

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS April 23, 2019 – BOARD AGENDA

## Aitkin Public Library

- 9:00 1) Anne Marcotte, County Board Chair
- A) Call to Order
  - B) Pledge of Allegiance
  - C) Board of Commissioners Meeting Procedure
  - D) Approval of Agenda
- 9:02 E) Health & Human Services (see separate HHS agenda)
- 10:00 Break
- 10:10 F) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File April 9, 2019 to April 22, 2019
  - B) Approve April 9, 2019 County Board Minutes
  - C) Approve Electronic Funds Transfers
  - D) Approve (2) Appointments to HRA Board
    - 1. JoLynn Kullhem, District 4
    - 2. Laura Emanuel, Resident
  - E) Approve Township Approval of 3.2% Malt Liquor License
  - F) Approve 3.2% Malt Liquor Licenses
  - G) Approve Temporary On-Sale Liquor License
  - H) Adopt (2) Resolutions – Annual Apportionment of Forfeited Tax Sales
    - 1. Transfer of 2018 Tax-Forfeited Funds
    - 2. Apportionment of 2018 Tax-Forfeited Funds
  - I) Approve (2) AFSCME MOAs and (1) Personnel Policy Update:
    - 1. AFSCME Courthouse Unit Personal Leave MOA
    - 2. AFSCME HHS Unit Personal Leave MOA
    - 3. Personnel Policy Personal Leave Update
  - J) Approve (2) Union Agreements and Authorize Signatures:
    - 1. 2019-2021 Local 49 Union
    - 2. 2019-2020 Teamsters Supervisory Union
  - K) Approve Annual Brat Sale – May 24, 2019
  - L) Approve Commissioner Warrants
  - M) Approve Auditor Warrants – Sales Tax

- 10:12 3) Jessica Seibert, County Administrator**  
**A) NE MN Office of Job Training – Kari Paulsen**
- 10:30 4) Rich Courtemanche, Land Commissioner**  
**A) Adopt Resolution: Tax-Forfeited Land Sale**
- 10:40 5) Mike Dangers, County Assessor**  
**A) 2019 Assessment Summary**
- 11:10 6) John Welle, County Engineer**  
**A) Approve Engineering Services Agreements**  
**B) Adopt Resolution: MnDOT Detour Agreement**  
**C) Approve Equipment Purchase – Trimble Survey Equipment**
- 11:40 7) Jessica Seibert, County Administrator**  
**A) Adopt Fund Balance Policy**  
**B) 2018 Year End Budget Review**  
**C) Review 2020 Budget Timeline**  
**D) County Administrator Updates**
- 12:10 8) Committee Updates**
- 12:30 Adjourn**

# AITKIN COUNTY BOARD

23  
April 9, 2019

The Aitkin County Board of Commissioners met this 9<sup>th</sup> day of April, 2019 at 9:01 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 April 9, 2019 agenda.

APPROVED  
AGENDA

Bob Harwarth, Spencer Township resident asked the Board if there had been any resolution to the Everstar law suit, and requested that the Spencer Township Board be notified of future land issues in Spencer Township.

CITIZEN'S  
PUBLIC  
COMMENT

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 26, 2019 to April 8, 2019; B) Approve County Board Minutes: March 26, 2019; C) Approve Electronic Funds Transfers: \$611,849.50; 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: February 9, 2018 Warrant #73662 to Century Link - \$2,658.48; L) Approve Commissioner Warrants: General Fund \$112,044.52, Road & Bridge \$181,985.61, Health & Human Services \$61,736.04, Trust \$3,919.74, Forest Development \$7,961.42, Capital Project \$1,197.31, Long Lake Conservation Center \$14,003.12; Parks \$343.87 for a total of \$383,191.63; M) Approve Auditor Warrants – Contegrity: Capital Project \$611,410.19; N) Approve March Manual Warrants: General Fund \$33,990.90, Road & Bridge \$123.87, Health & Human Services \$2,984.97, State \$21,677.56, Trust \$799.37, Forest Development \$-6,545.96, Taxes \$344.51, Long Lake Conservation Center \$3,183.19 for a total of \$56,558.41

CONSENT  
AGENDA

Under the consent agenda, motion for (2) resolutions by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to adopt the following (2) resolutions: LG220 Exempt Permit (1) – Sherwood Forest Owners Association:

RESOLUTION  
20190409-026  
LG220 EXEMPT  
PERMIT (1) –  
SHERWOOD  
FOREST  
OWNERS  
ASSOCIATION

**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)

and, LG220 Exempt Permit (2) – Sherwood Forest Owners Association:

RESOLUTION  
20190409-027  
LG220 EXEMPT  
PERMIT (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)

**SHERWOOD  
FOREST  
OWNERS  
ASSOCIATION**

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 – 2018 Federal Boating Safety Supplemental Equipment Grant:

**RESOLUTION  
20190409-028  
2018 FEDERAL  
BOATING  
SAFETY  
SUPPLEMENTAL  
EQUIPMENT  
GRANT**

**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.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to approve the following Renewal of Consumption & Display (Set Up) Permit:

**CONSUMPTION  
& DISPLAY  
PERMIT –  
HIDDEN  
MEADOWS  
CAMPGROUND**

Danny J. Volk, d/b/a Hidden Meadows Campground on Blind Lake – Unorg 48-27 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 – Award Contract for Application of Calcium Chloride:

**RESOLUTION  
20190409-029  
AWARD  
CONTRACT FOR  
APPLICATION  
OF CALCIUM  
CHLORIDE**

**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.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to approve quote for pavement marking from AAA Striping Service in the amount of \$46,396.53.

**PAVEMENT  
MARKING**

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

**LAND SURVEY  
CORNER  
PROJECT**

<p>Smith Nolting bid of \$39,950.00 for budgeted Aitkin County Public Land Survey Corner Remonumentation Project 01-2019.</p> <p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to accept amendment to Joint Powers Agreement between Aitkin County Land Department (ACLD) and MnDNR, as presented and authorize signatures.</p> <p>Senator Carrie Ruud and Representative Dale Lueck held a conference call with the Board and discussed legislation.</p> <p>Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members present voting yes to approve Land Protection Donation Agreement as presented, and authorize signatures.</p> <p>Ross Wagner, Economic Development &amp; Forest Industry Coordinator gave an Economic Development 2018 Year in Review report to the Board.</p> <p>Shelly Hanneken, CARE Board member, and Curt Lugert, ANGELS Director provided a CARE/ANGELS update to the Board.</p> <p>Susan Clark Harris discussed the Aitkin County Child Abuse Prevention Council with the Board.</p> <p>Travis Feuchtmann, Contegrity Group discussed the Government Center project with the Board and asked for Board approval on the following:</p> <ol style="list-style-type: none"> <li>1. Olympic Companies Change Order in the amount of \$23,661.00 - Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members present voting yes to approve the Change Order as presented.</li> <li>2. Amendment to Agreement between Aitkin County and Contegrity Group in the amount of \$25,745.00 – Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members present voting yes to approve the amendment as presented. This is not an additional expense.</li> </ol> <p>Jessica Seibert, County Administrator updated the Board on the following:</p> <ul style="list-style-type: none"> <li>▪ AMC Leadership Summit</li> <li>▪ Upcoming Department Head Government Center Tour</li> <li>▪ Upcoming Lean Training</li> </ul> <p>The Board discussed: AMC Leadership Summit, Historical Society, Aitkin Airport, HHS Advisory, ECRL, Economic Development, McGregor Airport, Extension, and Judicial Meeting at the Capitol.</p>	<p><b>ACLD / MnDNR JOINT POWERS AGREEMENT</b></p> <p><b>LEGISLATIVE UPDATE</b></p> <p><b>LAND PROTECTION DONATION AGREEMENT</b></p> <p><b>ECONOMIC DEVELOPMENT</b></p> <p><b>CARE/ANGELS UPDATE</b></p> <p><b>CHILD ABUSE PREVENTION COUNCIL</b></p> <p><b>GOVERNMENT CENTER PROJECT</b></p> <p><b>COUNTY ADMINISTRATOR UPDATES</b></p> <p><b>BOARD DISCUSSION</b></p>
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Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to adjourn the meeting at 11:55 a.m. until Tuesday, April 23, 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:** 4/23/2019

**Title of Item:** Electronic funds transfers

<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* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Lori Grams		<b>Department:</b> County Treasurer
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Electronic funds transfers thru 4/15/19		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 100px;"><i>Please Explain:</i></span>		

ELECTRONIC FUNDS TRANSFERS

Thru April 15, 2019

Date	Amount	Reason
4/3/2019	\$749.71	Manual Abstract
4/4/2019	\$1,548.56	Auditor Warrants
4/4/2019	\$7,673.90	Manual Abstract
4/5/2019	\$3,992.74	Auditor Warrants
4/5/2019	\$44,187.64	Commissioner Warrants
4/10/2019	\$7,531.50	Commissioner Warrants
4/10/2019	\$31,843.83	Manual Abstract
4/12/2019	\$533,465.53	Payroll Abstract
4/12/2019	\$1,760.81	Auditor Warrants

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\$632,754.22



Aitkin  
County

# Board of County Commissioners Agenda Request

20  
Agenda Item #

**Requested Meeting Date:** April 23, 2019

**Title of Item:** HRA Board Openings

<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> Sue Bingham		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> n/a		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  The Housing and Redevelopment Authority (HRA) has two openings:  District 4 - One application was received Resident - One application was received, along with a letter from Nancy J. Houg, HRA Executive Director  All documentation is attached for your review.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Appoint JoLynn Kullhem as the HRA District 4 Board member, and Laura Emanuel as the HRA Resident Board member.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

# NEWS RELEASE

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## AITKIN COUNTY HAS ONE OPENING ON THE FOLLOWING COMMITTEE:

### Aitkin County Housing Authority Board

**District 4**

**Term: 5 Years**

#### **Function:**

To address itself to the housing problems of the county, such as substandard or blighted areas which cannot be redeveloped without government assistance or the shortage of decent, safe and sanitary housing available to persons of low income: initiate grant applications to state and federal agencies for construction of housing.

#### **Qualifications:**

- Resident of Aitkin County
- Membership is based on program participation; knowledge of housing needs of the county
- Current participation in a Housing Program in the service area
- Genuine interest in affordable Housing programs

#### **Meetings & Compensation:**

- Thirteen meetings each year (monthly plus annual)
- Fourth Wednesday of each month at 9:30 a.m.
- Travel required
- Mileage; \$35.00 per diem; expenses for out of town trips

Applications will be accepted until Noon on March 15, 2019, or until filled. Applications can be found on the Aitkin County website or mailed to you if requested. Please contact Nancy J. Houg at: [nancy@aitkinhra.org](mailto:nancy@aitkinhra.org) for more information.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at an upcoming County Board meeting. All applicants will receive notification by mail whether or not they have been selected.

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Housing and Redevelopment Authority

AITKIN COUNTY COMMISSIONER DISTRICT 4

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

There are several experiences that have contributed to my knowledge of affordable housing struggles in Aitkin County including working for the Advocates Against Domestic Abuse (AADA) and difficulty finding housing for people trying to leave abusive homes, serving on the boards of Aitkin County CARE and the Child Abuse Prevention Council learning of substandard housing for seniors and children, and as the Acting Administrator at Aitkin Health Services working to identify appropriate discharge locations for seniors

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

  
Signature of Applicant

4.8.2019  
Date

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

Is this application submitted by appointing authority? Yes  No

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

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

**HOUSING & REDEVELOPMENT AUTHORITY  
OF  
AITKIN COUNTY**

NANCY J. JOHNSON-HOUG  
Executive Director  
nancy@aitkinhra.org

215 – 3rd St. SE  
Aitkin, MN 56431  
Phone: (218) 927-2151  
Fax: (218) 927-4159

April 5, 2019

Jessica Seibert  
Aitkin County Administrator  
Aitkin County Courthouse  
Aitkin, MN 56431

Dear Jessica,

Enclosed is the application for the HRA Board position that is currently open for a Resident Board member. We have completed the process as detailed in accordance with HRA By-laws. At the recent Regular Meeting of the Aitkin County HRA the application was reviewed with Board and a unanimous vote of recommendation was received. At this time the HRA Board would like to recommend for appointment Ms. Laura Emanuel for the position of Resident Board member.

The Housing Authority By-laws allow for a Resident Board position, it is not a required position, but recommended.

If you have any questions on this process, please feel free to contact me, (218) 927-2151.

Sincerely,



Nancy J. Johnson Houg  
Executive Director  
Housing & Redevelopment Authority of Aitkin County

Enclosures (1)

NJH

cc: file

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

~~AITKIN COUNTY COMMISSIONER DISTRICT~~ Resident

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

- 6 years active duty - Military
- 8 years Reserve - Russian Linguist
- 40 years married - husband was career military.
- 2 children.
- 4 grandchild
- Coordinator of Community Cafe - managed volunteers Grand Rapids
- Very adventurous life - lots of travel.
- Retired to Grand Rapids area.

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

Laura Emanuel  
Signature of Applicant

3-26-19  
Date

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

Is this application submitted by appointing authority? Yes  No

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

Please return application to the Aitkin County Administrator's office, located at  
217 2<sup>nd</sup> Street NW - Room 134, Aitkin, MN 56431

NAME OF APPLICANT: Laura Emanuel

STREET ADDRESS OF APPLICANT: \_\_\_\_\_ PHONE NUMBERS: \_\_\_\_\_

\_\_\_\_\_ DAYS \_\_\_\_\_

\_\_\_\_\_ EVENINGS \_\_\_\_\_

**For Office Use Only**

Date Appointed: \_\_\_\_\_ Date of Term Expiration: \_\_\_\_\_ Term #: \_\_\_\_\_



# Board of County Commissioners Agenda Request

2E  
Agenda Item #

**Requested Meeting Date:** April 23, 2019

**Title of Item:** Township approval of 3.2% License Application

<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 issuance of the following 3.2 Malt Liquor License applied for in the within application for a period ending April 30, 2020.

ON Sale:

Danny J. Volk, d/b/a Hidden Meadows – Unorg 48-27 Township

**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:*



Aitkin  
County

# Board of County Commissioners Agenda Request

2F  
Agenda Item #

**Requested Meeting Date:** April 23, 2019

**Title of Item:** 3.2% Malt Liquor Licenses

<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> 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 approve the following 3.2 Malt Liquor Licenses for a period ending April 30, 2020, subject to obtaining all the completed paperwork.  <b>ON Sale:</b> 1. Danny J. Volk, d/b/a Hidden Meadows – Unorg 48-27 Township 2. Minnewawa Sportsmen's Club Inc., d/b/a Minnewawa Sportsmen's Club – Shamrock Township  <b>ON &amp; OFF Sale:</b> 1. Dean H. Hanson, d/b/a Agate Bay Resort – Lakeside Township 2. Kulifaj Resorts Inc., d/b/a The Red Door Resort & Motel – Wealthwood Township		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve		
<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>		

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



# Board of County Commissioners Agenda Request

26  
Agenda Item #

**Requested Meeting Date:** April 23, 2019

**Title of Item:** Temp On-Sale Liquor License

<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> 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 approve the following Temporary On-Sale Liquor License (Strong Beer) for July 6, 2019.  ON Sale: Sherwood Forest Owners Association, d/b/a Sherwood Forest – Hazelton Township (Under Pavillion next to Clubhouse at Sherwood Forest, 21927 US Highway 169, Aitkin, MN 56431)		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Temporary On-Sale Liquor License (Strong Beer) for Sherwood Forest Owners Association on July 6, 2019		
<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>		



Aitkin  
County

# Board of County Commissioners Agenda Request

2 H  
Agenda Item #

**Requested Meeting Date:** April 23, 2019

**Title of Item:** Annual Apportionment of Forfeited Tax Sales

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

<b>Submitted by:</b> 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> n/a
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**Summary of Issue:**

The attached resolutions enable disbursement of forfeited tax sales per MS 282.08 - 282.09 and approved in the 2019 budget.

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

**Recommended Action/Motion:**  
Adopt Resolutions

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No Please Explain:

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

ADOPTED April 23, 2019

By Commissioner: xx

**20190423-0xx**

**Transfer of 2018 Tax-Forfeited Funds**

**WHEREAS**, according to M.S. 282.09, Subdivision 1, the County Board does hereby determine that the \$3.00 fee from each certificate of sale, contract for deed, and each lease executed by the Auditor and the compensation for clerical help on tax-forfeited land matters in the County Auditor's office during the 2018 calendar year was \$30,000.00, and

**WHEREAS**, the county revenue cost for office space and maintenance for the Aitkin County Land Dept in the Courthouse for the 2018 calendar year is \$20,000.00, and

**WHEREAS**, a gravel pit rehabilitation account has been established, and \$0.15 per yard of gravel taken out of county pits will be placed in this account, the 2018 amount to be placed in this account is \$19,663.65 (131,091cu yds x ¢15).

**NOW THEREFORE, BE IT RESOLVED**, that the amount of \$30,000.00 be transferred from the Forfeited Tax Sales Account (10-923-6901) to the County Auditor account (01-040-5590) to cover the costs of this clerical hire, AND that the amount of \$20,000.00 be transferred from the Forfeited Tax Sales Account (10-923-6901) to the County General Revenue Account (01-110-5840) for office rent and maintenance, AND that the amount of \$19,663.65 shall be transferred from the Forfeited Tax Sales Account (10-923-6901) to the Gravel Pit Account (11-936-5840).

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 23<sup>rd</sup> day of April 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 23<sup>rd</sup> day of April 2019

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

By Commissioner: xx

20190423-0xx

**Apportionment of 2018 Tax-Forfeited Funds**

**WHEREAS**, pursuant to Minnesota Statute 282.08, County boards are authorized to set aside monies from the tax forfeited sale fund for timber and park development.

**NOW, THEREFORE, BE IT RESOLVED**, that in compliance with said law, that thirty (30) percent of the remaining receipts are to be used for forest development and twenty (20) percent of these receipts remaining are to be used for the maintenance and development of County Parks or recreational areas, as defined in Minnesota Statute Section 398.31 to 398.36 to be expended under the supervision of the County Board.

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, 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 23<sup>rd</sup> day of April 2019, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 23<sup>rd</sup> day of April 2019**

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



Aitkin  
County

# Board of County Commissioners Agenda Request

21  
Agenda Item #

**Requested Meeting Date:** 4/23/19

**Title of Item:** Approve Personal Leave Policy Update and Afscome MOAs

<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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Hold Public Hearing*

<b>Submitted by:</b> Bobbie Danielson	<b>Department:</b> HR Dept.
--	--------------------------------

<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

We are proposing the Afscome Agreements and Personnel Policy manual be updated to allow granting of personal leave to new hires at any time during the quarter, rather than only on the 1st of the quarter. New hires occasionally need time off to tend to family or personal matters and this amendment will provide them with 9 hours of paid leave time during their first quarter of employment. Both unions have voted and are in support of this modification.

(Currently they only receive the 1st quarters allotment if they were actively employed on the 1st day of the quarter. In the past, they received a pro-rated allotment which was a manual [individual] calculation by payroll.)

Article V, Section I, Personal Leave of the Personnel Policy will be updated to simply strike this last sentence: Subd.(3) Eligible employees will receive the quarter's contribution if they were actively employed on the 1st day of that quarter.

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

**Recommended Action/Motion:**

Motion to approve the Afscome Courthouse Unit Personal Leave MOA, Afscome HHS Unit Personal Leave MOA, and Personnel Policy manual Personal Leave update.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ varies by wage earned

Is this budgeted?  Yes  No *Please Explain:*

The cost (time away from work) will be covered by each applicable department. The value (\$) of personal leave is already covered in the overall budget.

**Memorandum of Agreement  
(Personal Leave)  
AFSCME Courthouse Unit**

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

**WHEREAS**, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act, with the current duration of agreement being January 1, 2019 until December 31, 2021; and

**WHEREAS**, Article 11, Leaves of Absence, Section A, Paid Leave, Subd. 2. Personal leave states that full-time (probationary and non-probationary) employees shall be granted nine (9) hours of personal leave each quarter, and may accumulate up to 36 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death. Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis. Seasonal and temporary employees are not entitled to personal leave with pay. Eligible employees will receive the quarter's contribution if they were actively employed on the 1<sup>st</sup> day of that quarter; and

**WHEREAS**, new employees have limited vacation or PTO banks, yet still need to have time away from work for a variety of reasons; and

**WHEREAS**, personal leave can be used by probationary employees with prior supervisory approval; and

**WHEREAS**, contingent upon all unions accepting this modification so personal leave can be administered consistently across the organization, the employer is willing to amend the current collective bargaining agreement language so that nine (9) hours of personal leave can be granted to new employees regardless of when they start in the quarter; and

**WHEREAS**, the union is agreeable to this contingency and the personal leave modification.

**NOW, THEREFORE, BE IT RESOLVED**, that Article 11, Leaves of Absence, Section A, Paid Leave, Subd. 2. Personal leave will be amended as of April 1, 2019, to read: Full-time (probationary and non-probationary) employees shall be granted nine (9) hours of personal leave each quarter, and may accumulate up to 36 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death. Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis. Seasonal and temporary employees are not entitled to personal leave with pay. Eligible employees will receive the quarter's contribution if they were actively employed on the 1<sup>st</sup> day of that quarter.

Furthermore, the parties agree:

1. Personal leave will not be pro-rated based on the number of days worked in the first quarter (for new hires) or the last quarter (for departing employees).
2. Unused personal leave is not paid out upon termination (same as current).

3. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

**IN WITNESS WHEREOF**, this Memorandum of Agreement has been executed on this 23rd day of April, 2019.

COUNTY OF AITKIN, MINNESOTA

AFSCME, AFL-CIO, LOCAL #1283

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

\_\_\_\_\_  
Troy Bauch, Staff Representative

\_\_\_\_\_  
Bobbie Danielson, HR Director

\_\_\_\_\_  
Local President

**Memorandum of Agreement  
(Personal Leave)  
AFSCME HHS Unit**

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and Local No. 1283, AFSCME Council 65, AFL-CIO (hereafter "Union").

**WHEREAS**, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act, with the current duration of agreement being January 1, 2019 until December 31, 2021; and

**WHEREAS**, Article 6, Personal Leave states that full-time (probationary and non-probationary) employees shall be granted nine (9) hours of personal leave each quarter, and may accumulate up to 36 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death. Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis. Seasonal and temporary employees are not entitled to personal leave with pay. Eligible employees will receive the quarter's contribution if they were actively employed on the 1<sup>st</sup> day of that quarter; and

**WHEREAS**, new employees have limited vacation or PTO banks, yet still need to have time away from work for a variety of reasons; and

**WHEREAS**, personal leave can be used by probationary employees with prior supervisory approval; and

**WHEREAS**, contingent upon all unions accepting this modification so personal leave can be administered consistently across the organization, the employer is willing to amend the current collective bargaining agreement language so that nine (9) hours of personal leave can be granted to new employees regardless of when they start in the quarter; and

**WHEREAS**, the union is agreeable to this contingency and the personal leave modification.

**NOW, THEREFORE, BE IT RESOLVED**, that Article 6 Personal Leave will be amended as of April 1, 2019, to read: Full-time (probationary and non-probationary) employees shall be granted nine (9) hours of personal leave each quarter, and may accumulate up to 36 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death. Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis. Seasonal and temporary employees are not entitled to personal leave with pay. Eligible employees will receive the quarter's contribution if they were actively employed on the 1<sup>st</sup> day of that quarter.

Furthermore, the parties agree:

1. Personal leave will not be pro-rated based on the number of days worked in the first quarter (for new hires) or the last quarter (for departing employees).
2. Unused personal leave is not paid out upon termination (same as current).

3. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

**IN WITNESS WHEREOF**, this Memorandum of Agreement has been executed on this 23rd day of April, 2019.

COUNTY OF AITKIN, MINNESOTA

AFSCME, AFL-CIO, LOCAL #1283

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Jessica Seibert, County Administrator

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Troy Bauch, Staff Representative

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Bobbie Danielson, HR Director

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Local President



# Board of County Commissioners Agenda Request

25

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Agenda Item #

**Requested Meeting Date:** 4/23/19

**Title of Item:** Ratify the Local 49 and Teamsters Supervisory Agreements

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> HR Dept.
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> 2 Minutes or Consent Ag
<b>Summary of Issue:</b>  The employer and the Local 49 union and Teamsters Supervisory union have reached agreements. Changes are highlighted in the redlined agreements attached. Wages include the pattern settlement for both units.		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Motion to ratify and authorize staff to sign the Local 49 2019-2021 and Teamsters Supervisory unit 2019-2020 Agreements as presented.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> The 2019 amounts are budgeted. (The 2020-2021 settlements will need to be included in those future budgets.)		

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

Agreement  
between  
Aitkin County and  
The International Union of  
Operating Engineers, Local #49  
Road & Bridge Department

January 1, 2019 – December 31, 2021.

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## AGREEMENT

This Agreement, entered into on January 1, 2019, between Aitkin County Board, hereinafter referred to as the "Employer", and Local Union No. 49, International Union of Operating Engineers, hereinafter referred to as the "Union".

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### ARTICLE 1 UNION RECOGNITION

Section 1.1 The Board hereby recognizes Local Union No. 49, International Union of Operating Engineers, as the exclusive representative of all employees of the Aitkin County Road & Bridge Department who are employed for fourteen (14) or more hours per week or for more than sixty-seven (67) working days per calendar year, excluding supervisory employees, confidential employees, and the County Engineer, for the purposes of collective bargaining with respect to rates of pay, hours of work, and other conditions of employment as per certification by the State Bureau of Mediation Services dated November 21, 1989 as defined in Case No. 90-PCL-3018.

Section 1.2

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

The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this section.

### ARTICLE 2 DEFINITIONS

Section 2.1 Permanent Employee: For purposes of this Agreement "permanent employee" means an employee hired for a position other than temporary or seasonal.

Section 2.2 Employee: For purposes of this Agreement, "employee" means an employee considered as a public employee as defined by PELRA.

Section 2.3 Seasonal Employee: For purposes of this Agreement, "seasonal employee" means a temporary employee hired to cover increased workloads in the department due to peak business demands.

Section 2.4 Temporary Employee: For purposes of this Agreement, "temporary employee" means an employee hired for a pre-established period of time which may not exceed sixty-seven days in a one calendar year period or 100 days if a student as defined in PELRA. Temporary employees work standard hours but are not seasonal. Temporary and seasonal employees are not eligible for benefits as defined under this Agreement.

Deleted: In recognition of the Union as the exclusive representative, the Employer shall deduct from the pay of all employees an amount sufficient to provide payment of dues (or a fair share deduction, as provided in Minn. Stat. 179A.06, subd. 3, if the employee elects not to become a member of the Union) established by the Union from the wages of all employees authorizing, in writing, such a deduction. The Employer shall remit such deduction to the appropriate designated officers of the Union.

Section 2.5 Employer: Aitkin County Board of Commissioners

**ARTICLE 3**  
**MANAGEMENT RIGHTS**

Section 3.1: The management of Aitkin County and the direction of working forces, including the right to direct, plan and control the County's operations, to hire, recall, transfer, promote, demote, suspend, discipline, and discharge employees for good and sufficient reason, to lay off employees because of lack of work or for other legitimate reasons, to introduce new and improved operating methods and/or facilities, to manage the County, and perform any inherent managerial functions not specifically limited by this agreement, are vested exclusively in the County Board of Commissioners. The Employer agrees that in the exercising of these rights, it will not alter this Agreement.

Section 3.2: Any term or condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate.

**ARTICLE 4**  
**HOURS**

Section 4.1 Normal Hours: The regular workday for employees shall be eight (8) hours. The regular workweek for employees shall be forty (40) hours, Monday through Friday.

Section 4.2 Summer Hours: Before May 15<sup>th</sup> of each year, the Employer will decide when members of the Road & Bridge Department will go to Summers Hours, which constitute ten (10) hours per day, Monday through Thursday, from approximately June 1<sup>st</sup> to September 30<sup>th</sup>. For those employees on Summer Hours, overtime is defined as all hours worked in excess of ten (10) hours per day, or forty (40) hours per week. Holidays are computed at ten (10) hours, and if a Major Holiday falls on a Friday or Saturday, the preceding Thursday shall be considered the holiday. Major Holidays are defined in Section 5.2.

The County Engineer will determine Summer Hours for any employee hired after January 1, 1999 within the Road & Bridge Department.

Section 4.3 Overtime Pay: Overtime is defined as all hours worked in excess of eight (8) hours per day or the employee's regular work day if other than eight (8) hours or forty (40) hours per week, and for all hours worked on Saturday, Sunday and legal Holidays, or days observed as Holidays.

Overtime for all employees shall be paid as it is earned at the rate of time and one-half (1-1/2) cash payment. An employee who works on the calendar day on which a Major Holiday falls shall be paid at double time rates. An employee who works on the day observed as a Major Holiday shall be paid at the rate of time and one-half (1-1/2) the employee's regular rate of pay.

Section 4.4 Call Back: A permanent employee called back to work after completing the regular work day, or called out on a day off, shall receive a minimum of four (4) hours compensation at the overtime rate.

Section 4.5 Overtime Distribution: Overtime assignments shall be distributed fairly by classification and shop location. Overtime status will be reviewed quarterly.

Section 4.6 Compensatory Time: An employee working overtime shall have the option of electing compensatory time off in lieu of overtime at the time and one-half (1-1/2) rate subject to the following conditions:

- A. Compensatory time can be accumulated up to a maximum of forty (40) hours.
- B. Prior approval of the County Engineer shall be necessary before using compensatory time.
- C. Compensatory time off shall be taken consistent with the needs of the department.

Section 4.7 Rest Periods: There shall be a fifteen (15) minute break in the a.m. and a fifteen (15) minute break in the p.m. of a working day for all employees covered under this Agreement.

Section 4.8 Work Location: The Employer may assign an employee to report in the employee's own vehicle to a shop location of equal or less distance than the employee's normal reporting shop location.

## ARTICLE 5 HOLIDAYS

Section 5.1: All permanent employees shall be entitled to the following holidays (8-hour holidays, unless provided otherwise in Article 4, Section 4.2 or noted below):

New Year's Day	Independence Day	Friday after Thanksgiving
Martin Luther King Day	Labor Day	Christmas Day
President's Day	Veterans Day	
Memorial Day	Thanksgiving Day	

Christmas Eve 4 hours if the day falls on a Monday through Thursday

**Deleted:** granted leave of absence with regular pay on all legal holidays. These are:¶

Permanent part-time (probationary and non-probationary) employees shall be entitled to holiday pay on a pro-rated basis.

Section 5.2: If a major holiday falls upon a Saturday, the preceding Friday shall be considered a holiday for all employees. If a major holiday falls upon a Sunday, the following Monday will be considered a holiday for all employees. The remaining holidays will be observed only when they fall within the regular workweek. The term "major holiday" is defined to include New Year's Day, Memorial Day, Independence Day, Veterans Day and Christmas Day.

**ARTICLE 6**  
**VACATIONS**

**Section 6.1:** Full-time (probationary and non-probationary) employees shall be granted the following vacation schedule:

Completed Years of Service:	Rates of Accumulation of Vacation Days Per Month of Work:	Working Days Employee May Earn as Vacation Per Year:
0 – 3	1	12
3 – 5	1 – 1/4	15
5 – 10	1 – 1/2	18
10 – 15	1 – 3/4	21
15+	2	24

**Section 6.2:** Any vacation not taken in accordance with the above schedule will be allowed to accumulate up to one and one-half (1-1/2) times the employee's yearly vacation earned.

**Section 6.3:** Employees shall be allowed to take their vacation in accordance with their position on the seniority list according to classification. Accumulated vacation shall be paid upon termination unless the employee is terminated for an illegal act committed against the employer, or in event of the death of the employee, it shall be paid to the beneficiary.

**Section 6.4:** Any vacation will be accrued and utilized by the hour.

**Section 6.5:** Vacation leave may be taken consistent with the needs of the Department subject to the prior approval of the County Engineer or designee.

**ARTICLE 7**  
**HEALTH & WELFARE INSURANCE**

**Section 7.1 Health and Welfare:** Aitkin County Road and Bridge Department employees will participate in the Operating Engineers Local #49 Health and Welfare Fund. Permanent employees eligible are those individuals who are members of the Operating Engineers Local #49 and fair share permanent employees, and all new probationary permanent employees who are and will be working 30 or more hours per week on average.

Since the eligibility for coverage of insurance in the benefit fund is on a quarterly basis beginning September 1, December 1, March 1 and June 1, Aitkin County may pro-rate the sum on a monthly basis required to acquire health insurance for the new employee entering into the bargaining unit of Local #49. Upon any employee in this unit terminating his/her employment or going into retirement, Aitkin County will pro-rate and withhold any monies that have been paid for his or her insurance coverage beyond employee termination or retirement date from their last payroll earnings including any fringe benefits due and owing said employee upon termination. The County will withhold the amount equal to the employee's cost share as per current agreement.

Coverage starts on the first of the month following date of hire.

The Employer's contribution toward the total premium for group insurance shall be as follows:

Effective January 1, 2019, \$1,100.00 per month  
Effective January 1, 2020, \$1,110.00 per month  
Effective January 1, 2021, \$1,120.00 per month

**Deleted:** ~~Effective January 1, 2017, \$1,050.00 per month~~  
~~Effective January 1, 2018, \$1,100.00 per month~~

Any additional amount due shall be paid by the employee through payroll deduction.

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

Section 7.2 Employee Contribution: In no event will the County's contribution exceed the actual cost of the coverage.

Section 7.3 Life Insurance:

The County Board agrees to provide and pay for a life insurance policy of ~~\$15,000~~ \$25,000 for all permanent employees and to provide life insurance coverage in the amount of ~~\$10,000~~ \$15,000 for their spouse and dependents to age 26, subject to carrier restrictions.

**Deleted:** ~~The County Board agrees to provide and pay for a life insurance policy of \$15,000.00 (fifteen thousand dollars) for all permanent employees and to provide life insurance coverage in the amount of \$10,000 (ten thousand dollars) for their spouses and dependents to age 26.~~

Section 7.4 LTD and Other Voluntary Benefits

The Employer shall provide Long Term Disability Insurance reimbursement for full-time permanent employees in accordance with the Personnel Policy. Part-time employees are not eligible for LTD.

Full-time permanent employees shall have the option to purchase other voluntary benefits as offered by the Employer at the employee's cost in accordance with the terms of the policy between the Employer and insurance carrier.

**ARTICLE 8**  
**SICK LEAVE BENEFITS / CARE OF RELATIVES**

Section 8.1 Sick Leave: Full-time (probationary and non-probationary) employees shall be credited with one (1) day (8 hours) of sick leave for each month worked. Sick leave shall be accumulated to a maximum of one hundred twenty (120) days (960 hours).

Accrued sick leave may be used when an employee cannot perform work duties due to but not limited to the following: personal illness or injury; necessity for medical or dental treatment or examination, where such treatment cannot be scheduled outside of working hours; emergency, illness or injury of the employee's immediate family member which requires the employee's attendance and care; quarantine directed by a medical physician; disability; pre and postnatal care. For the purpose of this paragraph, immediate family is defined as; spouse, child, step child, adult child, parent, step parent, mother-in-law, father-in-law, or grandchild. The County Engineer, at his/her discretion, may require a doctor's certificate showing the nature of an injury of illness.

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

Part-time (probationary and non-probationary) employees shall be entitled to sick leave pay on a pro-rated basis, up to a maximum of 40 hours.

Sick leave will be accrued and utilized by the hour.

Section 8.2 Family and Medical Leave: Eligible employees will be granted FMLA in accordance with County policy.

Section 8.3 Funeral Leave: Full-time (probationary and non-probationary) employees will be allowed a maximum of three (3) days (24 hours) leave without loss of pay when a death occurs in an employee's family, which shall be construed in this section to mean spouse, life partner, child, step child, parent, step parent, sibling, step sibling, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents and grandchildren. Two (2) additional days (16 hours) may be allowed when extensive travel is necessary (greater than 250 miles one way), subject to the approval of the Employer. Additional time, if needed, may be allowed by the Employer, but such additional time in excess of the five (5) days (40 hours) provided above shall be charged against the employee's sick leave.

Part-time (probationary and non-probationary) employees employed 20 or more hours per week on average shall be entitled to funeral leave on a pro-rated basis.

Temporary and seasonal employees shall not be eligible for funeral leave benefits.

Temporary and seasonal employees shall not be eligible for funeral leave benefits.

Section 8.4 Workers' Compensation: Worker's Compensation will be administered in accordance with county policy.

## **ARTICLE 9 PERSONAL LEAVE**

**Deleted:** Up to three (3) days paid funeral leave will be granted to an employee when a death occurs in their immediate family for the purpose of attending the funeral and related matters. ¶

¶ Immediate family includes: spouse, child, step-child, parents, step-parents, siblings, step-siblings, grandparent, grandchild, the employee's spouse's mother, father, grandparent, sister or brother, and any person whom the employee has been declared legal guardian. ¶

¶ An additional leave of up to two (2) days absence may be granted for travel to and from a funeral and must be approved by the Department Head. ¶

Full-time (probationary and non-probationary) employees shall be granted nine, (9) hours of personal leave each quarter, and may accumulate up to 36 hours of personal leave at any given time. Personal leave may be taken consistent with the needs of the department subject to the prior approval of the County Engineer or designee. Personal leave is not paid out upon termination of employment or death.

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

**ARTICLE 10**  
**SENIORITY**

Section10.1: A policy of Seniority shall be formulated that will give permanent employees with longer periods of service an opportunity for promotion and also give all employees a feeling of security.

- A. There shall be a seniority list established which shall include the Maintenance Department, based on the employee's original date of hire.
- B. There shall be a seniority list established which shall include the Engineering Department, based on the employee's original date of hire.
- C. There shall be a seniority list established which shall include all permanent employees of the Road and Bridge Department, based on the employees' original date of hire.

Section10.2: New employees shall be on a six (6) month probationary period.

Employees who transfer or promote to a new position would serve a three (3) month trial period. During the trial period, the employer can return the employee to their previous position and rate of pay. The trial period may be extended one additional month by mutual agreement.

Section10.3: In the event of lay off due to lack of work, employees with the least seniority shall be first to be laid off, then permanent employees with the least seniority shall be laid off, and in the event of rehire, the last permanent employee laid off shall be the first to be rehired. No permanent employee shall be laid off out of turn on the seniority list, according to classification.

Section10.4: In the event of a job opening, the job shall be announced by bulletin and the most senior permanent qualified employee shall be given first opportunity to step up for promotion.

Whenever employees are hired, comparable work experience and/or qualifications may be recognized in which the beginning wage may be set at the appropriate pay level allowing for the number of years experience and comparable employment.

Section10.5: Seniority shall be deemed broken if an employee:

- A. Quits or is discharged.

- B. Is laid off for a period exceeding one year.
- C. Is on medical leave of absence for a period exceeding one (1) year, providing that a review will be made by the County at the end of that year.
- D. Fails to report for work at the end of a leave of absence.
- E. Fails to accept a recall from layoff.

Section 10.6: Seasonal employees will be used under the following conditions:

- A. Between the months of May 1 through December 1.
- B. Salaries for the first sixty-seven (67) days will be set by Board policy. Salaries after sixty-seven (67) days will be set out in Wage Appendix A.
- C. Seasonal employees will not displace permanent full time employees from their usual and customary work.

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## ARTICLE 11 GRIEVANCE PROCEDURE

Section 11.1 Definition of Grievance: A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Contract. It is specifically understood that any matters governed by statutory provisions shall not be considered grievances and subject to the grievance procedure hereinafter set forth.

Section 11.2 Organization Representatives: The Employer will recognize employee representatives designated by the exclusive representatives as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The exclusive representative shall notify the Employer in writing of the names of such employee representatives and of their successors when so designated.

Section 11.3 Processing of Grievance: It is recognized and accepted by the exclusive representative and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities.

The aggrieved employee and the employee representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours, provided the employee and employee representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

Section 11.4 Procedure: Grievances, as defined by Section 1, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Contract shall within twenty-one (21) calendar days after such alleged violation has occurred present such grievance to the employee's immediate supervisor. The immediate supervisor will

meet and discuss the grievance within ten (10) working days and give an answer to such Step 1 grievance within ten (10) working days after the meeting. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the contract allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) working days after the immediate supervisor's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the union within ten (10) working days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented to the Department Head and a meeting date set within ten (10) working days. The Department Head shall give the union the Employer's Step 2 answer in writing within ten (10) working days after meeting on such Step 2 grievance. A grievance not resolved by the final Step 2 answer shall be appealed to Step 3 by the union within ten (10) working days after the Department Head's final answer in Step 2. Any grievance not appealed to Step 3 by the union within ten (10) working days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented to the Human Resources Manager and a meeting date set within ten (10) working days. The Human Resources Manager, in cooperation with the County Administrator, shall give the union the Employer's Step 3 answer in writing within ten (10) working days after meeting on such Step 3 grievance. A grievance not resolved by the final Step 3 answer may be appealed in writing to Step 4 by the union within ten (10) working days after the Employer's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the union within ten (10) days shall be considered waived.

Step 3A. If the Employer and the Union mutually agree, a grievance unresolved in Step 3 and appealed to Step 4 may be submitted to the Minnesota Bureau of Mediation Services for mediation within ten (10) working days after receipt of the Employer's final answer in Step 3. If the grievance is submitted to mediation and is resolved, the settlement shall be reduced to writing and signed by both the Employer and the Union. If the grievance is submitted to mediation and is not resolved, it may be appealed to Step 4 within ten (10) working days of the date of the mediation meeting.

Step 4. A grievance unresolved in Step 3, or Step 3A if applicable, and appealed to Step 4 shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The selection of the Arbitrator shall be made in accordance with the "Rules Governing Arbitration of Grievance" as established by the Minnesota Bureau of Mediation Services.

Section 11.5 Arbitrator's Authority:

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of the contract. The arbitrator shall consider and decide only the specific issues submitted in writing by the Employer and the Employee, and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any of the applications of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty

(30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be based solely on the arbitrator's interpretation or application of the express terms of this Contract and to the facts of the grievance presented.

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

Section 11.6 Waiver: If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof, within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the Employer and the employee in any step.

Section 11.7 Choice of Remedy: If as a result of the written Employer response in Step 3, the grievance remains unresolved and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of this Article 11 or a procedure such as veterans preference or fair employment. If appealed to any procedure other than Step 4 of this Article 11, the Union and the aggrieved employee shall indicate in writing which procedure is to be utilized -- Step 4 of Article 11 or another appeal procedure -- and the employee shall sign a statement to the effect that the choice of any other hearing precludes any subsequent appeal through Step 4 of this Article 11, except that with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure.

## ARTICLE 12 WAGES

### Section 12.1 Rate of Pay:

1/1/2019 One-half percent (½%) General Adjustment, plus employees whose wage is below the maximum of the appropriate wage scale will advance to the next step on January 1, 2019.

(One-time special adjustment on 3/18/2019: Adjust Jared Bobenmoyer, Mechanic, from Step F to Step G.)

1/1/2020 1% General Adjustment, plus employees whose wage is below the maximum of the appropriate wage scale will advance to the next step on January 1, 2020.

1/1/2021 One-half percent (½%) General Adjustment, plus employees whose wage is below the maximum of the appropriate wage scale will advance to the next step on January 1, 2021.

1/1/2021 A special one-time Lump Sum payment to employees named below who are at the wage scale maximum and not getting a step increase in 2021. (The combined value of the adjustments shall not exceed \$5,512. The dollars will be divided amongst the following active employees on January 1, 2021 - Florian Blaszak, Allen Lundquist, Paul White, Randy Flier, David Jackman, Duane Kraemer, Randy Thompson. For example, if there are 7 active employees, each will receive a one-time lump sum payment of \$787.42. Or, if there are 6 active employees, each will receive a one-time lump sum payment of \$918.66. Etc.)

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

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

Employees who terminate employment prior to the date of County Board approval of this Agreement shall not be eligible for retroactive wage adjustments.

Section 12.2 Pay Period: All employees covered by this Agreement shall be paid according to county policy.

Section 12.3 Reclassification: A permanent employee who works 50% or more at a higher job classification in a calendar year shall be eligible for reclassification.

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

Section 12.4: Permanent employees shall not be reduced in pay scale when assigned work of a lower classification. Employees performing work of a higher pay classification shall receive the wage scale prevailing for the higher classification.

Section 12.5: Insofar as seniority lists are established in the respective departments, so should the right to determine applicable contract clauses rest with those persons directly affected by said clauses; that is to say that personnel in the Road and Bridge Department and Engineering Department should exercise complete control insofar as approving those items in this contract which directly apply to them, that is wage rates. This clause in no way attempts to circumvent or subdivide the Local Union. It merely attempts to place responsibility directly on those individuals affected by the various clauses.

Section 12.6 Jury Duty: All permanent employees shall be paid full wages when called for jury duty. Permanent employees will reimburse to the County the amount of wages they receive as jury duty pay, not to exceed the employee's regular day's pay.

Section 12.7 Military Pay: Employees will receive military leave in accordance with state and federal statutes.

**Deleted:** Effective January 1, 2017, employees covered by this Agreement shall be paid in accordance with Appendix A. ¶  
¶  
1/1/2017 3.0% general adjustment, no step increase. ¶  
¶  
1/1/2017 \$575.00 one-time lump sum payment (taxable income) to all full-time employees who ¶  
have 15 or more years of service with Aitkin County as of 12/31/2016. ¶  
¶  
In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate ¶  
salary range. ¶  
¶  
**Effective January 1, 2018,** employees covered by this Agreement shall be paid in accordance with Appendix A. ¶  
¶  
1/1/2018 0% general adjustment. Employees whose wage is below the maximum of the ¶  
appropriate wage schedule will advance to the next step on January 1, 2018. ¶  
¶  
1/1/2018 \$575.00 one-time lump sum payment (taxable income) to all full-time employees who ¶  
have 15 or more years of service with Aitkin County as of 12/31/2017. ¶

Section 12.8: For newly created job classifications, the County will notify the Union ten (10) days in advance of posting to negotiate a rate of pay for the new job classification.

**ARTICLE 13**  
**SAFETY**

The County agrees to furnish all necessary safety equipment including, but not limited to, safety regulated and/or reflective outerwear, footwear<sup>1</sup>, gloves and safety glasses for the protection of their employees, and the employees shall use the equipment when necessary.

*<sup>1</sup>Each member will receive an allowance of up to \$145.00 per calendar year to be used specifically towards safety footwear.*

**ARTICLE 14**  
**DISCIPLINE**

Section 14.1 Disciplinary action, including oral reprimand, written reprimand, suspension without pay, demotion, or discharge, may be imposed upon an employee for just cause. Any disciplinary action imposed may be processed as a grievance through the grievance procedure outlined in Article 11. Oral reprimands may not be processed beyond Step 3 of the grievance procedure.

Section 14.2. Employees have a right to make a clear request for union representation before or during an investigatory interview if the discussion could in any way lead to their being disciplined or terminated.

**ARTICLE 15**  
**DISCHARGE AND LOUDERMILL HEARING**

This Article 24 shall pertain to discharge cases only.

Section 15.1. An action to discharge an employee shall be taken by the appointing authority only after a Loudermill Hearing has been held between the designated Union representative and employee, and the County Administrator. The employee and the Union shall be given written notice of the charges against the employee and of the Loudermill Hearing date and time at least ten (10) calendar days prior to the meeting. The Union and the employee shall be present at the meeting, and the Union shall present information relevant to the proposed discharge and may present witnesses and evidence. The County Engineer and/or Human Resources Director shall have the right to present information, witnesses and evidence at the meeting. This meeting shall be in lieu of Steps 1 and 2 of the Grievance Procedure set forth in Article 11 of this Agreement.

Section 15.2. In the event the appointing authority proceeds to discharge, then a grievance relating to discharge shall be filed at Step 3 of the Grievance Procedure within ten (10) working days of the date of the discharge action.

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**ARTICLE 16**  
**SAVINGS CLAUSE**

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This Agreement is subject to the laws of the United States, the State of Minnesota, and the County. In the event any provision of this Agreement shall be held contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provision shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

**ARTICLE 17**  
**DURATION**

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This Agreement shall be in effect from January 1, 2019, and shall continue in effect through December 31, 2021, and from year to year thereafter, unless notice of intention to change, modify, or terminate is given by either party one hundred twenty (120) days prior to December 31<sup>st</sup> of the year in which the change, modification or termination is to take place.

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This Agreement between the County Board of Aitkin County and the International Union of Operating Engineers, Local No. 49, signed this 23<sup>rd</sup> day of April, 2019,

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\_\_\_\_\_  
Chairperson, Aitkin County Board of Commissioners

\_\_\_\_\_  
County Administrator

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\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
IUOE Local No. 49 Business Representative

\_\_\_\_\_  
IUOE Local No. 49 Business Manager

## APPENDIX A WAGE SCHEDULES

2019 One-half percent (0.5%) General Adjustment 1/1/2019														
Grade	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N
20	\$ 42.08	\$ 43.32	\$ 44.60	\$ 45.92	\$ 47.28	\$ 48.67	\$ 50.11	\$ 51.60	\$ 53.12	\$ 54.70	\$ 56.32	\$ 57.99	\$ 59.71	\$ 61.48
19	\$ 40.53	\$ 41.72	\$ 42.95	\$ 44.22	\$ 45.53	\$ 46.87	\$ 48.26	\$ 49.69	\$ 51.16	\$ 52.67	\$ 54.23	\$ 55.84	\$ 57.49	\$ 59.20
18	\$ 38.97	\$ 40.12	\$ 41.31	\$ 42.52	\$ 43.78	\$ 45.07	\$ 46.41	\$ 47.78	\$ 49.19	\$ 50.65	\$ 52.15	\$ 53.69	\$ 55.28	\$ 56.91
17	\$ 37.42	\$ 38.52	\$ 39.66	\$ 40.83	\$ 42.03	\$ 43.27	\$ 44.55	\$ 45.87	\$ 47.22	\$ 48.62	\$ 50.06	\$ 51.54	\$ 53.07	\$ 54.64
16	\$ 35.87	\$ 36.92	\$ 38.01	\$ 39.13	\$ 40.29	\$ 41.47	\$ 42.70	\$ 43.96	\$ 45.26	\$ 46.59	\$ 47.97	\$ 49.39	\$ 50.85	\$ 52.36
15	\$ 34.32	\$ 35.32	\$ 36.36	\$ 37.43	\$ 38.54	\$ 39.67	\$ 40.84	\$ 42.05	\$ 43.29	\$ 44.57	\$ 45.89	\$ 47.24	\$ 48.64	\$ 50.08
14	\$ 32.76	\$ 33.78	\$ 34.72	\$ 35.74	\$ 36.79	\$ 37.87	\$ 38.99	\$ 40.14	\$ 41.32	\$ 42.54	\$ 43.80	\$ 45.09	\$ 46.43	\$ 47.80
13	\$ 31.21	\$ 32.13	\$ 33.07	\$ 34.04	\$ 35.04	\$ 36.07	\$ 37.14	\$ 38.23	\$ 39.36	\$ 40.52	\$ 41.71	\$ 42.94	\$ 44.21	\$ 45.52
12	\$ 29.66	\$ 30.53	\$ 31.42	\$ 32.34	\$ 33.29	\$ 34.27	\$ 35.28	\$ 36.32	\$ 37.39	\$ 38.49	\$ 39.63	\$ 40.79	\$ 42.00	\$ 43.24
11	\$ 28.10	\$ 28.93	\$ 29.77	\$ 30.65	\$ 31.55	\$ 32.47	\$ 33.43	\$ 34.41	\$ 35.42	\$ 36.46	\$ 37.54	\$ 38.64	\$ 39.78	\$ 40.96
10	\$ 26.55	\$ 27.33	\$ 28.13	\$ 28.95	\$ 29.80	\$ 30.67	\$ 31.57	\$ 32.50	\$ 33.46	\$ 34.44	\$ 35.45	\$ 36.50	\$ 37.57	\$ 38.68
9	\$ 25.00	\$ 25.73	\$ 26.48	\$ 27.25	\$ 28.05	\$ 28.87	\$ 29.72	\$ 30.59	\$ 31.49	\$ 32.41	\$ 33.36	\$ 34.35	\$ 35.36	\$ 36.40
8	\$ 23.45	\$ 24.13	\$ 24.83	\$ 25.56	\$ 26.30	\$ 27.07	\$ 27.87	\$ 28.68	\$ 29.52	\$ 30.39	\$ 31.28	\$ 32.20	\$ 33.14	\$ 34.12
7	\$ 21.89	\$ 22.53	\$ 23.19	\$ 23.86	\$ 24.56	\$ 25.27	\$ 26.01	\$ 26.77	\$ 27.55	\$ 28.36	\$ 29.19	\$ 30.05	\$ 30.93	\$ 31.84
6	\$ 20.34	\$ 20.93	\$ 21.54	\$ 22.16	\$ 22.81	\$ 23.47	\$ 24.16	\$ 24.86	\$ 25.59	\$ 26.33	\$ 27.10	\$ 27.90	\$ 28.71	\$ 29.54
5	\$ 18.79	\$ 19.33	\$ 19.89	\$ 20.47	\$ 21.06	\$ 21.67	\$ 22.30	\$ 22.95	\$ 23.62	\$ 24.31	\$ 25.02	\$ 25.75	\$ 26.50	\$ 27.28
4	\$ 17.24	\$ 17.73	\$ 18.24	\$ 18.77	\$ 19.31	\$ 19.87	\$ 20.45	\$ 21.04	\$ 21.65	\$ 22.28	\$ 22.93	\$ 23.60	\$ 24.29	\$ 25.00
3	\$ 15.68	\$ 16.13	\$ 16.60	\$ 17.07	\$ 17.57	\$ 18.07	\$ 18.60	\$ 19.13	\$ 19.69	\$ 20.26	\$ 20.84	\$ 21.45	\$ 22.07	\$ 22.71
2	\$ 14.13	\$ 14.53	\$ 14.95	\$ 15.38	\$ 15.82	\$ 16.27	\$ 16.74	\$ 17.22	\$ 17.72	\$ 18.23	\$ 18.76	\$ 19.30	\$ 19.86	\$ 20.43
1	\$ 12.58	\$ 12.93	\$ 13.30	\$ 13.68	\$ 14.07	\$ 14.47	\$ 14.89	\$ 15.31	\$ 15.75	\$ 16.21	\$ 16.67	\$ 17.15	\$ 17.65	\$ 18.15

2020 1% General Adjustment 1/1/2020														
Grade	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N
20	\$ 42.50	\$ 43.75	\$ 45.05	\$ 46.38	\$ 47.75	\$ 49.16	\$ 50.61	\$ 52.11	\$ 53.66	\$ 55.25	\$ 56.88	\$ 58.57	\$ 60.30	\$ 62.07
19	\$ 40.93	\$ 42.14	\$ 43.38	\$ 44.66	\$ 45.98	\$ 47.34	\$ 48.74	\$ 50.18	\$ 51.67	\$ 53.20	\$ 54.77	\$ 56.40	\$ 58.07	\$ 59.77
18	\$ 39.36	\$ 40.52	\$ 41.72	\$ 42.95	\$ 44.22	\$ 45.52	\$ 46.87	\$ 48.26	\$ 49.68	\$ 51.15	\$ 52.67	\$ 54.23	\$ 55.83	\$ 57.45
17	\$ 37.79	\$ 38.91	\$ 40.06	\$ 41.24	\$ 42.45	\$ 43.71	\$ 45.00	\$ 46.33	\$ 47.70	\$ 49.11	\$ 50.56	\$ 52.06	\$ 53.60	\$ 55.17
16	\$ 36.23	\$ 37.29	\$ 38.39	\$ 39.52	\$ 40.69	\$ 41.89	\$ 43.12	\$ 44.40	\$ 45.71	\$ 47.06	\$ 48.45	\$ 49.89	\$ 51.36	\$ 52.88
15	\$ 34.66	\$ 35.68	\$ 36.73	\$ 37.81	\$ 38.92	\$ 40.07	\$ 41.25	\$ 42.47	\$ 43.72	\$ 45.01	\$ 46.34	\$ 47.71	\$ 49.13	\$ 50.59
14	\$ 33.09	\$ 34.06	\$ 35.06	\$ 36.10	\$ 37.16	\$ 38.25	\$ 39.38	\$ 40.54	\$ 41.74	\$ 42.97	\$ 44.24	\$ 45.54	\$ 46.89	\$ 48.27
13	\$ 31.52	\$ 32.45	\$ 33.40	\$ 34.38	\$ 35.39	\$ 36.43	\$ 37.51	\$ 38.61	\$ 39.75	\$ 40.92	\$ 42.13	\$ 43.37	\$ 44.65	\$ 45.97
12	\$ 29.95	\$ 30.83	\$ 31.74	\$ 32.67	\$ 33.63	\$ 34.62	\$ 35.63	\$ 36.68	\$ 37.76	\$ 38.88	\$ 40.02	\$ 41.20	\$ 42.42	\$ 43.68
11	\$ 28.39	\$ 29.22	\$ 30.07	\$ 30.95	\$ 31.86	\$ 32.80	\$ 33.76	\$ 34.75	\$ 35.78	\$ 36.83	\$ 37.91	\$ 39.03	\$ 40.18	\$ 41.35
10	\$ 26.82	\$ 27.60	\$ 28.41	\$ 29.24	\$ 30.10	\$ 30.98	\$ 31.89	\$ 32.83	\$ 33.79	\$ 34.78	\$ 35.81	\$ 36.86	\$ 37.95	\$ 39.06
9	\$ 25.25	\$ 25.99	\$ 26.75	\$ 27.53	\$ 28.33	\$ 29.16	\$ 30.02	\$ 30.90	\$ 31.80	\$ 32.74	\$ 33.70	\$ 34.69	\$ 35.71	\$ 36.74
8	\$ 23.68	\$ 24.37	\$ 25.08	\$ 25.81	\$ 26.57	\$ 27.34	\$ 28.14	\$ 28.97	\$ 29.82	\$ 30.69	\$ 31.59	\$ 32.52	\$ 33.47	\$ 34.44
7	\$ 22.11	\$ 22.76	\$ 23.42	\$ 24.10	\$ 24.80	\$ 25.53	\$ 26.27	\$ 27.04	\$ 27.83	\$ 28.64	\$ 29.48	\$ 30.35	\$ 31.24	\$ 32.15
6	\$ 20.54	\$ 21.14	\$ 21.75	\$ 22.39	\$ 23.04	\$ 23.71	\$ 24.40	\$ 25.11	\$ 25.84	\$ 26.60	\$ 27.38	\$ 28.18	\$ 29.00	\$ 29.83
5	\$ 18.98	\$ 19.52	\$ 20.09	\$ 20.67	\$ 21.27	\$ 21.89	\$ 22.53	\$ 23.18	\$ 23.86	\$ 24.55	\$ 25.27	\$ 26.01	\$ 26.77	\$ 27.55
4	\$ 17.41	\$ 17.91	\$ 18.43	\$ 18.96	\$ 19.51	\$ 20.07	\$ 20.65	\$ 21.25	\$ 21.87	\$ 22.51	\$ 23.16	\$ 23.84	\$ 24.53	\$ 25.23
3	\$ 15.84	\$ 16.29	\$ 16.76	\$ 17.25	\$ 17.74	\$ 18.25	\$ 18.78	\$ 19.32	\$ 19.88	\$ 20.46	\$ 21.05	\$ 21.66	\$ 22.29	\$ 22.93
2	\$ 14.27	\$ 14.68	\$ 15.10	\$ 15.53	\$ 15.98	\$ 16.44	\$ 16.91	\$ 17.40	\$ 17.90	\$ 18.41	\$ 18.95	\$ 19.49	\$ 20.06	\$ 20.64
1	\$ 12.70	\$ 13.06	\$ 13.44	\$ 13.82	\$ 14.21	\$ 14.62	\$ 15.04	\$ 15.47	\$ 15.91	\$ 16.37	\$ 16.84	\$ 17.32	\$ 17.82	\$ 18.33

2017 3% general adjustment, no steps, ei					
Grade	Minimum/A	B	C	D	E
20	\$ 41.87	\$ 43.11	\$ 44.38	\$ 45.69	\$ 47.03
19	\$ 40.32	\$ 41.51	\$ 42.74	\$ 44.00	\$ 45.31
18	\$ 38.78	\$ 39.92	\$ 41.10	\$ 42.31	\$ 43.59
17	\$ 37.23	\$ 38.33	\$ 39.46	\$ 40.63	\$ 41.88
16	\$ 35.69	\$ 36.74	\$ 37.82	\$ 38.94	\$ 40.01
15	\$ 34.14	\$ 35.15	\$ 36.18	\$ 37.25	\$ 38.33
14	\$ 32.60	\$ 33.56	\$ 34.54	\$ 35.56	\$ 36.61
13	\$ 31.05	\$ 31.97	\$ 32.90	\$ 33.87	\$ 34.88
12	\$ 29.51	\$ 30.37	\$ 31.27	\$ 32.18	\$ 33.11
11	\$ 27.96	\$ 28.78	\$ 29.63	\$ 30.50	\$ 31.31
10	\$ 26.42	\$ 27.19	\$ 27.99	\$ 28.81	\$ 29.61
9	\$ 24.87	\$ 25.60	\$ 26.35	\$ 27.12	\$ 27.95
8	\$ 23.33	\$ 24.01	\$ 24.71	\$ 25.43	\$ 26.17
7	\$ 21.78	\$ 22.42	\$ 23.07	\$ 23.74	\$ 24.44
6	\$ 20.24	\$ 20.83	\$ 21.43	\$ 22.05	\$ 22.71
5	\$ 18.69	\$ 19.24	\$ 19.79	\$ 20.37	\$ 20.95
4	\$ 17.15	\$ 17.64	\$ 18.15	\$ 18.68	\$ 19.22
3	\$ 15.60	\$ 16.05	\$ 16.51	\$ 16.99	\$ 17.47
2	\$ 14.06	\$ 14.46	\$ 14.87	\$ 15.30	\$ 15.72
1	\$ 12.51	\$ 12.87	\$ 13.24	\$ 13.61	\$ 14.00

2018 0% general adjustment, plus one st.					
Grade	Minimum/A	B	C	D	E
20	\$ 41.87	\$ 43.11	\$ 44.38	\$ 45.69	\$ 47.03
19	\$ 40.32	\$ 41.51	\$ 42.74	\$ 44.00	\$ 45.31
18	\$ 38.78	\$ 39.92	\$ 41.10	\$ 42.31	\$ 43.59
17	\$ 37.23	\$ 38.33	\$ 39.46	\$ 40.63	\$ 41.88
16	\$ 35.69	\$ 36.74	\$ 37.82	\$ 38.94	\$ 40.01
15	\$ 34.14	\$ 35.15	\$ 36.18	\$ 37.25	\$ 38.33
14	\$ 32.60	\$ 33.56	\$ 34.54	\$ 35.56	\$ 36.61
13	\$ 31.05	\$ 31.97	\$ 32.90	\$ 33.87	\$ 34.88
12	\$ 29.51	\$ 30.37	\$ 31.27	\$ 32.18	\$ 33.11
11	\$ 27.96	\$ 28.78	\$ 29.63	\$ 30.50	\$ 31.31
10	\$ 26.42	\$ 27.19	\$ 27.99	\$ 28.81	\$ 29.61
9	\$ 24.87	\$ 25.60	\$ 26.35	\$ 27.12	\$ 27.95
8	\$ 23.33	\$ 24.01	\$ 24.71	\$ 25.43	\$ 26.17
7	\$ 21.78	\$ 22.42	\$ 23.07	\$ 23.74	\$ 24.44
6	\$ 20.24	\$ 20.83	\$ 21.43	\$ 22.05	\$ 22.71
5	\$ 18.69	\$ 19.24	\$ 19.79	\$ 20.37	\$ 20.95
4	\$ 17.15	\$ 17.64	\$ 18.15	\$ 18.68	\$ 19.22
3	\$ 15.60	\$ 16.05	\$ 16.51	\$ 16.99	\$ 17.47
2	\$ 14.06	\$ 14.46	\$ 14.87	\$ 15.30	\$ 15.72
1	\$ 12.51	\$ 12.87	\$ 13.24	\$ 13.61	\$ 14.00

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2021 One-half percent (0.5%) General Adjustment 1/1/2021

Grade	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/O
20	\$ 42.71	\$ 43.97	\$ 45.27	\$ 46.61	\$ 47.99	\$ 49.41	\$ 50.87	\$ 52.37	\$ 53.92	\$ 55.52	\$ 57.17	\$ 58.86	\$ 60.61	\$ 62.40	\$ 63.73
19	\$ 41.14	\$ 42.35	\$ 43.60	\$ 44.89	\$ 46.21	\$ 47.58	\$ 48.99	\$ 50.44	\$ 51.93	\$ 53.47	\$ 55.05	\$ 56.68	\$ 58.36	\$ 60.09	\$ 61.36
18	\$ 39.56	\$ 40.73	\$ 41.99	\$ 43.16	\$ 44.44	\$ 45.75	\$ 47.10	\$ 48.50	\$ 49.93	\$ 51.41	\$ 52.93	\$ 54.50	\$ 56.11	\$ 57.78	\$ 59.00
17	\$ 37.98	\$ 39.10	\$ 40.26	\$ 41.44	\$ 42.67	\$ 43.92	\$ 45.22	\$ 46.56	\$ 47.95	\$ 49.35	\$ 50.81	\$ 52.32	\$ 53.87	\$ 55.46	\$ 56.63
16	\$ 36.41	\$ 37.48	\$ 38.58	\$ 39.72	\$ 40.89	\$ 42.10	\$ 43.34	\$ 44.62	\$ 45.94	\$ 47.30	\$ 48.69	\$ 50.13	\$ 51.62	\$ 53.15	\$ 54.27
15	\$ 34.83	\$ 35.86	\$ 36.91	\$ 38.00	\$ 39.12	\$ 40.27	\$ 41.46	\$ 42.68	\$ 43.94	\$ 45.24	\$ 46.58	\$ 47.95	\$ 49.37	\$ 50.83	\$ 51.91
14	\$ 33.26	\$ 34.23	\$ 35.24	\$ 36.28	\$ 37.34	\$ 38.44	\$ 39.58	\$ 40.74	\$ 41.94	\$ 43.18	\$ 44.46	\$ 45.77	\$ 47.12	\$ 48.52	\$ 49.54
13	\$ 31.68	\$ 32.61	\$ 33.57	\$ 34.55	\$ 35.57	\$ 36.62	\$ 37.69	\$ 38.80	\$ 39.95	\$ 41.13	\$ 42.34	\$ 43.59	\$ 44.88	\$ 46.20	\$ 47.18
12	\$ 30.10	\$ 30.99	\$ 31.90	\$ 32.83	\$ 33.80	\$ 34.79	\$ 35.81	\$ 36.87	\$ 37.95	\$ 39.07	\$ 40.22	\$ 41.41	\$ 42.63	\$ 43.89	\$ 44.81
11	\$ 28.53	\$ 29.36	\$ 30.22	\$ 31.11	\$ 32.02	\$ 32.96	\$ 33.93	\$ 34.93	\$ 35.96	\$ 37.01	\$ 38.10	\$ 39.23	\$ 40.38	\$ 41.57	\$ 42.45
10	\$ 26.95	\$ 27.74	\$ 28.55	\$ 29.39	\$ 30.25	\$ 31.14	\$ 32.05	\$ 32.99	\$ 33.96	\$ 34.96	\$ 35.99	\$ 37.04	\$ 38.14	\$ 39.26	\$ 40.09
9	\$ 25.38	\$ 26.12	\$ 26.88	\$ 27.66	\$ 28.47	\$ 29.31	\$ 30.17	\$ 31.05	\$ 31.96	\$ 32.90	\$ 33.87	\$ 34.86	\$ 35.89	\$ 36.94	\$ 37.72
8	\$ 23.80	\$ 24.49	\$ 25.21	\$ 25.94	\$ 26.70	\$ 27.48	\$ 28.28	\$ 29.11	\$ 29.97	\$ 30.84	\$ 31.75	\$ 32.68	\$ 33.64	\$ 34.63	\$ 35.36
7	\$ 22.22	\$ 22.87	\$ 23.53	\$ 24.22	\$ 24.93	\$ 25.65	\$ 26.40	\$ 27.17	\$ 27.97	\$ 28.79	\$ 29.63	\$ 30.50	\$ 31.39	\$ 32.32	\$ 32.99
6	\$ 20.65	\$ 21.25	\$ 21.86	\$ 22.50	\$ 23.15	\$ 23.83	\$ 24.52	\$ 25.24	\$ 25.97	\$ 26.73	\$ 27.51	\$ 28.32	\$ 29.15	\$ 30.00	\$ 30.63
5	\$ 19.07	\$ 19.62	\$ 20.19	\$ 20.78	\$ 21.38	\$ 22.00	\$ 22.64	\$ 23.30	\$ 23.98	\$ 24.67	\$ 25.39	\$ 26.14	\$ 26.90	\$ 27.69	\$ 28.26
4	\$ 17.49	\$ 18.00	\$ 18.52	\$ 19.05	\$ 19.60	\$ 20.17	\$ 20.76	\$ 21.36	\$ 21.98	\$ 22.62	\$ 23.28	\$ 23.95	\$ 24.65	\$ 25.37	\$ 25.90
3	\$ 15.92	\$ 16.38	\$ 16.85	\$ 17.33	\$ 17.83	\$ 18.35	\$ 18.88	\$ 19.42	\$ 19.98	\$ 20.56	\$ 21.16	\$ 21.77	\$ 22.41	\$ 23.06	\$ 23.54
2	\$ 14.34	\$ 14.75	\$ 15.17	\$ 15.61	\$ 16.06	\$ 16.52	\$ 16.99	\$ 17.48	\$ 17.99	\$ 18.51	\$ 19.04	\$ 19.59	\$ 20.16	\$ 20.74	\$ 21.17
1	\$ 12.77	\$ 13.13	\$ 13.50	\$ 13.89	\$ 14.28	\$ 14.69	\$ 15.11	\$ 15.54	\$ 15.99	\$ 16.45	\$ 16.92	\$ 17.41	\$ 17.91	\$ 18.43	\$ 18.81

**APPENDIX B**  
**MEMORANDUM OF AGREEMENT – YEAR ROUND SEASONAL EMPLOYEE**

This Memorandum of Agreement is entered into between the County of Aitkin and the Road & Bridge Employees, International Union of Operating Engineers Local Union #49 as an addendum to the Aitkin County Road & Bridge Agreement dated January 1, 2019 through December 31, 2021.

Whereas, the County is currently in need of a year round seasonal employee in order to meet the demands of their rigorous construction schedule, and

Whereas, the use of seasonal employees is limited as defined in Article 5 Seniority, Section 10.6 of the collective bargaining agreement between the parties,

Therefore, it is agreed that Aitkin County may employ a seasonal employee to perform seasonal work duties under the following conditions:

- A. From January 1<sup>st</sup> through December 31<sup>st</sup> as needed at the discretion of the County Engineer,
- B. Starting wage and subsequent pay increases in accordance with an Engineering Technician position classification,
- C. Paid time off benefits to include vacation, holidays, personal leave, and sick leave prorated according to compensated hours worked in the pay period and where full time equivalency is 2080 hours in the calendar year, and
- D. This employee will not receive any insurance benefits, and is not entitled to participate in any voluntary insurance plans, and
- E. This employee will not displace a permanent full time employee from their usual and customary work.
- F. The provision of the Aitkin County Road and Bridge Agreement do not apply to this seasonal employee other than as set forth in paragraphs B and C above.
- G. This Memorandum of Agreement shall in no way set any precedents.
- H. Limited until December 31, 2021, at which time the provisions of the MOA will be negotiated for 2022.
- I. This employee will be a Union member or pay Fair Share.

IN WITNESS WHEREOF, the parties have caused this MOA to be executed this 23<sup>RD</sup> day of April, 2019.

**For Aitkin County:**

**For I.U.O.E. Local No. 49:**

\_\_\_\_\_  
Chairperson, Aitkin County Board

\_\_\_\_\_  
Area Business Representative

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

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**APPENDIX C**  
**MEMORANDUM OF AGREEMENT (EARLY RETIREMENT INCENTIVE)**

This Memorandum of Agreement is entered into between the County of Aitkin and the Road & Bridge Employees, International Union of Operating Engineers Local Union #49 as an addendum to the Aitkin County Road & Bridge Agreement dated January 1, 2019 through December 31, 2021.

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

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

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

NOW, THEREFORE, the parties agree as follows:

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

IN WITNESS WHEREOF, the parties have caused this MOA to be executed this 23rd day of April, 2019.

**For Aitkin County:**

\_\_\_\_\_  
Chairperson, Aitkin County Board

Dated: \_\_\_\_\_

**For I.U.O.E. Local No. 49:**

\_\_\_\_\_  
Area Business Representative

Dated: \_\_\_\_\_

**Deleted: L49 MEMORANDUM OF AGREEMENT (CHRISTMAS EVE)**

¶ This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and Local No. 49 (hereafter "Union")

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

¶ **WHEREAS,** during negotiations for the 2017-2018 collective bargaining agreement, the Union requested Christmas Eve be added as a holiday; and

¶ **WHEREAS,** the County is not interested in adding a new holiday to the collective bargaining agreement; and

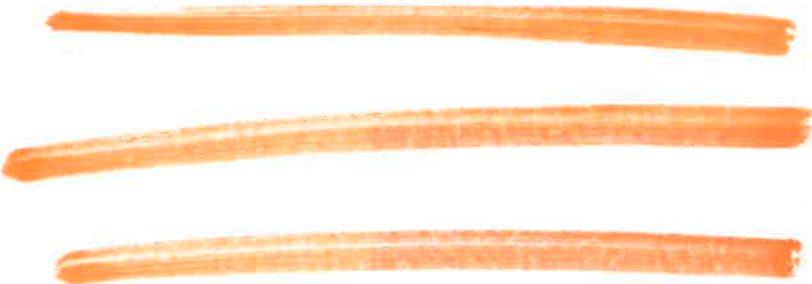
¶ **WHEREAS,** December 24, 2018 falls on a Monday when the county facilities are open for business; and

¶ **WHEREAS,** the union shared the importance of Christmas Eve to its membership and expressed an understanding that some employees may be required to work on December 24, 2018 as assigned;

¶ **NOW, THEREFORE,** the parties agree as follows:

1. The parties agree that employees under this bargaining unit may be absent from their duties with pay, with department head approval, on Monday, December 24, 2018.
2. The parties agree the hours will not be stacked in any way to generate overtime pay.
3. The parties understand some employees may be required to work a full or partial day, as the R&B offices will not be closed. Employees who are required to work on said date will be allowed to take a different day off with pay (or remaining hours with pay for partial day(s)), as approved in advance by their department head.
4. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

¶ **IN WITNESS WHEREOF,** the parties have caused this MOA to be executed this 28th day of February, 2017



**AGREEMENT**

**By and Between**

**AITKIN COUNTY**

**and**

**TEAMSTERS GENERAL LOCAL UNION NO. 346**

**Duluth, Minnesota**

**SUPERVISORY UNIT**

January 1, 2019

through

December 31, 2020

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**TEAMSTERS SUPERVISORY UNIT**

**AGREEMENT**

**By and Between**

**AITKIN COUNTY**

**AND**

**TEAMSTERS GENERAL LOCAL UNION NO. 346  
(Supervisory Unit)**

**PREAMBLE**

Aitkin County, hereinafter referred to as the "Employer" and the Teamsters General Local Union No. 346 of Duluth, Minnesota, affiliated with the International Brotherhood of Teamsters, representing employees in those classifications covered by this Agreement, hereinafter referred to as the "Union", agree to the following provisions covering wages, hours and working conditions during the period of this Agreement. This Agreement shall supersede and replace all previous agreements between the parties hereto.

**TERMS AND RELATIONS**

This Agreement is intended to secure proper employment terms and conditions of said Employer and to advance friendly relations between the Employer and the employees. Both the Employer and the employees agree to carry it out fairly.

**ARTICLE I**

**Section 1. RECOGNITION**

Local Union No. 346, affiliated with the International Brotherhood of Teamsters, shall be recognized as the sole and exclusive Collective Bargaining agent for the Supervisory Unit as set forth in the Certification of Exclusive Representative, Case No. 95-PCE-1521, dated the 3rd day of May 1995, by the Bureau of Mediation Services, State of Minnesota.

**Section 2. REPRESENTATION**

The Union shall be the sole representative of all classifications of employees covered by this Agreement in collective bargaining with the Employer, and there shall be no discrimination against any employee because of non-Union affiliation.

**Section 3. CHECKOFF**

In recognition of the Union as the exclusive representative, the Employer shall deduct from the pay of all employees an amount sufficient to provide payment of initiation fees and dues established by the Union from the wages of all employees expressly authorizing, in writing, such

a deduction. The Employer shall remit such deduction to the appropriate designated officers of the Union.

The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this section.

#### **Section 4. TIME OFF**

The Employer agrees to grant reasonable and necessary time off, without discrimination or loss of seniority rights and without pay, to any employee designated by the Union to attend a labor convention or serve in any capacity or other Official Union business, provided one (1) week's written notice is given to the Sheriff by the Union, specifying length of time off. The Union agrees that in making its request for time off for Union activities, due consideration shall be given to the number of individuals affected in order that there shall be no disruption of the Employer's operations due to lack of available employees.

The Employer will not pay any employee to come in on their scheduled time or day(s) off for negotiations, but when on-duty, the Employer will permit the Teamsters Negotiating Committee, comprised of up to two members of the bargaining unit, to appear at all negotiation meetings with the Employer without the loss of pay.

### **ARTICLE 2**

#### **VESTED RIGHT OF MANAGEMENT**

The right to employ, transfer, direct and discipline employees and the management of the property and equipment of the Aitkin County is reserved and shall be vested exclusively in the County Board, including the sole authority of the County Board to define "cause" for management action. The County Board through authority vested through the Minnesota State Statutes shall have the right to determine how many individuals will be employed or retained together with the right to exercise full control and discipline in the proper conduct of its operation. The Aitkin County Board shall have the sole right to contract for any work it chooses, and direct employees to perform such work wherever located in its jurisdiction. The County Board shall have the exclusive right to determine the hours of employment and the length of the work week and to make changes in the detail of the employment of the various employees from time to time as is deemed necessary for the efficient operation of the Sheriff's Department, and the Union and the members agree to cooperate with the County Board in all respects to promote the efficient operation of the Sheriff's Department. The Union will be notified by the County Board of any said changes or adjustments. The provisions of this Article are subject to the procedural rights of the employees as set forth in the other Articles contained in this Agreement.

**Deleted:** In recognition of the Union as the exclusive representative, the Employer shall deduct from the pay of all employees an amount sufficient to provide payment of dues (or a fair share deduction, as provided in Minn. Stat. 179A.06, subd. 3, if the employee elects not to become a member of the Union) established by the Union from the wages of all employees authorizing, in writing, such a deduction. The Employer shall remit such deduction to the appropriate designated officers of the Union.¶

### ARTICLE 3

#### EMPLOYMENT STATUS

A regular employee is hereby defined as a person hired to fill a full-time permanent position.

### ARTICLE 4

Commented [BJD1]: Nikki -- payroll, please note change.

#### Section 1. PROBATION

All employees newly hired in a position covered by this Agreement, except the position of Undersheriff, shall serve a one (1) year probationary period of continuous service. During such probationary period they shall be subject to dismissal for any reason without recourse to the grievance procedure.

Employees who have completed their probationary period as outlined for the Deputy/Jailer Dispatcher Bargaining Unit shall be entitled to immediate coverages for all benefits upon transfer to a position with the Supervisory Unit.

Deleted: During the first ninety (90) days of the probationary period, the employee will not be entitled to any of the benefits provided by this Agreement, except Health Insurance which starts as per the plan specified in Article 15. Upon satisfactory completion of the ninety (90) day period, the employee shall be entitled to all of the benefits provided by this Agreement, except paid holidays, and long term disability, computed from their starting date of employment. Long term disability benefits shall commence following six (6) months of probation. ¶

#### Section 2. TRANSFER OF EMPLOYEES FROM THE TEAMSTERS LICENSED ESSENTIAL UNIT

Any employee who is appointed to the position of Undersheriff is entitled to a leave of absence without pay for up to 10 years and their accrued vacation, personal leave, and sick leave will be carried forward with them to the supervisory unit.

Deleted: OR NON-LICENSED ESSENTIAL UNIT TO THE SUPERVISORY UNIT:

Any employees accepting a supervisory position outside of the Teamsters Licensed Essential Unit or Non-licensed Essential Unit will be granted a leave of absence and have their seniority and sick leave benefits frozen as of the date they accepted the new position.

#### Section 3. TERMINATION OF APPOINTMENT - UNDERSHERIFF

The Undersheriff serves in a unique position of trust and in a confidential relationship with the Sheriff. The parties therefore agree that the Sheriff may terminate the appointment of the Undersheriff at any time, upon written notice and without cause. The parties further agree that termination of the appointment of the Undersheriff is not and shall not be construed as disciplinary action, and said termination of appointment is not subject to the grievance procedure of this Agreement. Upon termination of appointment, the Undersheriff may elect to return to the previous position held in an Aitkin County non-supervisory bargaining unit as outlined in Section 2 above, provided he/she holds more seniority in that bargaining unit than the least senior employee in the applicable job class. Termination from employment with Aitkin County is subject to the Grievance Procedure.

### ARTICLE 5

#### Section 1. EXPENSES

In accordance with the established policy of the County of Aitkin on presentation of expense report with receipts, all employees, when away from their homes overnight because of their duty, or outside the County, shall be reimbursed for food and lodging expenses during their absence.

**Section 2. LOSS OR DAMAGE**

Employees shall not be charged for loss or damage to equipment unless clear proof of negligence is shown. This Article is not to be construed as applying to charging for normal usage or wear and tear on equipment.

**ARTICLE 6**

**UNIFORMS**

The County agrees to supply to all regular full-time employees, three (3) winter and three (3) summer uniforms. Replacements will be furnished when needed.

**ARTICLE 7**

**MEDICAL EXAMINATION**

Physical, mental or other examinations required by the Employer shall be promptly complied with by all employees, provided, however, the Employer shall pay for all such examinations. Examinations not to exceed one (1) in any one (1) year, unless the employee has suffered serious injury or illness during the year. Employees shall receive their regular compensation and shall not be deducted pay for time spent during an examination required by the Employer. If the employee disagrees with the results of the medial examination required by the Employer, the employee may be examined by a doctor chosen by the employee or the Union. The Employer shall not be required to pay for said examination. The employee and the Union shall provide the Employer with a copy of the second opinion.

If the opinions of the employer's and the employee's or Union's physician differ, the employer may require the employee to submit to a third examination, at the expense of the Employer. The opinion of the third physician shall be binding. Employees shall receive their regular compensation and shall not be deducted pay for time spent during this third examination.

**ARTICLE 8**

**WORK HOURS**

The Sheriff's Department maintains the facilities on a twenty-four (24) hour a day basis. Supervisory personnel may be required to respond on a twenty-four (24) hour a day basis. The normal work week is forty (40) hours. However, it is expected that employees will provide service necessary to carry out the functions of the position. This includes weekends and nights as required.

**ARTICLE 9**

**PAY PERIOD**

All employees covered by this Agreement shall be paid bi-weekly on Friday for work performed during the previous pay period. If a holiday falls on Friday, pay day will be the last workday before the holiday. Each employee shall be provided with a statement of gross earnings and an itemized statement of all deductions made for any purpose.

**ARTICLE 10**

**Section 1. FAMILY AND MEDICAL LEAVE**

Eligible employees will be granted FMLA in accordance with legal mandates and County policy.

**Section 2. LEAVE OF ABSENCE**

Any employee desiring leave of absence from his or her employment shall secure written permission from the County Administrator. The maximum leave of absence shall be two (2) thirty (30) day periods and may be extended for like periods upon approval of the County Administrator. During the period of absence, the employee shall not engage in gainful employment. An employee who engages in gainful employment while on a leave of absence shall be deemed to have voluntarily quit employment with Aitkin County. The employee must make suitable arrangements for continuation of health insurance, union dues, and other benefit payments before the leave may be approved by the Employer.

**Deleted:** Health and Welfare and Pension

**Section 3. PERSONAL LEAVE**

Effective January 1, 2018, full-time (probationary and non-probationary) employees shall be granted nine (9) hours of personal leave each quarter, and may accumulate up to 36 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death.

**Deleted:** Effective January 1, 2017, a regular employee shall be granted four (4) days (32 hours) personal leave each year, not to be accumulative. Personal leave days shall be granted on a pro-rated basis for employees working a portion of the calendar year. ¶

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

**Commented [BJD2]:** Jeff, we purposefully removed the "eligible employees will receive the quarter's contribution if they were actively employed on the 1<sup>st</sup> day of that quarter" proposal. We're going to update the personnel policy too so that new hires get the personal leave hours regardless of when they start during the 1<sup>st</sup> quarter and not claw back personal leave time at the end (like used to be done).

**Section 4. BEREAVEMENT LEAVE**

Full-time (probationary and non-probationary) employees will be allowed a maximum of three (3) days (24 hours) leave without loss of pay when a death occurs in an employee's family, which shall be construed in this section to mean spouse, life partner, child, step child, parent, step parent, sibling, step sibling, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents and grandchildren. Two (2) additional days (16 hours) may be allowed when extensive travel is necessary (greater than 250 miles one way), subject to the approval of the Employer. Additional time, if needed, may be allowed by the Employer, but such additional time in excess of the five (5) days (40 hours) provided above shall be charged against the employee's sick leave.

Part-time (probationary and non-probationary) employees employed 20 or more hours per week on average shall be entitled to funeral leave on a pro-rated basis.

Temporary and seasonal employees shall not be eligible for funeral leave benefits.

**ARTICLE 11**

**HOLIDAYS**

All regular full-time employees (probationary and non-probationary) shall be entitled to the following holidays (8-hour holidays, unless noted otherwise below):

New Year's Day	Labor Day
Presidents Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Fourth of July	Christmas Day
<u>Christmas Eve 4 hours if the day falls on a Monday through Thursday</u>	

Deleted: The following are designated holidays.¶

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

**ARTICLE 12**

**Section 1. VACATIONS**

Regular full-time employees shall be granted vacation based on length of County employment as follows:

<u>Completed Years of Service</u>	<u>Rate of Accumulation of Vacation Days Per Month of Work</u>	<u>Working Days Employee May Earn as Vacation Per Year</u>
0-3	1.0	12
3-5	1.25	15
5-10	1.50	18
10-15	1.75	21
15+	2.0	24

Upon termination of employment, permanent employees shall be paid for any accumulated vacation credits, unless the employee is terminated for just cause.

**Section 2. MAXIMUM ACCRUAL**

Employees are expected to use their accumulated vacation within the year of accrual. Vacation leave may be accumulated up to a maximum of 280 hours. Vacation hours over 280 hour maximum shall be forfeited as accumulated on a monthly basis until such time as the employee is below the 280 hour maximum.

**Section 3. VACATION CASH OUT**

Employees who have used at least twelve (12) vacation days in the previous twelve (12) month period may elect pay in lieu of accumulated vacation hours, for up to ten (10) days once in any calendar year.

**ARTICLE 13**

**SICK LEAVE BENEFITS/CARE OF RELATIVES**

Full-time (probationary and non-probationary) employees are allowed to accumulate sick leave at the rate of eight (8) hours per month of continuous employment. Employees are allowed to accumulate up to a maximum of 960 hours (120 working days) of sick leave. Upon separation, employees shall not be paid for any unused sick leave.

Accrued sick leave may be used when an employee cannot perform work duties due to but not limited to the following: personal illness or injury; necessity for medical or dental treatment or examination, where such treatment cannot be scheduled outside of working hours; emergency, illness or injury of the employee's immediate family member which requires the employee's attendance and care; quarantine directed by a medical physician; disability; pre and postnatal care. For the purpose of this paragraph, immediate family is defined as; spouse, child, step child, adult child, parent, step parent, mother-in-law, father-in-law, or grandchild. The County Sheriff or designee, at his/her discretion, may require a doctor's certificate showing the nature of an injury or illness.

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

The County may require a doctor's certificate for the need of an employee's absence. Employees who have completed their probationary period as outlined for the Deputy/Jailer Bargaining Unit shall be entitled to immediate coverages for all benefits upon transfer to a position within the Supervisory Unit.

**ARTICLE 14**

**RETIREMENT**

The parties agree and understand that PERA retirement benefits are governed by Minnesota statutes.

**ARTICLE 15**  
**INSURANCE AND BONDS**

**Section 1, GROUP HEALTH INSURANCE**

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

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

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Section 1A Effective January 1, 2017 - May 31, 2017¶  
¶  
Regular full-time employees and their dependents shall be provided with group insurance through the Teamsters Local 346 Health Fund, Benefit Plan E and effective July 1, 2000 through Benefit Plan G. The employer's contribution toward the total premium for group insurance shall be as follows:¶  
¶  
Effective January 1, 2017, \$1,000 per month flat dollar contribution. ¶  
¶  
In no event will the Employer's contribution exceed the actual cost of the coverage. Any additional amount due shall be paid by the employee. Notwithstanding anything herein contained, it is agreed that in the event the County is delinquent in the payment of its contribution to the Health and Welfare Program in effect for the employees covered by this contract, the Local Union shall have the right to take such legal action as they deem necessary until such delinquent payments are made. It is further agreed that in the event that action is taken, the County shall be responsible to the employees for losses resulting therefrom.  
¶  
Coverage starts on the first of the month following date of hire.¶  
¶  
In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.¶  
¶  
This Section 1A becomes void on May 31, 2017, end of day.¶  
¶  
**Section 1B, Effective June 1, 2017:¶**

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

HSA Compatible Plan	Employer's Share of the Premium per month	Employee's Share of the Premium per month
Single	\$528.028 per month for 2019, To be determined for 2020.	\$0/month for 2019, \$0/month for 2020.
Single + 1	\$1,043.96 per month for 2019, To be determined for 2020.	\$170.00/month for 2019, \$190.00/month for 2020.
Family	\$1,195.80 per month for 2019, To be determined for 2020.	\$320.00/month for 2019, \$340.00/month for 2020.

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

The employer may offer a waiver plan by county policy.

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

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

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

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

The Employer shall be obligated to make only one (1) HSA account contribution on behalf of an employee. Therefore, if the employee is enrolled as a dependent of another employee for whom the Employer has made a family coverage contribution, the Employer is not obligated to make a separate single coverage contribution on behalf of the employee.

### Section 2. LIABILITY INSURANCE

The County of Aitkin agrees to furnish, at no cost to the employee, liability insurance to protect officers in amounts equal to the County's statutory liability for claims where the County has a duty of indemnification pursuant to Minnesota Statute Section 466.07.

### Section 3. LIFE INSURANCE

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

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**Section 4. BONDS AND PREMIUMS**

Should the Employer require any employee to give bond, cash bond shall not be compulsory, and any standard premium involved shall be paid by the Employer.

The primary obligation to procure the bond shall be on the Employer. If the Employer cannot arrange for a bond within ninety (90) days, he must notify the employee in writing. Failure to so notify shall relieve the employee of the bonding requirement.

If the proper notice is given, the employee shall be allowed thirty (30) days from the date of such notice to make his/her bonding requirements. Standard premiums only on said bond to be paid by the Employer. The standard premium shall be that premium paid by the Employer for bonds applicable to all other of its employees in similar classifications. Any excess premium to be paid by the employee.

**Section 5. LONG TERM DISABILITY**

The Employer shall provide Long Term Disability Insurance reimbursement for full-time permanent employees in accordance with the Personnel Policy. Part-time employees are not eligible for LTD.

Full-time permanent employees shall have the option to purchase other voluntary benefits as offered by the Employer at the employee's cost in accordance with the terms of the policy between the Employer and insurance carrier.

**ARTICLE 16**

**Section 1. INDIVIDUAL AGREEMENT**

The Employer agrees not to enter into any contract or agreement with any employees, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement.

**Deleted:** The County shall provide long-term disability insurance to supervisory employees at no cost to the employee. Said insurance shall take effect upon completion of six (6) months probationary period as defined in Article 4.

## ARTICLE 17

### Section 1. GRIEVANCE PROCEDURE

Crucial to the cooperative spirit with which this Agreement is made and in the sense of fairness and justice brought by the parties to the adjudicator of employee grievance, should an employee feel that their rights and privileges under this Agreement have been violated, they shall consult with their Union Steward. The Steward shall arrange for a Step 1 grievance meeting. Discharges shall be handled as specified in Article 19, except as provided in Article 4 of this Agreement. Any such dispute, complaint or grievance shall be deemed to have been waived if not presented in writing by the aggrieved employee within fourteen (14) calendar days following the known occurrence out of which the grievance arose or from the first date of which the grievance could reasonably be assumed to be known.

Any controversy arising out of the interpretation of, or adherence to, the terms and provisions of this Agreement shall be settled by the grievance procedure hereinafter set forth: Should a difference arise between the Employer and the Union or employees as to the meaning and application of the provisions of this Agreement or as to the compliance of either party with any of its obligations under this Agreement, or should there be any complaint or grievance by an employee, the Union or the Employer, an earnest effort shall be made to settle such differences immediately under the following procedure:

#### Step 1.

Between the employee affected, Steward, and Human Resources Director.

#### Step 2.

Should the Union feel that the reply of the Human Resources Director is unsatisfactory, the Union shall immediately submit the facts in writing to the County Administrator. The parties shall arrange for a meeting within five (5) calendar days for negotiation of the issue. If the parties desire, a representative of the Union and a representative of the Employer shall attend said meetings. If the issue remains unresolved it shall be submitted within ten (10) calendar days to arbitration in accordance with Step 3.

#### Step 3.

Any dispute, difference or grievance relative to the interpretation of or adherence to the terms of this Agreement which has not been concluded through the above procedure within ten (10) calendar days after reduction in writing in the manner hereinabove provided, the matter may be referred by either party within five (5) calendar days to a neutral arbitrator to be mutually agreed upon by the representatives of the parties. Should the representatives of the Union and the Employer fail to agree upon a neutral arbitrator within five (5) additional calendar days, the neutral arbitrator shall be appointed as follows:

### Section 2. ARBITRATOR'S AUTHORITY

The Commissioner of the Minnesota Bureau of Mediation Services shall be called upon to submit a panel of seven (7) neutral arbitrators. After said panel has been submitted to the parties by the Bureau of Mediation Services, the Neutral arbitrator shall be selected by striking six (6) names. The first strike to be determined by drawing lots, the seventh remaining name shall be the

neutral arbitrator. The decision of the arbitrator shall be final and binding on the Union, the Employer and any employee affected in a controversy so settled. If either party fails to abide by the decision of the arbitrator, the parties will then be allowed to use whatever legal recourse they deem necessary. The Union and the Employer shall share equally any cost for the arbitrator. The arbitrator shall not add to, subtract from, or vary the terms of this Agreement. The arbitrator shall only determine issues submitted in writing. All decisions must be rendered in accordance with the language of this Agreement or written interpretation pertaining thereto signed by the parties to this Agreement or their representatives.

### **Section 3. WAIVER**

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

### **Section 4. CHOICE OF REMEDY**

If as a result of the written Employer response in Step 2 the grievance remains unresolved and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 3 of this grievance procedure or to another procedure such as Veterans Preference or Fair Employment. If appealed to any procedure other than Step 3, the grievance shall not be subject to the arbitration procedure provided in Step 3. The aggrieved employee shall indicate in writing which procedure is to be used – Step 3 of this grievance procedure or an alternative procedure. The election set forth above shall not apply to claims subject to the jurisdiction of the United States Equal Employment Opportunity Commission unless allowed by law.

## **ARTICLE 18**

### **DISCIPLINE**

Section 1. Disciplinary action, including oral reprimand, written reprimand, suspension without pay, demotion, or discharge, may be imposed upon an employee for just cause. Any disciplinary action imposed may be processed as a grievance through the grievance procedure outlined in Article 11. Oral reprimands may not be processed beyond Step 3 of the grievance procedure.

Section 2. Employees have a right to make a clear request for union representation before or during an investigatory interview if the discussion could in any way lead to their being disciplined or terminated.

**Deleted:** Section 1. The Employer will discipline employees who have completed the required probationary period only for just cause. A written reprimand, suspension, demotion or discharge of an employee who has completed the required probationary period may be appealed through the grievance procedure as contained in Article 17 of the Agreement subject to the limitations set forth in Article 17.

Section 2. Written reprimands, suspensions, demotions, and discharges will be in written form. To become part of an employee's personnel file, notices of written reprimand, suspension, demotion or discharge shall be read and acknowledged by signature of the employee. Employees will receive a copy of written reprimands and notices of suspension, demotion, and discharge. ¶

**ARTICLE 19**

**DISCHARGE AND LOUDERMILL HEARING,**

This Article 19 shall pertain to discharge cases only, except as provided in Article 4 of this Agreement.

Section 1. An action to discharge an employee shall be taken by the appointing authority only after a Loudermill Hearing has been held between the designated Union representative and employee, and the County Administrator. The employee and the Union shall be given written notice of the charges against the employee and of the Loudermill Hearing date and time at least ten (10) calendar days prior to the meeting. The Union and the employee shall be present at the meeting, and the Union shall present information relevant to the proposed discharge and may present witnesses and evidence. The Sheriff and/or Human Resources Director shall have the right to present information, witnesses and evidence at the meeting. This meeting shall be in lieu of Step 1 of the Grievance Procedure set forth in Article 17 of this Agreement.

Section 2. In the event the appointing authority proceeds to discharge, then a grievance relating to discharge shall be filed at Step 2 of the Grievance Procedure within ten (10) working days of the date of the discharge action.

**Deleted: -**

**Deleted: (This Article 19 shall pertain to discharge cases only, except as provided in Article 4 of this Agreement.)**

**ARTICLE 20**

**SAVINGS AND SEPARABILITY CLAUSE**

If any Articles or Section of this Agreement or any riders thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, or if any Article, Section or rider is contrary to a state or federal administrative ruling or in violation of state or federal legislation or administrative regulations, the remainder of this contract and any rider thereto, or the application of such Article or Section to persons or circumstances other than those to which it had been held invalid or to which compliance with or enforcement of has been restrained, shall not be affected thereby.

In the event that any Article or Section of this Agreement is held invalid or enforcement of or compliance with which has been restrained, as set forth, the parties affected thereby shall enter into immediate Collective Bargaining negotiations, upon the request of the Union or the County, for the purpose of arriving at a mutually satisfactory replacement, pertaining to the same subject matter for such Article or Section during the period of invalidity or restraint.

**Deleted:** An employee who has completed the required probationary period shall be discharged only for just cause after an investigation. An action to discharge an employee shall be taken by the appointing authority only after a meeting has been held between the designated Union representative and employee, and the County Administrator. The employee and the Union shall be given written notice of the charges against the employee and of the meeting date and time at least ten (10) calendar days prior to the meeting. The Union and the employee shall be present at the meeting, and the Union shall present information relevant to the proposed discharge and may present witnesses and evidence. The Sheriff and/or Human Resources Director shall have the right to present information, witnesses and evidence at the meeting. This meeting shall be in lieu of Steps 1 and 2 of the Grievance Procedure set forth in Article 17 of this Agreement. ¶

In the event the appointing authority proceeds to discharge, then a grievance relating to discharge shall be filed at Step 3 of the Grievance Procedure within fourteen (14) calendar days of the date of the discharge action. ¶

**ARTICLE 21**

**WAGES**

Section A.

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

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

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

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

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

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

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

Section B. Overtime Hours: Overtime compensation will be based on status under the Fair Labor Standards Act. All non-exempt employees who are assigned by the Employer to work in excess of 40 hours in a work week shall be compensated for such overtime hours at the rate of one and one-half (1 1/2) times the regular straight time rate of pay.

Section C. Termination: Employees who terminate employment prior to the date of County Board approval of this Agreement shall not be eligible for retroactive wage adjustments.

Section D. An employee who is promoted to a higher paid classification would be placed on the step that results in at least a \$0.25 per hour increase (or \$520/year increase for full-time salaried/FLSA exempt positions). Thereafter, the employee would receive increases as provided for by the Agreement.

Section E. An employee whose job classification is upgraded will be placed on the step in the new pay range that results in at least a \$0.75 per hour increase (or \$1,560/year increase for full-time salaried/FLSA exempt positions).

**Deleted:** Employees covered by this Agreement shall be paid in accordance with Appendix A. ¶

¶

1/1/2017 3.0% general adjustment, no step increase ¶

¶

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

¶

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

¶

**Effective January 1, 2018,** employees covered by this Agreement shall be paid in accordance with Appendix A. ¶

¶

1/1/2018 0% general adjustment. Employees whose wage is below the maximum of the ¶

appropriate wage schedule will advance to the next step on January 1, 2018. ¶

¶

1/1/2018 \$575.00 one-time lump sum payment (taxable income) to all full-time employees who have 15 or more years of service with Aitkin County as of 12/31/2017. ¶

¶

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

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**ARTICLE 22**

**MSRS HCSP**

*This section applies only to employees who were hired on or before April 1, 2008, after completion of ten (10) years continuous service, and who were eligible for severance pay under the Teamsters Licensed or Teamsters Non-licensed collective bargaining agreement prior to promotion to this Teamsters Supervisory unit:* For employees who have met age and service requirements necessary to receive an annuity from PERA or who are receiving a disability benefit from PERA, the County will deposit 100% of the employee's severance pay and accrued but unused vacation into a MSRS HCSP account upon retirement or resignation in good standing.

**ARTICLE 23**

**EXPIRATION**

The period of this Agreement shall be from the 1st day of January, 2019, until the 31st day of December, 2020, and shall continue in full force and effect from year to year thereafter, unless written notice of intention to terminate or modify this Agreement is given by either party to the other party sixty (60) days prior to the date of expiration or any anniversary thereof. Such notice may be delivered personally or by certified mail and if by mail, the notice must be received sixty (60) days prior to the expiration or anniversary date thereof. If the notice is to terminate, this Agreement shall then terminate on the anniversary date next following. If the notice is to change or modify, such notice shall specify the changes or modifications demanded.

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IN WITNESS WHEREOF, we have hereunto set our hands and seals this 9th day of May, 2017.

AITKIN COUNTY BOARD OF COMMISSIONERS

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

By: \_\_\_\_\_  
County Administrator

By: \_\_\_\_\_  
Human Resources Director

TEAMSTERS GENERAL LOCAL UNION NO. 346

By: \_\_\_\_\_  
Secretary-Treasurer, Local No. 346

By: \_\_\_\_\_  
President, Local No. 346

By: \_\_\_\_\_  
Business Agent

Teamster's Supervisory Unit  
January 1, 2019

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Undersheriff, Grade 15  
Jail Administrator, Grade 14  
Assistant Jail Administrator, Grade 10  
Dispatch Supervisor / Co-Jail Program Coordinator, Grade 9  
STS Coordinator / Co-Jail Program Coordinator, Grade 7

**APPENDIX A: Wage Schedules**

2019 One-half percent (0.5%) General Adjustment 1/1/2019																
Grade	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/O	
20	\$ 42.08	\$ 43.32	\$ 44.60	\$ 45.92	\$ 47.28	\$ 48.67	\$ 50.11	\$ 51.60	\$ 53.12	\$ 54.70	\$ 56.32	\$ 57.99	\$ 59.71	\$ 61.48	\$ 62.78	
19	\$ 40.53	\$ 41.72	\$ 42.95	\$ 44.22	\$ 45.53	\$ 46.87	\$ 48.26	\$ 49.69	\$ 51.16	\$ 52.67	\$ 54.23	\$ 55.84	\$ 57.49	\$ 59.20	\$ 60.45	
18	\$ 38.97	\$ 40.12	\$ 41.31	\$ 42.52	\$ 43.78	\$ 45.07	\$ 46.41	\$ 47.78	\$ 49.19	\$ 50.65	\$ 52.15	\$ 53.69	\$ 55.28	\$ 56.92	\$ 58.12	
17	\$ 37.42	\$ 38.57	\$ 39.66	\$ 40.83	\$ 42.03	\$ 43.27	\$ 44.55	\$ 45.87	\$ 47.22	\$ 48.62	\$ 50.06	\$ 51.54	\$ 53.07	\$ 54.64	\$ 55.79	
16	\$ 35.87	\$ 36.92	\$ 38.01	\$ 39.13	\$ 40.29	\$ 41.47	\$ 42.70	\$ 43.96	\$ 45.26	\$ 46.59	\$ 47.97	\$ 49.39	\$ 50.85	\$ 52.36	\$ 53.47	
15	\$ 34.32	\$ 35.32	\$ 36.36	\$ 37.43	\$ 38.54	\$ 39.67	\$ 40.84	\$ 42.05	\$ 43.29	\$ 44.57	\$ 45.89	\$ 47.24	\$ 48.64	\$ 50.08	\$ 51.14	
14	\$ 32.76	\$ 33.73	\$ 34.72	\$ 35.74	\$ 36.79	\$ 37.87	\$ 38.99	\$ 40.14	\$ 41.32	\$ 42.54	\$ 43.80	\$ 45.09	\$ 46.43	\$ 47.80	\$ 48.81	
13	\$ 31.21	\$ 32.13	\$ 33.07	\$ 34.04	\$ 35.04	\$ 36.07	\$ 37.14	\$ 38.23	\$ 39.36	\$ 40.52	\$ 41.71	\$ 42.94	\$ 44.21	\$ 45.52	\$ 46.48	
12	\$ 29.66	\$ 30.53	\$ 31.42	\$ 32.34	\$ 33.29	\$ 34.27	\$ 35.28	\$ 36.32	\$ 37.39	\$ 38.49	\$ 39.63	\$ 40.79	\$ 42.00	\$ 43.24	\$ 44.15	
11	\$ 28.10	\$ 28.93	\$ 29.77	\$ 30.65	\$ 31.55	\$ 32.47	\$ 33.43	\$ 34.41	\$ 35.42	\$ 36.46	\$ 37.54	\$ 38.64	\$ 39.78	\$ 40.96	\$ 41.82	
10	\$ 26.55	\$ 27.33	\$ 28.13	\$ 28.95	\$ 29.80	\$ 30.67	\$ 31.57	\$ 32.50	\$ 33.46	\$ 34.44	\$ 35.45	\$ 36.50	\$ 37.57	\$ 38.68	\$ 39.50	
9	\$ 25.00	\$ 25.73	\$ 26.48	\$ 27.25	\$ 28.05	\$ 28.87	\$ 29.72	\$ 30.59	\$ 31.49	\$ 32.41	\$ 33.36	\$ 34.35	\$ 35.36	\$ 36.40	\$ 37.20	
8	\$ 23.45	\$ 24.13	\$ 24.83	\$ 25.56	\$ 26.30	\$ 27.07	\$ 27.87	\$ 28.68	\$ 29.52	\$ 30.39	\$ 31.28	\$ 32.20	\$ 33.14	\$ 34.11	\$ 34.80	
7	\$ 21.89	\$ 22.53	\$ 23.19	\$ 23.86	\$ 24.56	\$ 25.27	\$ 26.01	\$ 26.77	\$ 27.55	\$ 28.36	\$ 29.19	\$ 30.05	\$ 30.93	\$ 31.84	\$ 32.50	
6	\$ 20.34	\$ 20.93	\$ 21.54	\$ 22.16	\$ 22.81	\$ 23.47	\$ 24.16	\$ 24.86	\$ 25.59	\$ 26.33	\$ 27.10	\$ 27.90	\$ 28.71	\$ 29.56	\$ 30.20	
5	\$ 18.79	\$ 19.33	\$ 19.89	\$ 20.47	\$ 21.06	\$ 21.67	\$ 22.30	\$ 22.95	\$ 23.62	\$ 24.31	\$ 25.02	\$ 25.75	\$ 26.50	\$ 27.28	\$ 27.80	
4	\$ 17.24	\$ 17.73	\$ 18.24	\$ 18.77	\$ 19.31	\$ 19.87	\$ 20.45	\$ 21.04	\$ 21.65	\$ 22.28	\$ 22.93	\$ 23.60	\$ 24.29	\$ 25.00	\$ 25.50	
3	\$ 15.68	\$ 16.13	\$ 16.60	\$ 17.07	\$ 17.57	\$ 18.07	\$ 18.60	\$ 19.13	\$ 19.69	\$ 20.26	\$ 20.84	\$ 21.45	\$ 22.07	\$ 22.72	\$ 23.10	
2	\$ 14.13	\$ 14.53	\$ 14.95	\$ 15.38	\$ 15.82	\$ 16.27	\$ 16.74	\$ 17.22	\$ 17.72	\$ 18.23	\$ 18.76	\$ 19.30	\$ 19.86	\$ 20.43	\$ 20.80	
1	\$ 12.58	\$ 12.93	\$ 13.30	\$ 13.68	\$ 14.07	\$ 14.47	\$ 14.89	\$ 15.31	\$ 15.75	\$ 16.21	\$ 16.67	\$ 17.15	\$ 17.65	\$ 18.11	\$ 18.50	

2020 1% General Adjustment 1/1/2020																
Grade	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/O	
20	\$ 42.50	\$ 43.75	\$ 45.05	\$ 46.38	\$ 47.75	\$ 49.16	\$ 50.61	\$ 52.11	\$ 53.66	\$ 55.25	\$ 56.88	\$ 58.57	\$ 60.30	\$ 62.07	\$ 63.40	
19	\$ 40.93	\$ 42.14	\$ 43.38	\$ 44.66	\$ 45.98	\$ 47.34	\$ 48.74	\$ 50.18	\$ 51.67	\$ 53.20	\$ 54.77	\$ 56.40	\$ 58.07	\$ 59.79	\$ 61.00	
18	\$ 39.36	\$ 40.52	\$ 41.72	\$ 42.95	\$ 44.22	\$ 45.52	\$ 46.87	\$ 48.26	\$ 49.68	\$ 51.15	\$ 52.67	\$ 54.23	\$ 55.84	\$ 57.49	\$ 58.60	
17	\$ 37.79	\$ 38.91	\$ 40.06	\$ 41.24	\$ 42.45	\$ 43.71	\$ 45.00	\$ 46.33	\$ 47.70	\$ 49.11	\$ 50.56	\$ 52.06	\$ 53.60	\$ 55.11	\$ 56.20	
16	\$ 36.23	\$ 37.29	\$ 38.39	\$ 39.52	\$ 40.69	\$ 41.89	\$ 43.12	\$ 44.40	\$ 45.71	\$ 47.06	\$ 48.45	\$ 49.89	\$ 51.36	\$ 52.81	\$ 53.80	
15	\$ 34.66	\$ 35.68	\$ 36.73	\$ 37.81	\$ 38.92	\$ 40.07	\$ 41.25	\$ 42.47	\$ 43.72	\$ 45.01	\$ 46.34	\$ 47.71	\$ 49.13	\$ 50.58	\$ 51.50	
14	\$ 33.09	\$ 34.06	\$ 35.06	\$ 36.10	\$ 37.16	\$ 38.25	\$ 39.38	\$ 40.54	\$ 41.74	\$ 42.97	\$ 44.24	\$ 45.54	\$ 46.89	\$ 48.21	\$ 49.00	
13	\$ 31.52	\$ 32.45	\$ 33.40	\$ 34.38	\$ 35.39	\$ 36.43	\$ 37.51	\$ 38.61	\$ 39.75	\$ 40.92	\$ 42.13	\$ 43.37	\$ 44.65	\$ 45.97	\$ 46.70	
12	\$ 29.95	\$ 30.83	\$ 31.74	\$ 32.67	\$ 33.63	\$ 34.62	\$ 35.63	\$ 36.68	\$ 37.76	\$ 38.88	\$ 40.02	\$ 41.20	\$ 42.42	\$ 43.68	\$ 44.30	
11	\$ 28.39	\$ 29.22	\$ 30.07	\$ 30.95	\$ 31.86	\$ 32.80	\$ 33.76	\$ 34.75	\$ 35.78	\$ 36.83	\$ 37.91	\$ 39.03	\$ 40.18	\$ 41.31	\$ 41.90	
10	\$ 26.82	\$ 27.60	\$ 28.41	\$ 29.24	\$ 30.10	\$ 30.98	\$ 31.89	\$ 32.83	\$ 33.79	\$ 34.78	\$ 35.81	\$ 36.86	\$ 37.95	\$ 39.01	\$ 39.50	
9	\$ 25.25	\$ 25.99	\$ 26.75	\$ 27.53	\$ 28.33	\$ 29.16	\$ 30.02	\$ 30.90	\$ 31.80	\$ 32.74	\$ 33.70	\$ 34.69	\$ 35.71	\$ 36.74	\$ 37.10	
8	\$ 23.68	\$ 24.37	\$ 25.08	\$ 25.81	\$ 26.57	\$ 27.34	\$ 28.14	\$ 28.97	\$ 29.82	\$ 30.69	\$ 31.59	\$ 32.52	\$ 33.47	\$ 34.41	\$ 34.80	
7	\$ 22.11	\$ 22.76	\$ 23.42	\$ 24.10	\$ 24.80	\$ 25.53	\$ 26.27	\$ 27.04	\$ 27.83	\$ 28.64	\$ 29.48	\$ 30.35	\$ 31.24	\$ 32.11	\$ 32.50	
6	\$ 20.54	\$ 21.14	\$ 21.75	\$ 22.39	\$ 23.04	\$ 23.71	\$ 24.40	\$ 25.11	\$ 25.84	\$ 26.60	\$ 27.38	\$ 28.18	\$ 29.00	\$ 29.81	\$ 30.10	
5	\$ 18.98	\$ 19.52	\$ 20.09	\$ 20.67	\$ 21.27	\$ 21.89	\$ 22.53	\$ 23.18	\$ 23.86	\$ 24.55	\$ 25.27	\$ 26.01	\$ 26.77	\$ 27.51	\$ 27.80	
4	\$ 17.41	\$ 17.91	\$ 18.43	\$ 18.96	\$ 19.51	\$ 20.07	\$ 20.65	\$ 21.25	\$ 21.87	\$ 22.51	\$ 23.16	\$ 23.84	\$ 24.53	\$ 25.21	\$ 25.50	
3	\$ 15.84	\$ 16.29	\$ 16.76	\$ 17.25	\$ 17.74	\$ 18.25	\$ 18.78	\$ 19.32	\$ 19.88	\$ 20.46	\$ 21.05	\$ 21.66	\$ 22.29	\$ 22.94	\$ 23.10	
2	\$ 14.27	\$ 14.68	\$ 15.10	\$ 15.53	\$ 15.98	\$ 16.44	\$ 16.91	\$ 17.40	\$ 17.90	\$ 18.41	\$ 18.95	\$ 19.49	\$ 20.06	\$ 20.63	\$ 20.80	
1	\$ 12.70	\$ 13.06	\$ 13.44	\$ 13.82	\$ 14.21	\$ 14.62	\$ 15.04	\$ 15.47	\$ 15.91	\$ 16.37	\$ 16.84	\$ 17.32	\$ 17.82	\$ 18.31	\$ 18.50	

2017 3% general adjustment, no steps, effective 1/1/2017					
Grade	Minimum/A	B	C	D	E
20	\$ 41.87	\$43.11	\$44.38	\$45.69	\$47.00
19	\$ 40.32	\$41.51	\$42.74	\$44.00	\$45.30
18	\$ 38.78	\$39.92	\$41.10	\$42.31	\$43.50
17	\$ 37.23	\$38.33	\$39.46	\$40.63	\$41.80
16	\$ 35.69	\$36.74	\$37.82	\$38.94	\$40.00
15	\$ 34.14	\$35.15	\$36.18	\$37.25	\$38.30
14	\$ 32.60	\$33.56	\$34.54	\$35.56	\$36.60
13	\$ 31.05	\$31.97	\$32.90	\$33.87	\$34.80
12	\$ 29.51	\$30.37	\$31.27	\$32.18	\$33.10
11	\$ 27.96	\$28.78	\$29.63	\$30.50	\$31.30
10	\$ 26.42	\$27.19	\$27.99	\$28.81	\$29.60
9	\$ 24.87	\$25.60	\$26.35	\$27.12	\$27.90
8	\$ 23.33	\$24.01	\$24.71	\$25.43	\$26.10
7	\$ 21.78	\$22.42	\$23.07	\$23.74	\$24.40
6	\$ 20.24	\$20.83	\$21.43	\$22.05	\$22.70
5	\$ 18.69	\$19.24	\$19.79	\$20.37	\$20.90
4	\$ 17.15	\$17.64	\$18.15	\$18.68	\$19.20
3	\$ 15.60	\$16.05	\$16.51	\$16.99	\$17.40
2	\$ 14.06	\$14.46	\$14.87	\$15.30	\$15.70
1	\$ 12.51	\$12.87	\$13.24	\$13.61	\$14.00

2018 0% general adjustment, plus one step					
Grade	Minimum/A	B	C	D	E
20	\$ 41.87	\$43.11	\$44.38	\$45.69	\$47.00
19	\$ 40.32	\$41.51	\$42.74	\$44.00	\$45.30
18	\$ 38.78	\$39.92	\$41.10	\$42.31	\$43.50
17	\$ 37.23	\$38.33	\$39.46	\$40.63	\$41.80
16	\$ 35.69	\$36.74	\$37.82	\$38.94	\$40.00
15	\$ 34.14	\$35.15	\$36.18	\$37.25	\$38.30
14	\$ 32.60	\$33.56	\$34.54	\$35.56	\$36.60
13	\$ 31.05	\$31.97	\$32.90	\$33.87	\$34.80
12	\$ 29.51	\$30.37	\$31.27	\$32.18	\$33.10
11	\$ 27.96	\$28.78	\$29.63	\$30.50	\$31.30
10	\$ 26.42	\$27.19	\$27.99	\$28.81	\$29.60
9	\$ 24.87	\$25.60	\$26.35	\$27.12	\$27.90
8	\$ 23.33	\$24.01	\$24.71	\$25.43	\$26.10
7	\$ 21.78	\$22.42	\$23.07	\$23.74	\$24.40
6	\$ 20.24	\$20.83	\$21.43	\$22.05	\$22.70
5	\$ 18.69	\$19.24	\$19.79	\$20.37	\$20.90
4	\$ 17.15	\$17.64	\$18.15	\$18.68	\$19.20
3	\$ 15.60	\$16.05	\$16.51	\$16.99	\$17.40
2	\$ 14.06	\$14.46	\$14.87	\$15.30	\$15.70
1	\$ 12.51	\$12.87	\$13.24	\$13.61	\$14.00

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**MEMORANDUM OF AGREEMENT (EARLY RETIREMENT INCENTIVE)**

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and the Teamsters General Local Union No. 346 (hereafter "Union").

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

WHEREAS, during negotiations for the 2019-2020 collective bargaining agreement, the parties discussed early retirement incentives; and

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

NOW, THEREFORE, the parties agree as follows:

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

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

FOR LOCAL NO. 346:

\_\_\_\_\_  
Secretary/Treasurer, Local No. 346

\_\_\_\_\_  
President, Local No. 346

\_\_\_\_\_  
Business Agent

FOR COUNTY OF AITKIN:

\_\_\_\_\_  
Chairperson,  
Aitkin County Board of Commissioners

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Human Resources Director

**Deleted: Memorandum of Agreement (8 Hours Personal Leave)¶**

¶ **Deleted:** This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and the Teamsters General Local Union No. 346 (hereafter "Union").¶

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

**Deleted:** WHEREAS, during negotiations for the 2017-2018 collective bargaining agreement, the union expressed interest in adding Christmas Eve as a holiday; and¶

¶ WHEREAS, the County indicated its interest in maintaining open facilities on Christmas Eve and is not interested in adding Christmas Eve as a holiday; and¶

¶ WHEREAS, in the spirit of compromise with the expedited settlement, the parties agreed that one-time, on December 24, 2018, 8 hours of personal leave would be provided to active (probationary and non-probationary) full-time employees. ¶

¶ NOW, THEREFORE, the parties agree as follows:¶

¶ 1. The parties agree these 8 hours of personal leave granted on December 24, 2018, will be administered in accordance with the existing Personal Leave Article (Article 18) and that prior supervisory approval is required. ¶

¶ 2. The parties agree these personal leave hours will not be stacked in any way to generate overtime pay.¶

¶ 3. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.¶

¶ IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this 9th day of May, 2017. ¶

**Memorandum of Agreement (PIPELINE ACTIVITIES)**

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and the Teamsters General Local Union No. 346 (hereafter "Union").

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

WHEREAS, during negotiations for the 2019-2020 collective bargaining agreement, the parties discussed pipeline activities.

NOW, THEREFORE, the parties agree as follows:

1. The employer is willing to create a Teamsters Workgroup that can meet upon the union's request for dialogue related to safety issues surrounding pipeline activities.
2. Related to vacation cash out in Article 12, if management prohibits use of accrued vacation, the Employer will consider a MOA to temporarily remove the requirement to use at least 12 days of vacation in the previous twelve-month period during the term of this 2019-2020 contract. *[The parties discussed that this is not intended to allow banking time for pay out. Employees are expected to regularly use their accrued time off throughout the calendar year; the intent of this temporary exception is to allow some flexibility if management prohibits use of accrued vacation. i.e. during the pipeline project, for example]*
3. This Memorandum of Agreement will sunset on December 31, 2020, and constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this \_\_\_\_\_ day of April, 2019.

FOR LOCAL NO. 346: \_\_\_\_\_ FOR COUNTY OF AITKIN: \_\_\_\_\_

Secretary/Treasurer, Local No. 346 \_\_\_\_\_ Chairperson,  
Aitkin County Board of Commissioners

President, Local No. 346 \_\_\_\_\_ County Administrator

Business Agent \_\_\_\_\_ Human Resources Director

**Deleted: Memorandum of Agreement (Funeral Leave)**

¶  
¶  
This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and the Teamsters General Local Union No. 346 (hereafter "Union"). ¶

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

¶  
WHEREAS, the Union has expressed interest in adding Funeral Leave to the 2017-2018 collective bargaining agreement; and ¶

¶  
WHEREAS, in the spirit of compromise and settlement, the County is willing to grant funeral leave to eligible employees of this bargaining unit in accordance with the County's Funeral Leave policy, as outlined in the County Personnel Policy manual. ¶

¶  
NOW, THEREFORE, the parties agree as follows: ¶

- ¶
1. The parties agree the County's Funeral Leave policy, as outlined in the County's Personnel Policy manual, and as updated from time to time, shall apply to members of the Teamsters Supervisory Unit for the term of this Agreement, 2017-2018. ¶
  3. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter. ¶

¶  
IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this 9th day of May, 2017. ¶

¶  
FOR LOCAL NO. 346:                      FOR COUNTY OF AITKIN:    ¶  
¶

\_\_\_\_\_  
Secretary/Treasurer, Local No. 346    Chairperson, ¶  
Aitkin County Board of Commissioners ¶

\_\_\_\_\_  
President, Local No. 346                      County Administrator ¶  
¶

\_\_\_\_\_  
Business Agent                      Human Resources Director ¶



# Board of County Commissioners Agenda Request

2K  
Agenda Item #

**Requested Meeting Date:** April 23, 2019

**Title of Item:** Annual Brat Sale

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sue Bingham		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  The VFW requests Board approval to use the Aitkin County Courthouse lawn for the annual brat sale on Friday, May 24, 2019. The brat sale will be held from 11:00 a.m. to 1:00 p.m. with additional time for set-up and tear-down before and after.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Authorize the VFW to hold brat sale on the Courthouse lawn on Friday, May 24, 2019 from 11:00 a.m. to 1:00 p.m.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

22

JKK1  
4/11/19 3:29PM

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1	DEPT		Commissioners			
86222	Aitkin Independent Age 01-001-000-0000-6230		Synopsis 3/12/19	482627	Printing, Publishing & Adv	N
86222	Aitkin Independent Age	110.25				
		110.25	1 Transactions			
248	Association of Mn Counties 01-001-000-0000-6241		AMC leadership	52968	Registration Fee	N
248	Association of Mn Counties	1,050.00				
		1,050.00	1 Transactions			
10452	AT&T Mobility 01-001-000-0000-6250		MONTHLY CELL	04858263	Telephone	N
10452	AT&T Mobility	66.36				
		66.36	1 Transactions			
14289	Pratt/Bill 01-001-000-0000-6330		March Mileage		Transportation & Travel & Parking	N
14289	Pratt/Bill	394.98				
		394.98	1 Transactions			
1	DEPT Total:	1,621.59	Commissioners	4 Vendors	4 Transactions	
12	DEPT		Court Administration			
1976	Haberkorn Law Offices,Ltd 01-012-000-0000-6232		april billing		Attorney Services	N
1976	Haberkorn Law Offices,Ltd	3,458.27				
		3,458.27	1 Transactions			
14906	Jones Law Office 01-012-000-0000-6232		01- pr- 17- 186		Attorney Services	N
	01-012-000-0000-6232	382.50				
		236.25	01- pr- 17- 186	1932329	Attorney Services	N
14906	Jones Law Office	618.75				
			2 Transactions			
2810	Larson/Shari S 01-012-000-0000-6232				Attorney Services	Y
2810	Larson/Shari S	955.66				
		955.66	1 Transactions			
12	DEPT Total:	5,032.68	Court Administration	3 Vendors	4 Transactions	
40	DEPT		Auditor			
86222	Aitkin Independent Age 01-040-000-0000-6230		Notice Exp of Redemption	483161	Printing, Publishing & Adv	N
		1,424.63				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
1 General Fund

Vendor Name	Rpt	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>
86222 Aitkin Independent Age		6,720.75	Del tax list	483161	Printing, Publishing & Adv N
		8,145.38		2 Transactions	
2214 Holder/Maryann					
01-040-021-0000-6301		825.00	may 19 rent		Rentals 1
2214 Holder/Maryann		825.00		1 Transactions	
86235 The Office Shop Inc					
01-040-021-0000-6405		179.04	supplies copier contract	acct #2934	Office & Computer Supplies N
86235 The Office Shop Inc		179.04		1 Transactions	
40 DEPT Total:		9,149.42	Auditor	3 Vendors	4 Transactions
42 DEPT			Treasurer		
4173 Grams/Lori					
01-042-000-0000-6330		153.12	mileage nisswa		Transportation & Travel N
4173 Grams/Lori		153.12		1 Transactions	
42 DEPT Total:		153.12	Treasurer	1 Vendors	1 Transactions
43 DEPT			Assessor		
10452 AT&T Mobility					
01-043-000-0000-6250		197.94	MONTHLY CELL	287250162187	Telephone N
10452 AT&T Mobility		197.94		1 Transactions	
4641 Holiday Credit Office					
01-043-000-0000-6511		234.44	March Fuel / Car Washes	1400000147443	Gas And Oil N
4641 Holiday Credit Office		234.44		1 Transactions	
86235 The Office Shop Inc					
01-043-000-0000-6405		7.75	file folders	1060952	Office, Film & Computer Supplies N
01-043-000-0000-6405		41.25	post- its/batteries	1061669	Office, Film & Computer Supplies N
01-043-000-0000-6405		111.09	toner	1061734	Office, Film & Computer Supplies N
86235 The Office Shop Inc		160.09		3 Transactions	
6097 Verizon Wireless					
01-043-000-0000-6250		151.12	cell phone	9827277565	Telephone N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
6097	Verizon Wireless					
		151.12		1 Transactions		
43	DEPT Total:	743.59	Assessor	4 Vendors	6 Transactions	
44	DEPT		Central Services			
14945	Bobcat Properties					
	01-044-000-0000-6231	100.00	off- site storage		Services, Labor, Contracts	N
14945	Bobcat Properties	100.00		1 Transactions		
3336	Office Of MN. IT Services					
	01-044-000-0000-6231	1,300.00	march 2019		Services, Labor, Contracts	N
3336	Office Of MN. IT Services	1,300.00		1 Transactions		
9261	RTVision, Inc.					
	01-044-000-0000-6231	424.36	etime fee	2018- 100666	Services, Labor, Contracts	N
9261	RTVision, Inc.	424.36		1 Transactions		
44	DEPT Total:	1,824.36	Central Services	3 Vendors	3 Transactions	
45	DEPT		Motor Pool			
170	Aitkin Motor Company					
	01-045-000-0000-6302	48.73	car 47 oil	22709	Car Maintenance	N
170	Aitkin Motor Company	48.73		1 Transactions		
45	DEPT Total:	48.73	Motor Pool	1 Vendors	1 Transactions	
49	DEPT		Information Technologies			
10452	AT&T Mobility					
	01-049-000-0000-6231	38.75	ipad data	287279507473	Programming, Services, Contracts	N
10452	AT&T Mobility	38.75		1 Transactions		
86235	The Office Shop Inc					
	01-049-000-0000-6231	200.01	copier contract	304247	Programming, Services, Contracts	N
86235	The Office Shop Inc	200.01		1 Transactions		
49	DEPT Total:	238.76	Information Technologies	2 Vendors	2 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
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1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
52	DEPT			Administration			
248	Association of Mn Counties 01-052-000-0000-6241		350.00	AMC leadership	52968	Registration Fee	N
248	Association of Mn Counties		350.00	1 Transactions			
10452	AT&T Mobility 01-052-000-0000-6250		47.28	MONTHLY CELL	04858263	Telephone	N
10452	AT&T Mobility		47.28	1 Transactions			
52	DEPT Total:		397.28	Administration	2 Vendors	2 Transactions	
53	DEPT			Human Resources			
85	Aitkin Co Growth Inc 01-053-000-0000-6241		75.00	Excel Training - Bobbie D		Registration Fee	N
85	Aitkin Co Growth Inc		75.00	1 Transactions			
86222	Aitkin Independent Age 01-053-000-0000-6230		42.00	help wanted ad	483648	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		42.00	1 Transactions			
10452	AT&T Mobility 01-053-000-0000-6250		65.51	MONTHLY CELL	04858263	Telephone	N
10452	AT&T Mobility		65.51	1 Transactions			
12048	McDowell Agency, Inc./The 01-053-000-0000-6234		35.00	background screening	113033	Background Check Fees	N
12048	McDowell Agency, Inc./The		35.00	1 Transactions			
53	DEPT Total:		217.51	Human Resources	4 Vendors	4 Transactions	
60	DEPT			Elections			
1601	Election Systems & Software Inc 01-060-000-0000-6406		593.13	township elections	1082981	Ballots & Programming	N
1601	Election Systems & Software Inc		593.13	1 Transactions			
60	DEPT Total:		593.13	Elections	1 Vendors	1 Transactions	
90	DEPT			Attorney			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
340	Anoka Co Sheriff 01-090-000-0000-6234		subpoena's		Co Sheriff Services	N
340	Anoka Co Sheriff			1 Transactions		
10452	AT&T Mobility 01-090-000-0000-6250		cell service attorney	04858263	Telephone	N
10452	AT&T Mobility			1 Transactions		
1180	Crow Wing Co Sheriff's Office 01-090-000-0000-6234		subpoena's	6953	Co Sheriff Services	N
1180	Crow Wing Co Sheriff's Office			1 Transactions		
10855	Culligan 01-090-000-0000-6213		monthly water supplies	150x01039007	Drug & Forfeiture Ms387.213	N
10855	Culligan			1 Transactions		
2140	Hennepin County Sheriff's Office 01-090-000-0000-6234		subpoena's	83136-83138	Co Sheriff Services	N
2140	Hennepin County Sheriff's Office			1 Transactions		
2569	Kanabec Co Sheriff 01-090-000-0000-6234		subpoena		Co Sheriff Services	N
2569	Kanabec Co Sheriff			1 Transactions		
3242	Minnesota CLE 01-090-000-0000-6405		benchbook 2019 update	966753	Office & Computer Supplies	N
3242	Minnesota CLE			1 Transactions		
86235	The Office Shop Inc 01-090-000-0000-6405		file fastners	1061041	Office & Computer Supplies	N
86235	The Office Shop Inc			1 Transactions		
90	DEPT Total:		1,123.96	Attorney	8 Vendors	8 Transactions
110	DEPT			Courthouse Maintenance		
12106	Antoine Electric 01-110-000-0000-6231		ballast assessor	16819	Services, Labor, Contracts	Y
12106	Antoine Electric		121.16	1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
10452	AT&T Mobility		MONTHLY CELL	04858263	Phone	N
	01-110-000-0000-6250	60.08				
10452	AT&T Mobility					
		60.08		1 Transactions		
88628	Dalco		tissue/towels	3437771	Janitorial Supplies	N
	01-110-000-0000-6422	215.41				
88628	Dalco					
		215.41		1 Transactions		
1754	Garrison Disposal Company, Inc		april billing	85131	Garbage	N
	01-110-000-0000-6255	648.85				
1754	Garrison Disposal Company, Inc					
		648.85		1 Transactions		
2340	Hyytinen Hardware Hank		spreader/mouse traps	1510055/151028	Janitorial Supplies	N
	01-110-000-0000-6422	408.47				
2340	Hyytinen Hardware Hank					
		408.47		1 Transactions		
12927	Midwest Machinery Co.		Wheel - JD tractor	1865940	Janitorial Supplies	N
	01-110-000-0000-6422	132.36				
12927	Midwest Machinery Co.					
		132.36		1 Transactions		
89765	Minnesota Elevator, Inc		April Service	795878	Services, Labor, Contracts	N
	01-110-000-0000-6231	172.27				
89765	Minnesota Elevator, Inc					
		172.27		1 Transactions		
3532	Nelson Lawn & Landscaping		snowplowing march 2019	1414	Services, Labor, Contracts	Y
	01-110-000-0000-6231	1,485.00				
3532	Nelson Lawn & Landscaping					
		1,485.00		1 Transactions		
110	DEPT Total:	3,243.60	Courthouse Maintenance	8 Vendors	8 Transactions	
120	DEPT		Service Officer			
10452	AT&T Mobility		CVSO cell	04858263	Telephone	N
	01-120-000-0000-6250	55.78				
10452	AT&T Mobility					
		55.78		1 Transactions		
10981	Bakken/Glen A.J.		vet van		Per Diem	Y
	01-120-000-0000-6350	50.00				
10981	Bakken/Glen A.J.					
		50.00		1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
1 General Fund

<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>
4641 Holiday Credit Office		244.77	vet van march	1400000136034	Gas And Oil N
4641 Holiday Credit Office		244.77		1 Transactions	
13602 Hughley/Josh		67.20	CVSO meeting		Transportation & Travel Y
01- 120- 000- 0000- 6330		10.00	vet van car wash		Gas And Oil Y
01- 120- 000- 0000- 6511		77.20		2 Transactions	
13602 Hughley/Josh		77.20			
2448 Janzen/Carroll Mark		100.00	vet van		Per Diem Y
01- 120- 000- 0000- 6350		100.00		1 Transactions	
2448 Janzen/Carroll Mark		100.00			
5767 Lamke/Dennis		50.00	vet van		Per Diem Y
01- 120- 000- 0000- 6350		50.00		1 Transactions	
5767 Lamke/Dennis		50.00			
10677 Olsen/Gerald D		100.00	vet van		Per Diem Y
01- 120- 000- 0000- 6350		100.00		1 Transactions	
10677 Olsen/Gerald D		100.00			
3912 Peterson/Richard		50.00	vet van		Per Diem Y
01- 120- 000- 0000- 6350		50.00		1 Transactions	
3912 Peterson/Richard		50.00			
13365 Ruschmeier/Dennis		150.00	Vet Van Detailing	332331	Car Maintenance N
01- 120- 000- 0000- 6302		150.00		1 Transactions	
13365 Ruschmeier/Dennis		150.00			
86235 The Office Shop Inc		188.19	toner	1059366	Office & Computer Supplies N
01- 120- 000- 0000- 6405		188.19		1 Transactions	
86235 The Office Shop Inc		188.19			
6097 Verizon Wireless		14.89	vet van cell	2188205840	Telephone N
01- 120- 000- 0000- 6250		14.89		1 Transactions	
6097 Verizon Wireless		14.89			
3518 Voyageur Press Of Mcgregor/The		100.00	display ad	39095	Printing, Publishing & Adv N
01- 120- 000- 0000- 6230					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3518 Voyageur Press Of Mcgregor/The		1 Transactions			
5960 Wilmo/Wesley S.		vet van		Per Diem	Y
01-120-000-0000-6350	50.00				
5960 Wilmo/Wesley S.		1 Transactions			
01-120-000-0000-6350	50.00				
9255 Witt/Warren		vet van		Per Diem	Y
01-120-000-0000-6350	100.00				
9255 Witt/Warren		1 Transactions			
01-120-000-0000-6350	100.00				
<b>120 DEPT Total:</b>	<b>1,330.83</b>	<b>Service Officer</b>	<b>14 Vendors</b>	<b>15 Transactions</b>	
<b>121 DEPT</b>		<b>Housing &amp; Redevelopment</b>			
11113 Anderson/Edward		HRA Meetings		Per Diem	Y
01-121-000-0000-6350	175.00				
11113 Anderson/Edward		1 Transactions			
01-121-000-0000-6350	175.00				
14870 Johnson/Laurie		HRA meetings		Per Diem	N
01-121-000-0000-6350	105.00				
14870 Johnson/Laurie		1 Transactions			
01-121-000-0000-6350	105.00				
10017 Tveit/Galen		HRA meetings		Per Diem	Y
01-121-000-0000-6350	175.00				
10017 Tveit/Galen		1 Transactions			
01-121-000-0000-6350	175.00				
11355 Williams/Ihleen E		HRA meetings		Per Diem	Y
01-121-000-0000-6350	175.00				
11355 Williams/Ihleen E		1 Transactions			
01-121-000-0000-6350	175.00				
<b>121 DEPT Total:</b>	<b>630.00</b>	<b>Housing &amp; Redevelopment</b>	<b>4 Vendors</b>	<b>4 Transactions</b>	
<b>122 DEPT</b>		<b>Planning &amp; Zoning</b>			
86222 Aitkin Independent Age		notice of hearing	485996	Printing, Publishing & Adv	N
01-122-000-0000-6230	36.75				
86222 Aitkin Independent Age		1 Transactions			
01-122-000-0000-6230	36.75				
14320 Benson/Lin		BOA Meeting		Per Diem	Y
01-122-000-0000-6350	50.00				

# Aitkin County



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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-122-038-0000-6330	40.60	BOA Meeting		Boa/Pc Mileage	Y
14320	Benson/Lin	90.60		2 Transactions		
15142	Christensen/Charles					
	01-122-000-0000-6350	70.00	BOA Meeting		Per Diem	N
	01-122-038-0000-6330	86.42	BOA Meeting		Boa/Pc Mileage	N
15142	Christensen/Charles	156.42		2 Transactions		
13339	Marsh/Marcus					
	01-122-000-0000-6350	80.00	Boa Meeting		Per Diem	N
	01-122-038-0000-6330	29.00	Boa Meeting		Boa/Pc Mileage	N
13339	Marsh/Marcus	109.00		2 Transactions		
5516	Paquette/Jeremy M					
	01-122-000-0000-6350	70.00	Boa Meeting		Per Diem	Y
	01-122-038-0000-6330	118.32	Boa Meeting		Boa/Pc Mileage	Y
5516	Paquette/Jeremy M	188.32		2 Transactions		
10028	Spiel/Edward					
	01-122-000-0000-6350	80.00	Boa Meeting		Per Diem	Y
	01-122-038-0000-6330	89.49	Boa Meeting		Boa/Pc Mileage	Y
10028	Spiel/Edward	169.49		2 Transactions		
122	DEPT Total:	750.58	Planning & Zoning	6 Vendors	11 Transactions	
200	DEPT		Enforcement			
657	Aitkin Glass Service					
	01-200-000-0000-6302	295.00	#225 windshield	16634	Car Maintenance	N
657	Aitkin Glass Service	295.00		1 Transactions		
11960	ASAP Towing					
	01-200-000-0000-6359	168.75	19-0723 forfeiture	6696	Wrecker Service	N
	01-200-000-0000-6359	202.50	19-0782 forfeiture	6771	Wrecker Service	N
	01-200-000-0000-6359	251.25	19-0806 recovered	6773	Wrecker Service	N
11960	ASAP Towing	622.50		3 Transactions		
13522	BluePearl Veterinary Partners					
	01-200-019-0000-6231	1,296.34	Loki abdominal radiology	101851	Services, Labor, Contracts	Y

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
1 General Fund

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>	
13522 BluePearl Veterinary Partners		1,296.34	1 Transactions		
13325 Bruggman/Paul					
01-200-040-0000-6304		899.22	march tzd	TZD Grant Expenses	Y
01-200-003-0000-6330		131.08	mileage courthouse training	Transportation & Travel & Parking	Y
13325 Bruggman/Paul		1,030.30	2 Transactions		
783 Canon Financial Services, Inc					
01-200-000-0000-6231		181.45	admin copier lease	Services & Labor (Incl Contracts)	N
783 Canon Financial Services, Inc		181.45	1 Transactions		
5398 CDW Government, Inc					
01-200-000-0000-6625		328.03	monitors #206, #218	Office Equipment	N
5398 CDW Government, Inc		328.03	1 Transactions		
88880 Datacomm Computers & Networks Inc					
01-200-000-0000-6625		1,115.00	#206 computer	Office Equipment	N
88880 Datacomm Computers & Networks Inc		1,115.00	1 Transactions		
4641 Holiday Credit Office					
01-200-000-0000-6511		78.08	March gas #221	Gas And Oil	N
4641 Holiday Credit Office		78.08	1 Transactions		
11293 League Of Minnesota Cities					
01-200-003-0000-6241		1,530.00	PATROL membership	Registration Fee	N
11293 League Of Minnesota Cities		1,530.00	1 Transactions		
13864 Sandberg/Kristi					
01-200-000-0000-6150		1,000.00	health ins	Health Insurance- Employer	N
13864 Sandberg/Kristi		1,000.00	1 Transactions		
4681 Streichers					
01-200-000-0000-6410		260.00	#221 jacket	Clothing Allowance	N
4681 Streichers		260.00	1 Transactions		
13934 Tire Barn					
01-200-000-0000-6302		113.18	canister purge solenoid #223	Car Maintenance	N
13934 Tire Barn		113.18	1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
13848 WYATT'S TOWING		19-0734 forfeiture	03/31/19	Wrecker Service	Y
01-200-000-0000-6359	212.00				
13848 WYATT'S TOWING	212.00	1 Transactions			
<b>200 DEPT Total:</b>	<b>8,061.88</b>	<b>Enforcement</b>	<b>13 Vendors</b>	<b>16 Transactions</b>	
<b>206 DEPT</b>		<b>Forfeitures</b>			
86359 Aitkin Co Attorney					
01-206-000-0000-6409	30.86	18-0752 forfeiture		Forfeiture Supplies	N
01-206-000-0000-6409	57.15	18-1369 forfeiture		Forfeiture Supplies	N
01-206-000-0000-6409	77.03	18-2229 forfeiture		Forfeiture Supplies	N
01-206-000-0000-6409	66.00	15-2640 forfeiture		Forfeiture Supplies	N
01-206-000-0000-6409	39.00	15-1706 forfeiture		Forfeiture Supplies	N
01-206-000-0000-6409	75.08	17-1096 forfeiture		Forfeiture Supplies	N
86359 Aitkin Co Attorney	345.12	6 Transactions			
86198 Aitkin County Treasurer					
01-206-000-0000-6409	93.50	15-3003 unclaimed property		Forfeiture Supplies	N
86198 Aitkin County Treasurer	93.50	1 Transactions			
9429 State Treasurer's Office General Acct.					
01-206-000-0000-6409	28.58	18-1369 forfeiture		Forfeiture Supplies	N
01-206-000-0000-6409	33.00	15-2640 forfeiture		Forfeiture Supplies	N
01-206-000-0000-6409	19.50	15-1706 forfeiture		Forfeiture Supplies	N
9429 State Treasurer's Office General Acct.	81.08	3 Transactions			
<b>206 DEPT Total:</b>	<b>519.70</b>	<b>Forfeitures</b>	<b>3 Vendors</b>	<b>10 Transactions</b>	
<b>252 DEPT</b>		<b>Corrections</b>			
14005 American Tower Corporation					
01-252-000-0000-6231	346.06	Jacobson Tower April	406024928	Services & Labor (Incl Contracts)	N
14005 American Tower Corporation	346.06	1 Transactions			
12106 Antoine Electric					
01-252-000-0000-6590	157.80	repair receptacle in cooler	16815	Repair & Maintenance Supplies	Y
01-252-000-0000-6590	171.35	replace em exit fixture in bsm	16816	Repair & Maintenance Supplies	Y
01-252-000-0000-6590	91.23	repair switch in file room	16818	Repair & Maintenance Supplies	Y

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
12106	Antoine Electric					
		420.38		3 Transactions		
788	Bureau of Crim. Apprehension					
	01-252-000-0000-6231	390.00	quarterly CJDN fee	536316	Services & Labor (Incl Contracts)	N
788	Bureau of Crim. Apprehension	390.00		1 Transactions		
88628	Dalco					
	01-252-000-0000-6422	612.94	towels, t.p.	3437770	Janitorial Supplies	N
88628	Dalco	612.94		1 Transactions		
8694	Department of Transportation					
	01-252-000-0000-6231	8,160.48	2019 ARMERMotorolaSUA agmt	535498	Services & Labor (Incl Contracts)	N
8694	Department of Transportation	8,160.48		1 Transactions		
13689	Fire Protection Equipment Co.					
	01-252-000-0000-6231	1,905.00	clean kitchen hood, filters	6456	Services & Labor (Incl Contracts)	N
13689	Fire Protection Equipment Co.	1,905.00		1 Transactions		
11889	Honeywell International Inc.					
	01-252-000-0000-6590	558.78	valve motor on boiler	5247747550	Repair & Maintenance Supplies	N
11889	Honeywell International Inc.	558.78		1 Transactions		
11428	Horizon Roofing, INC.					
	01-252-000-0000-6590	633.54	seal gym wall leak	BE6530	Repair & Maintenance Supplies	N
11428	Horizon Roofing, INC.	633.54		1 Transactions		
2340	Hyytinen Hardware Hank					
	01-252-000-0000-6421	399.00	intake small dryer	1511763	Laundry Supplies	N
2340	Hyytinen Hardware Hank	399.00		1 Transactions		
11946	McGuire Mechanical					
	01-252-000-0000-6590	199.94	repair leak in recirc line	9149	Repair & Maintenance Supplies	N
	01-252-000-0000-6590	394.28	water heater thermostat	9153	Repair & Maintenance Supplies	N
11946	McGuire Mechanical	594.22		2 Transactions		
13844	McKesson Medical Surgical					
	01-252-000-0000-6262	280.10	bandages, OTC meds, etc	50917660	Medical Expenses & Supplies - Inmat	N
13844	McKesson Medical Surgical	280.10		1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
13691 MEnD Correctional Care, PLLC						
01-252-000-0000-6262		7,371.06	April Healthcare Services	3873	Medical Expenses & Supplies - Inmat	6
01-252-000-0000-6262		182.00	screening cards	3914	Medical Expenses & Supplies - Inmat	6
13691 MEnD Correctional Care, PLLC		7,553.06				
			2 Transactions			
89765 Minnesota Elevator, Inc						
01-252-000-0000-6231		179.16	April monthly service	795696	Services & Labor (Incl Contracts)	N
89765 Minnesota Elevator, Inc		179.16				
			1 Transactions			
3789 Pan- O- Gold Baking Company						
01-252-000-0000-6418		4.50	groceries	10002419080028	Groceries	N
01-252-000-0000-6418		104.76	groceries	10002419087009	Groceries	N
01-252-000-0000-6418		105.86	groceries	10002419094018	Groceries	N
3789 Pan- O- Gold Baking Company		215.12				
			3 Transactions			
11947 Phoenix Supply						
01-252-000-0000-6424		71.70	orange socks	16891	Inmate Supplies	N
11947 Phoenix Supply		71.70				
			1 Transactions			
4010 Rasley Oil Company						
01-252-000-0000-6330		48.84	transport gas		Prisoner Transportation & Travel	N
4010 Rasley Oil Company		48.84				
			1 Transactions			
9295 Reinhart Foodservice						
01-252-000-0000-6418		1,815.56	groceries	665458	Groceries	Y
01-252-000-0000-6418		40.58	return groceries	672332	Groceries	Y
01-252-000-0000-6418		2,304.52	groceries	674348	Groceries	Y
01-252-000-0000-6418		12.97	return groceries	681981	Groceries	Y
9295 Reinhart Foodservice		4,066.53				
			4 Transactions			
4070 Riley Auto Supply						
01-252-000-0000-6590		55.98	air handler belts	606778	Repair & Maintenance Supplies	N
4070 Riley Auto Supply		55.98				
			1 Transactions			
4761 Sysco Minnesota Inc						
01-252-000-0000-6418		344.40	return groceries	153355571	Groceries	N
01-252-000-0000-6418		331.50	return groceries	153355572	Groceries	N
01-252-000-0000-6418		293.02	return groceries	153355573	Groceries	N
01-252-000-0000-6418		69.99	groceries	153397119	Groceries	N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	
			Paid On Bhf #		
01- 252- 000- 0000- 6418		209.97	groceries	153433769	Groceries N
01- 252- 000- 0000- 6418		56.27-	return groceries	153459989	Groceries N
01- 252- 000- 0000- 6418		1,016.72	groceries	153501184	Groceries N
<b>4761 Sysco Minnesota Inc</b>		<b>271.49</b>			
			7 Transactions		
<b>11608 Thrifty White Pharmacy- McGregor</b>					
01- 252- 000- 0000- 6262		2,004.13	inmate meds	March	Medical Expenses & Supplies - Inmat N
<b>11608 Thrifty White Pharmacy- McGregor</b>		<b>2,004.13</b>			
			1 Transactions		
<b>252 DEPT Total:</b>		<b>28,766.51</b>	<b>Corrections</b>	<b>20 Vendors</b>	<b>35 Transactions</b>
<b>253 DEPT</b>			<b>Sentence to Serve</b>		
<b>1430 Dotzler Power Equipment</b>					
01- 253- 000- 0000- 6405		13.95	bar oil	7471	Operating Supplies Y
<b>1430 Dotzler Power Equipment</b>		<b>13.95</b>			
			1 Transactions		
<b>2340 Hyytinen Hardware Hank</b>					
01- 253- 000- 0000- 6405		14.99	paint chip brush	1510152	Operating Supplies N
01- 253- 000- 0000- 6405		14.67	chain, hasp, padlock	1510279	Operating Supplies N
01- 253- 000- 0000- 6405		24.48	drill bits	1510979	Operating Supplies N
01- 253- 000- 0000- 6405		84.99	mop bucket wringer	1511536	Operating Supplies N
01- 253- 000- 0000- 6405		10.99	duct tape	1511634	Operating Supplies N
01- 253- 000- 0000- 6405		45.98	handle for quick mop change	1511702	Operating Supplies N
<b>2340 Hyytinen Hardware Hank</b>		<b>196.10</b>			
			6 Transactions		
<b>4010 Rasley Oil Company</b>					
01- 253- 000- 0000- 6511		209.80	STS gas		Gas And Oil N
<b>4010 Rasley Oil Company</b>		<b>209.80</b>			
			1 Transactions		
<b>253 DEPT Total:</b>		<b>419.85</b>	<b>Sentence to Serve</b>	<b>3 Vendors</b>	<b>8 Transactions</b>
<b>257 DEPT</b>			<b>Community Corrections</b>		
<b>11997 Minnesota Monitoring</b>					
01- 257- 267- 0000- 6341		2,255.00	home monitoring	6889	Equipment Rental N
<b>11997 Minnesota Monitoring</b>		<b>2,255.00</b>			
			1 Transactions		
<b>14411 MnATSA</b>					
01- 257- 251- 0000- 6241		265.00	MNATSA Conf Reg	2019- 1075	Registration Fee N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
1 General Fund

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No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
14411 MnATSA					
	265.00				
87101 North Homes- Standard					
01- 257- 255- 0000- 6204	6,070.74	Juvenile Detention Fees	Aitkin	Juvenile Detention	N
87101 North Homes- Standard	6,070.74				
		1 Transactions			
9360 Redwood Toxicology Laboratory, Inc.					
01- 257- 267- 0000- 6274	351.44	ua testing supplies	678693	Drug Testing Fee	6
9360 Redwood Toxicology Laboratory, Inc.	351.44				
		1 Transactions			
86235 The Office Shop Inc					
01- 257- 000- 0000- 6405	17.88	office supplies	1060912	Office Supplies	N
01- 257- 000- 0000- 6342	155.76	contract	304239	Office Equipment Rental/Contracts	N
86235 The Office Shop Inc	173.64				
		2 Transactions			
6097 Verizon Wireless					
01- 257- 257- 0000- 6215	105.98	cell phone	842105699- 001	Wireless Telephone Services	N
6097 Verizon Wireless	105.98				
		1 Transactions			
13239 Village Ranch, Inc.					
01- 257- 255- 0000- 6204	3,121.20	detention fees	054770	Juvenile Detention	N
13239 Village Ranch, Inc.	3,121.20				
		1 Transactions			
13951 West Central Regional Juvenile Center					
01- 257- 255- 0000- 6204	9,420.00	detention fees	1- 1- 1	Juvenile Detention	N
13951 West Central Regional Juvenile Center	9,420.00				
		1 Transactions			
257 DEPT Total:	21,763.00	Community Corrections	8 Vendors	9 Transactions	
391 DEPT		Solid Waste			
1754 Garrison Disposal Company, Inc					
01- 391- 060- 0000- 6360	9,589.73	monthly recycling		Recycling Contract	N
1754 Garrison Disposal Company, Inc	9,589.73				
		1 Transactions			
391 DEPT Total:	9,589.73	Solid Waste	1 Vendors	1 Transactions	
500 DEPT		Library And Historical Society			
14295 May/Rebecca					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
01- 500- 500- 0000- 6350		ECRL board meeting		Library Per Diem	N
14295 May/Rebecca			1 Transactions		
500 DEPT Total:		175.00	Library And Historical Society	1 Vendors	1 Transactions
601 DEPT		Extension			
11187 Regents Of The University of Minnesota					
01- 601- 000- 0000- 6262		18,444.99	MOA Billing	0300022245	Univ Of Minn Contracts
11187 Regents Of The University of Minnesota		18,444.99		1 Transactions	N
601 DEPT Total:		18,444.99	Extension	1 Vendors	1 Transactions
711 DEPT		Economic Development			
4641 Holiday Credit Office					
01- 711- 000- 0000- 6511		13.86	gas- administrator	1400000135194	Gas And Oil
4641 Holiday Credit Office		13.86		1 Transactions	N
711 DEPT Total:		13.86	Economic Development	1 Vendors	1 Transactions
1 Fund Total:		114,853.66	General Fund		160 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		R&B Administration			
10855	Culligan					
	03- 301- 000- 0000- 6400	10.50	RENTAL- APRIL	STMT	Supplies And Materials	N
10855	Culligan	10.50		1 Transactions		
86235	The Office Shop Inc					
	03- 301- 000- 0000- 6400	305.32	CONTRACT	304013- 0	Supplies And Materials	N
86235	The Office Shop Inc	305.32		1 Transactions		
301	DEPT Total:	315.82	R&B Administration	2 Vendors	2 Transactions	
302	DEPT		R&B Engineering/Construction			
14830	Thompson / Bryce					
	03- 302- 000- 0000- 6296	17.34	LUNCH		Meeting Expense/Physicals	N
	03- 302- 000- 0000- 6296	151.96	MILEAGE		Meeting Expense/Physicals	N
	03- 302- 000- 0000- 6296	110.36	1 NIGHT- ROOM		Meeting Expense/Physicals	N
	03- 302- 000- 0000- 6296	8.40	LUNCH	30014	Meeting Expense/Physicals	N
	03- 302- 000- 0000- 6296	22.05	SUPPER	90210	Meeting Expense/Physicals	N
14830	Thompson / Bryce	310.11		5 Transactions		
9028	Thompson/Randall					
	03- 302- 000- 0000- 6449	39.99	ENGINEERING SUPPLIES	6465	Rd/Br Engr. Supplies	N
9028	Thompson/Randall	39.99		1 Transactions		
302	DEPT Total:	350.10	R&B Engineering/Construction	2 Vendors	6 Transactions	
303	DEPT		R&B Highway Maintenance			
8411	American Welding & Gas, Inc.					
	03- 303- 000- 0000- 6298	209.01	AITKIN SHOP SUPPLIES	0- 6219055	Shop Maintenance	N
	03- 303- 000- 0000- 6298	40.49	AITKIN SHOP SUPPLIES	0- 6257206	Shop Maintenance	N
8411	American Welding & Gas, Inc.	249.50		2 Transactions		
10452	AT&T Mobility					
	03- 303- 000- 0000- 6254	32.98	PAUL'S IPAD SVC	287266104878X0	Utilities	N
10452	AT&T Mobility	32.98		1 Transactions		
14887	Cintas Corporation					
	03- 303- 000- 0000- 6298	19.55	SHOP LAUNDRY	4016778512	Shop Maintenance	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6298		SHOP LAUNDRY	4019172615	Shop Maintenance	N
	03-303-000-0000-6298		SHOP LAUNDRY	4019593783	Shop Maintenance	N
14887	<b>Cintas Corporation</b>					
		76.69				3 Transactions
5484	<b>Darlow Excavating</b>					
	03-303-000-0000-6521		MAR 2019 PLOWING	APRIL	Maintenance Supplies	N
5484	<b>Darlow Excavating</b>					
		340.00				1 Transactions
9368	<b>FirstSource</b>					
	03-303-000-0000-6296		PRE EMPLOYMENT SCREEN	FL00287900	Meeting Expense/Physicals	Y
9368	<b>FirstSource</b>					
		52.20				1 Transactions
1701	<b>Forestry Suppliers Inc</b>					
	03-303-000-0000-6298		AITKIN SHOP SUPPLIES	501511-00	Shop Maintenance	N
1701	<b>Forestry Suppliers Inc</b>					
		571.52				1 Transactions
8622	<b>Frontier</b>					
	03-303-000-0000-6254		JACOBSON	218-752-6591	Utilities	N
	03-303-000-0000-6254		MCGREGOR	218-768-4481	Utilities	N
	03-303-000-0000-6254		PALISADE	218-845-2607	Utilities	N
	03-303-000-0000-6254		MCGRATH	320-592-3580	Utilities	N
8622	<b>Frontier</b>					
		293.52				4 Transactions
1754	<b>Garrison Disposal Company, Inc</b>					
	03-303-000-0000-6254		FEB- MAR AITKIN SHOP	85241	Utilities	N
1754	<b>Garrison Disposal Company, Inc</b>					
		239.80				1 Transactions
2340	<b>Hyytinen Hardware Hank</b>					
	03-303-000-0000-6521		MAILBOX REPAIR	1508995	Maintenance Supplies	N
	03-303-000-0000-6590		REPAIR PARTS	1511787	Repair & Maintenance Supplies	N
2340	<b>Hyytinen Hardware Hank</b>					
		40.54				2 Transactions
8775	<b>Itasca Co Highway Dept</b>					
	03-303-000-0000-6825		2018 BLADING 2.6 MILES	817	Maintenance Agreements	N
	03-303-000-0000-6825		2018 PLOWING 2.9 MILES	817	Maintenance Agreements	N
8775	<b>Itasca Co Highway Dept</b>					
		3,850.00				2 Transactions
2763	<b>J &amp; H Transfer Station-Lakes Sanitary</b>					
	03-303-000-0000-6254		APRIL PALISADE	153280	Utilities	Y
		76.05				

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6254		APRIL MCGREGOR	153381	Utilities	Y
2763	J & H Transfer Station-Lakes Sanitary	187.20				
			2 Transactions			
91187	Lake Country Power					
	03-303-000-0000-6254	57.70	FEB- MAR CSAH 14	141979801	Utilities	N
	03-303-000-0000-6254	62.02	FEB- MAR CSAH 6	141979901	Utilities	N
91187	Lake Country Power	119.72				
			2 Transactions			
2831	Little Falls Machine Inc					
	03-303-000-0000-6590	1,270.15	REPAIR PARTS	355036	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	259.73	REPAIR PARTS	355183	Repair & Maintenance Supplies	N
2831	Little Falls Machine Inc	1,529.88				
			2 Transactions			
10824	Maney International Inc					
	03-303-000-0000-6590	428.40	REPAIR PARTS	807585	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	49.58	REPAIR PARTS	807653	Repair & Maintenance Supplies	N
10824	Maney International Inc	477.98				
			2 Transactions			
5917	Mike's Bobcat Service					
	03-303-000-0000-6521	100.00	PLOWING	MAR 2019	Maintenance Supplies	N
5917	Mike's Bobcat Service	100.00				
			1 Transactions			
9692	Minnesota Energy Resources Corporation					
	03-303-000-0000-6297	988.55	NAT GAS: AITKIN SHOP	MAR	Shop Fuel	N
9692	Minnesota Energy Resources Corporation	988.55				
			1 Transactions			
8446	Northern Star Coop Service					
	03-303-000-0000-6297	791.71	LP: SWATARA SHOP	84803	Shop Fuel	N
8446	Northern Star Coop Service	791.71				
			1 Transactions			
8436	Northland Parts					
	03-303-000-0000-6298	19.98	MCGREGOR SHOP SUPPLIES	378470	Shop Maintenance	N
	03-303-000-0000-6590	197.51	REPAIR PARTS	378683	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	23.87	REPAIR PARTS	378694	Repair & Maintenance Supplies	N
8436	Northland Parts	241.36				
			3 Transactions			
3776	Palisade One Stop					
	03-303-000-0000-6590	130.98	PROPANE	001-00488094	Repair & Maintenance Supplies	N

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
3776	Palisade One Stop		130.98				
				1 Transactions			
13428	Rockmount Research & Alloys, Inc.						
	03-303-000-0000-6298		575.66	AITKIN SHOP SUPPLIES	1243808	Shop Maintenance	N
13428	Rockmount Research & Alloys, Inc.		575.66				
				1 Transactions			
10257	Sadie Llama Designs						
	03-303-000-0000-6516		36.00	E- 911 SIGNING	87062.4821	Signs & Posts	Y
	03-303-000-0000-6516		24.00	LETTERS FOR SIGN	87106.4129	Signs & Posts	Y
10257	Sadie Llama Designs		60.00				
				2 Transactions			
90805	Temco						
	03-303-000-0000-6590		47.20	REPAIR PARTS	23729	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		29.85	REPAIR PARTS	23766	Repair & Maintenance Supplies	Y
90805	Temco		77.05				
				2 Transactions			
10431	Verizon Business						
	03-303-000-0000-6254		19.43	MAR- HWY OFFICE	4227948181903	Utilities	N
10431	Verizon Business		19.43				
				1 Transactions			
8605	Wayne's Sanitation Llc						
	03-303-000-0000-6254		52.51	GARBAGE: MCGRATH	290364	Utilities	N
8605	Wayne's Sanitation Llc		52.51				
				1 Transactions			
5295	Ziegler Inc						
	03-303-000-0000-6590		116.18	REPAIR PARTS	PC190084269	Repair & Maintenance Supplies	N
5295	Ziegler Inc		116.18				
				1 Transactions			
303	DEPT Total:		11,214.96	R&B Highway Maintenance	25 Vendors	41 Transactions	
307	DEPT			R&B Capital Infrastructure			
86222	Aitkin Independent Age						
	03-307-000-0000-6230		229.95	CP 001-090-031 AD FOR BID	921647	Printing & Publishing	N
	03-307-000-0000-6230		246.38	CP 001-090-032 AD FOR BID	921663	Printing & Publishing	N
86222	Aitkin Independent Age		476.33				
				2 Transactions			
15172	GABRIELSON/LEAH						
	03-307-000-0000-6362		1,700.00	LAND R- W S26- T43N- R22W	PARCEL NO 16	Right Of Way	S
	03-307-000-0000-6362		3,400.00	DAMAGES S26- T43N- R22W	PARCEL NO 16	Right Of Way	N

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<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>
15172 GABRIELSON/LEAH		5,100.00	2 Transactions		
15171 MCBRIDE/MARY F. 03-307-000-0000-6362		4,800.00	LAND R- W S23- T49N- R24W	PARCEL NO 18	Right Of Way
15171 MCBRIDE/MARY F.		4,800.00	1 Transactions		S
307 DEPT Total:		10,376.33	R&B Capital Infrastructure	3 Vendors	5 Transactions
3 Fund Total:		22,257.21	Road & Bridge		54 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
257	DEPT		Community Corrections			
10855	Culligan		Cooler Rental Service	150- 10016285- 1	Office Equipment Rental/Contracts	N
	05- 257- 000- 0000- 6342	16.20	04/01/2019 04/30/2019			
10855	Culligan	16.20	1 Transactions			
88628	Dalco		Roll Towel Dispensers (6)	3429635	Janitorial Services/Supplies	N
	05- 257- 000- 0000- 6422	32.76	03/19/2019			
88628	Dalco	32.76	1 Transactions			
2186	Hillyard Inc		Cleaning/Bathroom Supplies	603369338	Janitorial Services/Supplies	N
	05- 257- 000- 0000- 6422	3.84	03/22/2019			
2186	Hillyard Inc	3.84	1 Transactions			
89765	Minnesota Elevator, Inc		Elevator Service - April '19	795877	Maintenance- Service Contracts	N
	05- 257- 000- 0000- 6300	19.71	04/01/2019 04/30/2019			
89765	Minnesota Elevator, Inc	19.71	1 Transactions			
257	DEPT Total:	72.51	Community Corrections	4 Vendors	4 Transactions	
390	DEPT		Environmental Health (FBL)			
10855	Culligan		Cooler Rental Service	150- 10016285- 1	Office Equipment Rental/Contracts	N
	05- 390- 000- 0000- 6342	2.95	04/01/2019 04/30/2019			
10855	Culligan	2.95	1 Transactions			
88628	Dalco		Roll Towel Dispensers (6)	3429635	Janitorial Services/Supplies	N
	05- 390- 000- 0000- 6422	5.96	03/19/2019			
88628	Dalco	5.96	1 Transactions			
2186	Hillyard Inc		Cleaning/Bathroom Supplies	603369338	Janitorial Services/Supplies	N
	05- 390- 000- 0000- 6422	0.70	03/22/2019			
2186	Hillyard Inc	0.70	1 Transactions			

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
89765	Minnesota Elevator, Inc 05-390-000-0000-6300		Elevator Service - April '19 04/01/2019 04/30/2019	795877	Maintenance-Service Contracts	N
89765	Minnesota Elevator, Inc		1 Transactions			
390	DEPT Total:		Environmental Health (FBL)	4 Vendors	4 Transactions	
400	DEPT		Public Health Department			
12106	Antoine Electric 05-400-440-0410-6231		Replace Emer light, basement s 03/30/2019	16817	Services/Labor/Contracts	Y
12106	Antoine Electric		1 Transactions			
783	Canon Financial Services, Inc 05-400-440-0410-6301		PH Contract Charge - Apr '19 04/01/2019 04/03/2019	19914568	Equipment Lease/Space Rental	N
783	Canon Financial Services, Inc		1 Transactions			
10855	Culligan 05-400-440-0410-6301		Cooler Rental Service 04/01/2019 04/30/2019	150-10016285-1	Equipment Lease/Space Rental	N
10855	Culligan		1 Transactions			
88628	Dalco 05-400-440-0410-6422		Roll Towel Dispensers (6) 03/19/2019	3429635	Janitorial Services/Supplies	N
88628	Dalco		1 Transactions			
11051	Department of Human Services 05-400-440-0410-6231		Merit System QE 06/30/2019 04/01/2019 06/30/2019	A300MR01E9B	Services/Labor/Contracts	N
11051	Department of Human Services		1 Transactions			
2186	Hillyard Inc 05-400-440-0410-6422		Cleaning/Bathroom Supplies 03/22/2019	603369338	Janitorial Services/Supplies	N
2186	Hillyard Inc		1 Transactions			
13624	MailFinance					

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
05- 400- 440- 0410- 6300		Mail Machine Contract	N7666413	Maintenance/Service Contracts	1
13624 MailFinance		02/19/2019 05/04/2019			
	68.89				
89079 McGregor Area Ambulance Service					
05- 400- 401- 0000- 6812		Ambulance Runs March '19		Mcgregor Area Ambulance	N
	1,650.00	03/01/2019 03/31/2019			
89079 McGregor Area Ambulance Service					
	1,650.00				
89765 Minnesota Elevator, Inc					
05- 400- 440- 0410- 6300		Elevator Service - April '19	795877	Maintenance/Service Contracts	N
	25.08	04/01/2019 04/30/2019			
89765 Minnesota Elevator, Inc					
	25.08				
89081 North Ambulance Brainerd					
05- 400- 401- 0000- 6809		Ambulance Runs March '19		No. Memorial Ambulance- Aitkin	N
	1,755.00	03/01/2019 03/31/2019			
89081 North Ambulance Brainerd					
	1,755.00				
86235 The Office Shop Inc					
05- 400- 430- 0403- 6405		C&TC - Paper	1060086- 0	Office Supplies	N
	21.98	03/01/2019 03/01/2019			
05- 400- 430- 0403- 6405		C&TC - Paper	1060086- 1	Office Supplies	N
	13.88	03/04/2019 03/04/2019			
05- 400- 440- 0410- 6405		Agency- Post it Sign Here	1060210- 0	Office Supplies	N
	6.39	03/05/2019 03/05/2019			
05- 400- 440- 0410- 6405		Agency - Pens	1060228- 0	Office Supplies	N
	1.33	03/05/2019 03/05/2019			
05- 400- 440- 0410- 6405		Agency - Signature Stamp	1060265- 0	Office Supplies	N
	4.92	03/08/2019 03/08/2019			
05- 400- 440- 0410- 6405		Agency - Pens	1060541- 0	Office Supplies	N
	3.43	03/12/2019 03/12/2019			
05- 400- 440- 0410- 6405		Agency - Tape	1060572- 0	Office Supplies	N
	4.88	03/15/2019 03/15/2019			
05- 400- 440- 0410- 6405		Agency - White out tape	1060750- 0	Office Supplies	N
	3.23	03/19/2019 03/19/2019			
05- 400- 440- 0410- 6405		Agency - Crazy Glue	1061094- 0	Office Supplies	N
	0.89	03/26/2019 03/26/2019			
05- 400- 440- 0410- 6405		Agency - Paper	1061288- 0	Office Supplies	N
	5.28				

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	05-400-440-0410-6405	5.28	03/28/2019 03/28/2019 Agency - Paper	1061288-1	Office Supplies	N
	05-400-440-0410-6405	3.52	03/29/2019 03/29/2019 Agency - Paper	1061288-2	Office Supplies	N
	05-400-440-0410-6405	18.70	03/29/2019 03/29/2019 Agency - Tyvek Mailer	1061330-0	Office Supplies	N
86235	The Office Shop Inc	93.71	03/28/2019 03/28/2019 13 Transactions			
6097	Verizon Wireless					
	05-400-410-0413-6250	47.19	WIC - MONTHLY PHONE CHARGE 04/02/2019 05/01/2019	9827223940	Telephone	N
	05-400-410-0413-6402	20.02	WIC MIFI AIR CARD 04/02/2019 05/01/2019	9827223940	Computer/Technology Supplies	N
	05-400-440-0410-6250	12.48	AGENCY DATA BUNDLE MO CHARGE 04/02/2019 05/01/2019	9827223940	Telephone	N
	05-400-440-0410-6250	8.05	DIR - MONTHLY PHONE CHARGE 04/02/2019 05/01/2019	9827223940	Telephone	N
6097	Verizon Wireless	87.74	4 Transactions			
400	DEPT Total:	4,658.06	Public Health Department	12 Vendors	27 Transactions	
420	DEPT		Income Maintenance			
12106	Antoine Electric					
	05-420-600-4800-6231	40.93	Replace Emer light, basement s 03/30/2019	16817	Services/Labor/Contracts	Y
12106	Antoine Electric	40.93	1 Transactions			
783	Canon Financial Services, Inc					
	05-420-640-4800-6301	194.87	CS Contract Charge - Apr '19 04/01/2019 04/30/2019	19914568	Equipment Lease/Space Rental	N
783	Canon Financial Services, Inc	194.87	1 Transactions			
10855	Culligan					
	05-420-600-4800-6301	42.70	Cooler Rental Service 04/01/2019 04/30/2019	150-10016285-1	Equipment Lease/Space Rental	N
10855	Culligan	42.70	1 Transactions			
88628	Dalco					

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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- 600- 4800- 6422		86.36	Roll Towel Dispensers (6) 03/19/2019	3429635	Janitorial Services/Supplies	N
<b>88628 Dalco</b>		<b>86.36</b>				1 Transactions
11051 Department of Human Services 05- 420- 600- 4800- 6231		985.05	Merit System QE 06/30/2019 04/01/2019 06/30/2019	A300MR01E9B	Services/Labor/Contracts	N
<b>11051 Department of Human Services</b>		<b>985.05</b>				1 Transactions
2186 Hillyard Inc 05- 420- 600- 4800- 6422		10.11	Cleaning/Bathroom Supplies 03/22/2019	603369338	Janitorial Services/Supplies	N
<b>2186 Hillyard Inc</b>		<b>10.11</b>				1 Transactions
13624 MailFinance 05- 420- 600- 4800- 6300		142.08	Mail Machine Contract 02/19/2019 05/04/2019	N7666413	Maintenance/Service Contracts	1
<b>13624 MailFinance</b>		<b>142.08</b>				1 Transactions
89765 Minnesota Elevator, Inc 05- 420- 600- 4800- 6300		51.96	Elevator Service - April '19 04/01/2019 04/30/2019	795877	Maintenance/Service Contracts	N
<b>89765 Minnesota Elevator, Inc</b>		<b>51.96</b>				1 Transactions
86235 The Office Shop Inc 05- 420- 600- 4800- 6405		13.17	Agency- Post it Sign Here 03/05/2019 03/05/2019	1060210- 0	Office Supplies	N
05- 420- 600- 4800- 6405		2.75	Agency - Pens 03/05/2019 03/05/2019	1060228- 0	Office Supplies	N
05- 420- 600- 4800- 6405		10.16	Agency - Signature Stamp 03/08/2019 03/08/2019	1060265- 0	Office Supplies	N
05- 420- 600- 4800- 6405		7.08	Agency - Pens 03/12/2019 03/12/2019	1060541- 0	Office Supplies	N
05- 420- 600- 4800- 6405		10.06	Agency - Tape 03/15/2019 03/15/2019	1060572- 0	Office Supplies	N
05- 420- 600- 4800- 6405		6.66	Agency - White out tape 03/19/2019 03/19/2019	1060750- 0	Office Supplies	N
05- 420- 600- 4800- 6405		1.84	Agency - Crazy Glue 03/26/2019 03/26/2019	1061094- 0	Office Supplies	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	05-420-600-4800-6450		IM - Chair (NS) 03/27/2019 03/27/2019	1061219-0	Small Equipment: Telephones, Chairs,	N
	05-420-600-4800-6405		Agency - Paper 03/28/2019 03/28/2019	1061288-0	Office Supplies	N
	05-420-600-4800-6405		Agency - Paper 03/29/2019 03/29/2019	1061288-1	Office Supplies	N
	05-420-600-4800-6405		Agency - Paper 03/29/2019 03/29/2019	1061288-2	Office Supplies	N
	05-420-600-4800-6405		Agency - Tyvek Mailer 03/28/2019 03/28/2019	1061330-0	Office Supplies	N
<b>86235</b>	<b>The Office Shop Inc</b>					
		299.18	12 Transactions			
6097	Verizon Wireless					
	05-420-600-4800-6250		AGENCY DATA BUNDLE MO CHARGE 04/02/2019 05/01/2019	9827223940	Telephone	N
	05-420-600-4800-6250		DIR - MONTHLY PHONE CHARGE 04/02/2019 05/01/2019	9827223940	Telephone	N
	05-420-640-4800-6402		CS MIFI AIR CARD 04/02/2019 05/01/2019	9827223940	Computer/Technology Supplies	N
6097	Verizon Wireless		3 Transactions			
420	DEPT Total:	1,921.61	Income Maintenance	10 Vendors	23 Transactions	
430	DEPT		Social Services			
12106	Antoine Electric					
	05-430-700-4800-6231		Replace Emer light, basement s 03/30/2019	16817	Services/Labor/Contracts	Y
12106	Antoine Electric		1 Transactions			
5398	CDW Government, Inc					
	05-430-700-4800-6402		Viewsonic VG2439SMH LED Monito 03/21/2019	RNW8931	Computer/Technology Supplies	N
5398	CDW Government, Inc		1 Transactions			
10855	Culligan					
	05-430-700-4800-6301		Cooler Rental Service 04/01/2019 04/30/2019	150-10016285-1	Equipment Lease/Space Rental	N
10855	Culligan		1 Transactions			

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5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
88628	Dalco		Roll Towel Dispensers (6)	3429635	Janitorial Services/Supplies	N
	05- 430- 700- 4800- 6422		03/19/2019			
88628	Dalco			1 Transactions		
11051	Department of Human Services		Merit System QE 06/30/2019	A300MR01E9B	Services/Labor/Contracts	N
	05- 430- 700- 4800- 6231	1,522.35	04/01/2019 06/30/2019			
11051	Department of Human Services			1 Transactions		
2186	Hillyard Inc		Cleaning/Bathroom Supplies	603369338	Janitorial Services/Supplies	N
	05- 430- 700- 4800- 6422	15.34	03/22/2019			
2186	Hillyard Inc			1 Transactions		
13624	MailFinance		Mail Machine Contract	N7666413	Maintenance/Service Contracts	1
	05- 430- 700- 4800- 6300	219.59	02/19/2019 05/04/2019			
13624	MailFinance			1 Transactions		
89765	Minnesota Elevator, Inc		Elevator Service - April '19	795877	Maintenance/Service Contracts	N
	05- 430- 700- 4800- 6300	78.83	04/01/2019 04/30/2019			
89765	Minnesota Elevator, Inc			1 Transactions		
86235	The Office Shop Inc		Agency- Post it Sign Here	1060210- 0	Office Supplies	N
	05- 430- 700- 4800- 6405	20.36	03/05/2019 03/05/2019			
	05- 430- 700- 4800- 6405	4.24	Agency - Pens	1060228- 0	Office Supplies	N
	05- 430- 700- 4800- 6405	18.03	03/05/2019 03/05/2019			
	05- 430- 700- 4800- 6405	15.70	SS - Smead Folders	1060253- 0	Office Supplies	N
	05- 430- 700- 4800- 6405	15.70	03/05/2019 03/05/2019			
	05- 430- 700- 4800- 6405	15.70	Agency - Signature Stamp	1060265- 0	Office Supplies	N
	05- 430- 700- 4800- 6405	10.93	03/08/2019 03/08/2019			
	05- 430- 700- 4800- 6405	10.93	Agency - Pens	1060541- 0	Office Supplies	N
	05- 430- 700- 4800- 6405	58.09	03/12/2019 03/12/2019			
	05- 430- 700- 4800- 6405	58.09	SS - Combo Rack	1060542- 0	Office Supplies	N
	05- 430- 700- 4800- 6405	15.54	03/12/2019 03/12/2019			
	05- 430- 700- 4800- 6405	15.54	Agency - Tape	1060572- 0	Office Supplies	N

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
05-430-700-4800-6405		03/15/2019 03/15/2019 SS - Smead Folders	1060705-0	Office Supplies	N
05-430-700-4800-6405		03/15/2019 03/15/2019 Agency - White out tape	1060750-0	Office Supplies	N
05-430-700-4800-6405		03/19/2019 03/19/2019 Agency - Crazy Glue	1061094-0	Office Supplies	N
05-430-700-4800-6405		03/26/2019 03/26/2019 Agency - Paper	1061288-0	Office Supplies	N
05-430-700-4800-6405		03/28/2019 03/28/2019 Agency - Paper	1061288-1	Office Supplies	N
05-430-700-4800-6405		03/29/2019 03/29/2019 Agency - Paper	1061288-2	Office Supplies	N
05-430-700-4800-6405		03/29/2019 03/29/2019 Agency - Tyvek Mailer	1061330-0	Office Supplies	N
03/28/2019 03/28/2019		14 Transactions			
<b>86235 The Office Shop Inc</b>		<b>278.50</b>			
10930 <b>Tidholm Productions</b>					
05-430-700-4800-6405		69.95 Business Cards - TW	0536 8120	Office Supplies	Y
		04/08/2019			
10930 <b>Tidholm Productions</b>		69.95			
			1 Transactions		
6097 <b>Verizon Wireless</b>					
05-430-700-4800-6250		39.78 AGENCY DATA BUNDLE MO CHARGE	9827223940	Telephone	N
		04/02/2019 05/01/2019			
05-430-700-4800-6250		25.67 DIR - MONTHLY PHONE CHARGE	9827223940	Telephone	N
		04/02/2019 05/01/2019			
05-430-700-4800-6250		42.01 SS - MONTHLY PHONE CHARGE	9827223940	Telephone	N
		04/02/2019 05/01/2019			
6097 <b>Verizon Wireless</b>		107.46			
			3 Transactions		
<b>430 DEPT Total:</b>		<b>2,725.68</b>	<b>Social Services</b>	<b>11 Vendors</b>	<b>26 Transactions</b>
<b>5 Fund Total:</b>		<b>9,391.05</b>	<b>Health &amp; Human Services</b>		<b>84 Transactions</b>

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
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9 State

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT		Undesignated			
	4580 Mn Dept Of Finance					
	09- 000- 000- 0000- 2030		marriage license		State Fees, Assessments & Surcharge: N	
	4580 Mn Dept Of Finance			1 Transactions		
0	DEPT Total:		105.00 Undesignated	1 Vendors		1 Transactions
9	Fund Total:		105.00 State			1 Transactions

JKK1  
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 10 Trust

# 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	
900	DEPT		Timber Permit Bonds			
1735	Gelhar/Paul		timber permit 14049		Timber Permit Bonds	N
	10-900-000-0000-2300	665.50				
1735	Gelhar/Paul	665.50		1 Transactions		
10926	Midwest Hardwood		timber permit 13868		Timber Permit Bonds	N
	10-900-000-0000-2300	640.76				
10926	Midwest Hardwood	640.76		1 Transactions		
13534	Reibel Logging		timber permit 14004		Timber Permit Bonds	N
	10-900-000-0000-2300	962.60				
13534	Reibel Logging	962.60		1 Transactions		
5791	Sappi		timber permit 13975/13967		Timber Permit Bonds	N
	10-900-000-0000-2300	5,767.50				
5791	Sappi	5,767.50		1 Transactions		
9286	Stangler Logging		Timber permit 13663		Timber Permit Bonds	N
	10-900-000-0000-2300	978.72				
9286	Stangler Logging	978.72		1 Transactions		
900	DEPT Total:	9,015.08	Timber Permit Bonds	5 Vendors	5 Transactions	
921	DEPT		Co. Development			
4989	Austin Powder		explosives	1967252	Field Supplies	N
	10-921-000-0000-6406	1,343.22				
4989	Austin Powder	1,343.22		1 Transactions		
1958	Haasken/Daniel D.		NG 911 meeting		Transportation & Travel	N
	10-921-000-0000-6330	62.30				
1958	Haasken/Daniel D.	62.30		1 Transactions		
9355	Northern Counties Land Use Coord Board		2019 Dues		Appropriations	N
	10-921-000-0000-6801	2,000.00				
9355	Northern Counties Land Use Coord Board	2,000.00		1 Transactions		
921	DEPT Total:	3,405.52	Co. Development	3 Vendors	3 Transactions	

JKK1  
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10 Trust

# 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	
923	DEPT		Forfeited Tax Sales			
170	Aitkin Motor Company					
	10- 923- 000- 0000- 6590		613.03	Truck 317/799/394	22479/22459	Repair & Maintenance Supplies N
170	Aitkin Motor Company		613.03			1 Transactions
195	Aitkin Tire Shop					
	10- 923- 000- 0000- 6590		47.00	tire/rim repair	58888/58817	Repair & Maintenance Supplies Y
195	Aitkin Tire Shop		47.00			1 Transactions
13725	Beartooth True Value					
	10- 923- 000- 0000- 6406		85.16	hardware / supplies	acct 1009	Field Supplies N
13725	Beartooth True Value		85.16			1 Transactions
10673	Brown Trucking/Joe					
	10- 923- 000- 0000- 6820		319.64	overappraisal		Refunds & Reimbursements N
10673	Brown Trucking/Joe		319.64			1 Transactions
10083	Cedarbrook Lumber Comp					
	10- 923- 000- 0000- 6450		378.00	1/2 drill	98284	Small Tools N
10083	Cedarbrook Lumber Comp		378.00			1 Transactions
10855	Culligan					
	10- 923- 000- 0000- 6254		80.83	water cooler	150100464562	Utilities N
10855	Culligan		80.83			1 Transactions
9281	Fred Pryor Seminars					
	10- 923- 000- 0000- 6208		199.00	seminar		Training/Education N
9281	Fred Pryor Seminars		199.00			1 Transactions
1735	Gelhar/Paul					
	10- 923- 000- 0000- 6820		882.45	timber permit 14049		Refunds & Reimbursements N
1735	Gelhar/Paul		882.45			1 Transactions
4641	Holiday Credit Office					
	10- 923- 000- 0000- 6511		344.01	March Billing	1400000134961	Gas And Oil N
4641	Holiday Credit Office		344.01			1 Transactions
2340	Hyytinen Hardware Hank					
	10- 923- 000- 0000- 6406		21.00	Hardware and Supplies	9277364	Field Supplies N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
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10 Trust

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
2340	Hyytinen Hardware Hank		21.00				
				1 Transactions			
10926	Midwest Hardwood						
	10- 923- 000- 0000- 6820		320.38	timber permit 13868		Refunds & Reimbursements	N
10926	Midwest Hardwood		320.38		1 Transactions		
11996	Nelson/Keith						
	10- 923- 000- 0000- 6820		417.40	timber permit 13461		Refunds & Reimbursements	N
11996	Nelson/Keith		417.40		1 Transactions		
10412	O'Reilly Auto Parts						
	10- 923- 000- 0000- 6590		109.47	scan tool/fuses	#315	Repair & Maintenance Supplies	N
10412	O'Reilly Auto Parts		109.47		1 Transactions		
4010	Rasley Oil Company						
	10- 923- 000- 0000- 6511		1,156.32	march gas		Gas And Oil	N
4010	Rasley Oil Company		1,156.32		1 Transactions		
5791	Sappi						
	10- 923- 000- 0000- 6820		9,071.55	timber permit 13975/13967		Refunds & Reimbursements	N
5791	Sappi		9,071.55		1 Transactions		
9286	Stangler Logging						
	10- 923- 000- 0000- 6820		640.60	Timber permit 13663/14106		Refunds & Reimbursements	N
9286	Stangler Logging		640.60		1 Transactions		
86235	The Office Shop Inc						
	10- 923- 000- 0000- 6405		21.87	highlighter/envelopes	303832/303886	Office Supplies	N
86235	The Office Shop Inc		21.87		1 Transactions		
923	DEPT Total:		14,707.71	Forfeited Tax Sales	17 Vendors	17 Transactions	
926	DEPT			Law Library			
5173	Thomson Reuters- West Publishing						
	10- 926- 000- 0000- 6408		1,348.00	west information charges		Law Books	N
5173	Thomson Reuters- West Publishing		1,348.00		1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
10 Trust

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
926 DEPT Total:		1,348.00	Law Library	1 Vendors	1 Transactions
10 Fund Total:		28,476.31	Trust		26 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
11 Forest Development

Vendor Name	Rpt	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>
925 , DEPT			Resource Management		
86222 Aitkin Independent Age					
11- 925- 000- 0000- 6230		173.24	tree planting/mowing bids	482641	Printing, Publishing & Adv N
86222 Aitkin Independent Age		173.24	1 Transactions		
10982 Prt Usa Inc					
11- 925- 000- 0000- 6231		5,925.00	down payment tree sowing	on- 001848	Services, Labor, Contracts N
10982 Prt Usa Inc		5,925.00	1 Transactions		
925 DEPT Total:		6,098.24	Resource Management	2 Vendors	2 Transactions
939 DEPT			County Surveyor		
2340 Hyytinen Hardware Hank					
11- 939- 000- 0000- 6406		25.48	Hardware and Supplies	9277364	Supplies N
2340 Hyytinen Hardware Hank		25.48	1 Transactions		
939 DEPT Total:		25.48	County Surveyor	1 Vendors	1 Transactions
11 Fund Total:		6,123.72	Forest Development		3 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
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19 Long Lake Conservation Co

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT		LLCC Administration			
8622	Frontier					
	19- 521- 000- 0000- 6250		long distance		Telephone	N
8622	Frontier					
		464.76		1 Transactions		
1829	Goble's Sewer Service Inc.					
	19- 521- 000- 0000- 6231		Pumped pump house	12238	Services, Labor, Contracts	N
1829	Goble's Sewer Service Inc.					
		786.25		1 Transactions		
2340	Hyytinen Hardware Hank					
	19- 521- 000- 0000- 6230		command hooks	1509257	Printing, Publ & Adv Promotion	N
2340	Hyytinen Hardware Hank					
		29.98		1 Transactions		
2763	J & H Transfer Station- Lakes Sanitary					
	19- 521- 000- 0000- 6255		april garbage	153308	Garbage	Y
2763	J & H Transfer Station- Lakes Sanitary					
		105.30		1 Transactions		
14831	K and M International Inc					
	19- 521- 000- 0000- 6400		plush animals	SI1134814	Commissary Items	N
14831	K and M International Inc					
		460.00		1 Transactions		
5511	Milbradt/Kris					
	19- 521- 000- 0000- 6231		snowplowing march 2019		Services, Labor, Contracts	Y
5511	Milbradt/Kris					
		440.00		1 Transactions		
5952	St. Paul Pioneer Press					
	19- 521- 000- 0000- 6230		summer camp ad		Printing, Publ & Adv Promotion	N
5952	St. Paul Pioneer Press					
		70.00		1 Transactions		
86235	The Office Shop Inc					
	19- 521- 000- 0000- 6231		copier contract	304160	Services, Labor, Contracts	N
86235	The Office Shop Inc					
		328.97		1 Transactions		
8671	Village Laundromat & Car Wash, Inc					
	19- 521- 000- 0000- 6231		laundry	094492	Services, Labor, Contracts	N
8671	Village Laundromat & Car Wash, Inc					
		232.10		1 Transactions		
521	DEPT Total:		LLCC Administration	9 Vendors	9 Transactions	
		2,917.36				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
19 Long Lake Conservation C

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
523	DEPT		LLCC Food			
5662	McGregor Dairy, Inc		groceries	29533	Groceries- Students	N
	19- 523- 000- 0000- 6418	210.88				
5662	McGregor Dairy, Inc					
		210.88		1 Transactions		
4761	Sysco Minnesota Inc		groceries	153496031	Groceries- Students	N
	19- 523- 000- 0000- 6418	629.14				
4761	Sysco Minnesota Inc					
		629.14		1 Transactions		
4968	Upper Lakes Foods, Inc		groceries	449647	Groceries- Students	N
	19- 523- 000- 0000- 6418	496.52				
	19- 523- 000- 0000- 6420	71.22	groceries	449647	Food Service Supplies	N
4968	Upper Lakes Foods, Inc					
		567.74		2 Transactions		
523	DEPT Total:	1,407.76	LLCC Food	3 Vendors	4 Transactions	
524	DEPT		LLCC Maintenance			
88628	Dalco		mops/scrub machine pads	3429576/343746	Janitorial Services/Supplies	N
	19- 524- 000- 0000- 6422	1,095.12				
88628	Dalco					
		1,095.12		1 Transactions		
2340	Hyytinen Hardware Hank		pump house fan	1510187	Janitorial Services/Supplies	N
	19- 524- 000- 0000- 6422	24.99				
	19- 524- 000- 0000- 6590	50.45	sprinkler sys parts	1511533	Repair & Maintenance Supplies	N
2340	Hyytinen Hardware Hank					
		75.44		2 Transactions		
12709	K & N Electric LLC		electrical pump house	2268	Repair & Maintenance Supplies	Y
	19- 524- 000- 0000- 6590	418.80				
12709	K & N Electric LLC					
		418.80		1 Transactions		
4010	Rasley Oil Company		fuel	LLCC	Gas And Oil	N
	19- 524- 000- 0000- 6511	123.63				
4010	Rasley Oil Company					
		123.63		1 Transactions		
524	DEPT Total:	1,712.99	LLCC Maintenance	4 Vendors	5 Transactions	
19	Fund Total:	6,038.11	Long Lake Conservation Center		18 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

JKK1  
4/11/19 3:29PM  
21 Parks

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			
13649	Aitkin Rental Center 21- 520- 000- 0000- 6231		100.00	brushwolf rental	49720	Services, Labor, Contracts	1
13649	Aitkin Rental Center		100.00	1 Transactions			
12106	Antoine Electric 21- 520- 000- 0000- 6523		100.00	receptacle IT	16820	Misc Bldg & Bshop Supplies	Y
12106	Antoine Electric		100.00	1 Transactions			
2340	Hyytinen Hardware Hank 21- 520- 000- 0000- 6406		131.17	Hardware and Supplies	9277364	Field Supplies	N
2340	Hyytinen Hardware Hank		131.17	1 Transactions			
9692	Minnesota Energy Resources Corporation 21- 520- 000- 0000- 6254		325.22	shop heat	0502544561	Utilities	N
9692	Minnesota Energy Resources Corporation		325.22	1 Transactions			
520	DEPT Total:		656.39	Parks	4 Vendors	4 Transactions	
21	Fund Total:		656.39	Parks		4 Transactions	
	Final Total:		187,901.45	242 Vendors	350 Transactions		

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	114,853.66	General Fund
3	22,257.21	Road & Bridge
5	9,391.05	Health & Human Services
9	105.00	State
10	28,476.31	Trust
11	6,123.72	Forest Development
19	6,038.11	Long Lake Conservation Center
21	656.39	Parks
<b>All Funds</b>	<b>187,901.45</b>	<b>Total</b>

Approved by, .....

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JKK1  
4/16/19 4:10PM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

2M



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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
40	DEPT			Auditor			
89991	Bremer Bank						
	01-040-021-0000-5840		1.29	Receipt Nbr 7630 03/12/2019		Misc Receipts	N
	01-040-021-0000-5840		0.96	Receipt Nbr 7631 03/12/2019		Misc Receipts	N
	01-040-021-0000-5840		0.64	Receipt Nbr 7725 03/19/2019		Misc Receipts	N
	01-040-021-0000-5840		0.64	Receipt Nbr 7836 03/26/2019		Misc Receipts	N
89991	Bremer Bank		3.53	4 Transactions			
40	DEPT Total:		3.53	Auditor	1 Vendors	4 Transactions	
42	DEPT			Treasurer			
89991	Bremer Bank						
	01-042-000-0000-5840		0.13	Receipt Nbr 7494 03/04/2019		Misc Receipts	N
	01-042-000-0000-5840		0.13	Receipt Nbr 7646 03/12/2019		Misc Receipts	N
	01-042-000-0000-5840		12.87	Receipt Nbr 7824 03/25/2019		Misc Receipts	N
89991	Bremer Bank		13.13	3 Transactions			
42	DEPT Total:		13.13	Treasurer	1 Vendors	3 Transactions	
43	DEPT			Assessor			
89991	Bremer Bank						
	01-043-000-0000-5840		0.77	Receipt Nbr 7599 03/08/2019		Misc Receipts	N
	01-043-000-0000-5840		0.26	Receipt Nbr 7917 03/29/2019		Misc Receipts	N
	01-043-000-0000-5840		0.26	Receipt Nbr 7917 03/29/2019		Misc Receipts	N
89991	Bremer Bank		1.29	3 Transactions			
43	DEPT Total:		1.29	Assessor	1 Vendors	3 Transactions	
49	DEPT			Information Technologies			
89991	Bremer Bank						
	01-049-000-0000-5525		6.81	Receipt Nbr 7536 03/06/2019		Label & Listing Sales	N
	01-049-000-0000-5525		3.09	Receipt Nbr 7536 03/06/2019		Label & Listing Sales	N
	01-049-000-0000-5525		1.72	Receipt Nbr 7896 03/28/2019		Label & Listing Sales	N
89991	Bremer Bank		11.62	3 Transactions			
49	DEPT Total:		11.62	Information Technologies	1 Vendors	3 Transactions	

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

JKK1  
4/16/19 4:10PM  
1 General Fund

Vendor No.	Vendor Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	1099	On Behalf of Name
90	DEPT					Attorney						
89991	Bremer Bank											
		01-090-000-0000-5840			0.64	Receipt Nbr 7493	03/04/2019			Misc Receipts		N
		01-090-000-0000-5840			1.29	Receipt Nbr 7713	03/18/2019			Misc Receipts		N
		01-090-000-0000-5840			1.29	Receipt Nbr 7722	03/18/2019			Misc Receipts		N
		01-090-000-0000-5840			1.29	Receipt Nbr 7832	03/26/2019			Misc Receipts		N
		01-090-000-0000-5840			0.64	Receipt Nbr 7833	03/26/2019			Misc Receipts		N
		01-090-000-0000-5840			2.57	Receipt Nbr 7889	03/28/2019			Misc Receipts		N
89991	Bremer Bank				7.72				6 Transactions			
90	DEPT Total:				7.72	Attorney			1 Vendors			6 Transactions
100	DEPT					Recorder						
89991	Bremer Bank											
		01-100-000-0000-6311			217.00	Mar Sales Tax				Sales Tax		N
89991	Bremer Bank				217.00				1 Transactions			
100	DEPT Total:				217.00	Recorder			1 Vendors			1 Transactions
252	DEPT					Corrections						
89991	Bremer Bank											
		01-252-000-0000-5840			1.93	Receipt Nbr 7600	03/08/2019			Misc Receipts		N
		01-252-252-0000-5872			63.71	Receipt Nbr 7600	03/08/2019			Phone Card Prisoner Welfare(Taxable		N
		01-252-252-0000-5872			82.97	Receipt Nbr 7676	03/14/2019			Phone Card Prisoner Welfare(Taxable		N
		01-252-252-0000-5872			30.43	Receipt Nbr 7752	03/20/2019			Phone Card Prisoner Welfare(Taxable		N
		01-252-252-0000-5885			24.28	Receipt Nbr 7600	03/08/2019			Commissary Sales Taxable		N
		01-252-252-0000-5885			38.82	Receipt Nbr 7676	03/14/2019			Commissary Sales Taxable		N
		01-252-252-0000-5885			27.97	Receipt Nbr 7752	03/20/2019			Commissary Sales Taxable		N
		01-252-252-0000-5885			10.74	Receipt Nbr 7890	03/28/2019			Commissary Sales Taxable		N
89991	Bremer Bank				280.85				8 Transactions			
252	DEPT Total:				280.85	Corrections			1 Vendors			8 Transactions
1	Fund Total:				535.14	General Fund						28 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

JKK1  
4/16/19 4:10PM  
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT		Undesignated			
89991	Bremer Bank					
	03-000-000-0000-5855		1.93	Receipt Nbr 7548 03/06/2019	Charges- Individuals	N
	03-000-000-0000-5855		1.93	Receipt Nbr 7575 03/08/2019	Charges- Individuals	N
	03-000-000-0000-5855		1.93	Receipt Nbr 7691 03/18/2019	Charges- Individuals	N
	03-000-000-0000-5855		7.72	Receipt Nbr 7903 03/29/2019	Charges- Individuals	N
	03-000-000-0000-5855		6.88	Receipt Nbr 7903 03/29/2019	Charges- Individuals	N
	03-000-000-0000-5855		0.13	Receipt Nbr 7903 03/29/2019	Charges- Individuals	N
	03-000-000-0000-5857		11.23	Receipt Nbr 7691 03/18/2019	Culverts	N
89991	Bremer Bank		31.75	7 Transactions		
0	DEPT Total:		31.75	Undesignated	1 Vendors	7 Transactions
303	DEPT		R&B Highway Maintenance			
8410	Bremer Bank					
	03-303-000-0000-6513		943.64		Motor Fuel & Lubricants	N
8410	Bremer Bank		943.64	1 Transactions		
303	DEPT Total:		943.64	R&B Highway Maintenance	1 Vendors	1 Transactions
3	Fund Total:		975.39	Road & Bridge		8 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

JKK1  
4/16/19 4:10PM  
9 State

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT		Undesignated			
4580	Mn Dept Of Finance					
	09-000-000-0000-2022		468.00		Birth/Death Surcharges	N
	09-000-000-0000-2024		105.00		St Share Of Birth Cert.- Children	N
	09-000-000-0000-2031		165.00		Real Estate Assurance (Was 5874 Anc	N
	09-000-000-0000-2036		4,266.50		Recording Surcharges (Was 5871 & 6	N
4580	Mn Dept Of Finance		5,004.50	4	Transactions	
3375	Mn Dept Of Health					
	09-000-000-0000-2027		425.00		March State Well	State Well Cert Fees (Was 5097 & 620
3375	Mn Dept Of Health		425.00	1	Transactions	
0	DEPT Total:		5,429.50	Undesignated	2 Vendors	5 Transactions
9	Fund Total:		5,429.50	State		5 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

JKK1  
4/16/19 4:10PM  
10 Trust

Vendor	<u>Name</u>	<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>	
923	DEPT		Forfeited Tax Sales			
	89991 <b>Bremer Bank</b>					
	10-923-000-0000-5840		1.35	Receipt Nbr 855 03/04/2019	FTS Misc Receipts	N
	89991 <b>Bremer Bank</b>		1.35	1 Transactions		
923	DEPT Total:		1.35	Forfeited Tax Sales	1 Vendors	1 Transactions
10	Fund Total:		1.35	Trust		1 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

JKK1  
4/16/19 4:10PM  
19 Long Lake Conservation C

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT		LLCC Administration			
	89991 Bremer Bank					
	19- 521- 000- 0000- 5885		1.79 Receipt Nbr 7576 03/08/2019		Commissary Sales Taxable	N
	19- 521- 000- 0000- 5885		77.94 Receipt Nbr 7773 03/21/2019		Commissary Sales Taxable	N
	89991 Bremer Bank		79.73 2 Transactions			
521	DEPT Total:		79.73 LLCC Administration	1 Vendors	2 Transactions	
19	Fund Total:		79.73 Long Lake Conservation Center		2 Transactions	

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

JKK1  
4/16/19 4:10PM  
21 Parks

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
520	DEPT		Parks			
89991	<b>Bremer Bank</b>					
	21-520-000-0000-5510		7.72	Receipt Nbr 844 03/01/2019	Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 856 03/04/2019	Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.96	Receipt Nbr 856 03/04/2019	Co. Parks Campground Fees	N
	21-520-000-0000-5510		18.01	Receipt Nbr 862 03/07/2019	Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.89	Receipt Nbr 863 03/08/2019	Co. Parks Campground Fees	N
	21-520-000-0000-5510		14.15	Receipt Nbr 865 03/12/2019	Co. Parks Campground Fees	N
	21-520-000-0000-5510		14.15	Receipt Nbr 884 03/19/2019	Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 891 03/20/2019	Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 894 03/26/2019	Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.89	Receipt Nbr 895 03/26/2019	Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.96	Receipt Nbr 895 03/26/2019	Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 896 03/26/2019	Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 900 03/27/2019	Co. Parks Campground Fees	N
89991	<b>Bremer Bank</b>		81.03	13 Transactions		
520	<b>DEPT Total:</b>		81.03	<b>Parks</b>	<b>1 Vendors</b>	<b>13 Transactions</b>
21	<b>Fund Total:</b>		81.03	<b>Parks</b>		<b>13 Transactions</b>
	<b>Final Total:</b>		7,102.14	<b>14 Vendors</b>	<b>57 Transactions</b>	

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	535.14	General Fund
3	975.39	Road & Bridge
9	5,429.50	State
10	1.35	Trust
19	79.73	Long Lake Conservation Center
21	81.03	Parks
<b>All Funds</b>	<b>7,102.14</b>	<b>Total</b>

Approved by, .....

.....

.....



# Board of County Commissioners Agenda Request

34

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Agenda Item #

**Requested Meeting Date:** April 23, 2019

**Title of Item:** NE MN Office of Job Training

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input checked="" type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input 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> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Kari Paulson, Career Counselor NEMOJT	<b>Estimated Time Needed:</b> 15 minutes
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**Summary of Issue:**

Kari Paulsen, Career Counselor from the NE MN Office of Job Training, will be talking to the Board about the rebranding of the Workforce Center system, and will have a power point with the new Career Force logo.

Additionally, she and Barb Carr from Aitkin County Growth will be presenting information regarding CDL training that will be taking place this August in Aitkin.

**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:*

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS April 23, 2019 – BOARD AGENDA

## Aitkin Public Library

- 9:00 1) Anne Marcotte, County Board Chair
- A) Call to Order
  - B) Pledge of Allegiance
  - C) Board of Commissioners Meeting Procedure
  - D) Approval of Agenda
- 9:02 E) Health & Human Services (see separate HHS agenda)
- 10:00 Break
- 10:10 F) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File April 9, 2019 to April 22, 2019
  - B) Approve April 9, 2019 County Board Minutes
  - C) Approve Electronic Funds Transfers
  - D) Approve (2) Appointments to HRA Board
    - 1. JoLynn Kullhem, District 4
    - 2. Laura Emanuel, Resident
  - E) Approve Township Approval of 3.2% Malt Liquor License
  - F) Approve 3.2% Malt Liquor Licenses
  - G) Approve Temporary On-Sale Liquor License
  - H) Adopt (2) Resolutions – Annual Apportionment of Forfeited Tax Sales
    - 1. Transfer of 2018 Tax-Forfeited Funds
    - 2. Apportionment of 2018 Tax-Forfeited Funds
  - I) Approve (2) AFSCME MOAs and (1) Personnel Policy Update:
    - 1. AFSCME Courthouse Unit Personal Leave MOA
    - 2. AFSCME HHS Unit Personal Leave MOA
    - 3. Personnel Policy Personal Leave Update
  - J) Approve (2) Union Agreements and Authorize Signatures:
    - 1. 2019-2021 Local 49 Union
    - 2. 2019-2020 Teamsters Supervisory Union
  - K) Approve Annual Brat Sale – May 24, 2019
  - L) Approve Commissioner Warrants
  - M) Approve Auditor Warrants – Sales Tax

- 10:12 3) Jessica Seibert, County Administrator**  
**A) NE MN Office of Job Training – Kari Paulsen**
- 10:30 4) Rich Courtemanche, Land Commissioner**  
**A) Adopt Resolution: Tax-Forfeited Land Sale**
- 10:40 5) Mike Dangers, County Assessor**  
**A) 2019 Assessment Summary**
- 11:10 6) John Welle, County Engineer**  
**A) Approve Engineering Services Agreements**  
**B) Adopt Resolution: MnDOT Detour Agreement**  
**C) Approve Equipment Purchase – Trimble Survey Equipment**
- 11:40 7) Jessica Seibert, County Administrator**  
**A) Adopt Fund Balance Policy**  
**B) 2018 Year End Budget Review**  
**C) Review 2020 Budget Timeline**  
**D) County Administrator Updates**
- 12:10 8) Committee Updates**
- 12:30 Adjourn**



# Board of County Commissioners Agenda Request

4A

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Agenda Item #

**Requested Meeting Date:** April 23, 2019

**Title of Item:** Tax-Forfeited Land Sale

<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> Rich Courtemanche		<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Rich Courtemanche - Land Commissioner		<b>Estimated Time Needed:</b> n/a
<b>Summary of Issue:</b>  <p>The attached resolution sets the next tax forfeited land auction sale for June 28, 2019 @ 2:00 PM in Courtroom #1. This auction consists of lands previously offered for auction sale with no bidders and were offered for four (4) months for sale at a first come first serve basis with no interested party coming forward.</p> <p>MN Chapter 282.01 Sub 3. Nonconservation lands; appraisal and sale states that, "any parcels of land proposed to be sold shall be first appraised by the county board of the county in which the parcels lie. The parcels may be reappraised whenever the county board deems it necessary to carry out the intent of sections 282.01 to 282.13."</p> <p>The county assessor appraised the properties the summer 2018 and the County Board adopted those values at the October 23, 2018 board meeting. ACLD proposes that these previously assessed properties be discounted by the County Board an additional 25% and allowed to be auctioned on June 28, 2019. Any lands not purchased would be allowed to be purchased at a first come first serve basis at the Land Department Office for three (3) months, until September 13, 2019.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b> Adopting this resolution would allow stream lining selling previously offered properties to public auction and allow a second land sale in the same year.		
<b>Recommended Action/Motion:</b> Adopt Resolution		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Cost of advertising and mailing.		

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

By Commissioner: xx

**Tax-Forfeited Land Sale**

**WHEREAS**, the classification of the following county owned and tax-forfeited lands to be offered for sale has been made by the County Board in accordance with Minnesota Statutes 282, and

**WHEREAS**, a public hearing was held on March 6, 2012 at 10:00am, November 24, 2015 at 11 :00am, September 12, 2017 at 10:00am and on March 13, 2018 at 10:00am in the Aitkin County Courthouse regarding the classification of the attached lands and classified them to dispose of, and

**WHEREAS**, the County Board has made appraisals of the lands classified as non-conservation and of the timber and timber products thereon, and has made appraisal of timber and buildings on such lands as have not been classified, and a list of such lands and timber, timber only and of buildings so appraised has been filed with the County Auditor for the purpose of offering lands, timber and buildings, so listed, for sale at not less than the appraised value of the land, timber, and buildings combined, with said appraisals of each property following, and

**WHEREAS**, the County Board is by law designated with authority to provide for the sale of such lands on terms:

**NOW, THEREFORE BE IT RESOLVED**, that such parcels shall be sold on the following terms, to wit: That on sales amounting to \$5,000.00 or less per parcel, the purchase price shall be paid in full at the time of purchase. On sales amounting to more than \$5,000.00 per parcel, the purchaser shall pay a minimum of \$5,000.00 down or 25% of the purchase price (whichever is greater). Any remaining balance must be paid within 60 days. No timber shall be cut, removed, or damaged until the entire purchase price for the parcel is paid in full.

The land and improvements are being sold AS IS and the County makes no warranties as to the condition of any buildings, wells, septic systems, soils, roads, or any other thing on the tract. The tract is being sold with the understanding that the buyer and seller agree to waive disclosures required under Minnesota Statutes Chapters 513.52 to 513.60, and 1031.235 and any associated liabilities. No representation is made as to access, the condition of any structure, its fixtures or contents, or the suitability for any particular use.

Provided that in case any parcel of land bearing standing timber, buildings or timber products is sold at public auction for more than the appraised value, the amount bid in excess of the appraised value shall be allocated between the land, buildings, and timber in proportion to the respective appraised value. Upon payment in full, the purchaser of tax forfeited land at such sale shall be entitled to immediate possession, subject to the provision of any existing lease made in behalf of the State, and

**BE IT FURTHER RESOLVED**, that notice of such sale of lands, timber and buildings be given by publication in the official newspaper of the County as provided by law; that the County Auditor of Aitkin County offer such parcels of land for sale in the order in which they appear in said NOTICE OF SALE, and that such sale shall commence at 2:00 P.M. on Friday, the 28th day of June 2019 and continue until all parcels classified as non-conservation and timber only, buildings on parcels not classified, are offered to the highest bidder for sale. This sale will be held at the Aitkin County Courthouse 3<sup>rd</sup> floor courtroom in Aitkin, Minnesota - 209 2nd St. NW.

**BE IT FURTHER RESOLVED**, as required by Minnesota Statutes 284.28, there will be added to the sale price of any tax-forfeited lands sold, an amount equal to three percent (3%) of the total sale price. Said additional amount to be deposited in the State Treasury and credited to the State Real Estate Assurance Fund, and

**BE IT FURTHER RESOLVED**, that the Land Commissioner may withdraw any description on the list, later subject to the approval of the County Board, when it may appear to be in the public interest to do so, and

**BE IT FURTHER RESOLVED**, Minnesota Statutes 282.014, imposes a \$25.00 fee upon purchasers of tax forfeited land for issuance of a State Deed.

**BE IT FURTHER RESOLVED**, as required by Minnesota Statutes 282.01, Subdivision 6, all State Tax Deeds must be recorded with the County Recorder prior to issuing the Deed to the purchaser, therefore a recording fee for each State Deed issued must be paid to the Aitkin County Recorder by the purchaser when tax-forfeited land is paid for in full, as required in MS 357.18,

**BE IT FURTHER RESOLVED**, as required by Minnesota Statutes 287.22, all State Tax Deeds are subject to State Deed Tax which must be paid by the purchaser.

**BE IT FURTHER RESOLVED**, Aitkin County is not responsible for location of or determining property lines or boundaries.

**BE IT FURTHER RESOLVED**, that all lands sold hereunder are sold subject to the Zoning Ordinance adopted by the County Board, and all lands are sold subject to railroad and highway easements, power and pipeline easements, any recreational easements, and subject to all flowage rights, and

**BE IT FURTHER RESOLVED**, that except in the case of Deeds issued for platted property and Deeds issued to correct errors in either legal description or grantees, the Deeds issued for these parcels will contain a restrictive covenant which will prohibit enrollment of the land in a State Funded program providing compensation of marginal land or wetlands.

Aitkin County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment and the provision of services. Prospective bidders who require special accommodations to participate in this sale should inform the Land Department as soon as possible and more than three working days before the sale. You may write to Aitkin County Land Department at 502 Minnesota Ave N. Aitkin, MN 56431 or call 218-927-7364. Pre-registration prior to the sale is encouraged. If the bidder has not preregistered, registration will be required before the sale commences to receive a bidding number.

(See Attached Table)

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

**FIVE MEMBERS PRESENT**  
**STATE OF MINNESOTA}**  
**COUNTY OF AITKIN}**

All Members Voting Yes

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 23<sup>rd</sup> day of April 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 23<sup>rd</sup> day of April 2019

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Jessica Seibert  
County Administrator

**Land Sale Parcels**

<b>Parcel #</b>	<b>Pin ID</b>	<b>Access</b>	<b>Legal Desc</b>	<b>Sec</b>	<b>Twp</b>	<b>Rge</b>	<b>Acres</b>	<b>Minimum Starting Bid</b>
1	02-0-019201	*	South 420 feet of West One Half of Lot 5	10	52	23	6	\$ 13,200.00
2	02-1-068900 and 02-1-070600 and 02-1-068800 and 02-1-070800	*	Thoes subdivison of Lot 8 of Bridge Park Lots 1, 2 & 19 & 20	9	52	23	0.67	\$ 11,325.00
3	12-1-076000	*	Quadna Mountain View 1st Addn Lot 6 Blk 1	2	52	26	1.19	\$ 33,075.00
4	20-1-073200	*	First Addition to Swatara Lot 5 and 6 Blk 3	19	51	26	0.34	\$ 5,550.00
5	57-1-019700	*	City of Hill City - Bucks Addn to Hill City Lot 10 Blk 14				0.16	\$ 3,525.00
6	61-1-011600	*	Tingdale's Original Townsite of Tamarack				0.17	\$ 8,400.00
7	36-1-080702	*	Alfreda Addition; Lot 6 Less part in DOC #214407 (BLK 1)	24	45	26	0.49	\$ 81,375.00
<p align="center">                     Nothing = Access – none                      * = Access – maintained public road                      ** = Access – unmaintained public road                      *** = Access – road easement                 </p>								



# Board of County Commissioners Agenda Request

5A  
Agenda Item #

**Requested Meeting Date:** April 23, 2019

**Title of Item:** 2019 Assessment Summary

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Mike Dangers		<b>Department:</b> County Assessor
<b>Presenter (Name and Title):</b> Mike Dangers, County Assessor		<b>Estimated Time Needed:</b> 30 minutes
<b>Summary of Issue:</b> Please see the attached 2019 assessment summary for Aitkin County.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<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 type="checkbox"/> No <i>Please Explain:</i>		



**OFFICE OF  
AITKIN COUNTY ASSESSOR**  
209 2<sup>nd</sup> ST N.W. Room 111  
AITKIN, MINNESOTA 56431  
Phone: 218/927-7327 – Fax: 218/927-7379  
[assessor@co.aitkin.mn.us](mailto:assessor@co.aitkin.mn.us)

## MEMO

April 10, 2019

To: Board of County Commissioners  
Township Boards and City Councils  
Jessica Seibert, County Administrator

From: Mike Dangers, County Assessor

Re: 2019 Assessment Summary and 2020 Assessment Preview

The 2019 property assessment is complete and the valuation notices were mailed on March 22<sup>nd</sup> along with the property tax statements. This memo, along with the attached charts and schedules, summarize the assessment changes made this year. Historical comparisons are also made between this year and the past. If anything is unclear or you have any questions, please contact me.

On page 3, a comparison of the 2018 and 2019 assessments is shown. The overall estimated market value of the County has increased 5.4% which is slightly more than last year. Like last year, the overall new construction value declined. We are still far below the \$50+ million per year in new construction value of the 2006 assessment.

The main areas driving the increases to the County's value this year are the residential and seasonal properties. The commercial properties and the larger acreage properties are different. They are generally not seeing significant increases and may be declining in some cases.

On page 4 is a pie chart that graphically shows the sizes of the property classes in the County. With the value increases to seasonal property, this class now represents 41% of the County value up from 40% last year. Rural vacant land continues a relative decline with this category now at 13% of the County value down from 14% last year. Ag productive land also declined in its share of the pie, now at 6% which is lower than the 7% last year.

Page 5 shows a ten-year history of overall estimated market value, net tax capacity, and new construction value. The increase in value is now more noticeable in the line graph at the upper right portion of the page. For the County to match the highest overall estimated market value of the past, another 7% increase to current values would need to take place.

Page 6 is the ten year history of the sales ratio study for the residential and seasonal class properties in the County. The sales ratio is a measure of the assessment level when the property sells and is calculated by dividing the estimated market value by the sales price. A 100% ratio is perfect. Assessors around Minnesota attempt to attain a final median ratio in the 90% to 105% range in areas with enough sales. The chart on the right side of the page shows how the sales numbers of our largest property classes have changed in recent years. The 394 sales in the 2018 study showed a slight decline from the high of 419 last year but this number is still higher than most years going back to the early 2000's.

Page 7 is a collection of several assessment statistics. The gradual decline of ag properties in the county shown by the lower number of agricultural acres is a noteworthy observation. Also, there is a long term decline in the number of ag homesteads.

Continued on page 7 are the local board of appeal and Tax Court appeal numbers. The local board appeals were up last year but that was mainly due to one busy meeting. Generally the local boards have lower attendance and appeals than in the past. The assessors try to handle issues ahead of time in the office instead of referring people to these meetings. There were no new Tax Court cases last year.

Page 8 shows a detailed view of the sales statistics for the 2019 assessment for the property classes that have at least 6 sales. The median sales prices and median EMV's shown on this page just represent the specific property sales from each of these property types for the 2019 assessment. The bottom row on the chart shows sales statistics for all good sales in the County during this period. The overall median ratio for all good sales of 93.0% means that the assessment is about 7% lower than full market value as of the January 2, 2019 assessment date.

Page 9 is the foreclosure report for Aitkin County in 2018. This information should help confirm that the real estate market is much healthier now than in the time of the recession several years ago. The number of sheriff sales and the number of sales where banks are the seller continue to decline.

Pages 10 through 14 show an itemized list of the major changes to the 2019 assessment. The large number of changes may make it difficult to pinpoint a single reason why a property changed in value. Changes are made to keep our valuations close to full market value.

Page 15 is the acreage schedule for the whole county that includes the base rates of the different land types for each area. Wealthwood Township changed from Zone A to Zone D which resulted in substantial acreage value increases there. Most of the rest of the county didn't see significant changes to acreage values.

Page 16 is the Local Board of Appeal and Equalization Schedule. This is also posted on the Aitkin County website under the appeals section on the County Assessor's page.

The Assessor's Office is reassessing the following areas for the 2020 Assessment: Aitkin Township, Farm Island Township, Hill Lake Township, Lakeside Township, Unorganized 48-27, and Unorganized 52-22.

Please contact Mike if you have any questions.



## Countywide Value Changes 2019 Assessment

### Taxable Property Only

	2018		2019		% Change
Overall Estimated Market Value	\$ 2,978,359,600		\$ 3,138,464,200		5.4%
New Construction EMV	\$ 24,335,000		\$ 22,317,600		-8.3%
Agricultural Homestead EMV	\$ 236,454,246		\$ 240,794,488		1.8%
Residential EMV	\$ 1,010,468,059		\$ 1,080,259,128		6.9%
Seasonal Recreational EMV	\$ 1,205,772,500		\$ 1,281,347,700		6.3%
Commercial/Industrial EMV	\$ 90,529,300		\$ 90,892,900		0.4%
Apartment EMV	\$ 19,622,700		\$ 19,659,200		0.2%
Rural Vacant Land EMV	\$ 423,434,200		\$ 427,674,400		1.0%

**Notes:**

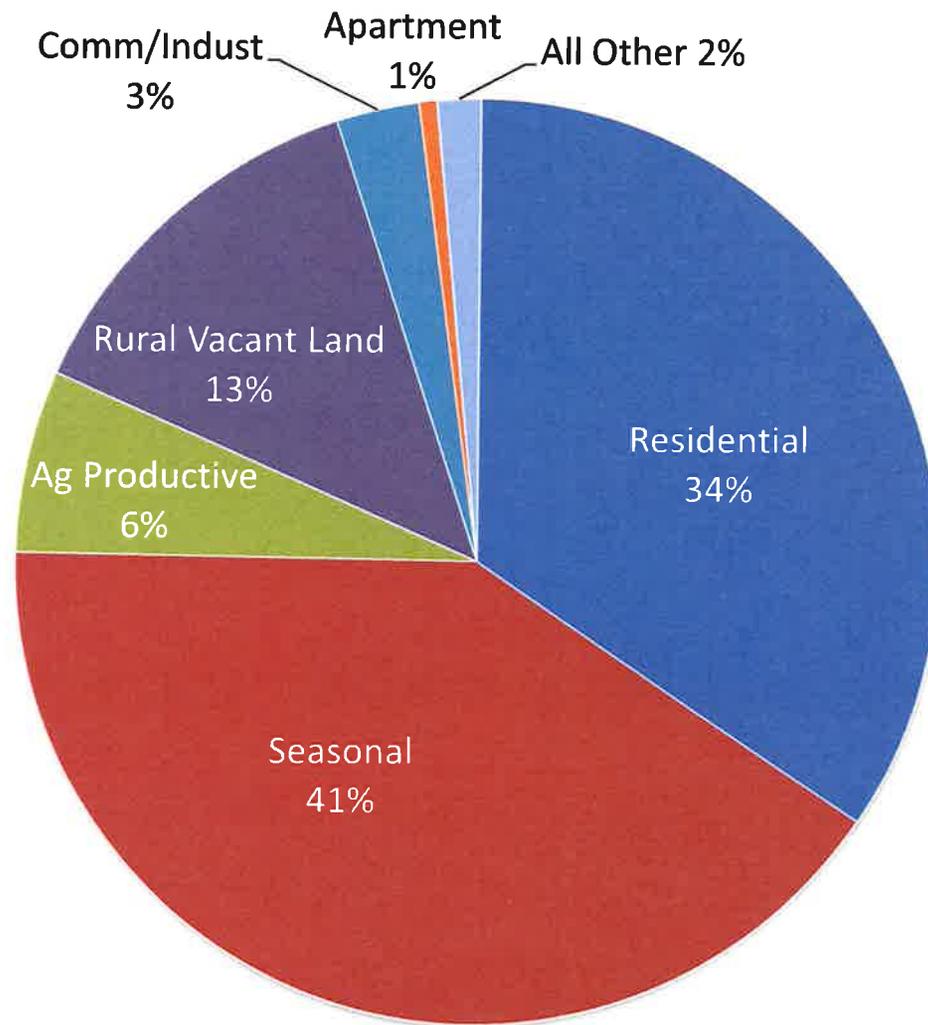
Overall Estimated Market Value is still well below the all time high from the 2009 assessment.

New Construction valuation continues declining for the second year.

Rural Vacant Land includes the ag-homestead non-productive land value.

Figures taken from the Assessment Summary Reports in Spring 2018 and 2019.

**Aitkin County**  
**2019 Assessment % Share of Estimated Market Value**





# Ten Year History of Aitkin County Total Valuation

2010 through 2019 Assessment

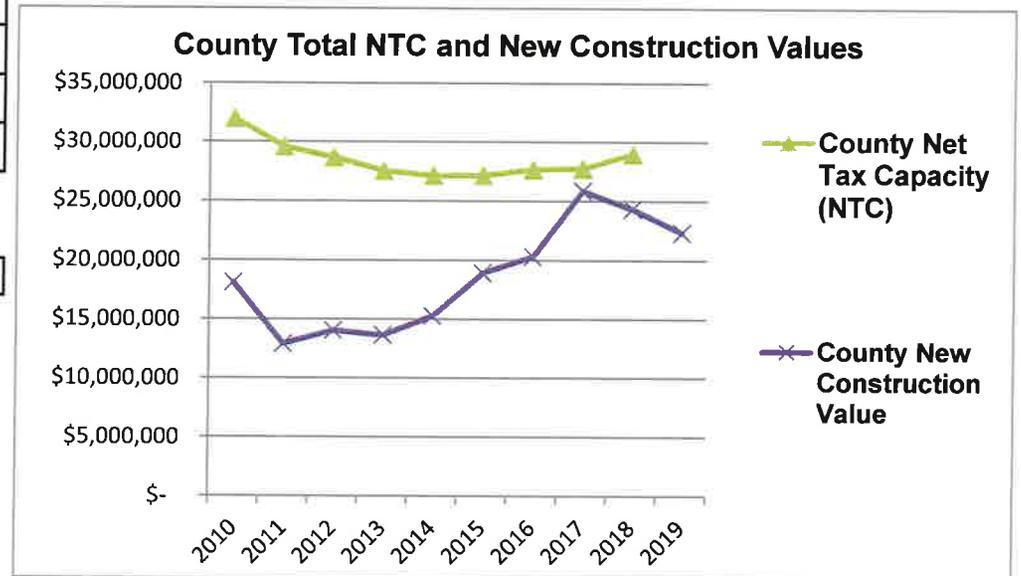
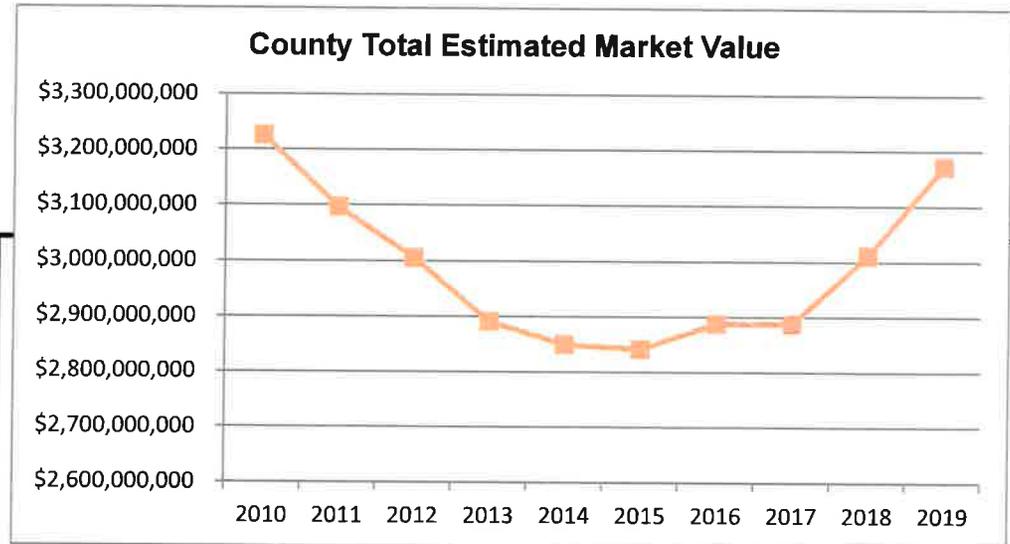
Asmt Year	County Estimated Market Value	County Net Tax Capacity (NTC)	County New Construction Value
2010	\$ 3,225,887,900	\$ 32,018,075	\$ 18,117,600
2011	\$ 3,096,725,100	\$ 29,575,150	\$ 12,918,500
2012	\$ 3,005,641,600	\$ 28,682,414	\$ 14,051,400
2013	\$ 2,890,442,200	\$ 27,554,916	\$ 13,657,200
2014	\$ 2,848,672,500	\$ 27,155,251	\$ 15,297,200
2015	\$ 2,840,753,800	\$ 27,168,379	\$ 18,953,500
2016	\$ 2,887,027,200	\$ 27,685,475	\$ 20,302,400
2017	\$ 2,887,138,695	\$ 27,747,676	\$ 25,869,350
2018	\$ 3,011,228,900	\$ 28,990,544	\$ 24,335,000
2019	\$ 3,171,999,100		\$ 22,317,600

All-time high figures for comparison

	\$ 3,404,731,300	\$ 33,663,138	\$ 52,973,700
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Notes:

Figures taken from the year end abstracts except for 2018 & 2019. 2018/19 Asmt data from the asmt summary report. County Total EMV and NTC figures have been updated to reflect the state assessed personal property values.

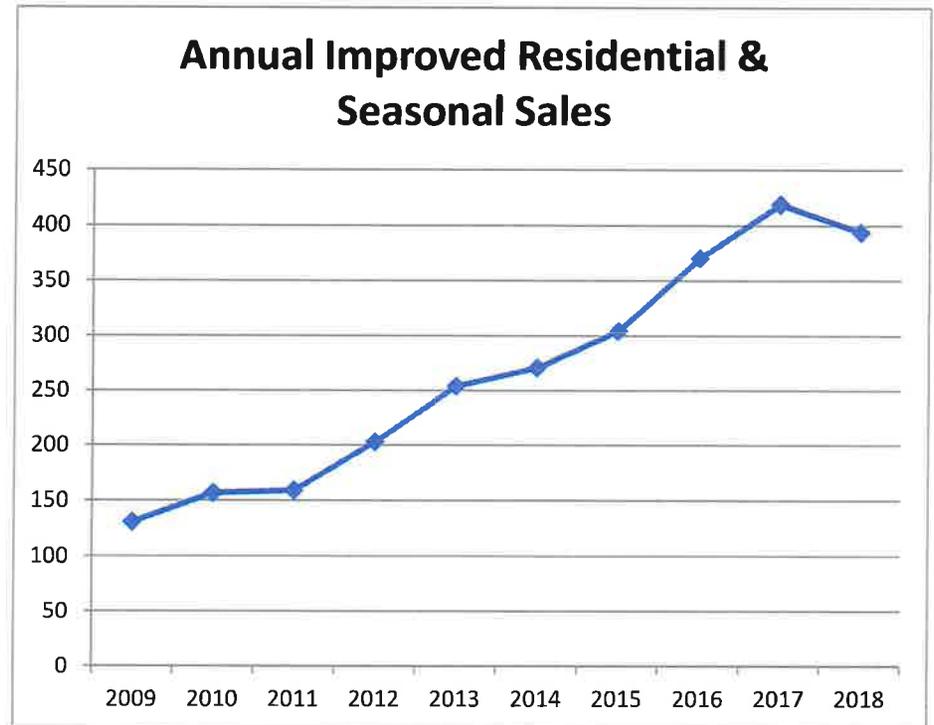




# Aitkin County Sales Ratio Study and Assessment Quality Information

## Ten Year History of Residential and Seasonal Improved Sales

Study Year	# of Residential and Seasonal Sales	Residential Median Sales Ratio	Seasonal Median Sales Ratio	Residential COD	Seasonal COD
2009	131	102.7	93.2	13.0	18.6
2010	157	100.9	100.6	13.3	18.7
2011	159	104.4	106.5	13.3	14.9
2012	203	101.0	99.1	15.4	18.7
2013	254	98.0	101.0	14.1	13.1
2014	271	94.5	93.3	14.3	14.2
2015	304	97.1	97.3	14.4	16.3
2016	370	96.3	94.8	13.8	16.2
2017	419	93.1	96.0	15.8	18.5
2018	394	92.9	91.1	18.5	17.2



**Notes:**

Sales Ratio is the assessor's Estimated Market Value divided by the Sale Price of a property.

Median Sales Ratio is the middle ratio in an array of all sales ratios. The closer the median is to 100.0, the more accurate the assessment level.

COD is the Coefficient of Dispersion or a measure of how consistent assessor valuations are with respect to the sale price.

The lower the COD, the greater the assessment quality and consistency.

The MN Department of Revenue considers a COD of 20.0 or less as an acceptable number for these property types.

Sales numbers above are only for sales that the Department of Revenue has determined are "good".



## Aitkin County Assessor's Office Five Year History of Key Countywide Figures

	2014	2015	2016	2017	2018
Number of Ad Valorem Parcels	34,079	34,064	34,103	34,204	34,094
Taxable Parcels Reassessed	5,725	6,725	8,174	7,478	6,779
Number of CRV's (total sales over \$1000)	786	900	947	1026	924
Total Residential Homesteads	4,982	4,968	4,929	5,053	5,068
Total Ag Homesteads	840	837	829	830	822
Total Ag Productive Acreage (2a)	99,291	97,645	96,405	96,064	95,380
SFIA Enrolled Acres	41,362	38,247	39,451	44,483	46,977
Average Residential Homestead Market Value	164,600	164,600	166,900	167,600	172,500
Average Agricultural Homestead Market Value	283,400	280,900	283,900	277,500	291,000
Average Seasonal Residential Parcel Market Value	90,500	89,200	90,106	91,100	95,500
Average Commercial/Industrial Parcel Market Value	119,300	124,416	123,074	129,582	132,400
Total Disabled Veterans Exclusion Value	\$ 15,072,666	\$ 14,670,540	\$ 15,652,900	\$ 17,292,300	\$ 19,507,900
Local Board Appeals	86	75	85	52	104
New Tax Court Appeals	6	6	7	1	0

**Notes:**

Number of Parcels does not include personal property.

There are approx 453 personal property parcels not included in the total above.



## Aitkin County Assessor's Office Detailed Sales Ratio Study Data - 2019 Assessment

Property Group #	Property Type	Median Ratio	COD	PRD	Number of Sales	Median EMV	Median Price
1	Residential Improved	92.90	18.5	1.07	191	\$ 167,700	\$ 181,600
3	Seasonal Improved	91.10	17.2	1.03	203	\$ 238,600	\$ 262,000
6	Commercial	104.20			10	\$ 125,000	\$ 120,000
21	Residential Land Only	77.10			10	\$ 42,400	\$ 55,000
23	Seasonal Land Only	102.10	21.3	0.97	38	\$ 95,500	\$ 93,500
34	Rural Vacant Land Only 34+ Acres	93.20	20.3	0.98	50	\$ 59,700	\$ 64,000
39	Rural Vacant Land Only <34 Acres	108.20	27.3	1.02	30	\$ 34,100	\$ 31,500
47	Ag Land & Bldgs Only 34+ Acres	103.40			11	\$ 198,500	\$ 192,000
48	Ag Land With RVL 34+ Acres	72.50			7	\$ 56,600	\$ 78,100
93	Combined Ag RVL Bare Land Only	92.80	20.3	1.00	57	\$ 38,500	\$ 41,500
94	Combined Commercial Industrial Imprv	100.90			9	\$ 146,800	\$ 145,400
99	All Good Sales	93.00	22.8	1.07	567	\$ 207,400	\$ 223,100

**Notes and Definitions:**

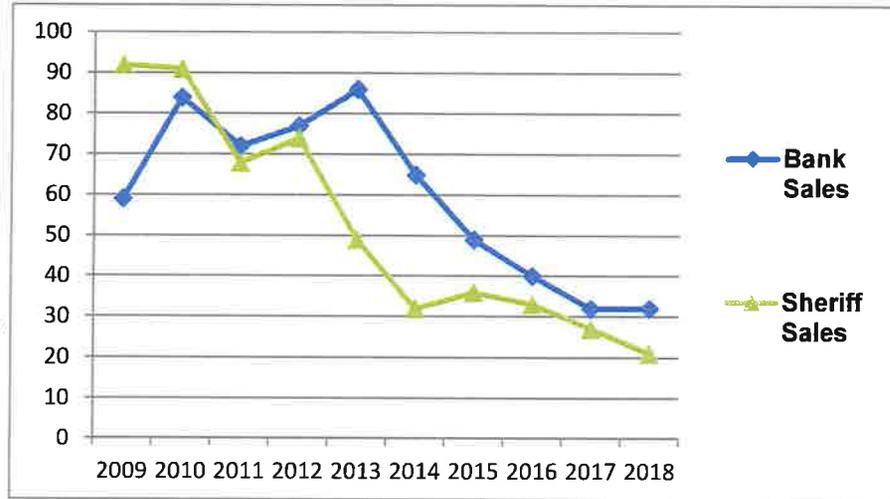
- >**Median Sales Ratio** is the middle ratio in an array of all good sales ratios. The median typically needs to be between 90 & 105.
- >**COD** is the **Coefficient of Dispersion**. Lower numbers usually equate to greater assessment quality and consistency.
- >**PRD** is the **Price Related Differential**. This statistic shows if low value properties are assessed too high or low in comparison to high value properties. 1.00 is a perfect PRD.
- >COD and PRD for categories with less than 30 sales are not shown due to small sample sizes.
- >**Median EMV** is the median or average market value of the set of properties that sold on each line above.
- >**Median Price** is the median or average sale price of the set of properties that sold on each line above.
- >Only good arm's length open market sales are included on this chart.



## Aitkin County Foreclosures by Property Type - 2018

Based on Aitkin County Sheriff's Department Data

Property Class	Number of properties	Percent of total
Residential Homestead	14	66.7%
Residential Non-homestead	5	23.8%
Seasonal Recreational	2	9.5%
Agricultural Homestead	0	0.0%
Agricultural Non-Homestead	0	0.0%
Commercial	0	0.0%
<b>Total Homestead</b>	<b>14</b>	<b>66.7%</b>
<b>Total Non-Homestead</b>	<b>7</b>	<b>33.3%</b>
<b>Total Foreclosures in 2018</b>	<b>21</b>	<b>100.0%</b>



### 10 Year History of Sheriff Sales and Bank Sales

	Bank Sales	Sheriff Sales
2009	59	92
2010	84	91
2011	72	68
2012	77	74
2013	86	49
2014	65	32
2015	49	36
2016	40	33
2017	32	27
2018	32	21

**Notes:**

- >Multiple parcels owned by a common owner counted as one foreclosure
- >Sheriff Sales are when properties are sold to the banks.
- >Bank Sales are when banks re-sell properties to new owners.

- >More Bank Sales than Sheriff Sales mean fewer vacant foreclosed homes.
- >Fewer Bank Sales tend to support increased market values..

Report prepared by Aitkin County Assessor's Office

## 2019 Assessment Changes List - Final

Item	Name	Appraiser	Major Changes For Each Area
A	COUNTYWIDE LAND		Increased Zone A land values 5.3%.
B	COUNTYWIDE LAND		Increased Zone C land values 5.3%.
C	COUNTYWIDE LAND		Decreased High Wooded (HWD) land types by \$50 per acre.
D	COUNTYWIDE LAND		Decreased Low Open and Low Tillable (LOP and LTL) land types by \$50 per acre.
E	COUNTYWIDE LAND		Decreased Swamp (SWP) land types by \$25 per acre.
F	COUNTYWIDE LAND		Changed the lakeshore size adjustments on frontages of 306 or more front feet so their frontage values are reduced from about 6 to 10%.
G	COUNTYWIDE LAND		Increased campground and resort full site values from \$2000 to \$2500 each (+25%).
H	COUNTYWIDE BUILDING		Increased D6.5 or higher grade residential building rates 5%.
I	COUNTYWIDE BUILDING		Decreased D4.5 grade residential building rates by 5%.
J	COUNTYWIDE BUILDING		Decreased D4 grade residential building rates by 10%.
K	COUNTYWIDE BUILDING		Increased double wide mobile home building rates by 10%.
L	COUNTYWIDE BUILDING		Increased Standard and Economy Pole Building and Steel Building base rates 5%. Increased Deluxe Pole Building and Steel Building base rates 10%.
M	COUNTYWIDE BUILDING		Changed central air conditioning values on houses from a lump sum of \$1500 to a rate of \$1.50 per square foot of gross building area.
N	COUNTYWIDE BUILDING		Increased Garage building base rates by 20%.
O	COUNTYWIDE BUILDING		Increased Pole Building and Steel Building Concrete Floor base rates from \$2.00 to \$2.50 per square foot.
P	COUNTYWIDE BUILDING		Increased Carport base rates by \$1 per square foot.

## 2019 Assessment Changes List - Final

Item	Name	Appraiser	Major Changes For Each Area
1	AITKIN TWP	TS & DM	Increased Cedar Lake lakeshore land base rate from \$1750 to \$1850 (5.7%) per foot. Increased Riverside Point land values 16.7%. Increased township building rate 10.8%.
2	BALL BLUFF	DM	Increased building rate 6.3%.
3	BALSAM	DM	Increased building rate 6.3%.
4	BEAVER	TS	Increased building rate 6.7%.
5	CLARK	TB	Reassessment. Increased building rate 6.7%.
6	CORNISH	DM	Reassessment. Increased building rate 6.3%.
7	FARM ISLAND	LT & SW	Increased Little Pine Lake lakeshore land base rate from \$1000 to \$1050 (5%) per foot. Increased Hanging Kettle Lake lakeshore land base rate from \$1050 to \$1100 (4.8%) per foot. Increased Cedar Lake lakeshore land base rate from \$1750 to \$1850 (5.7%) per foot. Increased building rate 5.6%.
8	FLEMING	JH	Increased building rate 6.3%.
9	GLEN	JH	Increased building rate 5.6%. Increased Rabbit Lake lakeshore base rate from \$650 to \$675 (3.9%) per foot. Increased Long Lake lakeshore base rate from \$700 to \$750 (7.1%) per foot. Increased Clear Lake lakeshore base rate from \$1050 to \$1100 (4.8%) per foot. Increased Dam Lake lakeshore base rate from \$575 to \$625 (8.7%) per foot.
10	HAUGEN	TB	Increased Round Lake lakeshore base rate from \$1050 to \$1100 (4.8%) per foot. Increased Island Lake lakeshore land base rate from \$300 to \$325 (8.3%) per foot. Increased building rate 6.7%.
11	HAZELTON	SW & TB	Increased Mille Lacs Lake lakeshore base rate from \$1350 to \$1450 (7.4%) per foot. Mille Lacs lakeshore put on a new size adjustment table. Increased Big Pine Lake lakeshore base rate from \$1050 to \$1250 (19.1%) per foot. Increased Round Lake lakeshore base rate from \$1250 to \$1300 (4.0%) per foot. Increased building rate 5.6%. Increased Mille Lacs Lake parcel building rate 11.8% to equalize with rest of the township.
12	HILL LAKE	JH	Increased Hill Lake lakeshore land base rate from \$425 to \$475 (11.8%) per foot.
13	IDUN	TS	Increased building rate 6.3%.
14	JEVNE	DM	Increased Rock Lake lakeshore land base rate from \$475 to \$500 (5.3%) per foot. Increased building rate 12.5%.

## 2019 Assessment Changes List - Final

Item	Name	Appraiser	Major Changes For Each Area
15	KIMBERLY	DM	Reassessment. Increased land values on most frontage parcels on the east side of Dam Lake by 10%. Increased Dam Lake lakeshore base rate from \$575 to \$625 (8.7%) per foot.
16	LAKESIDE	TB	Increased Mille Lacs Lake lakeshore land base rate from \$1350 to \$1450 (7.4%) per foot. Mille Lacs lakeshore put on a new size adjustment table. Increased building rate of non-Mille Lacs frontage parcels 11.1%. Increased building rate of Mille Lacs frontage parcels 5.3%
17	LEE	TS	No Major Changes.
18	LIBBY	TB	Increased Big Sandy Lake lakeshore land base rate from \$1400 to \$1550 (10.7%) per foot. Increased building rate 6.3%.
19	LOGAN	DM	Reassessment. Increased building rate 12.5%.
20	MACVILLE	JH	Increased building rate 7.7%.
21	MALMO	LT	Increased Mille Lacs Lake lakeshore land base rate from \$1350 to \$1450 (7.4%) per foot. Mille Lacs lakeshore put on a new size adjustment table. Reduced building rate 5% on Mille Lacs Lake frontage parcels to equalize with the rest of the township .
22	MCGREGOR TWP	LT	No Major Changes.
23	MORRISON	LT	Reassessment. Increased building rate 6.7%.
24	NORDLAND	DM & LT	Increased Ripple Lake lakeshore land base rate from \$750 to \$800 (6.7%) per foot. Reduced Section 10 Lake lakeshore land base rate from \$700 to \$675 (-3.6%) per foot. Increased building rate 2.2%.
25	PLINY	TS	No Major Changes.
26	RICE RIVER	TS	Reassessment. Increased building rate 6.7%.
27	SALO	SW	No Major Changes.
28	SEAVEY	TB	Reassessment.

## 2019 Assessment Changes List - Final

Item	Name	Appraiser	Major Changes For Each Area
29	SHAMROCK	JH, SW, DM, LT	Increased Big Sandy Lake lakeshore land base rate from \$1400 to \$1550 (10.7%) per foot. Increased Round Lake lakeshore base rate from \$1050 to \$1100 (4.8%) per foot. Reduced Horseshoe Lake lakeshore land base rate from \$750 to \$700 (-6.7%) per foot. Increased Island Lake lakeshore land base rate from \$300 to \$325 (8.3%) per foot. Increased building rate 6.3%.
30	SPALDING	TS	Reassessment. Increased building rate 6.7%.
31	SPENCER	SW	Increased building rate 5.9%.
32	TURNER	TS	Increased Big Sandy Lake lakeshore land base rate from \$1400 to \$1550 (10.7%) per foot.
33	VERDON	DM	Reassessment.
34	WAGNER	LT	Reassessment. Increased Pine Lake and Big Pine Lake lakeshore land base rate from \$1000 to \$1100 (10%) per foot. Increased building rate 5.9%.
35	WAUKENABO	TS	Increased Esquagamah Lake lakeshore land base rate from \$550 to \$675 (22.7%) per foot. Increased Waukenabo Lake lakeshore land base rate from \$550 to \$675 (22.7%) per foot. Increased building rate 18.8%.
36	WEALTHWOOD	JH	Reassessment. Increased Mille Lacs Lake lakeshore land base rate from \$1350 to \$1450 (7.4%) per foot. Mille Lacs lakeshore put on a new size adjustment table. Increased building rate 13.3%. Moved Wealthwood land from Zone A to Zone D which increased acreage values about 15%.
37	WHITE PINE	TB	Reassessment.
38	WILLIAMS	TB	Increased buildings 6.7%.
39	WORKMAN	SW	Increased Big Sandy Lake lakeshore land base rate from \$1400 to \$1550 (10.7%) per foot. Increased building rate 11.8%.
41	MILLWARD	JH	Reassessment.
42	UNORG 51-22	DM	No Major Changes.
43	UNORG 52-22	DM	No Major Changes.
44	UNORG 45-24	TB	No Major Changes.
45	UNORG 47-24	DM	No Major Changes.

## 2019 Assessment Changes List - Final

Item	Name	Appraiser	Major Changes For Each Area
46	UNORG 52-24	LT	No Major Changes.
47	UNORG 50-25	TB	No Major Changes.
48	UNORG 51-25	TB	No Major Changes.
49	UNORG 52-25	LT	No Major Changes.
50	UNORG 50-26	TS	No Major Changes.
51	UNORG 48-27	JH	No Major Changes.
52	UNORG 49-27	LT	Increased Esquagamah Lake lakeshore land base rate from \$550 to \$675 (22.7%) per foot. Increased building rate 5.6%.
53	UNORG 50-27	TS	No Major Changes.
54	UNORG 51-27	TB	No Major Changes.
55	UNORG 52-27	TS	No Major Changes.
56	AITKIN CITY	SW	Reassessment. Increased Central Res neighborhood buildings 5.6%. Reduced commercial land square foot values for the downtown area (COMAITCA) by 10%. Reduced the commercial land square foot values for the highway areas (COMAITHA) by 10%.
57	HILL CITY	TS	Increased Hill Lake lakeshore land base rate from \$425 to \$475 (11.8%) per foot. Increased the non-quadna residential building rate 6.3%.
58	MCGRATH CITY	TB	No Major Changes.
59	MCGREGOR CITY	TS	Reassessment.
60	PALISADE CITY	LT	No Major Changes.
61	TAMARACK CITY (Current as of 3/26/19)		Increased building rate 8.3%.

**Aitkin County Acreage Land Schedule 2019 Assessment - Final**

<u>Unorg 52-27</u>	<u>Hill Lake</u>	<u>Unorg 52-25</u>	<u>Unorg 52-24</u>	<u>Ball Bluff</u>	<u>Unorg 52-22</u>																											
<u>Unorg 51-27</u>	<u>Macville</u>	<u>Unorg 51-25</u>	<u>Verdon</u>	<u>Cornish</u>	<u>Unorg 51-22</u>																											
Green Zone C Values →		<table border="1"> <tr><td></td><td>GA/RP</td><td></td></tr> <tr><td>HWD</td><td>1700</td><td>1190</td></tr> <tr><td>LWD</td><td>1300</td><td>910</td></tr> <tr><td>OPN/HPS</td><td>1600</td><td>1440</td></tr> <tr><td>LOP/LPS</td><td>1150</td><td>1035</td></tr> <tr><td>SWP</td><td>400</td><td>240</td></tr> <tr><td>TIL</td><td>1600</td><td>1600</td></tr> <tr><td>LTL</td><td>1150</td><td>1150</td></tr> <tr><td>SITE</td><td>17000</td><td></td></tr> </table>		GA/RP		HWD	1700	1190	LWD	1300	910	OPN/HPS	1600	1440	LOP/LPS	1150	1035	SWP	400	240	TIL	1600	1600	LTL	1150	1150	SITE	17000				
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<u>Unorg 48-27</u>	<u>Morrison</u>	<u>Fleming</u>	<u>Jevne</u>	<u>McGregor</u>	<u>Clark</u>																											
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<u>Farm Island</u>	<u>Nordland</u>	<u>Glen</u>	<u>Lee</u>	<u>Rice River</u>	<u>Beaver</u>																											
					<table border="1"> <tr><td></td><td>GA/RP</td><td></td></tr> <tr><td>HWD</td><td>1530</td><td>1070</td></tr> <tr><td>LWD</td><td>1170</td><td>820</td></tr> <tr><td>OPN/HPS</td><td>1440</td><td>1300</td></tr> <tr><td>LOP/LPS</td><td>1035</td><td>930</td></tr> <tr><td>SWP</td><td>360</td><td>215</td></tr> <tr><td>TIL</td><td>1440</td><td>1440</td></tr> <tr><td>LTL</td><td>1035</td><td>1035</td></tr> <tr><td>SITE</td><td>17000</td><td></td></tr> </table>		GA/RP		HWD	1530	1070	LWD	1170	820	OPN/HPS	1440	1300	LOP/LPS	1035	930	SWP	360	215	TIL	1440	1440	LTL	1035	1035	SITE	17000	
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<u>Land Type Definitions:</u>		<u>Lakeside</u>	<u>Seavey</u>	<u>Pliny</u>																												
HWD: High Wooded LWD: Low Wooded OPN: High Open Meadow HPS: High Pasture LOP: Low Open Meadow LPS: Low Pasture SWP: Swamp/Waste TIL: High Tillable LTL: Low Tillable/Rice Paddy SITE: Full Building Site Value (Access \$1700, Electric \$2550, Septic \$6800, Well \$5950)		<u>Idun</u>	<u>Williams</u>	<u>Wagner</u>																												
Values listed above are per acre values. Green Acres and Rural Preserve program values are listed in the second columns above. Off public road acreage values are typically 10% less than values listed. Tracts under 31 acres carry a positive size adjustment. Tracts over 100 acres carry a size discount of up to 15%.					(updated 3/26/19)																											

## 2019 Board of Appeal and Equalization Schedule

Date	Twp/City	Time	Meeting Location
Monday 4/15/2019	Macville Township	9:00	Swatara Town Hall
	City of Hill City	11:00	Hill City Community Room
Tuesday 4/16/2019	Salo Township	9:00	Salo Town Hall
	<b>Spalding Township</b>	11:00	Spalding Town Hall
	<b>Rice River Township</b>	1:00	Rice River Town Hall
Wednesday 4/17/2019	McGregor Township	9:00	McGregor Town Hall
	<b>Kimberly Township</b>	11:00	Glen/Kimberly Town Hall
	Waukenabo Township	1:00	Waukenabo Town Hall
Thursday 4/18/2019	<b>Verdon Township</b>	9:00	Verdon Town Hall
	Ball Bluff Township	11:00	Jacobson Fire Hall
	<b>Morrison Township</b>	2:00	Morrison Town Hall
Friday 4/19/2019	Farm Island Township	9:00	Farm Island Town Hall
	Malmo Township	1:00	Malmo Town Hall
Monday 4/22/2019	Shamrock Township	9:00	Shamrock Town Hall
Tuesday 4/23/2019	Turner Township	11:00	Turner Town Hall
	Jevne Township	1:00	Jevne Town Hall
Wednesday 4/24/2019	<b>Wealthwood Township</b>	9:00	Wealthwood Town Hall
	Lakeside Township	11:00	Lakeside Town Hall
	<b>Wagner Township</b>	2:00	Wagner Town Hall
Thursday 4/25/2019	<b>Clark Township</b>	9:00	Clark Town Hall
	Haugen Township	10:30	Haugen Town Hall
	Glen Township	1:00	Glen/Kimberly Town Hall
Monday 4/29/2019	Idun Township	9:00	Holden Lutheran Church
	<b>Seavey Township</b>	10:30	Seavey Town Hall
	Williams Township	12:00	McGrath Fire Hall
Tuesday 4/30/2019	<b>City of McGregor</b>	9:00	McGregor Fire Hall
	Spencer Township	3:00	Spencer Town Hall
Wednesday 5/1/2019	<b>City of Aitkin</b>	9:00	Aitkin City Hall
	Aitkin Township	1:00	Aitkin City Hall
Thursday 5/2/2019	<b>OPEN BOOK MEETING</b>	<b>9:00am TO 7:00 pm</b>	<b>Assessor's Office</b>
Friday 5/3/2019	Fleming Township	1:00	Fleming Town Hall
Monday 5/6/2019	Hazelton Township	9:00	Hazelton Town Hall
	Nordland Township	1:00	Bethlehem Lutheran Church
Tuesday 6/25/2019	County Board of Equalization	Call for Appointment	Aitkin City Hall
2019 Reassessment Areas in <b>Blue</b> :	<b>Aitkin City, Clark Twp, Cornish Twp, Kimberly Twp, Logan Twp, McGregor City, Millward Twp, Morrison Twp, Rice River Twp, Seavey Twp, Spalding Twp, Verdon Twp, Wagner Twp, Wealthwood Twp, White Pine Twp.</b>		
Open Book Meeting Areas in <b>Red</b> :	<b>Balsam Twp, Beaver Twp, Hill Lake Twp, Cornish Twp, Hill City, Lee Twp, Libby Twp, Logan Twp, McGrath, Millward Twp, Pliny Twp, Palisade, Tamarack, all Unorganized, Workman Twp, White Pine Twp</b>		
			(last revised on 3/14/2019)



# Board of County Commissioners Agenda Request

6A  
Agenda Item #

**Requested Meeting Date:** 4-23-19

**Title of Item:** Engineering Services Agreements

<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* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway
<b>Presenter (Name and Title):</b> John Welle		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> See attached summary.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> See attached summary		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ 158,748 Is this budgeted? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> \$170,000 was budgeted in 2019 for these agreements.		

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

## Engineering Service Agreements Attachment

Five separate engineering service proposals were requested recently for engineering work associated with the following projects:

1. SP 001-611-003 – CSAH 11 reconstruction (2022)
2. SAP 001-612-023 – CSAH 12 bridge replacement over the Ripple River (2021)
3. SAP 001-601-021 – CSAH 1 bridge deck rehabilitation over the Mississippi River (2022)
4. SAP 001-618-005 – CSAH 18 bridge replacement over the Willow River (2022)
5. SAP 001-598-014 – CH 62 bridge replacement over the Sandy River (2022)
6. SAP 001-598-016– CH 54 bridge replacement over Sissabagamah Creek (2023)

The scope of requested services for SP 001-611-003 includes only the preliminary survey of the 3.2 mile project area. Staff vacancies over the past three years has made it necessary to have this work done externally to keep the project on schedule for 2022 construction.

The scope of requested services for five bridge replacement/rehabilitation projects includes all survey and design work necessary to develop a construction plan for the five separate projects.

Proposals were received as follows:

**1. SP 001-611-003 – CSAH 11 reconstruction**

Proposals: WSN, Baxter, MN - \$15,150  
WSB, Baxter, MN - \$15,234  
SEH, Brainerd, MN - \$24,000

Authorization is requested to accept the proposal from WSN for surveying services on this project.

**2. SAP 001-612-023 – CSAH 12 bridge replacement over the Ripple River**

Proposals: Erickson Engineering, Eden Prairie, MN - \$32,600 (excludes wetland delineation report)  
WSN, Baxter, MN - \$34,025 (no wetland delineation report included)  
WSB, Minneapolis, MN - \$58,200 (excludes wetland delineation report)

Authorization is requested to accept the proposal from Erickson Engineering for engineering services on this project.

**3. SAP 001-601-021 – CSAH 1 bridge deck rehabilitation over the Mississippi River**

Proposals: WSN, Baxter, MN - \$18,838  
WSB, Minneapolis, MN - \$21,000  
Erickson Engineering, Eden Prairie, MN - \$21,600

Authorization is requested to accept the proposal from WSN for engineering services on this project.

**4. SAP 001-618-005 – CSAH 18 bridge replacement over the Willow River**

Proposals: WSN, Baxter, MN - \$37,260 (no wetland delineation report included)  
Erickson Engineering, Eden Prairie, MN - \$39,100 (excludes wetland delineation report)  
WSB, Minneapolis, MN - \$71,400 (excludes wetland delineation report)

Authorization is requested to accept the proposal from WSN for engineering services on this project.

**5. SAP 001-598-014 – CH 62 bridge replacement over the Sandy River**

Proposals: Erickson Engineering, Eden Prairie, MN - \$32,300 (excludes wetland delineation report)  
WSN, Baxter, MN - \$34,730 (no wetland delineation report included)  
WSB, Minneapolis, MN - \$63,200 (excludes wetland delineation report)

Authorization is requested to accept the proposal from Erickson Engineering for engineering services on this project.

**6. SAP 001-598-016 – CH 54 bridge replacement over Sissabagamah Creek**

Proposals: Erickson Engineering, Eden Prairie, MN - \$22,600  
WSN, Baxter, MN - \$23,911  
WSB, Minneapolis, MN - \$47,000

Authorization is requested to accept the proposal from Erickson Engineering for engineering services on this project.



# Board of County Commissioners Agenda Request

6B

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Agenda Item #

**Requested Meeting Date:** 4-23-19

**Title of Item:** MnDot Detour Agreement

<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 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*
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway Department
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> <p>As discussed at the February 26, 2019 Board meeting, MnDOT will be replacing two (culvert) bridges near Malmo on TH 47 and TH 18 beginning on July 8, 2019 and continuing through October 21, 2019. As directed at the last meeting, additional discussion with MnDOT staff has identified a process of potential reimbursement for additional road maintenance costs incurred on other township and county roads as a result of the road closures. Wealthwood Township has been made aware of this process which involves MnDOT tracking increased use of local roads and the road authorities tracking additional maintenance costs.</p> <p>To allow MnDOT to pay the approximate \$7,492.56 cost for use of CSAH 12 and CSAH 28 as part of the official detours, they have provided the attached agreement.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend approval of attached resolution authorizing the signing of this agreement.		
<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 type="checkbox"/> No <i>Please Explain:</i>		

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

January 16, 2019

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

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

Dear Mr. Welle:

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

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

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

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

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

**COMPENSATION SUMMARY FOR THE COUNTY OF AITKIN**

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

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

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

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

Sincerely,

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

Scott Zeidler  
Engineering Specialist Senior

Enclosures: Official Detour Map

Cc: Calvin Puttbrese  
Claudia Dumont  
Malaki Ruranika  
Tony Hughes

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

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

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

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

**Recitals**

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

**Agreement**

**1. Term of Agreement**

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

**2. Agreement Between the Parties**

**2.1 Detour.**

- A. **Location.** The State will establish the T.H. No. 18 and No. 47 detour route on the following County roads as detailed in the project plans or Special Provisions:
  - T.H. 18 Detour – C.S.A.H. 12 and C.S.A.H. 28 for a total distance of 11.40 miles.
  - T.H. 47 Detour – C.S.A.H. 12 and C.S.A.H. 28 for a total distance of 11.40 miles.
- B. **Modification of the Detour Route.** The State may modify the detour route or may add additional roadways to the official detour during construction. The State will request concurrence from the County for changes to the detour route. If such change increases the States obligation over Article 3.3B, the Agreement will be amended.

- C. Axle Loads and Over-Dimension Loads.** The County will permit 10-ton axle loads on the detour route. Over-dimension loads will not be permitted except in cases of extreme emergency.
- D. Traffic Control Devices.** The State may install, maintain and remove any traffic control devices it considers necessary to properly control the detoured traffic. The State may paint roadway markings, such as the centerline, edge lines and necessary messages.
- E. Detour Maintenance.** The State will perform any necessary bituminous patching and ordinary maintenance on the roadway or shoulder of the County roads used for the detour, at no cost or expense to the County. Bituminous patching is defined as any work, including continuous full width overlays, less than 100 feet in length. All State expenditures beyond those required for bituminous patching and ordinary maintenance will be credited against the road life consumed reimbursement due the County.
- F. Duration.** The State will provide the County with advance notice identifying the dates the State intends to place and remove the detour signing.
- 2.2 Basis of State Cost (Road Life Consumed).** The State will reimburse the County for the road life consumed by the detour using the following methods, as set forth in the Detour Management Study Final Report dated January 1991, and updated by MnDOT's Policy on Cost Participation for Cooperative Construction Projects and Maintenance Responsibilities between MnDOT and Local Units of Government.
- A.** The "Gas Tax Method" formula, multiplies the Combined Tax Factor per mile times the Average Daily Traffic ("ADT") count of vehicles diverted from the Trunk Highway times the county road length in miles times the duration of the detour in days to determine the State's cost for the road life consumed by the detour.
- B.** The County may, at its option, perform an "Equivalent Overlay Method" analysis. A State-approved firm, at no cost or expense to the State, must perform the testing and analysis. The County will keep records and accounts to verify any claim it might bring against the State for additional costs using the "Equivalent Overlay Method".

### 3. Payment

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

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

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

- 3.2 Maximum Obligation.** \$18,000.00 is the maximum obligation of the State under this Agreement and must not be exceeded unless the maximum obligation is increased by execution of an amendment to this Agreement.
- 3.3 Conditions of Payment.** The State will pay the County the State's total road life consumed payment amount after performing the following conditions.
- A.** Execution of this Agreement and the County's receipt of the executed Agreement.
- B.** State's encumbrance of the State's total payment amount.

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

#### 4. Release of Road Restoration Obligations

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

#### 5. Authorized Representatives

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

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

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

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

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

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

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

#### 7. Liability

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

#### 8. State Audits

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

**9. Government Data Practices**

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

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

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

**11. Termination; Suspension**

**11.1 *By Mutual Agreement.*** This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.

**11.2 *Termination for Insufficient Funding.*** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the County. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the County will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

**11.3 *Suspension.*** In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance and payments authorized through this Agreement. Any work performed during a period of suspension will be considered unauthorized work and will be undertaken at the risk of non-payment.

**12. Force Majeure**

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

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

**STATE ENCUMBRANCE VERIFICATION**

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

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

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

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

**AITKIN COUNTY**

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

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

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

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

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

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

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

**DEPARTMENT OF TRANSPORTATION**

Approved:

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

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

**COMMISSIONER OF ADMINISTRATION**

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

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

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

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

ADOPTED April 23, 2019

By Commissioner: xx

**20190423-0xx**

**MnDOT Detour Agreement**

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

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

**IT IS FURTHER RESOLVED**, that the Aitkin County Engineer is hereby authorized to execute the Agreement and any amendments to the Agreement.

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 23<sup>rd</sup> day of April 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 23<sup>rd</sup> day of April 2019

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

<p>Subscribed and sworn to before me this</p> <p>_____ day of _____, 2019.</p> <p>_____</p> <p>Notary Public</p> <p>My Commission Expires _____</p>
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PLOTTED/REVISED: 7-JAN-2019

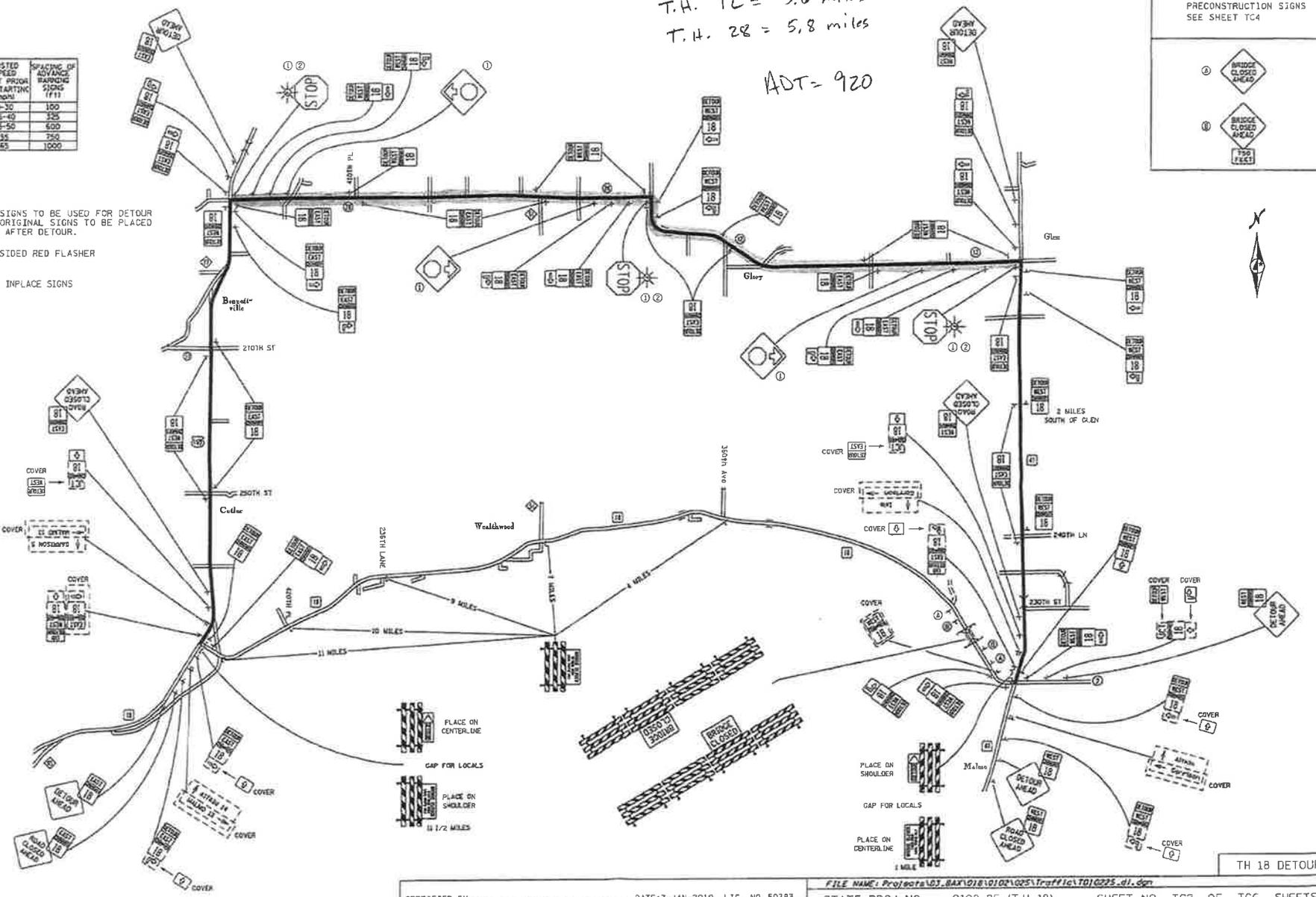
PLOT NAME: T010225.dwg  
PATH & FILENAME: Project\03\_BAX\018\010225\Traffic\T010225.dwg

POSTED SPEED LIMIT PRIOR TO STARTING (mph)	SPACING OF ADVANCE WARNING SIGNS (ft)
0-30	100
31-40	200
41-50	400
51	750
61	1000

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

T.H. 12 = 5.6 miles  
 T.H. 28 = 5.8 miles  
 ADT = 920

PRECONSTRUCTION SIGNS  
SEE SHEET TC4



TH 18 DETOUR





# Board of County Commissioners Agenda Request

6c

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Agenda Item #

**Requested Meeting Date:** 4-23-19

**Title of Item:** Equipment Purchase - Trimble Survey Equipment

<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>
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway Department
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> <p>The 2018 Capital Equipment Replacement Program includes a \$60,000 expenditure to upgrade Unit #773 -Trimble GPS Survey Equipment that was originally purchased in 2009. The existing equipment has become outdated and software upgrades are no longer available.</p> <p>The 2023 Capital Equipment Replacement Program includes a \$40,000 expenditure to upgrade Unit 732 - Leica Robotic Total Station that was originally purchased in 2006. This equipment too has become outdated and requires repair, which is not feasible due to it's age.</p> <p>Working with Frontier Precision, Waite Park, MN who is Minnesota's authorized Trimble dealer, replacement equipment for these two pieces of survey equipment were priced through Minnesota State Bid #87135. The total cost of the equipment and accessories is \$67,605.70, which includes a \$4,300 trade-in allowance for the old equipment. Only Trimble equipment was considered for this purchase, as Trimble is the industry leader for this type of surveying and staff is familiar with it's operation.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Request authorization to purchase Trimble GPS and Total Station equipment from Frontier Precision, Waite Park, MN for a total cost of \$67,605.70.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ 67,605.70 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> \$60,000 was budgeted in 2018 and \$40,000 was programmed in 2023 for this equipment. This purchase will eliminate the future \$40,000 programmed expenditure from the 2023 Capital Equipment Replacement Program.		

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



# Board of County Commissioners Agenda Request

7A

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Agenda Item #

**Requested Meeting Date:** April 23, 2019

**Title of Item:** Adopt Fund Balance Policy

<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>
<b>Submitted by:</b> Jessica Seibert, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b>  A working group was formed to review and develop a new, comprehensive Fund Balance Policy (see attached). The policy has been reviewed by the working group, Budget Committee, and Clifton, Larson, Allen.  Also attached is a review of the 2018 year end cash balances as they would be reflected under the new Fund Balance Policy.		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Adopt Fund Balance Policy.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

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## AITKIN COUNTY

ADOPTED BY THE COUNTY BOARD XX-XX-XXX

**Our Vision:** We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources

**Our Mission:** Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.

**Our Values:** We achieve outstanding customer service through these core values Collaboration, Innovation, Integrity, People-Focused, and Professionalism.

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**Fund Balance Policy Statement of Purpose:**

In February 2009, the Governmental Accounting Standard Board (GASB) issued GASB #54 Balance Reporting and Governmental Fund Type Definitions. The statement substantially changes how fund balances are categorized. It clarifies/modifies how some of the governmental funds are presented and classified.

The purpose of this policy is to provide the basis for a stable financial environment for Aitkin County's operations that allows the County to provide quality services to its residents in a fiscally responsible manner by maintaining an adequate level of financial resources to fund operations, address revenue shortfalls and/or unanticipated expenditures, and to help ensure stable tax rates.

**Scope:**

This Fund Balance Policy applies to all governmental-type funds of the County, except where noted otherwise. For purposes of calculating target levels, year-end cash balance totals excluding non-cash assets (ie. inventory & receivables) will be used.

**Funding Flow Assumption**

The County considers restricted amounts to be spent before unrestricted fund balance when an expenditure is incurred for purposes for which both restricted and unrestricted (Committed, Assigned, Unassigned) amounts are available. Similarly, within unrestricted fund balance, the Committed Assigned, and Unassigned amounts will be spent in that order when expenditures are incurred for a purpose for which amounts in any of those unrestricted fund balance classifications could be used.

**Fund Balance Classifications:** The classification of fund balances is based primarily on the extent to which the County is bound to observe constraints imposed upon the use of the resources. Fund Balance is the difference between assets/deferred outflows and liabilities/deferred inflows in governmental funds (i.e. general fund, special revenue funds, debt service funds, capital project funds and permanent funds). The five classifications of fund balance are:

- a) **Non-spendable funds:** Funds that are not in a spendable form or are legally limited to be used for a particular purpose. Included in this category are amounts related to inventories, amounts which are non-cash items and therefore not available for spending, and amounts not available due to advances to other funds or other governments, or prepaid items.

**Policy –** *At the end of each fiscal year, the County will report the portion of the fund balance that is not in spendable form as Non-spendable Fund Balance in the audited Financial Statements.*

- b) **Restricted funds:** Funds that are subject to externally enforceable restrictions. The funds may be subject to statutes or rules, contributors, or creditors/bond documents.

**Policy –** *At the end of each fiscal year, the County will report "restricted" fund balance for amounts that have applicable external legal restrictions per GASB #54.*

- c) **Committed Funds:** Funds whose use is authorized only by resolution of the County Board. Such authorization can be changed only by Board resolution. Action to commit funds for a specific year must be done before the end of the year with the exact amounts for such commitment to be determined at a later date, but before the completion of the financial statements.

**Policy –** *The County Board will review a list of "committed" fund balance requests and will take action by resolution to approve these specific purposes.*

- d) **Assigned Funds:** Funds for which the County has an intended purpose. This intention for usage will be determined by the County Board, or their assignee, in accordance with funding requirements. For all funds other than the General Fund, any unrestricted amount that is not committed will be assigned based on the function of the fund.
- e) **Unassigned Funds:** Any remaining fund balance in the General Fund for which a higher level of restriction, commitment or assignment has not been imposed will be reported as unassigned fund balance. Unassigned amounts are available for any purpose. Any Governmental Fund having a negative balance will report the negative balance as unassigned. The General Fund is the only governmental fund that can report a positive balance in the unassigned classification. The unassigned fund balances are the current resources available for which there are no government self-imposed limitations or set spending plan. Although there is generally no set spending plan for the unassigned portion, there is a need to maintain a certain funding level. Unassigned fund balance is commonly used for emergency expenditures not previously considered. In addition, the resources classified as unassigned can be used to cover expenditures for revenues not yet received.

**Fund Balance Levels:** The County shall follow the MN State Auditor's Statement of Position on GASB #54 and such updates as may be made from time to time. The Office of the State Auditor of Minnesota recommends local governments that rely significantly on property taxes maintain an unrestricted fund balance of approximately 35-50% of fund operating revenues or no less than five months of operating expenditures in their general fund and special revenue funds.

**Fund Balance Target Levels:**

***Governmental Funds:***

**General Fund:** This is the primary operating fund for all financial resources of the general government, except those required to be accounted for in another fund. At the end of each fiscal year, the County will maintain an unrestricted portion of fund balance in a range equal to 40-50% of the General Fund operating expenditures for the next year. In addition to working capital needs this accommodates emergency contingency concerns. This cushion will mitigate risks from unpredictable revenue shortages and controllable costs and to cover expenditures for revenues not yet received. Should the actual amount of the unrestricted fund balance rise above the targeted range, any excess funds will remain unassigned pending the County Board's final decision concerning transfer to another fund or additional General fund Commitments.

***Special Revenue Funds:***

**Health & Human Services Special Revenue Fund:** Used for Health & Human Services, which is responsible for the provision of economic assistance and community social services programs. Should the actual amount needed for working capital rise above the target range, any excess will be addressed using the Excess Fund Balance criteria listed below. Excess fund balance may be transferred to the General Fund with County Board approval. Additionally, transfers in and transfers out corresponding adjustments will be made by the County Auditor. At the end of each fiscal year, the County's Health & Human Services Fund will maintain an Assigned portion of fund balance for working capital in a range equal 40%-50% of the operating expenditures for the next year. On the financial statements, funds will be reported as non-spendable, restricted, or committed, with the remaining balance classified as assigned and used for the day to day operations of Health & Human Services, to provide for emergency expenditures, and to cover expenditures for revenues not yet received. At the end of the fiscal year, the Health & Human Services Director will assess the Health & Human Services Fund's fund balance as it

## Aitkin County Fund Balance and Reserves Policy

relates to spending intentions and make a request to the County Administrator. The County Administrator and County Auditor will review the request prior to Board approval.

**Road & Bridge Special Revenue Fund:** Used for the Road & Bridge Department, which is responsible for the construction and maintenance of roads, bridges, and other projects affecting County roadways. Due to the cyclical nature of the highway expenditures, working capital ranges may vary year to year. At the end of each fiscal year, the Road & Bridge fund will maintain an assigned portion of fund balance for working capital in a range equal to 40%-50% operating expenditures for the next year, in addition, a minimum amount of \$500,000 will be maintained in fund balance to account for unforeseen natural disasters and project related expenses. At the end of the fiscal year, the County Engineer will assess the Road & Bridge Fund's fund balance as it relates to spending intentions identified in the Capital Road Improvement Plan and make a request to the County Administrator. The County Administrator and County Auditor will review the request prior to Board approval.

**Debt Services Funds:** Used for the financing of the County's general long term debt. At the end of each fiscal year, a portion of Debt Service Fund balance is allocated to pay the next upcoming principal and interest payments and will be classified as Restricted, per bond covenant. Any accumulated fund balance that remains that arose from property taxes or unspent bond proceeds related to refunding bonds will also be reported as restricted due to statutory requirements and the debt agreements. Then, any remaining fund balance will be reported as Assigned. However, when bonds/notes are fully retired, any remaining fund balance related to the bond issuance must be transferred to another Debt Service Fund if other outstanding debt exists, but if the County has no other outstanding debt issues, any remaining fund balance will be transferred to the General Fund.

### **Enterprise Funds:**

**Long Lake Conservation Center Enterprise Fund:** Used for operation of the Long Lake Conservation Center. Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Any net position in this fund that has outside requirements/restrictions placed on the unspent amounts will be reported as restricted net position. This fund will also report net investment in capital assets in the net position section based on calculations provided in GASB #34. Any remaining net position in this fund after the two previously mentioned categories will be reported as unrestricted net position.

### ***Remaining Fund Categories:***

The remaining Fund Balance categories will be accounted for in accordance with applicable state statutes and Minnesota laws.

### **Excess Fund Balance:**

In the event that the minimum fund balance levels of the General, Road & Bridge, Health & Human Services, Capital Project Fund or Debt Services Funds shall fall above or below the desired range, the County Auditor shall annually report such amounts to the County Administrator and the County Board as soon as practical.

Excess fund balance dollars may be used in the following financially prudent ways:

- a. Restore fund balances to minimum approved levels in Special Revenue funds;
- b. Capital and technology improvements;

## Aitkin County Fund Balance and Reserves Policy

- c. Additional Highway infrastructure projects in the Highway Fund;
- d. Debt retirement/refunding;
- e. Cost avoidance projects and productivity enhancement projects (one-time projects i.e. scanning);
- f. Other one-time or short term purposes deemed to be fiscally prudent for the County;
- g. Pre-funding or buying down of long-term liabilities (i.e. PTO severance payouts.)

**Fund Balance Evaluation Process:** By April of each year, the County Administrator and County Auditor will review and report to the Board all fund balances according to the fund balance classifications as of December 31 of the previous year. Based upon the recommendation in the Statement of Position by the Office of the State Auditor, *Fund Balances for Local Government*, the County will strive to maintain an unrestricted fund balance as of December 31 equal to the following:

- 40-50% of the current year General Fund operating budget in the General Fund;
- 40-50% of the current year Community & Veterans Services Fund operating budget in the Health & Human Services Fund; and
- 40-50% of the current year Road & Bridge operating budget + \$500,000 in Road & Bridge Fund.

During the annual review of fund balances, the following options shall be considered in the order they are listed for those funds having balances larger than allowed by this policy:

- a) Any funds in excess of the limits indicated that are intended to be left in excess will be documented as to the circumstances for such intention. When determining if an excess balance should be reduced, the following items will be taken into consideration: criteria listed in the Excess Fund Balance section, tax delinquency rate trends, financial stability of the State of MN, and any pending litigation.
- b) Transfers between funds may be processed to ensure all funds are at the levels specified above. Individual fund balance transfers that take place as part of this process must be approved by the County Board.

**Funding the Target Amount:** Funding of the reserve targets will generally come from excess revenues over expenditures or one-time revenues.

**Authority over Fund Balances:** Use of fund balances for a special circumstance or emergency situation requires approval of the County Board. Use of fund balance as part of a budgeted expenditure requires County Board approval as part of the annual budgeting process.

**Replenishment of reserves:** Should the actual amount of reserves fall below the targeted range, the County Board shall create a plan to restore balances to the appropriate levels.

**Fund Balance Policy Adoption:** The County's Fund Balance Policy shall be adopted by resolution of the County Board. The policy shall be reviewed as needed by the Fund Balance Workgroup and Budget Committee. Any modifications made thereto must be approved by the County Board.

Adopted by the Aitkin County Board on this XX day of XXXXXX, 20XX

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Jessica Seibert, Aitkin County Administrator

## Fund Balance Reporting Chart

<b>Fund Balance Reporting Chart</b>			
<b>Classification</b>	<b>Definition</b>	<b>Examples</b>	
<b>Non-Spendable</b>	Amounts that cannot be spent because they are either (a) not in a spendable form or (b) legally or contractually required to be maintained intact	<ul style="list-style-type: none"> <li>• Inventories,</li> <li>• Prepaid items,</li> <li>• Long-term receivables in the general fund, and</li> <li>• Permanent principal of endowment funds.</li> </ul>	
<b>Restricted</b>	Fund balance should be reported as restricted when constraints placed on the use of resources are either: <ol style="list-style-type: none"> <li>a. Externally imposed by creditors grantors, contributors, or laws or regulation of other governments: or</li> <li>b. Imposed by law through constitutional provisions or enabling legislation.</li> </ol>	<ul style="list-style-type: none"> <li>• Restricted by state statute</li> <li>• Unspent bond proceeds</li> <li>• Grants earned but not spent</li> <li>• Debt covenants</li> <li>• Taxes dedicated to a specific purpose</li> <li>• Revenues restricted by enabling legislation.</li> </ul>	
<b>Unrestricted</b>	<b>Committed</b>	Used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority	<ul style="list-style-type: none"> <li>• Governing board has set aside \$1M for a road construction project</li> <li>• Property tax levies set for a specific purpose by resolution</li> </ul>
	<b>Assigned</b>	Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.	<ul style="list-style-type: none"> <li>• Governing board has set aside \$2M for a county project and the county administrator may amend this up to \$100,000.</li> <li>• Governing body delegates the authority to assign fund balance to the finance officer</li> <li>• Governing board has appropriated fund balance often to balance next year's budget.</li> <li>• Positive residual balances in governmental funds other than the general fund</li> </ul>
	<b>Unassigned</b>	Unassigned fund balance is the residual classification for the General Fund. This is fund balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. Other governmental funds would report deficit fund balances as assigned.	

04/17/19  
CASH BALANCE SHEET

BALANCE  
12/31/18

Unassigned  
Assigned  
Restricted

INVESTMENTS (YTD)		32,046,707.98
CASH BALANCES		
GENERAL FUND	1 000	10,418,956.29
RESERVED	1 000	261,650.89
RESERVE FROM ECON DEV	1 000	425,297.61
SHERIFF CONTINGENT	1 201	4,595.51CR
ENHANCED 911	1 254	215,528.42CR
SOLID WASTE	1 391	657,387.63CR
<b>Fund 1 Subtotal</b>		11,105,904.79

Recorder's Fund 1	(452,928.01)
Recorder's Fund 2	(433,767.78)
Sobriety Court Fees	-
Prosecutorial	(5,000.00)
Gun Permits	(137,484.00)
Prisoner Welfare	(93,715.56)
Conservation	(28,231.76)
Sheriff Contingent	(4,595.51)
Enhanced 911	(215,528.42)
Solid Waste	(657,387.63)
TOTAL	(2,028,638.67)
<b>Adjusted Balance</b>	<b>8,390,317.62</b>

40%	50%	
5,301,354.40	6,626,693.00	<b>\$1,763,624.62 OVER</b>

ROAD & BRIDGE	3 000	4,245,005.47
UNORG R&B	4 421	588,425.99
UNORG FIRE	4 422	54,194.13
UNORG CEMETERY	4 423	2,840.24
<b>Fund 4 Subtotal</b>		<b>645,460.36</b>

Capital Equipment	(274,200.00)
Capital Facility	(395,000.00)
Capital Infrastructure	585,188.00
Gravel	(123,358.00)
<b>Adjusted Balance</b>	<b>4,037,635.00</b>

40% + \$500,000	50% + \$500,000	
2,325,240.00	2,781,550.00	<b>\$1,256,085 OVER</b>

HEALTH & HUMAN SERVICES	5 000	4,114,465.99
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40%	50%	
2,820,648.40	3,525,810.50	<b>\$588,624.49 OVER</b>

DEBT SERVICE	6 000	0.00
DITCH JUDICIAL 2	7 350	12,751.36
COUNTY 2	7 367	0.00
COUNTY 5	7 353	0.00
COUNTY 20	7 364	0.00
COUNTY 21	7 365	0.00
COUNTY 23	7 354	0.00
COUNTY 24	7 351	0.00
COUNTY 25	7 355	0.00
COUNTY 28	7 356	0.00
COUNTY 29	7 371	80.12
COUNTY 30	7 352	27,267.36

COUNTY 34	7	357	0.00
COUNTY 36	7	358	2,755.29
COUNTY 37	7	359	0.00
COUNTY 42	7	360	0.00
COUNTY 43	7	366	0.00
COUNTY 58	7	361	0.00
COUNTY 63	7	362	1,660.78
COUNTY 66	7	363	1,278.73
DIVERSION CHANNEL	7	373	0.00
<b>Fund 7 Subtotal</b>			<b>45,793.64</b>

BALANCE  
12/31/18

STATE	9	000	107,822.77
TIMBER PERMIT BONDS	10	900	111,817.32
ABAN DEP/BAIL ESCROW	10	919	1,814.56
CO DEVELOPMENT	10	921	900,614.72
CONS FORF TAX SALE	10	922	0.00
FORF. TAX SALE	10	923	1,110,451.02
LAW LIBRARY	10	926	92,207.33
MISSING HEIRS	10	927	21,519.08
CO INSURANCE TRUST	10	929	863,175.48
<b>Fund 10 Subtotal</b>			<b>3,101,599.51</b>

FOREST RESOURCE	11	924	129,212.10
REFORESTATION	11	925	444,924.05
MEMORIAL FOREST	11	934	30,764.56
FOREST ROAD	11	935	(40.47)
GRAVEL PIT	11	936	69,111.77
<b>Fund 11 Subtotal</b>			<b>673,972.01</b>

PREPAID TAXES	12	000	36,077.98
ARROWHEAD REG COMM	12	930	49,613.65
TOWNS	12	931	376,456.87
SCHOOLS	12	932	213,583.79
<b>Fund 12 Subtotal</b>			<b>675,732.29</b>

TAXES & PENALTIES	13	943	20,738.99
CAPITAL PROJECT	14	000	7,599,759.90
COLLABORATIVE AGENCY	15	000	95,971.75
ENVIRONMENTAL TRUST	18	937	457,822.17

LLCC GENERAL OPERATIONS	19	000	2,877.80
LLCC CAPITAL IMPROV. C/O	19	525	(55,013.50)
<b>Fund 19 Subtotal</b>			<b>(52,135.70)</b>

PARKS	21	520	343,990.30
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TOTAL CASH & INVEST.			33,181,704.24
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# Board of County Commissioners Agenda Request

7B  
Agenda Item #

**Requested Meeting Date:** April 23, 2019

**Title of Item:** 2018 Year End Budget Review

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Jessica Seibert, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 15 minutes
<b>Summary of Issue:</b> A summary of the 2018 year end budget will be discussed (see attached).		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Discussion only.		
<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 type="checkbox"/> No <i>Please Explain:</i>		

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

## 2018 Year End Budget Review

Fund 1	General Fund	Budgeted	Actual	Difference	Budgeted	Actual	Difference	Budgeted Net	Actual Net	Difference
		Revenues	Revenues		Expenditures	Expenditures				
1	Commissioners	0	0	0	244,839	232,796	-12,043	244,839	232,796	-12,043
12	Court Administration	-1,300	-7,623	-6,323	91,000	89,804	-1,196	89,700	82,181	-7,519
40	Auditor/License Center	-286,805	-288,482	-1,677	685,587	710,682	25,095	398,782	422,200	23,418
41	Internal Audit	0	0	0	62,000	64,087	2,087	62,000	64,087	2,087
42	Treasurer	-29,400	-31,705	-2,305	270,044	268,696	-1,348	240,644	236,991	-3,653
43	Assessor	-157,900	-161,366	-3,466	821,667	820,780	-887	663,767	659,414	-4,353
44	Central Services	-10,719,477	-11,186,735	-467,258	165,148	235,484	70,336	-10,554,329	-10,951,251	-396,922
45	Motor Pool	-60,000	-66,070	-6,070	54,870	65,094	10,224	-5,130	-976	4,154
49	IT	-1,000	-2,812	-1,812	597,641	605,783	8,142	596,641	602,971	6,330
52	Admin/HR	0	0	0	460,954	427,501	-33,453	460,954	427,501	-33,453
60	Elections	-625	-101,173	-100,548	174,901	218,822	43,921	174,276	117,649	-56,627
90	Attorney	-75,602	-85,134	-9,532	1,018,642	980,892	-37,750	943,040	895,758	-47,282
100	Recorder	-210,500	-241,614	-31,114	310,889	333,983	23,094	100,389	92,369	-8,020
110	Courthouse Maintenance	-20,000	-20,000	0	406,983	369,138	-37,845	386,983	349,138	-37,845
111	Buildings	0	0	0	72,000	25,852	-46,148	72,000	25,852	-46,148
120	Veterans Service	-17,000	-14,683	2,317	141,904	141,728	-176	124,904	127,045	2,141
121	HRA	0	0	0	1,800	1,505	-295	1,800	1,505	-295
122	Planning & Zoning	-327,534	-560,180	-232,646	459,903	595,362	135,459	132,369	35,182	-97,187
123	Coroner	0	0	0	73,800	61,790	-12,010	73,800	61,790	-12,010
200	Enforcement	-291,654	-453,407	-161,753	2,400,393	2,245,102	-155,291	2,108,739	1,791,695	-317,044
201	Sheriff Contingency D&A	0	-3,866	-3,866	0	4,271	4,271	0	405	405
202	Boat & Water	-27,385	-33,019	-5,634	92,431	74,636	-17,795	65,046	41,617	-23,429
203	Snowmobile	-6,175	-10,359	-4,184	40,356	35,477	-4,879	34,181	25,118	-9,063
204	ATV	-14,212	-12,231	1,981	31,745	30,767	-978	17,533	18,536	1,003
206	Forfeitures	0	-39,146	-39,146	0	25,939	25,939	0	-13,207	-13,207
252	Corrections	-452,500	-463,974	-11,474	2,744,671	2,828,052	83,381	2,292,171	2,364,078	71,907
253	Sentence to Serve	-31,943	-40,997	-9,054	172,560	138,946	-33,614	140,617	97,949	-42,668
254	Enhanced 911 System	-89,000	-89,190	-190	86,000	108,946	22,946	-3,000	19,756	22,756
255	Crime Victim Grant	-68,619	-59,789	8,830	80,517	75,830	-4,687	11,898	16,041	4,143
257	Community Corrections	-453,382	-457,858	-4,476	1,002,358	946,781	-55,577	548,976	488,923	-60,053
280	Emergency Management	-19,194	-14,409	4,785	49,424	52,761	3,337	30,230	38,352	8,122
390	Environmental Health	-70,500	-74,336	-3,836	77,204	74,397	-2,807	6,704	61	-6,643
391	Solid Waste	-297,709	-362,331	-64,622	297,709	311,160	13,451	0	-51,171	-51,171
392	Water Wells	-10,000	-11,325	-1,325	6,500	2,637	-3,863	-3,500	-8,688	-5,188
500	Library & Historical Society	0	0	0	290,027	289,437	-590	290,027	289,437	-590
520	Parks (Old account)	0	0	0	0	109	109	0	109	109
600	Ag Society, Soil & Water	0	0	0	133,803	133,555	-248	133,803	133,555	-248
601	Extension	0	480	480	80,367	76,030	-4,337	80,367	76,510	-3,857
700	Promotion, Airport, Tourism	0	0	0	38,007	38,272	265	38,007	38,272	265
711	Economic Development	0	4,530	4,530	40,787	60,189	19,402	40,787	64,719	23,932
<b>Fund 1 Totals</b>		<b>-13,739,416</b>	<b>-14,888,804</b>	<b>-1,149,388</b>	<b>13,779,431</b>	<b>13,803,073</b>	<b>23,642</b>	<b>40,015</b>	<b>-1,085,731</b>	<b>-1,125,746</b>

<b>Fund 3 Road &amp; Bridge</b>		<b>Budgeted Revenues</b>	<b>Actual Revenues</b>	<b>Difference</b>	<b>Budgeted Expenditures</b>	<b>Actual Expenditures</b>	<b>Difference</b>	<b>Budgeted Net</b>	<b>Actual Net</b>	<b>Difference</b>
<b>0</b>	<b>Undesignated</b>	-4,281,077	-4,441,372	-160,295	0	0	0	-4,281,077	-4,441,372	-160,295
<b>301</b>	<b>Administration</b>	0	0	0	502,412	536,884	34,472	502,412	536,884	34,472
<b>302</b>	<b>Engineering/Const.</b>	0	0	0	503,541	439,013	-64,528	503,541	439,013	-64,528
<b>303</b>	<b>Highway Maintenance</b>	0	0	0	3,267,407	3,037,500	-229,907	3,267,407	3,037,500	-229,907
<b>307</b>	<b>Capital Infrastructure</b>	-8,058,600	-3,112,769	4,945,831	8,493,600	6,031,144	-2,462,456	435,000	2,918,375	2,483,375
<b>308</b>	<b>Equipment &amp; Facilities</b>	-571,600	-571,600	0	571,600	371,948	-199,652	0	-199,652	-199,652
<b>Fund 3 Totals</b>		<b>-12,911,277</b>	<b>-8,125,741</b>	<b>4,785,536</b>	<b>13,338,560</b>	<b>10,416,489</b>	<b>-2,922,071</b>	<b>427,283</b>	<b>2,290,748</b>	<b>1,863,465</b>

Fund 5 Health & Human Services		Budgeted	Actual	Difference	Budgeted	Actual	Difference	Budgeted Net	Actual Net	Difference
		Revenues	Revenues		Expenditures	Expenditures				
257	Community Corrections	0	0	0	0	5,995	5,995	0	5,995	5,995
390	Environmental Health	0	0	0	0	1,091	1,091	0	1,091	1,091
400	Public Health	-775,282	-915,752	-140,470	913,556	799,006	-114,550	138,274	-116,746	-255,020
420	Income Maintenance	-1,979,349	-2,136,377	-157,028	1,933,655	1,870,054	-63,601	-45,694	-266,323	-220,629
430	Social Services	-4,022,527	-3,741,168	281,359	4,329,947	3,988,046	-341,901	307,420	246,878	-60,542
<b>Fund 5 Totals</b>		<b>-6,777,158</b>	<b>-6,793,297</b>	<b>-16,139</b>	<b>7,177,158</b>	<b>6,664,192</b>	<b>-512,966</b>	<b>400,000</b>	<b>-129,105</b>	<b>-529,105</b>

Fund 4 Special Revenue		Budgeted Revenues	Actual Revenues	Difference	Budgeted Expenditures	Actual Expenditures	Difference	Budgeted Net	Actual Net	Difference
421	Unorganized Road & Bridge	-44,500	-100,753	-56,253	44,500	128,683	84,183	0	27,930	27,930
422	Unorganized Fire	-37,450	-38,226	-776	37,450	34,580	-2,870	0	-3,646	-3,646
423	Unorganized Cemetery	-2,700	-2,841	-141	2,700	215	-2,485	0	-2,626	-2,626
Fund 4 Totals		-84,650	-141,820	-57,170	84,650	163,478	78,828	0	21,658	21,658

Fund 7 Ditch		Budgeted Revenues	Actual Revenues	Difference	Budgeted Expenditures	Actual Expenditures	Difference	Budgeted Net	Actual Net	Difference
350	Ditch 2 (Judicial)	0	-237	-237	0	0	0	0	-237	-237
352	Ditch 30 (County)	0	-508	-508	0	0	0	0	-508	-508
Fund 7 Totals		0	-745	-745	0	0	0	0	-745	-745

Fund 10 Trust		Budgeted Revenues	Actual Revenues	Difference	Budgeted Expenditures	Actual Expenditures	Difference	Budgeted Net	Actual Net	Difference
921	Co. Development	-339,000	-276,721	62,279	363,578	235,455	-128,123	24,578	-41,266	-65,844
922	Cons. Forfeited Tax Sales	0	0	0	0	12,556	12,556	0	12,556	12,556
923	Forfeited Tax Sales	-1,700,000	-2,115,426	-415,426	1,705,575	1,434,152	-271,423	5,575	-681,274	-686,849
926	Law Library	-30,000	-29,364	636	30,000	26,078	-3,922	0	-3,286	-3,286
929	Mn. Trust Insurance Fund	0	-268,150	-268,150	0	0	0	0	-268,150	-268,150
Fund 10 Totals		-2,069,000	-2,689,661	-620,661	2,099,153	1,708,241	-390,912	30,153	-981,420	-1,011,573

Fund 11 Forest Development		Budgeted Revenues	Actual Revenues	Difference	Budgeted Expenditures	Actual Expenditures	Difference	Budgeted Net	Actual Net	Difference
924	Forest Resource	-142,500	-142,549	-49	155,665	108,023	-47,642	13,165	-34,526	-47,691
925	Resource Management	-170,950	-173,379	-2,429	176,234	179,781	3,547	5,284	6,402	1,118
934	Memorial Forest	-100,265	-65,603	34,662	114,116	89,895	-24,221	13,851	24,292	10,441
935	Forest Road	-76,300	-77,757	-1,457	69,067	103,229	34,162	-7,233	25,472	32,705
936	Gravel Pit	-1,500	-423	1,077	0	0	0	-1,500	-423	1,077
Fund 11 Totals		-491,515	-459,711	31,804	515,082	480,928	-34,154	23,567	21,217	-2,350

Fund 12 Agency		Budgeted Revenues	Actual Revenues	Difference	Budgeted Expenditures	Actual Expenditures	Difference	Budgeted Net	Actual Net	Difference
930	ARDC	-49,469	-49,333	136	49,469	2,911	-46,558	0	-46,422	-46,422
932	Schools	0	-4,396,115	-4,396,115	0	4,497,647	4,497,647	0	101,532	101,532
Fund 12 Totals		-49,469	-4,445,448	-4,395,979	49,469	4,500,558	4,451,089	0	55,110	55,110

Fund 14 Capital Project		Budgeted Revenues	Actual Revenues	Difference	Budgeted Expenditures	Actual Expenditures	Difference	Budgeted Net	Actual Net	Difference
949	Courthouse Addition	0	-10,619,787	-10,619,787	0	2,785,879	2,785,879	0	-7,833,908	-7,833,908
Fund 14 Totals		0	-10,619,787	-10,619,787	0	2,785,879	2,785,879	0	-7,833,908	-7,833,908

Fund 15 Aitkin County Collaborative		Budgeted Revenues	Actual Revenues	Difference	Budgeted Expenditures	Actual Expenditures	Difference	Budgeted Net	Actual Net	Difference
0	Undesignated	-70,520	-65,132	5,388	0	0	0	-70,520	-65,132	5,388
450	Collaborative-Aitkin School	0	0	0	25,000	20,000	-5,000	25,000	20,000	-5,000
451	Collaborative- Hill City School	0	0	0	15,000	15,000	0	15,000	15,000	0
452	Collaborative-McGregor School	0	0	0	15,000	20,000	5,000	15,000	20,000	5,000
453	Collaborative-AC H&HS	0	0	0	5,000	0	-5,000	5,000	0	-5,000
Fund 15 Totals		-70,520	-65,132	5,388	60,000	55,000	-5,000	-10,520	-10,132	388

Fund 18 Environmental Trust Fund		Budgeted Revenues	Actual Revenues	Difference	Budgeted Expenditures	Actual Expenditures	Difference	Budgeted Net	Actual Net	Difference
937	Environmental Trust Fund	-15,000	-10,341	4,659	15,000	48,000	33,000	0	37,659	37,659

Fund 19 LLCC		Budgeted Revenues	Actual Revenues	Difference	Budgeted Expenditures	Actual Expenditures	Difference	Budgeted Net	Actual Net	Difference
0	Undesignated	0	-60,500	-60,500	0	0	0	0	-60,500	-60,500
521	LLCC Administration	-53,076	-48,332	4,744	145,165	159,144	13,979	92,089	110,812	18,723
522	LLCC Education	-569,305	-547,344	21,961	219,430	227,791	8,361	-349,875	-319,553	30,322
523	LLCC Food	-4,500	-4,280	220	162,415	169,088	6,673	157,915	164,808	6,893
524	LLCC Maintenance	0	0	0	108,020	110,695	2,675	108,020	110,695	2,675
525	LLCC Capital Improvement	-14,400	-113,516	-99,116	0	193,776	193,776	-14,400	80,260	94,660
Fund 19 Totals		-641,281	-773,972	-132,691	635,030	860,494	225,464	-6,251	86,522	92,773

Fund 21 Parks		Budgeted Revenues	Actual Revenues	Difference	Budgeted Expenditures	Actual Expenditures	Difference	Budgeted Net	Actual Net	Difference
520	Parks	-482,433	-465,579	16,854	470,839	564,619	93,780	-11,594	99,040	110,634
Grand Totals		-37,331,719	-49,480,038	-12,148,319	38,224,372	42,050,951	3,826,579	892,653	-7,429,087	-8,321,740

Less Bond Funding - 7,833,908

**Total Amount Under Budget = -487,832**



# Board of County Commissioners Agenda Request

7C  
Agenda Item #

**Requested Meeting Date:** April 23, 2019

**Title of Item:** Review 2020 Budget Timeline

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Jessica Seibert, County Administrator		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> <p>The 2020 Budget time line will be reviewed (see attached).</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Discussion only.		
<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 type="checkbox"/> No <i>Please Explain:</i>		

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

## 2020 Budget Process

April 23 <sup>rd</sup>	Budget Process and Schedule Preview	Administration County Board
May 14 <sup>th</sup>	Budget Discussion – Board Priorities	County Board
May 15 <sup>th</sup>	Budget Process, Schedule and Preparation Forms to Department Heads	Administration
June 14 <sup>th</sup>	Budget Preparation Forms DUE to Administration	Administration Department Heads
July 10 <sup>th</sup>	Budget Discussion with Department Head Group	Administration Department Heads
July 22 <sup>nd</sup> – 26 <sup>th</sup>	Individual Meetings with Department Heads to Review Draft Budgets	Department Heads
August 13 <sup>th</sup>	Appropriations & Dues Discussion	County Board Administration
	Budget Presentations – General Gov. & Sheriff	Department Heads
August 27 <sup>th</sup>	Budget Presentations – HHS & Road & Bridge	Department Heads
September 10 <sup>th</sup>	County Board considers Preliminary Levy, <i>if desired</i> TNT meeting date set  – TNT must occur after November 24 <sup>th</sup> – Must be adopted by September 30 <sup>th</sup>	County Board
September 24 <sup>th</sup>	County Board considers Preliminary Levy, <i>if needed</i>  – Must be adopted by September 30 <sup>th</sup>	County Board
November 12 <sup>th</sup>	Additional Budget Discussion, <i>if needed</i>	County Board Administration Department Heads
December 3 <sup>rd</sup> 6:05 p.m.	Budget Information Meeting held (TNT)	County Board Administration
December 17 <sup>th</sup>	Final FY 2020 Budget (operating and capital) and Levy adopted  – Must be adopted no later than 5 working days after Dec. 20 <sup>th</sup>	County Board



# Aitkin County Board of Commissioners Agenda Request Form

8

Agenda Item #

**Requested Meeting Date:** April 23, 2019  
**Title of Item:** Committee Reports

<input checked="" type="checkbox"/> <b>REGULAR AGENDA</b>	<b>Action Requested by:</b> County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Bill Pratt
Aitkin Airport Commission	Monthly	1 <sup>st</sup> Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 <sup>rd</sup> Thursday	Wedel and Pratt
Aitkin County CARE Board	Monthly	3 <sup>rd</sup> Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 <sup>rd</sup> Wednesday	Wedel
Aitkin Economic Development Administration	Monthly	3 <sup>rd</sup> Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly	3 <sup>rd</sup> Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly	3 <sup>rd</sup> Wednesday	Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Quarterly	3 <sup>rd</sup> Thursday	Niemi, Alt. Westerlund
ATV Committee	As needed		Pratt and Westerlund
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Wednesday	Pratt, Alt. Marcotte
Budget Committee	Most months	1 <sup>st</sup> Tuesday	Wedel and Westerlund
Development Achievement Center	Monthly	3 <sup>rd</sup> or 4 <sup>th</sup> Thurs.	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 <sup>nd</sup> Monday	Niemi, Alt. Pratt
Economic Development	Monthly	1 <sup>st</sup> Wednesday	Pratt and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Pratt
Extension	4x year	Monday	Westerlund, Alt. Marcotte
Facilities/Technology	As needed		Wedel and Marcotte
H&HS Advisory (Liaison)	Monthly except July	1 <sup>st</sup> Wednesday	Westerlund and Wedel
Historical Society (Liaison)	Monthly	4 <sup>th</sup> Wednesday	Wedel
HRA	Monthly	4 <sup>th</sup> Wednesday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Odd Months	4 <sup>th</sup> Monday	Pratt and Land Cmr Courtemanche
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 <sup>rd</sup> Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	Last Wednesday	Pratt
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	10x year	3 <sup>rd</sup> Monday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 <sup>th</sup> Friday	Marcotte, Alt. Pratt
MN Rural Caucus	8x year	Varies	Niemi, Alt. Pratt
Natural Resources Advisory Committee	8-10x year	2 <sup>nd</sup> Monday	Marcotte and Pratt
NE MN Office Job Training	As called		Niemi
Northeast MN ATP	Quarterly	Varies	Pratt and Engineer Welle, Niemi Alt.
Northeast MN ECB	5-6x year	4 <sup>th</sup> Thursday	Marcotte, Alt. Sheriff
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
Personnel/Insurance	As needed	2 <sup>nd</sup> Tuesday	Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Westerlund
Rum 1W1P Policy Committee	Quarterly		Westerlund, Alt. Niemi
Snake River Watershed	Monthly	4 <sup>th</sup> Monday	Pratt
Sobriety Court	Bi-Monthly	3 <sup>rd</sup> Thursday	Wedel
Solid Waste Advisory	As needed		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 <sup>nd</sup> Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 <sup>nd</sup> Thursday	Westerlund