

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS December 17, 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)
- 9:50 Break
- 10:00 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 December 3, 2019 to December 16, 2019
 - B) Approve December 3, 2019 County Board Minutes
 - C) Approve December 3, 2019 Budget Hearing Minutes
 - D) Approve Electronic Funds Transfers
 - E) Adopt Resolution: Aitkin County Electronic Funds Policy/Procedure
 - F) Approve Request to Fill Committee Vacancies:
 - 1. Natural Resources Advisory Committee
 - 2. Board of Adjustment
 - 3. Planning Commission
 - 4. East Central Regional Library Board
 - G) Authorize County Administrator to Approve Year End Matters
 - H) Approve Temporary On-Sale Liquor License – Cuyuna Brewing Company
 - I) Approve Application for License to Sell Tobacco Products – Ukura's Big Dollar
 - J) Adopt Resolution: 2020 Liquor Licenses
 - K) Adopt Resolution: Accept Donation to STS
 - L) Adopt Resolution: County Timber Auction Dates 2020
 - M) Approve MOU Mississippi River Water Trail
 - N) Approve ATM for Government Center
 - O) Approve Commissioner Warrants – 12-13-19
 - P) Approve Auditor Warrants – Contegrity
 - Q) Approve Auditor Warrants – 12-13-19
 - R) Approve Auditor Warrants – Sales & Use Tax
 - S) Approve Motorola Services Agreement 2020

- T) Adopt Resolution: Hill Lake Aquatic Management Area (AMA00703)
- U) Approve CliftonLarsonAllen 2019 Audit Engagement Letter
- V) Approve Purchase of Plow Attachment – Land Dept.
- W) Approve Final Plat of Lueck Addition to Leehaven

- 10:05 3) Kirk Peysar, Auditor
 - A) Cigarette License Denial – Appeal Request

- 10:15 3) Bobbie Danielson, Human Resources Director
 - A) Approve 2020-2021 Uniform Wage Scales
 - B) Approve 2020-2021 Non-Union Uniform Wage Scales
 - C) Adopt Resolution: 2020 Elected Officials Salaries

- 10:25 4) Jessica Seibert, County Administrator
 - A) ANGELS Appropriation
 - B) Approve 2020 Budget, Levy, and Supporting Resolutions
 - C) County Administrator Updates

- 10:55 5) Committee Updates

- 11:30 Break

- 11:40 6) Sheriff Dan Guida
 - A) Closed Session Under MN Statute 13D.05 - Security

- 12:15 Adjourn

AITKIN COUNTY BOARD

2B
December 3, 2019

The Aitkin County Board of Commissioners met this 3rd day of December, 2019 at 4:30 p.m., at Aitkin City Hall, with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Bill Pratt, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham.

CALL TO ORDER

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve the December 3, 2019 agenda.

**APPROVED
AGENDA**

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: November 26, 2019 to December 2, 2019; B) Approve County Board Minutes: November 26, 2019; C) Approve Electronic Funds Transfers: \$2,945,175.86; D) Approve Fire Protection Contract – Town of Ball Bluff; E) Approve Fire Protection Contract – City of McGrath; F) Adopt Resolution: Designating Annual Polling Places; G) Approve Commissioner Warrants – 11-27-19: General Fund \$68,149.40, Road & Bridge \$66,104.60, Special Revenue \$2,645.81, Health & Human Services \$68,962.76, Trust \$8,799.59, Forest Development \$7,180.62, Agency \$46,693.50, Capital Project \$944.56, Long Lake Conservation Center \$11,755.47, Parks \$18,605.15 for a total of \$299,841.46; H) Approve Auditor Manual Warrants – 11-27-19: General Fund \$150.00, Capital Project \$8,198.15 for a total of \$8,348.15; I) Approve Elan Payments – 11-14-19: General Fund \$2,194.43, Health & Human Services \$1,931.59, Trust \$225.00, Forest Development \$59.98, Capital Project \$2,263.37, Long Lake Conservation Center \$192.01 for a total of \$6,866.38; J) Approve Consumption & Display Permit – 202 Tavern; K) Approve 3.2 On Sale Malt Liquor License – 202 Tavern

**CONSENT
AGENDA**

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Designating Annual Polling Places:

WHEREAS, it is important that citizens exercise their right to vote at their polling place; and

WHEREAS, Minnesota Statute 204B.16 requires the designation of local polling places for elections annually.

NOW THEREFORE, BE IT RESOLVED that the Aitkin County Board of Commissioners, acting on behalf of the unorganized townships in Aitkin County designate its 2020 polling places as follows:

**RESOLUTION
20191203-098
DESIGNATING
ANNUAL POLLING
PLACES**

Precinct:

Location:

NE Unorganized Towns
(51-22, 52-22, and 52-24)

Government Center
307 2nd Street NW, Aitkin, MN

Unorganized Township 45-24

Government Center
307 2nd Street NW, Aitkin, MN

Unorganized Township 47-24

Government Center
307 2nd Street NW, Aitkin, MN

<p>Unorganized Township 48-27</p>	<p>Government Center 307 2nd Street NW, Aitkin, MN</p>	
<p>Unorganized Township 51-27</p>	<p>Government Center 307 2nd Street NW, Aitkin, MN</p>	
<p>NW Aitkin Unorganized Precinct 1 (52-25 & 52-27)</p>	<p>Government Center 307 2nd Street NW, Aitkin, MN</p>	
<p>NW Aitkin Unorganized Precinct 2 (49-27, 50-27, 50-26, 50-25, & 51-25)</p>	<p>Government Center 307 2nd Street NW, Aitkin, MN</p>	
<p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the following Application for Consumption & Display (Set Up) Permit. (December 15, 2019 – March 31, 2020):</p>		<p>CONSUMPTION & DISPLAY PERMIT – 202 TAVERN</p>
<p>LuRae L. Melaas, d/b/a 202 Tavern – Shamrock Township</p>		
<p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the following 3.2 Malt Liquor License for a period ending April 30, 2020:</p>		<p>3.2 MALT LIQUOR LICENSE – 202 TAVERN</p>
<p>LuRae L. Melaas, d/b/a 202 Tavern – Shamrock Township This establishment has an address of 49482 202nd Place, McGregor, MN 55760</p>		
<p>Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to appoint Commissioner Pratt to serve on the Snake River Watershed 1W1P Policy Committee, and to appoint Commissioner Niemi as alternate.</p>		<p>SNAKE RIVER 1W1P POLICY COMMITTEE</p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Aitkin County Community Corrections 2020 Interim Comprehensive Plan and to authorize signatures, as required.</p>		<p>COMMUNITY CORRECTIONS 2020 COMP PLAN</p>
<p>Jessica Seibert, County Administrator discussed the following 2020 Appropriations and Dues with the Board:</p> <ul style="list-style-type: none"> • ANGELS request of \$20,000-\$25,000 • MRC dues increase • Soil & Water additional reduction due to utility expenses 		<p>2020 APPROPRIATIONS AND DUES</p>
<p>Jessica Seibert, County Administrator reviewed the 2020 Proposed Budget with the Board and answered questions.</p>		<p>2020 PROPOSED BUDGET</p>
<p>Jessica Seibert, County Administrator updated the Board on the following:</p> <ul style="list-style-type: none"> • Upcoming AMC Conference 		<p>COUNTY ADMINISTRATOR UPDATES</p>

- Upcoming Leadership Training
- Mission, Vision, Values Video

The Board discussed: HRA, Historical Society, and Letter from MPCA.

Motion by Commissioner Westerlund seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 5:38 p.m. until Tuesday, December 17, 2019 at the Aitkin Public Library.

**BOARD
DISCUSSION**

ADJOURN

Anne Marcotte, Board Chair
Aitkin County Board of Commissioners

Jessica Seibert, County Administrator

AITKIN COUNTY BOARD – BUDGET HEARING

20
December 3, 2019

The Aitkin County Board of Commissioners met this 3rd day of December, 2019 at 6:05 p.m. at Aitkin City Hall with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Bill Pratt, County Administrator Jessica Seibert, and Administrative Assistant Sue Bingham. The following Department Heads were also present: IT Director Steve Bennett, Health & Human Services Director Cynthia Bennett, County Engineer John Welle, County Attorney Jim Ratz, and Treasurer Lori Grams. Other staff in attendance: HHS Fiscal Supervisor Carli Goble, and Chief Financial Officer Kathleen Ryan.

Anne Marcotte, Board Chair welcomed everyone, asked the Board to introduce themselves, and gave a brief explanation of what to expect during the Budget Hearing.

Jessica Seibert, County Administrator presented information on Aitkin County's 2020 proposed budget, including:

- Understanding Property Tax Statements (Video)
- 2020 Budget & Levy
- Proposed Tax Statement
- Projected County Property Tax Statement
- Revenues & Expenditures
- Fund Balance
- Reminder that the final levy will be set at the December 17, 2019 County Board meeting which will be held at the Aitkin Public Library at 9:00 a.m.

No public comments were given.

Board Chair Anne Marcotte thanked everyone for attending the Budget Hearing.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members voting to adjourn the meeting at 6:27 p.m.

Anne Marcotte, Board Chair
Aitkin County Board of Commissioners

Jessica Seibert, County Administrator

CALL TO ORDER

**BOARD CHAIR
COMMENTS**

**2020 BUDGET
AND LEVY
PRESENTATION**

**FINAL LEVY TO
BE ADOPTED
DECEMBER 17TH**

**PUBLIC
COMMENTS**

THANKS

ADJOURN

ELECTRONIC FUNDS TRANSFER

Thru December 9, 2019 Board Meeting December 17, 2019

Date	Amount	Reason
11/25/19	1200.2	Manual Abstract
11/26/19	\$8,089.60	Commissioner Warrants
12/2/19	\$10,304.45	Manual Abstract
12/4/19	\$3.49	Manual Abstract
12/5/19	\$69.86	Manual Abstract
12/6/19	\$7,657.68	Auditor Warrants
12/6/19	\$57,143.78	Auditor Warrants
12/6/19	\$555,553.30	Payroll Abstract

\$640,022.36



Board of County Commissioners Agenda Request

2 E
Agenda Item #

Requested Meeting Date: 12/17/2019

Title of Item: Aitkin County Electronic Funds Policy/Procedure

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: Approve annual resolution authorizing EFT activities to the County Treasurer for the year 2020.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

By Commissioner: xx

20191217-0xx

Aitkin County Electronic Funds Policy/Procedure

WHEREAS, Minnesota Statute 471.38, allows for the use of electronic fund transfer as a means of making various payments,

WHEREAS, a local government may make an electronic funds transfer for the following:

- A. For a claim for a payment from an imprest payroll bank account or investment of excess money;
- B. For a payment of tax or aid anticipation certificates;
- C. For a payment of contributions to pension and retirement funds;
- D. For vendor payments; and
- E. For payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

WHEREAS, The County Board shall annually delegate the authority to make electronic funds transfers to the County Treasurer and the County Treasurer may designate Treasurer, Auditor and Health and Human services staff to initiate electronic funds transfers.

THEREFORE, BE IT RESOLVED, that the Aitkin County Board delegates the authority to make electronic funds transfers to the Aitkin County Treasurer and for the County Treasurer to designate county staff to make electronic funds transfers for the year 2020.

BE IT FURTHER RESOLVED, that the County Treasurer will:

- A. Provide a copy of this resolution to the disbursing bank;
- B. Identify the initiator of the transaction and document the transaction with proper approval including confirmation of transaction;
- C. Provide a list of all transactions made by electronic fund transfer to the County Board at its next regularly scheduled meeting.

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 17th day of December, 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December, 2019

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2F
Agenda Item #

Requested Meeting Date: December 17, 2019

Title of Item: Request to Fill Committee Vacancies

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: The following committees each have one opening, and one application or letter for each opening has been received. All are attached for your review. Staff recommends: NRAC, At Large - Appoint Kevin Insley to a four year term Board of Adjustment, District 5 - Reappoint Lin Benson to a three year term Planning Commission, District 5 - Reappoint David Lange to a three year term ECRL Board - Reappoint Bruce Groulx to a three year term		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve committee appointments as indicated above		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin County Natural Resources Advisory Committee

AITKIN COUNTY COMMISSIONER DISTRICT At Large

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

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

Kevin E Insley
Signature of Applicant

11-20-19
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
307 2nd Street NW – Room 310, Aitkin, MN 56431**

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin County Board of Adjustment (Variance)

AITKIN COUNTY COMMISSIONER DISTRICT 5

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)

Currently on the board, finishing 1st term

Would like to continue serving

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

Jen Marie Christensen Benson
Signature of Applicant

11/17/19
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 X

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

**Please return application to the Aitkin County Administrator's office, located at
307 2nd Street NW – Room 310, Aitkin, MN 56431**

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

CUP Board

AITKIN COUNTY COMMISSIONER DISTRICT 5

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)

Current Member

Certified Landscaper in Land Use

Certified Sewer Designer & Installer

Participated in many Training for County Land Use.

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

[Signature]
Signature of Applicant

11/12/07
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
307 2nd Street NW - Room 310, Aitkin, MN 56431**



Headquarters: 244 South Birch Street
Cambridge MN 55008
Phone (763) 689-7390

*Serving six counties with 14 branches:
Aitkin, Chisago, Isanti, Kanabec,
Mille Lacs and Pine Counties*

October 16, 2019

Aitkin County Administration
Aitkin County Courthouse
217 2nd Street NW. Room 134
Aitkin, MN 56431

RE: East Central Regional Library Board Appointment

Our records indicate that Bruce Groulx's three year term on the ECRL Board ends on January 1, 2020. He is eligible for reappointment.

ECRL Bylaws, Article 3, Section 2 Term of Office:

The term of office shall be three years. No trustee shall serve more than three full consecutive terms. This does not include partial terms filled after someone resigns before the term is completed. A former board member can be reappointed after a lapse of one year.

For our records, please confirm his reappointment or advise us of his replacement at your earliest convenience.

Sincerely,

A handwritten signature in blue ink that reads "Carla Lydon".

Carla Lydon
Executive Director

NEWS RELEASE

AITKIN COUNTY HAS ONE OPENING ON THE FOLLOWING COMMITTEE:

Natural Resources Advisory Committee

- **At Large**

Terms are for 4 years, beginning in January

Per diem and mileage @ County rate

Meets 2nd Monday of the month

Approximately 11 meetings per year

- usually evenings @ 6:30 PM at Long Lake Conservation Center
- including at least one daytime field tour

Advises the County Board on matters relating to...

Forest management

- Forest Planning
- Timber Harvesting
- Environmental Issues (wildlife, water quality, invasive species, etc.)

Recreation management

- Campgrounds
- Recreation trails
- Long Lake Conservation Center

Land Asset management

- Classification of Tax Forfeited lands
- Land Sales/Exchanges/Easements
- Extraction/mining

Applications will be accepted until Noon on December 4, 2019, or until filled. Applications can be found on the Aitkin County website, picked up at the Land Department, or mailed to you if requested.

The Aitkin County Board of Commissioners will make the committee selection from submitted applications at a County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Rich Courtemanche, Aitkin County Land Commissioner, at 218-927-7364.

Please contact Sue Bingham at 218-927-3093 for any questions concerning this news release that you will not bill to the County. Thank you.

NEWS RELEASE

AITKIN COUNTY HAS AN OPENING ON THE FOLLOWING COMMITTEE:

1. Aitkin County Board of Adjustment
 - Commissioner District 5 (One opening)

Reviews variance applications and interpretations from Aitkin County Zoning Ordinances. Individuals will participate in public hearings for reviewing variance applications from Aitkin County Zoning Ordinances. Meetings are held the first Wednesday of each month at 4:00 P.M.

Applications will be accepted until Noon on December 4, 2019, or until filled. The position will start the first meeting of January 2020. Terms are three years. Applications can be found on the Aitkin County website, picked up at the Environmental Services/Planning & Zoning Office, or mailed to you if requested.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications during a County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Terry Neff, Environmental Services Director at 218-927-7342.

Please contact Sue Bingham at 218-927-3093 for any questions concerning this news release that you will not bill to the County. Thank you.

NEWS RELEASE

AITKIN COUNTY HAS ONE OPENING ON THE FOLLOWING COMMITTEE:

1. Aitkin County Planning Commission
 - District 5

Reviews applications for Conditional Use Permits, Interim Use Permits, Planned Unit Developments, Rezoning and Subdivisions to ensure compliance with Aitkin County Ordinances and the Comprehensive Land Use Plan. Individual will participate in public hearings for review of the applications. Meetings are held on the third Monday of each month at 4:00 P.M.

Applications will be accepted until Noon on December 4, 2019, or until filled. The position will start the first meeting of January 2020. Terms are three years. Applications can be found on the Aitkin County website, picked up in the West Annex of the Courthouse, or mailed to you if requested.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications during a County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Terry Neff, Environmental Services Director at 218-927-7342.

Please contact Sue Bingham at 218-927-3093 for any questions concerning this news release that you will not bill to the County. Thank you.



Board of County Commissioners Agenda Request

26
Agenda Item #

Requested Meeting Date: December 17, 2019

Title of Item: Authorize County Administrator to Approve Year End Matters

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

Staff requests Board authorization to allow the County Administrator to approve miscellaneous year-end matters. This may include trailing liquor licenses, manual warrants, and other miscellaneous items.

These items will be presented to the Board at the first meeting in January for acknowledgement.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Authorize the County Administrator to approve miscellaneous year-end matters.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*



Board of County Commissioners Agenda Request

24
Agenda Item #

Requested Meeting Date: December 17, 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	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Sally M. Huhta	Department: Auditor's
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Presenter (Name and Title): N/A	Estimated Time Needed: N/A
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Summary of Issue:

Please approve the following Temporary On-Sale Liquor License for January 04, 2020, subject to receipt of all insurance and completed, signed, paperwork.

ON Sale:
 Nick Huisinga, d/b/a Cuyuna Brewing Company – Shamrock Township (Open house at Willey's Marine, 46054 State Hwy. 65, McGregor, MN 55760)

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Approve as stated above.

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

21
Agenda Item #

Requested Meeting Date: December 17, 2019

Title of Item: Application to Make Retail Sales of Cigarette & other Tobacco Prod

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by: Sally M. Huhta	Department: Auditor's
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Presenter (Name and Title): N/A	Estimated Time Needed: N/A
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Summary of Issue:

Please approve the following Application for License to Sell Tobacco Products for the period ending March 31, 2020, subject to the completion of all paperwork in full:

22A Ukura's Big Dollar, LLC, d/b/a Ukura's Big Dollar – Jevne Township

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve as indicated above

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*



Board of County Commissioners Agenda Request

25
Agenda Item #

Requested Meeting Date: December 17, 2019

Title of Item: On, Off & Sunday Liquor Licenses for 2020

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

Applications for County On, Off & Sunday Liquor Licenses for 2020

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Adopt Resolution to approve Liquor Licenses

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

By Commissioner: xx

20191217-xx

2020 Liquor Licenses

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following liquor licenses for a period from January 1, 2020 thru December 31, 2020:

"ON", "OFF" and "SUNDAY" Sale:

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

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

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

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

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

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

Gabeshiwigamig Niish, LLC, d/b/a **Big Sandy Lodge & Resort** - Shamrock Township

This establishment has an address of 20534 487th Street, McGregor, MN 55760

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

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

Corner Club LLC, d/b/a **Corner Club** – Macville Township

This Establishment has an address of 60967 Highway 169, Hill City, MN 55748

Denny's Lakeview Inn LLC, d/b/a **Denny's Lakeview Inn** – Glen Township

This establishment has an address of 33592 300th Place, Aitkin, MN 56431

Eagle Point Inc., d/b/a **Eagle Point** – Shamrock Township

This establishment has an address of 49394 State Highway 65, McGregor, MN 55760

Fireside Inn Inc., d/b/a **Fireside Inn** – Jevne Township

This establishment has an address of 415 Meadows Dr., McGregor, MN 55760

N5 Corporation, d/b/a **Fisherman's Bay** – Workman Township

This establishment has an address of 50933 State Highway 65, McGregor, MN 55760

Forestry Station Inc., d/b/a **Forestry Station** – Ball Bluff Township

This establishment has an address of 67807 State Hwy 65, Jacobson, MN 55752

Hillcrest Resort McGregor LLC, d/b/a **Hillcrest Resort** – Shamrock Township

This establishment has an address of 20612 498th Lane, McGregor, MN 55760

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

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

Pepera Properties Inc., d/b/a **Jackson's Hole** – Salo Township

This establishment has an address of 36232 Kestrel Ave., McGregor, MN 55760

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

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

MacDonald Enterprises Inc., d/b/a **The Landing** – Aitkin Township

This establishment has an address of 170 Southgate Drive, Aitkin, MN 56431

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

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

D & G Marklund Inc., d/b/a **Pine Inn** – Malmo Township

This establishment has an address of 27805 State Highway 47, Aitkin, MN 56431

Sheryl Marie Ruhnke, d/b/a **Prairie River Retreat** – Shamrock Township

This establishment has an address of 51272 Lake Ave., McGregor, MN 55760

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

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

“OFF” Sale:

Beasleys Mississippi Landing Inc., d/b/a **Beasleys Mississippi Landing** – Ball Bluff Township

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

KRIM15 LLC, d/b/a **Cave Liquors** – Hazelton Township

This establishment has an address of 22852 US Highway 169, Aitkin, MN 56431

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

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

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

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

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

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

Minnewawa Partners LLC, d/b/a **Willey's Sports Shop & Spirits** – Shamrock Township

This establishment has an address of 46026 State Highway 65, McGregor, MN 55760

“ON” & “SUNDAY” Sale:

Zorbaz of Big Sandy Lake Inc., d/b/a **Big Zandy Zorbaz** – Shamrock Township

This establishment has an address of 48760 State Highway 65, McGregor, MN 55760

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

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

Kathryn E Eken, d/b/a **Jack's Shack** – Rice River Township

This establishment has an address of 29954 State Highway 56, McGregor, MN 55760

"CLUB" "ON" & "SUNDAY" Sale:

VFW 1727, d/b/a **Roberts-Glad Post** – Aitkin Township

This establishment has an address of 36558 410th Ave., Aitkin, MN 56431

"ON" Sale – WINE-STRONG BEER:

Danny J. Volk, d/b/a **Hidden Meadows Campground Bar & Grill** – Unorg 48-27 Township

This establishment has an address of 42206 438th Ln., Aitkin, MN 56431

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

FIVE MEMBERS PRESENT

All Members Present 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 17th day of December 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December 2019

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2K
Agenda Item #

Requested Meeting Date: 12/17/2019

Title of Item: STS Donation

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Dan Guida		Department: Sheriff's Office
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed:
Summary of Issue: In appreciation for their assistance in shoveling snow to clear fire hydrants, the Aitkin Public Utilities Commission has made a generous donation in the amount of \$250 to Aitkin County Sentence to Service.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

2L
Agenda Item #

Requested Meeting Date: December 17, 2019

Title of Item: County Timber Auction Dates 2020

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <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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Submitted by: Land Commissioner	Department: Land
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Presenter (Name and Title): Rich Courtemanche	Estimated Time Needed: n/a
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Summary of Issue:

The attached resolution sets the dates for the Aitkin County timber auctions in 2020.

Alternatives, Options, Effects on Others/Comments:

The May and December oral bid auctions will be held the same date and location (@LLCC) as the Aitkin Area DNR timber auctions for logger convenience.

Recommended Action/Motion:

Adopt Resolution

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

By Commissioner: xx

20191217-0xx

County Timber Auction Dates 2020

BE IT HEREBY RESOLVED that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on a sealed bid auction, without the sale of land at 1:00 pm on January 15, 2020 to purchasers regardless of the number of employees.

BE IT ALSO RESOLVED that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on public auction, without the sale of land at 9:00 am on May 18, 2020 to purchasers regardless of the number of employees.

BE IT ALSO RESOLVED that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on a sealed bid auction, without the sale of land at 1:00 pm on August 19, 2020 to purchasers regardless of the number of employees.

AND BE IT ALSO RESOLVED, that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on public auction, without the sale of land at 10:00 am on December 14, 2020 to purchasers regardless of the number of employees.

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 17th day of December 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December 2019

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2M

Agenda Item #

Requested Meeting Date: December 17, 2019

Title of Item: MOU Mississippi River Water Trail

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

The attached MOU solidifies an arrangement for a joint project with the Land Dept. and the Mississippi River Headwaters Board (MHB). Aitkin County Parks will construct and maintain kiosks on the Mississippi River Water Trail at the Waldeck Public boat access at Highway 169, Kimball Carry-in access in Spencer Township, and at the boat access at Aitkin Campground. In return, the MHB will design and print signs to display at the kiosks. The goal is to promote day trips on the river. A pilot project was constructed from Berglund Park to the Waldeck landing in 2019. The MHB would like a MOU in place before the project is expanded. The MOU was reviewed by the Jim Ratz, County Attorney, who requested that due to the language and nature of the request resembling a contract, that the County Board review and approve before allowing the Land Commissioner to sign the MOU.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve motion

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No Please Explain:

Memorandum of Understanding

Between

Mississippi Headwaters Board

And

Aitkin County

This Memorandum of Understanding is entered into on this the ___ day of _____, 20__ by and between the Mississippi Headwater Board and Aitkin County.

Whereas, the Mississippi Headwaters Board (MHB) was created in 1980 as an alternative to federal control of the Mississippi River, and our mission is to protect the Natural, Recreational, Cultural, Historical, and Scientific values of the Mississippi River, and

Whereas, the Mississippi Headwaters Board has received funding to help develop a signage project on the Mississippi River and contributing tributaries, and

Whereas, Aitkin County has agreed to participate in this signage project to help with the recreational and natural protection of the waterway system,

NOW THEREFORE, the Mississippi Headwaters Board and Aitkin County hereby enter into this Memorandum of Understanding as follows:

A. The MHB agrees:

- To develop content, graphic design, and fabrication of signage for the project.
- After signage is installed, replace signage as needed for the next 5 years on a shared 50% cost basis with Aitkin county.

B. Aitkin County agrees:

- Aitkin County will purchase materials, install signage, and maintain signage after installed for a period of 5 years..
- Aitkin County will produce GIS maps for the stretch of the Mississippi River signage project.
- After signage is installed, replace signage as needed for the next 5 years on a shared 50% cost basis with MHB.

Funding

Funds, as long as they are available, will be provided by Enbridge to the MHB, and then be distributed to Aitkin county for time for production of GIS maps. Enbridge will provide funds via MHB to fund content production, graphic design, and fabrication of signage.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from MHB and Aitkin County. This MOU shall become effective upon signature by the authorized officials and will remain in effect until modified or terminated by any one of the partners by mutual consent or after a 5 year duration of the MOU.

The above represents the full and entire scope of this Memorandum of Understanding and revokes any and all prior agreements or understandings between the parties hereto. This Memorandum of Understanding can only be altered in writing signed by all parties hereto.

Mississippi Headwaters Board

Tim Terrill, Executive Director

322 Laurel St., Brainerd, MN 56401

(218) 824-1189

timt@mississippiheadwaters.org

Aitkin County Land Department

Rich Courtemanche, Aitkin County Land Commissioner

502 Minnesota Ave. North, Aitkin, MN 56431

(218) 927-7364

rich.courtemanche@co.aitkin.mn.us



Board of County Commissioners Agenda Request

2N

Agenda Item #

Requested Meeting Date: December 17, 2019

Title of Item: ATM - Government Center

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

Currently the Aitkin County License Center accepts Cash and Checks.

Hazelwood Corp. has approached the County to put an ATM machine on the 1st Floor of the Government Center. There will be no charge to the County. The County will supply electricity to operate the machine. Hazelwood will handle the maintenance and other operations of the machine, including filling it with funds. For rental, the County will receive \$1.00 per transaction.

Please see attached memo.

Alternatives, Options, Effects on Others/Comments:
 We believe this to be a great customer service option.

Recommended Action/Motion:

Authorize signatures to the attached agreement (which has been approved by Jim Ratz and Hazelwood)

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 AUDITOR

Aitkin County Government Center
Kirk Peysar, Aitkin County Auditor
307 2nd Street NW, Room 121
AITKIN, MN 56431
218-927-7354

MEMORANDUM

Date: December 10, 2019
To: Aitkin County Board of Commissioners
From: Kirk Peysar, Aitkin County Auditor
Re: ATM Machine – First Floor of the Government Center

Hazelwood Corporation has approached the Auditor's Office regarding placing an ATM machine on the 1st floor of the new Government Center.

After reviewing their agreement, having Jim Ratz review their agreement and meeting with Matt Zasmata to discuss the details of the plan, I am recommending the County move forward with the agreement.

With this agreement, there is no cost to the County, except for electricity costs, which will be minor. Also, the County will be receiving \$1.00 per transaction as a rental fee. This is a benefit to the County along with the benefit to our customers. Anyone accessing the License Center, Treasurer's Office, Planning and Zoning, etc. will be able to use the ATM machine to access funds if they do not have the correct change or other funds on their person.

ATM SPACE LEASE

THIS SPACE LEASE (hereinafter referred to as the "Lease") is made this ____ day of _____ ("Effective Date") by and between _____ ("County") and Hazelwood Corporation a Minnesota based company, its assigns and sub-lessees ("Company").

RECITALS

County owns or leases that certain property whose addresses are attached in Exhibit A hereto (the "Premises"). County has control of the Premises so that it is able to enter into this Space Lease with Company for the term and any extensions hereinafter provided. Company is in the business of owning, selling, distributing, leasing, installing and maintaining automatic transaction machines ("ATMs") and related equipment, and providing related services, including processing, vault cash, management and location consultation services. County desires to provide ATMs as a convenience to its customers and as a revenue generating service. Company desires to lease a portion of the Premises for placement, operating and maintaining an ATM on its own account or for that of one of its customers at a location within the Premises.

NOW, THEREFORE, in consideration of the foregoing recitals and of the covenants and agreements hereinafter contained, it is hereby agreed as follows:

1. RECITALS. The Recitals set forth herein are factually true and correct and are made a part of this Agreement.
2. LEASE. Subject to the terms and conditions of this Space Lease, Company hereby leases and takes from County, and County hereby leases to Company certain portions of the Premises set forth on Exhibit "A" together with the right to use and occupy the same.
3. USE. The Leased Space may be used for the installation, operation, repair, maintenance, promotion and marketing of the ATM and related equipment, its uses and services and related lawful purposes. Company shall have the sole right, in its sole and exclusive discretion to operate, price, or otherwise determine the services to be dispensed or deployed from the ATM. No other use is authorized without the prior written consent of the County.
4. DEFAULT IN RENT PAYMENTS. If Company defaults in making any rent payments after reasonable notice or fails to perform the terms and conditions of this Lease, the County may at its option terminate this Lease with respect to all future rights of the Company. Company will indemnify County against all loss of rents and other payments which may accrue by reason of such termination, including all legal fees and expenses incurred in enforcing any of the terms of this Lease.
5. TERM. The term of this Space Lease shall commence on the date of complete installation of the ATM and shall continue for (7) Months thereafter. This Space Lease shall automatically renew for an additional period of (17) months, unless terminated by either party by giving the other party written notice of intent not to renew at least twenty (20) days prior to the expiration date of the original term or any renewal thereof.
6. RENT. Rental sums shall be determined based on the number of surcharged withdrawal transactions. This amount will be tabulated monthly and paid by the Company to the County Quarterly. The Company agrees to pay the County a sum of \$1.00 per transaction and will increase the same percentage that the surcharge fee increases.
7. ASSIGNMENT OF LEASE. Company shall not encumber or assign this Lease without the prior written consent of the County. No action by County in collecting rent from any assignee or sub-lessee shall constitute a waiver hereof.
8. TRANSACTION SURCHARGES. Company and County agree that an initial transaction surcharge fee of \$3.00 per withdrawal transaction will be imposed on the ATM user. User is to be considered the cardholder whom is initiating a withdrawal of funds from his or her account.
9. INSTALLATION AND OPERATING OF THE ATM. Company may install ATM(s) in the location identified in Exhibit "A" as soon as practicable after the signing of this Space Lease. Company will operate and maintain the ATM during the term of this Space Lease. The expansion or change of the location of the ATM may take place with the consent of Company and County. The ATM(s) will not be bolted down upon installation in the Leased Space. The Company will provide communication services required to operate the ATM and the County agrees to provide the electricity needed. Notwithstanding any of the above, the determination of appropriate lighting, safety, and security measures rests exclusively with the County.
10. ATM SPACE. County shall make available to Company so much of the space within the Premises as is necessary to enable customers of County and other persons who come within the Premises to have access to the ATM and to use the services it offers. For the term of this Space Lease, County grants to Company and third-party servicing agents' access to the ATM(s) and/or related property within its facilities during normal business hours

and reasonable after hours for purpose of inspecting, maintaining, repairing, removing, or installing and servicing the ATM(s).

11. PUBLIC SAFETY AND SECURITY. County shall be responsible for the general safety of all customers and persons who come within or about the Premises. County shall be solely responsible at its expense to provide ample lighting and other security measures for the safety of the general public while in or about the Premises and shall take all other actions commercially reasonable and appropriate to assure compliance with all applicable laws, insurance company's requirements and prudent business decisions regarding safety and security.
12. DATA PRIVACY. Pursuant to Minn. Stat. Ch. 13, Company agrees to maintain and protect data on individuals received, or to which Company has access, according to the statutory provisions applicable to the data. Company understands it is subject to the requirements of the Minnesota Government Data Practices Act. Company agrees that all data created, collected, received, stored, used, maintained or disseminated by Company in performing government functions is subject to the Minnesota Government Data Practices Act's requirements and that Company must comply with those requirements as if it were a government entity. Company agrees to indemnify and hold County, its officials, agents, and employees, harmless from any and all claims or causes of action arising from or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act by Company or its agents or employees, including legal fees and disbursements paid or incurred to enforce this provision of this Lease. The County's disclosure of data in good faith compliance with the Minnesota Government Data Practices Act shall not be deemed or otherwise considered to be a breach of any of the County's material confidentiality obligations under this Lease.
13. RECORDS AUDITING AND RETENTION. Company's records, documents, papers, accounting procedures and practices, and other evidences relevant to this Lease are subject to the examination, duplication, transcription and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. sec. 16B.05, subd. 5. Company agrees to maintain such evidences for a period of six (6) years from the date of services or payment were last provided or made or longer if any audit in progress requires a longer retention period.
14. WORKERS' COMPENSATION. Company guarantees that it shall have Workers' Compensation Insurance in effect throughout the term of this Lease, as required by Minnesota Statutes section 176.182, and shall provide a certificate evidencing insurance to the County prior to executing the Lease.
15. NON-DISCRIMINATION. Company agrees to abide by all provisions of Minnesota Statutes section 181.59, as amended, entitled "Discrimination on Account of Race, Creed, or Color Prohibited in Contract." Company agrees to abide by all federal laws prohibiting discrimination. Company agrees not to discriminate in its employment practices, and will render services under this Lease without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities, or because of an individual's sexual orientation. Any act of discrimination committed by Company, or failure to comply with these obligations when applicable shall be grounds for termination of this Lease.
16. MAINTENANCE AND SERVICE. Company shall provide all services required in connection with the installation, maintenance, service, operation and removal of the ATM(s), including but not limited to provide paper for transaction receipts and printer ribbons, and provide all cash services. County shall maintain the space surrounding the ATM in a safe, neat and orderly condition and shall take due care and caution as to prevent County's employees, invitees, representatives, and customers from damaging the ATM.
17. INSURANCE. Aitkin County requires that each company with whom the County negotiates a contract meet standard insurance requirements. Please review the MINIMUM liability limits:
 - a. Commercial General Liability – Single or Combined limit, occurrence based liability. \$500,000 per occurrence/\$1,500,000 aggregate. **Aitkin County is listed as additional insured.
18. GENERAL INDEMNIFICATION. Company agrees to defend, indemnify, and hold County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney fees and expenses arising out of any act or omission on the part of Company, or its subcontractors, partners or independent contractors or any of their agents or employees, in the performance of or with relation to any of the work or services to be performed or furnished by Company or the subcontractors, partners or independent contractors or any of their agents or employees under the Lease.
19. ENTIRE AGREEMENT. This Space Lease and the exhibits attached hereto constitute the entire Agreement between Company and County with respect to the subject matter hereof and shall supersede all previous negotiations, commitments and writings. This Space Lease may not be released, discharged, abandoned,

changed or modified in any manner except by any instrument in writing signed by a duly authorized officer or representative of both Company and County.

County:
Aitkin County
307 2nd Street NW
Aitkin MN 56431

20. WAIVER. The failure of either party to enforce at any time any provision of this Space Lease or to exercise any right herein provided shall not in any way be construed to be a waiver of such provision or right in connection with any subsequent breach or default, and shall not in any way affect the validity of this Space Lease or any party hereof, or limit, prevent or impair the right of such party subsequently to enforce such provisions or exercise such right.

By _____

Its _____

Date _____

21. NOTICES. Any notice required or permitted thereunder shall be in writing and may be given by personal service or by depositing same in the United States mail first class postage prepaid, to the address of the party receiving notice as appears on the signature page of this Space Lease or as changed through written notice to the other party.

County:
Aitkin County
307 2nd Street NW
Aitkin MN 56431

By _____

Its _____

Date _____

22. GOVERNING LAW. This Agreement shall be constructed in accordance with Minnesota law, and venue for any actions pertaining to this Space Lease shall be in Minnesota.

23. RELATIONSHIPS OF THE PARTIES. It is expressly understood and acknowledged that it is not the intention or purpose of this Space Lease to create, nor shall the same be construed as creating any type of partnership, relationship or joint venture.

Company:
Hazelwood Corporation
800 Minnesota Avenue North
Aitkin MN 56431

By _____

Its _____

Date _____

24. COMPLIANCE WITH LAWS. Each party will perform its obligations under this Space Lease in strict compliance with all applicable laws, orders or regulations of all appropriate jurisdictions.

EXHIBIT "A"
LOCATION OF ATM(s)
Aitkin County Government Center
307 2nd Street NW
Aitkin MN 56431



Aitkin County

LAH1
12/10/19 10:22AM

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES
12-13-19

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

LAH1
12/10/19 10:22AM
1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
1	DEPT			Commissioners			
86222	Aitkin Independent Age 01-001-000-0000-6230		126.00	Synopsis 10/22/19	741302	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		126.00	1 Transactions			
15240	AT&T Mobility 01-001-000-0000-6250		66.16	Monthly wireless	287259994975	Telephone	N
15240	AT&T Mobility		66.16	1 Transactions			
3590	Niemi/Donald 01-001-000-0000-6340		62.17	Meals		Meals (Overnight)	N
	01-001-000-0000-6330		58.00	Lakes & Pines mileage	100@.58	Transportation & Travel & Parking	N
3590	Niemi/Donald		120.17	2 Transactions			
14289	Pratt/Bill 01-001-000-0000-6330		240.12	November mileage	414@.58	Transportation & Travel & Parking	N
14289	Pratt/Bill		240.12	1 Transactions			
1	DEPT Total:		552.45	Commissioners	4 Vendors	5 Transactions	
12	DEPT			Court Administration			
1976	Haberkorn Law Offices,Ltd 01-012-000-0000-6232		810.00	Attorney services		Attorney Services	Y
1976	Haberkorn Law Offices,Ltd		810.00	1 Transactions			
12	DEPT Total:		810.00	Court Administration	1 Vendors	1 Transactions	
40	DEPT			Auditor			
86222	Aitkin Independent Age 01-040-000-0000-6230		252.00	Budget & Property Taxes	743069	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		252.00	1 Transactions			
163	Charter Communications 01-040-021-0000-6250		194.98	Monthly internet	83523056600458	License Center- Phone	N
163	Charter Communications		194.98	1 Transactions			
88880	Datacomm Computers & Networks Inc 01-040-021-0000-6625		867.00	Computer for License Center	12295	Office Equipment & Other Equipment	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
12/10/19 10:22AM
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>	
88880 Datacomm Computers & Networks Inc		Computer for License Center	12352	Office Equipment & Other Equipment	N
		2 Transactions			
2386 Information Systems Corp	C	App Extender Licenses	25237	Services, Labor, Contracts	N
		03/01/2020 02/28/2021			
2386 Information Systems Corp		1 Transactions			
2966 MACO		MACO Conf Registration	Peysar	Registration Fee	N
2966 MACO		1 Transactions			
3195 MCCC, BIN#135033		IF Support Aud/Treas	2001008	Services, Labor, Contracts	N
	C	JIC IFS Enhancement Fund	2001008	Services, Labor, Contracts	N
3195 MCCC, BIN#135033		2 Transactions			
89796 Ryan/Kathleen		MACO Conf Registration		Training/Education	N
		Mileage	238@.48	Transportation & Travel	N
89796 Ryan/Kathleen		2 Transactions			
10879 Shred- It		On site purge	8128587908	Services, Labor, Contracts	N
10879 Shred- It		1 Transactions			
86235 The Office Shop Inc		Return address stamp	1071956- 0	Office & Computer Supplies	N
		Toner	1072102- 0	Office & Computer Supplies	N
		Toner	1072102- 1	Office & Computer Supplies	N
		Copier set up	1072355- 0	Office & Computer Supplies	N
		Dymo labels	1072502- 0	Office & Computer Supplies	N
		Envelopes	1072642- 0	Office & Computer Supplies	N
		USB drive	308110- 0	Office & Computer Supplies	N
		Final billing on copier IR6265	308141- 0	Services, Labor, Contracts	N
86235 The Office Shop Inc		8 Transactions			
40 DEPT Total:		Auditor	9 Vendors	19 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	
42	DEPT		Treasurer			
11603	Girard's Business Solutions,Inc.		Service, ring, table etc	952936	Office & Computer Supplies	N
	01-042-000-0000-6405					
11603	Girard's Business Solutions,Inc.		1 Transactions			
2386	Information Systems Corp		App Extender Licenses	25237	Services, Labor, Contracts	N
	01-042-000-0000-6231	C	03/01/2020 02/28/2021			
2386	Information Systems Corp		1 Transactions			
12088	Official Payments Corporation		Electronic payment fees	1000014011	Handling Fee (Nfs Check)	N
	01-042-000-0000-5524					
12088	Official Payments Corporation		1 Transactions			
86235	The Office Shop Inc		Paper	1072338-1	Office & Computer Supplies	N
	01-042-000-0000-6405		Paper, tape	107238-0	Office & Computer Supplies	N
	01-042-000-0000-6405		Calculator for front counter	1072393-0	Office & Computer Supplies	N
	01-042-000-0000-6405		Address stamp	1072443-0	Office & Computer Supplies	N
86235	The Office Shop Inc		4 Transactions			
42	DEPT Total:		Treasurer	4 Vendors	7 Transactions	
		1,068.49				
43	DEPT		Assessor			
86222	Aitkin Independent Age		Homestead Notice	743070	Printing, Publishing & Adv	N
	01-043-000-0000-6230					
86222	Aitkin Independent Age		1 Transactions			
		82.13				
10452	AT&T Mobility		Monthly wireless	287250162187	Telephone	N
	01-043-000-0000-6250					
10452	AT&T Mobility		1 Transactions			
		415.75				
783	Canon Financial Services, Inc		Copier contract 033	20735621	Services, Labor, Contracts	N
	01-043-000-0000-6231					
783	Canon Financial Services, Inc		1 Transactions			
		164.08				
2386	Information Systems Corp		App Extender Licenses	25237	Services, Labor, Contracts	N
	01-043-000-0000-6231	C	03/01/2020 02/28/2021			
		1,043.59				

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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	
2386	Information Systems Corp					
		1,043.59		1 Transactions		
86235	The Office Shop Inc					
	01-043-000-0000-6405	18.58	Hanglng file folder	1072052-0	Office, Film & Computer Supplies	N
	01-043-000-0000-6405	281.26	Copy contract final	308235-0	Office, Film & Computer Supplies	N
86235	The Office Shop Inc	299.84		2 Transactions		
13934	The Tire Barn					
	01-043-000-0000-6511	67.97	Oil change Trailblazer	50752	Gas And Oil	N
13934	The Tire Barn	67.97		1 Transactions		
43	DEPT Total:	2,073.36	Assessor	6 Vendors	7 Transactions	
44	DEPT		Central Services			
86235	The Office Shop Inc					
	01-044-000-0000-6231	209.46	Final bill Canon IRC5255	308289-0	Services, Labor, Contracts	N
86235	The Office Shop Inc	209.46		1 Transactions		
44	DEPT Total:	209.46	Central Services	1 Vendors	1 Transactions	
49	DEPT		Information Technologies			
5398	CDW Government, Inc					
	01-049-000-0000-6231	3,645.00	Bit Defneder License remewa;	WS1547	Programming, Services, Contracts	N
5398	CDW Government, Inc	3,645.00		1 Transactions		
49	DEPT Total:	3,645.00	Information Technologies	1 Vendors	1 Transactions	
52	DEPT		Administration			
15240	AT&T Mobility					
	01-052-000-0000-6250	49.52	Monthly wireless	287259994975	Telephone	N
15240	AT&T Mobility	49.52		1 Transactions		
2386	Information Systems Corp					
	01-052-000-0000-6231	2,182.78	App Extender Licenses	25237	Services, Labor, Contracts	N
			03/01/2020	02/28/2021		
2386	Information Systems Corp	2,182.78		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	
52 DEPT Total:		Administration	2 Vendors	2 Transactions	
53 DEPT		Human Resources			
15240 AT&T Mobility		Monthly wireless	287259994975	Telephone	N
01-053-000-0000-6250					
15240 AT&T Mobility			1 Transactions		
2386 Information Systems Corp		App Extender Licenses	25237	Services, Labor, Contracts	N
01-053-000-0000-6231	C	03/01/2020 02/28/2021			
2386 Information Systems Corp			1 Transactions		
53 DEPT Total:		Human Resources	2 Vendors	2 Transactions	
90 DEPT		Attorney			
340 Anoka Co Sheriff		Subpoena 01cr18859	19004967	Co Sheriff Services	N
01-090-000-0000-6234					
340 Anoka Co Sheriff			1 Transactions		
10452 AT&T Mobility		Cell phones for attorneys	287287384077	Telephone	N
01-090-000-0000-6250					
10452 AT&T Mobility			1 Transactions		
3273 Mn Co Attorneys Assn		Annual meeting Ratz	200006544	Training/Education	N
01-090-000-0000-6208					
3273 Mn Co Attorneys Assn			1 Transactions		
3520 NDAA		Dues for Jim Ratz	300010103	Dues & Registration Fee	N
01-090-000-0000-6240					
3520 NDAA			1 Transactions		
10879 Shred-It		On site regular service	8128437891	Services, Labor, Contracts	N
01-090-000-0000-6231					
10879 Shred-It			1 Transactions		
3578 Skaj/Karen		Transcript 01cr19525	2019-19	Court Reporter Services	Y
01-090-000-0000-6233					

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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	
3578	Skaj/Karen		10.50				
				1 Transactions			
86235	The Office Shop Inc						
	01-090-000-0000-6405		32.95	Notary stamp - Theresa	1072078-0	Office & Computer Supplies	N
	01-090-000-0000-6405		23.72	Wireless mouse	1072153-0	Office & Computer Supplies	N
	01-090-000-0000-6405		146.30	File storage	1072186-0	Office & Computer Supplies	N
	01-090-000-0000-6625		200.00	Service contract Canon IR1025I	308295-0	Office Equipment	N
86235	The Office Shop Inc		402.97	4 Transactions			
5173	Thomson Reuters- West Publishing						
	01-090-000-0000-6239		326.73	Subscription charges	841320957	Computer Research	N
5173	Thomson Reuters- West Publishing		326.73	1 Transactions			
90	DEPT Total:		1,570.30	Attorney	8 Vendors	11 Transactions	
100	DEPT			Recorder			
88880	Datacomm Computers & Networks Inc						
	01-100-000-0000-6625		867.00	Replacement PC	12353	Office Equipment	N
	01-100-196-0000-6625		867.00	Replacement PC	12353	Office & Other Equipment- Recorder's	N
88880	Datacomm Computers & Networks Inc		1,734.00	2 Transactions			
2386	Information Systems Corp						
	01-100-195-0000-6231	C	2,224.00	App Extender Licenses	25237	Services, Labor, Contracts- Land Reco	N
				03/01/2020 02/28/2021			
	01-100-196-0000-6231	C	1,824.45	App Extender Licenses	25237	Services, Labor, Contracts- Recorder's	N
				03/01/2020 02/28/2021			
2386	Information Systems Corp		4,048.45	2 Transactions			
3951	Pro West & Associates, Inc						
	01-100-195-0000-6231		2,685.00	LINK Maint & tech support	003817- A	Services, Labor, Contracts- Land Reco	N
3951	Pro West & Associates, Inc		2,685.00	1 Transactions			
86235	The Office Shop Inc						
	01-100-000-0000-6405		4.01	Office supplies	1071788- 1	Office & Computer Supplies	N
	01-100-000-0000-6405		22.33	Office supplies	1072328-0	Office & Computer Supplies	N
	01-100-000-0000-6405		56.87	Office supplies	1072328- 1	Office & Computer Supplies	N
	01-100-000-0000-6405		13.96	Office supplies	1072328- 2	Office & Computer Supplies	N
	01-100-000-0000-6405		18.80	Office supplies	1072455- 0	Office & Computer Supplies	N

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No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
86235 The Office Shop Inc		115.97	5 Transactions		
100 DEPT Total:		8,583.42	Recorder	4 Vendors	10 Transactions
110 DEPT			Courthouse Maintenance		
15240 AT&T Mobility					
01-110-000-0000-6250		71.93	Monthly wireless	287259994975	Phone N
15240 AT&T Mobility		71.93	1 Transactions		
9692 Minnesota Energy Resources Corporation					
01-110-000-0000-6254		510.79	Courthouse heating	0506823754	Utilities & Heating N
9692 Minnesota Energy Resources Corporation		510.79	1 Transactions		
3950 Public Utilities					
01-110-000-0000-6254		117.98	CH Building Coordinator	0200050109016	Utilities & Heating N
01-110-000-0000-6254		161.03	Glarco	0200050186004	Utilities & Heating N
01-110-000-0000-6254		31.44	Old county garage	0200050202003	Utilities & Heating N
01-110-000-0000-6254		385.18	Courthouse	0300000509007	Utilities & Heating N
01-110-000-0000-6254		310.39	LA Tool building	0300050188007	Utilities & Heating N
3950 Public Utilities		1,006.02	5 Transactions		
110 DEPT Total:		1,588.74	Courthouse Maintenance	3 Vendors	7 Transactions
120 DEPT			Service Officer		
10452 AT&T Mobility					
01-120-000-0000-6250		60.48	Cell phone	287270539560	Telephone N
10452 AT&T Mobility		60.48	1 Transactions		
15239 AT&T Mobility					
01-120-000-0000-6250		106.45	Phone credit from Veteran's	287258495419	Telephone N
15239 AT&T Mobility		106.45	1 Transactions		
4641 Holiday Credit Office					
01-120-000-0000-6511		121.91	Vet's van gas	1400000136034	Gas And Oil N
4641 Holiday Credit Office		121.91	1 Transactions		
13602 Hughley/Josh					
01-120-000-0000-6205		7.90	Postage reimbursement		Postage Y

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
13602 Hughley/Josh		7.90	1 Transactions		
5767 Lamke/Dennis C.					
01-120-000-0000-6350		50.00	Drive Vet Van St Cloud	11/13/2019	Per Diem Y
5767 Lamke/Dennis C.		50.00	1 Transactions		
11256 NACVSO					
01-120-000-0000-6240		100.00	Membership dues		Dues N
11256 NACVSO		100.00	1 Transactions		
10677 Olsen/Gerald D					
01-120-000-0000-6350		50.00	Vet Van St Cloud	11/19/19	Per Diem Y
10677 Olsen/Gerald D		50.00	1 Transactions		
6097 Verizon Wireless					
01-120-000-0000-6250		13.05	Vet van cell phone	88069036400001	Telephone N
6097 Verizon Wireless		13.05	1 Transactions		
3518 Voyageur Press Of Mcgregor/The					
01-120-000-0000-6230		100.00	1/2 pg color ad	40875	Printing, Publishing & Adv N
3518 Voyageur Press Of Mcgregor/The		100.00	1 Transactions		
9063 Workman/Jeff					
01-120-000-0000-6350		50.00	Vet Van Mpls	11/22/19	Per Diem Y
9063 Workman/Jeff		50.00	1 Transactions		
120 DEPT Total:		659.79	Service Officer	10 Vendors	10 Transactions
122 DEPT			Planning & Zoning		
86222 Aitkin Independent Age					
01-122-000-0000-6230		52.50	Notice of hearing 12/4	741295	Printing, Publishing & Adv N
86222 Aitkin Independent Age		52.50	1 Transactions		
14320 Benson/Lin					
01-122-000-0000-6350		20.00	BOA Onsites		Per Diem Y
01-122-000-0000-6350		50.00	BOA meeting	12/4/19	Per Diem Y
01-122-038-0000-6330		46.40	BOA mileage	80@.58	Boa/Pc Mileage N
14320 Benson/Lin		116.40	3 Transactions		

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
15142 Christensen/Charles					
01- 122- 000- 0000- 6350		20.00	BOA Onsites		Per Diem Y
01- 122- 000- 0000- 6350		50.00	BOA Meeting	12/4/19	Per Diem Y
01- 122- 038- 0000- 6330		38.28	BOA Mileage	66@.58	Boa/Pc Mileage N
15142 Christensen/Charles		108.28		3 Transactions	
13066 Hargrave/Bryan					
01- 122- 000- 0000- 6231		1,750.00	5 days @ \$350		Services, Labor, Contracts, Programm Y
			11/11/2019	11/15/2019	
13066 Hargrave/Bryan		1,750.00		1 Transactions	
2386 Information Systems Corp					
01- 122- 000- 0000- 6231	C	2,554.23	App Extender Licenses	25237	Services, Labor, Contracts, Programm N
			03/01/2020	02/28/2021	
2386 Information Systems Corp		2,554.23		1 Transactions	
13339 Marsh/Marcus					
01- 122- 038- 0000- 6330		6.96	BOA Mileage	12@.58	Boa/Pc Mileage N
01- 122- 000- 0000- 6350		50.00	BOA Meeting	12/4/19	Per Diem Y
13339 Marsh/Marcus		56.96		2 Transactions	
5516 Paquette/Jeremy M					
01- 122- 000- 0000- 6350		20.00	BOA onsites		Per Diem Y
01- 122- 000- 0000- 6350		50.00	BOA meeting	12/4/19	Per Diem Y
01- 122- 038- 0000- 6330		88.16	BOA Mileage	152@.58	Boa/Pc Mileage N
5516 Paquette/Jeremy M		158.16		3 Transactions	
86235 The Office Shop Inc					
01- 122- 000- 0000- 6231		412.72	Copy contract	308249- 0	Services, Labor, Contracts, Programm N
86235 The Office Shop Inc		412.72		1 Transactions	
13934 The Tire Barn					
01- 122- 000- 0000- 6302		34.41	Oil change Escape	50800	Car Maintenance N
13934 The Tire Barn		34.41		1 Transactions	
6097 Verizon Wireless					
01- 122- 000- 0000- 6250		40.16	Montly cellular	380690138	Telephone N
6097 Verizon Wireless		40.16		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	
122 DEPT Total:		5,283.82	Planning & Zoning	10 Vendors	17 Transactions
123 DEPT			Coroner		
2939 McGee P.A./M.B.					
01-123-000-0000-6231		500.00	ME 19-2682 10/12/19	3296	Coroner Fees 6
01-123-000-0000-6231		500.00	ME 19-2713 10/15/19	3296	Coroner Fees 6
01-123-000-0000-6231		500.00	ME 19-2723 10/16/19	3296	Coroner Fees 6
01-123-000-0000-6231		500.00	ME 19-2848 10/30/19	3296	Coroner Fees 6
01-123-000-0000-6231		500.00	ME 19-2681 10/11/19	3296	Coroner Fees 6
2939 McGee P.A./M.B.		2,500.00		5 Transactions	
3987 Ramsey County Medical Examiner					
01-123-000-0000-6260		1,952.75	ME 19-2681, Medex not listed	10/11/19	Autopsies- - Pathologist, Xrays, Etc N
01-123-000-0000-6260		1,552.75	ME 19-2682, Medex 026500	10/12/19	Autopsies- - Pathologist, Xrays, Etc N
01-123-000-0000-6260		1,607.00	ME 19-2713, Medex 026501	10/15/19	Autopsies- - Pathologist, Xrays, Etc N
01-123-000-0000-6260		1,441.58	ME 19-2723, Medex 026502	10/16/19	Autopsies- - Pathologist, Xrays, Etc N
01-123-000-0000-6260		1,607.00	ME 19-2848, Medex 026503	10/30/19	Autopsies- - Pathologist, Xrays, Etc N
3987 Ramsey County Medical Examiner		8,161.08		5 Transactions	
4507 Sorensen Root Thompson Funeral Home					
01-123-000-0000-6330		9,050.00	transports to RCME	7/1/1- 11/15/19	Transportation For Autopsy N
4507 Sorensen Root Thompson Funeral Home		9,050.00		1 Transactions	
123 DEPT Total:		19,711.08	Coroner	3 Vendors	11 Transactions
200 DEPT			Enforcement		
15239 AT&T Mobility					
01-200-000-0000-6250		926.38	deputy cell, squads	287258495419	Telephone N
15239 AT&T Mobility		926.38		1 Transactions	
1775 Galls LLC					
01-200-000-0000-6410		103.98	class A pant #202	014273516	Clothing Allowance N
01-200-000-0000-6410		56.32	twill cargo pant #225	014324328	Clothing Allowance N
01-200-000-0000-6410		259.99	hi vis jacket #223	014333343	Clothing Allowance N
01-200-000-0000-6410		259.99	hi vis jacket sm	14191615	Clothing Allowance N
01-200-000-0000-6410		57.60	Taclite shirt #206	14192498	Clothing Allowance N
01-200-000-0000-6410		309.39	3 uniform shirts #225	14224896	Clothing Allowance N
01-200-000-0000-6410		56.30	dress uniform pant #225	14224897	Clothing Allowance 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	
1775	Galls LLC					
		1,103.57		7 Transactions		
2340	Hyytinen Hardware Hank					
	01- 200- 000- 0000- 6405	3.57	keys for electric garage	1547295	Office Supplies	N
	01- 200- 000- 0000- 6405	27.98	heavy duty stapler, staples	1550788	Office Supplies	N
2340	Hyytinen Hardware Hank	31.55		2 Transactions		
2375	Intoximeters Inc					
	01- 200- 000- 0000- 6405	180.00	ASIV- ECIR mouthpiece	644473	Office Supplies	N
2375	Intoximeters Inc	180.00		1 Transactions		
3654	Novotny/John					
	01- 200- 003- 0000- 6330	156.00	Airport parking		Transportation & Travel & Parking	N
	01- 200- 003- 0000- 6330	134.40	Mileage for DRE training	280@.48	Transportation & Travel & Parking	N
3654	Novotny/John	290.40		2 Transactions		
4681	Streichers					
	01- 200- 000- 0000- 6409	179.97	flashlight, holder #223	I1399353	Deputy Supplies	N
4681	Streichers	179.97		1 Transactions		
13934	The Tire Barn					
	01- 200- 000- 0000- 6302	58.05	oil change, rotate tires #210	50480	Car Maintenance	N
	01- 200- 000- 0000- 6302	227.95	battery #216	50653	Car Maintenance	N
	01- 200- 000- 0000- 6302	49.08	oil change #222	50843	Car Maintenance	N
13934	The Tire Barn	335.08		3 Transactions		
200	DEPT Total:	3,046.95	Enforcement	7 Vendors	17 Transactions	
202	DEPT		Boat & Water			
2340	Hyytinen Hardware Hank					
	01- 202- 000- 0000- 6405	67.49	rope braid 500ft B&W	1549213	Office Supplies	N
2340	Hyytinen Hardware Hank	67.49		1 Transactions		
3950	Public Utilities					
	01- 202- 000- 0000- 6254	36.57	Boat & Water	0200063119006	Utilities	N
3950	Public Utilities	36.57		1 Transactions		

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
202 DEPT Total:		104.06	Boat & Water	2 Vendors	2 Transactions
204 DEPT			ATV		
15239 AT&T Mobility					
01-204-000-0000-6250		49.18	ATV phone, squad	287258495419	Telephone N
15239 AT&T Mobility		49.18		1 Transactions	
204 DEPT Total:		49.18	ATV	1 Vendors	1 Transactions
206 DEPT			Forfeitures		
117 Aitkin County Sheriff					
01-206-000-0000-6409		25.00	title forfeited vehicle	11/26/19	Forfeiture Supplies N
117 Aitkin County Sheriff		25.00		1 Transactions	
206 DEPT Total:		25.00	Forfeitures	1 Vendors	1 Transactions
252 DEPT			Corrections		
117 Aitkin County Sheriff					
01-252-000-0000-6231		20.00	Beneke Notary Filing	12/03/19	Services & Labor (Incl Contracts) N
117 Aitkin County Sheriff		20.00		1 Transactions	
14005 American Tower Corporation					
01-252-000-0000-6231		356.44	Jacobson tower lease	406743086	Services & Labor (Incl Contracts) N
14005 American Tower Corporation		356.44		1 Transactions	
12106 Antoine Electric					
01-252-000-0000-6590		167.25	repair switches in jail	19063	Repair & Maintenance Supplies Y
12106 Antoine Electric		167.25		1 Transactions	
15239 AT&T Mobility					
01-252-000-0000-6250		46.54	jail cells	287258495419	Telephone N
15239 AT&T Mobility		46.54		1 Transactions	
456 Bob Barker Company, Inc.					
01-252-000-0000-6424		278.60-	clear credit balance	35664	Inmate Supplies N
01-252-000-0000-6424		861.90	blankets, sheets, etc	UT1000517861	Inmate Supplies N
01-252-000-0000-6424		127.17	waste baskets, wind up radio	UT1000517902	Inmate Supplies N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
12/10/19 10:22AM
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	
Amount					
456 Bob Barker Company, Inc.					
		3 Transactions			
163 Charter Communications					
01- 252- 252- 0000- 6405		inmate cable	81112819	Prisoner Welfare	N
163 Charter Communications		1 Transactions			
5583 Crawford Supply Company					
01- 252- 252- 0000- 6405		commissary supplies	1224333	Prisoner Welfare	N
5583 Crawford Supply Company		1 Transactions			
11715 Granite Electronics					
01- 252- 000- 0000- 6231		VHF antenna Glen Tower	150006287- 1	Services & Labor (Incl Contracts)	N
11715 Granite Electronics		1 Transactions			
2186 Hillyard Inc					
01- 252- 000- 0000- 6420		dish detergent	603670926	Kitchen Supplies	N
01- 252- 000- 0000- 6421		laundry detergent	603670926	Laundry Supplies	N
2186 Hillyard Inc		2 Transactions			
2340 Hyytinen Hardware Hank					
01- 252- 000- 0000- 6405		padlock	1548903	Office & Computer Supplies	N
01- 252- 252- 0000- 6405		haircutting kit	1553161	Prisoner Welfare	N
2340 Hyytinen Hardware Hank		2 Transactions			
5503 Keefe Supply Company					
01- 252- 252- 0000- 6405		commissary	1222395	Prisoner Welfare	N
01- 252- 252- 0000- 6405		commissary supplies	1224325	Prisoner Welfare	N
5503 Keefe Supply Company		2 Transactions			
13844 McKesson Medical Surgical					
01- 252- 000- 0000- 6262		bandages, tubersol, decorel	70154524	Medical Expenses & Supplies - Inmat	N
13844 McKesson Medical Surgical		1 Transactions			
13691 MEnD Correctional Care, PLLC					
01- 252- 000- 0000- 6262		December healthcare services	4425	Medical Expenses & Supplies - Inmat	6
13691 MEnD Correctional Care, PLLC		1 Transactions			
89765 Minnesota Elevator, Inc					
01- 252- 000- 0000- 6231		December monthly service	831507	Services & Labor (Incl Contracts)	N

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1 General Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
89765	Minnesota Elevator, Inc		179.16				
				1 Transactions			
9692	Minnesota Energy Resources Corporation						
	01-252-000-0000-6254		2,189.88	Jail	505221458	Utilities & Heating	N
	01-252-000-0000-6254		360.36	Jail	505399584	Utilities & Heating	N
	01-252-000-0000-6254		113.02	STS	506726121	Utilities & Heating	N
9692	Minnesota Energy Resources Corporation		2,663.26				
				3 Transactions			
3789	Pan-O-Gold Baking Company						
	01-252-000-0000-6418		152.24	groceries	10002419325003	Groceries	N
	01-252-000-0000-6418		165.30	groceries	10002419331019	Groceries	N
3789	Pan-O-Gold Baking Company		317.54				
				2 Transactions			
11947	Phoenix Supply						
	01-252-000-0000-6424		134.20	bras, 6XL pants	18684	Inmate Supplies	N
11947	Phoenix Supply		134.20				
				1 Transactions			
3950	Public Utilities						
	01-252-000-0000-6254		75.06	Sheriff storage garage	0200000507004	Utilities & Heating	N
	01-252-000-0000-6254		5,824.30	New Jail 2	0300000511002	Utilities & Heating	N
	01-252-000-0000-6254		1,264.34	New Jail	0300000512016	Utilities & Heating	N
3950	Public Utilities		7,163.70				
				3 Transactions			
9295	Reinhart Foodservice						
	01-252-000-0000-6418		27.35	groceries	950587	Groceries	Y
	01-252-000-0000-6418		900.92	groceries	956963	Groceries	Y
	01-252-000-0000-6418		1,671.86	groceries	957067	Groceries	Y
	01-252-000-0000-6418		2,755.53	groceries	963022	Groceries	Y
9295	Reinhart Foodservice		5,355.66				
				4 Transactions			
3200	Star Tribune						
	01-252-252-0000-6405		1,025.44	M-S 12/15/19-12/13/20	2155653	Prisoner Welfare	N
3200	Star Tribune		1,025.44				
				1 Transactions			
4681	Streichers						
	01-252-000-0000-6410		37.98	silent key holders (2)	11399353	Clothing Allowance	N
4681	Streichers		37.98				
				1 Transactions			
86235	The Office Shop Inc						

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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>	
86235 The Office Shop Inc		dispatch copy count	308236-0	Services & Labor (Incl Contracts)	N
		1 Transactions			
11608 Thrifty White Pharmacy- McGregor		inmate meds	11/30/19	Medical Expenses & Supplies - Inmat	N
		1 Transactions			
252 DEPT Total:		Corrections	23 Vendors	36 Transactions	
253 DEPT		Sentence to Serve			
15239 AT&T Mobility		STS air card	287258495419	Telephone	N
		1 Transactions			
7525 Hometown Bldg Supply		torx 318BT, torx screw 312BT	32313	Operating Supplies	N
		wood patch, coping saw, 80 gri	33578	Operating Supplies	N
		briarwood, steel demon	33625	Operating Supplies	N
7525 Hometown Bldg Supply		3 Transactions			
2340 Hyytinen Hardware Hank		utility scrub 20 inch	1550795	Operating Supplies	N
		screw, bit, air freshener	1554488	Operating Supplies	N
2340 Hyytinen Hardware Hank		2 Transactions			
253 DEPT Total:		Sentence to Serve	3 Vendors	6 Transactions	
254 DEPT		Enhanced 911 System			
13119 TalkPoint Technologies, Inc		headsets (2)	14988	Office & Computer Supplies	N
		1 Transactions			
254 DEPT Total:		Enhanced 911 System	1 Vendors	1 Transactions	
257 DEPT		Community Corrections			
3195 MCCC, BIN#135033		2020 Corrections User Group	2001007	Software License Fees	N
		Corrections annual dues	2001007	Software License Fees	N

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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	
3195	MCCC, BIN#135033					
		4,518.66		2 Transactions		
6097	Verizon Wireless					
	01- 257- 257- 0000- 6215	107.08	Cell phone	84210569900001	Wireless Telephone Services	N
6097	Verizon Wireless	107.08		1 Transactions		
257	DEPT Total:	4,625.74	Community Corrections	2 Vendors	3 Transactions	
390	DEPT		Environmental Health (FBL)			
14899	Tech Tronix Inc					
	01- 390- 000- 0000- 6405	900.00	Health software	117	Office, Film, And Field Supplies	N
14899	Tech Tronix Inc	900.00		1 Transactions		
390	DEPT Total:	900.00	Environmental Health (FBL)	1 Vendors	1 Transactions	
391	DEPT		Solid Waste			
3475	AMC					
	01- 391- 000- 0000- 6240	200.00	Membership renewal Neff		Dues	N
3475	AMC	200.00		1 Transactions		
1754	Garrison Disposal Company, Inc					
	01- 391- 060- 0000- 6360	11,069.40	Monthly recycling		Recycling Contract	N
1754	Garrison Disposal Company, Inc	11,069.40		1 Transactions		
391	DEPT Total:	11,269.40	Solid Waste	2 Vendors	2 Transactions	
1	Fund Total:	111,008.78	General Fund		181 Transactions	

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3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
301	DEPT			R&B Administration			
10855	Culligan						
	03- 301- 000- 0000- 6400		10.50	RENTAL- DECEMBER	STMT	Supplies And Materials	N
10855	Culligan		10.50		1 Transactions		
9671	Pitney Bowes						
	03- 301- 000- 0000- 6205	C	74.04	LEASE 2020	3103568781	Postage	N
				12/30/2019 03/29/2020			
9671	Pitney Bowes		74.04		1 Transactions		
301	DEPT Total:		84.54	R&B Administration	2 Vendors	2 Transactions	
302	DEPT			R&B Engineering/Construction			
3703	Frontier Precision, Inc						
	03- 302- 000- 0000- 6449		75.80	STYLUS FOR CONTROLLERS	205188	Rd/Br Engr. Supplies	N
3703	Frontier Precision, Inc		75.80		1 Transactions		
302	DEPT Total:		75.80	R&B Engineering/Construction	1 Vendors	1 Transactions	
303	DEPT			R&B Highway Maintenance			
14943	1ST AYD CORPORATION						
	03- 303- 000- 0000- 6298		126.09	AITKIN SHOP SUPPLIES	PSI320361	Shop Maintenance	N
14943	1ST AYD CORPORATION		126.09		1 Transactions		
13649	Aitkin Rental Center						
	03- 303- 000- 0000- 6521		50.00	BRIDGE REPAIR	10562	Maintenance Supplies	N
13649	Aitkin Rental Center		50.00		1 Transactions		
12106	Antoine Electric						
	03- 303- 000- 0000- 6298		154.79	AITKIN SHOP	19062	Shop Maintenance	N
12106	Antoine Electric		154.79		1 Transactions		
10452	AT&T Mobility						
	03- 303- 000- 0000- 6254		32.98	PAUL'S IPAD SVC	287266104878	Utilities	N
10452	AT&T Mobility		32.98		1 Transactions		
8674	Boyer Trucks						
	03- 303- 000- 0000- 6590		429.89	REPAIR PARTS	71565R	Repair & Maintenance Supplies	N

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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	
		Amount				
8674	Boyer Trucks	563.41	REPAIR PARTS	71673R	Repair & Maintenance Supplies	N
			2 Transactions			
163	Charter Communications	140.25	PHONE: HWY OFFICE	0-022823111919	Utilities	N
			1 Transactions			
14887	Cintas Corporation	19.55	SHOP LAUNDRY	4035693480	Shop Maintenance	N
			SHOP LAUNDRY	4036347294	Shop Maintenance	N
14887	Cintas Corporation	39.10				
			2 Transactions			
2763	Countryside Sanitation	111.15	DECEMBER MCGREGOR	164970	Utilities	Y
			1 Transactions			
2763	Countryside Sanitation	111.15				
8500	Diamond Mowers, Inc	85.63	REPAIR PARTS	0169862- IN	Repair & Maintenance Supplies	N
			1 Transactions			
8500	Diamond Mowers, Inc	85.63				
11180	Fastenal Company	20.90	AITKIN SHOP SUPPLIES	MNBAX231978	Shop Maintenance	N
			1 Transactions			
11180	Fastenal Company	20.90				
8622	Frontier	71.33	JACOBSON	218-752-6591	Utilities	N
			MCGREGOR	218-768-4481	Utilities	N
			PALISADE	218-845-2607	Utilities	N
			MCGRATH	320-592-3580	Utilities	N
8622	Frontier	305.32				
			4 Transactions			
2089	Heartland Tire Inc	130.00	REPAIR LABOR	15008004	Repair & Maintenance Supplies	Y
			REPAIR PARTS	15008004	Repair & Maintenance Supplies	Y
2089	Heartland Tire Inc	161.62				
			2 Transactions			
8101	Kris Engineering Inc	1,387.50	5' CARBIDE UNDERBODY	32601	Repair & Maintenance Supplies	N

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3 Road & Bridge

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
8101	Kris Engineering Inc		1,387.50				
				1 Transactions			
91187	Lake Country Power						
	03- 303- 000- 0000- 6254		56.54	OCT- NOV CSAH 14	141979801	Utilities	N
	03- 303- 000- 0000- 6254		44.95	OCT- NOV CSAH 6	141979901	Utilities	N
91187	Lake Country Power		101.49				
				2 Transactions			
14038	Lube- Tech Liquid Recycling, Inc.						
	03- 303- 000- 0000- 6298		122.00	AITKIN SHOP SUPPLIES	1507657	Shop Maintenance	N
14038	Lube- Tech Liquid Recycling, Inc.		122.00				
				1 Transactions			
2941	M R Sign Co Inc						
	03- 303- 000- 0000- 6516		127.84	ADOPT- A- HWY - SIMON FAMILY	206815	Signs & Posts	N
2941	M R Sign Co Inc		127.84				
				1 Transactions			
12927	Midwest Machinery Co.						
	03- 303- 000- 0000- 6590		390.63	REPAIR PARTS	2043226	Repair & Maintenance Supplies	N
12927	Midwest Machinery Co.		390.63				
				1 Transactions			
14155	Minnesota Beaver Control LLC						
	03- 303- 000- 0000- 6521		150.00	BEAVER REMOVAL	268624	Maintenance Supplies	Y
	03- 303- 000- 0000- 6521		189.08	MILEAGE	268624	Maintenance Supplies	Y
14155	Minnesota Beaver Control LLC		339.08				
				2 Transactions			
9692	Minnesota Energy Resources Corporation						
	03- 303- 000- 0000- 6297		645.17	NAT GAS: AITKIN SHOP	NOV	Shop Fuel	N
9692	Minnesota Energy Resources Corporation		645.17				
				1 Transactions			
9239	Mn Dept Of Natural Resources- OMB						
	03- 303- 000- 0000- 6519	C	3,750.00	LEASE 133- 023- 0816 ADV RENT 20	1004282	Gravel & Royalties	N
				01/01/2020	12/31/2020		
9239	Mn Dept Of Natural Resources- OMB		3,750.00				
				1 Transactions			
8446	Northern Star Coop Service						
	03- 303- 000- 0000- 6297		755.33	LP: SWATARA SHOP	12530	Shop Fuel	N
8446	Northern Star Coop Service		755.33				
				1 Transactions			
8691	Northland Hydraulic Service						
	03- 303- 000- 0000- 6590		1,144.46	REPAIR PARTS	10592	Repair & Maintenance Supplies	Y

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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	
8691	Northland Hydraulic Service		REPAIR LABOR	10592	Repair & Maintenance Supplies	Y
		1,544.46				
			2 Transactions			
10720	Nuss Truck Group Inc		REPAIR PARTS	6123381P	Repair & Maintenance Supplies	N
		84.29				
10720	Nuss Truck Group Inc					
		84.29	1 Transactions			
3950	Public Utilities					
		54.28	HWY 210 W & CR 28	02-00059455-00	Utilities	N
		83.12	AITKIN SHOP WATER	02-00063335-00	Utilities	N
		49.17	HWY 210/169 E & CR 12	02-00063388-00	Utilities	N
		91.58	HWY 47 & CR 12	02-00064092-00	Utilities	N
3950	Public Utilities	278.15	4 Transactions			
9642	WEX BANK					
		42.60	REBATE	10/8-11/7	Motor Fuel & Lubricants	N
		4,923.78	GASOLINE	10/8-11/7	Motor Fuel & Lubricants	N
9642	WEX BANK	4,881.18	2 Transactions			
5295	Ziegler Inc					
		65.78	REPAIR PARTS	PC190090408	Repair & Maintenance Supplies	N
5295	Ziegler Inc	65.78	1 Transactions			
303	DEPT Total:	16,264.14	R&B Highway Maintenance	26 Vendors	39 Transactions	
307	DEPT		R&B Capital Infrastructure			
8716	SEH					
		427.50	WETLAND DELINEATION - CSAH 27	376776	Professional Services	Y
8716	SEH	427.50	1 Transactions			
5128	Widseth Smith & Nolting Inc					
		5,797.50	PROFESSIONAL SERVICES	201834	Professional Services	N
		1,395.00	PROFESSIONAL SERVICES	201835	Professional Services	N
		1,095.00	PROFESSIONAL SERVICES	201856	Professional Services	N
5128	Widseth Smith & Nolting Inc	8,287.50	3 Transactions			
307	DEPT Total:	8,715.00	R&B Capital Infrastructure	2 Vendors	4 Transactions	

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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	
308	DEPT		R&B Equipment & Facilities			
8434	DLT Solutions, Inc					
	03-308-000-0000-6600	C	ANNUAL SUBSCRIPTIONS- 2020	4798713A	Capital Outlay- Facilities	N
			01/01/2020 12/31/2020			
8434	DLT Solutions, Inc		1 Transactions			
308	DEPT Total:		R&B Equipment & Facilities	1 Vendors	1 Transactions	
3	Fund Total:		Road & Bridge		47 Transactions	

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LAHI
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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	
257 DEPT		Community Corrections			
10855 Culligan		Cooler Rental Service	Acct #150- 1001	Office Equipment Rental/Contracts	N
05- 257- 000- 0000- 6342	29.13	12/01/2019 12/31/2019			
10855 Culligan	29.13	1 Transactions			
89765 Minnesota Elevator, Inc		Elevator Service - December '1	832214	Maintenance- Service Contracts	N
05- 257- 000- 0000- 6300	19.71	12/01/2019 12/31/2019			
89765 Minnesota Elevator, Inc	19.71	1 Transactions			
257 DEPT Total:	48.84	Community Corrections	2 Vendors	2 Transactions	
390 DEPT		Environmental Health (FBL)			
10855 Culligan		Cooler Rental Service	Acct #150- 1001	Office Equipment Rental/Contracts	N
05- 390- 000- 0000- 6342	5.30	12/01/2019 12/31/2019			
10855 Culligan	5.30	1 Transactions			
89765 Minnesota Elevator, Inc		Elevator Service - December '1	832214	Maintenance- Service Contracts	N
05- 390- 000- 0000- 6300	3.58	12/01/2019 12/31/2019			
89765 Minnesota Elevator, Inc	3.58	1 Transactions			
390 DEPT Total:	8.88	Environmental Health (FBL)	2 Vendors	2 Transactions	
400 DEPT		Public Health Department			
12525 CES Imaging		GIS Printer Ink	INV105927	Office Supplies	N
05- 400- 440- 0410- 6405	28.46	09/26/2019			
12525 CES Imaging	28.46	1 Transactions			
10855 Culligan		Cooler Rental Service	Acct #150- 1001	Equipment Lease/Space Rental	N
05- 400- 440- 0410- 6301	37.07	12/01/2019 12/31/2019			
10855 Culligan	37.07	1 Transactions			
2386 Information Systems Corp					

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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	
	05- 400- 440- 0410- 6239	C	App Extender Licenses	25237	Software Fees/License Fees	N
2386	Information Systems Corp		03/01/2020 02/28/2021 1 Transactions			
3195	MCCC, BIN#135033					
	05- 400- 440- 0410- 6239	C	IFS Support CMHS	2001008	Software Fees/License Fees	N
	05- 400- 440- 0410- 6239	C	2020 JIC Dues CMHS	2001008	Software Fees/License Fees	N
3195	MCCC, BIN#135033		2 Transactions			
89765	Minnesota Elevator, Inc					
	05- 400- 440- 0410- 6300		Elevator Service - December '1	832214	Maintenance/Service Contracts	N
			12/01/2019 12/31/2019 1 Transactions			
89765	Minnesota Elevator, Inc		25.08			
86235	The Office Shop Inc					
	05- 400- 440- 0410- 6405		Agency - Copy Paper	1072062- 0	Office Supplies	N
			11/14/2019			
	05- 400- 440- 0410- 6405		Agency - Disc/CD Mailer	1072151- 0	Office Supplies	N
			11/18/2019			
	05- 400- 440- 0410- 6405		Agency - 9x12 Envelopes	1072168- 0	Office Supplies	N
			11/18/2019			
	05- 400- 440- 0410- 6300		Mailrm - Copier Contract IRC55	308239- 0	Maintenance/Service Contracts	N
			11/27/2019			
	05- 400- 440- 0410- 6300		PH- Copier Contract IRC5255	308239- 0	Maintenance/Service Contracts	N
			11/27/2019			
86235	The Office Shop Inc		3,759.81			
			5 Transactions			
400	DEPT Total:		5,264.15			
			Public Health Department	6 Vendors	11 Transactions	
420	DEPT		Income Maintenance			
12525	CES Imaging					
	05- 420- 600- 4800- 6405		GIS Printer Ink	INV105927	Office Supplies	N
			09/26/2019			
12525	CES Imaging		58.68			
			1 Transactions			
10855	Culligan					
	05- 420- 600- 4800- 6301		Cooler Rental Service	Acct #150- 1001	Equipment Lease/Space Rental	N
			12/01/2019 12/31/2019			

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5 Health & Human Services

Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
10855 Culligan		76.80				
						1 Transactions
2386 Information Systems Corp						
05- 420- 600- 4800- 6239	C	1,174.73	App Extender Licenses	25237	Software Fees/License Fees	N
			03/01/2020 02/28/2021			
2386 Information Systems Corp		1,174.73				1 Transactions
3195 MCCC, BIN#135033						
05- 420- 600- 4800- 6239	C	1,684.98	IFS Support CMHS	2001008	Software Fees/License Fees	N
05- 420- 600- 4800- 6239	C	56.10	2020 JIC Dues CMHS	2001008	Software Fees/License Fees	N
3195 MCCC, BIN#135033		1,741.08				2 Transactions
89765 Minnesota Elevator, Inc						
05- 420- 600- 4800- 6300		51.96	Elevator Service - December '1	832214	Maintenance/Service Contracts	N
			12/01/2019 12/31/2019			
89765 Minnesota Elevator, Inc		51.96				1 Transactions
86235 The Office Shop Inc						
05- 420- 600- 4800- 6405		36.72	Agency - Copy Paper	1072062- 0	Office Supplies	N
			11/14/2019			
05- 420- 600- 4800- 6405		39.83	Agency - Disc/CD Mailer	1072151- 0	Office Supplies	N
			11/18/2019			
05- 420- 600- 4800- 6405		17.72	Agency - 9x12 Envelopes	1072168- 0	Office Supplies	N
			11/18/2019			
05- 420- 600- 4800- 6300		559.56	Mailrm - Copier Contract IRC55	308239- 0	Maintenance/Service Contracts	N
			11/27/2019			
05- 420- 640- 4800- 6300		89.07	CS- Copier Contract IR4245	308239- 0	Maintenance/Service Contracts	N
			11/27/2019			
86235 The Office Shop Inc		742.90				5 Transactions
420 DEPT Total:		3,846.15	Income Maintenance	6 Vendors		11 Transactions
430 DEPT			Social Services			
12525 CES Imaging						
05- 430- 700- 4800- 6405		90.69	GIS Printer Ink	INV105927	Office Supplies	N
			09/26/2019			
12525 CES Imaging		90.69				1 Transactions
10855 Culligan						

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
12/10/19 10:22AM
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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
05- 430- 700- 4800- 6301		116.52	Cooler Rental Service 12/01/2019 12/31/2019	Acct #150- 1001	Equipment Lease/Space Rental N
10855 Culligan		116.52	1 Transactions		
2386 Information Systems Corp 05- 430- 700- 4800- 6239	C	1,815.49	App Extender Licenses 03/01/2020 02/28/2021	25237	Software Fees/License Fees N
2386 Information Systems Corp		1,815.49	1 Transactions		
3195 MCCC, BIN#135033 05- 430- 700- 4800- 6239	C	2,604.06	IFS Support CMHS	2001008	Software Fees/License Fees N
05- 430- 700- 4800- 6239	C	86.70	2020 JIC Dues CMHS	2001008	Software Fees/License Fees N
3195 MCCC, BIN#135033		2,690.76	2 Transactions		
89765 Minnesota Elevator, Inc 05- 430- 700- 4800- 6300		78.83	Elevator Service - December '1 12/01/2019 12/31/2019	832214	Maintenance/Service Contracts N
89765 Minnesota Elevator, Inc		78.83	1 Transactions		
86235 The Office Shop Inc 05- 430- 700- 4800- 6405		56.75	Agency - Copy Paper 11/14/2019	1072062- 0	Office Supplies N
05- 430- 700- 4800- 6405		61.56	Agency - Disc/CD Mailer 11/18/2019	1072151- 0	Office Supplies N
05- 430- 700- 4800- 6405		27.39	Agency - 9x12 Envelopes 11/18/2019	1072168- 0	Office Supplies N
05- 430- 700- 4800- 6300		864.77	Mailrm - Copier Contract IRC55 11/27/2019	308239- 0	Maintenance/Service Contracts N
86235 The Office Shop Inc		1,010.47	4 Transactions		
10930 Tidholm Productions 05- 430- 700- 4800- 6405		19.98	Business Cards (MO) 11/27/2019	1021 8707	Office Supplies Y
10930 Tidholm Productions		19.98	1 Transactions		
430 DEPT Total:		5,822.74	Social Services	7 Vendors	11 Transactions
5 Fund Total:		14,990.76	Health & Human Services		37 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
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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					
	09-000-000-0000-2022		176.00		Birth Surcharges	Birth/Death Surcharges N
	09-000-000-0000-2022		508.00		Death Surcharges	Birth/Death Surcharges N
	09-000-000-0000-2024		132.00		Children Surcharges	St Share Of Birth Cert.- Children N
	09-000-000-0000-2031		7.50		Torrens Assurance	Real Estate Assurance (Was 5874 Anc N
	09-000-000-0000-2036		4,861.50		State General Fund	Recording Surcharges (Was 5871 & 6: N
	09-000-000-0000-2036		440.00		State Gen 2010 Leg Surcharge	Recording Surcharges (Was 5871 & 6: N
4580	Mn Dept Of Finance		6,125.00		6 Transactions	
3375	Mn Dept Of Health					
	09-000-000-0000-2027		1,147.50		State well certs	State Well Cert Fees (Was 5097 & 620 N
3375	Mn Dept Of Health		1,147.50		1 Transactions	
0	DEPT Total:		7,272.50		Undesignated	2 Vendors 7 Transactions
9	Fund Total:		7,272.50		State	7 Transactions

LAH1
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10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
921	DEPT			Co. Development			
1880	Gravelle Plumbing & Heating, Inc 10-921-000-0000-6515		460.60	PVC Pipes & coupling	82113	Culverts	N
1880	Gravelle Plumbing & Heating, Inc		460.60	1 Transactions			
2386	Information Systems Corp 10-921-000-0000-6405	C	711.54	App Extender Licenses 03/01/2020 02/28/2021	25237	Office Supplies	N
2386	Information Systems Corp		711.54	1 Transactions			
921	DEPT Total:		1,172.14	Co. Development	2 Vendors	2 Transactions	
923	DEPT			Forfeited Tax Sales			
86222	Aitkin Independent Age 10-923-000-0000-6230 10-923-000-0000-6230		84.00 84.00	Timber auction Tax Forf land auction	743071 743072	Printing, Publishing & Adv Printing, Publishing & Adv	N N
86222	Aitkin Independent Age		168.00	2 Transactions			
10452	AT&T Mobility 10-923-000-0000-6250		483.77	Cell phone	287257204209	Telephone	N
10452	AT&T Mobility		483.77	1 Transactions			
163	Charter Communications 10-923-000-0000-6254		194.98	Monthly internet	83523056600458	Utilities	N
163	Charter Communications		194.98	1 Transactions			
10855	Culligan 10-923-000-0000-6254		88.20	Water & rental	150100464562	Utilities	N
10855	Culligan		88.20	1 Transactions			
2340	Hyytinen Hardware Hank 10-923-000-0000-6406 10-923-000-0000-6406		23.98 6.99	Paint thinner Appliance Touch up white	1552263 1553527	Field Supplies Field Supplies	N N
2340	Hyytinen Hardware Hank		30.97	2 Transactions			
4010	Rasley Oil Company 10-923-000-0000-6511		1,283.16	Nov gas	AITCOL&PS	Gas And Oil	N
4010	Rasley Oil Company		1,283.16	1 Transactions			

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
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10 Trust

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
13934	The Tire Barn		Oil change #666	50361	Repair & Maintenance Supplies	N
	10- 923- 000- 0000- 6590					
13934	The Tire Barn					
		50.09				
		50.09				
			1 Transactions			
923	DEPT Total:	2,299.17	Forfeited Tax Sales	7 Vendors	9 Transactions	
926	DEPT		Law Library			
5173	Thomson Reuters- West Publishing					
	10- 926- 000- 0000- 6408	857.42	Library subscription	841305816	Law Books	N
	10- 926- 000- 0000- 6408	194.00	Product charges	841305816	Law Books	N
5173	Thomson Reuters- West Publishing	1,051.42				
			2 Transactions			
926	DEPT Total:	1,051.42	Law Library	1 Vendors	2 Transactions	
10	Fund Total:	4,522.73	Trust		13 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
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11 Forest Development

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
925 DEPT		Resource Management			
2941 M R Sign Co Inc		Posts	206810	Equipment	N
11- 925- 000- 0000- 6610	1,145.27				
2941 M R Sign Co Inc	1,145.27	1 Transactions			
15376 Regeneroot Farms		Bud Capping 74 acres		Timber Improvement	N
11- 925- 000- 0000- 6273	3,329.26				
15376 Regeneroot Farms	3,329.26	1 Transactions			
925 DEPT Total:	4,474.53	Resource Management	2 Vendors	2 Transactions	
935 DEPT		Forest Road			
10452 AT&T Mobility		Cell phone	287257204209	Telephone	N
11- 935- 000- 0000- 6250	120.94				
10452 AT&T Mobility	120.94	1 Transactions			
935 DEPT Total:	120.94	Forest Road	1 Vendors	1 Transactions	
939 DEPT		County Surveyor			
10452 AT&T Mobility		Cell phone	287257204209	Telephone	N
11- 939- 000- 0000- 6250	60.47				
10452 AT&T Mobility	60.47	1 Transactions			
12525 CES Imaging		Ink for Dan's printer	INV108261	Office & Computer Supplies	N
11- 939- 000- 0000- 6405	161.19				
12525 CES Imaging	161.19	1 Transactions			
15226 Data Activation Center		Annual subscription	62776	Office & Computer Supplies	N
11- 939- 000- 0000- 6405	130.11				
15226 Data Activation Center	130.11	1 Transactions			
7525 Hometown Bldg Supply		Rebar	34229	Supplies	N
11- 939- 000- 0000- 6406	40.90				
7525 Hometown Bldg Supply	40.90	1 Transactions			
939 DEPT Total:	392.67	County Surveyor	4 Vendors	4 Transactions	
11 Fund Total:	4,988.14	Forest Development		7 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
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14 Capital Project

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
949	DEPT		Courthouse Addition			
14071	Marco Technologies LLC					
	14- 949- 000- 0000- 6630		825.50	Install 3 smartboards	INV6993842	Miscellaneous- Capital Expense N
	14- 949- 000- 0000- 6231		19,695.00	AV Project & installation	INV7045389	Services, Labor, Contracts N
14071	Marco Technologies LLC		20,520.50	2 Transactions		
9692	Minnesota Energy Resources Corporation					
	14- 949- 000- 0000- 6231		1,223.78	Govt Center heating	0506823754	Services, Labor, Contracts N
9692	Minnesota Energy Resources Corporation		1,223.78	1 Transactions		
9062	SIGNspot					
	14- 949- 000- 0000- 6231		19,771.13	Signage for Govt Center	12245	Services, Labor, Contracts N
9062	SIGNspot		19,771.13	1 Transactions		
949	DEPT Total:		41,515.41	Courthouse Addition	3 Vendors	4 Transactions
14	Fund Total:		41,515.41	Capital Project		4 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
12/10/19 10:22AM
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			
8622 Frontier		Service & long distance	2187684653	Telephone	N
19- 521- 000- 0000- 6250					
491.66					
8622 Frontier		1 Transactions			
491.66					
1829 Goble's Sewer Service Inc.		Pumping, add on jet line	16325	Services, Labor, Contracts	N
19- 521- 000- 0000- 6231					
1,099.00					
1829 Goble's Sewer Service Inc.		1 Transactions			
1,099.00					
5511 Milbradt/Kris		Snow plowing at LLCC		Services, Labor, Contracts	Y
19- 521- 000- 0000- 6231					
440.00					
5511 Milbradt/Kris		1 Transactions			
440.00					
521 DEPT Total:		LLCC Administration	3 Vendors	3 Transactions	
2,030.66					
522 DEPT		LLCC Education			
15300 MCGREGOR ACE HARDWARE		Duct tape & super glue	1911- 033152	Education Supplies	N
19- 522- 000- 0000- 6416					
24.08					
15300 MCGREGOR ACE HARDWARE		1 Transactions			
24.08					
522 DEPT Total:		LLCC Education	1 Vendors	1 Transactions	
24.08					
523 DEPT		LLCC Food			
5662 McGregor Dairy,Inc		Groceries	32376	Groceries- Students	N
19- 523- 000- 0000- 6418					
340.84					
5662 McGregor Dairy,Inc		1 Transactions			
340.84					
4761 Sysco Minnesota Inc		Gluten free muffins	153613690	Groceries- Students	N
19- 523- 000- 0000- 6418					
57.84					
4761 Sysco Minnesota Inc		1 Transactions			
57.84					
4968 Upper Lakes Foods, Inc		Groceries	582897- 00	Groceries- Students	N
19- 523- 000- 0000- 6418					
1,858.78					
4968 Upper Lakes Foods, Inc		Credit	582897- OA	Groceries- Students	N
19- 523- 000- 0000- 6418					
45.57-					
4968 Upper Lakes Foods, Inc		2 Transactions			
1,813.21					
523 DEPT Total:		LLCC Food	3 Vendors	4 Transactions	
2,211.89					

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
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19 Long Lake Conservation C

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>	
524	DEPT		LLCC Maintenance			
	1829 Goble's Sewer Service Inc.		Replace covers at North Star	16346	Repair & Maintenance Supplies	N
	19- 524- 000- 0000- 6590					
	1829 Goble's Sewer Service Inc.		1 Transactions			
524	DEPT Total:		LLCC Maintenance	1 Vendors	1 Transactions	
		470.00				
19	Fund Total:		Long Lake Conservation Center		9 Transactions	
		4,736.63				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

LAH1
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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			
9075	Aardvark by On Site Companies					
	21- 520- 000- 0000- 6231		150.00	Round Lake rental	851691	Services, Labor, Contracts N
	21- 520- 000- 0000- 6231		99.00	Blind Lake rental	851692	Services, Labor, Contracts N
	21- 520- 000- 0000- 6231		99.00	Swatara Rental	851693	Services, Labor, Contracts N
	21- 520- 000- 0000- 6231		240.00	Lone Lake rental	851694	Services, Labor, Contracts N
9075	Aardvark by On Site Companies		588.00			4 Transactions
10452	AT&T Mobility					
	21- 520- 000- 0000- 6250		120.94	Cell phone	287257204209	Telephone N
10452	AT&T Mobility		120.94			1 Transactions
1880	Gravelle Plumbing & Heating, Inc					
	21- 520- 000- 0000- 6523		50.00	Hanging unit heater dripping	82376	Misc Bldg & Bshop Supplies N
1880	Gravelle Plumbing & Heating, Inc		50.00			1 Transactions
9692	Minnesota Energy Resources Corporation					
	21- 520- 000- 0000- 6254		311.81	Heating gas for shop	50254456100001	Utilities N
9692	Minnesota Energy Resources Corporation		311.81			1 Transactions
3950	Public Utilities					
	21- 520- 000- 0000- 6254		249.64	Land Dept	0200000348003	Utilities N
	21- 520- 000- 0000- 6254		29.72	Miss Access	0200063077005	Utilities N
	21- 520- 000- 0000- 6254		161.25	Parks Shower	0200063077050	Utilities N
3950	Public Utilities		440.61			3 Transactions
520	DEPT Total:		1,511.36	Parks	5 Vendors	10 Transactions
21	Fund Total:		1,511.36	Parks		10 Transactions
	Final Total:		221,792.80	201 Vendors	315 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
1	111,008.78	General Fund	
3	31,246.49	Road & Bridge	
5	14,990.76	Health & Human Services	
9	7,272.50	State	
10	4,522.73	Trust	
11	4,988.14	Forest Development	
14	41,515.41	Capital Project	
19	4,736.63	Long Lake Conservation Center	
21	1,511.36	Parks	
All Funds	221,792.80	Total	Approved by,
		
		

2P



Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1
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Print List in Order By: 2
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

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

Contegrity

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

LAH1
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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	
60	DEPT		Elections			
	240 American Legion		Deposit for space rental	Election Train	Rentals	N
	01-060-000-0000-6301					
	240 American Legion			1 Transactions		
60	DEPT Total:		Elections	1 Vendors	1 Transactions	
1	Fund Total:		General Fund		1 Transactions	

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1
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3 Road & Bridge

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	
			Paid On Bhf #		
303 DEPT				R&B Highway Maintenance	
7050 Anderson Brothers Construction					
03-303-000-0000-6519		21,595.59	Contract Partial Payment No 4	20194	Gravel & Royalties
7050 Anderson Brothers Construction		21,595.59	1 Transactions		N
303 DEPT Total:		21,595.59	R&B Highway Maintenance	1 Vendors	1 Transactions
307 DEPT				R&B Capital Infrastructure	
7050 Anderson Brothers Construction					
03-307-000-0000-6262		32,401.84	Contract Partial Payment No 4	20194	Contract Payments
7050 Anderson Brothers Construction		32,401.84	1 Transactions		N
307 DEPT Total:		32,401.84	R&B Capital Infrastructure	1 Vendors	1 Transactions
3 Fund Total:		53,997.43	Road & Bridge		2 Transactions

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1
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14 Capital Project

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
949	DEPT		Courthouse Addition			
15056	Bartley Sales Company, Inc. 14- 949- 000- 0000- 6231		Application #6		Services, Labor, Contracts	N
15056	Bartley Sales Company, Inc.	409.45		1 Transactions		
13725	Beartooth True Value 14- 949- 000- 0000- 6231	14.57	Govt Center	A80157	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231	28.15	Govt Center	B101554	Services, Labor, Contracts	N
13725	Beartooth True Value	42.72		2 Transactions		
14044	Boarman Kroos Vogel Group Inc 14- 949- 000- 0000- 6231	4,670.00	Fees	51380	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231	95.35	Expenses	51380	Services, Labor, Contracts	N
14044	Boarman Kroos Vogel Group Inc	4,765.35		2 Transactions		
14999	Bolton & Menk, Inc. 14- 949- 000- 0000- 6231	706.50	Govt Center	241405	Services, Labor, Contracts	N
14999	Bolton & Menk, Inc.	706.50		1 Transactions		
13545	Contegrity Group, Inc. 14- 949- 000- 0000- 6231	6,729.44	Govt Center	2019208	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231	17,495.85	Govt Center	2019209	Services, Labor, Contracts	N
13545	Contegrity Group, Inc.	24,225.29		2 Transactions		
14959	Contract Tile and Carpeting, LLC 14- 949- 000- 0000- 6231	14,826.41	Application #3		Services, Labor, Contracts	N
14959	Contract Tile and Carpeting, LLC	14,826.41		1 Transactions		
10855	Culligan 14- 949- 000- 0000- 6231	22.20	Trailer 488214	100460925	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231	59.20	Break Room 487315	100461188	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231	19.50	Break Room 488215	100461188	Services, Labor, Contracts	N
10855	Culligan	100.90		3 Transactions		
14929	Froggy's Signs Inc 14- 949- 000- 0000- 6231	150.00	Govt Center	22054X	Services, Labor, Contracts	N
14929	Froggy's Signs Inc	150.00		1 Transactions		
1754	Garrison Disposal Company, Inc					

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

LAH1
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14 Capital Project

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
		Amount				
1754	Garrison Disposal Company, Inc	2,048.00	Govt Center	112824	Services, Labor, Contracts	N
			1 Transactions			
14879	Gill Reprographics, Inc.	144.07	Govt Center	MSP18159	Services, Labor, Contracts	N
			Govt Center	MSP18182	Services, Labor, Contracts	N
14879	Gill Reprographics, Inc.	312.81				
			2 Transactions			
9061	Go- Klean	5,819.34	Govt Center	2204	Services, Labor, Contracts	N
9061	Go- Klean	5,819.34				
			1 Transactions			
8803	Gopher State Contractors Inc	46,681.60	Application #10 & 11		Services, Labor, Contracts	N
8803	Gopher State Contractors Inc	46,681.60				
			1 Transactions			
15071	Heater Rental Services	245.00	Govt Center	15342B	Services, Labor, Contracts	N
15071	Heater Rental Services	245.00				
			1 Transactions			
14958	Holden Electric Co.	6,982.50	Application #18		Services, Labor, Contracts	N
14958	Holden Electric Co.	6,982.50				
			1 Transactions			
7525	Hometown Bldg Supply	408.77	Govt Center	33287I	Services, Labor, Contracts	N
7525	Hometown Bldg Supply	408.77				
			1 Transactions			
2928	Lundberg Plumbing & Heating, Inc	190.00	Govt Center	17890	Services, Labor, Contracts	N
2928	Lundberg Plumbing & Heating, Inc	190.00				
			1 Transactions			
14926	Masters Plumbing Heating & Cooling LLC	15,236.70	Application #19		Services, Labor, Contracts	Y
14926	Masters Plumbing Heating & Cooling LLC	15,236.70				
			1 Transactions			
9274	Progressive Bldg Systems	5,605.00	Application #6		Services, Labor, Contracts	N

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LAH1
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14 Capital Project

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9274	Progressive Bldg Systems					
		5,605.00		1 Transactions		
3950	Public Utilities					
	14- 949- 000- 0000- 6231	2,663.87	New Construction	0200000511001	Services, Labor, Contracts	N
	14- 949- 000- 0000- 6231	439.76	Trailer	0200000513003	Services, Labor, Contracts	N
3950	Public Utilities	3,103.63		2 Transactions		
15331	RASINSKI TOTAL DOOR SERVICE LLC					
	14- 949- 000- 0000- 6231	2,861.15	Govt Center	1614	Services, Labor, Contracts	N
15331	RASINSKI TOTAL DOOR SERVICE LLC	2,861.15		1 Transactions		
4399	Sell Hardware Inc					
	14- 949- 000- 0000- 6231	27,122.50	Application #5		Services, Labor, Contracts	N
4399	Sell Hardware Inc	27,122.50		1 Transactions		
4777	Thelen Heating & Roofing Inc					
	14- 949- 000- 0000- 6231	13,680.00	Application #10		Services, Labor, Contracts	N
4777	Thelen Heating & Roofing Inc	13,680.00		1 Transactions		
15167	Tom Kraemer, INC.					
	14- 949- 000- 0000- 6231	90.00	Govt Center	346131	Services, Labor, Contracts	N
15167	Tom Kraemer, INC.	90.00		1 Transactions		
15292	Twin City Acoustics Inc					
	14- 949- 000- 0000- 6231	463.56	Patch in Ceiling		Services, Labor, Contracts	N
15292	Twin City Acoustics Inc	463.56		1 Transactions		
8302	Twin Ports Testing Inc					
	14- 949- 000- 0000- 6231	695.00	Govt Center	80288	Services, Labor, Contracts	N
8302	Twin Ports Testing Inc	695.00		1 Transactions		
949	DEPT Total:	176,772.18	Courthouse Addition	25 Vendors	32 Transactions	
14	Fund Total:	176,772.18	Capital Project		32 Transactions	
	Final Total:	230,819.61	28 Vendors	35 Transactions		

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	50.00	General Fund
3	53,997.43	Road & Bridge
14	176,772.18	Capital Project
All Funds	230,819.61	Total

Approved by,

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2Q



LAH1
12/11/19 8:42AM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

12-13-19

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

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

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

LAH1
12/11/19 8:42AM
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	
303	DEPT		R&B Highway Maintenance			
15330	FERGUSON AGGREGATE & CRUSHING, IN 03-303-000-0000-6519		Partial Payment No 5	20193	Gravel & Royalties	N
15330	FERGUSON AGGREGATE & CRUSHING, IN			1 Transactions		
15335	LOT PROS INC. 03-303-000-0000-6521		Partial Payment No 4	20192	Maintenance Supplies	N
15335	LOT PROS INC.			1 Transactions		
303	DEPT Total:		R&B Highway Maintenance	2 Vendors	2 Transactions	
3	Fund Total:		Road & Bridge		2 Transactions	

LAH1
 12/11/19 8:42AM
 21 Parks

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
520	DEPT		Parks			
	9075 Aardvark by On Site Companies					
	21- 520- 000- 0000- 6231		150.00 Round Lake rental	851691	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		99.00 Blind Lake Rental	851692	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		99.00 Haypoint/Swatara Rental	851693	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		150.00 Lone Lake Rental	851694	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		270.00- Overpayment for May/June/Sept	Lone Lake	Services, Labor, Contracts	N
	9075 Aardvark by On Site Companies		228.00	5 Transactions		
520	DEPT Total:		228.00 Parks	1 Vendors	5 Transactions	
21	Fund Total:		228.00 Parks		5 Transactions	
	Final Total:		13,519.75	3 Vendors	7 Transactions	

LAHI
12/11/19

8:42AM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	13,291.75	Road & Bridge
21	228.00	Parks
All Funds	13,519.75	Total

Approved by,

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KMR1
12/11/19 12:31PM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 1

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

Sales + Use Tax

Explode Dist. Formulas Y

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

KMR1
12/11/19 12:31PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
89991	Bremer Bank					
1	01-040-021-0000-5840		1.93	Receipt Nbr 11281 11/05/2019	Misc Receipts	N
2	01-040-021-0000-5840		0.96	Receipt Nbr 11394 11/13/2019	Misc Receipts	N
3	01-042-000-0000-5840		0.13	Receipt Nbr 11295 11/06/2019	Misc Receipts	N
4	01-042-000-0000-5840		0.13	Receipt Nbr 11323 11/07/2019	Misc Receipts	N
5	01-042-000-0000-5840		0.13	Receipt Nbr 11445 11/15/2019	Misc Receipts	N
6	01-043-000-0000-5840		0.26	Receipt Nbr 11509 11/20/2019	Misc Receipts	N
7	01-043-000-0000-5840		0.26	Receipt Nbr 11509 11/20/2019	Misc Receipts	N
8	01-043-000-0000-5840		0.39	Receipt Nbr 11509 11/20/2019	Misc Receipts	N
9	01-043-000-0000-5840		0.26	Receipt Nbr 11509 11/20/2019	Misc Receipts	N
10	01-043-000-0000-5840		0.26	Receipt Nbr 11509 11/20/2019	Misc Receipts	N
11	01-090-000-0000-5840		3.86	Receipt Nbr 11266 11/04/2019	Misc Receipts	N
12	01-090-000-0000-5840		0.64	Receipt Nbr 11316 11/07/2019	Misc Receipts	N
13	01-090-000-0000-5840		1.29	Receipt Nbr 11424 11/14/2019	Misc Receipts	N
14	01-090-000-0000-5840		1.29	Receipt Nbr 11425 11/14/2019	Misc Receipts	N
15	01-090-000-0000-5840		1.29	Receipt Nbr 11446 11/15/2019	Misc Receipts	N
16	01-090-000-0000-5840		0.64	Receipt Nbr 11447 11/15/2019	Misc Receipts	N
17	01-090-000-0000-5840		1.29	Receipt Nbr 11464 11/18/2019	Misc Receipts	N
18	01-090-000-0000-5840		0.96	Receipt Nbr 11465 11/18/2019	Misc Receipts	N
19	01-090-000-0000-5840		1.93	Receipt Nbr 11466 11/18/2019	Misc Receipts	N
20	01-090-000-0000-5840		0.64	Receipt Nbr 11468 11/18/2019	Misc Receipts	N
21	01-090-000-0000-5840		1.29	Receipt Nbr 11488 11/19/2019	Misc Receipts	N
22	01-090-000-0000-5840		1.93	Receipt Nbr 11510 11/20/2019	Misc Receipts	N
23	01-090-000-0000-5840		3.86	Receipt Nbr 11619 11/27/2019	Misc Receipts	N
24	01-100-000-0000-5840		346.55	Receipt Nbr 11242 11/01/2019	Misc Receipts	N
25	01-252-252-0000-5872		48.00	Receipt Nbr 11427 11/14/2019	Phone Card Prisoner Welfare(Taxab	N
26	01-252-252-0000-5872		83.91	Receipt Nbr 11528 11/21/2019	Phone Card Prisoner Welfare(Taxab	N
27	01-252-252-0000-5885		18.41	Receipt Nbr 11312 11/07/2019	Commissary Sales Taxable	N
28	01-252-252-0000-5885		39.92	Receipt Nbr 11427 11/14/2019	Commissary Sales Taxable	N
29	01-252-252-0000-5885		28.35	Receipt Nbr 11528 11/21/2019	Commissary Sales Taxable	N
30	01-252-252-0000-5885		11.68	Receipt Nbr 11585 11/26/2019	Commissary Sales Taxable	N
89991	Bremer Bank		602.44	30 Transactions		
1 Fund Total:			602.44	General Fund	1 Vendors	30 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMRI
12/11/19 12:31PM
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	
89991	Bremer Bank					
31	03-000-000-0000-5855		1.93 Receipt Nbr 11270 11/04/2019		Charges- Individuals	N
32	03-000-000-0000-5855		3.86 Receipt Nbr 11349 11/08/2019		Charges- Individuals	N
33	03-000-000-0000-5855		3.44 Receipt Nbr 11438 11/15/2019		Charges- Individuals	N
34	03-000-000-0000-5855		7.72 Receipt Nbr 11438 11/15/2019		Charges- Individuals	N
35	03-000-000-0000-5855		0.13 Receipt Nbr 11438 11/15/2019		Charges- Individuals	N
36	03-000-000-0000-5855		9.65 Receipt Nbr 11553 11/22/2019		Charges- Individuals	N
37	03-000-000-0000-5855		0.26 Receipt Nbr 11553 11/22/2019		Charges- Individuals	N
38	03-000-000-0000-5855		1.93 Receipt Nbr 11570 11/25/2019		Charges- Individuals	N
39	03-000-000-0000-5855		3.86 Receipt Nbr 11571 11/25/2019		Charges- Individuals	N
40	03-000-000-0000-5857		8.60 Receipt Nbr 11349 11/08/2019		Culverts	N
59	03-303-000-0000-6513		1,140.57 Diesel Tax: November 2019		Motor Fuel & Lubricants	N
			11/01/2019 11/30/2019			
89991	Bremer Bank		1,181.95		11 Transactions	
3 Fund Total:			1,181.95		Road & Bridge	1 Vendors 11 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1
 12/11/19 12:31PM
 5 Health & Human Services

<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>
89991 Bremer Bank					
41 05- 430- 700- 0000- 5832		0.13	Receipt Nbr 11435 11/15/2019	Ss Administrative Recoveries	N
42 05- 430- 700- 0000- 5832		0.13	Receipt Nbr 11614 11/27/2019	Ss Administrative Recoveries	N
89991 Bremer Bank		0.26	2 Transactions		
5 Fund Total:		0.26	Health & Human Services	1 Vendors	2 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1
12/11/19 12:31PM
10 Trust

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
89991 Bremer Bank					
43 10-923-000-0000-5260		Receipt Nbr 1296 11/07/2019		FTS- Leases/Easements	N
44 10-923-000-0000-5260		Receipt Nbr 1298 11/12/2019		FTS- Leases/Easements	N
45 10-923-000-0000-5260		Receipt Nbr 1302 11/12/2019		FTS- Leases/Easements	N
89991 Bremer Bank		3 Transactions			
10 Fund Total:		21.23	Trust	1 Vendors	3 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMRI
12/11/19 12:31PM
11 Forest Development

<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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
89991 Bremer Bank					
46 11-939-000-0000-5840		0.64 Receipt Nbr 11377 11/12/2019		Misc Receipts	N
47 11-939-000-0000-5840		3.22 Receipt Nbr 11577 11/25/2019		Misc Receipts	N
48 11-939-000-0000-5840		16.08 Receipt Nbr 11578 11/26/2019		Misc Receipts	N
89991 Bremer Bank		19.94	3 Transactions		
11 Fund Total:		19.94	Forest Development	1 Vendors	3 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1
 12/11/19 12:31PM
 19 Long Lake Conservation C

<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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
89991 Bremer Bank					
49 19- 521- 000- 0000- 5885		0.67 Receipt Nbr 11345 11/08/2019		Commissary Sales Taxable	N
50 19- 521- 000- 0000- 5885		8.64 Receipt Nbr 11378 11/12/2019		Commissary Sales Taxable	N
51 19- 521- 000- 0000- 5885		1.47 Receipt Nbr 11456 11/18/2019		Commissary Sales Taxable	N
52 19- 521- 000- 0000- 5885		61.35 Receipt Nbr 11490 11/20/2019		Commissary Sales Taxable	N
89991 Bremer Bank		72.13		4 Transactions	
19 Fund Total:		72.13		Long Lake Conservation Center	1 Vendors
					4 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1
12/11/19 12:31PM
21 Parks

<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>
89991 Bremer Bank					
53 21-520-000-0000-5510		14.15	Receipt Nbr 1286 11/05/2019		Co. Parks Campground Fees N
54 21-520-000-0000-5510		5.15	Receipt Nbr 1288 11/07/2019		Co. Parks Campground Fees N
55 21-520-000-0000-5510		2.06	Receipt Nbr 1288 11/07/2019		Co. Parks Campground Fees N
56 21-520-000-0000-5510		3.54	Receipt Nbr 1288 11/07/2019		Co. Parks Campground Fees N
57 21-520-000-0000-5510		5.15	Receipt Nbr 1297 11/12/2019		Co. Parks Campground Fees N
58 21-520-000-0000-5510		2.57	Receipt Nbr 1303 11/14/2019		Co. Parks Campground Fees N
89991 Bremer Bank		32.62	6 Transactions		
21 Fund Total:		32.62	Parks	1 Vendors	6 Transactions
Final Total:		1,930.57	7 Vendors	59 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	602.44	General Fund
3	1,181.95	Road & Bridge
5	0.26	Health & Human Services
10	21.23	Trust
11	19.94	Forest Development
19	72.13	Long Lake Conservation Center
21	32.62	Parks
All Funds	1,930.57	Total

Approved by,

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Aitkin
County

Board of County Commissioners Agenda Request

25
Agenda Item #

Requested Meeting Date: 12/17/2019

Title of Item: Motorola Services Agreement 2020

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

Submitted by: Sheriff Dan Guida	Department: Sheriff's Office
---	--

Presenter (Name and Title): Sheriff Dan Guida	Estimated Time Needed:
---	-------------------------------

Summary of Issue:

Dispatch / radio annual maintenance services and support contract for 2020. Expense paid by user-dedicated E-911 funds.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve contract and authorize signature

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No

Please Explain:

SERVICE AGREEMENT

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

Contract Number: USC000005209
 Contract Modifier:

Date: 10/21/2019

Company Name: Aitkin County Sheriff Attn: Sheriff Daniel Guida Billing Address: 218 1st St NW City, Province, Postal Code: Aitkin, MN 56431 Customer Contact: Sheriff Daniel Guida Phone: 218-927-7430

Required P.O.: N/A
 Customer #: 1000997760
 Bill to Tag#: 0001
 Contract Start date: 01/01/2020
 Contract End date: 12/31/2020
 Anniversary Day: 12/31/2020
 Payment Cycle: ANNUAL
 Currency: USD

QTY	MODEL/OPTION	SERVICES DESCRIPTION	EXTENDED AMT
		***** Recurring Services *****	
	LSV01S01107A	ASTRO ESS PLUS INFRASTRUCTURE REPAIR WITH ADVANCE REPLACEMENT	
	LSV01S00021A	ESSENTIAL SERVICE RENEWAL	
	LSV00S00217A	LOCAL DEVICE COMBO SVC (SUPPORTAND REPAIR) W/PICKUP&DELIVERY - TIER 7	
	SVC01SVC1103C	NETWORK MONITORING SERVICE	
	SVC02SVC0659A	DISPATCH SERVICES (PAGING)	
	SVC02SVC0662A	INFRASTRUCTURE REPAIR WITH ADV REPLACEMENT (PAGING)	
	SVC02SVC0676A	ONSITE INFRASTRUCTURE RESPONSE (PAGING)	
	SVC01SVC1405C	NETWORK PREVENTIVE MAINT-LEVEL 1 (PAGING)	
		JAN 1, 2020-DEC 31, 2020	\$64,265.80

		Sub Total	\$64,265.80
		Taxes	0.00
		Grand Total	\$64,265.80
<p>SPECIAL INSTRUCTIONS - ATTACH STATEMENT OF WORK FOR PERFORMANCE DESCRIPTIONS Aitkin County is part of the ARMER system. Special Taxation Terms apply. Customer receives, TSO, SUA, and SUS services under the pricing, terms, and conditions of the Minnesota State Support Contract, O.O.A. Contract No. 104183 (Formerly Contract No. 16494), Release No. S-914(5) (R12 # USC000007373). The prices quoted via this service contract renewal are valid only until expiration of the current service contract. If Customer does not provide to MSI a valid, executed contract renewal within 30 days of contract expiration a one-time administrative fee equal to 5% of the subsequent years annual contract rate will be billed to the Customer upon reestablishment of the expired service contract. Price with 5% Administration fee once delinquent = \$67,479.09</p>		<p>TAXES MAY APPLY AS PER THE JURISDICTIONS</p>	

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

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

AUTHORIZED CUSTOMER SIGNATURE

TITLE

DATE

CUSTOMER (PRINT NAME)

Mike Rosonke

Customer Support Manager

10/21/2020

MOTOROLA REPRESENTATIVE (SIGNATURE)

TITLE

DATE

Mike Rosonke
MOTOROLA REPRESENTATIVE (PRINT NAME)

612-490-4453
PHONE

Company Name : Aitkin County Sheriff
Contract Number : USC000005209
Contract Modifier :
Contract Start Date: JAN 1, 2020
Contract End Date: DEC 31, 2020

Service Terms and Conditions

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

Section 1. APPLICABILITY

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

Section 2. DEFINITIONS AND INTERPRETATION

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

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

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

Section 3. ACCEPTANCE

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

Section 4. SCOPE OF SERVICES

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

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

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

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

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

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

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

Section 5. EXCLUDED SERVICES

5.1. Service excludes the repair or replacement of Equipment that has become defective or damaged from use in other than the normal, customary, intended, and authorized manner; use not in compliance with applicable industry standards; excessive wear and tear; or accident, liquids, power surges, neglect, acts of God or other force majeure events.

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

Section 6. TIME AND PLACE OF SERVICE

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

Section 7. CUSTOMER CONTACT

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

Section 8. PAYMENT

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

Section 9. WARRANTY

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

Section 10. DEFAULT/TERMINATION

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

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

Section 11. LIMITATION OF LIABILITY

Except for personal injury or death, Motorola's total liability, whether for breach of contract, warranty, negligence, strict liability in tort, or otherwise, will be limited to the direct damages recoverable under law, but not to exceed the price of twelve (12) months of Service provided under this Agreement. ALTHOUGH THE PARTIES ACKNOWLEDGE THE POSSIBILITY OF SUCH LOSSES OR DAMAGES, THEY AGREE THAT MOTOROLA WILL NOT BE LIABLE FOR ANY

COMMERCIAL LOSS; INCONVENIENCE; LOSS OF USE, TIME, DATA, GOOD WILL, REVENUES, PROFITS OR SAVINGS; OR OTHER SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES IN ANY WAY RELATED TO OR ARISING FROM THIS AGREEMENT OR THE PERFORMANCE OF SERVICES BY MOTOROLA PURSUANT TO THIS AGREEMENT. No action for contract breach or otherwise relating to the transactions contemplated by this Agreement may be brought more than one (1) year after the accrual of the cause of action, except for money due upon an open account. This limitation of liability will survive the expiration or termination of this Agreement and applies notwithstanding any contrary provision.

Section 12. EXCLUSIVE TERMS AND CONDITIONS

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

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

Section 13. PROPRIETARY INFORMATION; CONFIDENTIALITY; INTELLECTUAL PROPERTY RIGHTS

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

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

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

Section 14. FCC LICENSES AND OTHER AUTHORIZATIONS

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

Section 15. COVENANT NOT TO EMPLOY

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

Section 16. MATERIALS, TOOLS AND EQUIPMENT

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

Section 17. GENERAL TERMS

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

effect.

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

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

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

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

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

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

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

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

Revised Oct 15, 2015

Essential Plus Services

Statement of Work

Version 1.3

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

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

Essential Plus Services

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

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

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

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

Customer Support Plan

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

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

Centralized Services Delivery

Technical Support service provides telephone consultation for technical issues that require a high level of ASTRO 25 network experience and troubleshooting capabilities. Technical Support is delivered through the SSC Network Operations Center by a staff of technical support specialists skilled in diagnosis and swift resolution of infrastructure performance and operational issues. Motorola applies leading industry standards in recording, monitoring, escalating and reporting for Technical Support calls from its contracted customers, reflecting the importance of maintaining mission critical systems. Appendix A contains the SOW for Technical Support.

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

Field Service Delivery

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

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

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

Network Hardware Repair

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

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

Security Management Operations

Self-Installed Security Patches

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

MyView Portal

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

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

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

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

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

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

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

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

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

Appendix A: Technical Support Statement of Work

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

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

1.1 Description of Technical Support Services

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

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

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

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

1.2 Scope

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

1.3 Inclusions

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

1.4 Limitations and Exclusions

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

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

1.4.2 Third party support for equipment not sold by Motorola.

1.4.3 System installations, upgrades, and expansions.

1.4.4 Customer training.

1.4.5 Hardware repair and/or exchange.

1.4.6 Network security services.

1.4.7 Network transport management.

1.4.8 Motorola services not included in this statement of work.

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

1.5 Motorola has the following responsibilities:

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

1.5.2. Respond initially to Incidents and Technical Service Requests in accordance with the response times set forth in the [Severity Level Response Time Goals](#) section of this document and the severity level defined in the [Severity Level Definitions](#) section of this document. Remote diagnostics can be conducted more quickly if the customer maintains a connection to the SSC.

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

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

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

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

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

1.6. The Customer has the following responsibilities:

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

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

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

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

1.6.5. Supply suitably skilled and trained on-site presence when requested by the SSC.

1.6.6. Validate issue resolution prior to close of the case in a timely manner.

1.6.7. Acknowledge that cases will be handled in accordance with the times and priorities as defined in the Severity Level Definitions and in the Severity Level Response Time Goals section in this document.

1.6.8. Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide the Technical Support

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

1.7 Severity Level Definitions

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

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

1.8 Severity Level Response Goals

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

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

Appendix B: Network Hardware Repair Statement of Work

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

1.1 Description of Services

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

1.2 Scope

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

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

1.3 Inclusions

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

1.4 Exclusions

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

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

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

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

- 1.6.1 Contact or instruct Servicer to contact the Motorola Solutions Support Center (SSC) and request a return authorization number prior to shipping malfunctioning infrastructure.
- 1.6.2 Provide model description, model number and serial number, type of system, software and firmware version, symptom of problem and address of site location for FRU or infrastructure.
- 1.6.3 Indicate if infrastructure or third party infrastructure being sent in for service was subjected to physical damage or lightning damage.
- 1.6.4 Follow Motorola instructions regarding inclusion or removal of firmware and software applications from infrastructure being sent in for service.
- 1.6.5 Provide Customer purchase order number to secure payment for any costs described herein that are outside the scope of the existing Agreement between Motorola and Customer to which this SOW is attached.
- 1.6.6 Properly package and ship the malfunctioning FRU, at customer's expense. Customer is responsible for properly packaging the malfunctioning infrastructure FRU to ensure that the shipped infrastructure arrives un-damaged and in repairable condition.
 - 1.6.6.1 Clearly print the return authorization number on the outside of the packaging.
- 1.6.7 Maintain versions and configurations for software/applications and firmware to install repaired equipment.
- 1.6.8 Provide Motorola with proper software/firmware information to reprogram equipment after repair unless current software has caused this malfunction.
- 1.6.9 Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide the infrastructure repair services to customer.
- 1.6.10 Obtain at Customer's cost all third party consents or licenses required to enable Motorola to provide the Service.

Appendix C: Self-Installed Security Patches Statement of Work

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

1.0 Description of Self Installed Security Patches Service

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

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

Once tested, Motorola will post the OEM vendor supported updates to a secured extranet website and send an email notification to the customer. If there are any recommended configuration changes, warnings, or workarounds, Motorola will provide detailed documentation along with the updates on the website. Motorola will also provide labels on the extranet site that can be printed and applied to DVD's. The customer will be responsible for the download and deployment of these updates to their ASTRO 25 System.

1.1 Scope

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

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

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

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

Motorola has the following responsibilities:

- Obtain relevant third party SW security updates as made available from the OEM's. This includes antivirus definition updates, OEM vendor supported operating systems patches, hypervisor patches, database patches, and selected other third party patches that Motorola deployed in ASTRO 25 system releases covered by this Self Installed Security Patches Service. Motorola does not control when these updates are released, but current release schedules are listed for reference:
 - McAfee Antivirus definitions– Weekly
 - Microsoft PC and Server OS patches – Monthly
 - Solaris, RHEL OS, VMware hypervisor patches – Quarterly
- Each assessment will consist of no less than 36 hours of examination time to evaluate the impact each update has on the system.
- Perform rigorous testing of updates to verify whether they degrade or compromise system functionality on a dedicated ASTRO 25 test system with standard supported configurations.
- Address any issues identified during testing by working as necessary with Motorola selected commercial supplier(s) and/or Motorola product development engineering team(s). If a solution for the identified issues cannot be found, the patch will not be posted on Motorola's site.
- Pre-test STIG recommended remediation when applicable.
- Release all tested updates to Motorola's secure extranet site.
- Include documentation for installation, recommended configuration changes, and identified issues and remediation for each update release.
- Include printable labels for customers who download the updates to CD's.
- Notify customer of update releases by email.
- A supported Self Installed Security Patches Service ASTRO 25 release matrix will be kept on the extranet site for reference.

1.3 The Customer has the following responsibilities:

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

- Submit changes in any information supplied in the Customer Support Plan (CSP) to the Customer Support Manager (CSM).
- Provide means for accessing pre-tested files (Access to the extranet website).
- Deploy pre-tested files to the customer system as instructed in the "Read Me" text provided.
- Implement recommended remediation(s) on customer system, as determined necessary by customer.
- Upgrade system to a supported system release as necessary to continue service.
- Adhere closely to the Solutions Support Center (SSC) troubleshooting guidelines provided upon system acquisition. A failure to follow SSC guidelines may cause the customer and Motorola unnecessary or overly burdensome remediation efforts. In such case, Motorola reserves the right to charge an additional service fee for the remediation effort.
- Comply with the terms of the applicable software license agreement(s) between the Customer and Motorola and non-Motorola software copyright owner.
- Obtain at Customer's cost all third party consents or licenses required to enable Motorola to provide the Service.

1.4 Disclaimer:

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

Appendix D: OnSite Support Statement of Work

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

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

1.0 Description of Services

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

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

1.1 Scope

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

1.2 Inclusions

Onsite Support can be delivered on Motorola-sold infrastructure.

2.0 Motorola has the following responsibilities:

- 2.1. Receive service requests.
- 2.2. Create a case as necessary when service requests are received. Gather information to characterize the issue, determine a plan of action and assign and track the case to resolution.
- 2.3. Dispatch a field servicer ("Servicer") as required by Motorola's standard procedures and provide necessary case information.
- 2.4. Provide the required personnel access to relevant customer information as needed.
- 2.5. Servicer will perform the following on-site:
- 2.6. Run diagnostics on the Infrastructure or Field Replacement Units (FRU).
- 2.7. Replace defective Infrastructure or FRU, as supplied by customer.
- 2.8. Provide materials, tools, documentation, physical planning manuals, diagnostic/test equipment and any other requirements necessary to perform the maintenance service.

- 2.9. If a third party vendor is needed to restore the system, the Servicer may accompany that vendor onto the customer's premises.
 - 2.10. Verify with customer that restoration is complete or system is functional, if required by customer's repair verification in the Customer Support Plan. If verification by customer cannot be completed within 20 minutes of restoration, the case will be closed and the Servicer will be released.
 - 2.11. Escalate the case to the appropriate party upon expiration of a response time.
 - 2.12. Close the case upon receiving notification from customer or servicer, indicating the case is resolved.
 - 2.13. Notify customer of case status as defined by the Customer Support Plan:
 - 2.13.1 Open and closed; or
 - 2.13.2 Open, assigned to the servicer, arrival of the servicer on-site, deferred or delayed, closed.
 - 2.14. Provide Case activity reports to customer if requested.
- 3.0 Customer has the following responsibilities:
- 3.1. Contact Motorola, as necessary, to request service.
 - 3.2. Provide Motorola with the following pre-defined customer information and preferences prior to start date necessary to complete Customer Support Plan (CSP):
 - 3.2.1. Case notification preferences and procedure.
 - 3.2.2. Repair verification preference and procedure.
 - 3.2.3. Database and escalation procedure forms.
 - 3.2.4. Submit changes in any information supplied in the CSP to the Customer Support Manager (CSM).
 - 3.3. Provide the following information when initiating a service request:
 - 3.3.1. Assigned system ID number.
 - 3.3.2. Problem description and site location.
 - 3.3.3. Other pertinent information requested by Motorola to open a case.
 - 3.4. Allow Servicers access to equipment.
 - 3.5. Supply infrastructure or FRU, as applicable, in order for Motorola to restore the system.
 - 3.6. Maintain and store in an easily accessible location any and all software needed to restore the system.
 - 3.7. Maintain and store in an easily accessible location proper system backups.
 - 3.8. For E911 systems, test the secondary/backup Public Safety Answering Point (PSAP) connection to be prepared in the event of a catastrophic failure of a system. Train appropriate personnel on the procedures to perform the function of switching to the backup PSAP.
 - 3.9. Verify with the SSC that restoration is complete or system is functional, if required by repair verification preference provided by customer.
- 3.10. Cooperate with Motorola and perform all acts that are reasonable or necessary to enable Motorola to provide these services.
- 3.11. Obtain and provide applicable third party consents or licenses at Customer cost to enable Motorola to provide the Services.

4.0 Severity Level Definitions

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

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

5.0 Severity Level Response Time Goals

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

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

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

Appendix E: Annual Preventive Maintenance Statement of Work

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

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

1.1 Scope

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

1.2 Inclusions

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

1.3 Limitations and Exclusions

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

1.3.1. Emergency on-site visits required to resolve technical issues.

1.3.2. Third party support for equipment not sold by Motorola as part of the original system.

1.3.3. System installations, upgrades, and expansions.

1.3.4. Customer training.

1.3.5. Hardware repair and/or exchange.

1.3.6. Network security services.

1.3.7. Network transport.

1.3.8. Information Assurance.

1.3.9. Motorola services not included in this statement of work.

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

1.3.11. Tower mapping analysis or tower structure analysis

1.4 Motorola has the following responsibilities:

- 1.4.1 Notify the customer of any planned system downtime needed to perform this Service.
- 1.4.2 Advise customer of any issue that requires immediate attention.
- 1.4.3 Maintain communication with the customer as needed until completion ("resolution" implies a problem is being fixed) of the Annual Preventive Maintenance.
- 1.4.4 Determine, in its sole discretion, when a case requires more than the Preventive Maintenance services described in this SOW and notify customer of an alternative course of action.
- 1.4.5 Provide customer with a report documenting system performance against expected parameters along with recommended actions. Time allotment TBD.
- 1.4.6 Provide trained and qualified personnel with proper security clearance required to complete Annual Preventive Maintenance service.

1.5 The Customer has the following responsibilities:

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

Table 1: PM Tasks Performed

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

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

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

DISPATCH SITE CHECKLIST	
GENERAL	

Inspect all Cables	Inspect all cables/connections to external interfaces are secure
Mouse and Keyboard	Verify operation of mouse and keyboard
Configuration File	Verify each operator position has access to required configuration files
Console Op Time	Verify console op time is consistent across all ops
Screensaver	Verify screensaver set as customer prefers
Screen Performance	Verify screen operational/performance
Touchscreen	Verify touchscreen operation (if applicable)
Cabling/Lights/Fans	Visual inspection of all equipment - cabling/ lights/ fans
Filters/Fans/Dust	Clean any filters/ fans/ dust- all equipment
Monitor and Hard Drive	Confirm monitor and hard drive do not "sleep"
DVD/CD	Verify / clean DVD or CD drive
HEADSET UNPLUGGED TESTING	
Speakers	Test all speakers - audio quality, volume, static, drop-outs, excess hiss when turned up.
Channel Audio in Speaker	Verify selected channel audio in select speaker only.
Footswitch Pedals	Verify both footswitch pedals operational
Radio On-Air Light	Verify radio on air light comes on with TX (if applicable)
Radio TX and RX	Verify radio TX/RX from both headset jacks. Verify levels OK. Check volume controls for noise/static or drop-outs.
Speaker Mute	Verify select speaker muted.
Telephone Operation	Verify telephone operational through both headset jacks. Check volume controls for noise/static or drop-outs.
Audio Switches	Verify select audio switches to speaker when phone off-hook. (if interfaced to phones)
Radio Takeover in Headset	Verify radio-takeover in headset mic when phone off-hook (mic switches to radio during PTT and mutes to phone).
OTHER TESTS	
Phone Status Light	Verify phone status light comes on when phone off-hook (if applicable)
Desk Microphone Operation	Confirm desk mic operation (if applicable)
Radio IRR Operation	Verify radio IRR operational (if applicable)
Telephone IRR Operation	Verify telephone [if on radio computer] IRR operational (if applicable)
Recording	Verify operator position being recorded on long term logging recorder (if applicable)

COMPUTER PERFORMANCE TESTING	
Computer Reboot	Reboot op position computer
Computer Operational	Confirm client computer is fully operational (if applicable)
AUDIO TESTING	
Audio Levels and Quality	Confirm all conventional resources are functional with adequate audio levels and quality
Secure Mode	Confirm any secure talkgroups are operational in secure mode
EQUIPMENT ROOM TESTS	
Recording - AIS Test	Verify audio logging of trunked calls
Recording	Test op position logging on analog recorder (with customer assistance)
System Alarms	Review alarm system on all equipment for errors
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.

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

MOSCAD CHECKLIST	
MOSCAD SERVER	
Equipment Alarms	Verify no warning/alarm indicators.
Check Alarm/Event History	Review MOSCAD alarm and events to find if there are chronic issues.
Windows Event Logs	Review Windows event logs. Save and clear if full.

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

FACILITIES CHECKLIST	
VISUAL INSPECTION EXTERIOR	
ASR Sign	Verify that the ASR sign is posted.
Warning Sign - Tower	Verify warning sign is posted on the tower.
Warning Sign - Gate	Verify that a warning sign is posted at the compound gate entrance.
10 Rule Sign	Verify that a 10 rules sign is posted on the inside of the shelter door.
Outdoor Lighting	Verify operation of outdoor lighting/photocell.
Exterior of Building	Check exterior of building for damage/disrepair.
Fences / Gates	Check fences/gates for damage/disrepair.
Landscape / Access Road	Check landscape/access road for accessibility.
VISUAL INSPECTION INTERIOR	
Electrical Surge Protectors	Check electrical surge protectors for alarms.
Emergency Lighting	Verify emergency lighting operation.
Indoor Lighting	Verify indoor lighting.
Equipment Inspection	Visually inspect that all hardware (equipment, cables, panels, batteries, racks, etc.) are in acceptable physical condition for normal operation.

Site Frequency Standard Check	Check lights and indicators for A/B receivers.
Regulatory Compliance (License, ERP, Frequency, Deviation)	Check station for regulatory compliance. Update station logs.
Clean Fans and Equipment	Use antistatic vacuum to clean cooling pathways
UPS	
Visual inspection (condition, cabling)	Verify corrosion, physical connections, dirt/dust, etc.
GENERATOR	
Visual Inspection	Verify, check panel housing, cracks, rust and weathering. Physical connections, corrosion, dirt/dust, etc.
Fuel	Verify fuel levels in back up generators, document date of last fuel delivered from fuel service provider.
Oil	Check the oil dipstick for proper level. Note condition of oil.
Verify operation (no switchover)	Check, verify running of generator, ease of start or difficult. Is generator "throttling" or running smooth? Any loud unusual noise? Etc.
HVAC	
Air Filter	Check air filter and recommend replacement if required.
Coils	Check coils for dirt
Outdoor Unit	Check that outdoor unit is unobstructed
Wiring	Wiring (insect/rodent damage)
Cooling / Heating	Check each HVAC unit for cooling/heating

MICROWAVE CHECKLIST

RADIO	
Alarms	Check alarm / event history
Software	Verify version of application
TX Frequency	Verify transmit frequency
TX Power	Verify transmit power
RX Frequency	Verify receive frequency
RX Signal Level	Verify receive signal level and compare with install baseline documentation
Save configuration	Save current configuration for off site storage

Backhaul Validation	Monitor UEM status (alarms, logs, etc.) for all links. If UEM not used to monitor microwave, then use provided microwave alarm mgmt server.
WAVEGUIDE	
Visual Inspection	Inspect for wear or dents (from ground using binoculars).
Connection Verification	Verify all connections are secured with proper hardware (from ground using binoculars).
DEHYDRATOR	
Visual Inspection	Inspect moisture window for proper color
Pressure Verification	Verify pressure of all lines
Re-Pressurization	Bleed lines temporarily to verify the dehydrator re-pressurizes
Run Hours	Record number of hours ran

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

CONCRETE CONDITION

Tower Base

Check for chips or cracks.

Appendix F: Network Hardware Repair with Advanced Replacement Overview

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

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

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

1.0 Description of Services

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

1.1 Scope

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

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

1.2 Inclusions

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

1.3 Exclusions

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

- 1.3.1 All Motorola infrastructure hardware over seven (7) years from product cancellation date.
- 1.3.2. All third party infrastructure hardware over three (3) years from product cancellation date.
- 1.3.3 All broadband infrastructure three (3) years from product cancellation date

- 1.3.4 Physically damaged infrastructure.
- 1.3.5 Third party equipment not shipped by Motorola.
- 1.3.6 Consumable items including, but not limited to, batteries, connectors, cables, toner/ink cartridges, tower lighting, laptop computers, monitors, keyboards and mouse.
- 1.3.7 Video retrieval from digital in-car video equipment.
- 1.3.8 Infrastructure backhaul such as: antennas, antenna dehydrators, microwave¹, line boosters, amplifier, data talker wireless transmitter, short haul modems and UPS.¹
- 1.3.9 Test equipment.
- 1.3.10. Racks, furniture and cabinets.
- 1.3.11. Non-standard configurations, customer-modified infrastructure and certain third party infrastructure are excluded from advanced replacement service.
- 1.3.11. Firmware and/or software upgrades.

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

1.4 Motorola has the following responsibilities:

- 1.4.1 Enable customer access to the Motorola call center which is operational 24 hours a day, 7 days per week, to create requests for advanced replacement service.
- 1.4.2. Use commercially reasonable efforts to maintain FRU inventory on supported platforms.
- 1.4.3. Provide new or reconditioned FRU's to the customer, upon request and subject to availability. The FRU will be of similar equipment and version, and will contain equivalent boards and chips, as the customer's malfunctioning FRU.
- 1.4.4. Load firmware/software for equipment that requires programming. The software version information must be provided for the replacement FRU to be programmed accordingly. If the customer software version/configuration is not provided, shipping times will be delayed.
- 1.4.5 Package and ship Advance Exchange FRU from the FRU inventory to customer specified address.
 - 1.4.5.1. During normal operating hours of Monday through Friday 7:00am to 7:00pm CST, excluding holidays, FRU will be shipped from Motorola as soon as possible depending on stock availability and configuration requested. Motorola will pay for the shipping to the customer, unless customer requests shipments outside of standard business hours and/or carrier programs, such as weekend or next flight out (NFO) shipment. In such cases, customer will be responsible for shipping and handling charges.
 - 1.4.5.2. When sending the advanced replacement FRU to customer, provide a return air bill in order for customer to return the customer's malfunctioning FRU. The

customer's malfunctioning FRU will become property of the Motorola repair depot or select third party and the customer will own the advanced replacement FRU.

1.4.5.3. When sending a loaner FRU to customer, Motorola will pay for outbound shipping charges. Inbound shipping to Motorola for repair is the responsibility of the customer. Motorola will repair and return the customer's FRU and will provide a return air bill for the customer to return IDO's loaner FRU. Refer to [Advanced Exchange or Loaner Decision Process flowchart](#) for the loaner process and [Shipping Charges](#) for shipping charge detail.

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

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

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

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

1.4.10. Perform the following service on Motorola infrastructure:

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

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

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

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

1.4.10.5. Perform a system test on select infrastructure.

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

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

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

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

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

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

1.5 The Customer has the following responsibilities:

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

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

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

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

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

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

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

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

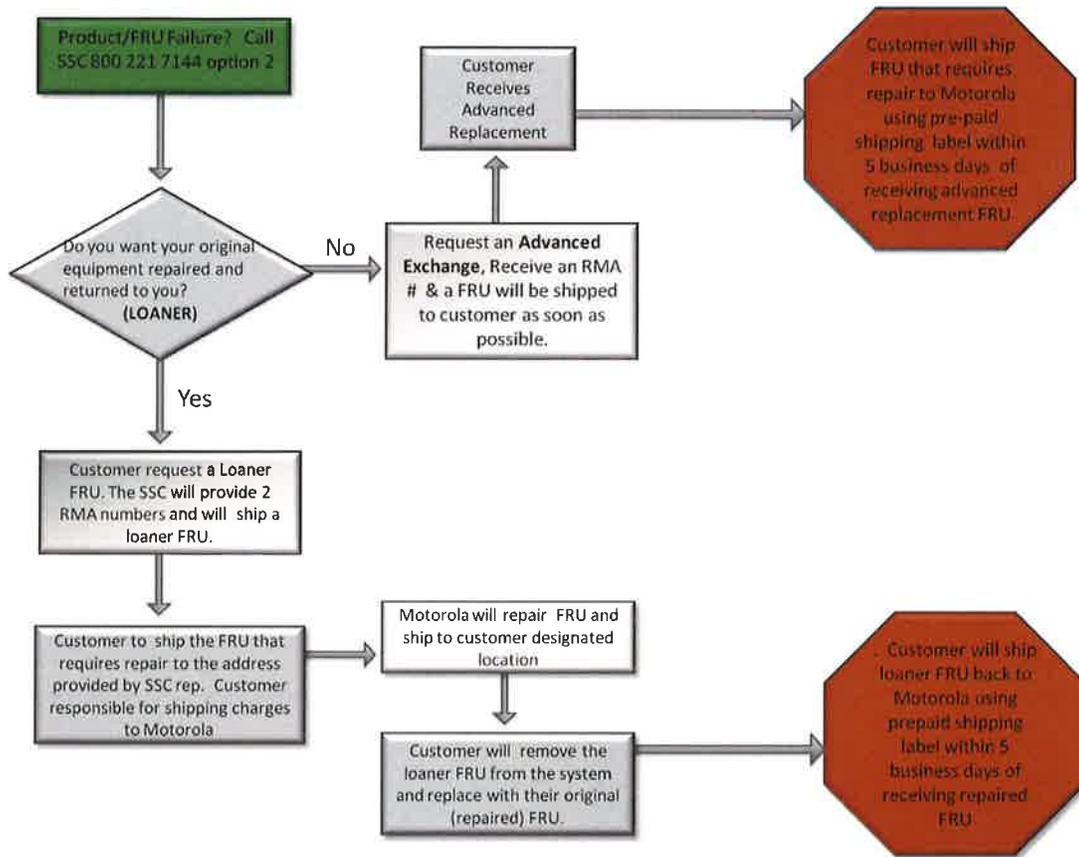
1.5.9. For Infrastructure and/or third party infrastructure repairs that are not exchanged in advance, properly package Infrastructure and ship the malfunctioning FRU, at Customer's expense and risk of loss to Motorola.

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

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

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

Advanced Exchange or Loaner Decision Process:



Shipping Charges:

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

*Motorola shipping carriers – FedEx and DHL

Appendix G: Preventive Maintenance Level 2

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

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

1.1 Scope

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

1.2 Inclusions

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

1.3 Limitations and Exclusions

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

1.3.1. Emergency on-site visits required to resolve technical issues.

1.3.2. Third party support for equipment not sold by Motorola as part of the original system.

1.3.3. System installations, upgrades, and expansions.

1.3.4. Customer training.

1.3.5. Hardware repair and/or exchange.

1.3.6. Network security services.

1.3.7. Network transport.

1.3.8. Information Assurance.

1.3.9. Motorola services not included in this statement of work.

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

1.3.11. Tower mapping analysis or tower structure analysis

1.6 Motorola has the following responsibilities:

-
- 1.6.1 Notify the customer of any planned system downtime needed to perform this Service.
 - 1.6.2 Advise customer of any issue that requires immediate attention.
 - 1.6.3 Maintain communication with the customer as needed until completion ("resolution" implies a problem is being fixed) of the Annual Preventive Maintenance.
 - 1.6.4 Determine, in its sole discretion, when a case requires more than the Preventive Maintenance services described in this SOW and notify customer of an alternative course of action.
 - 1.6.5 Provide customer with a report documenting system performance against expected parameters along with recommended actions. Time allotment TBD.
 - 1.6.6 Provide trained and qualified personnel with proper security clearance required to complete Annual Preventive Maintenance service.
- 1.7 The Customer has the following responsibilities:
- 1.7.1 Provide preferred schedule for Annual Preventative Maintenance to Motorola.
 - 1.7.2 Authorize and acknowledge any scheduled system downtime.
 - 1.7.3 Maintain periodic backup of databases, software applications, and firmware.
 - 1.7.4 Establish and maintain a suitable environment (heat, light, and power) for the equipment location and provide Motorola full, free, and safe access to the equipment so that Motorola may provide services. All sites shall be accessible by standard service vehicles.
 - 1.7.5 Submit changes in any information supplied in the Customer Support Plan (CSP) to the Customer Support Manager (CSM).
 - 1.7.6 Provide site escorts in a timely manner if required.
 - 1.7.7 Provide Motorola with requirements necessary for access to secure facilities.
 - 1.7.8 Obtain at Customer's cost all third party consents or licenses required to enable Motorola to provide the Service.

Table 1: PM Tasks Performed

MASTER SITE CHECKLIST			
SERVERS		Level 1	Level 2
Equipment Alarms	Check LED and/or other status indicators for fault conditions.	x	x
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.	x	x
NM Client Applications	Review UEM events and transport medium types, (microwave/leased line/telco, etc). Event log review for persistent types. Verify all NM client applications are operating correctly.	x	x
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.	x	x
Complete Backup	Verify backups have been done or scheduled. SZ database (BAR), Centracom CDM/ADM database, etc.	x	x
Server Check Disks	Perform checkdisk on server hard drives		x
Verify Redundant ZC's	Perform Zone Controller switchover. ZC1 to ZC2 and back again (coordinate with customer).		x
ROUTERS		Level 1	Level 2
Equipment Alarms	Check LED and/or other status indicators for fault conditions.	x	x
SWITCHES		Level 1	Level 2
Equipment Alarms	Check LED and/or other status indicators for fault conditions.	x	x
Capture Diags	Perform recommended diagnostic tests based on switch type. Capture available diagnostic logs.	x	x
Verify Redundant Switches	Test redundancy in CWR devices. Core router switchover (coordinate with customer).	x	x
DOMAIN CONTROLLERS		Level 1	Level 2
Equipment Alarms	Check LED and/or other status indicators for fault conditions.	x	x
Capture Diags	Perform recommended diagnostic tests based on server type. Capture available diagnostic logs.	x	x
Verify System SW CD's	Perform audit of software media on site. Versions, KC numbers, types, etc.	x	x
FIREWALLS		Level 1	Level 2
Equipment Alarms	Check LED and/or other status indicators for fault conditions.	x	x

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

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

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

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

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

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

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

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

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

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

10 Rule Sign	Verify that a 10 rules sign is posted on the inside of the shelter door.	X	X
Outdoor Lighting	Verify operation of outdoor lighting/photocell.	X	X
Exterior of Building	Check exterior of building for damage/disrepair.	X	X
Fences / Gates	Check fences/gates for damage/disrepair.	X	X
Landscape / Access Road	Check landscape/access road for accessibility.	X	X
VISUAL INSPECTION INTERIOR		Level 1	Level 2
Electrical Surge Protectors	Check electrical surge protectors for alarms.	X	X
Emergency Lighting	Verify emergency lighting operation.	X	X
Indoor Lighting	Verify indoor lighting.	X	X
Equipment Inspection	Visually inspect that all hardware (equipment, cables, panels, batteries, racks, etc.) are in acceptable physical condition for normal operation.	X	X
Site Frequency Standard Check	Check lights and indicators for A/B receivers.	X	X
Regulatory Compliance (License, ERP, Frequency, Deviation)	Check station for regulatory compliance. Update station logs.	X	X
Clean Fans and Equipment	Use antistatic vacuum to clean cooling pathways	X	X
UPS		Level 1	Level 2
Visual inspection (condition, cabling)	Verify corrosion, physical connections, dirt/dust, etc.	X	X
Verify rollover and rollback	Verify automatic switch to backup power when main power fails		X
Battery voltage checks	Verify, check and measure battery voltages.		X
GENERATOR		Level 1	Level 2
Visual Inspection	Verify, check panel housing, cracks, rust and whetherring. Physical connections, corrosion, dirt/dust, etc.	X	X
Fuel	Verify fuel levels in back up generators, document date of last fuel delivered from fuel service provider.	X	X
Oil	Check the oil dipstick for proper level. Note condition of oil.	X	X
Verify operation (no switchover)	Check, verify running of generator, ease of start or difficult. Is generator "throttling" or running smooth? Any loud unusual noise? Etc.	X	X
Verify rollover and rollback	***Depends on configuration of Transfer switch. Auto versus manual*** Rollover should be tested weekly under load.		X

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

MICROWAVE CHECKLIST			
GENERAL		Level 1	Level 2
Transport Performance	Confirm transport performance by viewing UEM for site link warnings or errors.		X
RADIO		Level 1	Level 2
Alarms	Check alarm / event history	X	X
Software	Verify version of application	X	X
TX Frequency	Verify transmit frequency	X	X
TX Power	Verify transmit power	X	X
RX Frequency	Verify receive frequency	X	X
RX Signal Level	Verify receive signal level and compare with install baseline documentation	X	X
Save configuration	Save current configuration for off site storage	X	X
Backhaul Validation	Monitor UEM status (alarms, logs, etc.) for all links. If UEM not used to monitor microwave, then use provided microwave alarm mgmt server.	X	X
WAVEGUIDE		Level 1	Level 2
Visual Inspection	Inspect for wear or dents (from ground using binoculars).	X	X
Connection Verification	Verify all connections are secured with proper hardware (from ground using binoculars).	X	X
DEHYDRATOR		Level 1	Level 2
Visual Inspection	Inspect moisture window for proper color	X	X
Pressure Verification	Verify pressure of all lines	X	X
Re-Pressurization	Bleed lines temporarily to verify the dehydrator re-pressurizes	X	X
Run Hours	Record number of hours ran	X	X

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

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



Statement of Work

Service From the Start - LITE End Users

1.0 Description

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

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

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

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

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

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

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

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

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

2.0 Motorola has the following responsibilities:

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

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

3.0 Customer has the following Responsibilities:

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

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



Statement of Work

Local Radio Support w/ Pick Up & Delivery

1.0 Description of Service

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

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

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

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

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

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

2.0 Motorola has the following responsibilities:

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

3.0 Customer has the following responsibilities:

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

Local Radio Support with Pick Up & Delivery

Approved by Motorola Contracts & Compliance 04-03-2004



Statement of Work

Local Infrastructure Repair

1.0 Description of Services

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

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

2.0 Motorola Servicer has the following responsibilities:

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

2.2. Perform the following on Motorola Infrastructure:

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

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

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

2.3. Provide the following service on select third party Infrastructure

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

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

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

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

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

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

3.0 Customer has the following responsibilities:

3.1. Contact Servicer and provide the following information:

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

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

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

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

Local Infrastructure Repair

Approved by Motorola Contracts & Compliance 01-15-2004



Board of County Commissioners Agenda Request

2T
Agenda Item #

Requested Meeting Date: December 17, 2019

Title of Item: Hill Lake Aquatic Management Area (AMA00703)

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: At the November 26, 2019 County Board meeting the Board approved the DNR acquisition of property on Hill Lake for Aquatic Management. Since that time the DNR survey crew has been out and surveyed the property. This resulted in a new and much more concise legal description. Chad McDonald from the DNR is asking that the Board adopt the attached resolution with the updated legal description.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input 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>		

By Commissioner: xx

20191217-0xx

Hill Lake Aquatic Management Area (AMA00703)

WHEREAS, the MN DNR survey crew performed on site survey work which resulted in a new and much more concise legal description of the property acquired by the State (see Resolution #20191126-095, attached).

THEREFORE, BE IT RESOLVED the Aitkin County Board of Commissioners recognizes the following updated legal description for the property:

Those parts of Section 12, Township 52 North, Range 26 West, Aitkin County, Minnesota, described as follows:

Government Lot 3.

AND

That part of the Southwest Quarter of the Southeast Quarter lying west of the following described line:

Commencing at the southeast corner of said section; thence North 88 degrees 29 minutes 16 seconds West, bearing assumed, along the south line of said section 1324.30 feet to a capped iron pipe being the southeast corner of said Southwest Quarter of the Southeast Quarter and the point of beginning; thence North 00 degrees 22 minutes 50 seconds West 337.74 feet; thence North 00 degrees 11 minutes 06 seconds East 965.63 feet to the north line of said Southwest Quarter of the Southeast Quarter and there terminating.

AND

That part of the Northwest Quarter of the Southeast Quarter being a strip of land 33.00 feet in width, lying westerly of, adjacent to and parallel with the of the following described line:

Commencing at the southeast corner of said section; thence North 88 degrees 29 minutes 16 seconds West, bearing assumed, along the south line of said section 1324.30 feet to a capped iron pipe being the southeast corner of said Southwest Quarter of the Southeast Quarter; thence North 00 degrees 22 minutes 50 seconds West 337.74 feet; thence North 00 degrees 11 minutes 06 seconds East 965.63 feet to the south line of said Northwest Quarter of the Southeast Quarter and the point of beginning; thence North 00 degrees 58 minutes 43 seconds East 1303.08 feet to the north line of said Northwest Quarter of the Southeast Quarter and there terminating.

AND

Government Lot 2 EXCEPT the following described tract:

Commencing at the southeast corner of the Southwest Quarter of the Southeast Quarter being a capped iron pipe; thence North 88 degrees 29 minutes 27 seconds West, bearing assumed along the south line of said Southwest Quarter of the Southeast Quarter 1325.07 feet to the south quarter corner of said Section 12 being a 3/4 inch rebar with cap stamped "MN DNR LS 44974" (DM); thence North 62 degrees 16 minutes 37 seconds West 1924.55 feet to a DM; thence South 54 degrees 18 minutes 17 seconds West 322.28 feet to POINT A; thence reversing North 54 degrees 18 minutes 17 seconds East 322.28 feet to a DM and the point of beginning of said EXCEPTION; thence North 51 degrees 34 minutes 17 seconds West 199.88 feet to a DM; thence South 54 degrees 24 minutes 16 seconds West 405 feet, more or less, to the shoreline of Hill Lake; thence southerly and easterly along said shoreline of Hill Lake 200 feet, more or less, to a point which bears South 60 degrees 08 minutes 22 seconds West from the aforementioned POINT A; thence North 60 degrees 08 minutes 22 seconds East 175 feet, more or less, to said POINT A; thence North 54 degrees 18

minutes 17 seconds East 322.28 feet, to the point of beginning and there terminating. And reserving an augmenting easement over and across said Government Lot 2 for ingress and egress to said EXCEPTION of which the centerline is described as follows: Commencing at the aforementioned point of beginning of said EXCEPTION; thence North 51 degrees 34 minutes 17 seconds West 189.94 feet to the point of beginning of the centerline of said easement; thence North 19 degrees 54 minutes 54 seconds East 60.72 feet; thence North 40 degrees 13 minutes 43 seconds East 173.75 feet; thence North 59 degrees 59 minutes 55 seconds East 135.17 feet; thence North 17 degrees 42 minutes 55 seconds East 85 feet, more or less, to the north line of said Government Lot 2 and there terminating. Said easement is 33.00 feet wide lying 16.50 feet of the described centerline.

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 17th day of December 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December 2019

Jessica Seibert
County Administrator

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

ADOPTED November 26, 2019

By Commissioner: Niemi

20191126-095

Proposed State Conservation Acquisition

WHEREAS, in accordance with; Minnesota Statutes 84.944, Subd. 3, the Commissioner of the Department of Natural Resources on September 30, 2019, provided the county board with a description of lands to be acquired by the State of Minnesota for Aquatic Management Area purposes.

Hill Lake AMA, Tract 2. Those parts of Section 12, Township 52 North, Range 26 West, Aitkin County, Minnesota, described as follows:

Government Lot 3, the Southwest Quarter of the Southeast Quarter and the east 33 feet of the Northwest Quarter of the Southeast Quarter,

AND

Government Lot 2 EXCEPT a 2-acre parcel along the shore of Hill Lake. Government Lot 2 is subject to a 33-foot easement lying 16.5 feet on each side of the following described centerline: Commencing at the northeast corner of said Government Lot 2; thence west, bearing assumed, along the north line of said Government Lot 2 a distance of 260 feet, more or less, to the intersection with an in place driveway and the point of beginning; thence southwesterly 500 feet, more or less, to the aforementioned 2-acre EXCEPTION and there terminating.

IT IS HEREBY RESOLVED, by the Board of County Commissioners of Aitkin County on November 26, 2019 that the State's proposed acquisition of the described property be:

- Approved
- Disapproved. If so, state reason(s) for disapproval: _____

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

FOUR MEMBERS PRESENT (Marcotte absent)

All Members Present 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 26th day of November 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26th day of November, 2019



 Jessica Seibert
 County Administrator



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: December 17, 2019

Title of Item: CliftonLarsonAllen 2019 Audit Engagement Letter

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Please approve the attached CliftonLarsonAllen (CLA) 2019 Audit Engagement Letter and authorize signatures.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve CLA 2019 Audit Engagement Letter and authorize signatures		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Approximately \$56,000.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



CliftonLarsonAllen

CliftonLarsonAllen LLP
CLAconnect.com

October 17, 2019

Board of County Commissioners and Management
Aitkin County
217 2nd Street NW, Room 134
Aitkin, MN 56431

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for Aitkin County ("you," "your," or "the entity") for the year ended December 31, 2019.

Douglas P. Host is responsible for the performance of the audit engagement.

Audit services

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Aitkin County, as of and for the year ended December 31, 2019, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management's discussion and analysis.
2. Budgetary comparison schedules.
3. Schedule of proportionate share of net pension liability.
4. Schedule of contributions.
5. OPEB schedule, as applicable.

We will also evaluate and report on the presentation of the following supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole:

1. Schedule of expenditures of federal awards.
2. Combining statements and related budgetary comparison schedules.
3. Schedule of intergovernmental revenue.
4. Ditch balance sheet.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements, schedule of expenditures of federal awards, and related notes.

Audit objectives

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions on the financial statements or the single audit compliance opinion are other than

unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements and compliance in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the

effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal

programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review at the start of fieldwork.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary

information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes in conformity with U.S. GAAP and the Uniform Guidance based on information provided by you. Since the preparation and fair presentation of the financial statements and schedule of expenditures of federal awards is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements and schedule of expenditures of federal awards.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of financial statements

The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Office of the State Auditor, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Office of the State Auditor. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the "Consent" section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Mediation

Any disagreement, controversy, or claim (“Dispute”) that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice (“Mediation Notice”) to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months (“Limitation Period”) after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill a technology and client support fee of five percent (5%) of all professional fees billed. Based on our preliminary estimates, the total fees and expenses for the December 31, 2019 engagement should approximate \$56,000 (\$53,333 for the audit and \$2,667 for the technology fee) for the audit, entering the information in the Data Collection Form SF-SAC and for creating the single audit reporting package. These fees include auditing two major programs for single audit purposes. These estimates are based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. If unexpected circumstances require significant additional time, we will provide detailed billing information and explanations for the

additional charges. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and related fees and to reimburse us for all out-of-pocket expenditures through the date of termination.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

HIPAA Business Associate Agreement

To protect the privacy and provide for the security of any protected health information, as such is defined by the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the regulations and policy guidances thereunder (HIPAA), we acknowledge that Aitkin County and CLA have entered into a HIPAA Business Associate Agreement (BAA).

Consent

Consent to use financial information

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of Aitkin County's information in these cost comparison, performance indicator, and/or benchmarking reports.

Subcontractors

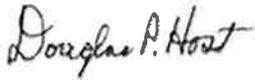
CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement and the BAA.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return the enclosed copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP



Douglas P. Host, CPA
Principal
218-825-2948
doug.host@CLAconnect.com

Response:

This letter correctly sets forth the understanding of Aitkin County.

Authorized governance signature: _____

Title: _____

Date: _____

Authorized management signature: _____

Title: _____

Date: _____



Board of County Commissioners Agenda Request

2 V

Agenda Item #

Requested Meeting Date: December 17, 2019

Title of Item: Purchase of Plow Attachment

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

The Aitkin County Land Dept. planned to purchase a plow budgeted along with the purchase of a one-ton pickup truck in 2020.

The early deep snow has necessitated early purchase of a plow for County Parks, Forest Roads, and LLCC. The Land Dept. has an existing 1-ton pickup that is suitable for making in into a plow truck. Crysteel Truck Equipment of Fridley, MN has the State Contract using the state Contract #T-763(5) and has the ability to install the plow prior to the holidays. Aitkin County Land Dept. would use 2019 fund reserves to purchase the plow from Forest Resource funds (11-924) and get this truck into service now.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve purchase

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ 7,656.53

Is this budgeted? Yes No *Please Explain:*

Early purchase of plow using 2019 fund balances originally budgeted for 2020.



1130 73rd Avenue NE
 Fridley, MN 55432
 (763) 571-1902
 1-800-795-1280
 Fax # (763) 571-5091

Highway 60 East
 Lake Crystal, MN 56055
 (507) 726-6041
 1-800-722-0588
 Fax # (507) 726-2984

www.crysteeltruck.com

AN EQUAL OPPORTUNITY EMPLOYER

December 5, 2019

Chris Johnson
 Aitkin County
 Airpark Lane
 Aitkin, MN 56431

Crysteel Truck Equipment is pleased to submit this quote for your approval.

Quote: Please reference State Contract # T-763(5) Truck, Light Duty, Components & Attachments for pricing

Boss 8' 2" Power- V XT Steel (Stainless Steel)

- Blade width: 98" (straight)
- Blade width: 88" (V position)
- Blade width: 81" (scoop)
- Blade width: 85" (@30 degree angle)
- Blade height: 37" at end, 30" at center
- Blade thickness: 12-ga 304 Stainless
- Cutting edge: 1/2" X 6"
- Reinforcement ribs: 6 vertical, 2 diagonal
- Plow shoes: optional
- Trip springs: 4
- Angle cylinders: 1-1/2" X 10" (SmartLock-standard)
- Lift cylinder: 2" X 1-1/8" X 10"
- Attachment system: Smart Hitch 2
- Plow weight: 823 lbs.
- Plow lights: SL3 L.E.D. With Ice Shield Technology™
- Plow control: SmartTouch 2 or Joystick Control



3.42 Price of Plow

3.42 Price to Install

\$ 6,550.01

\$ 675.00

Options (All Options are Installed Price):

- 3.97 Snow Deflector
- 3.105 Plow Shoes (price per shoe) (\$40.13 x 3)
- 3.78 Wing Extensions Kit (Stainless)
- 3.89 Back Drag Kit
- 3.110 Dolly Kit
- 3.79 Urethane Cutting Edge

\$ 311.14

\$ 120.39

\$ 1,189.22

\$ 172.52

\$ 258.37

\$ 617.82

Handwritten calculations:
 \$ 7,656.53

 7,656.53

Joshua Taylor
 Municipal/State Contract Specialist
 Crysteel Truck Equipment Fridley
 Subject to all applicable taxes
 Quote valid for 30 days



Board of County Commissioners Agenda Request

2W

Agenda Item #

Requested Meeting Date: December 17, 2019

Title of Item: Final Plat of Lueck Addition to Leehaven

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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Submitted by: Terry Neff, Environmental Services Director	Department: Environmental Services
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Presenter (Name and Title): Terry Neff, Environmental Services	Estimated Time Needed: N/A
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Summary of Issue:
 Enclosed is a final plat of Lueck Addition to Leehaven and supporting documents. The Aitkin County Planning Commission approved the preliminary plat on November 18, 2019. The plat is a 3 lot subdivision located in Section 21 of Nordland Township. The project proposer has satisfied all requirements for final plat submittal.

At the December 17, 2019, Aitkin County Board of Commissioner meeting, I will be requesting approval of the final plat and the Board Chair's signature on the final plat documents.

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

Alternatives, Options, Effects on Others/Comments:
 Alternative is to not approve of the proposed plat. This would not be an advisable decision as the applicant has met all ordinance requirements.

Recommended Action/Motion:
 Approve the proposed final plat and authorize the Board Chairs signature on the final plat documents.

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:*

Check-list for Plat Approval

** Applicant is responsible for acquiring all signatures for items 1 through 8 prior to County Board approval.

Name of Plat: Lueck Addition to Lehnets Developer: Terry Betley

Owner: Larry + Julie Lueck

Address: 36738 Deer st City: Aitkin State: MN Zip: 56431

Surveyor: Terry Betley

1. Final Approval of Planning Commission: (Date) November 13, 2019
Any conditions necessary for final approval: None

2. Surveyor's Plat Inspection Fee Paid: \$ 150.00 On (Date): September 30, 2019
[Signature]
Zoning Administrator

3. Title Opinion Approved by County Attorney: (Date) 11/25/19
[Signature] For David Quade
County Surveyor

4. Roads Approved by County Engineer: (Date) N/A
[Signature] for Jim Ruder - see letter
County Attorney

5. If Bond or Escrow Amount Needed to Insure Completion of Roads or other Improvements:
Amount of Surety: \$ N/A Date: _____
County Engineer

6. Plat Inspection Fee Paid: \$ 81.00 Date: _____
County Auditor

7. Current Taxes Paid: \$ 104.00 Date: 12-11-19
County Auditor

8. Delinquent Taxes Paid: \$ None Date: 12-11-19
[Signature]
County Treasurer

9. Approved by County Board: Date: _____
[Signature]
County Auditor

10. Filing Fee Paid: _____
Date: _____
Chairman, Aitkin County Board of Commissioners

County Recorder

JAMES P. RATZ
AITKIN COUNTY ATTORNEY
209 SECOND STREET N.W., ROOM 268
AITKIN, MINNESOTA 56431

TELEPHONE (218) 927-7347
TOLL FREE 1-888-422-7347
FAX (218) 927-7365

SENIOR ASSISTANT COUNTY ATTORNEY
LISA ROGGENKAMP RAKOTZ

ASSISTANT COUNTY ATTORNEYS
SARAH WINGE
NATALIE SCHIFERL
TRACY N. PERPICH

PARALEGALS
MICHELE J. MOTHERWAY
TAMMY K. MILLER

CRIME VICTIM COORDINATOR
GABREA ANDERSON
TELEPHONE (218) 927-7446

Memorandum

To: Terry Neff, Environmental Services Director

From: James P. Ratz, County Attorney 

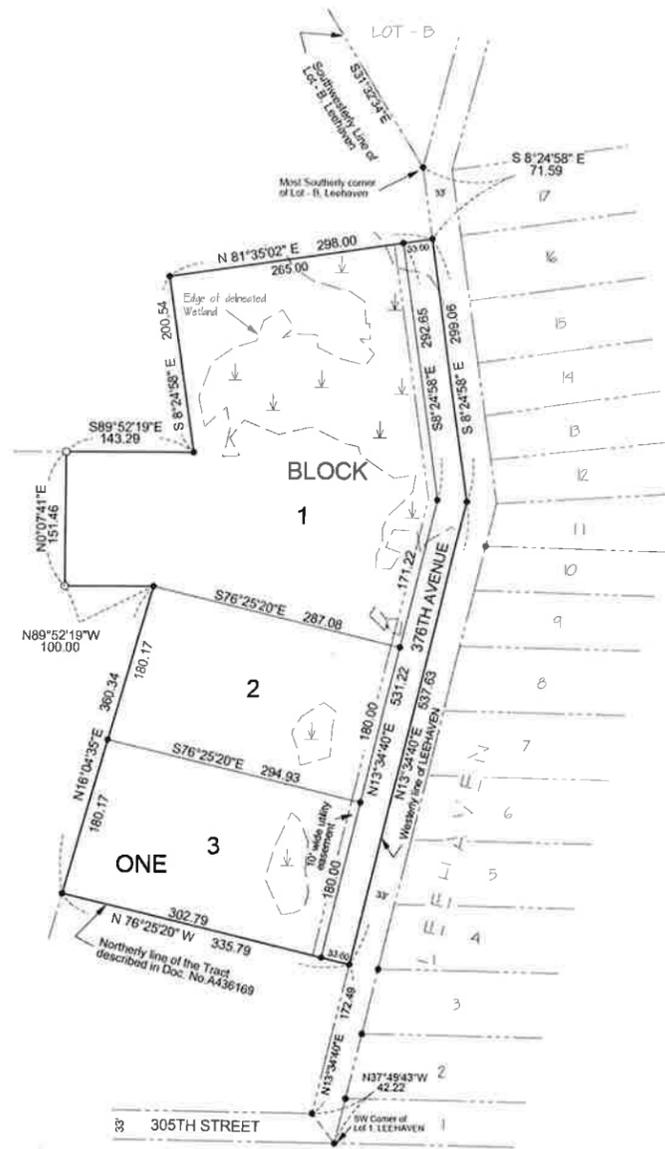
Date: November 25, 2019

Re: Review of Title Insurance Commitment for Lueck Plat

I have reviewed the above-referenced commitment and find that it meets the requirements of the ordinance.

JPR:sls

LUECK ADDITION TO LEEHAVEN



Graphic Scale: 1 inch = 100 feet
 0 50 100 150 200
 Bearing Datum is based on Aitkin County
 Coordinate data base NAD 83
 ● Denotes iron monument from prior surveys.
 ○ Denotes set iron monument with plastic cap
 stamped "BETLEY" RLS 15811.
 (wavy line) Denotes delineated Wetlands.

Terry J. Betley
 Lead Surveyor
 Aitkin County Abstract Company Building
 112 Third Street Northwest
 Aitkin, Minnesota 56431

KNOW ALL PERSONS BY THESE PRESENTS: That Larry Lueck and Julia Lueck, husband and wife, are the owners of the following described property situated in Aitkin County, Minnesota, to-wit:

That part of Government Lot 2 of Section 21, Township 46, Range 26, described as follows:

Commencing at the Southwest corner of Lot 1, LEEHAVEN, according to the recorded plat thereof, thence North 37 degrees 49 minutes 43 seconds West (assuming that the westerly line of said Lot 1 has an assigned bearing of North 13 degrees 34 minutes 40 seconds East), a distance of 42.22 feet; thence North 13 degrees 34 minutes 40 seconds East, along the Westerly line of the dedicated 33-foot street of said plat of Lee Haven, a distance of 172.49 feet, to the actual point of beginning; thence North 76 degrees 25 minutes 20 seconds West, along the Northerly line of a tract of land as described in Document No. A436169, a distance of 335.79 feet; thence North 16 degrees 04 minutes 35 seconds East, a distance of 360.34 feet; thence North 89 degrees 52 minutes 19 seconds West, a distance of 100.00 feet; thence North 00 degrees 07 minutes 41 seconds East, a distance of 151.46 feet; thence South 89 degrees 52 minutes 19 seconds East, a distance of 298.00 feet; thence North 08 degrees 24 minutes 58 seconds West, a distance of 200.54 feet; thence North 81 degrees 35 minutes 02 seconds East, a distance of 299.06 feet; thence South 13 degrees 34 minutes 40 seconds West, continuing along said Westerly line of said plat of LEEHAVEN, a distance of 537.63 feet, to the actual point of beginning.

Aitkin County, Minnesota.

Have caused the same to be surveyed and platted as LUECK ADDITION TO LEEHAVEN and do hereby donate and dedicate to the public forever, the roads, drainage and utility easements as shown.

IN WITNESS WHEREOF, Larry Lueck and Julia Lueck, husband and wife, have hereunto set their hands this ____ day of _____, 20__.

Larry Lueck

Julia Lueck

State of Minnesota
 County of Aitkin

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by Larry Lueck and Julia Lueck, husband and wife.

Notary Public,
 Aitkin County, Minnesota,
 My Commission expires: _____

I, Lori Granis, Treasurer for Aitkin County, do hereby certify that the taxes on the lands described hereon payable in the year 20__, have been paid.

Treasurer, Aitkin County, Minnesota

I hereby certify that this plat has been checked and approved on this ____ day of _____, 20__.

Randy A. Quale, L.S.
 Aitkin County Surveyor, Minnesota Registration No. 42630

This plat of LUECK ADDITION TO LEEHAVEN was accepted and approved by the Aitkin County Board of Commissioners on this ____ day of _____, 20__.

Aime Marcotte, Chairperson Kirk Peysar, Auditor

I hereby certify that I have surveyed and platted the property described on this plat as LUECK ADDITION TO LEEHAVEN, that this plat is a correct representation of the survey, that all distances are correctly shown on the plat in feet and hundredths of a foot, that all monuments have been correctly placed in the ground as shown or will be correctly placed in the ground as designated within one year, that the outside boundary lines are correctly designated on the plat and that there are no wetlands as defined by MS 505.01, Subd. 3, or public highways to be designated other than as shown.

Terry J. Betley, Lead Surveyor
 Minnesota Registration No. 15811

State of Minnesota
 County of Aitkin

The foregoing Surveyor's Certificate was acknowledged before me this ____ day of _____, 20__, by Terry J. Betley, L.S., Registration No. 15811.

Notary Public,
 Aitkin County, Minnesota,
 My Commission Expires: _____

I, Kirk Peysar, Auditor for Aitkin County, do hereby certify that the taxes on the lands described hereon have been paid for the years prior to 20__.

Kirk Peysar,
 Auditor, Aitkin County, Minnesota

I hereby certify that this instrument was filed in my office on this ____ day of _____, 20__ at ____ o'clock ____ M.

Document No. _____

Michael T. Moriarty, Aitkin County Recorder



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: 12/17/2019

Title of Item: Cigarette License Denial - Appeal Request

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Kirk Peysar, Auditor		Department: Auditor's Office
Presenter (Name and Title): Elizabeth Juhl		Estimated Time Needed:
Summary of Issue: The Village Pump Saloon made application for a Tobacco license. In processing the application property taxes are verified for current status. This property has severely delinquent taxes. Unpaid balances exist for the years 2016, 2017, 2018, 2019. The property will be subject to tax forfeiture in 2020. Per Aitkin County's licensing procedure, all delinquent taxes must be current for a license to be issued. The application was approved by the County Board on November 26, 2019 contingent on property taxes being brought to current status. Ms. Juhl has requested to appear before the Board to ask for reconsideration of the conditions. **The applicant is not the current owner of the property and therefore feels that they are not responsible for the unpaid tax balances.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input 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

4A
Agenda Item #

Requested Meeting Date: 12/17/2019

Title of Item: 2020-2021 Uniform Wage Scales, Adopt Union MOAs

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: Human Resources Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 3 minutes
Summary of Issue: <p>The 2020 budget includes an adjustment to the uniform wage scale. Memorandums of Agreement have been adopted by 5/6 unions. The last union, Afscome HHS, will reconsider the MOA on 12/16/2019; results of that vote will be available at Tuesday's board meeting.</p> <p>Implementation is contingent upon all unions adopting the MOA, to maintain the uniform wage scale. This scale modification results in "lopping off" Step A 1/1/2020 and adding a new Step O (maximum step) to the wage scale. A sample MOA is attached.</p> <p>More discussion will be held at the meeting. Final results are pending at time of this agenda deadline.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to authorize the Board Chair, County Administrator, and HR Director to sign uniform wage scale MOAs with each union (6 unions).		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Salary increases for 2020 are included in the budget. There are 22 employees at scale Max that will move to the newly added step on 1/1/2020. Estimated cost = \$57,607 (in 2020 budget).		

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

**Memorandum of Agreement
(Uniform Wage Scale)
Local 49 Unit**

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and International Union of Operating Engineers, 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, with the current duration of agreement being January 1, 2019 until December 31, 2021; and

WHEREAS, Article 12, Wages, Section 12.1, currently states:

Section 12.1 Rate of Pay:

1/1/2019 One-half percent ($\frac{1}{2}\%$) 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 step adjustment on 3/18/2019: Adjust Jared Bobenmoyer, Mechanic, from Grade 4 Step F to Grade 4 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 ($\frac{1}{2}\%$) 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.

; and

WHEREAS, wages for calendar year 2019 have already been paid and will not be addressed in this MOA; and

WHEREAS, the Agreement contains the following 2020 and 2021 uniform wage scales in Appendix A:

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	\$ 62.09	\$ 63.41
19	\$ 40.93	\$ 42.14	\$ 43.38	\$ 44.66	\$ 45.98	\$ 47.34	\$ 48.74	\$ 50.18	\$ 51.67	\$ 53.20	\$ 54.77	\$ 56.40	\$ 58.07	\$ 59.79	\$ 61.06
18	\$ 39.36	\$ 40.52	\$ 41.72	\$ 42.95	\$ 44.22	\$ 45.52	\$ 46.87	\$ 48.26	\$ 49.68	\$ 51.15	\$ 52.67	\$ 54.23	\$ 55.83	\$ 57.49	\$ 58.70
17	\$ 37.79	\$ 38.91	\$ 40.06	\$ 41.24	\$ 42.45	\$ 43.71	\$ 45.00	\$ 46.33	\$ 47.70	\$ 49.11	\$ 50.56	\$ 52.06	\$ 53.60	\$ 55.18	\$ 56.35
16	\$ 36.23	\$ 37.29	\$ 38.39	\$ 39.52	\$ 40.69	\$ 41.89	\$ 43.12	\$ 44.40	\$ 45.71	\$ 47.06	\$ 48.45	\$ 49.89	\$ 51.36	\$ 52.88	\$ 54.00
15	\$ 34.66	\$ 35.68	\$ 36.73	\$ 37.81	\$ 38.92	\$ 40.07	\$ 41.25	\$ 42.47	\$ 43.72	\$ 45.01	\$ 46.34	\$ 47.71	\$ 49.13	\$ 50.58	\$ 51.65
14	\$ 33.09	\$ 34.06	\$ 35.06	\$ 36.10	\$ 37.16	\$ 38.25	\$ 39.38	\$ 40.54	\$ 41.74	\$ 42.97	\$ 44.24	\$ 45.54	\$ 46.89	\$ 48.28	\$ 49.30
13	\$ 31.52	\$ 32.45	\$ 33.40	\$ 34.38	\$ 35.39	\$ 36.43	\$ 37.51	\$ 38.61	\$ 39.75	\$ 40.92	\$ 42.13	\$ 43.37	\$ 44.65	\$ 45.97	\$ 46.94
12	\$ 29.95	\$ 30.83	\$ 31.74	\$ 32.67	\$ 33.63	\$ 34.62	\$ 35.63	\$ 36.68	\$ 37.76	\$ 38.88	\$ 40.02	\$ 41.20	\$ 42.42	\$ 43.67	\$ 44.59
11	\$ 28.39	\$ 29.22	\$ 30.07	\$ 30.95	\$ 31.86	\$ 32.80	\$ 33.76	\$ 34.75	\$ 35.78	\$ 36.83	\$ 37.91	\$ 39.03	\$ 40.18	\$ 41.37	\$ 42.24
10	\$ 26.82	\$ 27.60	\$ 28.41	\$ 29.24	\$ 30.10	\$ 30.98	\$ 31.89	\$ 32.83	\$ 33.79	\$ 34.78	\$ 35.81	\$ 36.86	\$ 37.95	\$ 39.06	\$ 39.89
9	\$ 25.25	\$ 25.99	\$ 26.75	\$ 27.53	\$ 28.33	\$ 29.16	\$ 30.02	\$ 30.90	\$ 31.80	\$ 32.74	\$ 33.70	\$ 34.69	\$ 35.71	\$ 36.76	\$ 37.53
8	\$ 23.68	\$ 24.37	\$ 25.08	\$ 25.81	\$ 26.57	\$ 27.34	\$ 28.14	\$ 28.97	\$ 29.82	\$ 30.69	\$ 31.59	\$ 32.52	\$ 33.47	\$ 34.46	\$ 35.18
7	\$ 22.11	\$ 22.76	\$ 23.42	\$ 24.10	\$ 24.80	\$ 25.53	\$ 26.27	\$ 27.04	\$ 27.83	\$ 28.64	\$ 29.48	\$ 30.35	\$ 31.24	\$ 32.15	\$ 32.83
6	\$ 20.54	\$ 21.14	\$ 21.75	\$ 22.39	\$ 23.04	\$ 23.71	\$ 24.40	\$ 25.11	\$ 25.84	\$ 26.60	\$ 27.38	\$ 28.18	\$ 29.00	\$ 29.85	\$ 30.48
5	\$ 18.98	\$ 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	\$ 28.12
4	\$ 17.41	\$ 17.91	\$ 18.43	\$ 18.96	\$ 19.51	\$ 20.07	\$ 20.65	\$ 21.25	\$ 21.87	\$ 22.51	\$ 23.16	\$ 23.84	\$ 24.53	\$ 25.25	\$ 25.77
3	\$ 15.84	\$ 16.29	\$ 16.76	\$ 17.25	\$ 17.74	\$ 18.25	\$ 18.78	\$ 19.32	\$ 19.88	\$ 20.46	\$ 21.05	\$ 21.66	\$ 22.29	\$ 22.94	\$ 23.42
2	\$ 14.27	\$ 14.68	\$ 15.10	\$ 15.53	\$ 15.98	\$ 16.44	\$ 16.91	\$ 17.40	\$ 17.90	\$ 18.41	\$ 18.95	\$ 19.49	\$ 20.06	\$ 20.64	\$ 21.07
1	\$ 12.70	\$ 13.06	\$ 13.44	\$ 13.82	\$ 14.21	\$ 14.62	\$ 15.04	\$ 15.47	\$ 15.91	\$ 16.37	\$ 16.84	\$ 17.32	\$ 17.82	\$ 18.34	\$ 18.71

2021 One-half percent (0.5%) General Adjustment 1/1/2021															
Grade	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/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	\$ 41.93	\$ 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	\$ 47.93	\$ 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	\$ 21.15	\$ 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

; and

WHEREAS, the employer is interested in modifying the 2020 uniform wage scale by locking off Step A, adjusting the scale header, and creating a new Step O (maximum step), effective January 1, 2020. The new 2020 and 2021 uniform wage scales would replace those shown above and would look like this:

MODIFIED UNIFORM WAGE SCALE, JANUARY 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	\$ 62.09	\$ 63.41
19	\$ 40.93	\$ 42.14	\$ 43.38	\$ 44.66	\$ 45.98	\$ 47.34	\$ 48.74	\$ 50.18	\$ 51.67	\$ 53.20	\$ 54.77	\$ 56.40	\$ 58.07	\$ 59.79	\$ 61.06
18	\$ 39.36	\$ 40.52	\$ 41.72	\$ 42.95	\$ 44.22	\$ 45.52	\$ 46.87	\$ 48.26	\$ 49.68	\$ 51.15	\$ 52.67	\$ 54.23	\$ 55.83	\$ 57.49	\$ 58.70
17	\$ 37.79	\$ 38.91	\$ 40.06	\$ 41.24	\$ 42.45	\$ 43.71	\$ 45.00	\$ 46.33	\$ 47.70	\$ 49.11	\$ 50.56	\$ 52.06	\$ 53.60	\$ 55.18	\$ 56.35
16	\$ 36.23	\$ 37.29	\$ 38.39	\$ 39.52	\$ 40.69	\$ 41.89	\$ 43.12	\$ 44.40	\$ 45.71	\$ 47.06	\$ 48.45	\$ 49.89	\$ 51.36	\$ 52.88	\$ 54.00
15	\$ 34.66	\$ 35.68	\$ 36.73	\$ 37.81	\$ 38.92	\$ 40.07	\$ 41.25	\$ 42.47	\$ 43.72	\$ 45.01	\$ 46.34	\$ 47.71	\$ 49.13	\$ 50.58	\$ 51.65
14	\$ 33.09	\$ 34.05	\$ 35.06	\$ 36.10	\$ 37.16	\$ 38.25	\$ 39.38	\$ 40.54	\$ 41.74	\$ 42.97	\$ 44.24	\$ 45.54	\$ 46.89	\$ 48.28	\$ 49.30
13	\$ 31.52	\$ 32.46	\$ 33.40	\$ 34.38	\$ 35.39	\$ 36.43	\$ 37.51	\$ 38.61	\$ 39.75	\$ 40.92	\$ 42.13	\$ 43.37	\$ 44.65	\$ 45.97	\$ 46.94
12	\$ 29.95	\$ 30.83	\$ 31.74	\$ 32.67	\$ 33.63	\$ 34.62	\$ 35.63	\$ 36.68	\$ 37.76	\$ 38.88	\$ 40.02	\$ 41.20	\$ 42.42	\$ 43.67	\$ 44.59
11	\$ 28.39	\$ 29.22	\$ 30.07	\$ 30.95	\$ 31.86	\$ 32.80	\$ 33.76	\$ 34.75	\$ 35.78	\$ 36.83	\$ 37.91	\$ 39.03	\$ 40.18	\$ 41.37	\$ 42.24
10	\$ 26.82	\$ 27.60	\$ 28.41	\$ 29.24	\$ 30.10	\$ 30.98	\$ 31.89	\$ 32.83	\$ 33.79	\$ 34.78	\$ 35.81	\$ 36.86	\$ 37.95	\$ 39.06	\$ 39.89
9	\$ 25.25	\$ 25.99	\$ 26.75	\$ 27.53	\$ 28.33	\$ 29.16	\$ 30.02	\$ 30.90	\$ 31.80	\$ 32.74	\$ 33.70	\$ 34.69	\$ 35.71	\$ 36.76	\$ 37.53
8	\$ 23.68	\$ 24.37	\$ 25.08	\$ 25.81	\$ 26.57	\$ 27.34	\$ 28.14	\$ 28.97	\$ 29.82	\$ 30.69	\$ 31.59	\$ 32.52	\$ 33.47	\$ 34.46	\$ 35.18
7	\$ 22.11	\$ 22.76	\$ 23.42	\$ 24.10	\$ 24.80	\$ 25.53	\$ 26.27	\$ 27.04	\$ 27.83	\$ 28.64	\$ 29.48	\$ 30.35	\$ 31.24	\$ 32.15	\$ 32.83
6	\$ 20.54	\$ 21.14	\$ 21.75	\$ 22.39	\$ 23.04	\$ 23.71	\$ 24.40	\$ 25.11	\$ 25.84	\$ 26.60	\$ 27.38	\$ 28.18	\$ 29.00	\$ 29.85	\$ 30.48
5	\$ 18.98	\$ 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	\$ 28.12
4	\$ 17.41	\$ 17.91	\$ 18.43	\$ 18.96	\$ 19.51	\$ 20.07	\$ 20.65	\$ 21.25	\$ 21.87	\$ 22.51	\$ 23.16	\$ 23.84	\$ 24.53	\$ 25.25	\$ 25.77
3	\$ 15.84	\$ 16.29	\$ 16.76	\$ 17.25	\$ 17.74	\$ 18.25	\$ 18.78	\$ 19.32	\$ 19.88	\$ 20.46	\$ 21.05	\$ 21.66	\$ 22.29	\$ 22.94	\$ 23.42
2	\$ 14.27	\$ 14.68	\$ 15.10	\$ 15.53	\$ 15.98	\$ 16.44	\$ 16.91	\$ 17.40	\$ 17.90	\$ 18.41	\$ 18.95	\$ 19.49	\$ 20.06	\$ 20.64	\$ 21.07
1	\$ 12.70	\$ 13.06	\$ 13.44	\$ 13.82	\$ 14.21	\$ 14.62	\$ 15.04	\$ 15.47	\$ 15.91	\$ 16.37	\$ 16.84	\$ 17.32	\$ 17.82	\$ 18.34	\$ 18.71

MODIFIED UNIFORM WAGE SCALE, JANUARY 1, 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	\$ 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	\$ 65.64
19	\$ 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	\$ 63.20
18	\$ 40.73	\$ 41.93	\$ 43.16	\$ 44.44	\$ 45.75	\$ 47.10	\$ 48.50	\$ 49.93	\$ 51.41	\$ 52.93	\$ 54.50	\$ 56.11	\$ 57.78	\$ 59.00	\$ 60.77
17	\$ 39.10	\$ 40.26	\$ 41.44	\$ 42.67	\$ 43.92	\$ 45.22	\$ 46.56	\$ 47.93	\$ 49.35	\$ 50.81	\$ 52.32	\$ 53.87	\$ 55.46	\$ 56.63	\$ 58.33
16	\$ 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	\$ 55.90
15	\$ 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	\$ 53.46
14	\$ 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	\$ 51.03
13	\$ 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	\$ 48.59
12	\$ 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	\$ 46.16
11	\$ 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	\$ 43.72
10	\$ 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	\$ 41.29
9	\$ 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	\$ 38.85
8	\$ 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	\$ 36.42
7	\$ 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	\$ 33.98
6	\$ 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	\$ 31.55
5	\$ 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	\$ 29.11
4	\$ 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	\$ 26.68
3	\$ 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	\$ 24.24
2	\$ 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	\$ 21.81
1	\$ 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	\$ 19.37

; and

WHEREAS, changes would apply to the following employees in this bargaining unit: [REDACTED]

[REDACTED]. Their individual wage adjustments on 1/1/2020 will be as follows:

[Employee Name] \$26.54/hour instead of \$25.77/hour
 [Employee Name] \$26.54/hour instead of \$25.77/hour
 [Employee Name] \$26.54/hour instead of \$25.77/hour

LAST NAME	FIRST NAME	2019 WAGE	2019 GRADE	2019 STEP	2020 WAGE	2020 GRADE	2020 STEP (STEP A LOPPED OFF, NEW STEP O ADDED)
BLASZAK	FLORIAN	\$ 20	4	At Max	\$ 20	4	At Max
LUNDQUIST	ALLEN	\$ 20	4	At Max	\$ 20	4	At Max
WHITE	PAUL	\$ 20	4	At Max	\$ 20	4	At Max
BOBENMOYER	JARED	\$ 50	4	G	\$ 50	4	G
JOERGER	JOSHUA	\$ 50	4	G	\$ 50	4	G
VANDERMEY	KYLE	\$ 40	4	H	\$ 40	4	H
JOHNSON	BRADLEY	\$ 50	4	I	\$ 50	4	I
PYLVANEN	SCOTT	\$ 80	4	J	\$ 80	4	J
SMITH	GREG	\$ 80	4	J	\$ 80	4	J
WILKIE	GARY	\$ 80	4	J	\$ 80	4	J
MICKELSON	BENJAMIN	\$ 80	4	K	\$ 80	4	K
BLUNT	RANDALL	\$ 90	4	M	\$ 90	4	M
COURIER	DONALD	\$ 90	4	M	\$ 90	4	M
FLIER	RICHARD	\$ 90	4	M	\$ 90	4	M
FLIER	RANDY	\$ 90	4	N	\$ 90	4	N
JACKMAN	DAVID	\$ 90	4	N	\$ 90	4	N
THOMPSON	BRYCE	\$ 10	5	J	\$ 10	5	J
JOHNSON	CARTER	\$ 90	5	M	\$ 90	5	M
BABCOCK	DAVID	\$ 10	6	M	\$ 10	6	M
KAZMERZAK	PAUL	\$ 10	6	M	\$ 10	6	M
THOMPSON	RANDALL	\$ 50	6	N	\$ 50	6	N

; and

WHEREAS, with this scale modification, the Agreement language will be modified so the 1/1/2021 special one-time Lump Sum payment (combined value of \$5,512) is distributed equally amongst all bargaining unit members (\$262.47 each) on January 1, 2021, instead of being divided amongst six employees who would have been at the wage scale maximum and not getting a step increase in 2021; and

WHEREAS, the employer is interested in maintaining a uniform wage scale, so these updated scales must be adopted by all unions or it will not apply; and

WHEREAS, funds are available in the 2020 budget to provide for this uniform wage scale adjustment.

NOW, THEREFORE, BE IT RESOLVED, Article 12, Section 12.1 will be amended as follows:

~~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. Employees will be paid in accordance with the uniform wage scale MOA.~~

1/1/2021 One-half percent ($\frac{1}{2}\%$) 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.)~~

1/1/2021 One-time lump sum payment of \$262.47 to all employees who are covered by this Agreement on January 1, 2021.

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.

Furthermore, the parties agree:

1. To retain a uniform wage scale, these updated scales must be adopted by all six unions to apply and be implemented on January 1, 2020. (2 Afscome units, Local 49, and 3 Teamsters units)
2. Appendix A, wage schedules for 2020 and 2021 will be replaced as shown above.
3. Employees will be paid in accordance with the chart shown above on January 1, 2020, noting the wage will increase, but the step letter will remain the same due to the scale header being adjusted in 2020.
4. Distribution of the lump sum dollars in 2021 will be changed and paid as outlined above, \$262.47 to each bargaining unit member on January 1, 2021.
5. The contract will not be open for other modifications at this time.
6. These modifications do not set any precedence for future matters.
7. 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 17th day of December, 2019.

COUNTY OF AITKIN, MINNESOTA

I.U.O.E. LOCAL #49

Anne Marcotte, Board Chair

William Bentley, Business Agent

Jessica Seibert, County Administrator

Carter Johnson, Union Steward

Bobbie Danielson, HR Director



Board of County Commissioners Agenda Request

4B
Agenda Item #

Requested Meeting Date: 12/17/2019

Title of Item: 2020-2021 Non-union Uniform Wage Scales

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

Submitted by: Bobbie Danielson	Department: Human Resources Dept.
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Presenter (Name and Title): Bobbie Danielson, HR Director <i>Bobbie Danielson</i>	Estimated Time Needed: 3 minutes
--	--

Summary of Issue:

These wage scales mirror the general adjustments provided in the pattern settlement. Plus the modification of lopping off Step A 1/1/2020 and adding a new Step O (maximum step).

Scales are attached.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to adopt the 2020-2021 non-union uniform wage scales as attached, which represent a 1% general adjustment for 2020 and 1/2% for 2021, and authorize 3% within range movement, not to exceed the scale maximum on 1/1/2020 and 1/1/2021.

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:

Salary increases for 2020 are included in the budget.

Plan B added @ agenda deadline - w/rel discuss.

AITKIN COUNTY UNIFORM WAGE SCALES

Plan A: adopt this
If MOAs are adopted
By all unions...

2020 Non-union FLSA Non-exempt		
Grade	Minimum	Maximum
20	\$ 43.75	\$ 65.31
19	\$ 42.14	\$ 62.89
18	\$ 40.52	\$ 60.47
17	\$ 38.91	\$ 58.04
16	\$ 37.29	\$ 55.62
15	\$ 35.68	\$ 53.20
14	\$ 34.06	\$ 50.77
13	\$ 32.45	\$ 48.35
12	\$ 30.83	\$ 45.93
11	\$ 29.22	\$ 43.51
10	\$ 27.60	\$ 41.08
9	\$ 25.99	\$ 38.66
8	\$ 24.37	\$ 36.24
7	\$ 22.76	\$ 33.81
6	\$ 21.14	\$ 31.39
5	\$ 19.52	\$ 28.97
4	\$ 17.91	\$ 26.54
3	\$ 16.29	\$ 24.12
2	\$ 14.68	\$ 21.70
1	\$ 13.06	\$ 19.28

2020 Non-union FLSA Exempt		
Grade	Minimum	Maximum
20	\$ 91,008.81	\$ 135,848.87
19	\$ 87,648.99	\$ 130,809.13
18	\$ 84,289.17	\$ 125,769.40
17	\$ 80,929.34	\$ 120,729.66
16	\$ 77,569.52	\$ 115,689.93
15	\$ 74,209.70	\$ 110,650.19
14	\$ 70,849.87	\$ 105,610.46
13	\$ 67,490.05	\$ 100,570.72
12	\$ 64,130.23	\$ 95,530.98
11	\$ 60,770.40	\$ 90,491.25
10	\$ 57,410.58	\$ 85,451.51
9	\$ 54,050.75	\$ 80,411.78
8	\$ 50,690.93	\$ 75,372.04
7	\$ 47,331.11	\$ 70,332.31
6	\$ 43,971.28	\$ 65,292.57
5	\$ 40,611.46	\$ 60,252.84
4	\$ 37,251.64	\$ 55,213.10
3	\$ 33,891.81	\$ 50,173.37
2	\$ 30,531.99	\$ 45,133.63
1	\$ 27,172.17	\$ 40,093.90

2021 Non-union FLSA Non-exempt		
Grade	Minimum	Maximum
20	\$ 43.97	\$ 65.64
19	\$ 42.35	\$ 63.20
18	\$ 40.73	\$ 60.77
17	\$ 39.10	\$ 58.33
16	\$ 37.48	\$ 55.90
15	\$ 35.86	\$ 53.46
14	\$ 34.23	\$ 51.03
13	\$ 32.61	\$ 48.59
12	\$ 30.99	\$ 46.16
11	\$ 29.36	\$ 43.72
10	\$ 27.74	\$ 41.29
9	\$ 26.12	\$ 38.85
8	\$ 24.49	\$ 36.42
7	\$ 22.87	\$ 33.98
6	\$ 21.25	\$ 31.55
5	\$ 19.62	\$ 29.11
4	\$ 18.00	\$ 26.68
3	\$ 16.38	\$ 24.24
2	\$ 14.75	\$ 21.81
1	\$ 13.13	\$ 19.37

2021 Non-union FLSA Exempt		
Grade	Minimum	Maximum
20	\$ 91,463.86	\$ 136,528.11
19	\$ 88,087.24	\$ 131,463.18
18	\$ 84,710.61	\$ 126,398.24
17	\$ 81,333.99	\$ 121,333.31
16	\$ 77,957.37	\$ 116,268.38
15	\$ 74,580.74	\$ 111,203.44
14	\$ 71,204.12	\$ 106,138.51
13	\$ 67,827.50	\$ 101,073.57
12	\$ 64,450.88	\$ 96,008.64
11	\$ 61,074.25	\$ 90,943.71
10	\$ 57,697.63	\$ 85,878.77
9	\$ 54,321.01	\$ 80,813.84
8	\$ 50,944.39	\$ 75,748.90
7	\$ 47,567.76	\$ 70,683.97
6	\$ 44,191.14	\$ 65,619.04
5	\$ 40,814.52	\$ 60,554.10
4	\$ 37,437.89	\$ 55,489.17
3	\$ 34,061.27	\$ 50,424.23
2	\$ 30,684.65	\$ 45,359.30
1	\$ 27,308.03	\$ 40,294.36

Plan B: Adopt this if
 MTA's are not adopted.
 B.D.

2020 Non-union FLSA Non-exempt		
Grade	Minimum	Maximum
20	\$ 42.50	\$ 63.41
19	\$ 40.93	\$ 61.06
18	\$ 39.36	\$ 58.70
17	\$ 37.79	\$ 56.35
16	\$ 36.23	\$ 54.00
15	\$ 34.66	\$ 51.65
14	\$ 33.09	\$ 49.30
13	\$ 31.52	\$ 46.94
12	\$ 29.95	\$ 44.59
11	\$ 28.39	\$ 42.24
10	\$ 26.82	\$ 39.89
9	\$ 25.25	\$ 37.53
8	\$ 23.68	\$ 35.18
7	\$ 22.11	\$ 32.83
6	\$ 20.54	\$ 30.48
5	\$ 18.98	\$ 28.12
4	\$ 17.41	\$ 25.77
3	\$ 15.84	\$ 23.42
2	\$ 14.27	\$ 21.07
1	\$ 12.70	\$ 18.71

2020 Non-union FLSA Exempt		
Grade	Minimum	Maximum
20	\$ 88,399.24	\$ 131,892.11
19	\$ 85,137.28	\$ 126,999.16
18	\$ 81,875.31	\$ 122,106.21
17	\$ 78,613.35	\$ 117,213.26
16	\$ 75,351.38	\$ 112,320.32
15	\$ 72,089.42	\$ 107,427.37
14	\$ 68,827.45	\$ 102,534.42
13	\$ 65,565.49	\$ 97,641.48
12	\$ 62,303.53	\$ 92,748.53
11	\$ 59,041.56	\$ 87,855.58
10	\$ 55,779.60	\$ 82,962.64
9	\$ 52,517.63	\$ 78,069.69
8	\$ 49,255.67	\$ 73,176.74
7	\$ 45,993.70	\$ 68,283.79
6	\$ 42,731.74	\$ 63,390.85
5	\$ 39,469.77	\$ 58,497.90
4	\$ 36,207.81	\$ 53,604.95
3	\$ 32,945.84	\$ 48,712.01
2	\$ 29,683.88	\$ 43,819.06
1	\$ 26,421.91	\$ 38,926.11



Aitkin
County

Board of County Commissioners Agenda Request

4C
Agenda Item #

Requested Meeting Date: 12/17/2019

Title of Item: Adopt Resolution - 2020 Elected Officials Salaries

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: Human Resources Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 5
Summary of Issue: Please find a copy of the resolution attached. This results in a 4.0% increase which is equivalent to the staff pattern settlement of 1% general adjustment, plus 3% within range movement, not to exceed the scale maximum. County Auditor, Kirk Peysar \$ 95,358.20 (from \$91,690.58) County Treasurer, Lori Grams \$ 81,911.18 (from \$78,760.75) County Recorder, Michael Moriarty \$ 73,566.19 (from \$70,736.72) County Sheriff, Daniel Guida \$ 101,920.00 (from \$98,000.00) County Attorney, Jim Ratz \$128,623.51 (from \$123,676.45)		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Motion to adopt the 2020 Elected Officials Salaries Resolution as proposed.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Described above.		

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

By Commissioner: xx

20191217-0xx

2020 Elected Officials Salaries

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2020 salaries of Aitkin County Elected Officials at:

County Auditor, Kirk Peysar	\$ 95,358.20
County Treasurer, Lori Grams	\$ 81,911.18
County Recorder, Michael Moriarty	\$ 73,566.19
County Sheriff, Daniel Guida	\$101,920.00
County Attorney, Jim Ratz	\$128,623.51

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

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 17th day of December 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December 2019

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: December 17, 2019

Title of Item: ANGELS Appropriation Request

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed:
Summary of Issue: ANGELS of McGregor has requested an appropriation of \$20,000 to \$25,000. At the December 3rd County Board meeting the Board members discussed the request, but no action was taken. Staff needs a formal motion from the Board to approve or deny the request.		
Alternatives, Options, Effects on Others/Comments: A lesser amount could be considered.		
Recommended Action/Motion: Approve or deny the appropriations request.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		



Board of County Commissioners Agenda Request

5B

Agenda Item #

Requested Meeting Date: December 17, 2019

Title of Item: Adopt 2020 Budget, Levy, and Supporting Resolutions

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 10 minutes
Summary of Issue: Please adopt the following resolutions: 1. 2020 Levy 2. 2020 Budgets 3. 2020 Commissioners Salaries 4. 2020 ACSW and Snake River Watershed Appropriations 5. 2020 ECRL Levy 6. 2020 Boat & Water Safety Agreement Grant 7. 2020 Non-Levy Budgets 8. 2020 Unorganized Townships 9. Unorganized Road & Bridge Transfers 10. 2019 Ditch Fund Budgets 11. County Ditch and County Development Transfers 12. 2019 Reserve Funds		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED December 17, 2019

By Commissioner: xx

20191217-0xx

2020 Levy

BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2020 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$8,909,208
Road and Bridge Fund	\$2,433,149
Solid Waste	\$245,306
Health & Human Services Fund	\$2,911,568
County Parks	\$15,000
Debt Service	\$747,143
Total:	\$15,261,374

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 17th day of December 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December 2019

Jessica Seibert
County Administrator

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

ADOPTED December 17, 2019

By Commissioner: xx

20191217-0xx

2020 Budgets

BE IT RESOLVED, that the following 2020 budgets be set for the leviable funds of Aitkin County:

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$14,511,657	\$161,261	\$14,672,918
Road and Bridge	\$8,856,579	\$812,500	\$9,669,079
Health & Human Service	\$6,882,673	\$350,000	\$7,232,673
Parks	\$542,102	\$35,152	\$577,254
Debt Service	\$747,143	(\$39,953)	\$707,190
Total:	\$31,540,154	\$1,318,960	\$32,859,114

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 17th day of December 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December 2019

Jessica Seibert
County Administrator

By Commissioner: xx

20191217-xx

2020 Commissioner Salaries

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2020 County Commissioner's salary at \$32,564.33. Commissioners are not eligible to receive per diems from Aitkin County. Per diems may be accepted from other organizations in accordance with the law and the Aitkin County Code of Ethics.

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

FIVE MEMBERS PRESENT

All Members Present 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 17th day of December 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December 2019

Jessica Seibert
County Administrator

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

ADOPTED December 17, 2019

By Commissioner: xx

20191217-0xx

2020 ACSW and Snake River Watershed Appropriations

BE IT RESOLVED, that the budget and appropriation in the amount of \$126,254 be set for 2020 for the Aitkin County Soil and Water Conservation District (\$81,034 from the General Revenue Fund and \$45,220 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

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 17th day of December 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December 2019

Jessica Seibert
County Administrator

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

ADOPTED December 17, 2019

By Commissioner: xx

20191217-xxx

2020 ECRL Levy

BE IT RESOLVED, that the amount of \$236,698 be budgeted and levied for the year 2020 for the East Central Regional Library.

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 17th day of December 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December 2019

Jessica Seibert
County Administrator

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

ADOPTED December 17, 2019

By Commissioner: xx

20191217-0xx

2020 Boat & Water Safety Agreement Budget

BE IT RESOLVED, the Aitkin County Board of Commissioners approves the 2020 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$97,926 for a term January 1, 2020 to December 31, 2020.

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$100		
Boat & Water Grant	\$28,375		
Totals:	\$28,475	\$69,451	\$97,926

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 17th day of December 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December 2019

Jessica Seibert
County Administrator

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

ADOPTED December 17, 2019

By Commissioner: xx

20191217-xxx

2020 Non-Levy Budgets

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2020.

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Law Library	\$30,000	\$0	\$30,000
County Development	\$287,000	\$76,423	\$363,423
Cons. For Tax Sales	\$0	\$0	\$0
Forfeit Tax Sales	\$1,500,000	(\$589,990)	\$910,010
Resource Management	\$413,750	(\$31,929)	\$381,821
Memorial Forest	\$0	\$0	\$0
Forest Road	\$136,088	\$0	\$136,088
Gravel Pit	\$0	\$0	\$0
County Surveyor	\$362,050	\$0	\$362,050
Missing Heirs	\$0	\$0	\$0
MCIT	\$2,000	(\$2,000)	\$0
Collaborative Grant	\$70,500	(\$15,500)	\$55,000
Environmental Trust	\$13,600	\$0	\$13,600
LLCC	\$754,402	(\$15,461)	\$738,941

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 17th day of December 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December 2019

Jessica Seibert
County Administrator

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

ADOPTED December 17, 2019

By Commissioner: xx

20191217-0xx

2020 Unorganized Townships

BE IT RESOLVED, that the following 2020 budgets be set for Unorganized Townships:

	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Unorganized Road and Bridge	\$46,000		\$46,000
Unorganized Fire Fund	\$41,850		\$41,850
Unorganized Cemetery	\$2,700		\$2,700

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 17th day of December 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December 2019

Jessica Seibert
County Administrator

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

ADOPTED December 17, 2019

By Commissioner: xx

20191217-0xx

Unorganized Road & Bridge Transfers

BE IT RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the Unorganized Road and Bridge account to the County Road and Bridge fund. Monies to be transferred form the individual accounts of the Unorganized Townships as given below. Purpose of this claim is to cover the expense of snowplowing and repairing of road in the Unorganized Townships with county equipment.

Unorg Township

52-22	\$6,997.50
45-24	\$8,900.45
47-24	\$7,602.10
52-24	\$43,835.41
50-25	\$4,439.52
52-25	\$10,827.54
50-26	\$900.00
48-27	\$7,821.06
49-27	\$9,429.10
50-27	\$11,366.60
51-27	\$2,520.00
52-27	\$29,295.12

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 17th day of December 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December 2019

Jessica Seibert
County Administrator

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

ADOPTED December 17, 2019

By Commissioner: xx

20191217-0xx

2019 Ditch Fund Budgets

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2019:

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Judicial Ditch 2	7-350	\$221		\$0
Co Ditch 5	7-353	\$0		\$363
Co Ditch 21	7-365	\$0		\$0
Co Ditch 24	7-351	\$0		\$270
Co Ditch 28	7-356	\$0		\$5768
Co Ditch 30	7-352	\$487		\$0
Co Ditch 34	7-357	\$0		\$2686
Co Ditch 36	7-358	\$0		\$0
Co Ditch 37	7-359	\$0		\$676
St Ditch 63	7-362	\$0		\$0
St Ditch 66	7-363	\$0		\$0
Co Ditch 2	7-367	\$0		\$995
Diversion Channel	7-373	\$0		\$0
Co Ditch 23	7-354	\$0		\$278
Co Ditch 25	7-355	\$0		\$0
Co Ditch 42	7-360	\$0		\$1050
Co Ditch 58	7-361	\$0		\$0
Co Ditch 20	7-364	\$0		\$0
Co Ditch 43	7-366	\$0		\$0
Co Ditch 29	7-371	\$0		\$0
Co Ditch 38	7-	\$0		\$0
Co Ditch 14	7-	\$0		\$463
Co Ditch 63	7-	\$0		\$440

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 17th day of December 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December 2019

Jessica Seibert
County Administrator

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

ADOPTED December 17, 2019

By Commissioner: xx

20191217-0xx

County Ditch and County Development Transfers

BE IT RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the ditch accounts to the County Road and Bridge fund. Monies to be transferred from the individual accounts of the ditch as given below. Purpose of this claim is to cover the expense of Assessment and Maintenance of ditches.

County Ditch 5	\$362.50
County Ditch 23	\$277.50
County Ditch 28	\$185.00
County Ditch 37	\$676.10
County Ditch 42	\$425.00
County Ditch 63	\$440.00

BE IT FURTHER RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the County Development Fund to the County Road and Bridge Fund to cover maintenance of the following County Ditches:

County Ditch 2	\$994.85
County Ditch 14	\$462.50
County Ditch 24	\$270.00
County Ditch 28	\$5583.25
County Ditch 34	\$2686.38
County Ditch 42	\$625.00
County Ditch 88	\$371.12

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 17th day of December 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December 2019

Jessica Seibert
County Administrator

By Commissioner: xx

20191217-xxx

2019 Reserve Funds

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following amounts be placed in Reserve Funds for fiscal year end 2019:

2019 Reserve Requests

Budget Amendments

Dept. 110 - Maintenance	Move \$10,000 from 6254 to 6231
Dept. 110 - Maintenance	Move \$2,000 from 6422 to 6610
Dept. 052 - Administration	Move \$9,000 from 6232 to 6208
Dept. 053 - Human Resources	Move \$5,000 from 6232 to 6208

Department	Current Reserve Balance	2019 Reserve Request	Purpose
Administration - Training/Education		\$ 9,000.00	LEAN Trainer Training
Attorney-Murder Trial	\$ 10,000.00	\$ -	Trial Expenses
Buildings - Capital	\$ 53,091.00	\$ 72,000.00	Capital Building Repairs
Central Services	\$ 30,878.34		Scanning
Central Services - Service/Labor/Contracts	\$ 9,610.00		RT Vision IFS Upgrade
Community Corrections		\$ 1,769.72	Baker Foundation donation
Court Administration - Attorney Services		\$ 20,000.00	Court-Appointed Attorneys
Court Administration - Office Equipment	\$ 4,840.62	\$ 5,000.00	Jury Seating/ Technology Equipment
Elections		\$ 41,297.00	Ballots & Programming
Elections-Voting Equipment	\$ 100,000.00	\$ 50,000.00	Election Equipment/Expenses
FBL Vehicle	\$ 17,500.00		Vehicle Replacement
Human Resources - Staff Development/Training		\$ 5,000.00	Staff Training
IT - Networking Equipment	\$ 13,005.09	\$ 40,000.00	Networking/Storage
IT - Staff Training	\$ 17,850.00	\$ 5,000.00	County-Wide Training
Maintenance - Equipment		\$ 4,900.00	Cleaning Equipment & Laptop
Maintenance - Service/Labor/Contracts	\$ 5,000.00	\$ 10,000.00	Facilities Planning & Service Contract
Sheriff - Canine Replacement	\$ 8,000.00		K-9 Replacement
Sheriff - Radios		\$ 18,000.00	Portable radios
Sheriff - STS		\$ 10,000.00	STS Van
Sheriff-Buildings & Structures	\$ 30,000.00	\$ 30,000.00	Future Capital Repairs
Sheriff-Enforcement	\$ 7,627.10	\$ 115,000.00	Squad Cars

Sheriff-Forfeiture	\$ 11,831.00	\$ 22,127.68	
Sheriff-Posse	\$ 4,754.34	\$ -	Equipment/Training
Sheriff-Snowmobile	\$ 4,000.00		Snowmobile
Sheriff-Technology	\$ 48,050.39	\$ -	Technology Equipment
Tourism Fund	\$ 1,000.00	\$ 1,000.00	Walleye Tank Project
Treasurer - Equipment	\$ 2,473.82	\$ 2,200.00	Scanner & Teller pedestals

GENERAL FUND TOTAL \$ 379,511.70 \$ 462,294.40

Health & Human Services

BLDG Account \$ 90,000.00 Building Renovations

GRAND TOTAL \$ 469,511.70 \$ 462,294.40

**Current reserve balances are requested to transfer to fiscal year 2020.

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 17th day of December 2019, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 17th day of December 2019

 Jessica Seibert
 County Administrator



Aitkin County Board of Commissioners

Agenda Request Form

6

Agenda Item #

Requested Meeting Date: December 17, 2019
Title of Item: Committee Reports

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested by: County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Bill Pratt
Aitkin Airport Commission	Monthly	1 st Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 rd Thursday	Wedel and Pratt
Aitkin County CARE Board	Monthly	3 rd Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 rd Wednesday	Wedel
Aitkin Economic Development Administration	Monthly	3 rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly	3 rd Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly	3 rd Wednesday	Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Quarterly	3 rd Thursday	Niemi, Alt. Westerlund
ATV Committee	As needed		Pratt and Westerlund
Big Sandy Lake Management Plan	Monthly	2 nd Wednesday	Pratt, Alt. Marcotte
Budget Committee	Most months	1 st Tuesday	Wedel and Westerlund
Development Achievement Center	Monthly	3 rd or 4 th Thurs.	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi, Alt. Pratt
Economic Development	Monthly	1 st Wednesday	Pratt and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Pratt
Extension	4x year	Monday	Westerlund, Alt. Marcotte
Facilities/Technology	As needed		Wedel and Marcotte
H&HS Advisory (Liaison)	Monthly except July	1 st Wednesday	Westerlund and Wedel
Historical Society (Liaison)	Monthly	4 th Wednesday	Wedel
HRA	Monthly	4 th Wednesday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Odd Months	4 th Monday	Pratt and Land Cmr Courtemanche
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 rd Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	Last Wednesday	Pratt
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	10x year	3 rd Monday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 th Friday	Marcotte, Alt. Pratt
MN Rural Caucus	8x year	Varies	Niemi, Alt. Pratt
Natural Resources Advisory Committee	8-10x year	2 nd Monday	Marcotte and Pratt
NE MN Office Job Training	As called		Niemi
Northeast MN ATP	Quarterly	Varies	Pratt and Engineer Welle, Niemi Alt.
Northeast MN ECB	5-6x year	4 th Thursday	Marcotte, Alt. Sheriff
Northeast Waste Advisory Committee	Quarterly	2 nd Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
Personnel/Insurance	As needed	2 nd Tuesday	Marcotte and Wedel
Planning Commission	Monthly	3 rd Monday	Westerlund
Rum 1W1P Policy Committee	Quarterly		Westerlund, Alt. Niemi
Snake River Watershed	Monthly	4 th Monday	Pratt
Sobriety Court	Bi-Monthly	3 rd Thursday	Wedel
Solid Waste Advisory	As needed		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: 12/17/2019

Title of Item: Closed Session - Security

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

Submitted by: Sheriff Dan Guida	Department: Sheriff's Office
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Presenter (Name and Title): Sheriff Dan Guida	Estimated Time Needed: 30 minutes
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Summary of Issue:

Closed Session under MN Statute 13D.05 - Enbridge Pipeline Security

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*