin.mn.us](mailto:jratz@co.aitkin.mn.us)>  
**Subject:** Action Needed - Aitkin Growth Property

The County Board agreed to accept the donation of the Aitkin Growth property adjacent to the airport and the Mississippi River just outside of Aitkin on Feb 13, 2018.

To move forward The Trust for Public Land (TPL) is requesting a signature to a Donation Agreement. A draft is attached.

Could you take a look at it and see if I can send it to Jessica or the County Board for a signature?

I appreciate your guidance,  
Rich  
x333

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**From:** Will Cooksey [<mailto:will.cooksey@tpl.org>]  
**Sent:** Tuesday, February 5, 2019 10:47 AM  
**To:** 'Randy Quale'; 'Rich Courtemanche'  
**Subject:** RE: Aitkin Growth Property Walk



Aitkin  
County

# Board of County Commissioners Agenda Request

5A  
Agenda Item #

**Requested Meeting Date:** April 9, 2019

**Title of Item:** Economic Development - 2018 Activity Report

<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> 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
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**Summary of Issue:**  
I will be presenting an Activity Report for 2018 to the County Board at the April 9th Board Meeting. A summary will be presented at the meeting.

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

**Recommended Action/Motion:**  
N/A

**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

GA  
Agenda Item #

**Requested Meeting Date:** April 9, 2019

**Title of Item:** CARE/ANGELS Update

<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*

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

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Shelly Hanneken	<b>Estimated Time Needed:</b> 10-15 minutes
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**Summary of Issue:**

Shelly Hanneken, CARE Board member, will prove the Board a CARE/ANGELS update.

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

**Recommended Action/Motion:**

No action required.

**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

68  
Agenda Item #

**Requested Meeting Date:** April 9, 2019

**Title of Item:** Aitkin County Child Abuse Prevention Council

<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> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Susan Clark Harris	<b>Estimated Time Needed:</b> 10 minutes
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**Summary of Issue:**

As April is Child Abuse Prevention Month, Susan Clark Harris would like to take this opportunity to talk to the Board about the Aitkin County Child Abuse Prevention Council.

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

**Recommended Action/Motion:**

No action required.

**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

6C  
Agenda Item #

**Requested Meeting Date:** April 9, 2019

**Title of Item:** Government Center

<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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Hold Public Hearing*

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Travis Feuchtmann	<b>Estimated Time Needed:</b> 15 minutes
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**Summary of Issue:**

Travis Feuchtmann from Contegrity Group will be asking the Board to approve the following:

1. Change Order from Olympic Companies, Inc. in the amount of \$23,661.00
2. Amendment to Agreement between Aitkin County and Contegrity Group, dated May 23, 2017 in the amount of \$25,745.00

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

**Recommended Action/Motion:**

Approve Olympic Companies Change Order for \$23,661.00  
Approve Amendment to Agreement between Aitkin County and Contegrity Group for \$25,745.00

**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:*



**AIA**

# Document G701/CMa<sup>TM</sup> - 1992

1

## Change Order - Construction Manager-Adviser Edition

**PROJECT** (Name and address):  
Aitkin County  
217 2nd St NW  
Aitkin MN 56431

**CHANGE ORDER NUMBER:** 006  
**INITIATION DATE:** March 26, 2019

**OWNER:**   
**CONSTRUCTION MANAGER:**   
**ARCHITECT:**   
**CONTRACTOR:**

**TO CONTRACTOR** (Name and address):  
Olympic Companies, Inc.  
5932 53rd Ave South, Unit B  
Fargo ND 58104

**PROJECT NUMBERS:** 14 / 1290  
**CONTRACT DATE:** March 27, 2018  
**CONTRACT FOR:** Cat. 11: Gypsum Board

**FIELD:**   
**OTHER:**

### THE CONTRACT IS CHANGED AS FOLLOWS:

Provide MR GWB "Purple Board" in lieu of Regular GWB at all Exterior walls of Phase One.  
PR 12R: See attached for full description

The original Contract Sum was	\$	889,350.00
Net change by previously authorized Change Orders	\$	19,958.00
The Contract Sum prior to this Change Order was	\$	909,308.00
The Contract Sum will be increased by this Change Order in the amount of	\$	23,661.00
The new Contract Sum including this Change Order will be	\$	932,969.00

The Contract Time will be increased by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Contegrity Group, Inc.  
**CONSTRUCTION MANAGER** (Firm name)  
101 First Street SE, Little Falls, MN 56345  
**ADDRESS**  
*Lawrence P. Filippi*

BKV Group  
**ARCHITECT** (Firm name)  
222 North Second Street, Minneapolis, MN 55401  
**ADDRESS**

**BY** (Signature)  
Lawrence Filippi  
(Typed name) **DATE:** March 26, 2019

**BY** (Signature)  
James Van Sweden  
(Typed name) **DATE:**

Olympic Companies, Inc.  
**CONTRACTOR** (Firm name)  
5932 53rd Ave South, Unit B, Fargo ND 58104  
**ADDRESS**

Aitkin County  
**OWNER** (Firm name)  
217 2nd St NW, Aitkin MN 56431  
**ADDRESS**

**BY** (Signature)  
Ryan Grauf  
(Typed name) **DATE:**

**BY** (Signature)  
Jessica Seibert, County Administrator  
(Typed name) **DATE:**



5932 53rd Avenue South, Suite B  
 Fargo, North Dakota 58104

Telephone: (701) 365-0098

www.olympiccompanies.com

3/20/2019

### CHANGE ORDER REQUEST

TO: CONTEGRITY GROUP  
101 1st St. SE  
LITTLE FALLS, MN 56345  
 \_\_\_\_\_  
ATTN: TRAVIS FUECHTMANN

PROJECT NAME: AITKIN COUNTY GOVERNMENT CENTER ADDITION  
 LOCATION: AITKIN, MN  
 OLYMPIC JOB NO. #18-2042  
 CONTEGRITY JOB NO. \_\_\_\_\_

CONTEGRITY BLDG CI NUMBER #  
 REQUEST FOR PROSAL NUMBER #  
 REVISION TITLE / NUMBER #

CI #
PR #
RFI #

**DESCRIPTION OF CHANGE:**

Provide MR GWB "Purple Board" in lieu of Regular GWB at Exterior Wall

↳ ALL EXTERIOR WALLS OF PHASE 1

**TOTAL COST SUMMARY**

TOTAL LABOR	\$	-
TOTAL MATERIAL/EQUIPMENT/SUB	\$	1,442.00
TOTAL COST IMPACT	\$	1,442.00
SCHEDULE IMPACT		NONE

RYAN GRAUF, PROJECT MANAGER  
 OLYMPIC COMPANIES, INC.



# Olympic Companies, Inc.

AN EQUAL OPPORTUNITY EMPLOYER

5932 53rd Avenue South, Suite B  
Fargo, North Dakota 58104

Telephone: (701) 365-0098

www.olympiccompanies.com

**LABOR RATES:**

	<u>HOURS</u>	<u>RATE</u>	<u>TOTAL</u>
CARPENTER FOREMAN - REGULAR TIME	0	\$87.00	\$ -
CARPENTER JOURNEYMAN - REGULAR TIME	0	\$84.00	\$ -
TAPER JOURNEYMAN - REGULAR TIME	0	\$81.00	\$ -
LABOR	0	\$84.00	\$ -
<b>TOTAL LABOR</b>			<b>\$ -</b>

**MATERIAL, EQUIPMENT, SUPPLIES:**

MATERIALS	\$	1,442.00
EQUIPMENT / LIFT RENTAL / SCAFFOLD	\$	-
ENGINEERING / SHOP DRAWINGS	\$	-
SUBSISTANCE	\$	-
<b>TOTAL MATERIAL</b>		<b>\$ 1,442.00</b>

**RYAN GRAUF, PROJECT MANAGER**  
**OLYMPIC COMPANIES, INC.**



5932 53rd Avenue South, Suite B  
 Fargo, North Dakota 58104

Telephone: (701) 365-0098

www.olympiccompanies.com

11/28/2018

### CHANGE ORDER REQUEST

TO: CONTEGRITY GROUP  
101 1st St. SE  
LITTLE FALLS, MN 56345  
ATTN: TRAVIS FUECHTMANN

PROJECT NAME: AITKIN COUNTY GOVERNMENT CENTER ADDITION  
 LOCATION: AITKIN, MN  
 OLYMPIC JOB NO. #18-2042  
 CONTEGRITY JOB NO. \_\_\_\_\_

CONTEGRITY BLDG CI NUMBER #  
 REQUEST FOR PROSAL NUMBER #  
 REVISION TITLE / NUMBER #

CI #
PR #12
RFI #

**DESCRIPTION OF CHANGE:**

Provide and Install Level 3 Ballistic Panels to 5' AFF in Rooms 117, 124, 210, 332.  
 Revised Layout at 3rd Level Area Creating New Space for Storage 332

**TOTAL COST SUMMARY**

TOTAL LABOR	\$	9,744.00
TOTAL MATERIAL/EQUIPMENT	\$	20,975.00
TOTAL COST IMPACT	\$	30,719.00
SCHEDULE IMPACT		NONE

*BACK-OUT 8,500.-  
 FOR REVISIONS.  
 UTILIZE OFFICE  
 316.  
 FINAL: 22,219.-*

RYAN GRAUF, PROJECT MANAGER  
 OLYMPIC COMPANIES, INC.



# Olympic Companies, Inc.

AN EQUAL OPPORTUNITY EMPLOYER

5932 53rd Avenue South, Suite B  
Fargo, North Dakota 58104

Telephone: (701) 365-0098

www.olympiccompanies.com

**LABOR RATES:**

	<u>HOURS</u>	<u>RATE</u>	<u>TOTAL</u>
CARPENTER FOREMAN - REGULAR TIME	0	\$87.00	\$ -
CARPENTER JOURNEYMAN - REGULAR TIME	116	\$84.00	\$ 9,744.00
TAPER JOURNEYMAN - REGULAR TIME	0	\$81.00	\$ -
LABOR	0	\$84.00	\$ -
<b>TOTAL LABOR</b>			<b>\$ 9,744.00</b>

**MATERIAL, EQUIPMENT, SUPPLIES:**

MATERIALS		\$	20,975.00
EQUIPMENT / LIFT RENTAL / SCAFFOLD		\$	-
ENGINEERING / SHOP DRAWINGS		\$	-
<b>TOTAL MATERIAL</b>			<b>\$ 20,975.00</b>

**RYAN GRAUF, PROJECT MANAGER**  
**OLYMPIC COMPANIES, INC.**



Architecture Interior Design Landscape Architecture Engineering  
 Phone: 612.339.3752 Fax: 612.339.6212 www.bkvgroup.com  
*Enriching Lives and Strengthening Communities*

**PROPOSAL REQUEST**

Owner: X  
 Architect: X  
 Consultant:  
 Contractor: X  
 Field:  
 Other:

AIA DOCUMENT G709

**PROJECT:**  
 Aitkin County Government Center Addition  
 217 Second Street NW  
 Aitkin, MN 56431

**PROPOSAL REQUEST NUMBER:** 12R

**DATE OF ISSUANCE:** 03/19/2019

**CONTRACT FOR:** General Construction

**OWNER:**  
 Aitkin County  
 217 Second Street NW  
 Aitkin, MN 56431

**CONTRACT DATE:** March 27, 2018

**ARCHITECT'S PROJECT NO.:** 2121.01

**FROM ARCHITECT:**  
 Boarman Kroos Vogel Group, Inc.  
 222 North Second Street, Suite 101  
 Minneapolis, MN 55401

**TO CONSTRUCTION MANAGER:**  
 Contegrity Group, Inc.  
 101 1<sup>st</sup> Street SE  
 Little Falls, MN 56345

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Within **10** days, the Contractor must submit this proposal or notify the Architect, in writing, of the date on which proposal submission is anticipated.

**THIS IS NOT A CHANGE ORDER, CONSTRUCTION DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.**

**DESCRIPTION:**

Please provide a detailed proposal for the following work as described below:

**SPECIFICATIONS:**

1. Section 087100 Door Hardware
  - A. Added new hardware set [06A] and [13A].

**ARCHITECTURAL:**

1. Provide and install a continuous layer of level-3 ballistic resistant panels as specified in Section 14600 Ballistic-Resistant Assemblies from the floor surface level to at least 5'-0" above the floor in each **wall as defined in green in the attached sketches**. Ballistic resistant panel shall be installed under 5/8" gypsum board finish, on interior side of room. Provide required furring/shims at areas above 5'-0" to provide a flush finish surface.
2. Provide and install (1) one phone jack with required conduit/boxes within each room adjacent to the door at 46" AFF.
  - a. Storage 117
  - b. Storage 124
  - c. Storage 210
3. Sheet A900
  - a. Door 117: Revise hardware set from [06] to be [06A].

- b. Door 124: Revise hardware set from [13] to be [13A].
- c. Door 210: Revise hardware set from [13] to be [13A].

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**REQUESTED BY:** Owner

**ISSUED BY:** James Van Sweden, Senior Construction Administrator – BKV Group

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**AIA DOCUMENT G709 \* PROPOSAL REQUEST \* 2001 EDITION \* AIA - COPYRIGHT 2001 \***

THE AMERICAN INSTITUTE OF ARCHITECT'S, 1735 NEW YORK AVE., N.W., WASHINGTON, D.C. 20006-5292

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**SECTION 087100  
DOOR HARDWARE**

PR-12, Revisions, 11/08/2018  
PR-11, Revisions, 10/19/2018  
PR-06, Revisions, 06/22/2018  
ADD-03, Revisions, 02/21/2018  
Revised 02/09/2018, Addendum 01

**PART 1 - GENERAL**

**1.1 CONDITIONS**

- A. Conditions of the contract (General and Supplementary Conditions) and Division One General Requirements, govern the work of this section.
- B. This section includes all material, and related service necessary to furnish all finish hardware indicated on the drawings, or specified herein.
- C. Furnish UL listed hardware for all labeled and 20 min. openings in conformance with the requirements for the class of opening scheduled. Underwriters' requirements shall have precedence over specification where conflicts exist.
- D. All work shall be in accordance with all applicable state and local building codes. Code requirements shall have precedence over this specification where conflicts exist.

**1.2 WORK INCLUDED**

- A. This section includes the following:
  - 1. Furnish door hardware (for hollow metal, wood and aluminum doors) specified herein, listed in the hardware schedule, and/or required by the drawings.
  - 2. Cylinders for Aluminum Doors
  - 3. Thresholds and Weather-stripping (Aluminum frame seals to be provided by aluminum door supplier)
  - 4. Electro-Mechanical Devices
  - 5. Access Control components and or systems specified within this section.
- B. Where items of hardware are not definitely or correctly specified and is required for the intended service, such omission, error or other discrepancy should be directed to the Architect prior to the bid date for clarification by addendum. Otherwise furnish such items in the type and quantity established by this specification for the appropriate service intended.

**1.3 RELATED WORK IN OTHER SECTIONS**

- A. This section includes coordination with related work in the following sections:
  - 1. Division 6 Section "Architectural Woodwork".
  - 2. Division 8 Section "Hollow Metal Doors and Frames".
  - 3. Division 8 Section "Wood Doors"
  - 4. Division 8 Section "Aluminum-Framed Entrances and Storefronts"
  - 5. Division 26 Sections "Electrical".
  - 6. Division 28 Sections for access control hardware.

**1.4 REFERENCES**

- A. Publications of agencies and organizations listed below form a part of this specification section to the extent referenced.
  - 1. DHI - Recommended Locations for Builders' Hardware.
  - 2. NFPA 80 - Standards for Fire Doors and Windows.
  - 3. NFPA 101 - Code for Safety to Life from Fire in Buildings and Structures.
  - 4. UL - Building Material Directory.

5. DHI - Door and Hardware Institute
6. WHI - Warnock Hersey
7. BHMA - Builders Hardware Manufacturers Association
8. ANSI – American National Standards Institute
9. IBC 2006 - International Building Code Edition (as amended by local building code)

## 1.5 SUBMITTALS

- A. Within ten days after award of contract, submit detailed hardware schedule in quantities as required by Division 1 - General Conditions.
- B. Schedule format shall be consistent with recommendations for a vertical format as set forth in the Door & Hardware Institute's (DHI) publication "Sequence and Format for the Hardware Schedule". Hardware sets shall be consolidated to group multiple door openings which share similar hardware requirements. Schedule shall include the following information:
  1. Door number, location, size, handing, and rating.
  2. Door and frame material, handing.
  3. Degree of swing.
  4. Manufacturer
  5. Product name and catalog number
  6. Function, type and style
  7. Size and finish of each item
  8. Mounting heights
  9. Explanation of abbreviations, symbols, etc.
  10. Numerical door index, indicating the hardware set/ group number for each door.
- C. When universal type door closers are to be provided, the schedule shall indicate the application method to be used for installation at each door: (regular arm, parallel arm, or top jamb).
- D. The schedule will be prepared under the direct supervision of a certified Architectural Hardware Consultant (AHC), or certified Door Hardware Consultant (DHC) employed by the hardware distributor. The hardware schedule shall be signed and embossed or stamped with the DHI certification seal of the supervising AHC or DHC. The supervising AHC or DHC shall attend any meetings related to the project when requested by the architect.
- E. Check the specified hardware for suitability and adaptability to the details and surrounding conditions.
- F. Review drawings from related trades as required to verify compatibility with specified hardware. Indicate unsuitable or incompatible items, and proposed substitutions in the hardware schedule.
- G. Provide documentation for all hardware to be furnished on labeled fire doors indicating compliance with positive pressure fire testing UL 10C.
- H. Furnish manufacturers' catalog data for each item of hardware in quantities as required by Division 1 - General Conditions.
- I. Submit a sample of each type of hardware requested by the architect. Samples shall be of the same finish, style, and function as specified herein. Tag each sample with its permanent location so that it may be used in the final work.
- J. Furnish with first submittal, a list of required lead times for all hardware items.
- K. After final approved schedule is returned, transmit corrected copies for distribution and field use in quantities as required by Division 1 - General Conditions.
- L. Furnish approved hardware schedules, template lists, and pertinent templates as requested by related trades.
- M. Furnish necessary diagrams, schematics, voltage and amperage requirements for all electro-mechanical devices or systems as required by related trades. Wiring diagrams shall be opening specific and include both a riser diagram and point to point diagram showing all wiring terminations.

- N. After receipt of approved hardware schedule, Hardware supplier shall initiate a meeting including the owner's representative to determine keying requirements. Upon completion of the initial key meeting, hardware supplier shall prepare a proposed key schedule with symbols and abbreviations as set forth in the door and hardware institute's publication "Keying Procedures, Systems, and Nomenclature". Submit copies of owner approved key schedule for review and field use in quantities as required by Division 1 - General Conditions. Wiring diagrams shall be included in final submittals transmitted for distribution and field use.

## 1.6 QUALITY ASSURANCE

- A. Manufacturers and model numbers listed are to establish a standard of function and quality. Similar items by approved manufacturers that are equal in design, function, and quality, may be considered for prior approval of the architect, provided the required data and physical samples are submitted for approval as set forth in Division One General Requirements.
- B. Where indicated in this specification, products shall be independently certified by ANSI for compliance with relevant ANSI/BHMA standards A156.1 - A156.36 – Standards for Hardware and Specialties. All products shall meet or exceed certification requirements for the respective grade indicated within this specification. Supplier shall provide evidence of certification when requested by the architect.
- C. Obtain each type of hardware (hinges, latch & locksets, exit devices, closers, etc.) from a single manufacturer, although several may be indicated as offering products complying with requirements.
- D. Electrical drawings and electrical specifications are based on the specific electrified hardware components specified in hardware sets. When electronic hardware components other than those indicated in hardware sets are provided, the supplier shall be responsible for all costs incurred by the design team and their consultants to review, and revise electrical drawings and electrical specifications. Supplier shall also be responsible for any additional costs associated with required changes in related equipment, materials, installation, or final hook up to insure the system will operate and function as indicated in the construction documents, including hardware set operational / functional descriptions.
- E. All hardware items shall be manufactured no earlier than 6 months prior to delivery to site.
- F. Hardware supplier shall be factory trained and certified by the manufacture to provide and support all computer managed locks and system components.
- G. Installation of hardware shall be installed or directly supervised and inspected by a skilled installer certified by the manufacturer of locksets, door closers, and exit devices used on the project, or with not less than 3 years' experience in successful completion of projects similar in size and scope.
- H. Provide hardware for all labeled fire doors, which complies with positive pressure fire testing UL 10C.
- I. Comply with all applicable provisions of the standards referenced within section 1.4 of this specification.
- J. Hardware supplier shall participate when reasonably requested to meet with the contractor and or architect to inspect any claim for incorrect or non-functioning materials; following such inspection, the hardware supplier shall provide a written statement documenting the cause and proposed remedy of any unresolved items.

## 1.7 DELIVERY, STORAGE AND HANDLING

- A. Hardware supplier shall deliver hardware to the job site unless otherwise specified.
- B. All hardware shall be delivered in manufacturers' original cartons and shall be clearly marked with set and door number.

- C. Coordinate with contractor prior to hardware delivery and recommend secure storage and protection against loss and damage at job site.
- D. Contractor shall receive all hardware and provide secure and proper protection of all hardware items to avoid delays caused by lost or damaged hardware. Contractor shall report shortages to the Architect and hardware supplier immediately after receipt of material at the job site.
- E. Coordinate with related trades under the direction of the contractor for delivery of hardware items necessary for factory installation.

**1.8 PRE-INSTALLATION MEETING**

- A. Schedule a hardware pre-installation meeting on site to review and discuss the installation of continuous hinges, locksets, door closers, exit devices, overhead stops, and electromechanical door hardware.
- B. Meeting attendees shall be notified 7 days in advance and shall include: Architect, Contractor, Door Hardware Installers (including low voltage hardware), Manufacturers representatives for above hardware items, and any other effected subcontractors or suppliers.
- C. All attendees shall be prepared to distribute installation manuals, hardware schedules, templates, and physical hardware samples.

**1.9 WARRANTY**

- A. All hardware items shall be warranted against defects in material and workmanship as set forth in Division One General Requirements.
- B. Repair, replace, or otherwise correct deficient materials and workmanship without additional cost to owner.

**PART 2 - PRODUCTS**

**2.1 FASTENERS**

- A. All exposed fasteners shall be Phillips head or as otherwise specified, and shall match the finish of the adjacent hardware. All fasteners ex-posed to the weather shall be non-ferrous or stainless steel. Furnish correct fasteners to accommodate surrounding conditions.
- B. Coordinate required reinforcements for doors and frames. Seek approval of the architect prior to furnishing through-bolts. Furnish through-bolts as required for materials not readily reinforced.

**2.2 BUTT HINGES**

- A. Acceptable manufacturers and respective catalog numbers:

	<u>Ives</u>	<u>Stanley</u>	<u>Hager</u>	<u>McKinney</u>
1. Standard Weight, Plain Bearing	5PB1	F179	1279	T2714
2. Standard Weight, Ball Bearing	5BB1	BB179	BB1279	TB2714
3. Standard Weight, Ball Bearing, Non-Ferrous	5BB1	FBB191	BB1191	TB2314
4. Heavy Weight, Ball Bearing	5BB1HW	FBB168	BB1168	T4B3786
5. Heavy Weight, Bail Bearing, Non-Ferrous	5BB1HW	FBB199	BB1199	T4B3386

- B. Hinges shall be independently certified by ANSI for compliance with ANSI A156.1 (2006). Hinges shall meet or exceed the following ANSI grade requirements as indicated below:
  - 1. Standard Weight, Plain Bearing Hinges: Grade 3
  - 2. Standard Weight, 2 Ball Bearing Hinges: Grade 2
  - 3. Heavy Weight, 4 Ball Bearing Hinges: Grade 1
- C. Unless otherwise specified, furnish the following hinge quantities for each door leaf.
  - 1. 3 hinges for doors up to 90 inches.
  - 2. 1 additional hinge for every 30 inch on doors over 90 inches.
  - 3. 4 hinges for Dutch door applications.

- D. Unless otherwise specified, top and bottom hinges shall be located as specified in division 8 Section "Hollow Metal Doors and Frames". Intermediate hinges shall be located equidistant from others.
- E. Unless otherwise specified, furnish hinge weight and type as follows:
  - 1. Standard weight: plain bearing hinge 5PB1 for interior openings through 36 inches wide without a door closer.
  - 2. Standard weight: ball bearing hinge 5BB1 for interior opening over 36 through 40 inches wide without a door closer, and for interior openings through 40 inches wide with a door closer.
  - 3. Heavyweight: 4 ball bearing hinge 5BB1HW for interior openings over 40 inches wide, and for all vestibule doors.
  - 4. Heavyweight: 4 ball bearing hinge 5BB1HWss for exterior openings unless otherwise listed in groups.
- F. Unless otherwise specified, furnish hinges for exterior doors, fabricated from brass, bronze, or stainless steel. Unless otherwise specified, hinges for interior doors may be fabricated from steel.
- G. Unless otherwise specified, furnish hinges in the following sizes:
  - 1. 5" x 5"                      2-1/4" thick doors
  - 2. 4-1/2" x 4-1/2"          1-3/4" thick doors
  - 3. 3-1/2" x 3-1/2"          1-3/8" thick doors
- H. Furnish hinges with sufficient width to accommodate trim and allow for 180-degree swing.
- I. Unless otherwise specified, furnish hinges with flat button tips with non-rising pins at interior doors, non-removable loose pins (NRP) at exterior and out-swinging interior doors.
- J. Unless otherwise specified, furnish all hinges to template standards.

**2.3 POWER TRANSFERS**

- A. Acceptable manufacturers and respective catalog numbers:
 

	<u>Von Duprin</u>	<u>ASSA</u>
1. Concealed Two Wire	EPT-2	CEPT-10
2. Concealed Ten Wire	EPT-10	CEPT-10
3. Armored Door Cord Four Wire	788C-12	TSB-C
4. Armored Door Cord Four Wire	788C-18	TSB-C
- B. Door cords shall be armored cable with screw on caps.
- C. Concealed power transfers shall be concealed in the door and frame when the door is closed.
- D. Concealed power transfers shall have a steel tube to protect wires from being cut.
- E. Concealed power transfers with spring tubes shall be rejected.
- F. Concealed power transfers shall be supplied with a mud box to house all terminations.

**2.4 FLUSH BOLTS AND DUST PROOF STRIKES**

- A. Acceptable manufacturers and respective catalog numbers:
 

	<u>Ives</u>	<u>Door Controls</u>	<u>Hager</u>
1. Dust Proof Strike	DP2	80	280X
2. Auto Flush Bolt (Metal Door)	FB31P	842	292D
3. Auto Flush Bolt (Wood Door)	FB41P	942	291D
4. Manual Flush Bolt	FB458	780	282D
- B. Unless otherwise specified, provide 12" rods for manual flush bolts for door 7'6" or less, 24" top rods for doors over 7'6" to 8'6".
- C. Unless otherwise specified, provide doors over 8'6" with automatic top bolts.

- D. Provide automatic flush bolts where required to maintain fire door listing and or egress requirements on pairs of doors.
- E. All flush-bolt applications shall be UL listed to be installed with top flush-bolt only. Provide auxiliary fire bolt as required for fire rated openings where less bottom bolt has been specified.
- F. Provide all bottom flush bolts with non-locking dust proof strikes.

**2.5 EXIT DEVICES**

- A. Acceptable manufacturers and respective catalog numbers:

	<u>Von Duprin</u>	<u>Sargent</u>	<u>Yale</u>	<u>Corbin</u>
1. Wide Stile, Push Pad	98 / 99 Series	GL-43-80 Series	7100-ECK1 Series	ED5000-M110 Series
2. Lever Trim	996 Series	740 ET	600 Series	900 Series
3. Pull Trim	990 Series	800 MAL	500 Series	1300 Series

- A. Exit devices shall be independently certified by ANSI for compliance with ANSI A156.3, Grade 1 (2008).
- B. Obtain exit devices from a single manufacturer, although several may be indicated as offering products complying with requirements.
- C. All exit devices shall be equipped with a sound-dampening feature to reduce touch pad return noise.
- D. On full glass doors there shall be no exposed fasteners on the back of the mechanism visible through the glass.
- E. All exit devices shall be provided with flush end caps to reduce potential damage from impact.
- F. All exit devices shall be provided with dead-locking latch bolts to insure security.
- G. All exit devices shall be U.L. listed for accident hazard. Exit device for use on fire doors shall also be U.L. listed for fire exit hardware.
- H. Provide optional strikes, special length rods, and adapter plates to accommodate door and frame conditions. Provide narrow style series devices in lieu of wide stile series devices where optional strikes will not accommodate door and frame conditions.
- I. Coordinate with related trades to insure adequate clearance and reinforcement is provided in doors and frames. Provide thru bolts as required.
- J. Refer to hardware groups for exit device applications utilizing the option of: "less bottom rod and floor strike" (LBR)
- K. All exit devices shall be provided with optional trim designs to match other lever and pull designs used on the project.
- L. Unless specific exit device dogging options are noted within hardware sets, provide dogging options as follows:
  - M. Fire Rated devices: Dogging not permitted.
  - N. Non-Rated Exit Only functions not equipped with outside trim or pull: Less Dogging.
  - O. Non-Rated Classroom functions: Less Dogging.
  - P. Non-Rated devices utilizing electric latch retraction or electrified outside trim: Less Dogging.
- Q. All Other Non-Rated devices: Cylinder Dogging utilizing interchangeable core cylinders. Cylinder keyway shall match locksets furnished on this project.
- R. Provide glass bead kits as required to accommodate door conditions. Screws shall not be visible through full glass doors.
- S. Where specified, provide compatible keyed mullions with cylinder for pairs of doors.

T. Provide reinforced crossbars for all traditional style exit devices applied to doors over 36" wide.

**2.6 LOCKS AND LATCHES**

A. Acceptable manufacturers and respective catalog numbers:

	<u>Schlage</u>	<u>Sargent</u>	<u>Yale</u>	<u>Corbin</u>
1. Grade 1 Mortise	L Series 03A	8200 LNJ	8800 Series CRR	ML2000 LWA

B. Bored locks shall be independently certified by ANSI for compliance with ANSI A156.2 (2011). Interconnected locks shall be independently certified by ANSI for compliance with ANSI A156.12 (2013). Mortise locks shall be independently certified by ANSI for compliance with ANSI A156.13 (2012).

C. Minimize transmission of heat to lock trim. Provide temperature control modules (TCM) on all electrified locks when cataloged by the lock manufacturer.

D. Unless otherwise specified, all locks and latches to have:

1. 2-3/4" Backset
2. 1/2" minimum throw latchbolt
3. 1" throw deadbolt
4. 6 pin cylinders
5. ANSI A115.2 strikes

E. Provide guarded latch bolts for all locksets, and latch bolts with sufficient throw to maintain fire rating of both single and paired door assemblies.

F. Length of strike lip shall be sufficient to clear surrounding trim.

G. Provide wrought boxes for strikes at inactive doors, wood frames, and metal frames without integral mortar covers.

**2.7 PULLS, PUSH BARS, PUSH/PULL PLATES**

A. Acceptable manufacturers and respective catalog numbers:

	<u>Burns</u>	<u>Hager</u>	<u>Ives</u>
1. Straight Pull (1" dia., 10" ctc)	26C	4J	8103-0
2. Straight Pull (3/4" dia., 8" ctc)	25B	3G	8102-8
3. Offset Door Pull (1" dia., 10" ctc)	39C	12J	8190-0
4. Pull / Push-Bar (1" dia., 10" ctc Pull)	422 x 26C	153	9103-0
5. Offset Pull / Push-Bar (1" dia., 10" ctc Pull)	422 x 39C	159	9190-0
6. Push Plate (.050 4"X 16")	54	30S 4 x 16	8200 4 x 16
7. Push Plate (.050 6"X 16")	56	30S 6 x 16	8200 6" X 16"
8. Pull Plate (1" dia., 10" ctc - .050" X 4" X 16")	5426C	34J 4 x 16	8303-0 4" X 16"

A. Adjust dimensions of push plates to accommodate stile and rail dimensions, lite and louver cut-outs, and adjacent hardware. Where required by adjacent hardware, push plates shall be factory drilled for cylinders or other mortised hardware. All push plates shall be beveled 4 sides and counter sunk.

B. Where possible, provide back-to-back, and concealed mounting for pulls and push bars. Push bar length shall be 3" less door width, or center of stile to center of stile for stile & rail or full glass doors.

**2.8 COORDINATORS**

A. Acceptable manufacturers and respective catalog numbers:

	<u>Ives</u>	<u>Door Controls</u>	<u>Hager</u>
1. Bar Coordinator	COR x FL	600 x Filler	297D x 297F
2. Mounting Bracket	MB Series	AB, C Series	297 Series

- B. Provide coordinators at all pairs of doors having automatic flush bolts and closers on the inactive leaf, and for pairs of doors having vertical rod/mortise exit device combinations with overlapping astragals.
- C. Provide appropriate filler bars, closer mounting brackets, carry bars, and special top latch preparations as required by adjacent hardware.

**2.9 CLOSERS**

- A. Acceptable manufacturers and respective catalog numbers:

<u>LCN</u>	<u>Sargent</u>	<u>Yale</u>	<u>Norton</u>
1. 4050 /4050 EDA	350 / 351 P10	R4400 / PR4400	R7500 / PR7500

- B. Door closers shall be independently certified by ANSI for compliance with ANSI A156.4, Grade 1 (2013).
- C. Obtain door closers from a single manufacturer, although several may be indicated as offering products complying with requirements.
- D. Provide extra heavy duty arm (EDA / HD) when closer is to be installed using parallel arm mounting.
- E. Hardware supplier shall coordinate with related trades to insure aluminum frame profiles will accommodate specified door closers.
- F. Closers shall utilize a stable fluid withstanding temperature range of +120deg F to -30deg F without seasonal adjustment of closer speed to properly close the door. Closers for fire-rated doors shall be provided with temperature stabilizing fluid that complies with standards UL10C.
- G. Unless otherwise specified, all door closers shall have full covers and separate adjusting valves for sweeps, latch, and backcheck.
- H. Provide closers for all labeled doors. Provide closer series and type consistent with other closers for similar doors specified elsewhere on the project.
- I. Provide closers with adjustable spring power. Size closers to insure exterior and fire rated doors will consistently close and latch doors under existing conditions. Size all other door closers to allow for reduced opening force not to exceed 5 lbs.
- J. Install closers on the room side of corridor doors, stair side of stairways and interior side of exterior doors.
- K. Closers shall be furnished complete with all mounting brackets and cover plates as required by door and frame conditions, and by adjacent hardware.
- L. Door closers shall be provided with a powder coat finish to provide superior protection against the effects of weathering. Powder coat finish shall successfully pass a 100 hour salt spray test.
- M. Pressure Relief Valve, PRV, shall not be acceptable.

**2.10 LOW ENERGY ELECTRO-HYDRAULIC AUTOMATIC OPERATORS**

- A. Acceptable manufacturers and respective catalog numbers:

	<u>LCN</u>	<u>Norton</u>
1. Electro-Hydraulic Operator	4640	6600

- B. Low energy operators shall be independently certified by ANSI for compliance with ANSI A156.19 (2002).
- C. Where low kinetic energy, as defined by ANSI/BHMA Standard A156.19, power operators are indicated for doors required to be accessible to the disabled, provide electrically powered operators complying with the ADA for opening force and time to close standards.
- D. The closing action shall be controlled by modern type door closer cylinder filled with a flat viscosity fluid, stable from +120F to -30F that would require no seasonal adjustments. The closer shall

have field adjustable spring power; have two independent closing speed adjustment valves, and hydraulic back-check.

- E. Full closing force shall be provided when the power or assist cycle ends.
- F. All power operator systems shall include the following features and functions:
  - 1. Provisions for separate conduits to carry high and low voltage wiring in compliance with the National Electrical Code, section 725-31.
  - 2. The operator will be designed with an electronically controlled mechanical clutching mechanism to prevent damage to the operator if the system is actuated while the door is latched or if the door is forced closed during the opening cycle.
  - 3. All covers, mounting plates and arm systems shall be powder coated and successfully pass a minimum of 100 hours testing as outlined in ANSI/BHMA Standard A156.18.
  - 4. UL listed for use on labeled doors.
  - 5. All operators shall be non-handed with spring power over a range of at least four sizes; either 1 through 4 or 2 through 5.
  - 6. The power operator shall incorporate microprocessor controlled digital controls including: factory default memory settings, on-board diagnostics, non-volatile memory, and integrated delay and relay for controlling door release devices.
  - 7. Provisions in the control box or module shall provide control (inputs and outputs) for; electric strike delay, auxiliary contacts, sequential operation, fire alarms systems, actuators, swing side sensors, and stop side sensors.
  - 8. Wall mounted actuators shall consist of a 4-1/2 inch diameter stainless steel touch plate with a blue filled handicapped symbol. Switches shall be weather resistant and mount on a single gang electrical box furnished by Division 16.
- G. All electrically powered operators shall include the following features or functions:
  - 1. When an obstruction or resistance to the opening swing is encountered, the operator will pause at that point, then attempt to continue opening the door. If the obstruction or resistance remains, the operator will again pause the door.
  - 2. Easily accessible main power and maintain hold open switches will be provided on the operator.
  - 3. An electronically controlled clutch to provide adjustable opening force.
  - 4. A microprocessor to control all motor and clutch functions.
  - 5. An on-board power supply capable of delivering both 12V and 24V outputs up to a maximum of 1.0 ampere combined load.
  - 6. All input and output power wiring shall be protected by slow blow fuses. These fuses shall be easily replaceable without special tools or component replacement.
  - 7. If electrical failure occurs, the unit shall operate as a standard door closer.
- H. Power Operators shall be warranted by the manufacture to be free from defects in material and workmanship for a period of two years.

## **2.11 KICK PLATES AND MOP PLATES**

- A. Furnish protective plates as specified in hardware groups.
- B. Where specified, provide 10" kick plates, 34" armor plates, and 4" mop plates. Unless otherwise specified, metal protective plates shall be .050" thick; plastic plates shall be 1/8" thick.
- C. Protective plates shall be 2" less door width, or 1" less door width at pairs. All protective plates shall be beveled 4 sides and counter sunk. Protection plates over 16" shall not be provided for labeled doors unless specifically approved by door manufacturers listing.
- D. Where specified, provide surface mounted door edges. Edges shall butt to protective plates. Provide edges with cutouts as required adjacent hardware.
- E. Adjust dimensions of protection plates to accommodate stile and rail dimensions, lite and louver cutouts, and adjacent hardware. Where required by adjacent hardware, protection plates shall be factory drilled for cylinders or other mortised hardware.

**2.12 OVERHEAD STOPS**

A. Acceptable manufacturers and respective catalog numbers:

	<u>Glynn-Johnson</u>	<u>Rixson</u>	<u>Sargent</u>
1. Heavy Duty Surface Mount	GJ900 Series	9 Series	590
2. Heavy Duty Concealed Mount	GJ100 Series	1 Series	690
3. Medium Duty Surface Mount	GJ450 Series	10 Series	1540
4. Medium Duty Concealed Mount	GJ410	2 Series	1530

- B. Unless otherwise specified, furnish GJ900 series overhead stop for hollow metal or 1-3/4" solid core doors equipped with regular arm surface type closers that swing more than 140 degrees before striking a wall, for hollow metal or 1-3/4" solid core doors that open against equipment, casework, sidelights, or other objects that would make wall bumpers inappropriate, and as specified in hardware groups.
- C. Furnish sex bolt attachments for wood and mineral core doors unless doors are supplied with proper reinforcing blocks.
- D. Provide special stop only ("SE" suffix) overhead stops when used in conjunction with electronic hold open closers.
- E. Do not provide holder function for labeled doors.

**2.13 WALL STOPS AND HOLDERS**

A. Acceptable manufacturers and respective catalog numbers:

	<u>Ives</u>	<u>Hager</u>	<u>Burns</u>
1. Wrought Convex Wall Bumper	WS406CVX	232W	570
2. Wrought Concave Wall Bumper	WS406CCV	236W	575
3. Extended Wall Stop	WS11/WS11X	255W	530
4. Extended Wall Stop	WS33/WS33X	****	****
5. Automatic Wall Holder	WS40	326W	533
6. Hinge Pin Stop	70	****	****

- B. Furnish a stop or holder for all doors. Furnish floor stops or hinge pin stops only where specifically specified.
- C. Where wall stops are not applicable, furnish overhead stops.
- D. Do not provide holder function for labeled doors.

**2.14 MAGNETIC HOLD OPENS**

A. Acceptable manufacturers and respective catalog numbers:

	<u>LCN</u>	<u>ABH</u>	<u>Edwards</u>
1. Wall Holder	SEM 7800	2000	1500

- B. Magnetic hold opens shall be independently certified by ANSI for compliance with ANSI A156.15, Grade 1 (2006).
- C. Magnetic holder's housing and armature shall be constructed of a die cast zinc material.
- D. Provide types as listed in groups.
- E. Where wall conditions do not permit the armature to reach the magnet, provide extensions.
- F. Provide proper voltage and power consumption as required by Division 16.
- G. Coordinate electrical requirements and mounting locations with other trades.

**2.15 WEATHERSTRIP, GASKETING**

A. Acceptable manufacturers and respective catalog numbers:

	<u>Zero</u>	<u>Pemko</u>	<u>NGP</u>	<u>Reese</u>
1. Weatherstrip	429	2891_PK	700NA	755

2. Adhesive Gasket	188	S88	5050	797
3. Mullion Seal/Silencer	8780	5110	5100N	
4. Meeting Edge Seals	8193	18041	9605	959
5. Adhesive Edge Seal	****	S77	5060	****
6. Automatic Door Bottom (Surface Mtd.)	321	4131	222	320
7. Automatic Door Bottom (HD Concealed) (When Sealing Against A Solid Surface)	360	434_RL	423N	430
8. Automatic Door Bottom (HD Concealed) (When Sealing Against Carpet)	360	434_NBL	683	943
9. Automatic Door Bottom	355	420APKL	320N	372A
10. Sweeps	8192	18061_NB	B606	964
11. Sweep w/ drip	8198	345_N	C627	354
12. Drip Cap	142	346	16	R201

- B. Weatherstrip and gasketing shall be independently certified by ANSI for compliance with ANSI A156.22 (2005).
- C. Where specified in the hardware groups, furnish the above products unless otherwise detailed in groups.
- D. Provide weatherstripping all exterior doors and where specified.
- E. Provide intumescent and other required edge sealing systems as required by individual fire door listings to comply with positive pressure standards UL 10C.
- F. Provide Zero 188 smoke gaskets at all fire rated doors and smoke and draft control assemblies.
- G. Provide gasketing for all meeting edges on pairs of fire doors. Gasketing shall be compatible with astragal design provided by door supplier as required for specific fire door listings.

**2.16 THRESHOLDS**

- A. Acceptable manufacturers and respective catalog numbers:

	<u>Zero</u>	<u>Pemko</u>	<u>NGP</u>	<u>Reese</u>
1. Saddle Thresholds	8655	171	425	S205
2. Half Saddle Thresholds	1674	227	324	S239
3. Interlocking Threshold	74A	114	442-5	T550

- A. Thresholds shall be independently certified by ANSI for compliance with ANSI A156.21 (2001).
- B. Hardware supplier shall verify all finish floor conditions and coordinate proper threshold as required to insure a smooth transition between threshold and interior floor finish.
- C. Threshold Types:
  - 1. Unless otherwise specified, provide saddle threshold similar to Zero 8655 for all exterior openings with an interior floor finish less than or equal to 1/4" in height.
  - 2. Unless otherwise specified, provide half saddle threshold similar to Zero 1674 for all exterior openings with an interior floor finish greater than 1/4" in height. Threshold height shall match thickness of interior floor finish.

**2.17 POWER SUPPLIES**

- A. Provide quantities and types as specified in hardware sets. Shared power supplies will not be accepted without prior approval from the owner.
- B. All power supplies shall have the following features:
  - 1. 12/24 VDC Output, field selectable.
  - 2. Class 2 Rated power limited output.
  - 3. Universal 120-240 VAC input.
  - 4. Low voltage DC, regulated and filtered.
  - 5. Polarized connector for distribution boards.
  - 6. Fused primary input.
  - 7. AC input and DC output monitoring circuit w/LED indicators.

- 8. Cover mounted AC Input indication.
- 9. Tested and certified to meet UL294.
- 10. NEMA 1 enclosure.
- 11. Hinged cover w/lock down screws.
- 12. High voltage protective cover.

- C. All power supplies shall incorporate fused distribution boards.
- D. All electro-mechanical systems requiring fail safe circuits shall be capable of interfacing with the fire alarm system to cut power to appropriate system components. Unless already provided in another system component, all power supplies utilized in fail safe circuits shall include an integral relay which when connected to the N/C fire alarm contact will cut power to all openings connected to the individual power supply. Power supply, unless otherwise specified, will automatically reset itself when fire alarm relay returns to normal state following a fire alarm.

**2.18 DOOR POSITION SWITCHES**

- A. Acceptable manufacturers and respective catalog numbers:

	<u>Schlage Electronics</u>	<u>Sentrol</u>	<u>Sargent</u>
1. Concealed (wood & hollow metal doors)	679 Series	1076W	3287
2. Concealed (aluminum doors)	7764	*****	****

**2.19 FINISHES AND BASE MATERIALS**

- A. Unless otherwise indicated in the hardware groups or herein, hardware finishes shall be applied over base metals as specified in the following finish schedule:

<u>HARDWARE ITEM</u>	<u>BHMA FINISH AND BASE MATERIAL</u>
1. Butt Hinges: Exterior, or Non-Ferrous	630 (US32D - Satin Stainless Steel)
2. Butt Hinges: Interior	652 (US26D - Satin Chromium)
3. Continuous Hinges	630 (US32D - Satin Stainless Steel)
4. Flush Bolts	626 (US26D - Satin Chromium)
5. Exit Devices	626 (US26D - Satin Chromium)
6. Locks and Latches	626 (US26D - Satin Chromium)
7. Pulls and Push Plates/Bars	630 (US32D - Satin Stainless Steel)
8. Coordinators	600 (Prime painted or mill alum.)
9. Closers	689 (Powder Coat Aluminum)
10. Protective Plates	630 (US32D - Satin Stainless Steel)
11. Overhead Stops	630 (US32D - Satin Stainless Steel)
12. Wall Stops and Holders	630 (US32D - Satin Stainless Steel)
13. Thresholds	628 (Mill Aluminum)
14. Weather-strip, Sweeps Drip Caps (wood and hollow metal doors)	Aluminum Anodized
15. Weather-strip, Sweeps Drip Caps (aluminum doors)	Match finish of aluminum doors.
16. Magnetic Holders	Sprayed Aluminum
17. Magnetic Locks	628 (US28)
18. Miscellaneous	626 (US26D - Satin Chromium)

**2.20 KEYING**

- A. Provide large format interchangeable cores for all locks and cylinders.
- B. Provide additional temporary brass construction cores for all lock cylinders.
- C. Key system shall utilize patented physical construction to protect against the unauthorized manufacturing and, or distribution of aftermarket key blanks and lock cylinders by anyone other than factory authorized dealers. Patent shall be enforceable until 2029.

- D. All locks under this section shall be keyed as directed by the owner to a new Restricted Patented Grand Master Key System.
- E. Keying shall be by lock manufacturer where permanent records shall be kept.
- F. Key blanks and cylinders shall be certified to have successfully passed 120,000 cycles (3 times ANSI grade 1 requirements) Cylinder cycle testing criteria shall be in accordance with ANSI A156.5, (2014).
- G. Key blanks shall be warranted against breakage by the manufacture for life.
- H. Furnish a total of 2 keys per cylinder. Actual cut keys to be determined by owner.
- I. Provide 100 each additional uncut key blanks for owners stock.
- J. Permanent cylinder cores shall be installed by the owner, or owner's representative. Temporary cylinders and cores shall be returned to the distributor once permanent cores have been installed
- K. Master keys control keys, and additional uncut key blanks to be delivered by registered mail to the owner. Change keys shall be delivered in a set up key cabinet. Construction keys shall be delivered to the contractor.

## 2.21 KEY CABINETS

- A. Acceptable manufacturers and respective catalog numbers:
 

<u>Lund</u>	<u>Key Control</u>	<u>Telkee</u>
1. 1200-1205 AA	M228-2480	RWC-AWC
- B. Furnish 1 each model 1200 or 1205 AA key cabinet with a capacity 1.5 times the number of key sets.
- C. Provide one key cabinet with at least one hook for each key set, plus additional hooks for 50% expansion.
- D. Furnish key cabinet complete with cam lock, permanent key tags, and change key cards.
- E. Hardware supplier shall prepare all key change index records, tag all keys and place permanent file keys in cabinet.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Prior to installation of hardware, installer shall examine door frame installation to insure frames have been set square and plumb. Installer shall examine doors, door frames, and adjacent wall, floor, and ceiling for conditions, which would adversely affect proper operation and function of door assemblies. Do not proceed with hardware installation until such deficiencies have been corrected.

### 3.2 INSTALLATION

- A. Before hardware installation, general contractor/construction manager shall coordinate a hardware installation seminar with a 1 week notice to all parties involved. The seminar is to be conducted on the installation of hardware, specifically of locksets, closers, exit devices, continuous hinges and overhead stops. Manufacturer's representative of the above products to present seminar. Seminar to be held at the job site and attended by installers of hardware (including low voltage hardware) for aluminum, hollow metal and wood doors. Training to include use of installation manuals, hardware schedule, templates and physical products samples.
- B. Install all hardware in accordance with the approved hardware schedule and manufacturers instructions for installation and adjustment.
- C. Set units level, plumb and true to the line and location. Adjust and reinforce the attachment substrate as necessary for proper installation and operation.

- D. Drill and countersink units which are not factory-prepared for anchorage fasteners. Space fasteners and anchors in accord with industry standards.
- E. Drill appropriate size pilot holes for all hardware attached to wood doors and frames.
- F. Shim doors as required to maintain proper operating clearance between door and frame.
- G. Unless otherwise specified, locate all hardware in accordance with the recommended locations for builders hardware for standard doors and frames as published by the Door and Hardware Institute.
- H. Use only fasteners supplied by or approved by the manufacturer for each respective item of hardware.
- I. Mortise and cut to close tolerance and conceal evidence of cutting in the finished work.
- J. Conceal push and pull bar fasteners where possible. Do not install through bolts through push plates.
- K. Install hardware on UL labeled openings in accordance with manufacturer's requirements to maintain the label.
- L. Apply self-adhesive gasketing on frame stop at head & latch side and on rabbet of frame at hinge side.
- M. Install hardware in accordance with supplemental "S" label instructions on all fire rated openings.
- N. Install wall stops to contact lever handles or pulls. Do not mount wall stops on casework, or equipment.
- O. Where necessary, adjust doors and hardware as required to eliminate binding between strike and latchbolt. Doors should not rattle.
- P. Overhead stops used in conjunction with electrified hold open closers shall be templated and installed to coincide with engagement of closer hold open position.
- Q. Install door closers on corridor side of lobby doors, room side of corridor doors, and stair side of stairways.
- R. Adjust spring power of door closers to the minimum force required to insure exterior and fire rated doors will consistently close and latch doors under existing conditions. Adjust all other door closers to insure opening force does not to exceed 5 lbs.
- S. Adjust "sweep", "latch", & "back check" valves on all door closers to properly control door throughout the opening and closing cycle. Adjust total closing speed as required to comply with all applicable state and local building codes.
- T. Install "hardware compatible" (bar stock) type weatherstripping continuously for an uninterrupted seal. Adjust templating for parallel arm door closers, exit devices, etc., as required to accommodate weatherstripping.
- U. Unless otherwise specified or detailed, install thresholds with the bevel in vertical alignment with the outside door face. Notch and closely fit thresholds to frame profile. Set thresholds in full bed of sealant.
- V. Compress sweep during installation as recommended by sweep manufacturer to facilitate a water resistant seal.
- W. Deliver to the owner 1 complete set of installation and adjustment instructions, and tools as furnished with the hardware.

### 3.3 FIELD QUALITY CONTROL

- A. After installation has been completed, the hardware supplier and manufacturers representative for locksets, door closers, exit devices, and overhead stops shall check the project and verify

compliance with installation instructions, adjustment of all hardware items, and proper application according to the approved hardware schedule. Hardware supplier shall submit a list of all hardware that has not been installed correctly.

- B. After installation has been completed, the hardware supplier and manufacturers representative shall meet with the owner to explain the functions, uses, adjustment, and maintenance of each item of hardware. Hardware supplier shall provide the owner with a copy of all wiring diagrams. Wiring diagrams shall be opening specific and include both a riser diagram and point to point diagram showing all wiring terminations.

**3.4 ADJUSTMENT AND CLEANING**

- A. At final completion, and when H.V.A.C. equipment is in operation, installer shall make final adjustments to and verify proper operation of all door closers and other items of hardware. Lubricate moving parts with type lubrication recommended by the manufacturer.
- B. All hardware shall be left clean and in good operation. Hardware found to be disfigured, defective, or inoperative shall be repaired or replaced.

**3.5 HARDWARE SCHEDULE**

- A. The following schedule of hardware groups are intended to describe opening function. The hardware supplier is cautioned to refer to the preamble of this specification for a complete description of all materials and services to be furnished under this section.

**HW SET: 01**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	DBL CYL STORE W/DB	L9466	SCH
1	EA	WALL STOP	WS406/407CVX	IVE

FUNCTION: L9466 (F14) Store/Utility Room Lock\*  
 Latchbolt retracted by lever from either side. Deadbolt thrown or retracted by key from either side.

**HW SET: 02**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	PRIVACY W/DB & IND	L9496 L583-363	SCH
1	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	WALL STOP	WS406/407CVX	IVE
1	EA	SEALS	188S	ZER

FUNCTION: L9496 Privacy With "OCCUPIED" Indicator  
 Lever retracts latchbolt from either side. Deadbolt thrown or retracted by key outside (retraction by key required in the event of an emergency) or inside thumbturn. Throwing deadbolt locks outside lever and displays "OCCUPIED" plate. Rotating inside lever simultaneously retracts both deadbolt and latchbolt and unlocks outside lever.

**HW SET: 03**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	CLASSROOM LOCK	L9070	SCH
1	EA	WALL STOP	WS406/407CCV	IVE

FUNCTION: L9070 (F05) Classroom Lock

Latchbolt retracted by lever from either side unless outside is locked by key. Unlocked from outside by key. Inside lever always free for immediate exit. Auxiliary latch deadlocks latchbolt when door is closed.

HW SET: 04

	EA	HINGES	AS SPECIFIED	IVE
1	EA	CLASSROOM LOCK	L9070	SCH
1	EA	OH STOP	90S	GLY

FUNCTION: L9070 (F05) Classroom Lock

Latchbolt retracted by lever from either side unless outside is locked by key. Unlocked from outside by key. Inside lever always free for immediate exit. Auxiliary latch deadlocks latchbolt when door is closed.

HW SET: 05

	EA	HINGES	AS SPECIFIED	IVE
1	EA	STOREROOM LOCK	L9080	SCH
1	EA	WALL STOP	WS406/407CCV	IVE

FUNCTION: L9080 (F07) Storeroom Lock

Latchbolt retracted by key outside or by lever inside. Outside lever always inoperative. Auxiliary latch deadlocks latchbolt when door is closed.

HW SET 05A

	EA	HINGES	AS SPECIFIED	IVE
1	EA	PASSAGE LATCH	L9010	SCH
1	EA	WALL STOP	WS406/407CCV	IVE

FUNCTION: L9010 (F01) Passage

Latchbolt retracted by lever either side of door.

HW SET: 06

	EA	HINGES	AS SPECIFIED	IVE
1	EA	STOREROOM LOCK	L9080	SCH
1	EA	OH STOP	90S	GLY

FUNCTION: L9080 (F07) Storeroom Lock

Latchbolt retracted by key outside or by lever inside. Outside lever always inoperative. Auxiliary latch deadlocks latchbolt when door is closed.

HW SET 06A

	<u>EA</u>	<u>HINGES</u>	<u>AS SPECIFIED</u>	<u>IVE</u>
<u>1</u>	<u>EA</u>	<u>OFFICE LOCK</u>	<u>L9050</u>	<u>SCH</u>
<u>1</u>	<u>EA</u>	<u>OH STOP</u>	<u>90S</u>	<u>GLY</u>

FUNCTION: L9050 (F04) Office Lock

Latchbolt retracted by lever from either side unless outside is locked by key outside or inside thumb turn. Inside lever always free for immediate exit. Auxiliary latch deadlocks latchbolt when door is closed.

**HW SET: 07**

	EA	HINGES	AS SPECIFIED	IVE
2	EA	MANUAL FLUSH BOLT	FB458	IVE
1	EA	DUST PROOF STRIKE	DP2	IVE
1	EA	STOREROOM LOCK	L9080	SCH
2	EA	WALL STOP	WS406/407CCV	IVE
1	EA	OVERLAP ASTRAGAL	(BY DOOR SUPPLIER)	

**FUNCTION: L9080 (F07) Storeroom Lock**

Latchbolt retracted by key outside or by lever inside. Outside lever always inoperative. Auxiliary latch deadlocks latchbolt when door is closed.

**HW SET 07A**

	EA	HINGES	AS SPECIFIED	IVE
2	EA	MANUAL FLUSH BOLT	FB458	IVE
1	EA	DUST PROOF STRIKE	DP2	IVE
1	EA	STOREROOM LOCK	L9080	SCH
1	EA	OH STOP	90S	GLY
1	EA	SURFACE CLOSER	4011 / 4111 EDA (active leaf)	LCN
1	EA	WALL STOP	WS406/407CCV	IVE
1	EA	OVERLAP ASTRAGAL	(BY DOOR SUPPLIER)	

**FUNCTION: L9080 (F07) Storeroom Lock**

Latchbolt retracted by key outside or by lever inside. Outside lever always inoperative. Auxiliary latch deadlocks latchbolt when door is closed.

**HW SET: 08**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	CLASSROOM LOCK	L9070	SCH
1	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	WALL STOP	WS406/407CCV	IVE
1	EA	SMOKE SEALS	188S (AT RATED OR SMOKE & DRAFT CONTROL DRS ONLY)	ZER

**FUNCTION: L9070 (F05) Classroom Lock**

Latchbolt retracted by lever from either side unless outside is locked by key. Unlocked from outside by key. Inside lever always free for immediate exit. Auxiliary latch deadlocks latchbolt when door is closed.

**HW SET: 09**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	CLASSROOM LOCK	L9070	SCH

1	EA	SURFACE CLOSER	4111 CUSH	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	SMOKE SEALS	188S (AT RATED OR SMOKE & DRAFT CONTROL DRS ONLY)	ZER

FUNCTION: L9070 (F05) Classroom Lock  
 Latchbolt retracted by lever from either side unless outside is locked by key. Unlocked from outside by key. Inside lever always free for immediate exit. Auxiliary latch deadlocks latchbolt when door is closed.

**HW SET: 10**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	CLASSROOM LOCK	L9070	SCH
1	EA	OH STOP	90S	GLY
1	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	SMOKE SEALS	188S (AT RATED OR SMOKE & DRAFT CONTROL DRS ONLY)	ZER

FUNCTION: L9070 (F05) Classroom Lock  
 Latchbolt retracted by lever from either side unless outside is locked by key. Unlocked from outside by key. Inside lever always free for immediate exit. Auxiliary latch deadlocks latchbolt when door is closed.

**HW SET: 11**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	STOREROOM LOCK	L9080	SCH
1	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	WALL STOP	WS406/407CCV	IVE
1	EA	SMOKE SEALS	188S (AT RATED OR SMOKE & DRAFT CONTROL DRS ONLY)	ZER

FUNCTION: L9080 (F07) Storeroom Lock  
 Latchbolt retracted by key outside or by lever inside. Outside lever always inoperative. Auxiliary latch deadlocks latchbolt when door is closed.

**HW SET 11A**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	FIRE EXIT HARDWARE	99L-NL-F	VON
1	EA	SURFACE CLOSER	4111 CUSH	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	SMOKE SEALS	188S (AT RATED OR SMOKE & DRAFT CONTROL DRS ONLY)	ZER

FUNCTION: (L-NL) Latchbolt retracted inside by exit device push pad and outside by key in cylinder. Door locks when key is removed and door is closed. Access from exterior when exit device push pad is dogged down.

**HW SET: 12**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	STOREROOM LOCK	L9080	SCH
1	EA	SURFACE CLOSER	4111 CUSH	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	SMOKE SEALS	188S (AT RATED OR SMOKE & DRAFT CONTROL DRS ONLY)	ZER

FUNCTION: L9080 (F07) Storeroom Lock  
 Latchbolt retracted by key outside or by lever inside. Outside lever always inoperative. Auxiliary latch deadlocks latchbolt when door is closed.

**HW SET: 13**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	STOREROOM LOCK	L9080	SCH
1	EA	OH STOP	90S	GLY
1	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	SMOKE SEALS	188S (AT RATED OR SMOKE & DRAFT CONTROL DRS ONLY)	ZER

FUNCTION: L9080 (F07) Storeroom Lock  
 Latchbolt retracted by key outside or by lever inside. Outside lever always inoperative. Auxiliary latch deadlocks latchbolt when door is closed.

HW SET 13A

	<u>EA</u>	<u>HINGES</u>	<u>AS SPECIFIED</u>	<u>IVE</u>
1	<u>EA</u>	<u>OFFICE LOCK</u>	<u>L9050</u>	<u>SCH</u>
1	<u>EA</u>	<u>OH STOP</u>	<u>90S</u>	<u>GLY</u>
1	<u>EA</u>	<u>SURFACE CLOSER</u>	<u>4011 / 4111 EDA</u>	<u>LCN</u>
1	<u>EA</u>	<u>KICK PLATE</u>	<u>8400 10" X 2" LDW B-CS</u>	<u>IVE</u>
1	<u>EA</u>	<u>SMOKE SEALS</u>	<u>188S (AT RATED OR SMOKE &amp; DRAFT CONTROL DRS ONLY)</u>	<u>ZER</u>

FUNCTION: L9050 (F04) Office Lock  
Latchbolt retracted by lever from either side unless outside is locked by key outside or inside thumb turn.  
Inside lever always free for immediate exit. Auxiliary latch deadlocks latchbolt when door is closed.

**HW SET: 14**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	POWER TRANSFER	EPT10	VON
1	EA	EU MORTISE LOCK	RX-L9092EU	SCH
1	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	WALL STOP	WS406/407CCV	IVE
1	EA	SMOKE SEALS	188S (AT RATED OR SMOKE & DRAFT CONTROL DRS ONLY)	ZER
		CREDENTIAL READER	(BY OTHERS)	
1	EA	DOOR CONTACT	679 SERIES	SCE
1	EA	POWER SUPPLY	PS902 900-4R	SCE

1 EA WIRING DIAGRAMS RISER & POINT-TO-POINT (BY  
HARDWARE SUPPLIER)

FUNCTION: L9080EU ELECTRICALLY UNLOCKED (FAIL SECURE)  
OUTSIDE LEVER UNLOCKED BY 24V AC OR DC. LATCHBOLT RETRACTED BY KEY OUTSIDE OR  
LEVER INSIDE. AUXILIARY LATCH DEADLOCKS LATCHBOLT WHEN DOOR IS CLOSED. INSIDE  
LEVER ALWAYS FREE FOR IMMEDIATE EXIT.

HW SET 14A

	EA	HINGES	AS SPECIFIED	IVE
1	EA	POWER TRANSFER	EPT10	VON
1	EA	EU MORTISE LOCK	RX-L9095EU	SCH
1	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	WALL STOP	WS406/407CCV	IVE
1	EA	SMOKE SEALS	188S (AT RATED OR SMOKE & DRAFT CONTROL DRS ONLY)	ZER
		CREDENTIAL READER	(BY OTHERS) (both sides)	
1	EA	DOOR CONTACT	679 SERIES	SCE
1	EA	POWER SUPPLY	PS902 900-4R	SCE
1	EA	WIRING DIAGRAMS	RISER & POINT-TO-POINT (BY HARDWARE SUPPLIER)	

FUNCTION: L9095EU Electrically Unlocked Both Sides\*  
Outside and inside lever unlocked electrically. Latchbolt retracted by key either side. Switch or power fail-  
ure keeps inside and outside lever locked. Auxiliary latch deadlocks latchbolt when door is closed.  
\*Note: This door may not be used for egress.

HW SET: 15

	EA	HINGES	AS SPECIFIED	IVE
1	EA	POWER TRANSFER	EPT10	VON
1	EA	EU MORTISE LOCK	RX-L9092EU	SCH
1	EA	OH STOP	90S	GLY
1	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	SMOKE SEALS	188S (AT RATED OR SMOKE & DRAFT CONTROL DRS ONLY)	ZER
		CREDENTIAL READER	(BY OTHERS)	
1	EA	DOOR CONTACT	679 SERIES	SCE
1	EA	POWER SUPPLY	PS902 900-4R	SCE
1	EA	WIRING DIAGRAMS	RISER & POINT-TO-POINT (BY HARDWARE SUPPLIER)	

FUNCTION: L9080EU ELECTRICALLY UNLOCKED (FAIL SECURE)  
OUTSIDE LEVER UNLOCKED BY 24V AC OR DC. LATCHBOLT RETRACTED BY KEY OUTSIDE OR  
LEVER INSIDE. AUXILIARY LATCH DEADLOCKS LATCHBOLT WHEN DOOR IS CLOSED. INSIDE  
LEVER ALWAYS FREE FOR IMMEDIATE EXIT.

HW SET: 16

	EA	HINGES	AS SPECIFIED	IVE
1	EA	PANIC DEVICE	99L	VON
1	EA	INTERCHANGEABLE CORE	CYLINDER AS REQUIRED	SCH
1	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	WALL STOP	WS406/407CVX	IVE

FUNCTION: (L) Latchbolt retracted inside by exit device push pad and outside by lever. Key in exterior cylinder locks or unlocks lever.

#### HW SET 16A

	EA	HINGES	AS SPECIFIED	IVE
1	EA	FIRE EXIT DEVICE	99L-F X 499F	VON
1	EA	INTERCHANGEABLE CORE	CYLINDER AS REQUIRED	SCH
1	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	FIRE/LIFE WALL MAG	SEM 7800	LCN

FUNCTION: (L) Latchbolt retracted inside by exit device push pad and outside by lever. Key in exterior cylinder locks or unlocks lever.

#### HW SET: 17

	EA	HINGES	AS SPECIFIED	IVE
1	EA	PANIC DEVICE	99L-BE	VON
1	EA	OH STOP	90S	GLY
1	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	SOUND GASKET	188S (2 ROWS: 1 STOP MTD, (1) RABBIT MTD)	ZER
1	EA	MORTISE AUTO DOOR BOTTOM	360	ZER
1	EA	THRESHOLD 1/4" X 3"	63	ZER

FUNCTION: (L-BE) Latchbolt retracted inside by exit device push pad, exterior by lever. Lever does not lock.

#### HW SET: 17A

	EA	HINGES	AS SPECIFIED	IVE
1	EA	PANIC DEVICE	99L-BE	VON
1	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	WALL STOP	WS406/407CCV	IVE
1	EA	SOUND GASKET	188S (2 ROWS: 1 STOP MTD, (1) RABBIT MTD)	ZER

FUNCTION: (L-BE) Latchbolt retracted inside by exit device push pad, exterior by lever. Lever does not lock.

HW SET 18

	EA	HINGES	AS SPECIFIED	IVE
2	EA	PANIC DEVICE	CD-9927L-LBR	VON
4	EA	INTERCHANGEABLE CORE	CYLINDER AS REQUIRED	SCH
2	EA	OH STOP & HOLDER	100H	GLY
2	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN
2	EA	KICK PLATE	8400 10" X 1" LDW B-CS	IVE

FUNCTION: (L) Latch bolt retracted inside by exit device push pad and outside by lever. Key in exterior cylinder locks or unlocks lever.

HW SET: 19

	EA	HINGES	AS SPECIFIED	IVE
1	EA	PUSH PLATE	8200 6" X 16"	IVE
1	EA	PULL PLATE	8303 10" 4" X 16"	IVE
1	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	WALL STOP	WS406/407CVX	IVE

FUNCTION: Push/Pull

HW SET: 20

	EA	HINGES	AS SPECIFIED	IVE
1	EA	POWER TRANSFER	EPT10	VON
1	EA	ELEC FIRE EXIT HARDWARE	RX-ALK-99-L-BE-F	VON
1	EA	INTERCHANGEABLE CORE	CYLINDER AS REQUIRED	SCH
1	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	WALL STOP	WS406	IVE
1	EA	SMOKE SEALS	188S (AT RATED OR SMOKE & DRAFT CONTROL DRS ONLY)	ZER
		CREDENTIAL READER	(BY OTHERS)	
1	EA	DOOR CONTACT	679 SERIES	SCE
1	EA	POWER SUPPLY	PS902 900-4R	SCE
1	EA	WIRING DIAGRAMS	RISER & POINT-TO-POINT (BY HARDWARE SUPPLIER)	

FUNCTION: Exit Alarm (L-BE)

Local exit alarm may be armed or disarmed using inside cylinder. Exit alarm sounds when touch pad depressed. Latchbolt retracted inside by exit device push pad and outside by lever. Lever trim is always unlocked, no cylinder. Presentation of valid credential momentarily shunts the alarmed device.

**HW SET: 21**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	POWER TRANSFER	EPT10	VON
1	EA	ELEC FIRE EXIT HARDWARE	RX-99-L-F-E996-FSE (Fail Secure)	VON
1	EA	INTERCHANGEABLE CORE	CYLINDER AS REQUIRED	SCH
1	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	WALL STOP	WS406/407CVX	IVE
1	EA	SMOKE SEALS	188S (AT RATED OR SMOKE & DRAFT CONTROL DRS ONLY)	ZER
		CREDENTIAL READER	(BY OTHERS)	
1	EA	DOOR CONTACT	679 SERIES	SCE
1	EA	POWER SUPPLY	PS902 900-4R	SCE
1	EA	WIRING DIAGRAMS	RISER & POINT-TO-POINT (BY HARDWARE SUPPLIER)	

FUNCTION: (E) Latchbolt retracted inside by exit device push pad and outside by cylinder. Door locks when key is removed and door is closed. A valid credential unlocks lever. Loss of power locks pull side lever.

**HW SET: 22**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	POWER TRANSFER	EPT10	VON
1	EA	DELAYED PANIC HARDWARE	CX-9975-L-BE	VON
1	EA	INTERCHANGEABLE CORE	CYLINDER AS REQUIRED	SCH
1	EA	OH STOP	90S	GLY
1	EA	SURFACE CLOSER	4011	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	SMOKE SEALS	188S (AT RATED OR SMOKE & DRAFT CONTROL DRS ONLY)	ZER
		CREDENTIAL READER	(BY OTHERS)	
1	EA	DOOR CONTACT	679 SERIES	SCE
1	EA	POWER SUPPLY	PS902 900-4R	SCE
1	EA	WIRING DIAGRAMS	RISER & POINT-TO-POINT (BY HARDWARE SUPPLIER)	

FUNCTION: 15 Second Delayed Egress Delayed egress system is armed and disarmed by key in push bar assembly. When unarmed, latch bolt is retracted by inside push pad. When armed, pushing inside push pad for 1 second or longer initiates an irreversible local alarm. Push pad unlocks after 15 seconds, allowing egress. Alarm must be reset at the door. Loss of power or activation of fire alarm deactivates delayed egress system for immediate egress. Door re-arms when closed and door contact is engaged. Lever on pull side, always operable.

**HW SET: 23**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	POWER TRANSFER	EPT10	VON

1	EA	ELEC PANIC HARDWARE	RX-ALK-99-L-E996-FSE	VON
1	EA	INTERCHANGEABLE CORE	CYLINDER AS REQUIRED	SCH
1	EA	OH STOP	90S	GLY
1	EA	SURFACE CLOSER	4011	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	SMOKE SEALS	188S (AT RATED OR SMOKE & DRAFT CONTROL DRS ONLY)	ZER
2		CREDENTIAL READER	(BY OTHERS) (both sides of door)	
1	EA	DOOR CONTACT	679 SERIES	SCE
1	EA	POWER SUPPLY	PS902 900-4R	SCE
1	EA	WIRING DIAGRAMS	RISER & POINT-TO-POINT (BY HARDWARE SUPPLIER)	

**FUNCTION: Exit Alarm (E996L)**

Local exit alarm may be armed or disarmed using inside cylinder. Latchbolt retracted inside by exit device push pad and outside by lever. Key in exterior cylinder locks or unlocks lever. Door locks when key is removed and door is closed. A valid credential unlocks lever. Loss of power locks pull side lever.

**HW SET: 23A**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	FIRE EXIT DEVICE	99NL-F X 499F	VON
1	EA	INTERCHANGABLE CORE	CYLINDER AS REQUIRED	SCH
1	EA	OH STOP	90S	GLY
1	EA	SURFACE CLOSER	4111 EDAW/62G/ST2730	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	GASKETING	429	ZER
1	EA	DOOR SWEEP (BRUSH)	8192	ZER
1	EA	THRESHOLD	PROFILE AS REQUIRED	ZER
1	EA	RAIN DRIP	142	ZER

FUNCTION: (NL - less dogging) Latchbolt retracted inside by exit device push pad and outside by key in cylinder. Door locks when key is removed and door is closed

**HW SET: 24**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	POWER TRANSFER	EPT10	VON
1	EA	PANIC DEVICE	9927EO-LBR	VON
1	EA	DELAYED FIRE EXIT HARDWARE	CX-9927-EO-LBR	VON
2	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN
2	EA	KICK PLATE	8400 10" X 1" LDW B-CS	IVE
2	EA	WALL STOP	WS406/407CCV	IVE
		CREDENTIAL READER	(BY OTHERS)	
1	EA	DOOR CONTACT	679 SERIES	SCE

1	EA	POWER SUPPLY	PS902 900-4R	SCE
1	EA	WIRING DIAGRAMS	RISER & POINT-TO-POINT (BY HARDWARE SUPPLIER)	

FUNCTION: (Corridor to Lobby: EO) Latchbolt retracted inside by exit device push pad. No exterior trim.

FUNCTION: (Lobby to Corridor: CX) 15 Second Delayed Egress Delayed egress system is armed and disarmed by key in push bar assembly. When unarmed, latch bolt is retracted by inside push pad. When armed, pushing inside push pad for 1 second or longer initiates an irreversible local alarm. Push pad unlocks after 15 seconds, allowing egress. Alarm must be reset at the door. Loss of power or activation of fire alarm deactivates delayed egress system for immediate egress. Door re-arms when closed and door contact is engaged. Valid credential on push side of door provides authorized staff immediate exit without sounding alarm.

**HW SET 24A**

	EA	HINGES	AS SPECIFIED	IVE
2	EA	TWO PT CLASSRM LOCK	LM9270	SCH
2	EA	SURFACE CLOSER	4021	LCN
2	EA	FLOOR STOP/HOLDER	FS40	IVE

FUNCTION: LM9270 (F05) Classroom Lock  
Latchbolt retracted by lever from either side unless outside is locked by key. Unlocked from outside by key. Inside lever always free for immediate exit. Auxiliary latch deadlocks latchbolt when door is closed.

**HW SET: 25**

	EA	HINGES	AS SPECIFIED	IVE
1	SET	PUSH/PULL BAR	9190-10"	IVE
1	EA	OH STOP	100S	GLY
1	EA	SURF. AUTO OPERATOR	4642	LCN
2	EA	ACTUATOR	8310-853 / 8310-818 (Verify Actuator Location and Mounting Style)	LCN
	EA	WEATHERSTRIP	BY DR/FR SUPPLIER	
1	EA	DOOR SWEEP (BRUSH)	8192	ZER
1	EA	THRESHOLD	PROFILE AS REQUIRED	ZER
1	EA	RAIN DRIP	142	ZER

FUNCTION: Push/Pull.  
This door has a power operator. Both actuators always active to open the door.

**HW SET: 26**

	EA	HINGES	AS SPECIFIED	IVE
2	SET	PUSH/PULL BAR	9190-10"	IVE
2	EA	OH STOP	100S	GLY
1	EA	SURFACE CLOSER	4021	LCN

1	EA	SURF. AUTO OPERATOR	4642	LCN
2	EA	ACTUATOR	8310-853 / 8310-818 (Verify Actuator Location and Mounting Style)	LCN

FUNCTION: Push/Pull.

This door has a power operator. Both actuators always active to open the door.

**HW SET: 27**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	POWER TRANSFER	EPT10	VON
1	EA	ELEC PANIC HARDWARE	RX-QEL-99-NL-OP	VON
1	EA	INTERCHANGEABLE CORE	CYLINDER AS REQUIRED	SCH
1	EA	90 DEG OFFSET PULL	8190 10"	IVE
1	EA	OH STOP	100S	GLY
1	EA	SURF. AUTO OPERATOR	4642	LCN
2	EA	ACTUATOR	8310-853 / 8310-818 (Verify Actuator Location and Mounting Style)	LCN
		CREDENTIAL READER	(BY OTHERS)	
1	EA	DOOR CONTACT	7764	SCE
1	EA	POWER SUPPLY	PS902 900-4R	SCE
1	EA	JUNCTION BOX	JB7 R2	VON
1	EA	WIRING DIAGRAMS	RISER & POINT-TO-POINT (BY HARDWARE SUPPLIER)	

FUNCTION: (NL-OP) Latchbolt retracted inside by exit device push pad and outside by key in cylinder. Door locks when key is removed and door is closed.

This door has a power operator. Interior actuator always active to unlock and open the door. A valid credential will unlock the door and make the exterior actuator active.

**HW SET 27A**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	POWER TRANSFER	EPT10	VON
1	EA	ELEC PANIC HARDWARE	RX-QEL-99-EO	VON
1	EA	INTERCHANGEABLE CORE	CYLINDER AS REQUIRED	SCH
1	EA	OH STOP	100S	GLY
1	EA	SURF. AUTO OPERATOR	4642	LCN
1	EA	ACTUATOR	8310-853 / 8310-818 (Verify Actuator Location and Mounting Style)	LCN
1	EA	DOOR CONTACT	7764	SCE
1	EA	POWER SUPPLY	PS902 900-4R	SCE
1	EA	JUNCTION BOX	JB7 R2	VON

1 EA WIRING DIAGRAMS RISER & POINT-TO-POINT (BY  
HARDWARE SUPPLIER)

FUNCTION: (NL-OP) Latchbolt retracted inside by exit device push pad and outside by key in cylinder.  
Door locks when key is removed and door is closed.  
This door has a power operator. Interior actuator always active to unlock and open the door. A valid credential will unlock the door and make the exterior actuator active.

**HW SET: 28**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	MULLION	KR-4954	VON
1	EA	PANIC HARDWARE	LD-99EO	VON
2	EA	OH STOP	100S	GLY
2	EA	SURFACE CLOSER	4021	LCN
1	EA	MULLION SEAL	8780	ZER

FUNCTION: (EO) Latchbolt retracted inside by exit device push pad. No exterior trim.

**HW SET: 29**

	EA	HINGES	AS SPECIFIED	IVE
2	EA	POWER TRANSFER	EPT10	VON
1	EA	MULLION	KR-4954	VON
1	EA	ELEC PANIC HARDWARE	RX-QEL-99-EO	VON
1	EA	ELEC PANIC HARDWARE	RX-QEL-99-NL-OP	VON
2	EA	INTERCHANGEABLE CORE	CYLINDER AS REQUIRED	SCH
2	EA	90 DEG OFFSET PULL	8190 10"	IVE
2	EA	OH STOP	100S	GLY
1	EA	SURFACE CLOSER	4021	LCN
1	EA	SURF. AUTO OPERATOR	4642	LCN
2	EA	ACTUATOR	8310-853 / 8310-818 (Verify Actuator Location and Mounting Style)	LCN
	EA	WEATHERSTRIP	BY DR/FR SUPPLIER	
1	EA	MULLION SEAL	8780	ZER
2	EA	DOOR SWEEP (BRUSH)	8192	ZER
1	EA	THRESHOLD	PROFILE AS REQUIRED	ZER
1	EA	RAIN DRIP	142	ZER
		CREDENTIAL READER	(BY OTHERS)	
2	EA	DOOR CONTACT	7764	SCE
1	EA	POWER SUPPLY	PS902 900-4R	SCE
1	EA	WIRING DIAGRAMS	RISER & POINT-TO-POINT (BY HARDWARE SUPPLIER)	

FUNCTION: (NL-OP) Latchbolt retracted inside by exit device push pad and outside by key in cylinder.  
Door locks when key is removed and door is closed.  
This door has a power operator. Interior actuator always active to unlock and open the door. A valid credential will unlock both doors and make the exterior actuator active.

**HW SET: 30**

2 EA DOOR CONTACT 679 SERIES SCE

FUNCTION: Door position switch reports door status to dispatch. Local alarm by others.

Contractor shall disable outside trim.

**HW SET: 31A**

	EA	HINGES	AS SPECIFIED	IVE
1	EA	FIRE EXIT DEVICE	99NL-F X 499F	VON
1	EA	INTERCHANGEABLE CORE	CYLINDER AS REQUIRED	SCH
1	EA	OH STOP	90S	GLY
1	EA	SURFACE CLOSER	4111 EDAW/62G/ST2730	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
1	EA	GASKETING	429	ZER
1	EA	DOOR SWEEP (BRUSH)	8192	ZER
1	EA	THRESHOLD	PROFILE AS REQUIRED	ZER
1	EA	RAIN DRIP	142	ZER

FUNCTION: (NL - less dogging) Latchbolt retracted inside by exit device push pad and outside by key in cylinder. Door locks when key is removed and door is closed

**HW SET: 32A**

	EA	HINGES	AS SPECIFIED	IVE
2	EA	ROLLER LATCH	RL32	IVE
1	EA	HALF DUMMY TRIM	L0170	SCH
2	EA	OH STOP	90S	GLY

FUNCTION: L0170 Single Dummy Trim  
Dummy trim for one side of door. Used for door pull or as matching inactive trim.

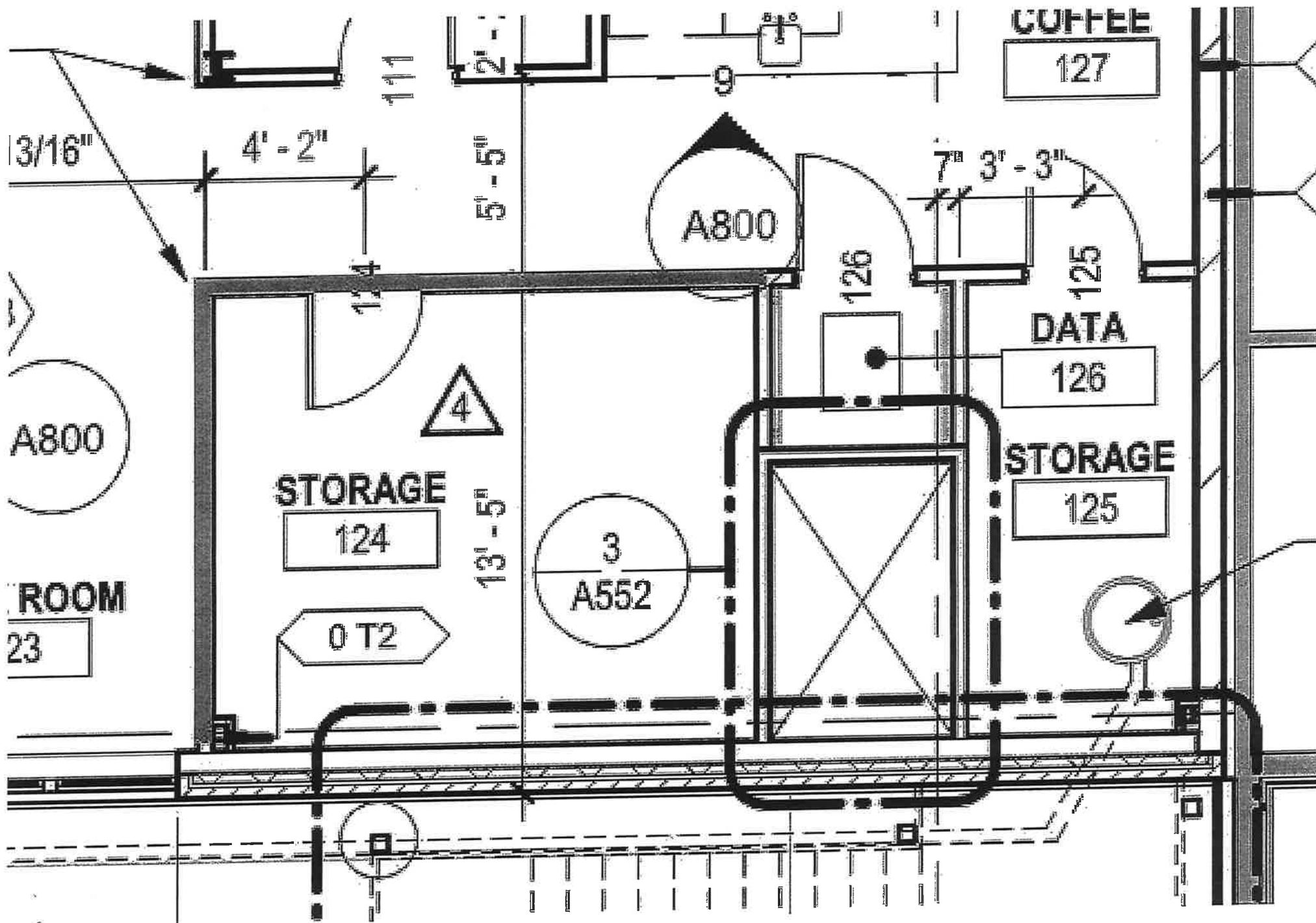
PROVIDE IVES #WS406/407 WALL STOP IN LIEU OF GLY #90S OVERHEAD STOP WHERE LEVER SHAFT WILL CONTACT WALL.

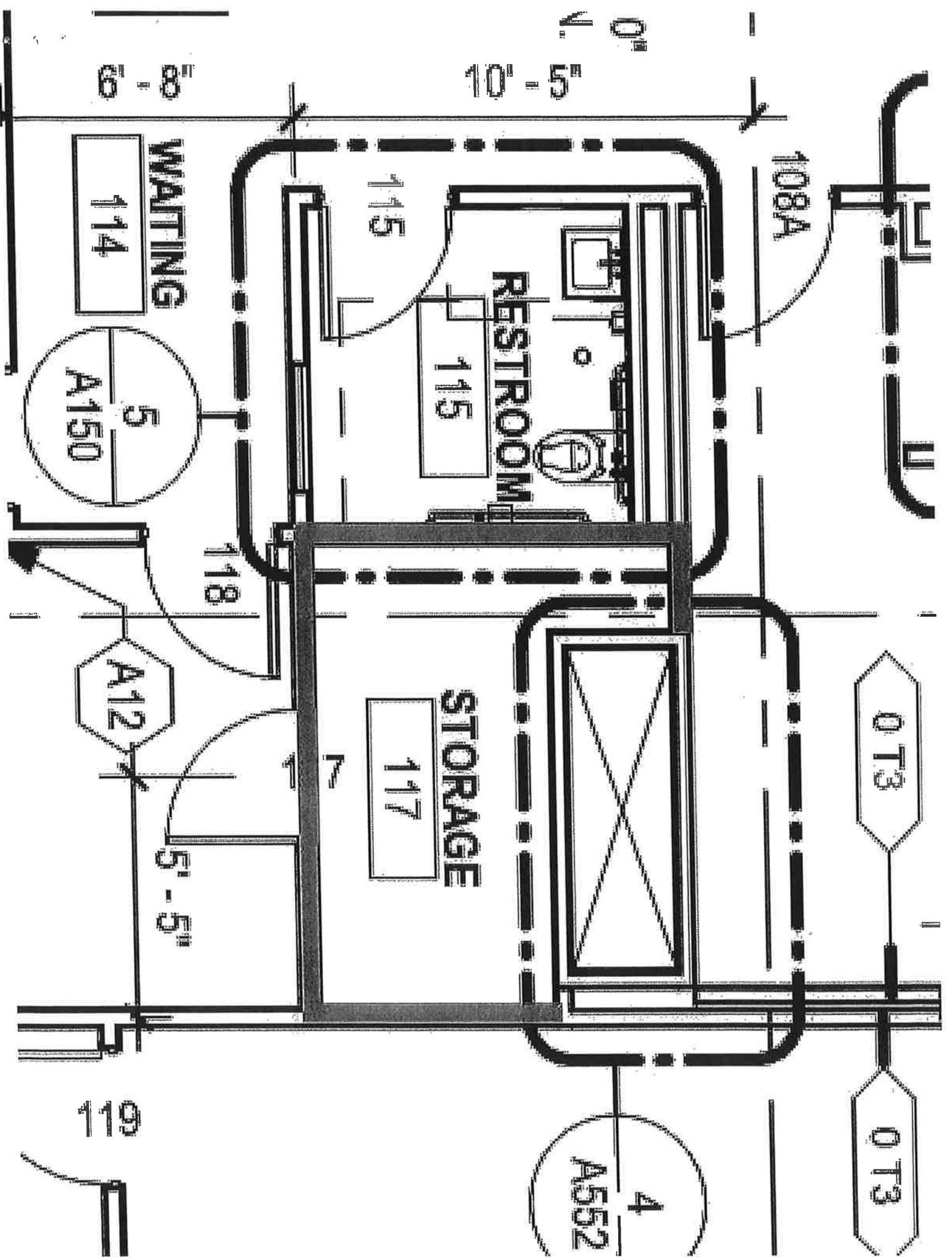
**HW SET 33A**

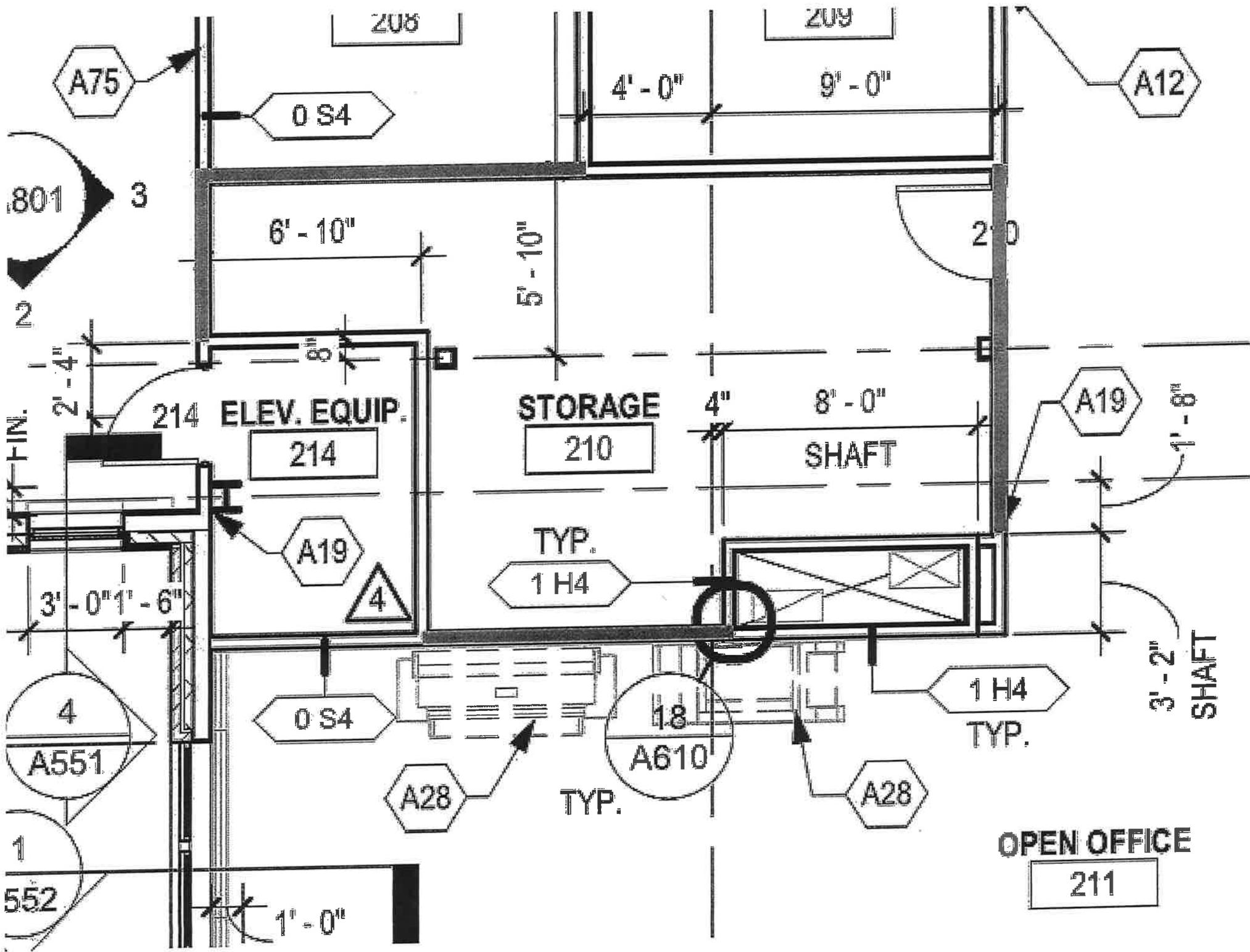
QTY		DESCRIPTION	CATALOG NUMBER	MFR
	EA	HINGES	AS SPECIFIED	IVE
			MATCH EXIST PREP SIZE AND WEIGHT	
1	EA	STOREROOM LOCK	L9080	SCH
1	EA	ELECTRIC STRIKE	6211 FSE	VON
1	EA	OH STOP	90S	GLY
1	EA	SURFACE CLOSER	4011 / 4111 EDA	LCN

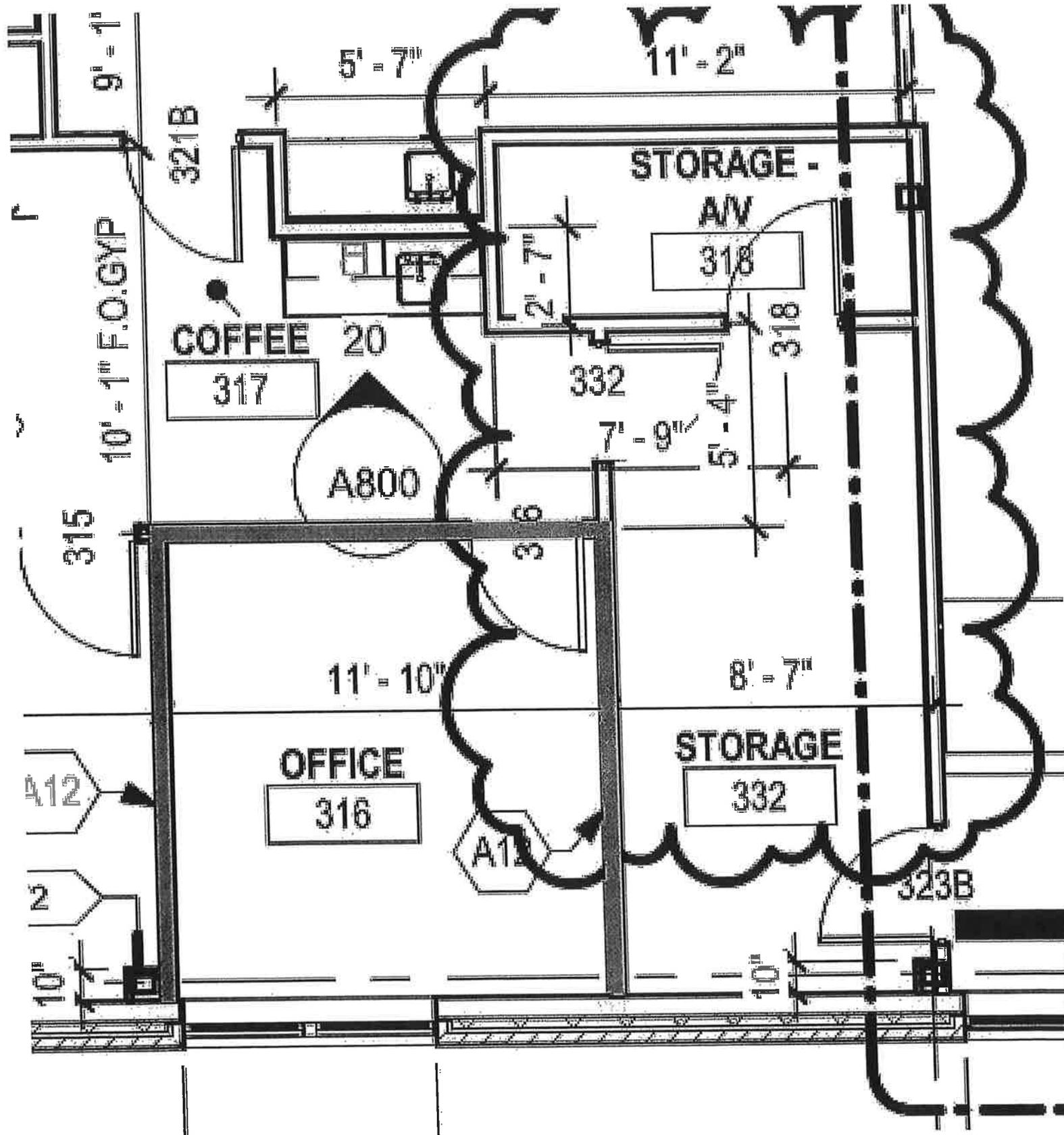
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	IVE
		CREDENTIAL READER	(BY OTHERS)	
1	EA	POWER SUPPLY	PS902 900-4R	SCE
1	EA	WIRING DIAGRAMS	RISER & POINT-TO-POINT (BY HARDWARE SUPPLIER)	

FUNCTION: ELECTRICALLY UNLOCKED (FAIL SECURE )  
 OUTSIDE LEVER ALWAYS LOCKED. LATCH RETRACTED BY KEY IN OUTSIDE CYLINDER.  
 AUXILIARY LATCH DEADLOCKS LATCHBOLT WHEN DOOR IS CLOSED. INSIDE LEVER ALWAYS  
 FREE FOR IMMEDIATE EXIT. VALID CREDENTIAL MOMENTARILY UNLOCKS DOOR.END OF  
 SECTION











***Amendment to the Standard Form of Agreement Between Owner (Aitkin County), and Construction Manager (Contegrity Group, Inc.), dated May 23, 2017, where the Construction Manager is NOT a Constructor***

This AMENDMENT dated: April 1, 2019

Add to Project Description:

*Historic Courthouse M&E to Project Scope as originally identified in the starting project budget. See attached budget clarifications.*

**13.2 Basic Compensation**

Add to Subparagraph 13.2.1

Add to CM Fee by \$25,745.00 as described above.

On Site Supervision shall continue to be provided for at previous contract rates.

This Agreement entered into as of the day and year first written above.

**OWNER**

**CONSTRUCTION MANAGER**

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

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

\_\_\_\_\_  
Jessica Seibert, Aitkin County Administrator

\_\_\_\_\_  
Pete Filippi, President Contegrity Group, Inc.

\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
*(Printed name and title)*



**Aitkin County - Government Center Addition**  
Date: August 20, 2018

CATEGORY OF WORK	TRADE CONTRACTOR NAME	ORIGINAL CONTRACT	CHANGE ORDERS	ADJUSTED CONTRACT	PAID TO DATE	BALANCE TO FINISH	
1	Earthwork / Utilities / Improvements / Demo.	Eagle Construction	\$652,666.00	-\$7,639.05	\$645,026.95	\$188,980.65	\$456,046.30
2	Concrete	Thompson Construction of Princeton, Inc.	\$236,442.00	\$1,513.00	\$237,955.00	\$37,620.00	\$200,335.00
3	Masonry	Harbor City Masonry	\$690,990.00	\$1,510.85	\$692,500.85	\$0.00	\$692,500.85
4	Steel Erection	Roden Iron	\$220,000.00	-\$4,300.00	\$215,700.00	\$0.00	\$215,700.00
5	Carpentry	Gopher State Contractors	\$245,300.00	\$0.00	\$245,300.00	\$0.00	\$245,300.00
6 & 20	Roofing / HVAC	Thelen Heating & Roofing	\$720,000.00	\$0.00	\$720,000.00	\$19,950.00	\$700,050.00
7	Metal Wall Panels	Progressive Building Systems	\$226,000.00	\$0.00	\$226,000.00	\$4,514.40	\$221,485.60
8	Joint Sealants	Sunrise Specialties	\$51,750.00	\$0.00	\$51,750.00	\$0.00	\$51,750.00
9	Coiling Grilles	Garage Door Store	\$49,950.00	\$0.00	\$49,950.00	\$0.00	\$49,950.00
9A	Folding Panel Partitions	Skold Specialty Contracting	\$15,340.00	\$0.00	\$15,340.00	\$0.00	\$15,340.00
10	Aluminum Windows / Doors & Glazing	Anderson Glass Co.	\$315,100.00	\$0.00	\$315,100.00	\$0.00	\$315,100.00
11	Gypsum Board	Olympic Companies	\$889,350.00	\$5,602.00	\$894,952.00	\$15,163.43	\$879,788.57
12	Tile	Dorholt Tile	\$207,164.00	\$0.00	\$207,164.00	\$0.00	\$207,164.00
13	Acoustical Treatments	Twin City Acoustics	\$298,873.00	\$0.00	\$298,873.00	\$5,350.40	\$293,522.60
14	Flooring	Contract Tile & Carpet	\$134,768.00	\$0.00	\$134,768.00	\$0.00	\$134,768.00
16	Painting	Fransen Decorating	\$209,750.00	\$0.00	\$209,750.00	\$0.00	\$209,750.00
17	Elevator	MEI Total Elevator	\$258,232.00	\$0.00	\$258,232.00	\$0.00	\$258,232.00
18	Fire Protection	LVC Companies	\$244,800.00	\$0.00	\$244,800.00	\$0.00	\$244,800.00
19	Plumbing / Piping	Masters Plumbing & Heating	\$845,000.00	\$0.00	\$845,000.00	\$18,563.00	\$826,437.00
21	Controls	Honeywell (Allowance)	\$205,970.00	\$0.00	\$205,970.00	\$0.00	\$205,970.00
22	Testing / Adjusting & Balancing	SMB of MN	\$34,700.00	\$0.00	\$34,700.00	\$0.00	\$34,700.00
23	Electrical / Communications / Security	Holden Electric	\$974,350.00	\$0.00	\$974,350.00	\$22,325.00	\$952,025.00
24	Steel Supply - Material Only	Thurnbeck Steel	\$419,600.00	\$4,048.26	\$423,648.26	\$14,345.00	\$409,303.26
25	Standard Doors / Frames / Hardware (material only)	Sell Hardware	\$106,785.00	\$0.00	\$106,785.00	\$0.00	\$106,785.00
26	Casework (material only)	Northwest Cabinets	\$163,676.00	\$0.00	\$163,676.00	\$0.00	\$163,676.00
27	Specialties (material only)	Allowance	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00
<b>TRADE CONTRACTOR TOTAL:</b>			<b>\$8,466,556.00</b>	<b>\$735.06</b>	<b>\$8,467,291.06</b>	<b>\$326,811.88</b>	<b>\$8,140,479.18</b>
Contingency	Budget	\$491,128.00	-\$735.06	\$490,392.94	\$0.00	\$490,392.94	
General Conditions	Budget	\$662,367.00	\$0.00	\$662,367.00	\$127,776.00	\$534,591.00	
Permitting	Budget	\$62,500.00	\$0.00	\$62,500.00	\$62,500.00	\$0.00	
CM Fee	Contegritry Group, Inc.	\$235,750.00	\$0.00	\$235,750.00	\$82,512.52	\$153,237.48	
Architect & Engineer Fee	BKV Group	\$588,691.00	\$0.00	\$588,691.00	\$523,035.20	\$65,655.80	
Architect Reimbursables	BKV Group	\$20,000.00	\$0.00	\$20,000.00	\$18.92	\$19,981.08	
<b>CONSTRUCTION TOTAL:</b>			<b>\$10,526,992.00</b>	<b>\$0.00</b>	<b>\$10,526,992.00</b>	<b>\$1,122,654.52</b>	<b>\$9,404,337.48</b>
Owner Items							
Asbestos Abatement	Arrowhead / ACCT (Allowance)	\$65,000.00	\$0.00	\$65,000.00	\$17,900.00	\$47,100.00	
FF&E	Budget	\$206,990.00	\$0.00	\$206,990.00	\$11,759.13	\$195,230.87	
Historic Courthouse M&E	General Conditions	\$25,699.00	\$0.00	\$25,699.00	\$0.00	\$25,699.00	
	Contingency	\$42,831.00	\$0.00	\$42,831.00	\$0.00	\$42,831.00	
	BKV Group / Contegritry Group	\$71,054.00	\$0.00	\$71,054.00	\$0.00	\$71,054.00	
	Summit Envirosolutions	\$7,297.60	\$0.00	\$7,297.60	\$7,119.05	\$178.55	
Historic Assessment	Springsted / Dorsey / Moody's	\$50,000.00	\$0.00	\$50,000.00	\$31,500.00	\$18,500.00	
Finance Costs - Allowance ???							
<b>PROJECT TOTAL:</b>			<b>\$10,995,863.60</b>	<b>\$0.00</b>	<b>\$10,995,863.60</b>	<b>\$1,190,932.70</b>	<b>\$9,804,930.90</b>

45,309: ← BKV Group / Contegritry Group → 25,745



# Aitkin County - Government Center Addition

Date: March 20, 2019

CATEGORY OF WORK	TRADE CONTRACTOR NAME	ORIGINAL CONTRACT	CHANGE ORDERS	ADJUSTED CONTRACT	PAID TO DATE	BALANCE TO FINISH
1 Earthwork / Utilities / Improvements / Demo.	Eagle Construction	\$652,666.00	-\$6,831.25	\$645,834.75	\$335,729.00	\$310,105.75
2 Concrete	Thompson Construction of Princeton, Inc.	\$236,442.00	\$8,356.00	\$244,798.00	\$162,425.30	\$82,372.70
3 Masonry	Harbor City Masonry	\$690,990.00	\$12,226.79	\$703,216.79	\$262,213.30	\$441,003.49
4 Steel Erection	Roden Iron	\$220,000.00	-\$1,525.00	\$218,475.00	\$185,915.00	\$32,560.00
5 Carpentry	Gopher State Contractors	\$245,300.00	\$1,184.03	\$246,484.03	\$41,603.73	\$204,880.30
6 & 20 Roofing / HVAC	Thelen Heating & Roofing	\$720,000.00	\$87,383.00	\$807,383.00	\$336,120.45	\$471,262.55
7 Metal Wall Panels	Progressive Building Systems	\$226,000.00	\$0.00	\$226,000.00	\$7,079.40	\$218,920.60
8 Joint Sealants	Sunrise Specialties	\$51,750.00	\$0.00	\$51,750.00	\$0.00	\$51,750.00
9 Coiling Grilles	Garage Door Store	\$49,950.00	\$0.00	\$49,950.00	\$0.00	\$49,950.00
9A Folding Panel Partitions	Skold Specialty Contracting	\$15,340.00	\$1,050.00	\$16,390.00	\$0.00	\$16,390.00
10 Aluminum Windows / Doors & Glazing	Anderson Glass Co.	\$315,100.00	\$6,700.00	\$321,800.00	\$86,830.00	\$234,970.00
11 Gypsum Board	Olympic Companies	\$889,350.00	\$43,619.00	\$932,969.00	\$376,343.45	\$556,625.55
12 Tile	Dorholt Tile	\$207,164.00	\$3,254.00	\$210,418.00	\$0.00	\$210,418.00
13 Acoustical Treatments	Twin City Acoustics	\$298,873.00	-\$257.00	\$298,616.00	\$5,350.40	\$293,265.60
14 Flooring	Contract Tile & Carpet	\$134,768.00	\$1,425.00	\$136,193.00	\$0.00	\$136,193.00
16 Painting	Fransen Decorating	\$209,750.00	-\$45,316.00	\$164,434.00	\$6,708.82	\$157,725.18
17 Elevator	MEI Total Elevator	\$258,232.00	\$0.00	\$258,232.00	\$0.00	\$258,232.00
18 Fire Protection	LVC Companies	\$244,800.00	\$0.00	\$244,800.00	\$110,865.00	\$133,935.00
19 Plumbing / Piping	Masters Plumbing & Heating	\$845,000.00	\$64,154.01	\$909,154.01	\$385,971.70	\$523,182.31
21 Controls	Honeywell	\$205,970.00	\$30,048.00	\$236,018.00	\$31,251.20	\$204,766.80
22 Testing / Adjusting & Balancing	SMB of MN	\$34,700.00	\$0.00	\$34,700.00	\$0.00	\$34,700.00
23 Electrical / Communications / Security	Holden Electric	\$974,350.00	\$59,101.33	\$1,033,451.33	\$498,809.85	\$534,641.48
24 Steel Supply - Material Only	Thumbeck Steel	\$419,600.00	\$7,345.01	\$426,945.01	\$341,785.22	\$85,159.79
25 Standard Doors / Frames / Hardware (material only)	Sell Hardware	\$106,785.00	\$8,113.00	\$114,898.00	\$19,745.75	\$95,152.25
26 Casework (material only)	Northwest Cabinets	\$163,676.00	-\$1,818.37	\$161,857.63	\$0.00	\$161,857.63
27 Specialties (material only)	Bartley Sales Company, Inc.	\$36,523.00	\$0.00	\$36,523.00	\$0.00	\$36,523.00
<b>TRADE CONTRACTOR TOTAL:</b>		<b>\$8,453,079.00</b>	<b>\$278,211.55</b>	<b>\$8,731,290.55</b>	<b>\$3,194,747.57</b>	<b>\$5,536,542.98</b>
Contingency	Budget	\$537,436.00	-\$278,211.55	\$259,224.45	\$0.00	\$259,224.45
General Conditions	Budget	\$688,066.00	\$0.00	\$688,066.00	\$332,962.55	\$355,103.45
CM Fee	Contegrity Group, Inc. + 25,745	\$261,495.00	\$0.00	\$261,495.00	\$137,520.90	\$123,974.10
Permitting	Budget	\$62,500.00	\$0.00	\$62,500.00	\$62,500.00	\$0.00
Architect & Engineer Fee	BKV Group + 48,309	\$634,000.00	\$0.00	\$634,000.00	\$566,393.60	\$67,606.40
Architect Reimbursables	BKV Group	\$20,000.00	\$0.00	\$20,000.00	\$9,224.81	\$10,775.19
<b>CONSTRUCTION TOTAL:</b>		<b>\$10,656,576.00</b>	<b>\$0.00</b>	<b>\$10,656,576.00</b>	<b>\$4,303,349.43</b>	<b>\$6,353,226.57</b>
<b>Owner Items</b>						
Asbestos Abatement	Arrowhead / ACCT (Allowance)	\$65,000.00	\$0.00	\$65,000.00	\$17,900.00	\$47,100.00
FF&E	Budget	\$216,990.00	\$0.00	\$216,990.00	\$12,109.13	\$204,880.87
Historic Assessment	Summit Envirosolutions	\$7,297.60	\$0.00	\$7,297.60	\$7,119.05	\$178.55
Finance Costs - Allowance	Springsted / Dorsey / Moody's	\$50,000.00	\$0.00	\$50,000.00	\$31,500.00	\$18,500.00
<b>PROJECT TOTAL:</b>		<b>\$10,995,863.60</b>	<b>\$0.00</b>	<b>\$10,995,863.60</b>	<b>\$4,371,977.61</b>	<b>\$6,623,885.99</b>



Aitkin  
County

# Aitkin County Board of Commissioners Agenda Request Form

7

Agenda Item #

**Requested Meeting Date:** April 9, 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	2nd 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