

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS August 11, 2020 – BOARD AGENDA

Government Center Board Room

The Governor of the State of Minnesota has issued Executive Order 20-01 Declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19. Based on these conditions, the Chair of the Aitkin County Board of Commissioners has determined that the requirements of Minnesota Statute 13D.021, Subd. (1) have been met and it is not practical or prudent for all members of the county board to meet in person. Therefore, on April 9th, 2020 the Aitkin County Board Chair signed a Determination related to COVID-19 part of which allows that the public, as well as some or all members of the County Board to join County board meetings remotely.

The public is invited to join the meeting remotely by phone call 1-415-655-0001, (access code):126 999 0092; (meeting password): 82233299

9:00 1) Bill Pratt, County Board Chair

A) Call to Order

B) Pledge of Allegiance

C) Board of Commissioners Meeting Procedure

D) Approval of Agenda

E) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.

Anyone, whether attending in person or virtually, wishing to speak during the public comment period should notify the County Administrator's office at 218-927-7276 option 7 no later than 2:30 P.M. on the Monday before the 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 July 29, 2020 to August 10, 2020

B) Approve July 28, 2020 County Board Minutes

C) Approve Electronic Funds Transfers

D) Approve Commissioner Vouchers

E) Approve Auditor's Vouchers – Property Tax Overpayment

F) Approve Auditor's Vouchers – Road & Bridge

G) Approve Manual Warrants/Voids/Corrections – Camping Refund (COVID)

H) Approve Manual Warrants/Voids/Corrections – Camping Refund (COVID), FSA, PEIP

I) Approve Manual Warrants/Voids/Corrections – Elan Paid 7/23/20

J) Approve Manual Warrants/Voids/Corrections – Camping Refund (COVID)

K) Approve Manual Warrants/Voids/Corrections – FSA Claims

L) Approve Manual Warrants/Voids/Corrections – Elan Paid 7/23/20 Allocated

M) Approve Manual Warrants/Voids/Corrections – LLCC Credit Card Fee's

N) Approve Primary and General Election Recount Agreements

O) Approve LLCC – Additional COVID Protections and Protocols

P) Adopt Resolution: County VSO Operational Enhancement Grant Program

- 9:03 3) Jessica Seibert – County Administrator**
A) Peter Alexander – Census Update
B) Approve Change Order
C) Organizational Agreement Options for Rum River 1W1P Policy Committee
- 9:38 4) Dan Guida – Sheriff**
A) 2021 Budget Presentation
- 10:00 5) John Welle – County Engineer**
A) Public Hearing – ADA Transition Plan for Public Rights of Way
B) Approve 2019 Annual Report
- 10:30 6) Rich Courtemanche – Land Commissioner**
A) Proposed 2021 – Land Dept. Budget
B) Collaborating with USDA – LCCMR – PNCML Grant Discussion
- 11:00 Break**
- 11:10 7) Jessica Seibert – County Administrator**
A) Administrator Updates
B) 2021 General Government Budget Presentation
C) Appropriations & Dues Discussion
D) CARES Act Fund Discussion
E) License Center Update
- 12:15 8) Committee Updates**
- 12:45 Adjourn**

2B

AITKIN COUNTY BOARD

July 28, 2020

The Aitkin County Board of Commissioners met this 28th day of July, 2020 at 9:01 a.m. at the Aitkin Government Center with the following members present: Commissioners J. Mark Wedel, Laurie Westerlund, Donald Niemi, Anne Marcotte, County Administrator Jessica Seibert, and Administrative Assistant Angie Sahr, Board Chair William Pratt absent.

Call to Order

Motion made by Commissioner Marcotte, seconded by Commissioner Wedel and carried, all voting yes to approve the July 14, 2020 amended agenda. Item 2P Approve Norseman Motorcycle Club Proposed EAW was removed and moved to item 2.5 and re-labeled Authorize Environmental Services Director to Sign EAW; Item 6D Approve Temporary Move of Jury Trials to Crow Wing County;

Approved Agenda

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
July 28, 2020**

**Health & Human
Services**

Attendance

The Aitkin County Board of Commissioners met this 28th day of July, 2020, at 9:05 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Commissioners J. Mark Wedel, Don Niemi, Anne Marcotte, and Laurie Westerlund. Others present included: H&HS Director Cynthia Bennett, Accounting Supervisor Carli Goble, Public Health Supervisor Erin Melz, County Administrator Jessica Seibert, and Assistant to the County Administrator Angie Sahr. AIK Community Health Board Administrator Maggie Rothstein, Riverwood Healthcare Center Chief Medical Officer David Taylor, and Riverwood Healthcare Center CEO Todd Sandberg who attended via video conference, and Jennifer Eisenbart, Aitkin Independent Age.

Agenda

Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members present voting yes to approve the July 28, 2020 Health & Human Services Board agenda.

Minutes

Motion by Commissioner Marcotte, seconded by Commissioner Wedel and carried, all members present voting yes to approve the June 23, 2020 Health and Human Services Board minutes.

Bills

Carli Goble, H&HS Accounting Supervisor noted that there were no irregular items in the bills this month.

Commissioner Marcotte inquired into how many people we were paying for that are in adult treatment centers?

Carli replied that we had four individuals in the DHS-MSOP program.

Motion by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members present voting yes to approve the bills.

Review/Approval of Contracts/Agreements/Appointments

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members present voting yes to approve the appointment of Jennifer Sheets, citizen of Commissioner District 2, to the Health & Human Services Advisory Committee.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members present voting yes to approve the appointment of Michelle Brodhead, citizen of Commissioner District 4, to the Health & Human Services Advisory Committee.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members present voting yes to approve the Delegation Agreement between Aitkin County and the Aitkin, Itasca, and Koochiching Community Health Board.

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

Directors Update

Cynthia began by stating that her update focused on COVID-19.

She mentioned that there is no question that everyone is tired of COVID-19 and all that has accompanied it, but we cannot abandon our resolve to beat this disease. We cannot ignore it, wish it away, or pretend it is not happening we grow tired of winter and it still happens we need to deal with it and COVID too. Managing this disease will take moxy, grit, and fortitude. We are nearly six months into this pandemic with no end in sight. It will take tireless work from scientists, business leaders, politicians, as well as each and every citizen to beat it. She stated the facts: American's are getting sick, Americans are dying, and Americans are experiencing a drastic change in how they live their lives.

Cynthia relayed that from a scientific standpoint there are, basically, five things we need to do to manage this pandemic.

1. Slow the spread.
2. Produce and distribute enough personal protective equipment (PPE) so that everyone is protected.
3. Enhance our capacity for testing and utilize all viable resources for testing.
4. Place a strong emphasis on contact tracing because we need to understand the patterns of it, how it progresses, and how it impacts various population.
5. Develop and distribute a safe vaccine.

Cynthia went on to mention that There are a lot of varied opinions out there regarding how to manage this disease and right now we need to rely on the people who are our content experts, that includes epidemiologists, statisticians, infectious disease Dr.'s and virologists. We also need to look to trusted sources for information, CDC, MDH, our local health care providers, and Public Health.

She suggested we put this into perspective, we are required to wear a seatbelt when driving, not text while driving, smoking is not allowed in public spaces and we need to dispose of our garbage in a specific manner. All behaviors to protect others and ourselves. We are not refusing to do these things, why we would refuse to do things like wearing a mask, social distancing, or limiting our time in a public space so we can help protect each other. She pointed out that we cover our cough and sneeze into our sleeve to stop the spread of germs and with COVID we are being asked to do something that is just a little more advanced in stopping the spread of germs. Cynthia then turned the update over to Erin who introduced our guest speaker.

COVID-19 Update, Erin Melz, Public Health Supervisor

Erin began by welcoming Dr. David Taylor to engage in a question and answer session regarding COVID-19.

Dr. Taylor began by giving an overview on the status of COVID-19 in Aitkin.

He said we have not had a serious surge in the state or in the county. It is a very contagious disease, more than the seasonal flu, but not as deadly as previous coronaviruses we have seen such as SARS. Coronavirus is a very common virus and actually is responsible for common colds and is the second most common cause of colds behind the rhinovirus. We have encountered this virus a lot, but this particular strain is new to the world.

They have discovered many treatments for the disease, but not a cure yet. The treatments have improved the survivability rate for the disease if people react strongly to the disease.

Erin began asking her questions.

1. Erin asked if masks are really effective in prevention, if they were unsanitary, or if there were any risks with wearing masks?

Dr. Taylor admitted being skeptical of wearing masks at first because of a 2015 British medical journal article related to the flu that stated masks caused increase infection. When they began looking, in the March-April time frame, at what to do about masking and whether it would help with COVID-19 they looked to different countries where masking is more prevalent and that seemed to help in areas such as Tokyo, where there is a denser population, to prevent the spread of the disease.

Masking itself is not dangerous to citizens in day to day activities. We have occupations where people wear more restrictive masks all day at work and they don't suffer any ill effects from it.

2. How does COVID-19 compare to infectiousness and severity with other common respiratory infections like the flu? Can we assume everyone will become infected at some point?

This is not a seasonal flu. There are other flus that have been as dangerous or have historically killed more people, such as the Spanish Flu. In 2019 the seasonal

flu killed 40-60,000 people, but that was over the whole course of a year. On April 1st we had seen around 5,000 deaths due to COVID-19 and by June 1st we had over 105,000 deaths, 100,000 people died in two months.

It is not the seasonal flu, but it also is not Ebola, where if you get it there is a very low risk of survival from it. It is more selective in how it affects underlying health issues and that is what makes it so dangerous.

The real issue, beyond the death toll, is how it bogs down the healthcare systems. If someone gets the seasonal flu and needs to be hospitalized from it, they usually, even in severe cases, only spend a few days in the hospital and possibly a couple of days in the ICU. A person who needs hospitalization from COVID-19 spends, on average 12-14 days in just the ICU, on top of the other days in a regular hospital room. By having patients in the ICU's for so long it causes those resources to not be available to others, without COVID-19, to not be able to use them. It is, however, very important to remember that even at 0.05% mortality rate we are talking about a death rate of 500-700,000 deaths in the US. Those are numbers we have not seen since WWII.

We are not sure about whether COVID-19 will infect everyone in some form at this time or not. The problem is we do not know enough about it yet. We don't know how long immunity lasts once you have contracted the disease and recovered. It could be 3-6 months and even then we don't know if it will just be a milder version of it or if it will be full blown COVID-19 again. The biggest thing we can hope for is a vaccine to be developed. But along with that we also don't know how the vaccine will work, whether it will be like a Polio vaccine and keep you from contracting the disease at all for as long as you live or if it will be like the seasonal flu vaccine that you have to get every year and still doesn't guarantee you will not get the disease, but that it will be a milder case if you do.

3. Will we help build our immunity if we don't wear a mask and is there anything we can do to raise our immunity to the disease?

It could be possible to build your immunity by not wearing a mask, but you are kind of playing a game of Russian roulette, in that you can't control how much of the disease you are exposed to at one time and that you don't know how your body will react to it. You could be risking hospitalization or even death if you do this.

The other part of immunity that we don't talk enough about is the things we can do to help us from possibly getting a more severe case of COVID-19 is things like eating well, Vitamin-D, getting well rested, and exercising can all help our bodies be prepared to fight the disease better.

4. What signs and symptoms are you seeing most frequently and how have they changed over time. Is this consistent around a region or a state and is Riverwood, specifically, seeing more people presenting with COVID-19 like symptoms?

At Riverwood, we are seeing an increase in numbers of people with symptoms but that he thinks that is due to a couple of other viruses that are out there right now, but he foresees having the same issues when the seasonal flu season arrives this fall.

The symptoms still include fever, shortness of breath, loss of smell, and loss of taste. We are now also seeing some diarrhea, cough, fatigue, and muscle aches presenting themselves.

5. What is positivity rate and why is this an important metric in monitoring COVID-19 activity?

If you did 10,000 test per day and always did 10,000 tests per day you could just go by the numbers, but since the testing rate has changed over time and continues to change you really need to go by what percentage of your total tests are you doing that turn positive. When a low number of tests are positive it means it's not really in your community or state. When the rate starts to increase it gives you a good idea that you are starting to see it more around in your communities and state.

6. What criteria is Riverwood using to consider testing individuals?

It has changed so much as we now have more access to tests than we did when this first started, but right now we will test anyone who has symptoms. It will be the sent out test that goes to another lab to do the testing, but they will get tested. There just are not enough of the rapid, 45 minutes to an hour, tests around. He wishes they could test everyone who wants one but they still do not have the testing kits available to do that.

7. We know that masking is not a replacement for social distancing, but if social distancing is recommended and works why do we also need to wear masks?

There are a couple of reasons. Social distancing is really an educated guess that comes from this idea that if you cough or sneeze that droplets are thrown out of your mouth. These droplets can only travel so far before gravity and air resistance force them to the ground, which is where the six feet came from. Now it is looking like this disease is more spread by aerosols, microscopic droplets, floating around in the air which makes the six feet distance not as effective as was initially thought. The best way to be really safe, of course, is to not interact with others, but that puts us back to sheltering in place and shuts the economy back down and we do not want to do that if we don't have to. So we have added the mask to lessen our chances of these microscopic droplets making it to us.

Commissioner Niemi thanked Dr. Taylor for taking time out of his busy schedule to attend today and asked about how COVID-19 deaths are reported and if the hospital receives more if it is reported as a COVID-19 death versus another cause of death?

Dr. Taylor responded that no they do not receive any more money than normal for a death that is related to COVID-19 compared to one that is not. The thing he had heard was that the insurance companies were not requiring patients to pay anything for COVID-19 related hospitalizations, that they were covering the bill 100%. The hospital gets the same amount either way it is just a matter of who is paying for it.

He added that he finds it very concerning that it is being reported that hospitals are over reporting COVID-19 deaths and that is most certainly not true and that the numbers may actually be under reported due to testing reliability and other factors.

Commissioner Wedel asked about what necessitates the use of a ventilator with COVID-19?

Dr. Taylor responded that it has a very unique effect on your lungs and affects the oxygenation throughout your systems. With COVID-19 he has seen patients with a 70-80% oxygen saturation (O2) rate, which is normally in the high 90's or 100%, that are up and walking around without feeling any effects from that when they should be light headed or feeling faint. But the lower O2 rates are causing damage to their bodies and lungs. The ventilator is a last resort to help the lungs get a rest and repair themselves by taking much of the load from them.

Commissioner Wedel followed up by asking about the supply of ventilators at Riverwood specifically.

Dr. Taylor said that Riverwood is sitting ok with ventilators for our size of hospital. We have two state of the art ventilators, much like you would find at HCMC or the Mayo and along with that they have many other basic ventilators to handle a worst case scenario for a little while until they were able to move people to a higher level of care facility.

Commissioner Marcotte said that she had heard a federal official state that if you die from something other than COVID-19 but test positive after death for it that you are marked as having died from the disease and wondered if this was true.

Dr. Taylor remarked that he rejects that idea, although admits he could be wrong, however he finds it very hard to believe, ethically, that any doctor would report the cause of death as anything other than the actual cause.

Quarter 2 2020 Fiscal Report, Carli Goble, H&HS Accounting Supervisor

Carli went through her financial report PowerPoint presentation.

Commissioner Marcotte inquired into the lower travel and insurance costs and was wondering if it was due to the video and telehealth visits we are now doing and if so if we would try to continue these practices post COVID-19?

Carli responded that most of that is due to waivers we were granted from DHS and that they will be in place until June 30, 2021. Inevitably it will be up to DHS if they allow us to continue those practices or if we will be required to meet face to face again. She also added that the numbers in that column are also so low as to the fact that we are not charged for our annual motor pool usage until the end of the year, so that will make it go up at that time.

Committee Reports

H&HS Advisory Board Update

There was no meeting but Commissioners Wedel and Westerlund inquired into whether we would be meeting again soon.

Cynthia remarked that we would be having another meeting on August 5, 2020 and

that we hoped to have it in the Board room.

CARE Board Update

Commissioner Westerlund said that they had met and went through their planning process with Beth Leif. She also mentioned that they were having a produce distribution on July 30th and gave Shawn Speed a pamphlet to be distributed via email to those who would benefit from it to get the word out.

Lakes and Pines Update

Commissioner Niemi mentioned that they did meet but he was having some trouble connecting to the meeting but they discussed their state audit and that if there was anything else he would brief the board at the next meeting.

The meeting was adjourned at 10:29 a.m.

Next Meeting – August 25, 2020

There was no Citizens' Public Comment

**Citizens' Public
Comment**

Consent Agenda

Motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members voting yes to approve the Consent Agenda as follows. A) Correspondence File July 14, 2020 to July 27, 2020; B) Approve July 14, 2020 County Board Minutes; C) Approve Electronic Funds Transfers \$904,595.29; D) Approve Commissioner Vouchers: General Fund \$96,190.97, Reserves Fund \$11,535.62, Road & Bridge \$41,755.46, Health & Human Services \$8,316.49, Debt Service \$163,282.51, State \$1,080.00, Trust \$6,349.80, Forest Development \$8,075.19, Capital Project \$3,300.00, Long Lake Conservation Center \$929.13, Parks \$6,414.13 for a total of \$347,229.30; E) Approve Auditor's Vouchers: General Fund \$133,510.00, Road & Bridge \$295,555.15, Agency \$62,694.00, for a total of \$491,759.15; F) Approve Auditor's Vouchers – Sales/Use Tax, Diesel Tax: General Fund \$312.24, Road & Bridge \$1,114.52, Trust \$1.61, Forest Development \$0.96, Parks \$465.01, for a total of \$1,894.34; G) Approve Auditor's Vouchers: Road & Bridge \$174,964.67; H) Approve Auditor's Vouchers: General Fund \$11,468.75; I) Approve Manual Warrants/Voids/Corrections – Mtg. Reg Tax, State Deed Tax: General Fund \$0.05, State \$3,562.65, for a total of \$3,562.70; J) Approve Manual Warrants/Voids/Corrections – Elan Paid 7/9/20: General Fund \$3,652.27; K) Approve Manual Warrants/Voids/Corrections – FSA Claims: General Fund \$517.19; L) Approve Manual Warrants/Voids/Corrections – Camping Refund (COVID), NNSF Partial Refunds (COVID), FSA Claims: General Fund \$376.75, Long Lake Conservation Center \$410.00, Parks \$100.00 for a total of \$886.75; M) Approve Manual Warrants/Voids/Corrections – Elan Paid 7/9/20: General Fund -\$1,509.37, Road & Bridge \$445.00, Health & Human Services \$677.92, Forest Development \$356.46, Long Lake Conservation Center \$29.99 for a total of \$0.00; N) Approve Manual Warrants/Voids/Corrections – Stop Pay Check: Taxes & Penalties \$158.00; O) Approve Manual Warrants/Voids/Corrections – NNSF Refunds (COVID), Registrations: Long Lake Conservation Center \$90.00; Q) Approve Guidelines & Procedures for MN Government Data Practices Act; R) Approve Highway Department Office Expansion/Renovation Update; S) Adopt Resolution: Final Contract Payment – Contract No. 20194; T) Adopt Resolution: COPS Hiring Grant Award; U) Adopt Resolution: Donation to Aitkin County Veteran Services;

AITKIN COUNTY BOARD

July 28, 2020

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution Final Contract Payment – Contract No. 20194.

**Resolution
#20200728-067
Final Contract
Payment –
Contract No.
20194**

WHEREAS, Contract No. 20194 has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Anderson Brothers Construction of Brainerd LLC in the amount of \$33,168.48.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution for COPS Hiring Grant Award.

**Resolution
#20200728-068
COPS Hiring
Grant Award**

WHEREAS, the U.S. Department of Justice has awarded Aitkin County COPS Hiring Grant funds in the amount of \$125,000.00 which will be used to hire one officer in the Aitkin County Sheriff's Office; and

WHEREAS, Aitkin County recognizes the \$116,245 match requirement for the COPS Hiring Grant and has secured the matching funds, therefore, be it

RESOLVED that the County Administrator be, and is hereby, authorized to sign documents related to the acceptance of the grand funds on behalf of Aitkin County.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution Donation to Aitkin County Veteran Services.

**Resolution
#20200728-069
Donation to Aitkin
County Veteran
Services**

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

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the county:

Dale E Wayrynen American Legion Auxiliary, McGregor MN. \$100.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Dale E Wayrynen American Legion Auxiliary, McGregor MN Aitkin County
Veteran Services

WHEREAS, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners finds that it is appropriate to accept the donations offered.

<p>Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members present voted to approve Authorize Environmental Services Director to sign the EAW.</p>	<p>Authorize Environmental Services Director to sign the EAW</p>
<p>Rich Courtemanche – Land Commissioner discussed with the Board Forfeited Tax Sale Apportionment.</p>	<p>Forfeited Tax Sale Apportionment</p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members present voted to approve Aitkin County CARES for Business Grants.</p>	<p>Aitkin County CARES for Business Grants</p>
<p>Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members present voted to approve Award Aitkin County Broadband Grants.</p>	<p>Award Aitkin County Broadband Grants</p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members present voted to approve Personnel Committee Recommendation - Recall LLCC Employees from Furlough/Layoff.</p>	<p>Recall LLCC Employees from Furlough/Layoff</p>
<p>Motion by Commissioner Marcotte, seconded by Commissioner Wedel and carried, all members present voted to approve Personnel Committee Recommendation - Authorize Hiring One 67 Day Temp Front Desk Attendant.</p>	<p>Authorize Hiring One 67 Day Front Desk Attendant</p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members present voted to approve Personnel Committee Recommendation - Authorize Four 67-day Temps for Sheriff's Office Extrication Team.</p>	<p>Authorize Hiring Four 67-day Temps for Sheriff's Office Extrication Team</p>
<p>Jessica Seibert, County Administrator updated the Board on the following:</p> <ul style="list-style-type: none"> • Census numbers down for Aitkin County • Furniture update in new building • Met with City Clerks about CARES Act funding • SHPO – Front courthouse steps • Budget meetings with staff • Pathways meeting • Inter-Agency meeting with courts • Technology for courts for video meetings • Policy Fellow's program • Building update 	<p>County Administrator Updates</p>
<p>Jessica Seibert, County Administrator discussed 2nd Quarter 2020 Budget Review and Coronavirus Relief Fund with the Board.</p>	
<p>Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members present voted to approve Temporary Move Jury Trials to Crow Wing County.</p>	<p>Temporary Move Jury Trials to Crow Wing County</p>

AITKIN COUNTY BOARD

July 28, 2020

The Board discussed: East Central Regional Library, Personnel Committee, Facilities Committee, Mississippi Headwaters Board, Mille Lacs Watershed, Planning Commission, HRA.

Motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members voting yes to close the meeting at 12:15 p.m. under MN Statute 13D.05 Subd.3(b) Attorney Client Privilege

Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to reopen the meeting at 12:26 p.m.

Motion by Commissioner Wedel seconded by Commissioner Wedel and carried, all members voting yes to adjourn the meeting at 12:26 p.m. until Tuesday, August 11, 2020 at the Aitkin County Government Center.

Board Discussion

Closed Meeting

Reopen Meeting

Adjourn

William Pratt, Board Chair
Aitkin County Board of Commissioners

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request



Requested Meeting Date: 8/11/2020

Title of Item: Electronic funds transfers

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input 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: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: Electronic funds transfers thru 08/03/2020		
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>		

ELECTRONIC FUNDS TRANSFER

Thru August 3,2020 Board Meeting August 11, 2020

Date	Amount	Reason
7/15/20	\$90.00	Manual Abstract
7/17/20	\$10.00	Manual Abstract
7/20/20	\$158.00	Manual Abstract
7/22/20	\$2,098.46	Manual Abstract
7/23/20	\$3,186.18	Manual Abstract
7/24/20	\$50,364.25	Commissioner Warrants
7/24/20	\$3,593.75	Auditor Warrants
7/24/20	\$3,891.56	Auditor Warrants
7/27/20	\$325.00	Manual Abstract
7/28/20	\$9,242.14	Commissioner Warrants
7/30/20	\$465.76	Manual Abstract
7/31/20	\$33,168.48	Auditor Warrants
7/31/20	\$2,245.75	Auditor Warrants
7/31/20	\$582,040.20	Payroll Abstract

\$690,879.53

20



WLC1
8/4/20 3:38PM

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
8/4/20 3:38PM
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	
0 DEPT			Undesignated		
999999000 Segar/Rich					
01-000-000-0000-2317		46.00	Application Refund	2020-006085	Unavailable Rev- P&Z Recording Fees N
999999000 Segar/Rich		46.00	1 Transactions		
0 DEPT Total:		46.00	Undesignated	1 Vendors	1 Transactions
1 DEPT			Commissioners		
86222 Aitkin Independent Age					
01-001-000-0000-6230		67.50	Synopsis 6/23/20	786370	Printing, Publishing & Adv N
86222 Aitkin Independent Age		67.50	1 Transactions		
15240 AT&T Mobility					
01-001-000-0000-6250		76.46	ipads/computer	287298817699	Telephone N
15240 AT&T Mobility		76.46	1 Transactions		
10200 Marcotte/Anne Marie					
01-001-000-0000-6330		910.80	Mileage Jan- June 2020		Transportation & Travel & Parking N
			01/02/2020 06/23/2020		
10200 Marcotte/Anne Marie		910.80	1 Transactions		
6097 Verizon Wireless					
01-001-000-0000-6250		35.01	Marcotte Mifi	9858035849	Telephone N
01-001-000-0000-6250		32.30	Wireless service- Wedel	9858084467	Telephone N
6097 Verizon Wireless		67.31	2 Transactions		
1 DEPT Total:		1,122.07	Commissioners	4 Vendors	5 Transactions
12 DEPT			Court Administration		
9007 Dotty/Melanie Rebecca					
01-012-000-0000-6232		427.05	01- JV- 20- 181		Attorney Services Y
9007 Dotty/Melanie Rebecca		427.05	1 Transactions		
9323 Jill Avery					
01-012-000-0000-6232		54.50	01- P4- 99- 194		Attorney Services Y
9323 Jill Avery		54.50	1 Transactions		
9046 Loffler Companies					

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WLC1
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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	
9046 Loffler Companies		Phone June 2020	00001085	Telephone	N
		26.40			
		26.40			
			1 Transactions		
12 DEPT Total:		507.95	Court Administration	3 Vendors	3 Transactions
40 DEPT			Auditor		
783 Canon Financial Services, Inc					
		20.36	FAX BOARD CONTRACT CHARGE	21642981	Services, Labor, Contracts
		86.28	COPIER CONTRACT	21655787	Services, Labor, Contracts
			07/20/2020 08/19/2020		
			2 Transactions		
783 Canon Financial Services, Inc		106.64			
5398 CDW Government, Inc					
		48.83	RSA Authentication Mgr Support	ZLQ315	Services, Labor, Contracts
		48.83			
			1 Transactions		
9046 Loffler Companies					
		31.68	Phone June 2020	00001085	Telephone
		26.40	Phone June 2020	00001085	License Center- Phone
		58.08			
			2 Transactions		
86235 The Office Shop Inc					
		9.59	RUBBERBANDS - #54 AND 117B	1082643-0	Office & Computer Supplies
		12.86	TAPE, MOISTENER	311783-0	Office & Computer Supplies
		22.45			
			2 Transactions		
40 DEPT Total:		236.00	Auditor	4 Vendors	7 Transactions
42 DEPT			Treasurer		
5398 CDW Government, Inc					
		48.83	RSA Authentication Mgr Support	ZLQ315	Services, Labor, Contracts
		48.83			
			1 Transactions		
9046 Loffler Companies					
		15.84	Phone June 2020	00001085	Telephone
		15.84			
			1 Transactions		

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1 General Fund

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
42 DEPT Total:		64.67	Treasurer	2 Vendors	2 Transactions
43 DEPT			Assessor		
5398 CDW Government, Inc 01-043-000-0000-6405		162.75	RSA Authentication Mgr Support	ZLQ315	Office, Film & Computer Supplies N
5398 CDW Government, Inc		162.75		1 Transactions	
9046 Loffler Companies 01-043-000-0000-6250		63.37	Phone June 2020	00001085	Telephone N
9046 Loffler Companies		63.37		1 Transactions	
86235 The Office Shop Inc 01-043-000-0000-6405		27.04	Envelopes	1082591-0	Office, Film & Computer Supplies N
86235 The Office Shop Inc		27.04		1 Transactions	
6097 Verizon Wireless 01-043-000-0000-6250		35.01	Wireless service	9857784862	Telephone N
6097 Verizon Wireless		35.01		1 Transactions	
43 DEPT Total:		288.17	Assessor	4 Vendors	4 Transactions
44 DEPT			Central Services		
783 Canon Financial Services, Inc 01-044-000-0000-6231		248.78	Copier Contract	21680568	Services, Labor, Contracts N
			07/01/2020 07/31/2020		
783 Canon Financial Services, Inc		248.78		1 Transactions	
88628 Dalco Enterprises, Inc. 01-044-920-0000-6800		69.99	Oxivir Wipes	3630187	COVID Related Expenditures N
01-044-920-0000-6800		594.32	Wipe kit buckets w/ refill	3630189	COVID Related Expenditures N
01-044-920-0000-6800		279.96	Oxivir Wipes	3630197	COVID Related Expenditures N
01-044-920-0000-6800		12.00	Microfiber Cleaning Cloth	3630228	COVID Related Expenditures N
88628 Dalco Enterprises, Inc.		956.27		4 Transactions	
9046 Loffler Companies 01-044-000-0000-6250		26.40	Phone June 2020- Soil & Water	00001085	Telephone N
9046 Loffler Companies		26.40		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	
		Amount			
3334 MCIT		110.00	EDP #1 - COVERAGE INCREASE	4223	Services, Labor, Contracts N
			05/06/2020 01/01/2021		
3334 MCIT		110.00	1 Transactions		
3336 Office Of MN. IT Services		1,300.00	WAN Services - June 2020	DV20060406	Services, Labor, Contracts N
		1,300.00	1 Transactions		
86235 The Office Shop Inc		23.25	Comm Corr - gloves, sanitizer	1080727- 2	COVID Related Expenditures N
		411.85	FABRIC PANEL- LICENSE CTR AREA	1082445- 1	COVID Related Expenditures N
86235 The Office Shop Inc		435.10	2 Transactions		
44 DEPT Total:		3,076.55	Central Services	6 Vendors	10 Transactions
49 DEPT			Information Technologies		
10452 AT&T Mobility		38.75	IPAD	X07252020	Programming, Services, Contracts N
		38.75	1 Transactions		
5398 CDW Government, Inc		227.85	RSA Authentication Mgr Support	ZLQ315	Programming, Services, Contracts N
		227.85	1 Transactions		
88880 Datacomm Computers & Networks Inc		254.00	APC RBC43 BATTERY CARTRIDGE	12958	Computer Supplies & Software N
		254.00	1 Transactions		
9046 Loffler Companies		31.68	Phone June 2020	00001085	Telephone N
		31.68	1 Transactions		
49 DEPT Total:		552.28	Information Technologies	4 Vendors	4 Transactions
52 DEPT			Administration		
5398 CDW Government, Inc		32.55	RSA Authentication Mgr Support	ZLQ315	Services, Labor, Contracts N

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Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
5398	CDW Government, Inc			32.55		1 Transactions		
9046	Loffler Companies							
	01-052-000-0000-6250			36.97	Phone June 2020	00001085	Telephone	N
9046	Loffler Companies			36.97		1 Transactions		
52	DEPT Total:			69.52	Administration	2 Vendors	2 Transactions	
53	DEPT				Human Resources			
86222	Aitkin Independent Age							
	01-053-000-0000-6230			60.00	Help wanted	779316	Printing, Publishing & Adv	N
					06/03/2020 06/06/2020			
	01-053-000-0000-6230			54.00	Help wanted	780593	Printing, Publishing & Adv	N
					06/10/2020 06/13/2020			
	01-053-000-0000-6230			63.00	Help wanted	781571	Printing, Publishing & Adv	N
					06/17/2020 06/20/2020			
	01-053-000-0000-6230			63.00	Help wanted	782693	Printing, Publishing & Adv	N
					06/24/2020 06/27/2020			
86222	Aitkin Independent Age			240.00		4 Transactions		
5398	CDW Government, Inc							
	01-053-000-0000-6231			32.55	RSA Authentication Mgr Support	ZLQ315	Services, Labor, Contracts	N
5398	CDW Government, Inc			32.55		1 Transactions		
9046	Loffler Companies							
	01-053-000-0000-6250			15.84	Phone June 2020	00001085	Telephone	N
9046	Loffler Companies			15.84		1 Transactions		
13412	Pemberton, Sorlie, Rufer & Kershner PLLI							
	01-053-000-0000-6232			55.00	County Law - June 2020	66	Attorney Services	Y
13412	Pemberton, Sorlie, Rufer & Kershner PLLI			55.00		1 Transactions		
53	DEPT Total:			343.39	Human Resources	4 Vendors	7 Transactions	
60	DEPT				Elections			
86222	Aitkin Independent Age							
	01-060-000-0000-6230			270.00	AD # 1061295 - PRIMARY BALLOT	1061295	Printing, Publishing & Adv	N
	01-060-000-0000-6230			251.25	AD# 1061272 - PRIMARY ELECTION	786371	Printing, Publishing & Adv	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	
86222 Aitkin Independent Age		AD #1061521 - PRIMARY BALLOT	786373	Printing, Publishing & Adv	N
		AD #1061523 - PRIMARY BALLOT	786374	Printing, Publishing & Adv	N
		4 Transactions			
1010 City Of Aitkin					
		SIDEWALK SIGNS, SANITIZER, PPE	07/30/20	Election Expenses - COVID Related	N
1010 City Of Aitkin		1 Transactions			
11051 Department of Human Services					
		JUNE 2020 MAILING SERVICES	A300IC01209I	Services, Labor, Contracts	N
11051 Department of Human Services		1 Transactions			
13129 SeaChange					
		PRIMARY BALLOTS AND FILES	33654	Ballots & Programming	N
		PRIMARY ABSENTEE BALLOTS	33697	Ballots & Programming	N
		PRIMARY TEST BALLOTS	33699	Ballots & Programming	N
		GATHER ORDER #SG- 1050	514518	Ballots & Programming	N
		GATHER ORDER #SG- 995 / FREIGHT	514518	Ballots & Programming	N
13129 SeaChange		5 Transactions			
86235 The Office Shop Inc					
		PAPER MATE FLAIR PENS	1082643- 1	Election Expenses - COVID Related	N
		PAPER	1082744- 0	Office & Computer Supplies	N
86235 The Office Shop Inc		2 Transactions			
60 DEPT Total:	16,633.14	Elections	5 Vendors	13 Transactions	
90 DEPT		Attorney			
89471 Aitkin Co 4- H Council					
		3 plat books		Office & Computer Supplies	N
89471 Aitkin Co 4- H Council		1 Transactions			
10452 AT&T Mobility					
		Cell phones	287287384077	Telephone	N
10452 AT&T Mobility		1 Transactions			
783 Canon Financial Services, Inc					
		Copier Contract	21680570	Office & Computer Supplies	N
		07/01/2020 07/31/2020			

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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	
783 Canon Financial Services, Inc		1 Transactions			
5398 CDW Government, Inc					
01- 090- 000- 0000- 6405	130.20	RSA Authentication Mgr Support	ZLQ315	Office & Computer Supplies	N
5398 CDW Government, Inc	130.20	1 Transactions			
9046 Loffler Companies					
01- 090- 000- 0000- 6250	68.65	Phone June 2020	00001085	Telephone	N
9046 Loffler Companies	68.65	1 Transactions			
9489 Redwood Toxicology Laboratory, Inc					
01- 090- 000- 0000- 6213	60.03	Testing for pretrial defendant	12289120206	Drug & Forfeiture Ms387.213	6
9489 Redwood Toxicology Laboratory, Inc	60.03	1 Transactions			
90 DEPT Total:	984.20	Attorney	6 Vendors	6 Transactions	
100 DEPT		Recorder			
9373 ESRI					
01- 100- 195- 0000- 6231	3,198.33	ArcGIS Maint	93865499	Services, Labor, Contracts- Land Reco	N
01- 100- 196- 0000- 6231	3,198.33	ArcGIS Maint	93865499	Services, Labor, Contracts- Recorder's	N
9373 ESRI	6,396.66	2 Transactions			
9046 Loffler Companies					
01- 100- 000- 0000- 6250	15.84	Phone June 2020	00001085	Telephone	N
9046 Loffler Companies	15.84	1 Transactions			
13613 PRIA					
01- 100- 000- 0000- 6240	60.00	Membership Dues		Dues	N
13613 PRIA	60.00	1 Transactions			
6101 West Central Indexing, Llc					
01- 100- 195- 0000- 6231	155.52	ICRS - May	1578	Services, Labor, Contracts- Land Reco	N
01- 100- 195- 0000- 6231	1.44	ICRS - June	1585	Services, Labor, Contracts- Land Reco	N
6101 West Central Indexing, Llc	156.96	2 Transactions			
100 DEPT Total:	6,629.46	Recorder	4 Vendors	6 Transactions	
110 DEPT		Courthouse Maintenance			

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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	
5398 CDW Government, Inc 01-110-000-0000-6231		RSA Authentication Mgr Support	ZLQ315	Services, Labor, Contracts	N
5398 CDW Government, Inc	48.83	1 Transactions			
88628 Dalco Enterprises, Inc. 01-110-000-0000-6422	115.50	XXL gloves	3630197	Janitorial Supplies	N
01-110-000-0000-6422	155.44	Easy Trap Duster	3630228	Janitorial Supplies	N
01-110-000-0000-6422	68.00	Mop Bucket	3630229	Janitorial Supplies	N
88628 Dalco Enterprises, Inc.	338.94	3 Transactions			
9046 Loffler Companies 01-110-000-0000-6250	10.56	Phone June 2020	00001085	Phone	N
9046 Loffler Companies	10.56	1 Transactions			
9692 Minnesota Energy Resources Corporation 01-110-000-0000-6254	611.07	Courthouse	0506823754	Utilities & Heating	N
9692 Minnesota Energy Resources Corporation	611.07	1 Transactions			
3950 Public Utilities 01-110-000-0000-6254	3,558.24	New Addition	0200000511001	Utilities & Heating	N
01-110-000-0000-6254	106.83	CH Building Coord	0200050109016	Utilities & Heating	N
01-110-000-0000-6254	129.05	Glarco	0200050186004	Utilities & Heating	N
01-110-000-0000-6254	29.37	Old County Garage	0200050202003	Utilities & Heating	N
01-110-000-0000-6254	34.26	Courthouse	0300000509007	Utilities & Heating	N
01-110-000-0000-6254	270.43	LA Tool	0300050188007	Utilities & Heating	N
3950 Public Utilities	4,128.18	6 Transactions			
110 DEPT Total:	5,137.58	Courthouse Maintenance	5 Vendors	12 Transactions	
120 DEPT		Service Officer			
5398 CDW Government, Inc 01-120-000-0000-6231	32.55	RSA Authentication Mgr Support	ZLQ315	Services, Labor, Contracts	N
5398 CDW Government, Inc	32.55	1 Transactions			
4641 Holiday Credit Office 01-120-000-0000-6511	41.27	Fuel - Vet Van - June 2020	1400000136034	Gas And Oil	N
4641 Holiday Credit Office	41.27	1 Transactions			
9046 Loffler Companies					

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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	
9046 Loffler Companies		Phone June 2020	00001085	Telephone	N
	15.84				
	15.84	1 Transactions			
6097 Verizon Wireless		Vet Van cell phone	9859138558	Telephone	N
	13.13	06/21/2020 07/20/2020			
	13.13	1 Transactions			
3518 Voyageur Press Of Mcgregor/The		1/4 pg Display ad 7/7/20	41347	Printing, Publishing & Adv	N
	100.00				
3518 Voyageur Press Of Mcgregor/The					
	100.00	1 Transactions			
120 DEPT Total:	202.79	Service Officer	5 Vendors	5 Transactions	
122 DEPT		Planning & Zoning			
111 Aitkin Co Soil & Water		2020 AQUATIC ISP AID		Invasive Species State Grant 477A.19	N
	135,621.50				
111 Aitkin Co Soil & Water					
	135,621.50	1 Transactions			
86222 Aitkin Independent Age		Notice of Hrg 7/20	784450	Printing, Publishing & Adv	N
	68.25				
86222 Aitkin Independent Age					
	68.25	1 Transactions			
783 Canon Financial Services, Inc		Copier Contract	21680567	Services, Labor, Contracts, Programm	N
	166.12	07/01/2020 07/31/2020			
	166.12	1 Transactions			
5398 CDW Government, Inc		RSA Authentication Mgr Support	ZLQ315	Services, Labor, Contracts, Programm	N
	113.93				
5398 CDW Government, Inc					
	113.93	1 Transactions			
13066 Hargrave/Bryan		7/20- 7/31 (10 days)		Services, Labor, Contracts, Programm	Y
	3,500.00				
	3,500.00	7/6- 7/17 (10 days)		Services, Labor, Contracts, Programm	Y
13066 Hargrave/Bryan					
	7,000.00	2 Transactions			
4641 Holiday Credit Office		Fuel - P&Z	1400000135321	Gas And Oil	N
	87.10				

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No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
4641 Holiday Credit Office		87.10	1 Transactions		
14832 Kulifaj / Stephen					
01-122-000-0000-6350		80.00	PC mtg/onsite - July	Per Diem	Y
01-122-000-0000-6350		90.00	PC mtg/onsite - June	Per Diem	Y
01-122-000-0000-6350		70.00	PC mtg/onsite - May	Per Diem	Y
01-122-038-0000-6330		71.30	onsite mileage - July	Boa/Pc Mileage	Y
01-122-038-0000-6330		51.77	onsite mileage - June	Boa/Pc Mileage	Y
01-122-038-0000-6330		29.90	onsite mileage - May	Boa/Pc Mileage	Y
14832 Kulifaj / Stephen		392.97	6 Transactions		
11990 Lange/David					
01-122-000-0000-6350		80.00	PC mtg/onsite - July	Per Diem	Y
01-122-038-0000-6330		125.93	onsite mileage - July	Boa/Pc Mileage	Y
11990 Lange/David		205.93	2 Transactions		
9046 Loffler Companies					
01-122-000-0000-6250		26.40	Phone June 2020	00001085 Telephone	N
9046 Loffler Companies		26.40	1 Transactions		
5516 Paquette/Jeremy M					
01-122-000-0000-6350		50.00	PC meeting 7/20	Per Diem	Y
5516 Paquette/Jeremy M		50.00	1 Transactions		
999999000 Segar/Rich					
01-122-000-0000-6820		650.00	Application Refund	2020-006085 Refunds & Reimbursements	N
999999000 Segar/Rich		650.00	1 Transactions		
13424 Sonnee/Dennise J					
01-122-000-0000-6350		80.00	PC meeting/onsite	Per Diem	Y
01-122-038-0000-6330		46.00	Mileage - July	Boa/Pc Mileage	Y
13424 Sonnee/Dennise J		126.00	2 Transactions		
86235 The Office Shop Inc					
01-122-000-0000-6405		94.13	labels, sealer, batteries	1082474-0 Office, Computer, Film, & Field Suppl	N
86235 The Office Shop Inc		94.13	1 Transactions		
122 DEPT Total:		144,602.33	Planning & Zoning	13 Vendors	21 Transactions

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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	
123	DEPT		Coroner			
9151	River Valley Forensic Services PA					
	01- 123- 000- 0000- 6231		June monthly services contract	1193	Coroner Fees	6
9151	River Valley Forensic Services PA		1 Transactions			
123	DEPT Total:		Coroner	1 Vendors	1 Transactions	
200	DEPT		Enforcement			
86359	Aitkin Co Attorney					
	01- 200- 039- 0000- 6425		1st Q Gun Permit Consultations		Gun Permit Expenses	N
	01- 200- 039- 0000- 6425		2nd Q Gun Permit Consultations		Gun Permit Expenses	N
86359	Aitkin Co Attorney		2 Transactions			
117	Aitkin County Sheriff					
	01- 200- 000- 0000- 6374		renew #217 tabs 329XZW	07/23/20	Auto & Trailer License	N
117	Aitkin County Sheriff		1 Transactions			
15239	AT&T Mobility					
	01- 200- 000- 0000- 6250		squad computers	287258495419	Telephone	N
15239	AT&T Mobility		1 Transactions			
1775	Galls LLC					
	01- 200- 201- 0000- 6610		disposable cuff cutters	016017092	Equipment	N
1775	Galls LLC		1 Transactions			
1777	Grand Rapids Veterinary Clinic					
	01- 200- 019- 0000- 6231		Nexgard 121#	302613	Services, Labor, Contracts	Y
1777	Grand Rapids Veterinary Clinic		1 Transactions			
2925	L & M Supply, Inc.					
	01- 200- 019- 0000- 6409		bisquits	9820738	Supplies	N
2925	L & M Supply, Inc.		1 Transactions			
9046	Loffler Companies					
	01- 200- 000- 0000- 6250		Phone June 2020	00001085	Telephone	N
9046	Loffler Companies		1 Transactions			
12553	MEYER'S SERVICE CENTER					
	01- 200- 000- 0000- 6302		a/c compressor, condenser #207	17333	Car Maintenance	N

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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
12553 MEYER'S SERVICE CENTER		1,716.54		1 Transactions	
84172 Riverwood Healthcare Center					
01-200-000-0000-6272		880.00	Pre-employ physical - deputy	70016043	Physical Examinations 6
84172 Riverwood Healthcare Center		880.00		1 Transactions	
13864 Sandberg/Kristi					
01-200-000-0000-6150		1,000.00	Health ins - Aug 2020		Health Insurance- Employer N
13864 Sandberg/Kristi		1,000.00		1 Transactions	
4681 Streichers					
01-200-201-0000-6610		1,719.99	tactical pouches	I1440232	Equipment N
01-200-201-0000-6610		792.00	tactical pouches stun gun	I1440342	Equipment N
01-200-201-0000-6610		176.00	duty helmet	I1440830	Equipment N
01-200-201-0000-6610		34.95	batons (5)	I1441589	Equipment N
4681 Streichers		2,722.94		4 Transactions	
13005 Tactical Solutions					
01-200-000-0000-6231		510.00	2020 Radar Certification	7988	Services & Labor (Incl Contracts) N
13005 Tactical Solutions		510.00		1 Transactions	
86235 The Office Shop Inc					
01-200-000-0000-6405		82.16	floor mat Sue, envelope, sciss	1083032-0	Office Supplies N
01-200-000-0000-6405		16.09	envelope, scissors	1083032-1	Office Supplies N
86235 The Office Shop Inc		98.25		2 Transactions	
13934 The Tire Barn					
01-200-000-0000-6302		61.69	oil change, rotate tires #210	53535	Car Maintenance N
01-200-000-0000-6302		765.65	4 tires, oil change #204	53668	Car Maintenance N
13934 The Tire Barn		827.34		2 Transactions	
11936 TJ Towing					
01-200-000-0000-6359		285.00	20-1775 forfeiture	39137	Wrecker Service N
11936 TJ Towing		285.00		1 Transactions	
9302 WEX Bank					
01-200-000-0000-6511		4,775.20	deputy gas	66503607	Gas And Oil N
9302 WEX Bank		4,775.20		1 Transactions	

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

WLC1
8/4/20 3:38PM
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
13848 WYATT'S TOWING					
01- 200- 000- 0000- 6359		220.00	20- 1728 forfeiture	07- 14- 20	Wrecker Service Y
01- 200- 000- 0000- 6359		205.00	20- 1770 forfeiture	07- 17- 20	Wrecker Service Y
13848 WYATT'S TOWING		425.00	2 Transactions		
200 DEPT Total:		16,912.11	Enforcement	17 Vendors	24 Transactions
202 DEPT			Boat & Water		
15239 AT&T Mobility					
01- 202- 000- 0000- 6250		32.98	#208 squad pc	287258495419	Telephone N
15239 AT&T Mobility		32.98	1 Transactions		
86467 Auto Value Aitkin					
01- 202- 000- 0000- 6302		31.98	Sheriff wiper blades B&W	40162245	B&W Maintenance N
86467 Auto Value Aitkin		31.98	1 Transactions		
3950 Public Utilities					
01- 202- 000- 0000- 6254		26.04	B & W	0200063119006	Utilities N
3950 Public Utilities		26.04	1 Transactions		
9302 WEX Bank					
01- 202- 000- 0000- 6511		787.22	B&W gas	66503607	Gas And Oil N
9302 WEX Bank		787.22	1 Transactions		
5171 Willey's Marine Inc					
01- 202- 000- 0000- 6302		1,520.97	replace gear case, water pump	52498	B&W Maintenance N
5171 Willey's Marine Inc		1,520.97	1 Transactions		
202 DEPT Total:		2,399.19	Boat & Water	5 Vendors	5 Transactions
252 DEPT			Corrections		
14005 American Tower Corporation					
01- 252- 000- 0000- 6231		356.44	Jacobson tower lease	407450005	Services & Labor (Incl Contracts) N
14005 American Tower Corporation		356.44	1 Transactions		
783 Canon Financial Services, Inc					
01- 252- 000- 0000- 6231		101.52	dispatch copier lease	21642982	Services & Labor (Incl Contracts) N

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
783	Canon Financial Services, Inc		101.52				
				1 Transactions			
5398	CDW Government, Inc						
	01-252-000-0000-6231		943.90	RSA Authentication Mgr Support	ZLQ315	Services & Labor (Incl Contracts)	N
5398	CDW Government, Inc		943.90				
				1 Transactions			
9262	CM Squared Embroidery						
	01-252-000-0000-6410		265.00	employee clothing	192	Clothing Allowance	Y
9262	CM Squared Embroidery		265.00				
				1 Transactions			
1775	Galls LLC						
	01-252-000-0000-6410		33.47	2 inch duty belt	016003559	Clothing Allowance	N
	01-252-000-0000-6410		430.40	3 shirts, 3 pants Hines	016049407	Clothing Allowance	N
1775	Galls LLC		463.87				
				2 Transactions			
1829	Goble's Sewer Service Inc.						
	01-252-000-0000-6231		525.00	20- 1634 jet holding cell lines	18536	Services & Labor (Incl Contracts)	N
1829	Goble's Sewer Service Inc.		525.00				
				1 Transactions			
9046	Loffler Companies						
	01-252-000-0000-6250		73.93	Phone June 2020	00001085	Telephone	N
9046	Loffler Companies		73.93				
				1 Transactions			
3160	Mille Lacs Energy Coop- Albert Lea						
	01-252-000-0000-6254		353.82	shelter tower	34- 54- 015- 01	Utilities & Heating	N
3160	Mille Lacs Energy Coop- Albert Lea		353.82				
				1 Transactions			
9692	Minnesota Energy Resources Corporation						
	01-252-000-0000-6254		983.06	Jail/STS	505221458	Utilities & Heating	N
9692	Minnesota Energy Resources Corporation		983.06				
				1 Transactions			
3712	Office Depot						
	01-252-000-0000-6405		64.51	booking toner	104442735001	Office & Computer Supplies	N
3712	Office Depot		64.51				
				1 Transactions			
3789	Pan-O-Gold Baking Company						
	01-252-000-0000-6418		55.72	groceries	10002420198010	Groceries	N
	01-252-000-0000-6418		49.82	groceries	10002420205007	Groceries	N

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No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3789 Pan- O- Gold Baking Company		2 Transactions			
11947 Phoenix Supply					
01- 252- 000- 0000- 6424	375.63	toothpaste, shamp, san napkins	20514	Inmate Supplies	N
11947 Phoenix Supply	375.63	1 Transactions			
3950 Public Utilities					
01- 252- 000- 0000- 6254	48.69	Sheriff Emerg Storage	0200000507004	Utilities & Heating	N
01- 252- 000- 0000- 6254	9,084.00	New Jail 2	0300000511002	Utilities & Heating	N
01- 252- 000- 0000- 6254	734.78	New Jail	0300000512016	Utilities & Heating	N
3950 Public Utilities	9,867.47	3 Transactions			
9295 Reinhart Foodservice					
01- 252- 000- 0000- 6418	1,259.07	groceries	302613	Groceries	Y
01- 252- 000- 0000- 6418	995.76	groceries	309406	Groceries	Y
9295 Reinhart Foodservice	2,254.83	2 Transactions			
9499 Reliance Telephone Systems, Inc					
01- 252- 252- 0000- 6406	1,000.00	phone cards	D- 24807	Phone Card Prisoner Welfare	N
9499 Reliance Telephone Systems, Inc	1,000.00	1 Transactions			
9302 WEX Bank					
01- 252- 000- 0000- 6330	196.71	transport gas	66503607	Prisoner Transportation & Travel	N
9302 WEX Bank	196.71	1 Transactions			
252 DEPT Total:	17,931.23	Corrections	16 Vendors	21 Transactions	
253 DEPT		Sentence to Serve			
15239 AT&T Mobility					
01- 253- 000- 0000- 6250	32.98	STS air card	287258495419	Telephone	N
15239 AT&T Mobility	32.98	1 Transactions			
1430 Dotzler Power Equipment					
01- 253- 000- 0000- 6405	71.40	Husq 5 gal mix, 16" cover	15859	Operating Supplies	N
1430 Dotzler Power Equipment	71.40	1 Transactions			
9046 Loffler Companies					
01- 253- 000- 0000- 6250	5.28	Phone June 2020	00001085	Telephone	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	
9046 Loffler Companies		5.28	1 Transactions		
253 DEPT Total:		109.66	Sentence to Serve	3 Vendors	3 Transactions
255 DEPT			General Crime Victim Grant		
9046 Loffler Companies					
01- 255- 000- 0000- 6250		5.28	Phone June 2020	00001085	Telephone N
9046 Loffler Companies		5.28	1 Transactions		
255 DEPT Total:		5.28	General Crime Victim Grant	1 Vendors	1 Transactions
257 DEPT			Community Corrections		
783 Canon Financial Services, Inc					
01- 257- 000- 0000- 6342		140.67	Copier Contract	21680573	Office Equipment Rental/Contracts N
			07/20/2020 08/19/2020		
783 Canon Financial Services, Inc		140.67	1 Transactions		
5398 CDW Government, Inc					
01- 257- 000- 0000- 6249		130.20	RSA Authentication Mgr Support	ZLQ315	Software License Fees N
5398 CDW Government, Inc		130.20	1 Transactions		
9046 Loffler Companies					
01- 257- 000- 0000- 6220		52.81	Phone June 2020	00001085	Telephone N
9046 Loffler Companies		52.81	1 Transactions		
14088 Patras/Michael R.					
01- 257- 258- 0000- 6302		57.69	Brake pads for sobriety court		Car Maintenance N
14088 Patras/Michael R.		57.69	1 Transactions		
9489 Redwood Toxicology Laboratory, Inc					
01- 257- 267- 0000- 6274		140.02	Urinalysis Testing	02239920206	Drug Testing Fee 6
9489 Redwood Toxicology Laboratory, Inc		140.02	1 Transactions		
257 DEPT Total:		521.39	Community Corrections	5 Vendors	5 Transactions
390 DEPT			Environmental Health (FBL)		
4641 Holiday Credit Office					
01- 390- 000- 0000- 6511		62.76	Fuel - FBL	1400000135321	Gas And Oil N

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1 General Fund

Vendor Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
4641 Holiday Credit Office			62.76				
				1 Transactions			
9046 Loffler Companies							
01- 390- 000- 0000- 6250			26.40	Phone June 2020	00001085	Telephone	N
9046 Loffler Companies			26.40				
				1 Transactions			
390 DEPT Total:			89.16	Environmental Health (FBL)	2 Vendors	2 Transactions	
391 DEPT				Solid Waste			
2763 Countryside Sanitation							
01- 391- 060- 0000- 6360			1,357.00	Monthly Recycling		Recycling Contract	Y
				06/01/2020 06/30/2020			
2763 Countryside Sanitation			1,357.00		1 Transactions		
9046 Loffler Companies							
01- 391- 000- 0000- 6250			10.56	Phone June 2020	00001085	Telephone	N
9046 Loffler Companies			10.56		1 Transactions		
3503 Neff/Terry B.							
01- 391- 000- 0000- 6511			30.40	Mileage 7/9/20		Gas And Oil	N
3503 Neff/Terry B.			30.40		1 Transactions		
6097 Verizon Wireless							
01- 391- 000- 0000- 6250			48.16	Neff cell phone	9857851759	Telephone	N
				06/03/2020 07/02/2020			
6097 Verizon Wireless			48.16		1 Transactions		
391 DEPT Total:			1,446.12	Solid Waste	4 Vendors	4 Transactions	
392 DEPT				Water Wells			
2353 Idexx Laboratories, Inc							
01- 392- 000- 0000- 6405			175.80	Vessels w/st and sb 200pk	3068153971	Office & Film Supplies	N
2353 Idexx Laboratories, Inc			175.80		1 Transactions		
12169 NBS Calibrations							
01- 392- 000- 0000- 6231			194.00	Service/Calibrate scale	121218	Services, Labor, Contracts	N
12169 NBS Calibrations			194.00		1 Transactions		

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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	
392 DEPT Total:		Water Wells	2 Vendors	2 Transactions	
500 DEPT		Library And Historical Society			
1495 East Central Regional Library		ECRL - 2nd half of 2020 Appr	2020-01	Library Appropriations	N
01-500-500-0000-6801	118,349.00				
1495 East Central Regional Library	118,349.00		1 Transactions		
500 DEPT Total:	118,349.00	Library And Historical Society	1 Vendors	1 Transactions	
601 DEPT		Extension			
9046 Loffler Companies		Phone June 2020	00001085	Telephone	N
01-601-000-0000-6250	5.28				
9046 Loffler Companies	5.28		1 Transactions		
601 DEPT Total:	5.28	Extension	1 Vendors	1 Transactions	
700 DEPT		Promotion,AEOA Tran,Airport,RC&D,Tot			
10337 Mille Lacs Driftskippers		Aitkin Co Tourism Grant	193	Tourism Miscellaneous	N
01-700-909-0000-6800	1,000.00				
10337 Mille Lacs Driftskippers	1,000.00		1 Transactions		
700 DEPT Total:	1,000.00	Promotion,AEOA Tran,Airport,RC&D,T	1 Vendors	1 Transactions	
711 DEPT		Economic Development			
5398 CDW Government, Inc		RSA Authentication Mgr Support	ZLQ315	Office & Computer Supplies	N
01-711-000-0000-6405	16.28				
5398 CDW Government, Inc	16.28		1 Transactions		
9046 Loffler Companies		Phone June 2020	00001085	Telephone	N
01-711-000-0000-6250	5.28				
9046 Loffler Companies	5.28		1 Transactions		
711 DEPT Total:	21.56	Economic Development	2 Vendors	2 Transactions	
1 Fund Total:	339,905.88	General Fund		181 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
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3 Road & Bridge

Vendor No.	Vendor Name	Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
0	DEPT				Undesignated			
9316	BOWDEN/JEFF	03-000-000-0000-5855		30.00	E-911 SIGN REFUND DUPLICATE		Charges- Individuals	N
9316	BOWDEN/JEFF			30.00	1 Transactions			
15139	DEGERSTROM/JEFFREY	03-000-000-0000-5857		500.00	DEPOSIT REFUND		Culverts	N
15139	DEGERSTROM/JEFFREY			500.00	1 Transactions			
9318	OLSON/TERRILEE	03-000-000-0000-5855		30.00	E-911 SIGN REFUND		Charges- Individuals	N
9318	OLSON/TERRILEE			30.00	1 Transactions			
0	DEPT Total:			560.00	Undesignated	3 Vendors	3 Transactions	
301	DEPT				R&B Administration			
86222	Aitkin Independent Age	03-301-000-0000-6241		67.14	ADA TRANSITION PUBLIC NOTICE	1062846	Fees/Prof/Misc	N
86222	Aitkin Independent Age			67.14	1 Transactions			
783	Canon Financial Services, Inc	03-301-000-0000-6300		162.82	CONTRACT CHARGE	21680564	Service Contracts	N
783	Canon Financial Services, Inc			162.82	1 Transactions			
10855	Culligan	03-301-000-0000-6400		44.40	WATER	506506	Supplies And Materials	N
10855	Culligan			44.40	1 Transactions			
86235	The Office Shop Inc	03-301-000-0000-6400		21.14	OFFICE SUPPLIES	1082825-0	Supplies And Materials	N
86235	The Office Shop Inc			21.14	1 Transactions			
301	DEPT Total:			295.50	R&B Administration	4 Vendors	4 Transactions	
302	DEPT				R&B Engineering/Construction			
9139	BABCOCK/DAVID	03-302-000-0000-6411		145.00	WORK BOOT REIMBURSEMENT		Safety Footwear	N

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WLC1
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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	
9139 BABCOCK/DAVID		1 Transactions			
1818 Glen's Sign Dezine					
03- 302- 000- 0000- 6449	50.00	30X30 PROJECT SIGN		Rd/Br Engr. Supplies	Y
1818 Glen's Sign Dezine	50.00	1 Transactions			
302 DEPT Total:	195.00	R&B Engineering/Construction	2 Vendors	2 Transactions	
303 DEPT		R&B Highway Maintenance			
195 Aitkin Tire Shop					
03- 303- 000- 0000- 6590	45.00	TIRE REPAIR	0- 060008	Repair & Maintenance Supplies	Y
195 Aitkin Tire Shop	45.00	1 Transactions			
10452 AT&T Mobility					
03- 303- 000- 0000- 6254	32.98	PAUL'S IPAD SERVICE	287266104878X0	Utilities	N
10452 AT&T Mobility	32.98	1 Transactions			
86467 Auto Value Aitkin					
03- 303- 000- 0000- 6590	32.98	REPAIR PARTS	40161723	Repair & Maintenance Supplies	N
03- 303- 000- 0000- 6590	15.99	REPAIR PARTS	40161810	Repair & Maintenance Supplies	N
03- 303- 000- 0000- 6298	89.82	AITKIN SHOP SUPPLIES	40162079	Shop Maintenance	N
03- 303- 000- 0000- 6590	64.44	FILTERS	40162079	Repair & Maintenance Supplies	N
03- 303- 000- 0000- 6590	60.68	FILTERS	40162166	Repair & Maintenance Supplies	N
86467 Auto Value Aitkin	231.93	5 Transactions			
14052 Best Oil Company					
03- 303- 000- 0000- 6513	1,255.81	PALISADE DIESEL	22604	Motor Fuel & Lubricants	N
14052 Best Oil Company	1,255.81	1 Transactions			
8175 Centurylink					
03- 303- 000- 0000- 6254	33.30	FAX: HWY OFFICE	JUL/AUG	Utilities	N
8175 Centurylink	33.30	1 Transactions			
163 Charter Communications					
03- 303- 000- 0000- 6254	140.76	PHONE: HWY OFFICE	0- 022823071920	Utilities	N
163 Charter Communications	140.76	1 Transactions			
14887 Cintas Corporation					
03- 303- 000- 0000- 6298	262.27	SHOP LAUNDRY	4056928941	Shop Maintenance	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	
14887	Cintas Corporation					
		262.27		1 Transactions		
176	City Of Palisade					
	03- 303- 000- 0000- 6825	4,224.73	2020- 2021 MUNICIPAL MAINT		Maintenance Agreements	N
176	City Of Palisade			1 Transactions		
1115	Contech Engineered Solutions					
	03- 303- 000- 0000- 6515	205.44	12" BAND	20978639	Culverts	N
	03- 303- 000- 0000- 6515	66.03	18" BAND	20978639	Culverts	N
	03- 303- 000- 0000- 6515	1,628.01	36" ANNULAR CULVERT	20978639	Culverts	N
	03- 303- 000- 0000- 6515	4,194.75	15" ANNULAR CULVERT	20978639	Culverts	N
	03- 303- 000- 0000- 6515	623.66	15" BAND	20978639	Culverts	N
	03- 303- 000- 0000- 6515	4,067.71	12" ANNULAR CULVERT	20978639	Culverts	N
	03- 303- 000- 0000- 6515	73.37	36" BAND	20978639	Culverts	N
	03- 303- 000- 0000- 6515	2,879.31	24" ANNULAR CULVERT	20978639	Culverts	N
	03- 303- 000- 0000- 6515	1,369.74	18" ANNULAR CULVERT	20978639	Culverts	N
	03- 303- 000- 0000- 6515	125.78	24" BAND	20978639	Culverts	N
1115	Contech Engineered Solutions	15,233.80		10 Transactions		
1430	Dotzler Power Equipment					
	03- 303- 000- 0000- 6298	13.95	MCGREGOR SHOP SUPPLIES	16052	Shop Maintenance	N
1430	Dotzler Power Equipment			1 Transactions		
8622	Frontier					
	03- 303- 000- 0000- 6254	71.79	JACOBSON	218- 752- 6591	Utilities	N
	03- 303- 000- 0000- 6254	71.79	MCGREGOR	218- 768- 4481	Utilities	N
	03- 303- 000- 0000- 6254	71.79	PALISADE	218- 845- 2607	Utilities	N
	03- 303- 000- 0000- 6254	91.79	MCGRATH	320- 592- 3580	Utilities	N
8622	Frontier	307.16		4 Transactions		
1818	Glen's Sign Dezine					
	03- 303- 000- 0000- 6516	320.00	E- 911 SIGNING		Signs & Posts	Y
	03- 303- 000- 0000- 6590	62.00	TRUCK LETTERING		Repair & Maintenance Supplies	Y
1818	Glen's Sign Dezine	382.00		2 Transactions		
12190	ITS, Inc					
	03- 303- 000- 0000- 6516	150.00	TRAFFIC CONTROL- 81 CHIP SEAL	9613	Signs & Posts	N
12190	ITS, Inc	150.00		1 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	
8101 Kris Engineering Inc		REPAIR PARTS	33641	Repair & Maintenance Supplies	N
8101 Kris Engineering Inc			1 Transactions		
91187 Lake Country Power		JUN/JUL JACOBSON	1400073000	Utilities	N
03-303-000-0000-6254	85.82				
03-303-000-0000-6254	91.03	JUN/JUL SWATARA	140946401	Utilities	N
03-303-000-0000-6254	56.83	JUN/JUL CSAH 14	141979801	Utilities	N
03-303-000-0000-6254	49.62	JUN/JUL CSAH 6	141979901	Utilities	N
03-303-000-0000-6254	49.00	JUN/JUL CSAH 6	143093502	Utilities	N
91187 Lake Country Power	332.30		5 Transactions		
7899 Locators & Supplies, Inc		AITKIN SHOP SUPPLIES	0286218- IN	Shop Maintenance	N
03-303-000-0000-6298	536.71				
7899 Locators & Supplies, Inc	536.71		1 Transactions		
9046 Loffler Companies		Phone June 2020	00001085	Utilities	N
03-303-000-0000-6254	95.05				
9046 Loffler Companies	95.05		1 Transactions		
9179 NORTH CENTRAL INTERNATIONAL, LLC		AITKIN SHOP SUPPLIES	846667	Shop Maintenance	N
03-303-000-0000-6298	89.95				
9179 NORTH CENTRAL INTERNATIONAL, LLC	89.95		1 Transactions		
10720 Nuss Truck Group Inc		FILTERS	6129686P	Repair & Maintenance Supplies	N
03-303-000-0000-6590	638.98				
10720 Nuss Truck Group Inc	638.98		1 Transactions		
10412 O'Reilly Auto Parts		AITKIN SHOP SUPPLIES	1878-461390	Shop Maintenance	N
03-303-000-0000-6298	47.76				
10412 O'Reilly Auto Parts	47.76		1 Transactions		
3950 Public Utilities		HWY 210 W & CR 28	02-00059455-00	Utilities	N
03-303-000-0000-6254	32.04				
03-303-000-0000-6254	86.40	AITKIN SHOP WATER	02-00063335-00	Utilities	N
03-303-000-0000-6254	40.73	HWY 210/169 E & CR 12	02-00063388-00	Utilities	N
03-303-000-0000-6254	40.65	HWY 47 & CR 12	02-00064092-00	Utilities	N
3950 Public Utilities	199.82		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	
9273	Reichert Enterprises, Inc					
	03- 303- 000- 0000- 6590		REPAIR LABOR	107111	Repair & Maintenance Supplies	Y
	03- 303- 000- 0000- 6590	732.50	REPAIR PARTS	107111	Repair & Maintenance Supplies	Y
	03- 303- 000- 0000- 6590	2,338.10	REPAIR PARTS	107142	Repair & Maintenance Supplies	N
		93.91				
9273	Reichert Enterprises, Inc	3,164.51				
			3 Transactions			
8208	Royal Tire, Inc					
	03- 303- 000- 0000- 6590	2,173.08	TIRE	317- 41645	Repair & Maintenance Supplies	N
8208	Royal Tire, Inc	2,173.08				
			1 Transactions			
90805	Temco					
	03- 303- 000- 0000- 6590	71.39	REPAIR PARTS	25099	Repair & Maintenance Supplies	Y
	03- 303- 000- 0000- 6590	110.00	REPAIR LABOR	25099	Repair & Maintenance Supplies	Y
90805	Temco	181.39				
			2 Transactions			
12788	Timmer Implement of Aitkin					
	03- 303- 000- 0000- 6590	190.00	REPAIR PARTS	IA18062	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590	69.00	REPAIR PARTS	IA18120	Repair & Maintenance Supplies	N
12788	Timmer Implement of Aitkin	259.00				
			2 Transactions			
12125	Titan Machinery					
	03- 303- 000- 0000- 6590	103.51	REPAIR PARTS	14251310 GP	Repair & Maintenance Supplies	N
12125	Titan Machinery	103.51				
			1 Transactions			
8605	Wayne's Sanitation Llc					
	03- 303- 000- 0000- 6254	52.53	GARBAGE: MCGRATH	306665	Utilities	N
8605	Wayne's Sanitation Llc	52.53				
			1 Transactions			
9642	WEX BANK					
	03- 303- 000- 0000- 6513	138.88	REBATE MISTAKE	6/8- 7/7/20	Motor Fuel & Lubricants	N
	03- 303- 000- 0000- 6513	3,789.73	GASOLINE	6/8- 7/7/20	Motor Fuel & Lubricants	N
9642	WEX BANK	3,928.61				
			2 Transactions			
303	DEPT Total:	36,014.25	R&B Highway Maintenance	28 Vendors	57 Transactions	
307	DEPT		R&B Capital Infrastructure			
8694	Department of Transportation					
	03- 307- 000- 0000- 6260	14.39	TRAVEL EXPENSE	P00011808	Professional Services	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
8/4/20 3:38PM
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	
8694	Department of Transportation		14.39		1 Transactions		
307	DEPT Total:		14.39	R&B Capital Infrastructure	1 Vendors		1 Transactions
308	DEPT			R&B Equipment & Facilities			
14944	McCoy Construction & Forestry, Inc 03- 308- 000- 0000- 6600		221,120.00	670G JD GRADER	1993455	Capital Outlay- Facilities	N
14944	McCoy Construction & Forestry, Inc		221,120.00		1 Transactions		
5128	Widseth Smith & Nolting Inc 03- 308- 000- 0000- 6600		7,920.00	ACHD REMODEL- DESIGN DEVELOPMEN	205960	Capital Outlay- Facilities	N
5128	Widseth Smith & Nolting Inc		7,920.00		1 Transactions		
308	DEPT Total:		229,040.00	R&B Equipment & Facilities	2 Vendors		2 Transactions
3	Fund Total:		266,119.14	Road & Bridge			69 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
8/4/20 3:38PM
5 Health & Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
257	DEPT			Community Corrections			
	3950 Public Utilities						
	05-257-000-0000-6254		296.87	Electric Bill	03-00000513-03	Utilities- Gas and Electric	N
				06/16/2020 07/16/2020			
	3950 Public Utilities		296.87		1 Transactions		
	9091 The Sherwin- Williams Company						
	05-257-000-0000-6605		13.95	Gray Paint	3917-5	Building & Structure Related Expendi	N
				07/16/2020			
	9091 The Sherwin- Williams Company		13.95		1 Transactions		
257	DEPT Total:		310.82	Community Corrections	2 Vendors	2 Transactions	
400	DEPT			Public Health Department			
	783 Canon Financial Services, Inc						
	05-400-440-0410-6301		23.97	PH Contract Charge- July '20	21680572	Equipment Lease/Space Rental	N
				07/01/2020 07/31/2020			
	783 Canon Financial Services, Inc		23.97		1 Transactions		
	5398 CDW Government, Inc						
	05-400-440-0410-6239		146.48	RSA Authentication Mgr Support	ZLQ315	Software Fees/License Fees	N
	05-400-440-0410-6239		13.02	RSA Authentication Mgr Support	ZLQ315	Software Fees/License Fees	N
	5398 CDW Government, Inc		159.50		2 Transactions		
	9046 Loffler Companies						
	05-400-440-0410-6250		10.14	Phone June 2020	00001085	Telephone	N
	05-400-440-0410-6250		2.53	Phone June 2020	00001085	Telephone	N
	05-400-440-0410-6250		63.37	Phone June 2020	00001085	Telephone	N
	9046 Loffler Companies		76.04		3 Transactions		
	3950 Public Utilities						
	05-400-440-0410-6254		377.82	Electric Bill	03-00000513-03	Utilities- Gas and Electric	N
				06/16/2020 07/16/2020			
	3950 Public Utilities		377.82		1 Transactions		
	9091 The Sherwin- Williams Company						
	05-400-440-0410-6605		17.75	Gray Paint	3917-5	Building & Structure Related Expendi	N
				07/16/2020			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
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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	
9091 The Sherwin- Williams Company		17.75	1 Transactions		
400 DEPT Total:		655.08	Public Health Department	5 Vendors	8 Transactions
420 DEPT			Income Maintenance		
5398 CDW Government, Inc					
05- 420- 600- 4800- 6239		81.38	RSA Authentication Mgr Support	ZLQ315	Software Fees/License Fees N
05- 420- 600- 4800- 6239		26.86	RSA Authentication Mgr Support	ZLQ315	Software Fees/License Fees N
05- 420- 640- 4800- 6239		65.10	RSA Authentication Mgr Support	ZLQ315	Software Fees/License Fees N
5398 CDW Government, Inc		173.34	3 Transactions		
11051 Department of Human Services					
05- 420- 610- 4100- 6011		18.75	MAXIS MFIP RECOV STATE	A300MX01208I	County Share- Afdc/Mfip N
			06/01/2020 06/30/2020		
05- 420- 620- 4100- 6011		634.00	MAXIS GRH RECOVERIES	A300MX01208I	County Share - Ga N
			06/01/2020 06/30/2020		
11051 Department of Human Services		652.75	2 Transactions		
9046 Loffler Companies					
05- 420- 600- 4800- 6250		20.91	Phone June 2020	00001085	Telephone N
05- 420- 600- 4800- 6250		5.23	Phone June 2020	00001085	Telephone N
05- 420- 600- 4800- 6250		58.09	Phone June 2020	00001085	Telephone N
05- 420- 640- 4800- 6250		31.68	Phone June 2020	00001085	Telephone N
9046 Loffler Companies		115.91	4 Transactions		
3950 Public Utilities					
05- 420- 600- 4800- 6254		782.65	Electric Bill	03- 00000513- 03	Utilities- Gas and Electric N
			06/16/2020 07/16/2020		
3950 Public Utilities		782.65	1 Transactions		
9091 The Sherwin- Williams Company					
05- 420- 600- 4800- 6605		36.77	Gray Paint	3917- 5	Building & Structure Related Expendi N
			07/16/2020		
9091 The Sherwin- Williams Company		36.77	1 Transactions		
420 DEPT Total:		1,761.42	Income Maintenance	5 Vendors	11 Transactions
430 DEPT			Social Services		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
8/4/20 3:38PM
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	
5398	CDW Government, Inc					
	05- 430- 700- 4800- 6239		179.03	RSA Authentication Mgr Support	ZLQ315	Software Fees/License Fees N
	05- 430- 700- 4800- 6239		41.50	RSA Authentication Mgr Support	ZLQ315	Software Fees/License Fees N
5398	CDW Government, Inc		220.53	2 Transactions		
9046	Loffler Companies					
	05- 430- 700- 4800- 6250		32.32	Phone June 2020	00001085	Telephone N
	05- 430- 700- 4800- 6250		8.08	Phone June 2020	00001085	Telephone N
	05- 430- 700- 4800- 6250		132.06	Phone June 2020	00001085	Telephone N
9046	Loffler Companies		172.46	3 Transactions		
3950	Public Utilities					
	05- 430- 700- 4800- 6254		1,241.44	Electric Bill	03- 00000513- 03	Utilities- Gas and Electric N
				06/16/2020	07/16/2020	
3950	Public Utilities		1,241.44	1 Transactions		
9091	The Sherwin- Williams Company					
	05- 430- 700- 4800- 6605		58.32	Gray Paint	3917- 5	Building & Structure Related Expendi N
				07/16/2020		
9091	The Sherwin- Williams Company		58.32	1 Transactions		
430	DEPT Total:		1,692.75	Social Services	4 Vendors	7 Transactions
5	Fund Total:		4,420.07	Health & Human Services		28 Transactions

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10 Trust

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
921 DEPT		Co. Development			
1115 Contech Engineered Solutions		Culverts	20956856	Culverts	N
10- 921- 000- 0000- 6515	9,756.84				
1115 Contech Engineered Solutions	9,756.84	1 Transactions			
9373 ESRI		ArcGIS Maint	93865499	Services, Labor, Contracts	N
10- 921- 000- 0000- 6231	3,198.34				
9373 ESRI	3,198.34	1 Transactions			
9046 Loffler Companies		Phone June 2020	00001085	Telephone	N
10- 921- 000- 0000- 6250	5.28				
10- 921- 000- 0000- 6250	5.28	Phone June 2020	00001085	Telephone	N
9046 Loffler Companies	10.56	2 Transactions			
921 DEPT Total:	12,965.74	Co. Development	3 Vendors	4 Transactions	
923 DEPT		Forfeited Tax Sales			
10925 Aitkin Co Assessor's Office		17 property valuations		Services, Labor, Contracts	N
10- 923- 000- 0000- 6231	850.00				
10925 Aitkin Co Assessor's Office	850.00	1 Transactions			
195 Aitkin Tire Shop		Tire repair	59973	Repair & Maintenance Supplies	Y
10- 923- 000- 0000- 6590	15.00				
10- 923- 000- 0000- 6590	309.00	3 tires	59979	Repair & Maintenance Supplies	Y
10- 923- 000- 0000- 6590	5.00	Tire disposal	60006	Repair & Maintenance Supplies	Y
195 Aitkin Tire Shop	329.00	3 Transactions			
10452 AT&T Mobility		Cell phones	287257204209	Telephone	N
10- 923- 000- 0000- 6250	501.48				
10452 AT&T Mobility	501.48	1 Transactions			
783 Canon Financial Services, Inc		Copier Contract	21680571	Services, Labor, Contracts	N
10- 923- 000- 0000- 6231	158.21	07/01/2020 07/31/2020			
783 Canon Financial Services, Inc	158.21	1 Transactions			
5398 CDW Government, Inc		RSA Authentication Mgr Support	ZLQ315	Office Supplies	N
10- 923- 000- 0000- 6405	81.38				

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
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10 Trust

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>
5398 CDW Government, Inc		81.38	1 Transactions		
9046 Loffler Companies					
10- 923- 000- 0000- 6250		73.93	Phone June 2020	00001085	Telephone N
9046 Loffler Companies		73.93	1 Transactions		
15229 Thompson/Dennis J					
10- 923- 000- 0000- 6330		25.87	mileage to LLCC		Transportation & Travel N
15229 Thompson/Dennis J		25.87	1 Transactions		
10930 Tidholm Productions					
10- 923- 000- 0000- 6405		79.95	#10 envelopes (500)	1383 9163	Office Supplies Y
10930 Tidholm Productions		79.95	1 Transactions		
923 DEPT Total:		2,099.82	Forfeited Tax Sales	8 Vendors	10 Transactions
926 DEPT			Law Library		
5173 Thomson Reuters- West Publishing					
10- 926- 000- 0000- 6408		1,388.44	West Information charges	842566703	Law Books N
10- 926- 000- 0000- 6408		857.42	West Complete Library Subsc	842659637	Law Books N
5173 Thomson Reuters- West Publishing		2,245.86	2 Transactions		
926 DEPT Total:		2,245.86	Law Library	1 Vendors	2 Transactions
10 Fund Total:		17,311.42	Trust		16 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
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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			
87 Aitkin Co Highway Dept					
11- 925- 000- 0000- 6231	Q	Calcium Chloride - GIA		Services, Labor, Contracts	N
11- 925- 000- 0000- 6590		Grader Blade Edges	4264	Repair & Maintenance Supplies	N
87 Aitkin Co Highway Dept			2 Transactions		
12927 Midwest Machinery Co.					
11- 925- 000- 0000- 6590		Repair - JD 8251 S4	2195635	Repair & Maintenance Supplies	N
12927 Midwest Machinery Co.			1 Transactions		
14386 Paradigm Automotive					
11- 925- 000- 0000- 6590		LOF, Plug tire - #315	9360	Repair & Maintenance Supplies	N
11- 925- 000- 0000- 6590		LOF, Air filter - #049	9363	Repair & Maintenance Supplies	N
11- 925- 000- 0000- 6590		LOF, mount/balance tire - #046	9371	Repair & Maintenance Supplies	N
14386 Paradigm Automotive			3 Transactions		
15370 Sullivan Jr/Barry D					
11- 925- 000- 0000- 6231		Hand release TSI- brushing #7		Services, Labor, Contracts	Y
11- 925- 000- 0000- 6231		Hand release TSI- brushing #4		Services, Labor, Contracts	Y
15370 Sullivan Jr/Barry D			2 Transactions		
925 DEPT Total:		Resource Management	4 Vendors	8 Transactions	
939 DEPT		County Surveyor			
10452 AT&T Mobility					
11- 939- 000- 0000- 6250		Cell phones	287257204209	Telephone	N
10452 AT&T Mobility			1 Transactions		
939 DEPT Total:		County Surveyor	1 Vendors	1 Transactions	
11 Fund Total:		Forest Development		9 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
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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			
	8175 Centurylink					
	14- 949- 000- 0000- 6231		297.47	CONSTR TRAILER PHONE/INTERNET	313645966	Services, Labor, Contracts N
				07/11/2020 08/10/2020		
	8175 Centurylink		297.47	1 Transactions		
949	DEPT Total:		297.47	Courthouse Addition	1 Vendors	1 Transactions
14	Fund Total:		297.47	Capital Project		1 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
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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			
783	Canon Financial Services, Inc 19- 521- 000- 0000- 6231		Copier Contract 07/01/2020 07/31/2020	21642984	Services, Labor, Contracts	N
783	Canon Financial Services, Inc		1 Transactions			
3160	Mille Lacs Energy Coop- Albert Lea 19- 521- 000- 0000- 6254		Electric - Directors Residence 05/27/2020 07/01/2020	27- 13- 004- 01	Utilities	N
	19- 521- 000- 0000- 6254		Electric - Energy Center 05/27/2020 07/01/2020	27- 13- 005- 02	Utilities	N
	19- 521- 000- 0000- 6254		Electric - Dining Hall 05/27/2020 07/01/2020	27- 13- 006- 01	Utilities	N
	19- 521- 000- 0000- 6254		Electric - NSL 05/27/2020 07/01/2020	27- 13- 007- 03	Utilities	N
	19- 521- 000- 0000- 6254		Electric - Parking Lot 05/27/2020 07/01/2020	27- 13- 008- 01	Utilities	N
	19- 521- 000- 0000- 6254		Electric - Staff Residence 05/27/2020 07/01/2020	27- 13- 009- 01	Utilities	N
3160	Mille Lacs Energy Coop- Albert Lea		6 Transactions			
521	DEPT Total:		LLCC Administration	2 Vendors	7 Transactions	
19	Fund Total:		Long Lake Conservation Center		7 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
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21 Parks

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
520	DEPT			Parks			
88628	Dalco Enterprises, Inc. 21- 520- 000- 0000- 6405		68.00	Mop Bucket	3630229	Office Supplies	N
88628	Dalco Enterprises, Inc.		68.00		1 Transactions		
1829	Goble's Sewer Service Inc. 21- 520- 000- 0000- 6231		120.00	Aitkin Co RV Dump 7/1	18590	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		120.00	Aitkin Co RV Dump 7/14	18802	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		120.00	Berglund Park RV Dump 7/14	18803	Services, Labor, Contracts	N
1829	Goble's Sewer Service Inc.		360.00		3 Transactions		
9354	Kangas Enterprise, Inc 21- 520- 000- 0000- 6231		119.95	Jacobson Camp 6/29	19336	Services, Labor, Contracts	N
9354	Kangas Enterprise, Inc		119.95		1 Transactions		
3024	Kingsley/Russell Lee 21- 520- 000- 0000- 6231		7,280.00	Rabey Trail Maint and Repair		Services, Labor, Contracts	Y
3024	Kingsley/Russell Lee		7,280.00		1 Transactions		
10337	Mille Lacs Driftskippers 21- 520- 000- 0000- 6802		5,516.13	Redtop Trail	6/8/2020	Trail Grants- State	N
10337	Mille Lacs Driftskippers		5,516.13		1 Transactions		
12182	Northwoods Quads 21- 520- 000- 0000- 6802		7,308.00	Hill City Connector	6/18/20	Trail Grants- State	N
12182	Northwoods Quads		7,308.00		1 Transactions		
3950	Public Utilities 21- 520- 000- 0000- 6254		256.88	ACLD	0200000348003	Utilities	N
	21- 520- 000- 0000- 6254		146.01	Miss Access	0200063077005	Utilities	N
	21- 520- 000- 0000- 6254		217.44	Miss Access Shower	0200063077050	Utilities	N
3950	Public Utilities		620.33		3 Transactions		
520	DEPT Total:		21,272.41	Parks	7 Vendors	11 Transactions	
21	Fund Total:		21,272.41	Parks		11 Transactions	
	Final Total:		654,230.98	216 Vendors	322 Transactions		

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	339,905.88	General Fund	
	3	266,119.14	Road & Bridge	
	5	4,420.07	Health & Human Services	
	10	17,311.42	Trust	
	11	3,628.51	Forest Development	
	14	297.47	Capital Project	
	19	1,276.08	Long Lake Conservation Center	
	21	21,272.41	Parks	
	All Funds	654,230.98	Total	Approved by,
			
			

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

Property Tax Overpayment

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

WLC1
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13 Taxes & Penalties

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
943 DEPT		Taxes And Penalties			
999999000 Absolute Title Co		Property tax overpayment	56-1-018400	Cur - Property Taxes	N
13-943-000-0000-2001	26.00				
999999000 Absolute Title Co	26.00	1 Transactions			
999999000 Aitkin County Abstract		Property tax overpayment	36-0-007000	Cur - Property Taxes	N
13-943-000-0000-2001	14.00				
999999000 Aitkin County Abstract	14.00	1 Transactions			
999999000 Baden/Rico		Property tax overpayment	39-0-005800	Cur - Property Taxes	N
13-943-000-0000-2001	22.00				
999999000 Baden/Rico	22.00	1 Transactions			
999999000 Barke/Eric		Property tax overpayment	21-0-003201	Cur - Property Taxes	N
13-943-000-0000-2001	926.00				
999999000 Barke/Eric	926.00	1 Transactions			
999999000 Bennett/Brett		Property tax overpayment	32-0-008400	Cur - Property Taxes	N
13-943-000-0000-2001	11.00				
999999000 Bennett/Brett	11.00	1 Transactions			
999999000 Blanchard/Nanci		Property tax overpayment	57-1-021300	Cur - Property Taxes	N
13-943-000-0000-2001	60.00				
999999000 Blanchard/Nanci	60.00	1 Transactions			
999999000 Booth/Shawndell		Property tax overpayment	51-0-009003	Cur - Property Taxes	N
13-943-000-0000-2001	66.00				
999999000 Booth/Shawndell	66.00	1 Transactions			
999999000 Cole/Patchanee		Property tax overpayment	11-0-000807	Cur - Property Taxes	N
13-943-000-0000-2001	20.00				
999999000 Cole/Patchanee	20.00	1 Transactions			
999999000 Corelogic Centralized Refunds		Property tax overpayment	multiple	Cur - Property Taxes	N
13-943-000-0000-2001	426.00				
999999000 Corelogic Centralized Refunds	426.00	1 Transactions			
999999000 Dekanick/Linda		Property tax overpayment	11-1-117600	Cur - Property Taxes	N
13-943-000-0000-2001	40.00				

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1
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13 Taxes & Penalties

<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>On Behalf of Name</u>	
999999000 Dekanick/Linda		40.00	1 Transactions		
999999000 Downer/Theresa					
13- 943- 000- 0000- 2001		319.17	Property tax overpayment	27- 0- 031900	Cur - Property Taxes N
999999000 Downer/Theresa		319.17	1 Transactions		
999999000 Ess/Judith					
13- 943- 000- 0000- 2001		42.00	Property tax overpayment	11- 1- 153600	Cur - Property Taxes N
999999000 Ess/Judith		42.00	1 Transactions		
999999000 Fleischhacker/David					
13- 943- 000- 0000- 2001		1,208.00	Property tax overpayment	24- 0- 058403	Cur - Property Taxes N
999999000 Fleischhacker/David		1,208.00	1 Transactions		
999999000 Fred Jr's Properties LLC					
13- 943- 000- 0000- 2001		36.00	Property tax overpayment	29- 1- 241600	Cur - Property Taxes N
999999000 Fred Jr's Properties LLC		36.00	1 Transactions		
999999000 Frey/Daniel					
13- 943- 000- 0000- 2001		141.00	Property tax overpayment	34- 1- 079800	Cur - Property Taxes N
999999000 Frey/Daniel		141.00	1 Transactions		
999999000 Gilby's Nursery & Orchard LLC					
13- 943- 000- 0000- 2001		1,110.00	Property tax overpayment	08- 0- 023404	Cur - Property Taxes N
999999000 Gilby's Nursery & Orchard LLC		1,110.00	1 Transactions		
999999000 Halseth/Angela					
13- 943- 000- 0000- 2001		58.00	Property tax overpayment	34- 0- 020200	Cur - Property Taxes N
999999000 Halseth/Angela		58.00	1 Transactions		
999999000 Holtzleicer/Michelle					
13- 943- 000- 0000- 2001		12.00	Property tax overpayment	07- 0- 045901	Cur - Property Taxes N
999999000 Holtzleicer/Michelle		12.00	1 Transactions		
999999000 J Bruns LLC					
13- 943- 000- 0000- 2001		84.00	Property tax overpayment	29- 1- 359100	Cur - Property Taxes N
999999000 J Bruns LLC		84.00	1 Transactions		
999999000 Johnson/Brian					

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1
7/28/20 4:11PM
13 Taxes & Penalties

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099	
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name		
999999000 Johnson/Brian		19.74	Property tax overpayment	01- 1- 148700	Cur - Property Taxes	N
		19.74		1 Transactions		
999999000 Kuhlman/Edward		678.00	Property tax overpayment	34- 0- 020200	Cur - Property Taxes	N
999999000 Kuhlman/Edward		678.00		1 Transactions		
999999000 Langenfeld/Erin		218.00	Property tax overpayment	25- 0- 026700	Cur - Property Taxes	N
999999000 Langenfeld/Erin		218.00		1 Transactions		
999999000 Lentz/Daniel		24.00	Property tax overpayment	43- 0- 029500	Cur - Property Taxes	N
999999000 Lentz/Daniel		24.00		1 Transactions		
999999000 Lereta LLC		871.00	Property tax overpayment	multiple	Cur - Property Taxes	N
999999000 Lereta LLC		871.00		1 Transactions		
999999000 Lysne/Kristine		52.00	Property tax overpayment	16- 1- 071332	Cur - Property Taxes	N
999999000 Lysne/Kristine		52.00		1 Transactions		
999999000 Maring/Terrance		54.00	Property tax overpayment	60- 1- 004300	Cur - Property Taxes	N
999999000 Maring/Terrance		54.00		1 Transactions		
999999000 Members Cooperative Credit Union		1,376.00	Property tax overpayment	multiple	Cur - Property Taxes	N
999999000 Members Cooperative Credit Union		1,376.00		1 Transactions		
999999000 Metcalf Jr/Charles		158.00	Property tax overpayment	61- 1- 011600	Cur - Property Taxes	N
999999000 Metcalf Jr/Charles		158.00		1 Transactions		
999999000 Moore/Jerome		34.00	Property tax overpayment	39- 0- 040600	Cur - Property Taxes	N
999999000 Moore/Jerome		34.00		1 Transactions		

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1
7/28/20 4:11PM
13 Taxes & Penalties

<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>
999999000 Murakami/Mary 13- 943- 000- 0000- 2001		44.00	Property tax overpayment	29- 1- 143200	Cur - Property Taxes N
999999000 Murakami/Mary		44.00	1 Transactions		
999999000 Northview Bank 13- 943- 000- 0000- 2001		327.00	Property tax overpayment	07- 1- 134900	Cur - Property Taxes N
999999000 Northview Bank		327.00	1 Transactions		
999999000 Olson/Dennis 13- 943- 000- 0000- 2001		41.00	Property tax overpayment	09- 0- 032700	Cur - Property Taxes N
999999000 Olson/Dennis		41.00	1 Transactions		
999999000 Orosco/Lynne 13- 943- 000- 0000- 2001		32.40	Property tax overpayment	29- 1- 101400	Cur - Property Taxes N
999999000 Orosco/Lynne		32.40	1 Transactions		
999999000 Pierotti/Kurt 13- 943- 000- 0000- 2001		12.00	Property tax overpayment	11- 1- 147900	Cur - Property Taxes N
999999000 Pierotti/Kurt		12.00	1 Transactions		
999999000 Schlagel/Byron 13- 943- 000- 0000- 2001		48.00	Property tax overpayment	24- 1- 096800	Cur - Property Taxes N
999999000 Schlagel/Byron		48.00	1 Transactions		
999999000 Seberg/Scot 13- 943- 000- 0000- 2001		14.00	Property tax overpayment	11- 0- 041303	Cur - Property Taxes N
999999000 Seberg/Scot		14.00	1 Transactions		
999999000 Seipel/Nancy 13- 943- 000- 0000- 2001		12.00	Property tax overpayment	07- 0- 063204	Cur - Property Taxes N
999999000 Seipel/Nancy		12.00	1 Transactions		
999999000 Sherwood Forest Owners Assn 13- 943- 000- 0000- 2001		232.46	Property tax overpayment		Cur - Property Taxes N
999999000 Sherwood Forest Owners Assn		232.46	1 Transactions		
999999000 Spire Credit Union 13- 943- 000- 0000- 2001		961.00	Property tax overpayment	52- 1- 039301	Cur - Property Taxes N

WLC1
 7/28/20 4:11PM
 13 Taxes & Penalties

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	
999999000 Spire Credit Union		961.00	1 Transactions		
999999000 Thomas/Randall					
13- 943- 000- 0000- 2001		20.00	Property tax overpayment	09- 0- 061200	Cur - Property Taxes N
999999000 Thomas/Randall		20.00	1 Transactions		
999999000 Torres- Praznik/Tammy					
13- 943- 000- 0000- 2001		118.00	Property tax overpayment	11- 1- 216300	Cur - Property Taxes N
999999000 Torres- Praznik/Tammy		118.00	1 Transactions		
999999000 Weinberger/Kelly					
13- 943- 000- 0000- 2001		168.00	Property tax overpayment	57- 1- 084800	Cur - Property Taxes N
999999000 Weinberger/Kelly		168.00	1 Transactions		
999999000 Wells Fargo Real Estate Tax Services					
13- 943- 000- 0000- 2001		1,359.00	Property tax overpayment	multiple	Cur - Property Taxes N
999999000 Wells Fargo Real Estate Tax Services		1,359.00	1 Transactions		
999999000 Westholter/Valentina					
13- 943- 000- 0000- 2001		354.00	Property tax overpayment	multiple	Cur - Property Taxes N
999999000 Westholter/Valentina		354.00	1 Transactions		
999999000 Wickland/Virginia					
13- 943- 000- 0000- 2001		16.00	Property tax overpayment	28- 0- 001102	Cur - Property Taxes N
999999000 Wickland/Virginia		16.00	1 Transactions		
999999000 Witzman/Greta					
13- 943- 000- 0000- 2001		12.00	Property tax overpayment	31- 0- 069800	Cur - Property Taxes N
999999000 Witzman/Greta		12.00	1 Transactions		
999999000 Zeis/Andrew					
13- 943- 000- 0000- 2001		32.00	Property tax overpayment		Cur - Property Taxes N
999999000 Zeis/Andrew		32.00	1 Transactions		
943 DEPT Total:		11,908.77	Taxes And Penalties	47 Vendors	47 Transactions
13 Fund Total:		11,908.77	Taxes & Penalties		47 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1
7/28/20 4:11PM
13 Taxes & Penalties

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
Final Total:		11,908.77	47 Vendors	47 Transactions

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
13	11,908.77	Taxes & Penalties
All Funds	11,908.77	Total

Approved by,

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2F

Aitkin County



WLC1
7/30/20 9:01AM

Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

Page 1

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

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

Road & Bridge

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



WLC1
7/30/20 9:01AM
3 Road & Bridge

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	
303 DEPT		R&B Highway Maintenance			
7050 Anderson Brothers Construction					
03-303-000-0000-6519		Final Payment #6	20194	Gravel & Royalties	N
03-303-000-0000-6521		Final Payment #6	20194	Maintenance Supplies	N
7050 Anderson Brothers Construction		2 Transactions			
303 DEPT Total:	2,536.26	R&B Highway Maintenance	1 Vendors	2 Transactions	
307 DEPT		R&B Capital Infrastructure			
7050 Anderson Brothers Construction					
03-307-000-0000-6262		Final Payment #6	20194	Contract Payments	N
7050 Anderson Brothers Construction		1 Transactions			
7814 Kern & Tabery Inc					
03-307-000-0000-6262		Partial Payment #5	20198	Contract Payments	N
7814 Kern & Tabery Inc		1 Transactions			
307 DEPT Total:	238,377.55	R&B Capital Infrastructure	2 Vendors	2 Transactions	
3 Fund Total:	240,913.81	Road & Bridge		4 Transactions	
Final Total:	240,913.81	3 Vendors	4 Transactions		

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	240,913.81	Road & Bridge
All Funds	240,913.81	Total

Approved by,

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KMR1
7/23/20 1:38PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

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

Camping Refund (cond)

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

KMR1
 7/23/20 1:38PM
 21 Parks

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<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>
8410 Bremer Bank					
1 21- 520- 000- 0000- 5510		10.00	Camping Refund - COVID	2021 Hansen	Co. Parks Campground Fees N
8410 Bremer Bank		10.00	1 Transactions		
21 Fund Total:		10.00	Parks	1 Vendors	1 Transactions
Final Total:		10.00	1 Vendors	1 Transactions	

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIOI

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	21	10.00	Parks
	All Funds	10.00	Total

Approved by,

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KMR1
7/23/20 1:45PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIOI

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

Camping Refund (Covis)
FSA
PEIP

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 MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1
7/23/20 1:45PM
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
8410 Bremer Bank						
2	01- 044- 904- 0000- 6231		751.95	Participant Fees Credit Inv	15496971	Flex Services, Labor, Etc N
3	01- 044- 904- 0000- 6360		56.50	Dep Care FSA Claims 2020	39493710	Flex Plan Withdrawals N
4	01- 044- 904- 0000- 6360		1,200.01	Med FSA Claims 2020	39493710	Flex Plan Withdrawals N
8410 Bremer Bank			2,008.46	3 Transactions		
1 Fund Total:			2,008.46	General Fund	1 Vendors	3 Transactions

Aitkin County



KMR1
7/23/20 1:45PM
21 Parks

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name	
8410 Bremer Bank					
1 21-520-000-0000-5510		90.00	Camping Refund - COVID	1874 Christen	Co. Parks Campground Fees N
8410 Bremer Bank		90.00	1 Transactions		
21 Fund Total:		90.00	Parks	1 Vendors	1 Transactions
Final Total:		2,098.46	2 Vendors	4 Transactions	

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	2,008.46	General Fund
	21	90.00	Parks
All Funds		2,098.46	Total

Approved by,
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KMR1
7/27/20 2:30PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

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

Elan Paid 7/23/20

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 MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1
7/27/20 2:30PM
1 General Fund

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5462 Bremer Bank (Elan ACH)					
1 01-044-000-0000-6800		3,186.18	ELAN Stmt - Paid 07/23/19	ELAN - Statement Payment	N
5462 Bremer Bank (Elan ACH)		3,186.18	1 Transactions		
1 Fund Total:		3,186.18	General Fund	1 Vendors	1 Transactions
Final Total:		3,186.18	1 Vendors	1 Transactions	

Aitkin County



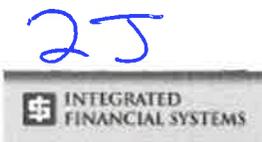
Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIOI

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	3,186.18	General Fund
	All Funds	3,186.18	Total

Approved by,
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KMR1
7/28/20 1:45PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

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

Camping Refund (Covin)

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

KMR1
 7/28/20 1:45PM
 21 Parks

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIOI

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8410 Bremer Bank					
1 21-520-000-0000-5510		325.00	Camping Refund - COVID		Co. Parks Campground Fees N
8410 Bremer Bank		325.00	1 Transactions		
21 Fund Total:		325.00	Parks	1 Vendors	1 Transactions
Final Total:		325.00	1 Vendors	1 Transactions	

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO]

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	21	325.00	Parks
	All Funds	325.00	Total

Approved by,
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KMR1
7/30/20 2:04PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTION

FSA Claims

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO]

KMR1
7/30/20 2:04PM
1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
8410 Bremer Bank					
1 01-044-904-0000-6360		422.68	Dep Care FSA Claims 2020	39500470	Flex Plan Withdrawals N
2 01-044-904-0000-6360		43.08	Med FSA Claims 2020	39500470	Flex Plan Withdrawals N
8410 Bremer Bank		465.76	2 Transactions		
1 Fund Total:		465.76	General Fund	1 Vendors	2 Transactions
Final Total:		465.76	1 Vendors	2 Transactions	

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIO**

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	465.76	General Fund
All Funds		465.76	Total

Approved by,

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KMR1
8/4/20 3:22PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

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

Elan Paid 7/23/20 - Allocated

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 **MANUAL WARRANTS/VOIDS/CORRECTIO**

KMR1
8/4/20 3:22PM
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	
5462 Bremer Bank (Elan ACH)					
23 01-040-021-0000-6405		82.38	Mesh File Organizer	Office & Computer Supplies	N
30 01-043-000-0000-6205		13.50	FedEx Shipping- Pictometry	Postage	N
31 01-043-000-0000-6405		36.99	Desk Light - T Sanbeck's	Office, Film & Computer Supplies	N
8 01-049-000-0000-6402		38.50-	Sales Tax Refund- Microsoft	Computer Supplies & Software	N
11 01-053-000-0000-6231		225.00	ApplicantStack Recruit & Onboa	Services, Labor, Contracts	N
			07/01/2020 08/01/2020		
26 01-090-000-0000-6240		824.50	MN State Bar Dues	Dues & Registration Fee	N
27 01-090-000-0000-6405		10.93-	Neuro Subscription- Sales Tax R	Office & Computer Supplies	N
24 01-110-000-0000-6422		369.88	Water Filters	Janitorial Supplies	N
25 01-110-000-0000-6422		18.95	Cabinet Lock	Janitorial Supplies	N
10 01-120-000-0000-6405		99.87	Ergonomic Keyboard & Power Sup	Office & Computer Supplies	N
28 01-122-000-0000-6231		15.98	Cisco Systems (Webex)- Monthly	Services, Labor, Contracts, Program	N
29 01-122-000-0000-6405		15.88	Camera Batteries	Office, Computer, Film, & Field Supj	N
17 01-200-000-0000-6405		15.97	Sharps Disposal Container	Office Supplies	N
16 01-200-000-0000-6410		91.49	Uniform Pant - #223	Clothing Allowance	N
14 01-252-000-0000-6405		122.40	Infrared Therm - 2	Office & Computer Supplies	N
18 01-252-000-0000-6405		14.94	Desk Lamp	Office & Computer Supplies	N
20 01-252-000-0000-6405		49.65	Connectors, Coax, Cable	Office & Computer Supplies	N
15 01-252-000-0000-6410		47.74	Uniform Pant - Kent	Clothing Allowance	N
32 01-252-252-0000-6405		116.78	Exercise Balls	Prisoner Welfare	N
33 01-252-252-0000-6405		119.47	Web Cam	Prisoner Welfare	N
1 01-044-000-0000-6800		3,186.18-	ELAN Paid 07/23/20- Allocation	ELAN - Statement Payment	N
34 01-711-000-0000-6405		18.17	GoDaddy - MN Certified Wood	Office & Computer Supplies	N
19 01-044-920-0000-6800		15.98	Cisco Systems (Webex)- Monthly	COVID Related Expenditures	N
			07/01/2020 07/31/2020		
9 01-043-000-0000-6332		103.08	Hotel - State Board Assessor M	S Westerlund Hotel / Motel Lodging	N
			07/14/2020		
5462 Bremer Bank (Elan ACH)		817.01-	24 Transactions		
1 Fund Total:		817.01-	General Fund	1 Vendors	24 Transactions

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIO**

KMR1
8/4/20 3:22PM
3 Road & Bridge

<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>
5462 Bremer Bank (Elan ACH)		180.00			
12 03-301-000-0000-6400					
5462 Bremer Bank (Elan ACH)		180.00			
			1 Transactions		
3 Fund Total:		180.00	Road & Bridge	1 Vendors	1 Transactions

Aitkin County



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIO**

KMR1
8/4/20 3:22PM
5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
2	5462 Bremer Bank (Elan ACH) 05-400-000-0000-6801		91.04	Covid-19 Clorox Wipes 07/01/2020		Disaster Services - Expenditure N
4	05-400-440-0410-6405		7.17	Agency- Post Its 07/07/2020		Office Supplies N
6	05-400-440-0410-6405		18.54	Agency- Avery 5960 Labels 07/09/2020		Office Supplies N
7	05-400-450-0451-6406		119.40	Canva Pro Annual Subscription 07/12/2020 07/12/2021		PH Program Related Supplies N
4	05-420-600-4800-6405		14.80	Agency- Post Its 07/07/2020		Office Supplies N
6	05-420-600-4800-6405		38.23	Agency- Avery 5960 Labels 07/09/2020		Office Supplies N
5	05-420-600-4800-6450		23.33	Plantronics Busy Indicator (JG) 07/07/2020		Small Equipment: Telephones,Chair N
4	05-430-700-4800-6405		22.87	Agency- Post Its 07/07/2020		Office Supplies N
6	05-430-700-4800-6405		59.08	Agency- Avery 5960 Labels 07/09/2020		Office Supplies N
3	05-400-440-0410-6239		3.20	Availity - June '20 06/01/2020 06/30/2020	INV00569109	Software Fees/License Fees N
3	05-420-600-4800-6239		6.60	Availity - June '20 06/01/2020 06/30/2020	INV00569109	Software Fees/License Fees N
3	05-430-700-4800-6239		10.20	Availity - June '20 06/01/2020 06/30/2020	INV00569109	Software Fees/License Fees N
13	05-420-600-4800-6402		26.58	HDMI Cable 6' 13 Transactions	J Hatfield	Computer/Technology Supplies N
	5462 Bremer Bank (Elan ACH)		441.04			
5 Fund Total:			441.04	Health & Human Services	1 Vendors	13 Transactions

KMR1
 8/4/20 3:22PM
 10 Trust

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<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 # On Behalf of Name</u>	
22 5462 Bremer Bank (Elan ACH) 10- 923- 000- 0000- 6254		0.99	iCloud 50 GB Storage 07/14/2020 08/14/2020	Utilities	N
21 10- 923- 000- 0000- 6254		194.98	Charter Communications 06/20/2020 07/19/2020	11458570162020 Utilities	N
5462 Bremer Bank (Elan ACH)		195.97	2 Transactions		
10 Fund Total:		195.97	Trust	1 Vendors	2 Transactions
Final Total:		0.00	4 Vendors	40 Transactions	

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	-817.01	General Fund
3	180.00	Road & Bridge
5	441.04	Health & Human Services
10	195.97	Trust
All Funds	0.00	Total

Approved by,

.....

.....

KMR1
8/4/20 3:36PM

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

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

LLCC - Credit Card Fees

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 MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1
8/4/20 3:36PM
19 Long Lake Conservation C

Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	8410 Bremer Bank					
1	19-522-000-0000-6217		33.20	Credit Card - Account Fees	June 2020	Credit Card Fees N
2	19-522-000-0000-6217		63.89	Credit Card - Service Fees	June 2020	Credit Card Fees N
	8410 Bremer Bank		97.09	2 Transactions		
19 Fund Total:			97.09	Long Lake Conservation Center	1 Vendors	2 Transactions
Final Total:			97.09	1 Vendors	2 Transactions	

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	19	97.09	Long Lake Conservation Center	
All Funds		97.09	Total	Approved by,
			
			



Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: August 11, 2020

Title of Item: Primary and General Election Recount Agreements

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

Submitted by: Kirk Peysar, County Auditor	Department: County Auditor
---	--------------------------------------

Presenter (Name and Title): Kirk Peysar, County Auditor	Estimated Time Needed: n/a
---	--------------------------------------

Summary of Issue:
In the event of a Federal, State or Judicial office recount in either the Primary or General election(s). The agreements authorize the Aitkin County Auditor to act on behalf of the Minnesota Secretary of State to conduct the recount(s), if any. Compensation is established at 4 cents per ballot, with a \$100 minimum.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Authorize signatures to agreements with the MN Secretary of State for recounts.

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

**STATE OF MINNESOTA
JOINT POWERS AGREEMENT**

This agreement is between the State of Minnesota, acting through its Office of the Secretary of State ("State") and the County Auditor of each of the Counties or the City Clerk of each of the cities listed in Appendix A. ("Governmental Unit").

Recitals

Under Minn. Stat. § 471.59, subd. 10, and Minnesota Rules, subpart 8235.0200 the State is empowered to engage such assistance as deemed necessary. The State is in need of election recount services for the automatic recount of votes pursuant to Minnesota Statutes, section 204C.35, subd. 1 for the 2020 primary election, as necessary for state offices. The Governmental Unit represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State.

Agreement

1 Term of Agreement

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

2 Agreement between the Parties

The Governmental Unit will act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8235.0200 and will conduct a recount as necessary of the votes cast in the county in which the Governmental Unit is the County Auditor and in any additional jurisdiction mutually agreed upon by Governmental Unit and State, pursuant to the provisions of Minnesota Statutes and Minnesota Rules relating to recounts, the Minnesota Recount Guide, all of which are attached to this agreement as Appendices B, C and D, respectively, as well as the information provided during the Web streaming video transmission to counties to be provided on a date to be determined by State, and any other guidance provided to the Deputy Recount Official by State. Appendix A is the list of participating jurisdictions and it will be updated prior to the commencement of the recount to reflect all participating jurisdictions. The primary election recount will begin on August 21, 2020 at 9:00 A.M, and recounts will continue until all ballots in the jurisdictions being counted by the Deputy Recount Official are counted or designated as challenged. In the event that an election contest is filed in any of these elections and the court takes jurisdiction, the State may cancel the relevant portion of this agreement immediately and without any further cause. State and Governmental Unit agree that this process will be completed on August 25, 2020 for any primary election recount, unless civil litigation delays completion. The results of the recount, along with all explanatory notes and any ballots challenged by candidates in the election shall be securely forwarded and provided to the State by personal delivery or express courier for delivery to the State, at the expense of the State at the conclusion of the recount process in the county or city.

3. Payment

- a) *Compensation.* Governmental Unit will be paid four cents for each ballot handled in the course of any recount covered by this agreement, with a minimum payment of \$100 if a recount occurs in the Governmental Unit's jurisdiction. The Governmental Unit will submit a log of all ballots handled to State to verify the total.
- b) *Travel.* No travel expenses will be paid.

The total obligation of the State under this agreement will not exceed an aggregate of \$50,000 for all Governmental Units for the primary election.

4. Authorized Representatives

The State's Authorized Representative is David Maeda, Director of Elections, 180 State Office Building, Saint Paul MN 55155, 651-556-0612, or his successor, and has the responsibility to monitor the Governmental Unit's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Governmental Unit's Authorized Representative is the County Auditor or municipal clerk who has signed the agreement.

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 **Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 5.2 **Amendments.** Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 5.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.
- 5.4 **Agreement Complete.** This agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

6. Liability

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

7. Termination

Either party may terminate this agreement upon thirty days' written notice to the other party. State may terminate this agreement immediately if no recounts are requested pursuant to law during the statutory request period.

8. E-Verify certification (In accordance with Minn. Stat. § 16C.075)

For services valued in excess of \$50,000, Governmental Unit certifies that as of the date of services performed on behalf of the State, Governmental Unit and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the State. Governmental Unit is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EverifySubCertForm.doc>. All subcontractor certifications must be kept on file with Governmental Unit and made available to the State upon request.

9. State audits

Under Minn. Stat. § 16C.05, subd. 5, the books, records, documents, and accounting procedures and practices of the Governmental Unit relevant to this Agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

10. Government data practices and intellectual property

10.1 Government data practices. The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. ch. 13, by either the Governmental Unit or the State.

If the Governmental Unit receives a request to release the data referred to in this clause, the Governmental Unit must immediately notify and consult with the State's Authorized Representative as to how the Governmental Unit should respond to the request. The Governmental Unit's response to the request shall comply with applicable law.

10.2 Intellectual property rights.

(a) Intellectual property rights. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents created and paid for under this Agreement. The "works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Governmental Unit, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Agreement. "Works" includes documents. The "documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Governmental Unit, its employees, agents, or subcontractors, in the performance of this Agreement. The documents will be the exclusive property of the State and all such documents must be immediately returned to the State by the Governmental Unit upon completion or cancellation of this Agreement. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Governmental Unit assigns all right, title, and interest it may have in the works and the documents to the State. The Governmental Unit must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the works and documents.

(b) Obligations

(1) Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Governmental Unit, including its employees and subcontractors, in the performance of this Agreement, the Governmental Unit will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

(2) Representation. The Governmental Unit must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Governmental Unit nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Governmental Unit represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 6, the Governmental Unit will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Governmental Unit's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Governmental Unit will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Governmental Unit's or the State's opinion is likely to arise, the Governmental Unit must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11. Governing law, jurisdiction, and venue

Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

Signatures for this agreement are being obtained by the signing of counterparts. Each Contractor will sign signature block #2 and return the entire agreement document to elections.dept@state.mn.us, or to Elections Division, Office of the Secretary of State, 180 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Blvd., Saint Paul MN 55155-1299.

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: Jennifer Kury
Date: 7/8/2020

3. STATE AGENCY

By: [Signature]
(with delegated authority)
Title: Director of Elections
Date: 7/15/20

SWIFT Contract No. 179653 SWIFT PO 3171

2. GOVERNMENTAL UNIT

By: _____

Print Name: _____

Title: _____

Address: _____

Telephone Number: _____

Date: _____

By: _____

Print Name: _____

Title: _____

Address: _____

Telephone Number: _____

Date: _____

4. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: _____

Date: _____

APPENDICES ATTACHED:

APPENDIX A – List of Participating Jurisdictions

APPENDIX B – Minnesota Statutes Relating to Recounts

APPENDIX C – Minnesota Rules Relating to Recounts

APPENDIX D – Minnesota Recount Guide

**STATE OF MINNESOTA
JOINT POWERS AGREEMENT**

This agreement is between the State of Minnesota, acting through its Office of the Secretary of State ("State") and the County Auditor of each of the Counties or the City Clerk of each of the cities listed in Appendix A. ("Governmental Unit").

Recitals

Under Minn. Stat. § 471.59, subd. 10, and Minnesota Rules, subpart 8235.0200 the State is empowered to engage such assistance as deemed necessary. The State is in need of election recount services for the automatic recount of votes pursuant to Minnesota Statutes, section 204C.35, subd. 1 for the 2020 general election, as necessary for state offices. The Governmental Unit represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State.

Agreement.

1 Term of Agreement

- 1.1 *Effective date:* November 1, 2020, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 *Expiration date:* December 31, 2020, or until all obligations have been satisfactorily fulfilled, whichever occurs later.

2 Agreement between the Parties

The Governmental Unit will act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8235.0200 and will conduct a recount as necessary of the votes cast in the county in which the Governmental Unit is the County Auditor and in any additional jurisdiction mutually agreed upon by Governmental Unit and State, pursuant to the provisions of Minnesota Statutes and Minnesota Rules relating to recounts, the Minnesota Recount Guide, all of which are attached to this agreement as Appendices B, C and D, respectively, as well as the information provided during the Web streaming video transmission to counties to be provided on a date to be determined by State, and any other guidance provided to the Deputy Recount Official by State. Appendix A is the list of participating jurisdictions and it will be updated prior to the commencement of the recount to reflect all participating jurisdictions. The general election recount will begin on November 30, 2020 at 9:00 A.M, and recounts will continue until all ballots in the jurisdictions being counted by the Deputy Recount Official are counted or designated as challenged. In the event that an election contest is filed in any of these elections and the court takes jurisdiction, the State may cancel the relevant portion of this agreement immediately and without any further cause. State and Governmental Unit agree that this process will be completed on December 4, 2020 for any general election recount, unless civil litigation delays completion. The results of the recount, along with all explanatory notes and any ballots challenged by candidates in the election shall be securely forwarded and provided to the State by personal delivery or express courier for delivery to the State, at the expense of the State at the conclusion of the recount process in the county or city.

3. Payment

- a) *Compensation.* Governmental Unit will be paid four cents for each ballot handled in the course of any recount covered by this agreement, with a minimum payment of \$100 if a recount occurs in the Governmental Unit's jurisdiction. The Governmental Unit will submit a log of all ballots handled to State to verify the total.
- b) *Travel.* No travel expenses will be paid.

The total obligation of the State under this agreement will not exceed an aggregate of \$120,000 for all Governmental Units for the general election.

4. Authorized Representatives

The State's Authorized Representative is David Maeda, Director of Elections, 180 State Office Building, Saint Paul MN 55155, 651-556-0612, or his successor, and has the responsibility to monitor the Governmental Unit's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

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Either party may terminate this agreement upon thirty days' written notice to the other party. State may terminate this agreement immediately if no recounts are requested pursuant to law during the statutory request period.

8. E-Verify certification (In accordance with Minn. Stat. § 16C.075)

For services valued in excess of \$50,000, Governmental Unit certifies that as of the date of services performed on behalf of the State, Governmental Unit and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the State. Governmental Unit is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EverifySubCertForm.doc>. All subcontractor certifications must be kept on file with Governmental Unit and made available to the State upon request.

9. State audits

Under Minn. Stat. § 16C.05, subd. 5, the books, records, documents, and accounting procedures and practices of the Governmental Unit relevant to this Agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

10. Government data practices and intellectual property

10.1 Government data practices. The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. ch. 13, by either the Governmental Unit or the State.

If the Governmental Unit receives a request to release the data referred to in this clause, the Governmental Unit must immediately notify and consult with the State's Authorized Representative as to how the Governmental Unit should respond to the request. The Governmental Unit's response to the request shall comply with applicable law.

10.2 Intellectual property rights.

(a) Intellectual property rights. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents created and paid for under this Agreement. The "works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Governmental Unit, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Agreement. "Works" includes documents. The "documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Governmental Unit, its employees, agents, or subcontractors, in the performance of this Agreement. The documents will be the exclusive property of the State and all such documents must be immediately returned to the State by the Governmental Unit upon completion or cancellation of this Agreement. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Governmental Unit assigns all right, title, and interest it may have in the works and the documents to the State. The Governmental Unit must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the works and documents.

(b) Obligations

(1) Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Governmental Unit, including its employees and subcontractors, in the performance of this Agreement, the Governmental Unit will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

(2) Representation. The Governmental Unit must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Governmental Unit nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Governmental Unit represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 6, the Governmental Unit will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Governmental Unit's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Governmental Unit will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Governmental Unit's or the State's opinion is likely to arise, the Governmental Unit must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11. Governing law, jurisdiction, and venue

Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

Signatures for this agreement are being obtained by the signing of counterparts. Each Contractor will sign signature block #2 and return the entire agreement document to elections.dept@state.mn.us, or to Elections Division, Office of the Secretary of State, 180 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Blvd., Saint Paul MN 55155-1299.

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

Signed: *April Key*
Date: 7/8/2020

3. STATE AGENCY

By: *[Signature]*
(with delegated authority)
Title: *Director of Elections*
Date: 7/15/20

SWIFT Contract No. 179655 SWIFT PO 3172

delegated to Materials Management Division

2. GOVERNMENTAL UNIT

By: _____

Print Name: _____

Title: _____

Address: _____

Telephone Number: _____

Date: _____

By: _____

Print Name: _____

Title: _____

Address: _____

Telephone Number: _____

Date: _____

4. COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____

APPENDICES ATTACHED:

APPENDIX A – List of Participating Jurisdictions

APPENDIX B – Minnesota Statutes Relating to Recounts

APPENDIX C – Minnesota Rules Relating to Recounts

APPENDIX D – Minnesota Recount Guide

Appendix A – Official Designations and Locations

County	Name of Deputy Recount Official	Title of Deputy Recount Official	Phone Number	Start Date	Start Time	Recount Address	Room Name or Number	Number of Teams
Aitkin	Kirk Peysar	County Auditor	218-927-7354	August 21st November 30th	9:00 AM	40 Club Convention Center 960 2nd Street NW Aitkin, MN	N/A	4-6
Anoka	Paul Linnell	Elections Manager	763-324-1304	August 21st November 30th	9:00 AM	Govt Center 2100 3rd Ave S Anoka, MN	Atrium	10+
Becker	Mary E. Hendrickson	County Auditor-Treasurer	218-846-7311	August 21st November 30th	9:00 AM	Courthouse – Courts Addition 915 Lake Ave Detroit Lakes, MN	3rd Floor Jury Assembly Room	3
Bellrami	JoDee Treat	County Auditor-Treasurer	218-333-4175	August 21st November 30th	9:00 AM	Admin Bldg 701 Minnesota Ave NE Bemidji, MN	County Board Room	10
Benton	Nadean Inman	County Auditor-Treasurer	320-968-5006	August 21st November 30th	9:00 AM	Govt Center 531 Dewey St Foley, MN	TBD	3
Big Stone	Michelle R. Knutson	County Auditor	320-839-6366	August 21st November 30th	9:00 AM	Courthouse 20 2nd St SE Ortonville, MN 56278	Commissioners' Room	1 or 2
Blue Earth	Michael Stalberger	Director Property and Environmental Resources	507-304-4341	August 21st November 30th	9:00 AM	Govt. Center 410 South Fifth St Mankato, MN	TBD	TBD
Brown	Jean Prochniak	County Auditor-Treasurer	507-233-6617	August 21st November 30th	9:00 AM	Brown County Courthouse 14 S State Street New Ulm, MN	LEC Training Center	9
Carlton	Kathryn Kortuem	Acting County Auditor-Treasurer	218.384.9127	November 30th	9:00 AM	Courthouse 301 Walnut Ave Carlton MN	Board Room	2
Carver	Kendra Olson	Interim Elections and Licensing Manager	952-361-1910	August 21st November 30th	9:00 AM	Govt Center 600 E 4th St Chaska, MN	Township Hall Conf Room	4

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Cass	Pamela Smith	Elections Administrator	218-547-7295	August 21st November 30th	9:00 AM	Land Dept & Service Center 218 Washburn Ave E Backus, MN 56435	Land Dept Public Meeting Room	5
Chippewa	Michelle May	County Auditor-Treasurer	320-269-2642	August 21st November 30th	9:00 AM	Courthouse 629 North 11th St Montevideo, MN	Assembly Room	2
Chisago	Bridgitte Konrad	County Auditor-Treasurer	651-213-8500	August 21st November 30th	9:00 AM	Govt Center 313 N Main St Center City, MN	Rm 172	3
Clay	Lori J Johnson	County Auditor	218-299-5262	August 21st November 30th	9:00 AM	Courthouse 807 N 11th St Moorhead, MN	Board Room	4
Clearwater	Allen L. Paulson	County Auditor-Treasurer	218-694-6244	August 21st November 30th	9:00 AM	Courthouse 213 Main Ave N Bagley, MN	Not listed on survey	4-6
Cook	Braidy Powers	County Auditor-Treasurer	218-387-3646	August 21st November 30th	9:00 AM	Courthouse 411 W 2nd St Grand Marais, MN	Commissioners' Room	1 or 2
Cottonwood	Donna Torkelson	County Auditor-Treasurer	507-831-1342	August 21st November 30th	9:00 AM	Courthouse 900 3rd Ave Windom, MN	Room 5	TBD
Crow Wing	Deborah Erickson	Administrative Services Director	218-824-1049	August 21st November 30th	9:00 AM	Land Svcs Bldg 322 Laurel St Brainerd, MN	Lower Level Meeting Rooms 1 & 2	Up to 10
Dakota	Andy Lokken	Director, Electionis	651-438-4305	August 21st November 30th	9:00 AM	Admin Center 1590 Hwy 55 Hastings, MN	Conference 1F & Adjoining	~10
Dodge	Sara Marquardt	Accounting Services Director	507-635-6233	August 21st November 30th	9:00 AM	Government Services Center 721 Main St N Mantorville, MN	Conference Room B	2 or 3
Douglas	Char Rosenow	County Auditor-Treasurer	320-762-3077	August 21st November 30th	9:00 AM	Douglas County Courthouse 305 8th Ave W Alexandria, MN 56308	Commissioners' Room	3

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Fairbault	John L. Thompson	County Auditor	507-526-6214	August 21st November 30th	9:00 AM	Courthouse 415 N Main Blue Earth, MN 56013	County Board Room	1
Fillmore	Heidi Jones	County Auditor-Treasurer	507-785-2661	August 21st November 30th	9:00 AM	Courthouse 101 Fillmore St E Preston, MN	Courtroom or Commissioner's Meeting Room	3
Freeborn	Pat Martinson	County Auditor-Treasurer	507-377-5122	August 21st November 30th	9:00 AM	Govt Center 411 Broadway Ave S Albert Lea, MN	Freeborn Room	6
Goodhue	Micki O'Keefe	Accountant II	651-385-3038	August 21st November 30th	9:00 AM	Govt Center 509 W 5th St Red Wing, MN	Third Floor	3 or 4
Grant	Chad Van Santen	County Auditor	218-685-8236	August 21st November 30th	9:00 AM	Courthouse 10 2nd St NE Elbow Lake, MN 56531	Courthouse Conference Room	1
Hennepin	Virginia Gelms	Elections Manager	612-348-9289	August 21st November 30th	9:00 AM	701 Building 701 4th Ave Minneapolis, MN	Suite 1800	Up to 40
Houston	Donna Trehus	County Auditor-Treasurer	507-725-5803	August 21st November 30th	9:00 AM	Courthouse 304 S Marshall St Caledonia, MN	Room B6	5
Hubbard	Kay Rave	County Auditor	218-732-2250	August 21st November 30th	9:00 AM	Courthouse 301 Court Ave Park Rapids, MN	Boardroom	3
Isanti	Chad Struss	County Auditor-Treasurer	763-689-8209	August 21st November 30th	9:00 AM	Govt Center 555 18th Ave SW Cambridge, MN	Board Room or Conference Room	2
Itasca	Jeff Walker	County Auditor-Treasurer	218-327-2849	August 21st November 30th	9:00 AM	Courthouse 123 NE 4th St Grand Rapids, MN	Boardroom	10
Jackson	Kevin Nordquist	County Auditor-Treasurer	507-847-2763	August 21st November 30th	9:00 AM	Courthouse 405 4th St Jackson, MN	County Attorney's Conference Room	2
Kanabec	Denise Snyder	County Auditor-Treasurer	320.679.6430	August 21st November 30th	9:00 AM	Courthouse 18 N Vine St Mora, MN 55051	Meeting Rooms 3 & 4	3

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Kandiyohi	Mark Thompson	County Auditor-Treasurer	320-231-6202	August 21st November 30th	9:00 AM	County Office Bldg 400 Benson Ave SW Wilmar, MN 56201	Basement Conference Room	3
Kitson	Debra Costin	Elections Administrator	218-843-2655	August 21st November 30th	9:00 AM	Courthouse 410 5th St S Hallock, MN	Meetign Rm #2	2
Koochiching	Thomas West	County Auditor-Treasurer	218-283-1112	August 21st November 30th	9:00 AM	Courthouse 715 4th St International Falls, MN	County Board Room	1
Lac qui Parle	Jacob Sieg	County Auditor-Treasurer	320-598-7261	August 21st November 30th	9:00 AM	County Annex 422 5th Ave Madison, MN 56256	TBD	2-3
Lake	Linda Libal	County Auditor-Treasurer	218-834-8316	August 21st November 30th	9:00 AM	Lake County Courthouse 601 3rd Ave Two Harbors, MN 55616	(LEC)	3
Lake Of The Woods	Lorene Hanson	County Auditor	218-634-2836	August 21st November 30th	9:00 AM	Govt. Center 206 8th Ave SE Baudette, MN 56623	Court Room	2
Le Sueur	Carol Blaschko	Election Administrator	507-357-8223	August 21st November 30th	9:00 AM	Courthouse 88 S Park Ave LeCenter, MN	TBD	2
Lincoln	Deb Vierhuf	County Auditor	507-694-1529	August 21st November 30th	9:00 AM	Courthouse 319 N Rebecca St Ivanhoe, MN 56142	Commissioners' Room	3 or 4
Lyon	E.J. Moberg	County Auditor-Treasurer	507-537-6724	August 21st November 30th	9:00 AM	Govt Center 607 W Main St Marshall, MN	TBD	3
McLeod	Connie Kurtzweg	Interim County Auditor-Treasurer	320-864-1203	August 21st November 30th	9:00 AM	North Complex 2391 Hennepin Ave N Glencoe, MN	Large Conference Room	3
Mahnomen	James Lee	County Auditor	218-935-5669	August 21st November 30th	9:00 AM	Courthouse 311 N Main St Mahnomen, MN	Board Meeting Room	2 or 3
Marshall	Scott Peters	County Auditor-Treasurer	218-745-4851	August 21st November 30th	9:00 AM	Courthouse 208 E Colvin Ave Warren, MN	Meeting Room 1	2
Martin	Jessica Korte	County Auditor-Treasurer	507-238-3272	August 21st November 30th	9:00 AM	LEC 201 Lake Ave Fairmont, MN	Meeting Room – Basement	2

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Meeker	Barbara Loch	County Auditor	320-693-5217	August 21st November 30th	9:00 AM	Courthouse 325 Sibley Ave N Litchfield, MN	County Board Rm or Community Rm	2
Mille Lacs	Eric Bartusch	County Auditor-Treasurer	320-983-8310	August 21st November 30th	9:00 AM	Historic Courthouse 635 2nd St SE Milaca, MN	Conference Rm D	TBD
Morrison	Chelsey Robinson	County Auditor-Treasurer	320-632-0153	August 21st November 30th	9:00 AM	213 S.E. 1st Avenue Little Falls, MN 56345	County Board Room	3
Mower	Scott Felen	County Auditor-Treasurer	507-437-9457	August 21st November 30th	9:00 AM	500 4 th Ave NE Austin, MN 55912		TBD
Murray	Heidi Winter	County Auditor-Treasurer	507-836-1152	August 21st November 30th	9:00 AM	Govt. Center 2500 28th St Slayton, MN 56172	Commissioners' Room	2
Nicollet	Jaci Kopet	Public Services Manager	507-934-7800	August 21st November 30th	9:00 AM	Govt Center 501 S Minnesota Ave St. Peter, MN	EOC Room	10
Nobles	Joyce Jacobs	County Auditor-Treasurer	507-295-5258	August 21st November 30th	9:00 AM	Govt Center 315 10th St Worthington, MN	Meeting Room 2	TBD
Norman	Donna Hanson	County Auditor-Treasurer	218-784-5471	August 21st November 30th	9:00 AM	Law Enforcement Center 15 2nd Ave E Ada, MN		3
Olmsted	Mark Krupski	Director of Property Records and Licensing	507-328-7863	August 21st November 30th	9:00 AM	2122 Campus Drive SE Rochester, MN 55904.	Riverview Suites B, C & D	13-15
Otter Tail	Wayne Stein	County Auditor-Treasurer	218 998-8041	August 21st November 30th	9:00 AM	Govt Svcs Center 510 Fir Ave W Fergus Falls, MN	County Board Room/Otter Tail Lake Room	8
Pennington	Jennifer Heizberg	County Auditor-Treasurer	218-683-7000	August 21st November 30th	9:00 AM	Courthouse 101 Main Ave N Thief River Falls, MN	Meeting Room	1 or 2
Pine	Kelly Schroeder	County Auditor-Treasurer	320-591-1670	August 21st November 30th	9:00 AM	Courthouse 635 Northridge Dr NW Pine City, MN	County Board Room	3 or 4

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Pipestone	Tyler Reisch	County Auditor	507-825-6740	August 21st November 30th	9:00 AM	Courthouse 416 Hiawatha Ave S Pipestone, MN 56164	Community Room	2
Polk	Michelle M. Cote	Director of Property Records	218-281-2554	August 21st November 30th	9:00 AM	Govt Center 612 N Broadway Crookston, MN	Suite 213	4
Pope	Stephanie Rust	County Auditor-Treasurer	320-634-7706	August 21st November 30th	9:00 AM	Courthouse 130 E Minnesota Ave Glenwood, MN 56334	Community Room	1 or 2
Ramsey	David Triplett	Elections Manager	651-266-2206	August 21st November 30th	9:00 AM	Ramsey County Plato Bldg 90 W Plato Blvd St. Paul, MN	1 st Floor Conference Room	10-12
Red Lake	Robert Schmitz	County Auditor	218-253-2598	August 21st November 30th	9:00 AM	Courthouse 124 Langevin Ave Red Lake Falls, MN	County Board Room	2
Redwood	Jean Price	County Auditor-Treasurer	507-637-4013	August 21st November 30th	9:00 AM	Govt. Center 403 S Mill St Redwood Falls, MN	County Board Room	1
Renville	Marc Iverson	County Auditor-Treasurer	320-523-3621	August 21st November 30th	9:00 AM	Courthouse 500 E DePue Ave Olivia, MN 56277	Jury Room 2 nd Floor	3
Rice	Denise Anderson	County Auditor-Treasurer	507-332-6104	August 21st November 30th	9:00 AM	Govt Svcs Bldg 320 NW 3rd St Faribault, MN	County Board Room	4
Rock	Ashley Kurtz	County Auditor-Treasurer	507-283-5060	August 21st November 30th	9:00 AM	Courthouse 204 E Brown St Luverne, MN 56156	Herreid Board Room	2
Roseau	Martha Monsrud	County Auditor	218-463-1282	August 21st November 30th	9:00 AM	Courthouse 606 5th Ave SW Roseau, MN	Rm 160	2
St. Louis	Nancy Nilsen	County Auditor	218-726-2385	August 21st November 30th	9:00 AM	Courthouse 100 N 5th Ave W Duluth, MN	200 – County Board Room	5

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Scott	Cynthia Gels	Property & Customer Services Director	952-496-8560	August 21st November 30th	9:00 AM	Scott County Law Enforcement Center 301 Fuller St S Shakopee, MN	LA241/LA241	9-10
Sherburne	Diane Arnold	County Auditor-Treasurer	763-765-4363	August 21st November 30th	9:00 AM	Govt Center 13880 Business Center Dr NW Elk River, MN	County Board Room for Primary Maple Room A & B for General	Up to 6 teams
Sibley	Marilee Peterson	County Auditor	507-237-4070	August 21st November 30th	9:00 AM	Courthouse 400 Court Ave Gaylord, MN	Courthouse Annex Basement	3
Stearns	Dave Walz	Elections Director	320-656-3939	August 21st November 30th	9:00 AM	Stearns County Service Center 3301 County Road 138 Waite Park, MN 56387	#2012B, the Elections Workroom	5
Steele	Laura Ihrke	County Auditor	507-444-7414	August 21st November 30th	9:00 AM	Admin Center 630 Florence Ave Owatonna, MN	County Board Room	6
Stevens	Stephanie Buss	County Auditor-Treasurer	320-208-6570	August 21st November 30th	9:00 AM	Courthouse 400 Colorado Ave Morris, MN	TBD	2
Swift	Kim Saterbak	County Auditor	320-843-6108	August 21st November 30th	9:00 AM	Courthouse 301 14th St N Benson, MN	Commissioner's Room	1
Todd	Denise Gaida	County Auditor-Treasurer	320-732-4414	August 21st November 30th	9:00 AM	Todd County Courthouse 215 1st Ave S Long Prairie, MN		
Traverse	Kit Johnson	County Auditor-Treasurer	320-563-7740	August 21st November 30th	9:00 AM	Courthouse Annex 702 2nd Ave N Wheaton, MN	Commissioner's Boardroom	1
Wabasha	Brian Buhmann	County Auditor-Treasurer	651-565-2648	August 21st November 30th	9:00 AM	Courthouse 625 Jefferson Ave Wabasha, MN	Commissioner's Room	4

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Wadena	Heather Olson	County Auditor-Treasurer	218-631-7784	August 21st November 30th	9:00 AM	Courthouse 415 Jefferson St S Wadena, MN	Multi-purpose room – lower level	2-4
Waseca	Tammy Spooner	County Auditor-Treasurer	507-835-0616	August 21st November 30th	9:00 AM	Courthouse 307 N State St Waseca, MN 56093	Jury Room	2
Washington	Steve Gransee	Division Manager, Taxpayer Services	651-430-8272	August 21st November 30th	9:00 AM	Govt. Center 14949 62nd St N Stillwater, MN	Conference Room LL14	10
Watsonwan	Kelly Pauling	County Auditor	507-375-2500	August 27th November 30th	9:00 AM	Courthouse 710 2nd Ave S St. James, MN	Watsonwan Room	1
Wilkin	Janelle Krump	County Auditor-Treasurer	218-643-7165	August 21st November 30th	9:00 AM	Wilkin County Courthouse 300 5th St S Breckenridge, MN	Courtroom	5
Winona	Sandra Suchla	County Auditor-Treasurer	507-457-6349	August 21st November 30th	9:00 AM	Govt Center 177 Main St Winona, MN	Room 203	6
Wright	Robert Hiivala	County Auditor-Treasurer	763-682-7579	August 21st November 30th	9:00 AM	Courthouse 10 2nd St NW Buffalo, MN	County Board Room or Community Room 120A	TBD
Yellow Medicine	Janel Timm	Property & Public Svcs Director	320-564-3132	August 21st November 30th	9:00 AM	YMC Government Center 180 8th Ave Granite Falls, MN	Board Room	2

APPENDIX C – MINNESOTA RULES RELATED TO RECOUNTS

8235.0200 RECOUNTS.

This chapter establishes procedures for the conduct of all publicly funded and discretionary recounts provided for in Minnesota Statutes, sections 204C.35 and 204C.36. The secretary of state or secretary of state's designee is the recount official for recounts conducted by the State Canvassing Board. The county auditor or auditor's designee is the recount official for recounts conducted by the county canvassing board. The county auditor or auditor's designee shall conduct recounts for county offices. The municipal clerk or clerk's designee is the recount official for recounts conducted by the municipal governing body. The school district clerk or clerk's designee is the recount official for recounts conducted by the school board, or by a school district canvassing board as provided in Minnesota Statutes, section 205A.10, subdivision 5. A recount official may delegate the duty to conduct a recount to a county auditor or municipal clerk by mutual consent. When the person who would otherwise serve as recount official is a candidate or is the spouse, child, parent, grandparent, grandchild, stepparent, stepchild, sibling, half-sibling, or stepsibling of a candidate for the office to be recounted, the appropriate canvassing board shall select a county auditor or municipal clerk from another jurisdiction to conduct the recount. "Legal adviser" means counsel to the recount official and the canvassing board for the office being recounted. The scope of a publicly funded or discretionary recount is limited to the recount of the ballots cast and the declaration of the person nominated or elected. The ballots in the envelope labeled "Original ballots from which duplicates are to be or were made" are not within the scope of the recount and this envelope must not be opened during the recount.

Statutory Authority: *MS s 204C.361*

History: *8 SR 1348; 12 SR 2215; 17 SR 8; 34 SR 1561; 38 SR 1368*

8235.0300 NOTICE.

Within 24 hours after determining that an automatic recount is required or within 48 hours of receipt of a written request for a recount and filing of a security deposit if one is required, the official in charge of the recount shall send notice to the candidates for the office to be recounted and the county auditor of each county wholly or partially within the election district. The notice must include the date, starting time, and location of the recount, the office to be recounted, and the name of the official performing the recount. The notice must state that the recount is open to the public, and in case of an automatic recount, that the losing candidate may waive the recount.

Statutory Authority: *MS s 204C.361*

History: *8 SR 1348; 19 SR 593; 38 SR 1368*

8235.0400 SECURING BALLOTS AND MATERIALS.

The official who has custody of the voted ballots is responsible for keeping secure all election materials. Registration cards of voters who registered on election day may be processed as required by part 8200.2700. All other election materials must be kept secure by precinct as returned by the election judges until all recounts have been completed and until the time for contest of election has expired.

Statutory Authority: *MS s 204C.361*

History: *8 SR 1348; 34 SR 1561*

8235.0600 FACILITIES AND EQUIPMENT.

All recounts must be accessible to the public. In a multicounty recount the secretary of state may locate the recount in one or more of the election jurisdictions or at the site of the canvassing board. Each election jurisdiction where a recount is conducted shall make available without charge to the recount official or body conducting the recount adequate accessible space and all necessary equipment and facilities.

Statutory Authority: *MS s 204C.361*

History: *8 SR 1348; 34 SR 1561*

8235.0700 GENERAL PROCEDURES.

At the opening of a recount the recount official or legal adviser shall present the procedures contained in this rule for the recount. The custodian of the ballots shall make available to the recount official the precinct summary statements, the precinct boxes or the sealed containers of voted ballots, and any other election materials requested by the recount official. If the recount official needs to leave the room for any reason, the recount official must designate a deputy recount official to preside during the recount official's absence. A recount official must be in the room at all times. The containers of voted ballots must be unsealed and resealed within public view. No ballots or election materials may be handled by candidates, their representatives, or members of the public. There must be an area of the room from which the public may observe the recount. Cell phones and video cameras may be used in this public viewing area, as long as their use is not disruptive. The recount official shall arrange the counting of the ballots so that the candidates and their representatives may observe the ballots as they are recounted. Candidates may each have one representative observe the sorting of each precinct. One additional representative per candidate may observe the ballots when they have been sorted and are being counted pursuant to part 8235.0800, subpart 2. Candidates may have additional representatives in the public viewing area of the room. If other election materials are handled or examined by the recount officials, the candidates and their representatives may observe them. The recount official shall ensure that public observation does not interfere with the counting of the ballots. The recount official shall prepare a summary of the recount vote by precinct.

Statutory Authority: *MS s 204C.361*

History: 8 SR 1348; 34 SR 1561

8235.0800 COUNTING AND CHALLENGING BALLOTS.

Subpart 1. **Breaks in counting process.** Recount officials may not take a break for a meal or for the day prior to the completion of the sorting, counting, review, and labeling of challenges, and secure storage of the ballots for any precinct. All challenged ballots must be stored securely during breaks in the counting process.

Subp.2. **Sorting ballots.** Ballots must be recounted by precinct. The recount official shall open the sealed container of ballots and recount them in accordance with Minnesota Statutes, section 204C.22. The recount official must review each ballot and sort the ballots into piles based upon the recount official's determination as to which candidate, if any, the voter intended to vote for: one pile for each candidate that is the subject of the recount and one pile for all other ballots (those for other candidates, overvotes, undervotes, etc.). During the sorting, a candidate or candidate's representative may challenge the ballot if he or she disagrees with the recount official's determination of for whom the ballot should be counted and whether there are identifying marks on the ballot. At a recount of a ballot question, the manner in which a ballot is counted may be challenged by the person who requested the recount or that person's representative. Challenges may not be automatic or frivolous and the challenger must state the basis for the challenge pursuant to Minnesota Statutes, section 204C.22. Challenged ballots must be placed into separate piles, one for ballots challenged by each candidate. A challenge is frivolous if it is based upon an alleged identifying mark other than a signature or an identification number written anywhere on the ballot or a name written on the ballot completely outside of the space for the name of a write-in candidate.

Subp. 3. **Counting ballots.** Once ballots have been sorted, the recount officials must count the piles using the stacking method described in Minnesota Statutes, section 204C.21. A candidate or candidate's representative may immediately request to have a pile of 25 counted a second time if there is not agreement as to the number of votes in the pile.

Subp. 4. **Reviewing and labeling challenged ballots.** After the ballots from a precinct have been counted, the recount official may review the challenged ballots with the candidate or the candidate representative. The candidate representative may choose to withdraw any challenges previously made. The precinct name, the reason for the challenge, and the name of the person challenging the ballot (or the candidate that person represents), and a sequential number must be marked on the back of each remaining challenged ballot before it is placed in an envelope marked "Challenged Ballots." After the count of votes for the precinct has been determined, all ballots except the challenged ballots must be resealed in the ballot envelopes and returned with the other election materials to the custodian of the ballots. The recount official may make copies of the challenged ballots. After the count of votes for all precincts has been determined during that day of counting, the challenged ballot envelope must be sealed and kept secure for presentation to the canvassing board.

Statutory Authority: *MS s 204C.361*

History: 8 SR 1348; 17 SR 8; 34 SR 1561

8235.1100 CANVASSING BOARD.

The recount official shall present the summary statement of the recount and any challenged ballots to the canvassing board. The candidate or candidate representative who made the challenge may present the basis for the challenge to the canvassing board. The canvassing board shall rule on the challenged ballots and incorporate the results into the summary statement. The canvassing board shall certify the results of the recount. Challenged ballots must be returned to the election official who has custody of the ballots.

Statutory Authority: *MS s 204C.361*

History: *8 SR 1348*

8235.1200 SECURITY DEPOSIT.

When a bond, cash, or surety for recount expenses is required by Minnesota Statutes, section 204C.35 or 204C.36, the governing body or recount official shall set the amount of security deposit at an amount which will cover expected recount expenses. In multicounty districts, the secretary of state shall set the amount taking into consideration the expenses of the election jurisdictions in the district and the expenses of the secretary of state. The security deposit must be filed during the period for requesting a discretionary recount. In determining the expenses of the recount, only the actual recount expenditures incurred by the recount official and the election jurisdiction in conducting the recount may be included. General office and operating costs may not be taken into account.

Statutory Authority: *MS s 204C.361*

History: *8 SR 1348; 38 SR 1368*

APPENDIX B – MINNESOTA STATUTES RELATING TO RECOUNTS

204C.35 FEDERAL, STATE, AND JUDICIAL RACES.

Subdivision 1. **Publicly funded recounts.** (a) In a state primary when the difference between the votes cast for the candidates for nomination to:

(1) a state legislative office is less than one-half of one percent of the total number of votes counted for that nomination or is ten votes or less and the total number of votes cast for the nomination is 400 votes or less; or

(2) a statewide federal office, state constitutional office, statewide judicial office, congressional office, or district judicial office is less than one-quarter of one percent of the total number of votes counted for that nomination or is ten votes or less and the total number of votes cast for the nomination is 400 votes or less; and the difference determines the nomination, the canvassing board with responsibility for declaring the results for that office shall manually recount the vote upon receiving a written request from the candidate whose nomination is in question.

Immediately following the meeting of the board that has responsibility for canvassing the results of the nomination, the filing officer must notify the candidate that the candidate has the option to request a recount of the votes at no cost to the candidate. This written request must be received by the filing officer no later than 5:00 p.m. on the second day after the canvass of the primary for which the recount is being sought.

(b) In a state general election when the difference between the votes of a candidate who would otherwise be declared elected to:

(1) a state legislative office is less than one-half of one percent of the total number of votes counted for that office or is ten votes or less and the total number of votes cast for the office is 400 votes or less; or

(2) a statewide federal office, state constitutional office, statewide judicial office, congressional office, or district judicial office and the votes of any other candidate for that office is less than one-quarter of one percent of the total number of votes counted for that office or is ten votes or less if the total number of votes cast for the office is 400 votes or less, the canvassing board shall manually recount the votes upon receiving a written request from the candidate whose election is in question.

Immediately following the meeting of the board that has responsibility for canvassing the results of the general election, the filing officer must notify the candidate that the candidate has the option to request a recount of the votes at no cost to the candidate. This written request must be received by the filing officer no later than 5:00 p.m. on the second day after the canvass of the election for which the recount is being sought.

(c) A recount must not delay any other part of the canvass. The results of the recount must be certified by the canvassing board as soon as possible.

(d) Time for notice of a contest for an office which is recounted pursuant to this section shall begin to run upon certification of the results of the recount by the canvassing board.

Subd. 2. **Discretionary candidate recounts.** (a) A losing candidate whose name was on the ballot for nomination or election to a statewide federal office, state constitutional office, statewide judicial office, congressional office, state legislative office, or district judicial office may request a recount in a manner provided in this section at the candidate's own expense when the vote difference is greater than the difference required by this section. The votes shall be manually recounted as provided in this section if the candidate files a request during the time for filing notice of contest of the primary or election for which a recount is sought.

(b) The requesting candidate shall file with the filing officer a bond, cash, or surety in an amount set by the filing officer for the payment of the recount expenses. The requesting candidate is responsible for the following expenses: the compensation of the secretary of state, or designees, and any election judge, municipal clerk, county auditor, administrator, or other personnel who participate in the recount; necessary supplies and travel related to the recount; the compensation of the appropriate canvassing board and costs of preparing for the canvass of recount results; and any attorney fees incurred in connection with the recount by the governing body responsible for the recount.

(c) a discretionary recount of a primary must not delay delivery of the notice of nomination to the winning candidate under section 204C.32.

(d) The requesting candidate may provide the filing officer with a list of up to three precincts that are to be recounted first and may waive the balance of the recount after these precincts have been counted. If the candidate provides a list, the recount official must determine the expenses for those precincts in the manner provided by paragraph (b).

(e) The results of the recount must be certified by the canvassing board as soon as possible.

(f) If the winner of the race is changed by the optional recount, the cost of the recount must be paid by the jurisdiction conducting the recount.

(g) If a result of the vote counting in the manual recount is different from the result of the vote counting reported on election day by a margin greater than the standard for acceptable performance of voting systems provided in section 206.89, subdivision 4, the cost of the recount must be paid by the jurisdiction conducting the recount.

Subd. 3. **Scope of recount.** A recount conducted as provided in this section is limited in scope to the determination of the number of votes validly cast for the office to be recounted. Only the ballots cast in the election and the summary statements certified by the election judges may be considered in the recount process. Original ballots that have been duplicated under section 206.86, subdivision 5, are not within the scope of a recount and must not be examined except as provided by a court in an election contest under chapter 209.

Subd. 4. **Filing officer.** For the purpose of this section, the secretary of state is the filing officer for candidates for all federal offices and for state offices voted on in more than one county. The county auditor is the filing officer for state offices voted on in only one county.

History: 1981 c 29 art 5 s 35; 1981 c 187 s 1; 1983 c 253 s 17; 1989 c 291 art 1 s 14; 1990 c 486 s 1; 1993 c 68 s 1; 1998 c 254 art 2 s 24; 1Sp2001 c 10 art 18 s 28; 2004 c 293 art 2 s 27; 2008 c 336 s 2, 3; 2010 c 201 s 44, 45; 2013 c 131 art 2 s 37, 38; 2015 c 70 art 1 s 42, 43

NOTES AND DECISIONS

204C.35

During automatic administrative recount, absent a voluntary agreement between local election officials and two candidates for seat in United States Senate that absentee ballots had been rejected in error and that the absentee-ballot envelopes should be opened and the ballots should be counted, resolution of whether the absentee ballots were rejected in error would have to await an election contest proceeding. *Coleman v. Ritchie*, 759 N.W. 2d 47 (Minn. 2009).

A manual administrative recount, which is necessary when the margin of victory in an election is less than one-half of one percent, is intended to ensure that the votes cast in the election were accurately counted. *Coleman v. Ritchie*, 759 N.W.2d 47 (Minn. 2009).

204C.36 RECOUNTS IN COUNTY, SCHOOL DISTRICT, AND MUNICIPAL ELECTIONS.

Subdivision 1. **Publicly funded recounts.** (a) Except as provided in paragraphs (b) and (c), a losing candidate for nomination or election to a county, municipal, or school district office may request a recount of the votes cast for the nomination or election to that office if the difference between the vote cast for that candidate and for a winning candidate for nomination or election is less than one-quarter of one percent of the total votes counted for that office. In case of offices where two or more seats are being filled from among all the candidates for the office, the one-quarter of one percent difference is between the elected candidate with the fewest votes and the candidate with the most votes from among the candidates who were not elected.

(b) A losing candidate for nomination or election to a county, municipal, or school district office may request a recount of the votes cast for nomination or election to that office if the difference between the votes cast for that candidate and for a winning candidate for nomination or election is less than one-half of one percent, and the total number of votes cast for the nomination or election of all candidates is more than 400 but less than 50,000. In cases of offices where two or more seats are being filled from among all the candidates for the office, the one-half of one percent difference is between the elected candidate with the fewest votes and the candidate with the most votes from among the candidates who were not elected.

(c) A losing candidate for nomination or election to a county, municipal, or school district office may request a recount of the votes cast for nomination or election to that office if the difference between the vote cast for that candidate and for a winning candidate for nomination or election is ten votes or less, and the total number of votes cast for the nomination or election of all candidates is no more than 400. In cases of offices where two or more seats are being filled from among all the candidates for the office, the ten vote difference is between the elected candidate with the fewest votes and the candidate with the most votes from among the candidates who were not elected.

(d) Candidates for county offices shall file a written request for the recount with the county auditor. Candidates for municipal or school district offices shall file a written request with the municipal or school district clerk as appropriate. All requests shall be filed by 5:00 p.m. on the fifth day after the

canvass of a primary or special primary or by 5:00 p.m. on the seventh day of the canvass of a special or general election for which a recount is sought.

(e) Upon receipt of a request made pursuant to this section, the county auditor shall recount the votes for a county office at the expense of the county, the governing body of the municipality shall recount the votes for a municipal office at the expense of the municipality, and the school board of the school district shall recount the votes for a school district office at the expense of the school district.

Subd. 2. Discretionary candidate recounts. (a) A losing candidate for nomination or election to a county, municipal, or school district office may request a recount in the manner provided in this section at the candidate's own expense when the vote difference is greater than the difference required by subdivision 1, clauses (a) to (e). The votes shall be manually recounted as provided in this section if the requesting candidate files with the county auditor, municipal clerk, or school district clerk a bond, cash, or surety in an amount set by the governing body of the jurisdiction or the school board of the school district for the payment of the recount expenses.

(b) The requesting candidate may provide the filing officer with a list of up to three precincts that are to be recounted first and may waive the balance of the recount after these precincts have been counted. If the candidate provides a list the recount official must determine the expenses for those precincts in the manner provided by paragraph (b).

(c) A discretionary recount of a primary must not delay delivery of the notice of nomination to the winning candidate under section 204C.32.

(d) The results of the recount must be certified by the canvassing board as soon as possible.

(e) If the winner of the race is changed by the optional recount, the cost of the recount must be paid by the jurisdiction conducting the recount.

(f) If a result of the vote counting in the manual recount is different from the result of the vote counting reported on election day by a margin greater than the standard for acceptable performance of voting systems provided in section 206.89, subdivision 4, the cost of the recount must be paid by the jurisdiction conducting the recount.

Subd. 3. Discretionary ballot question recounts. A recount may be conducted for a ballot question when the difference between the votes for and the votes against the question is less than or equal to the difference provided in subdivision 1. A recount may be requested by any person eligible to vote on the ballot question. A written request for a recount must be filed with the filing officer of the county, municipality, or school district placing the question on the ballot and must be accompanied by a petition containing the signatures of 25 voters eligible to vote on the question. Upon receipt of a written request when the difference between the votes for and the votes against the question is less than or equal to the difference provided in subdivision 1, the county auditor shall recount the votes for a county question at the expense of the county, the governing body of the municipality shall recount the votes for a municipal question at the expense of the municipality, and the school board of the school district shall recount the votes for a school district question at the expense of the school district. If the difference between the votes for and the votes against the question is greater than the difference provided in subdivision 1, the person requesting the recount shall also file with the filing officer of the county, municipality, or school district a bond, cash, or surety in an amount set by the appropriate governing

body for the payment of recount expenses. The written request, petition, and any bond, cash, or surety required must be filed during the time for notice of contest for the election for which the recount is requested.

Subd. 4. **Expenses.** In the case of a question, a person, or a candidate requesting a discretionary recount, is responsible for the following expenses: the compensation of the secretary of state, or designees, and any election judge, municipal clerk, county auditor, administrator, or other personnel who participate in the recount; necessary supplies and travel related to the recount; the compensation of the appropriate canvassing board and costs of preparing for the canvass of recount results; and any attorney fees incurred in connection with the recount by the governing body responsible for the recount.

Subd. 5. **Notice of contest.** Time for notice of contest of a nomination or election to a county office which is recounted pursuant to this section shall begin to run upon certification of the results of the recount by the county canvassing board. Time for notice of contest of a nomination or election to a municipal office which is recounted pursuant to this section shall begin to run upon certification of the results by the governing body of the municipality. Time for notice of contest of a school district election that is recounted under this subdivision begins to run on certification of the results of the recount by the school board.

Subd. 6. **Scope of recount.** A recount conducted as provided in this section is limited in scope to the determination of the number of votes validly cast for the office or question to be recounted. Only the ballots cast in the election and the summary statements certified by the election judges may be considered in the recount process.

History: 1981 c 29 art 5 s 36; 1987 c 266 art 1 s 47; 1989 c 291 art 1 s 15; 1Sp2001 c 10 art 18 s 29,30; 2004 c 293 art 2 s 28; 2008 c 336 s 4; 2010 c 201 s 46, 47; 2013 c 131 art 2 s 39; 2015 c 70 art 1 s 44, 45

NOTES AND DECISIONS

204C.36

Certificate of proper canvassing board declaring election result is prima facie evidence of result and places on contestant burden of showing that person declared elected did not receive majority of votes. *Kearin v. Roach*, 381 N.W. 2d 531 (Minn. Ct. App. 1986).

204C.361 RULES FOR RECOUNTS.

(a) The secretary of state shall adopt rules according to the Administrative Procedure Act establishing uniform recount procedures. All recounts provided for by sections 204C.35, 204C.36, and 206.88, shall be conducted in accordance with these rules.

(b) Notwithstanding Minnesota Rules, part 8235.0800, the requirement that ballots be recounted by precinct means that a recount official shall maintain the segregation of ballots by precinct but the recount official may recount more than one precinct at a time in physically separate locations within the room in which the recount is administered.

History: 1983 c 253 s 18; 1989 c 291 art 1 s 16; 1990 c 426 art 1 s 25; 2004 c 293 art 2 s 29



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: August 11, 2020

Title of Item: LLCC - Additional COVID Protections and Protocols

<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: Rich Courtemanche & Courtney Dowell	Department: Land
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Presenter (Name and Title): Rich Courtemanche - Land Commissioner	Estimated Time Needed:
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Summary of Issue:
On July 23, 2020, Aitkin County adopted an amended COVID-19 Preparedness Plan for the county. Long Lake Conservation Center is covered under this plan.

Long Lake Conservation Center is seeking to open its doors for potential school and non-school groups. LLCC has worked with Health and Human Services, the County Sanitarian, and maintenance to create additional specific actions for the center.

Long Lake Conservation Center is seeking approval from the County Board of these additional measures.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve a motion to adopt additional COVID Protections and Protocols for LLCC

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:*

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

Additional Protections and Protocols at Long Lake Conservation Center

Hybrid Plan based on

<https://www.health.state.mn.us/diseases/coronavirus/schools/overnightcamp.pdf>

and

<https://www.health.state.mn.us/diseases/coronavirus/foodgather.pdf>

As a unique department within Aitkin County, Long Lake Conservation Center will follow the COVID Preparedness Plan set forth by Aitkin County with the following additional protections and protocols.

Program=Any Long Lake event or reservation. Retreat, training, youth group, etc.

Key protections

- A minimum of 6 feet of distance between participants not in the same family unit/household must be maintained throughout the program.
- Indoor and outdoor occupant capacity to no more than 25% up to 250 persons. See **Protocols for managing capacity.**
- In the Dining Hall, only 4 people are allowed per table, 6 if they are all members of the same household.
- Lodging is Single Occupancy: 1 guest per room allowed unless the guests are members of the same household.
 - Double Occupancy and Shared Lodging: Occupants must be in the same household in order to allow 2-6 people per room.
- According to Emergency Executive order 20-81 a face covering must be worn in indoor business and indoor public settings that cover the nose and mouth completely until such time it is deemed unnecessary during the COVID-19 health crisis.

Protocols for managing occupancy

- Indoor seating at up to 25% occupancy, with a maximum of 250 individuals is allowed. A maximum of 250 individuals is allowed at outdoor seating. All guests must be seated.
- Signage will be posted at the Long Lake facility entrances outlining the facility and guest organization’s protocols (protocols are subject to change dependent on guest organizations).
- The guest organization’s program coordinator along with Long Lake staff must:
 - Limit the number of participants, customers and guests as necessary to allow for the required social distancing and not exceed allowed percentage of occupancy where required.
 - Provide controlled flow of participants as much as possible, including upon start and at end of the program.
- **Meeting Capacity:** Indoor seating at up to 25% occupancy
(<https://www.health.state.mn.us/diseases/coronavirus/foodgather.pdf>)

Facility Space	Standard Capacity	25% Capacity
Dining Hall	180	45

Great Hall, North Star Lodge	80	20
Breakout Spaces (8), North Star Lodge	10	2
Classroom, Marcum House	50	12
Classroom, Schoolhouse	20	5
Lodge Room, Marcum House	12	3

- See protocols for facility sanitation and disinfecting under **Protocols for sanitizing and disinfecting**
- **Lodging:**
 - North Star Lodge (16 rooms)
 - Single Occupancy: 1 guest per room allowed unless the guests are members of the same household.
 - Double Occupancy and Shared Lodging: Occupants must be in the same household in order to allow 2-6 people per room.
 - Marcum House (13 rooms)
 - Single Occupancy: 1 guest per room allowed unless the guests are members of the same household.
 - Double Occupancy and Shared Lodging: Occupants must be in the same household in order to allow 2-6 people per room.
 - See protocols for room sanitation and disinfecting under **Protocols for sanitizing and disinfecting**
- According to Emergency Executive order 20-81 a face covering must be worn in indoor business and indoor public settings that cover the nose and mouth completely until such time it is deemed unnecessary during the COVID-19 health crisis.

Protocols for food and beverage (<https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-up-delivery-services-during-covid-19#operations>)

- Food will be prepared and served in accordance with applicable rules and regulations guiding the specific program. Follow the Minnesota Food Code, as applicable.
- Food will be served in the Dining Hall only.
- Long Lake Food Services will discontinue operations, such as salad bars, buffets, and beverage service stations that require guests to use common utensils or dispensers.
- Food will be plated and served (change from family style and buffet)
 - Staff will provide
 - Individually wrapped silverware
 - Napkins
 - Beverage refills
 - Single Serve condiments/seasonings
- Dishes will be bussed at the kitchen window.
- Guests will be directed by signs and staff to maintain 6ft of distance when picking up their plate from the kitchen or bussing their dishes.
- Sneeze Guards will be placed between the kitchen and guests with room for moving plate from

kitchen to Dining Hall

- According to Emergency Executive order 20-81 a face covering must be worn in indoor business and indoor public settings that cover the nose and mouth completely until such time it is deemed unnecessary during the COVID-19 health crisis.
- See protocols for Dining Hall sanitation and disinfecting under **Protocols for sanitizing and disinfecting**

Protocols to lower the risk of exposure to COVID-19

- All participants, customers, and guests will need to respond to the screening survey questions upon arrival and check-in, and verify that they have read the screening-survey and can respond “no” to all questions.
 - Long Lake will require temperature checks for guests accompanying a youth based program.
- Long Lake staff will communicate with participants prior to the program. Staff will:
 - Advise participants, customers, and guests of the added COVID-19 precautions that will be taken prior to arrival at the site. Using websites, emails, and/or correspondence with guest organization program coordinator/s to educate participants, customers, and guests on the steps being taken for their protection and the protection of workers.
 - Decline to allow participation in the program if there is any suspicion that they are sick or symptomatic, and advise them to leave the facility.
 - Guests may be asked to leave the facility at their screening or any time

VISITOR AND EMPLOYEE HEALTH SCREENING CHECKLIST



CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers "Yes" to any of the screening questions, they should be advised to go home, stay away from other people, and contact their health care provider.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer "Yes" or "No" to each question. Do you have:

- Fever or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

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05/20/2020

throughout their stay if they are exhibiting symptoms of COVID-19.

- According to Emergency Executive order 20-81 a face covering must be worn in indoor business and indoor public settings that cover the nose and mouth completely until such time it is deemed unnecessary during the COVID-19 health crisis.
- Program attendees and employees/volunteers should not attend a program at Long Lake Conservation Center if they or someone in their household are experiencing symptoms of COVID-19 or they have known exposure to someone with a positive case of COVID-19.
- See protocols for sanitation and disinfecting under **Protocols for sanitizing and disinfecting**

Protocols for youth/educational programming at Long Lake Conservation Center

- Learning groups will be created to have no more that 25 people including the staff and instructors for outdoor programming.
- Groups will cohort and not inter mix.
- If programs need to move inside, groups of 10 or less will be created (depending on space and allowance for social distancing)
- Equipment will not be shared whenever possible.
- All programs will be kept contactless (games, team building, team programs).
- According to Emergency Executive order 20-81 a face covering must be worn in indoor business and indoor public settings that cover the nose and mouth completely until such time it is deemed unnecessary during the COVID-19 health crisis.
- See protocols for program equipment sanitation and disinfecting under **Protocols for sanitizing and disinfecting**

Protocols for sanitizing and disinfecting

In addition to actions outlined in **Housekeeping**, Long Lake Conservation Center will adhere to the following protocols for each facility on campus.

- **Dining Hall:**
 - Staff will frequently sanitize high touch areas
 - After sanitizing, wait time of 30 minutes will be implemented before a new group/cohort can use the facility.
- **North Star Lodge Dorm Rooms:**
 - The dorm rooms in the North Star lodge will be booked first with preference over the Marcum House Rooms.
 - After check out time, a wait time of 30 minutes will be implemented to allow for air exchange before staff can enter to clean, sanitize, and disinfect.
 - Long Lake staff will increase frequency of sanitizing high touch areas like external door knobs throughout guests stay at Long Lake.
- **North Star Lodge Lobby**
 - Staff will frequently sanitize high touch areas
 - Self serve areas and equipment like the water fountains and coffee will be disabled/discontinued
- **North Star Lodge Great Hall**

- Staff will frequently sanitize high touch areas
- **Marcum House Dorm Rooms:**
 - Marcum House rooms will be reserved as overflow when reservations are made
 - After check out time, a wait time of 24 hours will be implemented to allow for air exchange before staff can enter to clean, sanitize, and disinfect.
 - Long Lake staff will increase frequency of sanitizing high touch areas like external door knobs throughout guests stay at Long Lake.
- **Marcum House Lobby**
 - Staff will frequently sanitize high touch areas
 - Self serve areas and equipment like the water fountains and coffee will be disabled/discontinued
- **Marcum House Classroom**
 - Staff will frequently sanitize high touch areas
- **All bathrooms**
 - Staff will frequently sanitize high touch areas
- **All entrances and exits, doors**
 - Staff will frequently sanitize high touch areas
- **Kitchen**
 - Staff will frequently sanitize high touch areas
 - A sneeze guard will be placed between the kitchen and dining area
- **Office/Lab**
 - Staff will frequently sanitize high touch areas
 - A sneeze guard will be placed between the reception and front entrance.
 - Office staff will sanitize common equipment after each use ie copier and wipe down customer contact areas after each customer or guest visit
- **Canteen**
 - Staff will frequently sanitize high touch areas
 - A sneeze guard will be placed between the register and customer.
- **Schoolhouse (staff restrooms, critters)**
 - Staff will frequently sanitize high touch areas
 - Office staff sanitize after each use or critter care
- **Program Equipment**
 - Staff will frequently sanitize high touch areas
 - Staff will sanitize and disinfect after each individual use



Board of County Commissioners Agenda Request

29
Agenda Item #

Requested Meeting Date: August 11, 2020

Title of Item: County VSO Operational Enhancement Grant Program

<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: Penny Harms		Department: Veteran Services Office
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Aitkin County Veteran Services is eligible to receive a CVSO Operational Enhancement Grant for FY20 in the amount of \$10,000 from the MN Department of Veterans Affairs. The purpose of this grant is to enhance the operations of the Aitkin County Veterans Service Office. The grant can be used for outreach, marketing, enhancement of services to veterans, transportation and office equipment.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adapt attached resolution: County VSO Operational Enhancement Grant Program		
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>		

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

ADOPTED August 11, 2020

By Commissioner: xxxx

20200811-xxx

County VSO Operational Enhancement Grant Program

BE IT RESOLVED by **Aitkin County** that the County enter into the attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the county's Veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county Veterans service office, as specified in Minnesota Statutes 197.608 and Minnesota Laws 2019, Chapter 10, Article 1, Section 37, Subdivision 2. This grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by **Aitkin County** that the County Veterans Service Officer, **Penny Harms**, be authorized to execute the attached Grant Contract for the above-mentioned program on behalf of the County.

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

FIVE MEMBERS PRESENT

All Members Voting

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 11th day of August, 2020 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 11th day of August, 2020

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: August 11, 2020

Title of Item: Census Update

<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: Jessica Seibert	Department: County Administrator	
Presenter (Name and Title): Peter Alexander, U.S. Census Bureau		Estimated Time Needed: 15 minutes
Summary of Issue: Peter Alexander will give a Census Update to the board.		
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>		



Board of County Commissioners Agenda Request

3B
Agenda Item #

Requested Meeting Date: August 11, 2020

Title of Item: Approve Change Order

<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: 10 minutes
Summary of Issue: Please see the attached request for a change order for Harbor City Masonry in the amount of \$17,059.32. Travis Feuchtmann with ContegryGroup will be on hand to answer any questions.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve change order for Harbor City Masonry in the amount of \$17,059.32.		
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? \$ 17,059.32 Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		



Harbor City Masonry, Inc.

310 SOUTH CENTRAL AVENUE • DULUTH, MN 55807

PH 218-628-3686 • FAX 218-628-3706

March 27, 2020

CHANGE ORDER REQUEST

PROJECT	Aitkin County Government Center Addition Aitkin, MN	HCM PROJECT	2018-04
CONTRACTOR	Contegri Group Incorporated 101 First Street SE Little Falls, MN 56345	HCM COR	16
		GC CONTRACT	
		GC COR	
		ATTN:	Justin Thorne

The change is as follows:

Contegri Group RFI 042

Additional MP1 Columns due to top of footing changing from 100'- 1/2" to 95'- 4 1/2"

Material	Description	units	total units	cost/unit	total	
	8" CMU	block	196.00	\$1.45	\$284.20	
	Mortar	block	196.00	\$0.45	\$88.20	
	Rebar Cages (Ogden Machine Invoice #19829)	ls	1.00	\$288.65	\$288.65	
	3/4" Plywood 2' x 4'	pcs	28.00	\$8.00	\$224.00	
	#9 Tie Wire	roll	1.00	\$5.00	\$5.00	
	Quick Ties & Handles (ASOCO Invoice # 555462)	ls	1.00	\$26.67	\$26.67	
	#5 Rebar from HCM Yard	lf	190.00	\$1.50	\$285.00	
	4000 psi Concrete	cy	5.00	\$200.00	\$1,000.00	
	180lb Propane Cylinder	ea	2.00	\$75.00	\$150.00	
Subtotal of Material					\$2,351.72	
Labor	Description	Time	units	total units	cost/unit	total
3116120 - Pickup Rebar Cages from Ogden Machine and deliver to HCM Shop for additional MP1 columns	Laborer (Roger Anderson)	4:00pm - 5:00pm	hrs	1.00	\$63.96	\$63.96
3116120 - Load material & equipment for additional MP1 columns	Laborer (Jeff Berlin)	10:00am - 12:00pm	hrs	2.00	\$63.96	\$127.92
3117120 - Deliver material & equipment to jobsite for additional MP1 columns	Laborer (Jeff Berlin)		hrs		\$63.96	
3117120 - Layout additional MP1 columns	Working Foreman (Roger Anderson)	9:00am - 10:00am	hrs	1.00	\$109.82	\$109.82
	Working Foreman (Dan Weimer)	9:00am - 10:00am	hrs	1.00	\$109.82	\$109.82
3117120 - Cut X 1.5 block and tie rebar for additional MP1 columns	Working Foreman (Dan Weimer)	10:00am - 4:30pm	hrs	6.00	\$109.82	\$658.92
	Bricklayer (Brad Doree)	8:00am - 4:30pm	hrs	8.00	\$81.25	\$650.00
	Operator (Jake Pulak)	8:00am - 4:30pm	hrs	8.00	\$80.39	\$643.12
	Operator (Jake Pulak) Overtime	7:30am - 8:00am	hrs	0.50	\$108.71	\$54.36
	Laborer (Kevin Radzak)	8:00am - 4:30pm	hrs	9.00	\$63.96	\$575.64
	Laborer (Kevin Radzak) Overtime	7:30am - 8:00am	hrs	1.00	\$36.53	\$36.53
3118120 - Cutting Plywood	Working Foreman (Frank Hanson)	9:00am - 10:00am	hrs	1.00	\$109.82	\$109.82
	Laborer (Jeff Berlin)	9:00am - 10:00am	hrs	1.00	\$63.96	\$63.96
3119120 - Install Plywood to Joists	Laborer (Roger Anderson)	10:00am - 1:30pm	hrs	3.50	\$63.96	\$223.86
3119120 - Cut & Lay block and tie rebar for additional MP1 columns	Working Foreman (Dan Weimer)	7:30am - 2:00pm	hrs	6.00	\$109.82	\$658.92
	Bricklayer (Brad Doree)	7:30am - 2:00pm	hrs	6.00	\$81.25	\$487.50
	Operator (Jake Pulak)	7:30am - 2:00pm	hrs	6.00	\$80.39	\$482.34
	Laborer (Kevin Radzak)	7:30am - 2:00pm	hrs	6.00	\$63.96	\$383.76
3119120 - Gather & Load bracing material for additional MP1 columns	Laborer (Jeff Berlin)	7:00am - 10:00am	hrs	3.00	\$63.96	\$191.88
3119120 - Deliver bracing material for additional MP1 columns	Laborer (Roger Anderson)	4:00pm - 7:30pm	hrs	3.50	\$63.96	\$223.86
3119120 - Brace Columns, pour concrete for additional MP1 columns	Working Foreman (Dan Weimer)	1:30pm - 3:30pm	hrs	2.00	\$109.82	\$219.64
	Working Foreman (Dan Weimer) Overtime	3:30pm - 6:30pm	hrs	3.00	\$134.78	\$404.34
	Working Foreman (Roger Anderson)	1:30pm - 3:30pm	hrs	2.00	\$109.82	\$219.64
	Working Foreman (Roger Anderson) Overtime	3:30pm - 6:30pm	hrs	3.00	\$134.78	\$404.34
	Bricklayer (Brad Doree)	1:30pm - 3:30pm	hrs	2.00	\$81.25	\$162.50
	Bricklayer (Brad Doree) Overtime	3:30pm - 6:30pm	hrs	3.00	\$106.21	\$318.63
	Operator (Jake Pulak)	1:30pm - 3:30pm	hrs	2.00	\$80.39	\$160.70
	Operator (Jake Pulak) Overtime	3:30pm - 6:30pm	hrs	3.00	\$108.71	\$326.13
	Laborer (Kevin Radzak)	1:30pm - 3:30pm	hrs	2.00	\$63.96	\$127.92
	Laborer (Kevin Radzak) Overtime	3:30pm - 6:30pm	hrs	3.00	\$36.53	\$259.59
3120120 - Finish grouting columns and wrap with blankets for additional MP1 columns	Working Foreman (Dan Weimer)	7:00am - 12:00pm	hrs	5.00	\$109.82	\$549.10
	Operator (Jake Pulak)	7:00am - 12:00pm	hrs	5.00	\$80.39	\$401.95
	Laborer (Kevin Radzak)	7:00am - 12:00pm	hrs	5.00	\$63.96	\$319.80
At a future date - Load & haul all equipment back to Duluth and unload	Laborer (Jeff Berlin)	7:00am - 3:30pm	hrs	8.00	\$63.96	\$511.68
Subtotal of Labor					\$10,292.03	
Equipment	Description	units	total units	cost/unit	total	
	Scaffolding & Small Specialized Equipment (Tied to hour total cost)	hrs of labor	\$10,292.03	8%	\$823.36	
	Pickup Truck	days	1.000	\$100.00	\$100.00	
	Forklift	days	3.688	\$375.00	\$1,382.81	
	Mixer (Tied to operator total hours)	days	1.813	\$80.00	\$145.00	
	Saw (Tied to Bricklayer & Foreman total hours)	days	3.250	\$80.00	\$260.00	
Subtotal of Equipment					\$2,711.17	
Subtotal COR # 16					\$15,354.92	
1.1% Bond Charge					\$168.90	
10% Profit & Overhead					\$1,535.49	
Total COR # 16					\$17,059.32	

sk



Board of County Commissioners Agenda Request

30
Agenda Item #

Requested Meeting Date: August 11, 2020

Title of Item: Organizational Arrangement Options For Rum River 1W1P Policy Committee

<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: 10 minutes
Summary of Issue: <p>At the conclusion of 1W1P planning, the State requires that the partners have some formal arrangement for implementing the plan. This arrangement provides structure for deciding how the group will use Watershed Based Implementation Funding (non-competitive State grants). There are 3 options to choose from: 1. Memorandum of Agreement, 2. Joint Powers Collaboration (JPC), or 3. Joint Powers Entity (JPE). Each option has a description in the attached document. It is the recommendation from County Attorney Jim Ratz that Option 2 - Joint Powers Collaboration (JPC), will be in the best interest of the County.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Resolution of Joint Powers Agreement		
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>		

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

Implementation Organizational Arrangement Options For Rum River 1W1P Policy Committee

The information below is a summary of information from the [MN Counties Intergovernmental Trust](#) and [MN Board of Water and Soil Resources](#). Compiled by Jamie Schurbon of the Anoka Conservation District.

Decision Needed:

At the conclusion of 1W1P planning, the State requires that the partners have some formal arrangement for implementing the plan. This arrangement provides structure for deciding how the group will use Watershed Based Implementation Funding (non-competitive State grants). There will be approx. \$1M every two years in State dollars for 1W1P implementation.

Timeline for Decision:

May-Aug 2020

Learn the options. Get your governing boards up to speed.

Recommendation: Policy Committee member and your staff Steering Committee member present it together to your board.

Aug-Sept 2020

Policy Committee selects a favored option.

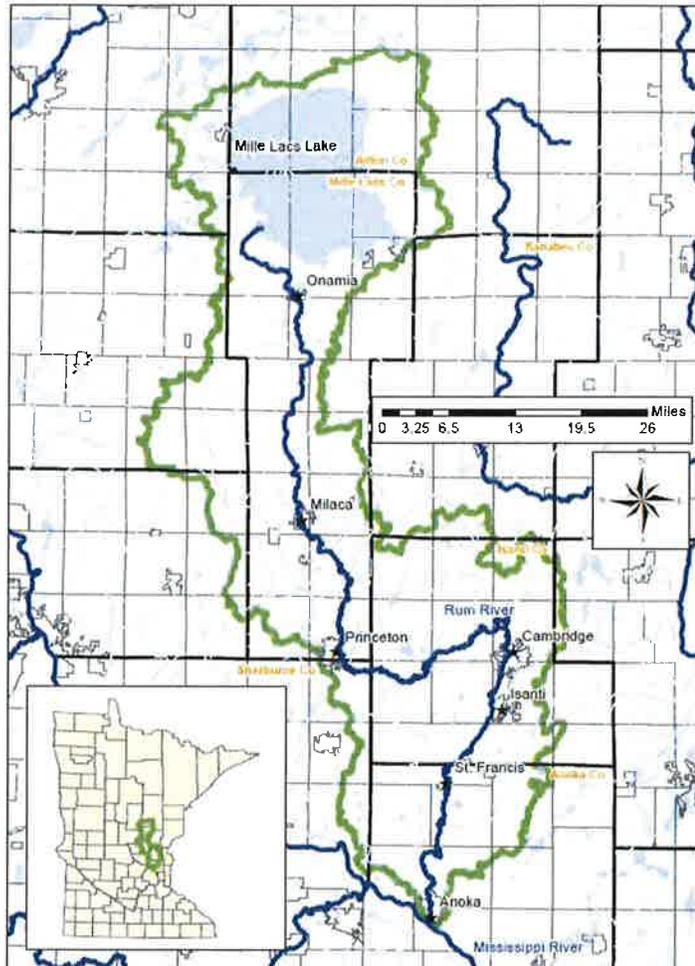
Oct-Nov 2020

Legal review and fine tuning.

Dec-Feb 2021

Governing board approvals

Rum River Watershed



Summary of Options:

1. Memorandum of Agreement

Description

- Formal and outward commitment to work together.
- Being used for 1W1P planning.
- A document titled an MOA but citing MN Statue 471.59 is really a joint powers agreement (option 2 or 3).

Pros:

- Simple for cooperative planning.

Cons:

- Not legally enforceable. Not recommended by BWSR for this reason.
- Partnership cannot directly receive grant funds, placing all risk with the grant agreement holder(s).

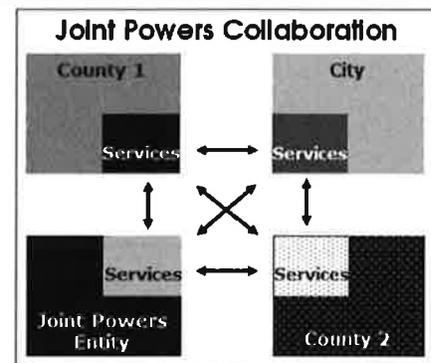
Who's using this:

- I'm not aware of any other 1W1P's in MN using this.

2. Joint Powers Collaboration (JPC)

Description

- Agreement to jointly deliver a service or product.
- Legally binding.
- Does not create a new entity. The collaboration cannot entire into any contracts.
- Any board or committee formed acts solely in an advisory capacity to the forming member boards. Member entities (counties, SWCDs, etc) maintain autonomous decision making.
- Funds are obtained and expended by participating governmental units each separately.
- Duties of administration, managing projects or other tasks can be contracted out to member entities.



Pros:

- No additional layer of government. The collaborative does still meet to do work.
- Participants' governing bodies maintain autonomous decision-making authority.
- One statutory liability limit.
- Possibly less administrative cost.

Cons:

- Participants may share liability. Every collaborative participant can be liable for the actions of the group. If sued, one statutory liability applies to the group, which is far better than in option 1 where each participant may be liable up to its legal limit. It is possible to allocate liability percentages amongst participants in the agreement, such as based on land area.
- Decision making can be slower because of the number of separate boards all needing to make decisions.
- There usually needs to be a voting structure that allows for decisions that are not unanimous.
- Programs would need to have one lead partner that accepts the funds and manages the project. This includes programs spanning multiple jurisdictions. It is possible to have subcontracts with other entities that pass the liability as appropriate.

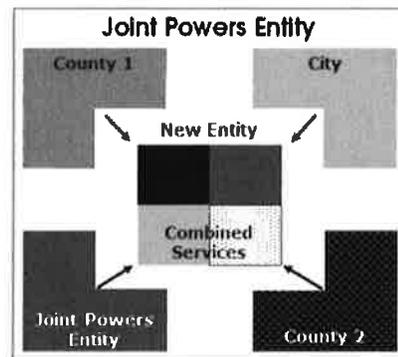
Who's using this:

- At least six other 1W1Ps. Most 1W1Ps in MN, including Lake Superior North 1W1P (4 participants), North Fork Crow River 1W1P (14 participants), Red Lake River (7 participants), Root River 1W1P (13 participants), Yellow Medicine 1W1P (10 participants) and Lower St. Croix 1W1P (17 participants).
- While groups using this option have wanted to minimize administration, many seem to be finding that they still need someone, likely one of the partners, paid to coordinate the collaborative.

3. Joint Powers Entity (JPE)

Description

- Creates a new entity with authorities imbued upon it by its members. As such, a JPE can never have more authority or jurisdictional purview than that which all of its members can give it. So a JPE in this case could not have taxing or land use planning authority because that is not common to all participants. In practice, JPEs authorities are often much less than its members.
- The JPE board has autonomous decision-making authority and can enter into contracts.
- The new entity must purchase its own insurance, have its own bank account, undergo financial audits, and has liability apart from the member parties.
- Duties of administration, managing projects or other tasks can be contracted out to member entities.



Pros:

- New entity's authorities can be limited in the agreement to only those that the partnership chooses. Often, the limits are very strict, including a prohibition of regulation, taxation, etc.
- Liability apart from the participants helps to insulate individual members from liability while undertaking joint endeavors. In this way, it is analogous to a "shell company" that shields the participants from liability. It does not, however, protect participants from liability for their independent actions.
- Simplified decision-making by a new autonomous board. All participants have a representative vote in decision-making, but those decisions don't go back to full boards of the participating entities.
- Possible to have a single grant agreement between the state and the JPE covering many projects over many jurisdictions. If the new entity receives a grant covering multiple projects, it can shift funds amongst programs to balance any unforeseen costs on one project with lower than expected expenditures on another.
- Grant match could be met by the group collectively. Excessive match by one partner could reduce match needed from others.
- Any equipment purchased might be shared amongst participants.

Cons:

- New entity is formed even if its authorities are limited.
- Costs of insurance and administration for the new entity. Cost may need to be split among participants.
- Need to decide the voting leverage that Questions about whether all participants get equal votes (for example, those with small and large land areas in the watershed)?

Who's using this:

- Cannon River 1W1P.

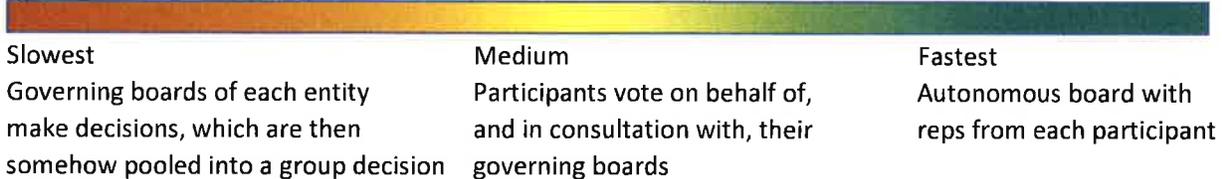
Options Presented as a Continuum

Option 1: Memorandum of Agreement – Excluded from below because the partnership will be dealing with public dollars and this agreement type is not legally enforceable, and therefore not recommended.

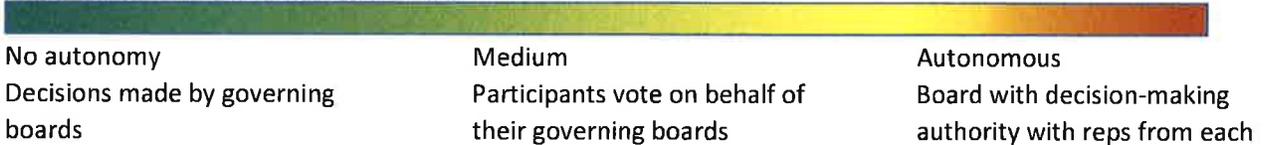
Agreement Type



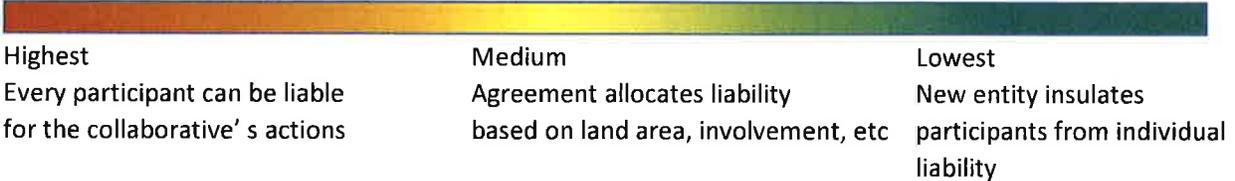
Speed of Decision-Making



Autonomy of the Collaborative's Board



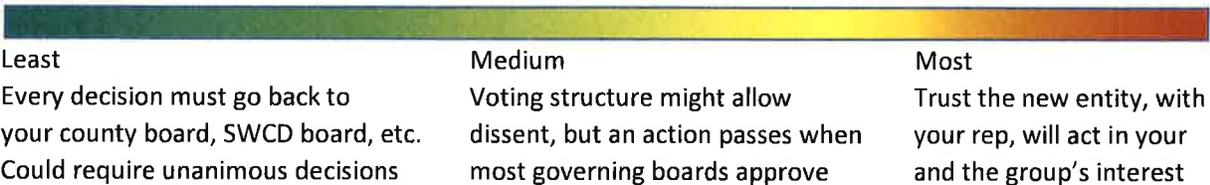
Liability to Participating Entities



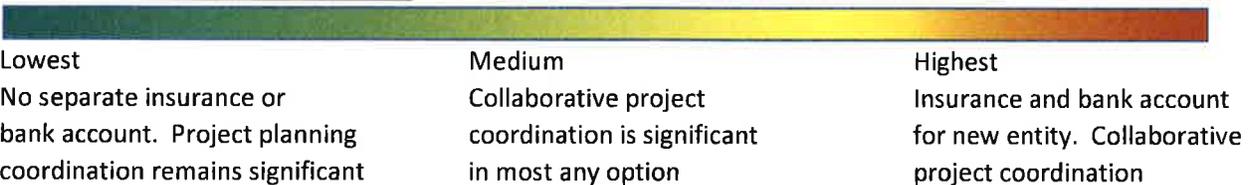
Who can Receive Watershed Based Implementation Funding Grants



Trust needed



Administration and Insurance Costs



Example Decision-Making Processes

For simplicity, we're assuming State Watershed Based Implementation Funding (WBIF) is the funding source.

Example candidate projects:

- Install retrofits in City A to treat stormwater that otherwise drains to the Rum River untreated.
- Hire an agricultural outreach specialist to encourage agricultural practices in multiple counties.
- Implement aquatic invasive species prevention plans at lakes watershed-wide.
- Fix a particular riverbank erosion problem.

Step	Description	Applicable to Joint Powers Collaboration	Applicable to Joint Powers Entity
1	Projects/programs must be in the 1W1P or other eligible plan to make the project eligible for State Watershed Based Implementation Funding (WBIF).	Yes	Yes
2	Steering Committee creates a work plan of recommended projects each biennium. Steering Committee is staff of entities that are party to the agreement.	Yes	Yes
3	Willing grant recipient is identified for each project. It will be one of the participating entities who wishes to manage the project and willing to accept the liability. There can also a separate fiscal agent named.	Yes. The collaboration can't be the recipient.	Yes. The JPE can be the recipient in which case it may subcontract with member entities to perform grant management.
4	Steering Committee recommends the project package to the Policy Committee for funding this round.	Yes	Yes – Policy Committee makes final decision.
5a	Policy Committee makes final decision on funding package. Consultation with governing boards may occur. A voting structure will be specified in the joint powers agreement.	No	Yes
5b	Policy Committee recommends the project to the governing bodies. That decision is likely made by voting or consensus. The voting structure might give some parties more voting power than others based on land area or other considerations, or may not.	Yes	No
6	Every governing body considers approving the project. Each Policy and Steering Committee member is the liaison to their governing board. The JPC agreement should specify how many governing boards need to approve the project in order for it to be approved, and what to do about those who don't act.	Yes	No



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: August 11, 2020

Title of Item: 2021 Budget Presentation

<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 checked="" type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by: Sheriff Dan Guida	Department: Sheriff's Office
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Presenter (Name and Title): Sheriff Dan Guida	Estimated Time Needed: 20 minutes
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Summary of Issue:

Present 2021 Sheriff's Office budget

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:*

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



Board of County Commissioners Agenda Request

SA
Agenda Item #

Requested Meeting Date: 8-11-20

Title of Item: Public Hearing - ADA Transition Plan for Public Rights of Way

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

Submitted by: John Welle	Department: Highway Department
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Presenter (Name and Title): John Welle, Aitkin County Engineer	Estimated Time Needed: 10:00 - 10:15
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Summary of Issue:
As discussed at the July 14th Board of Commissioners meeting, as a recipient of federal highway funding, we are required to have in place by September, 2020 an ADA Transition Plan for pedestrian facilities within our county highway right of way. This agenda item is a public hearing for public input on the proposed plan.

The proposed document was that was made available for public input can obtained on the Aitkin County Highway Department website by following the ADA Transition Plan link.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
No action requested at this time. The final plan document will be scheduled for approval on the August 25, 2020 Board of Commissioners meeting agenda.

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:*

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



Board of County Commissioners Agenda Request



Requested Meeting Date: 8-11-20

Title of Item: 2019 Annual Report

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

Submitted by: John Welle	Department: Highway Department
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Presenter (Name and Title): John Welle, Aitkin County Engineer	Estimated Time Needed: 15 minutes
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Summary of Issue:
A brief overview of the 2019 annual report will be given. This report was directly mailed to each commissioner on Tuesday, August 4th.

Alternatives, Options, Effects on Others/Comments:
NA

Recommended Action/Motion:
Approval of the report is requested by 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:*

**Aitkin County
Highway Department
2019 Annual Report**



AITKIN COUNTY HIGHWAY DEPARTMENT
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YEAR ENDED DECEMBER 31, 2019

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AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY
YEAR ENDED DECEMBER 31, 2019

MILEAGE - CSAH REGULAR.....	372.48
MAINTENANCE COSTS - CSAH REGULAR.....	2,529,713.82
MILEAGE - CSAH MUNICIPAL.....	10.16
MAINTENANCE COSTS - CSAH MUNICIPAL.....	127,466.66
MILEAGE - COUNTY ROADS.....	135.07
MAINTENANCE COSTS - COUNTY ROADS.....	980,528.37
CONSTRUCTION - CSAH REGULAR.....	4,200,923.26
CONSTRUCTION - TOWN BRIDGE.....	167,348.54
CONSTRUCTION - COUNTY ROADS.....	370,597.21
CONSTRUCTION - MISCELLANEOUS.....	314,343.95
TOTAL CONSTRUCTION	\$ 5,053,212.96

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2019

The following summary of accomplishments has resulted from the authorized expenditures and operations on County State-Aid Highways and County Roads in Aitkin County during 2019.

1. COUNTY CONSTRUCTION

1) Bituminous Mill & Overlay SAP 001-616-007	\$	1,283,064.80
2) Bituminous Mill, Overlay and Striping SAP 001-610-030	\$	466,232.13
3) Bituminous Mill, Overlay and Striping SAP 001-603-019	\$	715,563.73
4) Resurfacing CR 70 CP 001-070-001	\$	228,870.43
5) Shouldering - CSAH 3, 4, 10 CP 001-090-033	\$	226,157.90
6) HSIP Pavement Markings SP 001-070-005	\$	145,023.55
7) Rural Intersection Lightning SP 001-070-006	\$	129,477.00
8) Clearing & Grubbing SAP 001-603-020	\$	243,107.50
6) Grading & Aggregate Base SAP 001-625-001	\$	1,855,752.80

--MAINTENANCE--

2. STATE AID HWYS - REGULAR MAINTENANCE		2,529,713.82
3. STATE AID HWYS - MUNICIPAL MAINTENANCE		127,466.66
4. COUNTY ROADS - MAINTENANCE		980,528.37

--CAPITAL OUTLAY--

5. EQUIPMENT/SHOP MATERIALS/LAND		
Equipment		680,625.46
Shop Materials		586,638.52
6. ADMINISTRATION/ENGINEERING:		
Administration/Engincering		81,758.81

AITKIN COUNTY HIGHWAY DEPARTMENT
 FINANCIAL STATEMENT
 YEAR ENDED DECEMBER 31, 2019

CURRENT ASSETS

Cash Balance as of December 31, 2018		\$ 3,780,319.81
<u>Accounts Receivable</u>		
Accounts Receivable (Individuals)	\$ 197.50	
Due from County Ditch	\$ 1,544.78	
Due from Unorganized Townships	\$ 8,173.75	
Due from Townships	\$ 37,637.82	
Due from Cities	\$ 585.00	
Total Accounts Receivable		\$ 48,138.85
<u>Due from State Aid</u>		
Regular Construction	\$ 376,684.62	
Municipal Construction	\$ 181,155.97	
Federal	\$ 100,983.66	
Total from State Aid		\$ 658,824.25
<u>Allotments</u>		
State Aid Regular Construction	\$ 1,710,690.88	
State Aid Municipal Construction	\$ 232,550.38	
Town Bridge	\$ 57,812.84	
Total Allotments		\$ 2,001,054.10
<u>Inventory</u>		
Routine Replacements	\$ 82,227.29	
Motor Fuel/Lube/Anti-freeze	\$ 62,889.49	
Field Materials & Supplies	\$ 62,675.60	
Gravel Stockpiles	\$ 351,314.33	
Total Inventory		\$ 559,106.71
<u>TOTAL ASSETS</u>		\$ 7,047,443.72

LIABILITIES

Vendors Payable		\$ 236,237.25
Contracts Payable		\$ 201,829.75
Driveway Permit Payable		\$ 15,000.00
Salaries & Wages Payable		\$ 133,698.62
Employee Benefits Payable		\$ 155,974.66
<u>Unearned Revenue</u>		
Regular Construction	\$ 1,865,746.69	
Municipal Construction	\$ 349,480.77	
Town Bridge	\$ 66,365.56	
Total Deferred Revenue		\$ 2,281,593.02

<u>TOTAL LIABILITIES</u>		\$ 3,024,333.30
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FUND BALANCE

Reserve for Supplies Inventory		\$ 559,106.71
Unreserve/Undesignated Fund Balance		\$ 3,464,003.71

<u>TOTAL FUND BALANCE</u>		\$ 4,023,110.42
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<u>TOTAL LIABILITIES AND FUND BALANCE</u>		\$ 7,047,443.72
--	--	------------------------

AITKIN COUNTY HIGHWAY DEPARTMENT
STATEMENT OF CHANGES IN FUND BALANCE
YEAR ENDED DECEMBER 31, 2019

<u>Beginning Fund Balance</u>		<u>\$ 3,669,124.10</u>
Revenues		<u>\$ 9,146,653.98</u>
Expenses		
Maintenance	\$ 2,905,567.67	
Construction	\$ 4,787,790.42	
Administration & Support	\$ 732,141.18	
Equipment Operation	\$ (390,113.21)	
Authorized Work for Others	\$ 353,230.65	
Other Costs	\$ 963,157.66	
Total Expenses		<u>\$ 9,351,774.37</u>
 Adjustments to Fund Balance		 <u>\$ -</u>
 <u>ENDING FUND BALANCE</u>		 <u><u>\$ 3,464,003.71</u></u>

**AITKIN COUNTY HIGHWAY DEPARTMENT
ACCOUNTS RECEIVABLE
YEAR ENDED DECEMBER 31, 2019**

STATE OF MN - REGULAR CONSTRUCTION..... \$ 183,563.97
STATE OF MN - MUNICIPAL CONSTRUCTION..... \$ 12,503.07

DEBTOR	Acct. Rec. Beg. Year	Maintenance	Charges & Matl Sold	Pymt/Trans During Year	Total End of Year
<i>Organized Townships:</i>					
Aitkin	411.01	0.00	7,490.74	7,450.27	451.48
Ball Bluff	2,695.00	19,710.00	6,561.93	25,066.93	3,900.00
Balsam	90.00	810.00	3,980.76	4,675.76	205.00
Beaver	0.00	5,000.00	0.00	5,000.00	0.00
Clark	1,837.91	0.00	822.72	2,658.63	2.00
Cornish	375.00	5,085.00	1,055.70	5,610.70	905.00
Farm Island	1,127.60	0.00	35,633.05	35,785.65	975.00
Fleming	340.00	0.00	7,714.64	7,430.64	624.00
Glen	340.00	0.00	12,970.72	12,920.72	390.00
Haugen	0.00	0.00	2,950.93	2,950.93	0.00
Hazelton	466.25	0.00	11,457.79	10,853.60	1,070.44
Hill Lake	0.00	0.00	3,591.28	3,591.28	0.00
Idun	0.00	0.00	622.66	622.66	0.00
Jevne	0.00	0.00	10,963.44	10,963.44	0.00
Kimberly	0.00	0.00	5,502.41	5,502.41	0.00
Lakeside	0.00	0.00	15,030.96	15,030.96	0.00
Lee	0.00	0.00	0.00	0.00	0.00
Libby	100.00	2,695.00	1,321.53	3,349.03	767.50
Logan	0.00	0.00	180.40	180.40	0.00
MacVile	0.00	0.00	3,211.19	3,211.19	0.00
Malmo	770.56	0.00	17,648.12	770.56	17,648.12
McGregor	0.00	0.00	0.00	0.00	0.00
Millward	600.00	18,943.75	359.60	18,230.85	1,672.50
Morrison	340.00	0.00	526.00	476.00	390.00
Nordland	236.00	0.00	1,551.67	1,490.17	297.50
Pliny	1,777.50	6,641.25	1,713.68	8,016.89	2,115.54
Rice River	0.00	0.00	360.80	360.80	0.00
Salo	0.00	0.00	0.00	0.00	0.00
Seavey	0.00	150.00	963.88	1,113.88	0.00
Shamrock	0.00	856.39	25,894.48	26,750.87	0.00
Spalding	0.00	0.00	734.40	539.40	195.00
Spencer	0.00	0.00	4,756.64	4,407.95	348.69
Turner	0.00	0.00	2,654.91	2,381.91	273.00
Verdon	665.00	6,997.50	0.00	6,545.00	1,117.50
Wagner	0.00	367.50	2,230.22	2,597.72	0.00
Waukenabo	0.00	420.00	1,286.17	1,675.12	31.05
Wealthwood	240.00	1,972.50	10,356.00	11,781.00	787.50
White Pine	200.00	1,438.75	0.00	1,140.00	498.75
Williams	1,000.00	6,087.50	1,908.44	6,082.19	2,913.75
Workman	(392.29)	300.00	2,335.67	2,184.88	58.50
	13,219.54	77,475.14	206,343.53	259,400.39	37,637.82

AITKIN COUNTY HIGHWAY DEPARTMENT
 ACCOUNTS RECEIVABLE
 YEAR ENDED DECEMBER 31, 2019

DEBTOR	Acct. Rec. Beg. Year	Maintenance	Charges & Matl Sold	Pymnt/Trans During Year	Total End of Year
<i>Unorganized Townships:</i>					
Jewett 45-24	525.00	7,706.70	847.50	8,900.45	178.75
Davidson 47-24	585.00	10,030.00	359.60	7,602.10	3,372.50
Blind Lake 48-27	785.00	7,479.80	448.76	7,821.06	892.50
Esquagamah 49-27	910.00	8,823.80	477.80	9,429.10	782.50
Hebron 50-25	190.00	5,142.02	0.00	4,439.52	892.50
Bain 50-26	140.00	965.00	0.00	900.00	205.00
White Elk 50-27	45.00	9,764.20	1,632.40	11,366.60	75.00
51-25	100.00	522.50	0.00	622.50	0.00
LeMay 51-27	1,200.00	1,320.00	0.00	2,520.00	0.00
52-22	587.50	6,860.00	0.00	6,997.50	450.00
Ruth 52-24	685.00	38,995.70	4,854.71	43,835.41	700.00
Quadna 52-25	395.00	9,206.30	1,626.24	10,827.54	400.00
Shovel Lake 52-27	365.00	23,398.60	5,756.52	29,295.12	225.00
	6,512.50	130,214.62	16,003.53	144,556.90	8,173.75
<i>Cities:</i>					
Aitkin	0.00	0.00	44.00	44.00	0.00
Hill City	0.00	0.00	0.00	0.00	0.00
McGregor	0.00	0.00	1,125.30	540.30	585.00
Palisade	0.00	0.00	0.00	0.00	0.00
Tamarack	0.00	0.00	747.78	747.78	0.00
	0.00	0.00	1,917.08	1,332.08	585.00
<i>County Ditches:</i>					
County Ditch #2	0.00	994.85	0.00	994.85	0.00
County Ditch #5	362.50	0.00	0.00	362.50	0.00
County Ditch #14	462.50	0.00	0.00	462.50	0.00
County Ditch #21	0.00	1,334.52	0.00	1,334.52	0.00
County Ditch #23	277.50	0.00	0.00	277.50	0.00
County Ditch #24	270.00	0.00	0.00	270.00	0.00
County Ditch #25	0.00	185.00	0.00	185.00	0.00
County Ditch #28	3,972.45	1,795.80	0.00	5,768.25	0.00
County Ditch #34	1,789.97	2,366.41	0.00	2,686.38	1,470.00
County Ditch #37	0.00	676.10	0.00	676.10	0.00
County Ditch #38	0.00	355.00	0.00	355.00	0.00
County Ditch #42	0.00	1,050.00	0.00	1,050.00	0.00
County Ditch 88	0.00	505.10	0.00	505.10	0.00
State Ditch #63	440.00	0.00	0.00	440.00	0.00
State Ditch #88	0.00	445.90	0.00	371.12	74.78
	7,134.92	9,262.78	0.00	14,927.70	1,544.78
Aitkin Co. Land Department	100.00	0.00	34,949.05	35,049.05	0.00
Due from Townships, Cities & Other Government Units					47,941.35
Individuals.....					197.50
GRAND TOTAL.....					231,702.82

**AITKIN COUNTY HIGHWAY DEPARTMENT
ACCOUNTS RECEIVABLE ADDENDUM
YEAR ENDED DECEMBER 31, 2019**

CONTRACTS RECEIVABLE

REGULAR CONSTRUCTION

Allotment Encumbrances:

S.P. 001-070-005	725.12
S.P. 001-070-006	647.38
S.A.P. 001-603-019	35,778.19
S.A.P. 001-603-020	12,155.38
S.A.P. 001-606-021	10,240.90
S.A.P. 001-610-030	23,311.61
S.A.P. 001-616-007	60,991.81
S.A.P. 001-632-007	39,713.58

REGULAR CONSTRUCTION RECEIVABLE

183,563.97

MUNICIPAL CONSTRUCTION

Allotment Encumbrances:

S.A.P. 001-608-006	9,341.64
S.A.P. 001-616-007	3,161.43

MUNICIPAL CONSTRUCTION RECEIVABLE

12,503.07

TOTAL CONTRACTS RECEIVABLE

196,067.04

AITKIN COUNTY HIGHWAY DEPARTMENT
TOWN ROAD ALLOTMENT
YEAR ENDED DECEMBER 31, 2019

<u>Township</u>	<u>Distribution Amount</u>
Aitkin	21,827.82
Ball Bluff	10,064.80
Balsam	3,592.86
Beaver	6,914.60
Clark	10,723.62
Cornish	4,297.09
Farm Island	25,501.23
Fleming	13,292.71
Glen	15,426.90
Haugen	9,212.51
Hazelton	20,157.59
Hill Lake	12,340.98
Idun	8,964.07
Jevne	11,609.91
Kimberly	11,573.38
Lakeside	17,281.80
Lee	4,663.90
Libby	3,475.87
Logan	11,843.68
Macville	9,049.83
Malmo	11,974.56
McGregor	4,729.56
Millward	5,245.57
Morrison	9,697.14
Nordland	26,691.23
Pliny	5,269.88
Rice River	7,706.68
Salo	8,082.12
Seavey	4,945.40
Shamrock	33,103.85
Spalding	9,649.21
Spencer	15,109.37
Turner	6,748.92
Verdon	5,624.42
Wagner	11,007.77
Waukenabo	10,417.84
Wealthwood	8,477.30
White Pine	3,070.87
Williams	8,270.00
Workman	9,383.42
Unorg Twp 45-24	3,064.53
Unorg Twp 47-24	4,746.50
Unorg Twp 48-27	2,770.39
Unorg Twp 49-27	2,922.56
Unorg Twp 50-25	3,499.08
Unorg Twp 50-26	2,847.88
Unorg Twp 50-27	1,435.63
Unorg Twp 51-25	1,505.93
Unorg Twp 51-27	1,443.50
Unorg Twp 52-22	2,233.74
Unorg Twp 52-24	3,008.82
Unorg Twp 52-25	2,397.90
Unorg Twp 52-27	2,644.28
TOTALS-----	\$471,541.00

Note: Town Road Allotment monies are distributed by the Auditor's Office
10% Equalization, 10% Class Rate, 30% Population, 50% Mileage

AITKIN COUNTY HIGHWAY DEPARTMENT
 INVENTORY OF MATERIALS SUPPLIES
 YEAR ENDED DECEMBER 31, 2019

PARTS AND REPLACEMENTS:

Filters	\$	15,357.15		
Blades	\$	<u>66,870.14</u>	\$	82,227.29

MOTOR FUEL & LUBRICANTS:

Diesel Fuel	\$	49,368.62		
Oils/Anti-Freeze	\$	<u>13,520.87</u>	\$	62,889.49

FIELD MATERIALS & SUPPLIES:

Culverts	\$	29,151.52		
Signs & Posts	\$	21,727.74		
Bituminous Materials	\$	8,311.38		
Beaver Bond Leveler	\$	-		
Fabric	\$	<u>3,484.96</u>	\$	62,675.60

GRAVEL STOCKPILES **\$ 351,314.33**

TOTAL INVENTORIES----- \$ 559,106.71

Physical count of inventory was taken at year end

AITKIN COUNTY HIGHWAY DEPARTMENT
LIABILITIES FUND BALANCE
YEAR ENDED DECEMBER 31, 2019

LIABILITIES

ACCOUNTS PAYABLE **\$ 236,237.25**

SALARIES AND BENEFITS PAYABLE

	<u>Administration</u>	<u>Engineering</u>	<u>Maintenance</u>	<u>Total</u>
Salaries Payable	\$ 25,496.54	\$ 23,077.35	\$ 85,124.73	\$ 133,698.62
Comp Time Payable	\$ -	\$ 235.16	\$ 3,754.82	\$ 3,989.98
Vacation Payable	\$ 25,581.07	\$ 21,079.50	\$ 105,324.11	\$ 151,984.68
	\$ 51,077.61	\$ 44,392.01	\$ 194,203.66	\$ 289,673.28

CONTRACTS PAYABLE

CP 001-053-003 - KNIFE RIVER	\$ 7,365.55
SAP 001-612-021 - KNIFE RIVER	\$ 21,225.57
SAP 001-612-022 - KNIFE RIVER	\$ 6,154.95
CP 001-090-031 - LOT PROS INC.	\$ 1,208.68
CP 001-090-032 - FERGUSON AGGREGATE & CRUSHING INC	\$ 2,114.26
CP 001-070-001 - ANDERSON BROTHERS CONSTRUCTION COMPANY	\$ 11,630.29
CP 001-090-033 - ANDERSON BROTHERS CONSTRUCTION COMPANY	\$ 13,058.66
SAP 001-603-019 - ANDERSON BROTHERS CONSTRUCTION COMPANY	\$ 37,887.23
SAP 001-610-030 - ANDERSON BROTHERS CONSTRUCTION COMPANY	\$ 22,619.18
SAP 001-616-007 - ANDERSON BROTHERS CONSTRUCTION COMPANY	\$ 70,030.02
SP 001-070-005 - TRAFFIC MARKING SERVICES	\$ 1,521.48
SAP 001-03-020 - RC HABECK	\$ 7,013.88
	\$ 201,829.75

ENTRANCE PERMIT PAYABLE **\$ 15,000.00**

UNEARNED REVENUE

Regular Construction	\$ 1,865,746.69
Municipal Construction	\$ 349,480.77
Town Bridge	\$ 66,365.56
	\$ 2,281,593.02

TOTAL LIABILITIES **\$ 3,024,333.30**

FUND BALANCE

Reserve - Supplies Inventory	\$ 559,106.71
Unreserve/Undesignated Fund Balance	\$ 3,464,003.71

TOTAL LIABILITIES AND FUND BALANCE **\$ 7,047,443.72**

**AITKIN COUNTY HIGHWAY DEPARTMENT
ACCOUNTS PAYABLE
YEAR ENDED DECEMBER 31, 2019**

<u>VENDORS PAYABLE</u>	<u>Admin</u>	<u>Eng Const</u>	<u>Maint</u>	<u>Capital Infrast</u>	<u>Equip & Facilities</u>	<u>Total</u>
Aitkin Body Shop			33.71			33.71
Aitkin Tire Shop			210.00			210.00
Antoine Electric			252.32			252.32
AT&T Mobility			32.98			32.98
Auto Value Aitkin			465.88			465.88
Best Oil Company			3,392.40			3,392.40
Blunt, Randy			145.00			145.00
Bremer Bank			2,457.43			2,457.43
Canon Financial	162.82					162.82
Centra Sota Coop			15,789.61			15,789.61
Centurylink			31.57			31.57
Cintas Corporation			56.82			56.82
City of Aitkin				116,930.39		116,930.39
Compass Minerals America			23,875.78			23,875.78
Darlow Excavating			1,187.50			1,187.50
Dehm Oil			15,905.70			15,905.70
DLT Solutions, LLC		5,789.33				5,789.33
Dutch's Electric Inc			293.21			293.21
East Central Energy			48.96			48.96
Elan City Inc.			3,169.00			3,169.00
Erickson Engineering Co				11,187.50		11,187.50
Federated Coop			741.10			741.10
Garrison Disposal			140.28			140.28
Gravelle Plumbing & Heating			824.95			824.95
Hyytinen's Hardware Hank			144.66	5.09		149.75
Johnson, Brad			139.95			139.95
Lake Country Power			251.68			251.68
Maney International Inc			1,865.59			1,865.59
McGregor Ace Hardware			12.59			12.59
McGregor Oil			4,915.13			4,915.13
Midwest Machinery			138.24			138.24
Mike's Bobcat Service			200.00			200.00
Mille Lacs Energy Cooperative			3,364.45			3,364.45
MN Energy Resources Corp			1,183.55			1,183.55
NAPA Auto Parts			28.85			28.85
Northern Star Coop Services			942.29			942.29
Nuss Truck & Equipment			411.87			411.87
Palisade Coop			130.98			130.98
Palisade One Stop			130.98			130.98
PUC			282.04			282.04
Rally Snares			220.85			220.85
Riley Auto Supply			564.22			564.22
Schwaab, Inc	35.00					35.00
S.E.H.				4,702.50		4,702.50
Shred Right	30.00					30.00
The Office Shop	461.60					461.60
Verizon Business			21.97			21.97
Verizon Wireless			449.83			449.83
WEX			5,673.99			5,673.99
White, Paul			128.21			128.21
Widseth Smith & Nolting				5,647.50		5,647.50
Ziegler			1,029.40			1,029.40
	689.42	5,789.33	91,285.52	138,472.98	0.00	236,237.25

AITKIN COUNTY HIGHWAY DEPARTMENT
FIXED ASSETS
YEAR ENDED DECEMBER 31, 2019

ADMN

Equip Code	Description	Acq. Dt	Est. Life	Status	Org. Cost	Beg Bal	Equip Rental	Cost Added	Yearly Depr	Ending Bal	Adjust to Equalize Depr
0621	OFFICE DESKS - ACCT/OFFICE ASST	11/30/1994	20	ACTIVE	2,754.09	-	-	-	-	-	-
0631	OFFICE FURNITURE: ENGINEER	3/6/2000	10	ACTIVE	3,031.74	-	-	-	-	-	-
0632	OFFICE FURNITURE: ASST ENG	3/6/2000	10	ACTIVE	2,323.78	-	-	-	-	-	-
0633	OFFICE FURNITURE: ROW/PERMIT AGENT	3/6/2000	10	ACTIVE	2,126.53	-	-	-	-	-	-
0635	CONFERENCE ROOM FURNITURE	2/2/2001	10	ACTIVE	2,642.74	-	-	-	-	-	-
0637	OFFICE FURNITURE-SURVEYOR	1/31/2003	10	ACTIVE	1,385.64	-	-	-	-	-	-
0644	COMPUTER-MAINTENANCE FOREMAN	8/21/2015	4	ACTIVE	905.00	226.40	-	-	226.40	-	(226.40)
0646	NEC PROJECTOR	11/27/2007	0	ACTIVE	1,261.73	-	-	-	-	-	-
0648	ENG TECH DESKS/CHAIRS	5/22/2008	5	ACTIVE	2,896.81	-	-	-	-	-	-
0652	LAPTOP THINKPAD W500-ENGINEER	8/27/2009	4	ACTIVE	1,793.58	-	-	-	-	-	-
0653	OFFICE ASSISTANT COMPUTER	1/1/2015	4	ACTIVE	905.00	-	-	-	-	-	-
0657	ENGINEER COMPUTER	6/21/2013	4	ACTIVE	1,159.59	-	-	-	-	-	-
0658	ACCOUNTANT COMPUTER	12/7/2016	4	ACTIVE	910.00	436.00	-	-	-	-	-
0659	ROW/PERMIT AGENT COMPUTER	12/7/2016	4	ACTIVE	1,288.00	617.25	-	-	227.52	208.48	(227.52)
0660	ASST ENGINEER COMPUTER	12/7/2016	4	ACTIVE	1,288.00	617.25	-	-	321.96	295.29	(321.96)
0783	SURVEYOR COMPUTER	10/31/2012	4	ACTIVE	1,432.96	-	-	-	321.96	295.29	(321.96)
0785	NEWROADS ACS SOFTWARE	10/1/2016	30	ACTIVE	9,084.38	7,494.89	-	-	-	-	-
SUBTOTAL					37,189.57	9,391.79	-	-	302.76	7,192.13	(302.76)
									1,400.60	7,991.19	(1,400.60)
<hr/>											
ATV											
0013	2011 POLARIS 500 RANGER ATV	4/15/2011	8	ACTIVE	9,894.94	311.24	12.00	152.40	311.24	-	(451.64)
0720	1998 POLARIS 4X4 ATV	5/13/1998	8	ACTIVE	4,897.94	-	-	-	-	-	-
SUBTOTAL					14,792.88	311.24	12.00	152.40	311.24	-	(451.64)
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BELLY DUMP											
0499	RED RIVER TRI-AXLE BELLY DUMP	5/4/1995	20	ACTIVE	26,417.80	-	-	4,106.26	-	-	(4,106.26)
0500	RANCO BELLY DUMP	1/14/1994	20	ACTIVE	28,235.00	-	-	6,312.76	-	-	(6,312.76)
0501	RED RIVER BELLY DUMP	5/22/2001	20	ACTIVE	28,462.32	3,353.77	-	928.97	1,437.36	1,916.41	(2,366.33)
SUBTOTAL					83,115.12	3,353.77	-	11,347.99	1,437.36	1,916.41	(12,785.35)
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AITKIN COUNTY HIGHWAY DEPARTMENT
FIXED ASSETS
YEAR ENDED DECEMBER 31, 2019

CONST

Equip Code	Description	Acq. Dt	Est. Life	Status	Org. Cost	Beg Bal	Equip Rental	Cost Added	Yearly Depr	Ending Bal	Adjust to Equalize Depr
0435	1986 FORD PICKUP-DRILL RIG	2/20/1996	5	ACTIVE	5,872.50	-	-	-	-	-	-
0709	PIN FINDER LOCATOR	1/1/1989	10	ACTIVE	500.00	-	-	-	-	-	-
0711	CONCRETE AIR TESTER	4/7/1995	20	ACTIVE	575.18	-	-	-	-	-	-
0718	LASER LEVEL	6/6/1997	10	ACTIVE	2,337.68	-	-	-	-	-	-
0726	COURSE SIEVE SHAKER	6/19/2001	5	ACTIVE	3,522.26	-	-	-	-	-	-
0727	DIGITAL SCALES: SOIL TESTING	3/27/2002	5	ACTIVE	1,452.00	-	-	-	-	-	-
0731	ONE OFFICE DATABASE	9/2/2005	10	ACTIVE	15,763.93	-	-	-	-	-	-
0738	HP LASERJET 5200DTN PRINTER	11/27/2012	8	ACTIVE	2,396.00	555.21	-	-	302.64	252.57	(302.64)
0739	AUTOCAD CIVIL 3D 2017	1/12/2017	5	ACTIVE	41,224.62	24,734.70	-	-	8,244.96	16,489.74	(8,244.96)
0769	TOUGHBOOKS #1	9/21/2011	5	ACTIVE	1,757.03	-	-	-	-	-	-
0772	IPAD-PAUL WHITE	9/2/2015	4	ACTIVE	930.97	154.97	-	-	154.97	-	(154.97)
0773	TRIMBLE GPS TOTAL STATION	2/20/2009	8	ACTIVE	54,895.96	-	-	-	-	-	-
0776	COMPUTER WORKSTATION - EXTRA	5/13/2009	0	ACTIVE	1,039.44	-	-	-	-	-	-
0777	NIKON AUTOMATIC LEVEL	6/3/2009	0	ACTIVE	1,050.94	-	-	-	-	-	-
0778	E/TIME CARD	12/24/2009	8	ACTIVE	9,570.00	-	-	-	-	-	-
0784	ENGINEER TECH COMPUTER #5	4/14/2013	4	ACTIVE	1,159.59	-	-	-	-	-	-
0786	ENG TECH DESKTOP COMPUTERS - 4	1/1/2018	4	NEW	6,664.36	4,998.27	-	-	1,666.09	3,332.18	(1,666.09)
0787	ENGINEER TECH LAPTOPS - 4	1/1/2018	4	NEW	7,210.80	5,408.10	-	-	1,802.70	3,605.40	(1,802.70)
SUBTOTAL					157,923.26	35,851.25	-	-	12,171.36	23,679.89	(12,171.36)

GRADERS

0200	CATERPILLER 120M MOTOR GRADER	2/6/2013	15	ACTIVE	193,743.00	117,522.15	30,420.00	21,381.48	12,916.20	104,405.95	(3,877.68)
0201	CATERPILLER 120M MOTOR GRADER	2/6/2013	15	ACTIVE	193,743.00	117,522.15	23,782.50	17,429.45	12,916.20	104,405.95	(6,563.15)
0205	2016 DEERE 670GP	11/17/2016	15	ACTIVE	208,090.00	178,032.44	27,551.25	17,009.95	13,872.72	164,159.72	(3,331.42)
0206	2016 DEERE 670GP	11/17/2016	15	ACTIVE	208,090.00	178,032.44	26,370.00	28,852.14	13,872.72	164,159.72	(16,354.86)
0209	CAT 140G MOTOR GRADER	6/15/1987	5	ACTIVE	151,794.91	-	180.00	1,363.88	-	-	(1,183.88)
0211	CAT 140G MOTOR GRADER	4/19/1989	7	ACTIVE	118,166.00	-	24,592.50	18,334.70	-	-	6,257.80
0212	CAT 140G MOTOR GRADER	4/19/1989	7	ACTIVE	126,506.00	-	30,993.75	32,493.34	-	-	(1,499.59)
0213	CAT 120M2 MOTOR GRADER	11/27/2018	7	NEW	207,780.00	202,832.86	32,467.50	14,756.50	29,682.86	173,150.00	(11,971.86)
SUBTOTAL					1,407,912.91	793,542.04	196,357.50	151,621.44	83,260.70	710,281.34	(38,524.64)

AITKIN COUNTY HIGHWAY DEPARTMENT
FIXED ASSETS
YEAR ENDED DECEMBER 31, 2019

LOADERS

Equip Code	Description	Acq. Dt	Est. Life	Status	Org. Cost	Beg Bal	Equip Rental	Cost Added	Yearly Depr	Ending Bal	Adjust to Equalize Depr
0010	CASE 1840 SKID STEER	6/30/1991	5	ACTIVE	14,320.00	-	44.00	1,815.89	-	-	(1,771.89)
0020	BOBCAT 773 SKID LOADER	8/21/2009	6	ACTIVE	12,500.00	-	330.00	1,895.11	-	-	(1,565.11)
0366	JOHN DEER TRACTOR-LOADER	6/1/1985	7	ACTIVE	27,895.00	-	620.00	3,214.86	-	-	(2,594.86)
0371	2008 JD 624J WHEEL LOADER	5/15/2008	10	ACTIVE	102,623.40	-	16,515.00	15,561.05	-	-	953.95
0386	JD 410E WHEEL LOADER BACKHOE	11/21/2013	10	ACTIVE	30,459.38	14,721.92	1,175.00	1,362.02	3,045.96	11,675.96	(3,232.98)
0389	FORD 675 TRACTOR/LDR/BACKHOE	11/1/1994	10	ACTIVE	49,456.05	-	3,712.50	3,106.21	-	-	606.29
0391	1997 CAT 938F LOADER	6/6/1997	10	ACTIVE	121,976.00	-	2,790.00	11,876.10	-	-	(9,086.10)
0397	JD TRACTOR LOADER/BACKHOE	12/22/2003	12	ACTIVE	45,382.85	-	2,400.00	6,858.71	-	-	(4,458.71)
0398	JD 624J LOADER	4/8/2004	12	ACTIVE	114,444.90	-	7,155.00	4,173.16	-	-	2,981.84
SUBTOTAL					519,057.58	14,721.92	34,741.50	49,863.11	3,045.96	11,675.96	(18,167.57)

MAINT

0016	STOW VPC80E PLATE COMPACTOR	10/1/1993	8	ACTIVE	1,618.80	-	-	98.86	-	-	(98.86)
0018	GRACO PAVEMENT MARKER	6/17/1994	8	ACTIVE	6,704.18	-	-	-	-	-	-
0019	ROSCO SWEEP PRO	3/21/2006	10	ACTIVE	30,625.14	-	2,265.00	13,603.69	-	-	(11,338.69)
0041	2014 CIMLINE 230DH GEN IV MELTER	3/26/2015	10	ACTIVE	36,495.00	22,505.02	3,266.00	2,462.10	3,649.56	18,855.46	(2,845.66)
0042	INGERSOLL RAND COMPRESSOR	2/26/2002	5	ACTIVE	11,762.93	-	855.00	920.99	-	-	(65.99)
0043	PAVEMENT COMPACTOR CATCB24	10/15/2012	10	ACTIVE	27,787.50	10,420.49	264.00	925.87	2,778.72	7,641.77	(3,440.59)
0048	HYDRO TEK STEAMER	3/13/2014	8	ACTIVE	6,478.90	2,564.48	3,902.50	570.34	809.88	1,754.60	2,522.28
0050	STEPP POTHOLE PATCH TRAILER 2014	5/29/2014	8	ACTIVE	15,572.00	6,488.24	1,368.00	2,441.08	1,946.52	4,541.72	(3,019.60)
0066	HONDA WATER PUMP	8/15/2003	5	ACTIVE	2,628.51	-	-	32.95	-	-	(32.95)
0067	PULL TYPE PNEUMATIC ROLLER	11/15/2004	5	ACTIVE	11,182.50	-	10.00	71.80	-	-	(61.80)
0096	ALL AMERICAN DISK	12/11/1995	7	ACTIVE	4,473.00	-	-	-	-	-	-
0098	FORD TANDEM WHEEL DISC	7/25/1988	4	ACTIVE	1,600.00	-	-	-	-	-	-
0300	PT100G TEREX TRACK BRUSH MACH	6/27/2011	10	ACTIVE	71,832.83	17,531.75	5,640.00	19,318.64	7,254.36	10,277.39	(20,933.00)
0304	ULRICH SHOULDERING MACHINE	6/30/1986	10	ACTIVE	6,000.00	-	-	-	-	-	-
0369	SELF PROPEL STEEL DRUM ROLLER	11/16/2004	5	ACTIVE	43,665.00	-	675.00	239.35	-	-	435.65
0370	CATERPILLER 312 EXCAVATOR	1/22/2008	10	ACTIVE	119,667.30	-	18,765.00	9,481.94	-	-	9,283.06
0399	CATERPILLAR D5NLGP DOZER	12/29/2004	12	ACTIVE	107,649.54	-	3,300.00	3,301.42	-	-	(1.42)
0498	WATER TANKER SEMI-TRAILER	6/11/2003	2	ACTIVE	2,500.00	-	18.00	219.56	-	-	(201.56)
SUBTOTAL					508,243.13	59,509.98	40,328.50	53,688.59	16,439.04	43,070.94	(29,799.13)

AITKIN COUNTY HIGHWAY DEPARTMENT
FIXED ASSETS
YEAR ENDED DECEMBER 31, 2019

PICKUPS

Equip Code	Description	Acq. Dt	Est. Life	Status	Org. Cost	Beg Bal	Equip Rental	Cost Added	Yearly Depr	Ending Bal	Adjust to Equalize Depr
0440	1999 FORD PICKUP (MECHANIC)	6/24/1999	5	ACTIVE	27,307.66	-	2,692.00	2,266.94	-	-	425.06
0448	2004 FORD F-150 4X4 PICKUP	9/9/2004	5	ACTIVE	18,264.12	-	6,823.00	2,394.45	-	-	4,428.55
0453	2008 F250 FORD PICKUP	1/2/2008	5	ACTIVE	21,153.03	-	9,259.00	4,863.57	-	-	4,395.43
0454	2008 F150 FORD PICKUP	5/13/2008	5	ACTIVE	20,588.85	-	8,397.00	2,742.18	-	-	5,654.82
0456	2008 F350 FORD 1-TON PICKUP	8/21/2008	5	ACTIVE	25,893.33	-	5,253.00	4,411.97	-	-	841.03
0458	2010 FORD F150 4 DR CAB	5/21/2010	5	ACTIVE	26,065.86	-	14,567.00	4,562.64	-	-	10,004.36
0459	2010 FORD F150 4 DR CAB	5/14/2010	5	ACTIVE	23,704.75	-	5,184.00	2,571.96	-	-	2,612.04
0460	2011 FORD F350 SD (SURVEY)	8/4/2010	5	ACTIVE	39,336.40	-	9,679.00	4,054.75	-	-	5,624.25
0462	2012 CHEVROLET 4 DR EXT-SCOTT	12/19/2011	5	ACTIVE	24,912.00	-	8,200.00	2,549.08	-	-	5,650.92
0464	2008 FORD F150 EXT CAB	6/4/2012	5	ACTIVE	12,000.00	-	2,319.00	608.92	-	-	1,710.08
0465	2012 CHEVY MECH TRUCK	10/15/2012	5	ACTIVE	55,726.00	-	17,888.00	7,809.60	-	-	10,078.40
0466	2014 FORD F-150 4X4 SUPER CAB (PAUL K)	4/10/2014	5	ACTIVE	25,382.88	10,311.51	6,059.00	1,652.30	3,172.92	7,138.59	1,233.78
0467	2007 FORD F-150 4X4 STYLESIDE	7/6/2015	5	ACTIVE	16,997.50	5,099.32	5,028.00	1,722.37	3,399.48	1,699.84	(93.85)
0468	2007 FORD F-150	10/6/2015	5	ACTIVE	17,895.95	6,263.42	15,080.00	6,502.10	3,579.24	2,684.18	4,998.66
0469	2005 FORD F150	3/23/2016	5	ACTIVE	12,795.75	5,544.91	12,026.00	3,781.96	2,559.12	2,985.79	5,684.92
0470	2006 GMC SIERRA 150	5/26/2016	5	ACTIVE	16,867.75	7,871.59	9,981.00	2,818.44	3,373.56	4,498.03	3,789.00
0471	SIGN TRUCK - F-450 SUPER DUTY	5/12/2014	5	ACTIVE	47,292.13	31,528.13	22,560.00	12,680.46	9,458.40	22,069.73	421.14
0472	2018 FORD F-250 SUPER DUTY - BUTCH	6/5/2018	5	NEW	26,631.91	23,524.85	30,663.00	11,646.29	5,326.38	18,198.47	13,690.33
0473	2018 FORD F-250 SUPER DUTY - SCOTT	6/11/2018	5	NEW	33,554.41	29,639.73	32,563.00	11,220.77	6,710.88	22,928.85	14,631.35
SUBTOTAL					492,370.28	119,783.46	224,221.00	90,860.75	37,579.98	82,203.48	95,780.27

SHOP

0801	HYDRAULIC HOIST	4/14/1994	10	ACTIVE	5,458.13	-	-	-	-	-	-
0802	AIRCO WELDER OUTFIT	1/1/1980	10	ACTIVE	1,758.88	-	-	-	-	-	-
0804	PRESSURE WASHER-AITKIN	1/1/1980	10	ACTIVE	750.49	-	-	-	-	-	-
0806	JOHN DEER SNOWBLOWER	1/11/1976	10	ACTIVE	800.00	-	-	35.51	-	-	(35.51)
0807	SEARS PORTABLE GENERATOR	3/17/1995	10	ACTIVE	1,124.24	-	-	-	-	-	-
0809	PLASMA POWERCUTTER	1/12/2007	4	ACTIVE	2,343.00	-	-	-	-	-	-
0810	HUSQVARNA EX4217 LAWN MOWER	5/27/2009	4	ACTIVE	4,260.00	-	-	573.04	-	-	(573.04)
0811	HUSQVARNA CHOP SAW K760	9/11/2013	4	ACTIVE	1,916.92	-	-	-	-	-	-
0812	AC/DC 225/125 WELDER	6/12/2018	1	NEW	701.87	-	-	-	-	-	-
0813	POWER MIG 356 MIG WELDER	6/12/2008	1	NEW	2,483.40	-	-	-	-	-	-
SUB TOTAL					21,596.93	-	-	608.55	-	-	(608.55)

AITKIN COUNTY HIGHWAY DEPARTMENT
FIXED ASSETS
YEAR ENDED DECEMBER 31, 2019

TANDEMS

Equip Code	Description	Acq. Dt	Est. Life	Status	Org. Cost	Beg Bal	Equip Rental	Cost Added	Yearly Depr	Ending Bal	Adjust to Equalize Depr
0126	2000 FORD SINGLE AXLE	10/22/1999	8	ACTIVE	89,105.34	-	13,938.75	16,838.89	-	-	(2,900.14)
0127	2000 FORD SINGLE AXLE	10/22/1999	8	ACTIVE	93,834.69	-	770.00	34,152.92	-	-	(33,382.92)
0128	2001 STERLING LT9511 TANDEM TR	4/17/2001	8	ACTIVE	110,632.06	-	24,837.50	32,258.59	-	-	(7,421.09)
0131	2001 STERLING LT9511 TANDEM TR	4/17/2001	8	ACTIVE	109,972.80	-	30,025.00	32,297.80	-	-	(2,272.80)
0132	2007 MACK CV713	12/1/2006	8	TRADED	144,048.55	-	12,875.00	8,857.88	-	-	4,017.12
0133	2007 MACK CV713	12/13/2006	8	TRADED	144,048.55	-	15,687.50	8,965.05	-	-	6,722.45
0134	2007 MACK CV713	12/1/2006	8	TRADED	144,048.55	-	13,650.00	5,676.24	-	-	7,973.76
0135	2012 INTERNATIONAL TANDEM	2/13/2012	8	ACTIVE	180,115.33	24,390.68	47,912.50	64,375.06	22,514.28	1,876.40	(38,976.84)
0136	2012 INTERNATIONAL TANDEM	2/13/2012	8	ACTIVE	180,115.32	24,390.68	38,925.00	46,784.68	22,514.28	1,876.40	(30,373.96)
0137	2012 INTERNATIONAL TANDEM	2/13/2012	8	ACTIVE	181,528.21	24,581.83	28,425.00	38,620.72	22,690.92	1,890.91	(32,886.64)
0138	2012 INTERNATIONAL TANDEM	2/13/2012	8	ACTIVE	181,837.07	24,623.45	46,062.50	40,947.61	22,729.56	1,893.89	(17,614.67)
0139	2016 MACK GU 713	11/25/2015	10	ACTIVE	182,454.37	124,677.27	28,937.50	28,078.81	18,245.40	106,431.87	(17,386.71)
0140	2016 MACK GU 713	11/25/2015	8	ACTIVE	182,454.37	110,232.71	35,962.50	28,666.32	22,806.84	87,425.87	(15,510.66)
0141	2016 MACK GU 713	11/25/2015	8	ACTIVE	182,454.37	110,232.71	28,037.50	34,211.66	22,806.84	87,425.87	(28,981.00)
0142	2010 MACK GU812 - SINGLE AXLE	10/30/2015	5	ACTIVE	93,234.00	90,320.44	22,162.50	22,788.54	11,654.25	78,666.19	(12,280.29)
SUBTOTAL					2,199,883.58	533,449.77	388,208.75	443,520.77	165,962.37	367,487.40	(221,274.39)

TRACTORS

0350	JD 6430 TRACTOR/MOWER	4/19/2007	10	ACTIVE	75,268.00	-	25,333.75	22,365.10	-	-	2,968.65
0351	NEW HOLLAND TRACTOR MOWER	10/6/2016	10	ACTIVE	66,121.56	51,244.29	34,222.50	13,063.36	6,612.12	44,632.17	14,547.02
0394	JD 6420 TRACTOR/MOWER	2/4/2002	10	TRADED	62,878.12	-	-	816.87	-	-	(816.87)
SUBTOTAL					204,267.68	51,244.29	59,556.25	36,245.33	6,612.12	44,632.17	16,698.80

TRAILERS

0028	2007 FELLING TRAILER	6/21/2006	8	ACTIVE	15,819.88	-	40.00	7,160.03	-	-	(7,120.03)
0029	TRAILER - FELLING (AITKIN)	1/16/1991	8	ACTIVE	2,898.00	-	-	360.09	-	-	(360.09)
0031	2011 SURVEY TRAILER - PJ7712GR	4/1/2011	8	ACTIVE	1,760.25	54.72	-	-	54.72	-	(54.72)
0032	2002 FELLING FT-40E TRAILER (MCGRATH)	6/7/2001	8	ACTIVE	11,988.86	-	30.00	527.03	-	-	(497.03)
0033	HOMEMADE CULVERT TRAILER (PIPE TRAILER)	1/1/1990	5	ACTIVE	-	-	-	660.69	-	-	(660.69)
0034	TOWMASTER TRAILER (JACOBSON)	6/21/1988	8	ACTIVE	10,705.35	-	40.00	268.24	-	-	(228.24)
0035	HOMEMADE 6X8 TRAILER (AITKIN)	3/14/1986	8	ACTIVE	100.00	-	-	20.45	-	-	(20.45)
0051	2014 TOWMASTER TRAILER T-50	5/30/2014	10	ACTIVE	26,005.96	13,869.64	1,945.00	3,646.85	2,600.64	11,269.00	(4,302.49)
0052	CONTINENTAL CARGO 6X10 TRAILER	4/14/2016	10	ACTIVE	3,243.93	2,351.94	-	202.32	324.36	2,027.58	(526.68)
0097	1989 HOME-MADE TRAILER (AITKIN)	3/10/1989	8	ACTIVE	694.34	-	-	-	-	-	-
SUBTOTAL					73,216.57	16,276.30	2,055.00	12,845.70	2,979.72	13,296.58	(13,770.42)

FINAL TOTAL

5,719,569.49	1,637,435.81	945,480.50	850,754.63	331,200.45	1,306,235.36	(236,474.58)
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AITKIN COUNTY HIGHWAY DEPARTMENT
EQUIPMENT RENTAL ANALYSIS
YEAR ENDED DECEMBER 31, 2019

Equip Code	Description	Maintenance	Administrative & Unallocated	Repair Equip	Account Recon & Other	Total
10	CASE 1840 SKID STEER	44.00	-	-	-	44.00
13	2011 POLARIS 500 RANGER ATV	-	12.00	-	-	12.00
19	ROSCO SWEEP PRO	45.00	2,220.00	-	-	2,265.00
20	BOBCAT 773 SKID LOADER	198.00	132.00	-	-	330.00
28	2007 FELLING TRAILER (AITKIN)	-	40.00	-	-	40.00
32	2002 FELLING FT-40E TRAILER (MCGRATH)	-	30.00	-	-	30.00
34	TOWMASTER TRAILER (JACOBSON)	15.00	25.00	-	-	40.00
41	2014 CIMLINE 230DH GEN IV MELTER	3,266.00	-	-	-	3,266.00
42	INGERSOLL RAND COMPRESSOR	855.00	-	-	-	855.00
43	PAVEMENT COMPACTOR CATCB24	264.00	-	-	-	264.00
48	HYDRO TEK STEAMER	3,605.00	-	-	297.50	3,902.50
50	STEPP POTHOLE PATCH TRAILER 2014	1,368.00	-	-	-	1,368.00
51	2014 TOWMASTER TRAILER T-50	1,660.00	35.00	80.00	170.00	1,945.00
67	PULL TYPE PNEUMATIC ROLLER	-	10.00	-	-	10.00
126	2000 FORD SINGLE AXLE	1,172.50	11,488.75	0.00	1,277.50	13,938.75
127	2000 FORD SINGLE AXLE	-	770.00	-	-	770.00
128	2001 STERLING LT9511 TANDEM TR	6,425.00	17,762.50	250.00	400.00	24,837.50
131	2001 STERLING LT9511 TANDEM TR	11,125.00	15,900.00	100.00	2,900.00	30,025.00
132	2007 MACK CV713	-	12,825.00	50.00	-	12,875.00
133	2007 MACK CV713	2,050.00	13,637.50	0.00	-	15,687.50
134	2007 MACK CV713	1,100.00	12,275.00	225.00	50.00	13,650.00
135	2012 INTERNATIONAL TANDEM	19,475.00	25,437.50	50.00	2,950.00	47,912.50
136	2012 INTERNATIONAL TANDEM	12,100.00	23,850.00	250.00	2,725.00	38,925.00
137	2012 INTERNATIONAL TANDEM	8,300.00	20,100.00	-	25.00	28,425.00
138	2012 INTERNATIONAL TANDEM	18,050.00	24,262.50	350.00	3400.00	46,062.50
139	2016 MACK GU 713	8,362.50	16,450.00	-	4,125.00	28,937.50
140	2016 MACK GU 713	9,212.50	22,050.00	-	4,700.00	35,962.50
141	2016 MACK GU 713	7,550.00	16,175.00	475.00	3,837.50	28,037.50
142	2010 MACK GU812 - SINGLE AXLE	1,962.50	13,562.50	-	6,637.50	22,162.50
143	2019 MACK GR64F	21,525.00	10,800.00	-	3,200.00	35,525.00
144	2019 MACK GR64F	22,175.00	11,125.00	-	5,200.00	38,500.00
145	2019 MACK GR64F	21,200.00	8,525.00	300.00	6,225.00	36,250.00
200	CATERPILLAR 120M MOTOR GRADER	26,122.50	3,757.50	-	540.00	30,420.00
201	CATERPILLAR 120M MOTOR GRADER	20,182.50	1,282.50	-	2,317.50	23,782.50
205	2016 JOHN DEERE 670GP	20,171.25	2,970.00	-	4,410.00	27,551.25
206	2016 JOHN DEERE 670GP	23,265.00	1,440.00	-	1,665.00	26,370.00
209	CAT 140G MOTOR GRADER	45.00	135.00	-	-	180.00
211	CAT 140G MOTOR GRADER	9,461.25	1,395.00	-	13,736.25	24,592.50
212	CAT 140G MOTOR GRADER	25,931.25	3,375.00	-	1,687.50	30,993.75
213	CAT 120M2 MOTOR GRADER	23,535.00	3,915.00	-	5,017.50	32,467.50

AITKIN COUNTY HIGHWAY DEPARTMENT
EQUIPMENT RENTAL ANALYSIS
YEAR ENDED DECEMBER 31, 2019

Equip Code	Description	Maintenance	Administrative & Unallocated	Repair Equip	Account Recon & Other	Total
300	PT100G TEREX TRACK BRUSH MACH	3,440.00	2200.00	-	-	5,640.00
350	JD 6430 TRACTOR/MOWER	23,351.25	97.50	-	1,885.00	25,333.75
351	NEW HOLLAND TRACTOR MOWER	33,800.00	-	65.00	357.50	34,222.50
352	NEW HOLLAND - GUARDRAIL MOWER	21,612.50	-	-	617.50	22,230.00
366	JOHN DEERE TRACTOR-LOADER	580.00	40.00	-	-	620.00
369	SELF PROPEL STEEL DRUM ROLLER	675.00	0.00	-	-	675.00
370	CATERPILLAR 312 EXCAVATOR	16,725.00	1170.00	30.00	840.00	18,765.00
371	2008 JD 624J WHEEL LOADER	2520.00	13,725.00	270.00	-	16,515.00
386	JD 410E WHEEL LOADER BACKHOE	775.00	250.00	-	150.00	1,175.00
389	FORD 675D TRACTOR/LDR/BACKHOE	2,437.50	550.00	-	725.00	3,712.50
391	1997 CAT 938F LOADER	720.00	2,070.00	-	-	2,790.00
397	JD TRACTOR LOADER/BACKHOE	1,875.00	525.00	-	-	2,400.00
398	JD 624J LOADER	2430.00	4,725.00	-	-	7,155.00
399	CATERPILLAR D5NLGP DOZER	1,590.00	1,710.00	-	-	3,300.00
440	1999 FORD PICKUP (MECHANIC)	-	2,692.00	-	-	2,692.00
448	2004 FORD F-150 4X4 PICKUP	-	6,823.00	-	-	6,823.00
453	2008 F250 FORD PICKUP	-	9,259.00	-	-	9,259.00
454	2008 F150 FORD PICKUP	-	8,397.00	-	-	8,397.00
456	2008 F350 FORD 1-TON PICKUP	-	5,253.00	-	-	5,253.00
458	2010 FORD F150 4 DR CAB	-	14,567.00	-	-	14,567.00
459	2010 FORD F150	-	5,184.00	-	-	5,184.00
460	2011 FORD F350 SD (SURVEY)	-	9,679.00	-	-	9,679.00
462	2012 CHEVROLET 4 DR EXT-SCOTT	-	8,200.00	-	-	8,200.00
464	2008 FORD F 150 EXT CAB	-	2,319.00	-	-	2,319.00
465	2012 CHEVY MECH TRUCK	-	17,888.00	-	-	17,888.00
466	2014 FORD F-150 4x4 SUPER CAB (Paul)	-	6,059.00	-	-	6,059.00
467	2007 FORD F-150 4X4 STYLESIDE	-	5,028.00	-	-	5,028.00
468	2007 FORD F-150	-	15,080.00	-	-	15,080.00
469	2005 FORD F150	-	12,026.00	-	-	12,026.00
470	2006 GMC SIERRA 150	-	9,981.00	-	-	9,981.00
471	SIGN TRUCK - F-450 SUPER DUTY	-	22,560.00	-	-	22,560.00
472	2018 FORD F-250 SUPER DUTY - BUTCH	-	30,663.00	-	-	30,663.00
473	2018 FORD F-250 SUPER DUTY - SCOTT	-	32,563.00	-	-	32,563.00
498	WATER TANKER SEMI-TRAILER	18.00	-	-	-	18.00
		444,368.00	549,053.75	2,495.00	82,068.75	1,077,985.50

AITKIN COUNTY HIGHWAY DEPARTMENT
EQUIPMENT EXPENSE ANALYSIS
YEAR ENDED DECEMBER 31, 2019

Equip Code	Name	Repair Labor & Parts	Tires Tubes & Chains	Diesel & Gasoline	Unallocated Costs	Fringe Benefits	Total Equip Dollars
0010	CASE 1840 SKID STEER	1,101.67	-	25.26	377.90	311.06	1,815.89
0013	2011 POLARIS 500 RANGER ATV	89.90	-	4.68	31.72	26.10	152.40
0016	STOW VPC80E PLATE COMPACTOR	61.35	-	-	20.57	16.94	98.86
0019	ROSCO SWEEP PRO	8,180.76	-	261.55	2,831.05	2,330.33	13,603.69
0020	BOBCAT 773 SKID LOADER	1,077.38	-	98.71	394.39	324.63	1,895.11
0028	2007 FELLING TRAILER (AITKIN)	7,160.03	-	-	-	-	7,160.03
0029	TRAILER - FELLING (AITKIN)	215.09	145.00	-	-	-	360.09
0032	2002 FELLING FT-40E TRAILER (MCGRATH)	527.03	-	-	-	-	527.03
0033	HOMEMADE CULVERT TRAILER (PIPE TRAILER)	660.69	-	-	-	-	660.69
0034	TOWMASTER TRAILER (JACOBSON)	268.24	-	-	-	-	268.24
0035	HOMEMADE 6X8 TRAILER (AITKIN)	20.45	-	-	-	-	20.45
0041	2014 CIMLINE 230DH GEN IV MELTER	904.52	-	623.44	512.38	421.76	2,462.10
0042	INGERSOLL RAND COMPRESSOR	504.18	-	67.38	191.67	157.76	920.99
0043	PAVEMENT COMPACTOR CATCB24	554.01	-	20.58	192.68	158.60	925.87
0048	HYDRO TEK STEAMER	202.97	-	150.97	118.70	97.70	570.34
0050	STEPP POTHOLE PATCH TRAILER 2014	1,250.49	-	264.42	508.01	418.16	2,441.08
0051	2014 TOWMASTER TRAILER T-50	1,591.85	2,055.00	-	-	-	3,646.85
0052	CONTINENTAL CARGO 6X10 TRAILER	196.00	-	6.32	-	-	202.32
0066	HONDA WATER PUMP	20.45	-	-	6.86	5.64	32.95
0067	PULL TYPE PNEUMATIC ROLLER	44.56	-	-	14.94	12.30	71.80
0126	2000 FORD SINGLE AXLE	6,312.29	-	4,137.76	3,504.32	2,884.52	16,838.89
0127	2000 FORD SINGLE AXLE	20,763.05	-	431.90	7,107.53	5,850.44	34,152.92
0128	2001 STERLING LT9511 TANDEM TR	14,948.96	-	5,070.39	6,713.30	5,525.94	32,258.59
0131	2001 STERLING LT9511 TANDEM TR	13,344.47	-	6,699.22	6,721.46	5,532.65	32,297.80
0132	2007 MACK CV713	4,572.29	-	4,285.59	-	-	8,857.88
0133	2007 MACK CV713	5,152.08	-	3,812.97	-	-	8,965.05
0134	2007 MACK CV713	2,844.25	-	2,831.99	-	-	5,676.24
0135	2012 INTERNATIONAL TANDEM	22,691.39	3,280.00	13,981.07	13,396.55	11,026.05	64,375.06
0136	2012 INTERNATIONAL TANDEM	18,391.84	-	10,642.25	9,736.31	8,014.28	46,784.68
0137	2012 INTERNATIONAL TANDEM	12,186.10	2,606.59	9,174.93	8,037.32	6,615.78	38,620.72
0138	2012 INTERNATIONAL TANDEM	10,475.01	3,288.00	11,648.65	8,521.57	7,014.38	40,947.61

AITKIN COUNTY HIGHWAY DEPARTMENT
EQUIPMENT EXPENSE ANALYSIS
YEAR ENDED DECEMBER 31, 2019

Equip Code	Name	Repair Labor & Parts	Tires Tubes & Chains	Diesel & Gasoline	Unallocated Costs	Fringe Benefits	Total Equip Dollars
0139	2016 MACK GU 713	7,725.66	1,303.92	8,395.84	5,843.45	4,809.94	28,078.81
0140	2016 MACK GU 713	9,830.31	-	7,959.71	5,965.72	4,910.58	28,666.32
0141	2016 MACK GU 713	10,469.77	3,496.00	7,265.64	7,119.75	5,860.50	34,211.66
0142	2010 MACK GU812 - SINGLE AXLE	7,918.38	-	6,223.95	4,742.50	3,903.71	22,788.54
0143	2019 MACK GR64F	10,548.83	-	11,138.23	7,272.56	5,986.28	34,945.90
0144	2020 MACK GR64F	8,470.61	-	10,847.99	6,478.31	5,332.52	31,129.43
0145	2019 MACK GR64F	9,063.29	-	9,434.70	6,203.13	5,106.00	29,807.12
0200	CATERPILLAR 120M MOTOR GRADER	5,530.00	-	7,739.13	4,449.68	3,662.67	21,381.48
0201	CATERPILLAR 120M MOTOR GRADER	3,205.40	2,595.36	5,015.78	3,627.22	2,985.69	17,429.45
0205	2016 JOHN DEERE 670GP	2,590.56	-	7,965.64	3,539.92	2,913.83	17,009.95
0206	2016 JOHN DEERE 670GP	4,337.64	7,786.08	5,781.62	6,004.39	4,942.41	28,852.14
0209	CAT 140G MOTOR GRADER	753.39	-	93.02	283.84	233.63	1,363.88
0211	CAT 140G MOTOR GRADER	5,098.51	-	6,279.82	3,815.61	3,140.76	18,334.70
0212	CAT 140G MOTOR GRADER	14,622.36	-	5,542.67	6,762.15	5,566.16	32,493.34
0213	CAT 120M2 MOTOR GRADER	3,534.78	-	5,622.95	3,070.96	2,527.81	14,756.50
0300	PT100G TEREX TRACK BRUSH MACH	11,590.04	-	398.91	4,020.38	3,309.31	19,318.64
0350	JD 6430 TRACTOR/MOWER	9,714.57	1,325.00	2,839.98	4,654.38	3,831.17	22,365.10
0351	NEW HOLLAND TRACTOR MOWER	4,116.56	1,804.00	2,186.43	2,718.60	2,237.77	13,063.36
0352	NEW HOLLAND GUARDRAIL MOWER	3,874.22	184.00	1,950.80	2,015.07	1,658.67	9,682.76
0366	JOHN DEERE TRACTOR-LOADER	1,965.35	-	29.76	669.04	550.71	3,214.86
0369	SELF PROPEL STELL DRUM ROLLER	40.90	-	107.64	49.81	41.00	239.35
0370	CATERPILLAR 312 EXCAVATOR	3,691.21	-	2,193.18	1,973.28	1,624.27	9,481.94
0371	2008 JD 624J WHEEL LOADER	7,339.92	-	2,317.11	3,238.39	2,665.63	15,561.05
0386	JD 410E WHEEL LOADER BACKHOE	474.24	80.00	291.01	283.45	233.32	1,362.02
0389	FORD 675D TRACTOR/LDR/BACKHOE	1,271.56	-	656.12	646.43	532.10	3,106.21
0391	1997 CAT 938F LOADER	4,255.48	2,200.00	914.71	2,471.52	2,034.39	11,876.10
0394	JD 6420 TRACTOR/MOWER	620.31	-	196.56	-	-	816.87
0397	JD TRACTOR LOADER/BACKHOE	3,739.85	42.00	474.59	1,427.36	1,174.91	6,858.71
0398	JD 624J LOADER	1,209.68	-	1,380.14	868.47	714.87	4,173.16
0399	CATERPILLAR D5NLGP DOZER	1,245.14	-	803.68	687.06	565.54	3,301.42
0440	1999 FORD PICKUP (MECHANIC)	888.43	-	518.41	471.77	388.33	2,266.94
0448	2004 FORD F-150 4X4 PICKUP	318.89	-	1,167.08	498.31	410.17	2,394.45

AITKIN COUNTY HIGHWAY DEPARTMENT
EQUIPMENT EXPENSE ANALYSIS
YEAR ENDED DECEMBER 31, 2019

Equip Code	Name	Repair Labor & Parts	Tires Tubes & Chains	Diesel & Gasoline	Unallocated Costs	Fringe Benefits	Total Equip Dollars
0453	2008 F250 FORD PICKUP	975.74	-	2,042.54	1,012.15	833.14	4,863.57
0454	2008 F150 FORD PICKUP	318.09	-	1,383.68	570.67	469.74	2,742.18
0456	2008 F350 FORD 1-TON PICKUP	709.35	-	2,028.67	918.17	755.78	4,411.97
0458	2010 FORD F150 4 DR CAB	517.36	-	2,314.16	949.53	781.59	4,562.64
0459	2010 FORD F150	723.46	-	872.67	535.25	440.58	2,571.96
0460	2011 FORD F350 SD (SURVEY)	434.38	-	2,081.95	843.83	694.59	4,054.75
0462	2012 CHEVROLET 4 DR EXT-SCOTT	162.46	-	1,419.47	530.49	436.66	2,549.08
0464	2008 FORD F 150 EXT CAB	26.50	-	351.39	126.72	104.31	608.92
0465	2012 CHEVY MECH TRUCK	942.84	-	3,903.71	1,625.25	1,337.80	7,809.60
0466	2014 FORD F-150 4x4 SUPER CAB (Paul K)	199.89	-	825.51	343.86	283.04	1,652.30
0467	2007 FORD F-150 4X4 STYLESIDE	296.97	-	771.92	358.44	295.04	1,722.37
0468	2007 FORD F-150	1,205.00	498.40	2,331.73	1,353.15	1,113.82	6,502.10
0469	2005 FORD F150	310.28	-	2,036.77	787.06	647.85	3,781.96
0470	2006 GMC SIERRA 150	289.77	-	1,459.33	586.54	482.80	2,818.44
0471	SIGN TRUCK - F-450 SUPER DUTY	1,387.63	-	6,481.74	2,638.91	2,172.18	12,680.46
0472	2018 FORD F-250 SUPER DUTY - BUTCH	614.44	1,000.00	5,613.13	2,423.70	1,995.02	11,646.29
0473	2018 FORD F-250 SUPERDUTY - SCOTT	578.92	1,000.00	5,384.57	2,335.14	1,922.14	11,220.77
0498	WATER TANKER SEMI-TRAILER	136.26	-	-	45.69	37.61	219.56
0499	RED RIVER TRI-AXLE BELLY DUMP	3,305.78	800.48	-	-	-	4,106.26
0500	RANCO BELLY DUMP	5,512.28	800.48	-	-	-	6,312.76
0501	RED RIVER BELLY DUMP	394.90	534.07	-	-	-	928.97
0806	JOHN DEERE SNOWBLOWER	35.51	-	-	-	-	35.51
0810	HUSQVARNA EZ4217 LAWN MOWER	573.04	-	-	-	-	573.04
		336,020.04	36,824.38	239,275.77	188,796.29	155,403.36	956,319.84

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF CAPITAL IMPROVEMENTS
YEAR ENDED DECEMBER 31, 2019

ORIGINAL COST	12/31/18	\$	5,955,944.61
2018 Equipment Sold-Scrapped-Traded			
Scrapped: #647 Computer Workstation - Surveyor		(1,222.63)	
Scrapped: #770/771 Toughbooks 2-5		(7,756.51)	
Scrapped: #779-782 Eng Tech Computers		(4,698.23)	
Sold: #457 2003 Chevrolet 4x4		(9,895.25)	
Traded: #210 CAT 140G Motor Grader		(118,166.00)	
Traded: #463 2012 Chevrolet 4 Dr Ext		(23,847.00)	
Scrapped: #645 EPSON Scanner		(1,139.50)	
Scrapped: #737 Eaglepoint Software		(6,304.82)	
Scrapped: #774 Eagle Point Autocad Map 2009		(22,562.89)	
		\$	(195,592.83)
2019 New			
New: #740 Trimble Survey Equipment		67,863.01	
#143 2019 MACK GR64F		192,262.32	
#144 2020 MACK GR64F		192,262.32	
#145 2019 MACK GR64F		192,262.32	
#352 New Holland - Guardrail Mower		103,838.50	
		\$	748,488.47
		\$	6,508,840.25
Original Cost ---12/31/19		\$	6,508,840.25

RECONCILE CURRENT ENDING BALANCE			
"Add" Previous Year ENDING BALANCE	12/31/2018	\$	1,637,435.81
"Plus" CURRENT Year Fixed Asset Purchases			
#740 Trimble Survey Equipment			67,863.01
#143 2019 MACK GR64F			192,262.32
#144 2020 MACK GR64F			192,262.32
#145 2019 MACK GR64F			192,262.32
#352 New Holland - Guardrail Mower			103,838.50
		\$	748,488.47
"Plus" CURRENT Year "CAPITAL IMPROVEMENTS"		\$	-
Beginning Balance 2019-----		\$	2,385,924.28
<hr/>			
"Less" Depreciation: 2019		\$	(390,113.21)
ENDING BALANCE --- 12/31/19 -----		\$	1,995,811.07

AITKIN COUNTY HIGHWAY DEPARTMENT
LAND AND BUILDINGS
YEAR ENDED DECEMBER 31, 2019

Land & Buildings	Year Purchased	Original Cost	Accumulated Value 1/1/2018	Land Value	Building Cost	Betterment During Year	Type of Betterment	Accum Value 12/31/2019
Aitkin Shop Industrial Park	1975	362,574.77	1,245,985.54	6,000.00	1,239,985.54			1,245,985.54
Jacobson Shop Ball Bluff Twp, Sec 07	1992	106,740.93	250,475.74	21,938.24	107,949.00			250,475.74
Jacobson Salt Shed		22,900.00	39,757.47		331.09			39,757.47
McGrath Shop White Pine Twp, Sec 32	1973	59,555.89	138,657.95	2,600.00	71,857.95			138,657.95
McGrath Cold Storage	2003	30,063.97	30,904.06		30,904.06			30,904.06
McGrath Salt Shed	2007	22,900.00	45,988.13		45,988.13			45,988.13
McGregor Shop McGregor Twp, Sec 29	1974	60,716.50	321,523.33	1,707.00	319,816.33			321,523.33
McGregor Salt Shed	2005	86,189.00	122,209.18		122,209.18			122,209.18
Palisade Shop	2003	308,821.00	390,865.64	20,216.60	370,649.04			390,865.64
Palisade Salt Shed	2006	22,900.00	26,494.29		26,494.29			26,494.29
Swatara Shop	2006	334,000.00	442,805.40	11,563.88	431,241.52			442,805.40
Swatara Salt Shed	2008	22,900.00	39,344.88					39,344.88
Fleming Twp, Sec 22 Lot 3, Block 1 Used for Drainage: CSAH #5	1988	5,542.00	5,542.00	5,542.00				5,542.00
Seavey Twp, Sec 21 S 1/2 SW: Brooten Pit	1989	16,000.00	16,000.00	16,000.00				16,000.00
Fleming Twp, Sec 30 NW-SE & N 1/2 SW - Wetland Mitigation Site	1995	17,310.67	17,310.67	17,310.67				17,310.67
Hebron - Unorg. 50-25 W 1/2 - SW 1/4, Sec 11 - Wetland Mitigation Site	1995	10,000.00	10,000.00	10,000.00				10,000.00
Gun Lake Gravel Pit	2013	508,907.18	513,429.68	513,429.68				513,429.68
		\$ 1,998,021.91	\$ 3,143,864.28	\$ 626,308.07	\$ 2,767,426.13	\$ -	\$ -	\$ 3,657,293.96

AITKIN COUNTY HIGHWAY DEPARTMENT
STATEMENT OF REVENUES AND EXPENDITURES
YEAR ENDED DECEMBER 31, 2019

	<u>CASH RECEIPTS</u>	<u>REVERSE PREVIOUS YR ACCRUALS</u>	<u>CURRENT YR ACCRUALS</u>	<u>TRANSFER/ ADJUSTMENTS</u>	<u>MODIFIED ACCRUAL BALANCE</u>
<u>TAXES</u>					
Sub-Total	2,465,779.59	0.00	0.00	760.50	2,466,540.09
<u>INTERGOVERNMENTAL REVENUE</u>					
SHARED REVENUE:					
State-Aid Reg. Const.	3,304,888.84	247,263.07	376,684.62	(129,626.24)	3,304,684.15
State-Aid Mun. Const.	39,617.88	19,818.50	181,155.97	(79,440.16)	121,515.19
State-Aid Reg. Maint.	1,990,841.00	0.00	0.00	0.00	1,990,841.00
State-Aid Mun. Maint.	116,761.00	0.00	0.00	0.00	116,761.00
State-Aid Town Bridge	180,141.50	0.00	0.00	(0.01)	180,141.49
SP: Federal Construction	133,042.20	0.00	100,983.66	0.00	234,025.86
State-Aid State Park	19,017.75	19,904.26	0.00	0.00	(886.51)
Federal Grants - FEMA	114,347.55	0.00	0.00	0.00	114,347.55
<u>CHARGES FOR MATL & SUPPLIES:</u>					
Townships-Cities-Depts	449,984.30	27,817.35	47,941.35	0.00	470,108.30
Individuals	24,293.92	261.56	197.50	0.00	24,229.86
<u>MISCELLANEOUS REVENUE</u>					
Sales of Mat/Supplies/Land/Equip	132,518.19	0.00	0.00	(284.26)	132,233.93
Town Road Allotment	437,020.26	0.00	0.00	0.00	437,020.26
TOTAL REVENUES	\$ 9,408,253.98	\$ 315,064.74	\$ 706,963.10	\$ (208,590.17)	\$ 9,591,562.17

**AITKIN COUNTY HIGHWAY DEPARTMENT
STATEMENT OF REVENUES AND EXPENDITURES
YEAR ENDED DECEMBER 31, 2019**

EXPENDITURES:	<u>CASH DISBURSEMENTS</u>	<u>REVERSE PREVIOUS YR ACCRUALS</u>	<u>CURRENT YR ACCRUALS</u>	<u>TRANSFERS/ ADJUSTMENTS</u>	<u>MODIFIED ACCRUAL BALANCE</u>
ADMINISTRATION:					
Personal Services/Fringe Benefits	455,526.20	49,313.89	51,077.61	0.00	457,289.92
Other Services & Charges	77,813.78	0.00	0.00	0.00	77,813.78
Supplies	6,787.06	611.99	689.42	0.00	6,864.49
	<u>540,127.04</u>	<u>49,925.88</u>	<u>51,767.03</u>	<u>0.00</u>	<u>541,968.19</u>
ENGINEERING/CONSTRUCTION:					
Personal Services/Fringe Benefits	452,162.99	39,852.74	44,392.01	0.00	456,702.26
Other Services & Charges	10,792.23	0.00	0.00	0.00	10,792.23
Supplies	4,622.90	129.99	5,789.33	0.00	10,282.24
	<u>467,578.12</u>	<u>39,982.73</u>	<u>50,181.34</u>	<u>0.00</u>	<u>477,776.73</u>
MAINTENANCE:					
Personal Services/Fringe Benefits	1,433,991.93	175,176.47	194,203.66	0.00	1,453,019.12
Other Services & Charges	202,332.75	9,550.28	6,078.55	0.00	198,861.02
Supplies	1,775,321.07	44,538.18	85,206.97	0.00	1,815,989.86
Maintenance Agreements	472,123.56	0.00	0.00	0.00	472,123.56
	<u>3,883,769.31</u>	<u>229,264.93</u>	<u>285,489.18</u>	<u>0.00</u>	<u>3,939,993.56</u>
CAPITAL INFRASTRUCTURE:					
Other Services & Charges	1,691.80	0.00	0.00	0.00	1,691.80
Professional Service	166,298.09	4,629.04	21,542.59	0.00	183,211.64
Contract Payments	3,660,406.43	481,979.28	318,760.14	0.00	3,497,187.29
Utility Moves	0.00	0.00	0.00	0.00	0.00
Right of Ways	382,469.08	0.00	0.00	0.00	382,469.08
	<u>4,210,865.40</u>	<u>486,608.32</u>	<u>340,302.73</u>	<u>0.00</u>	<u>4,064,559.81</u>
EQUIPMENT & FACILITIES:					
Capital Outlay	770,599.77	8,215.50	0.00	0.00	762,384.27
	<u>770,599.77</u>	<u>8,215.50</u>	<u>0.00</u>	<u>0.00</u>	<u>762,384.27</u>
OTHER COSTS:					
Refunds (Culverts/Individuals)	0.00	5,000.00	15,000.00	0.00	10,000.00
	<u>0.00</u>	<u>5,000.00</u>	<u>15,000.00</u>	<u>0.00</u>	<u>10,000.00</u>
TOTAL EXPENDITURES:	<u>\$ 9,872,939.64</u>	<u>\$ 818,997.36</u>	<u>\$ 742,740.28</u>	<u>\$ -</u>	<u>\$ 9,796,682.56</u>

Year-End Cash Reconciliation	
Beg. Balance	4,245,005.47
Plus: Receipts	9,408,253.98
Less: Disbursements	9,872,939.64
Ending Cash Balance 12-31-2019	<u>\$ 3,780,319.81</u>

Year-End Fund Balance Reconciliation	
Beginning Fund Balance	3,669,124.10
Plus: Revenues	9,591,562.17
Less: Expenditures	9,796,682.56
Adjustments to Fund Balance	0.00
Ending Fund Balance 12-31-2019	<u>\$ 3,464,003.71</u>

**AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF COUNTY HIGHWAY INFORMATION
YEAR ENDED DECEMBER 31, 2019**

SNOW & ICE CONTROL	\$	918,560.78
RIGHT-OF-WAY	\$	382,229.50
ENGINEERING.....	\$	889,960.92
CONSTRUCTION.....	\$	3,515,600.00
BUILDING & EQUIPMENT (Capital Outlay)	\$	762,384.27
BETTERMENTS.....	\$	52,703.82

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ROAD PROGRAM MAINTENANCE COSTS
YEAR ENDED DECEMBER 31, 2019

Account Description	CSAH Regular	Cost/Mile	CSAH Municipal	Cost/Mile	County Roads	Cost/Mile
Routine Maintenance	1,511,863.84	4,058.91	72,945.35	7,179.66	482,539.49	3,572.51
Repairs and Replacements	428,669.70	1,150.85	9,426.07	927.76	230,583.34	1,707.14
Betterments	13,740.99	36.89	-	-	38,962.83	288.46
Special Work	48,678.35	130.69	247.33	24.34	37,427.08	277.09
Special Agreements	-	-	30,483.30	3,000.32	-	-
Allocated Expense	2,002,952.88	5,377.34	113,102.05	11,132.09	789,512.74	5,845.21
Unallocated Expense	333,618.30	895.67	9,097.67	895.44	120,977.66	895.67
Equalize Depreciation	193,142.64	518.53	5,266.94	518.40	70,037.97	518.53
Total Expense	2,529,713.82	6,791.54	127,466.66	12,545.93	980,528.37	7,259.41
Total No. of Miles	372.48		10.16		135.07	
Proration Percent	71.948%		1.962%		26.090%	

ROADS	GRAVEL MILES	BITUMINOUS MILES	CONCRETE MILES	TOTAL MILES	State Aid Miles = State Aid Needs Add Regular + Municipal Miles
C.S.A.H. - Regular	132.14	240.34	0.00	= 372.48	
C.S.A.H. - Municipal	0.31	9.85	0.00	= 10.16	Total State-Aid 382.64
County Roads	108.54	26.53	0.00	= 135.07	Total Co. Roads <u>135.07</u>
			Total Miles...	517.71	Total Miles..... 517.71

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ROAD PROGRAM MAINTENANCE COSTS
YEAR ENDED DECEMBER 31, 2019

Account Description	Code	CSAH Regular	Cost/Mile	CSAH Municipal	Cost/Mile	County Roads	Cost/Mile
Routine Maintenance							
Surface Maintenance - Gravel	MA1	154,957.72	416.02	409.35	40.29	130,541.52	966.47
Surface Maintenance - Bituminous	MA2	269,919.63	724.66	6,833.33	672.57	19,993.53	148.02
Culverts & Bridges	MA3	41,739.65	112.06	498.85	49.10	20,313.52	150.39
Vegetation Control	MA4	119,999.84	322.16	2,418.74	238.06	36,493.07	270.18
Snow & Ice Removal	MA5	679,350.04	1,823.86	49,080.98	4,830.81	190,129.76	1,407.64
Traffic Services	MA6	245,896.96	660.16	13,704.10	1,348.83	85,068.09	629.81
		1,511,863.84	4,058.91	72,945.35	7,179.66	482,539.49	3,572.51
Repairs and Replacements							
Reshaping	MB1	257,361.51	690.94	7,840.20	771.67	23,778.62	176.05
Resurfacing	MB2	117,795.72	316.25	1,171.39	115.29	161,277.47	1,194.03
Culverts, Bridges, Guard Rails	MB3	31,346.60	84.16	201.50	19.83	24,870.83	184.13
General Repairs	MB4	22,165.87	59.51	212.98	20.96	20,656.42	152.93
		428,669.70	1,150.85	9,426.07	927.76	230,583.34	1,707.14
Betterments							
New Culverts, Rails or Tiling	MC1	13,740.99	36.89	-	-	12,637.45	93.56
Cuts and Fills	MC2	-	-	-	-	26,228.22	194.18
Bituminous Treatment	MC4	-	-	-	-	97.16	0.72
		13,740.99	36.89	-	-	38,962.83	288.46
Special Work	MD1	48,678.35	130.69	247.33	24.34	37,427.08	277.09
Special Agreements	ME5	-	-	30,483.30	3,000.32	-	-
Total Costs		2,002,952.88	5,377.34	113,102.05	11,132.09	789,512.74	5,845.21
Total No. of Miles		372.48		10.16		135.07	
Proration Percent		71.948%		1.962%		26.090%	

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD
YEAR ENDED DECEMBER 31, 2019

CSAH REGULAR

ROAD	SURFACE	ROAD LENGTH	ROUTINE MAINTENANCE	REPAIRS & REPLACEMENTS	BETTERMENTS	SPECIAL WORK	SPECIAL AGREEMENTS	TOTAL ROAD COSTS	COST/MILE
1	BITUM	6.30	42,993.69	598.73		99.85	-	43,692.27	6,935.28
1	GRAVEL	7.40	33,591.10	1,992.81		7,318.28	-	42,902.19	5,797.59
2	BITUM	22.80	68,481.87	686.24	755.38	534.62	-	70,458.11	3,090.27
3	BITUM	24.04	124,481.11	45,366.91	72.51	1,275.81	-	171,196.34	7,121.31
4	BITUM	14.40	38,216.94	69,216.52	605.20		-	108,038.66	7,502.68
5	BITUM	8.50	32,994.93	3,508.00		92.54	-	36,595.47	4,305.35
5	GRAVEL	18.10	76,257.76	23,750.42	2,087.74	8,818.47	-	110,914.39	6,127.87
6	BITUM	10.96	33,487.17				-	33,487.17	3,055.40
7	BITUM	3.20	12,356.91	858.94			-	13,215.85	4,129.95
8	BITUM	1.30	5,063.12				-	5,063.12	3,894.71
9	BITUM	0.30	1,976.44			104.68	-	2,081.12	6,937.07
10	BITUM	33.64	178,324.66	48,735.25		82.58	-	227,142.49	6,752.15
11	BITUM	3.20	10,345.24	19,712.00			-	30,057.24	9,392.89
12	BITUM	14.71	71,340.78	6,591.21	854.04	933.47	-	79,719.50	5,419.41
13	BITUM	5.39	15,887.94			68.33	-	15,956.27	2,960.35
13	GRAVEL	5.60	16,790.38			6,303.76	-	23,094.14	4,123.95
14	BITUM	10.90	32,145.68	575.00	488.16		-	33,208.84	3,046.68
15	BITUM	5.51	36,233.13	401.75			-	36,634.88	6,648.80
16	BITUM	8.42	27,448.62			270.87	-	27,719.49	3,292.10
17	BITUM	7.10	23,177.83	105.78			-	23,283.61	3,279.38
18	GRAVEL	12.20	47,755.64	16,101.13	584.16	1,365.92	-	65,806.85	5,394.00
19	GRAVEL	6.80	21,919.85	10,685.66	2,49.33	2,652.05	-	37,406.89	5,501.01
20	GRAVEL	5.90	18,542.78	1,963.77		5,274.43	-	25,780.98	4,369.66
21	GRAVEL	6.90	23,043.70			359.60	-	23,403.30	3,391.78
22	BITUM	4.60	28,779.44	3,528.60	252.60		-	32,560.64	7,078.40
23	BITUM	5.30	18,615.93		712.24		-	19,328.17	3,646.82
24	BITUM	4.20	20,014.41	122.54			-	20,136.95	4,794.51
25	GRAVEL	3.30	13,888.58	2,663.19		455.00	-	17,006.77	5,153.57
26	GRAVEL	20.10	73,978.92	42,821.22		916.05	-	117,716.19	5,856.53
27	GRAVEL	6.60	21,393.82	2,454.92		359.60	-	24,208.34	3,667.93
28	BITUM	13.80	72,342.63	215.20	944.64		-	73,502.47	5,326.27
29	BITUM	2.56	18,166.38	12,429.86		154.26	-	30,750.50	12,011.91
29	GRAVEL	16.14	53,454.53	2,682.71	1,569.77	1,332.21	-	59,039.22	3,657.94
30	GRAVEL	7.00	29,690.48	12,569.13	829.92		-	43,089.53	6,155.65
31	BITUM	2.91	7,704.40				-	7,704.40	2,647.56
32	BITUM	6.30	21,705.28			190.50	-	21,895.78	3,475.52
34	GRAVEL	6.30	30,768.46	29,173.38	573.58	1,199.35	-	61,714.77	9,796.00
35	GRAVEL	0.40	3,130.70	3,257.93			-	6,388.63	15,971.58
36	BITUM	1.60	5,237.77	1,873.25			-	7,111.02	4,444.39
36	GRAVEL	9.40	33,361.59	5,920.98	558.32	8,516.12	-	48,357.01	5,144.36
37	BITUM	2.30	12,019.38	4,322.46	105.20		-	16,447.04	7,150.89
38	BITUM	6.10	22,524.80				-	22,524.80	3,692.59
39	BITUM	5.10	17,724.19	14,311.01	598.20		-	32,633.40	6,398.71
40	BITUM	4.90	14,504.88	39,473.20			-	53,978.08	11,015.93
TOTAL		372.48	\$ 1,511,863.84	\$ 428,669.70	\$ 13,740.99	\$ 48,678.35	\$	\$ 2,002,952.88	\$ 5,377.34

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD
YEAR ENDED DECEMBER 31, 2019

CSAH REGULAR
ROUTINE MAINTENANCE

ROAD	SURFACE	ROAD LENGTH	SURFACE MAINTENANCE GRAVEL	SURFACE MAINTENANCE BITUMINOUS	CULVERTS & BRIDGES	VEGETATION CONTROL	SNOW - ICE REMOVAL	TRAFFIC SERVICES	TOTAL ROAD COSTS	COST/MILE
1	BITUM	6.30	-	18,261.17	551.14	3,184.78	13,800.96	7,195.64	42,993.69	6,824.40
1	GRAVEL	7.40	12,350.90	-	895.28	3,451.63	11,928.20	4,965.09	33,591.10	4,539.34
2	BITUM	22.80	-	6,738.10	2,179.10	8,443.16	42,549.39	8,572.12	68,481.87	3,003.59
3	BITUM	24.04	-	32,591.45	2,931.20	10,238.64	54,412.97	24,306.85	124,481.11	5,178.08
4	BITUM	14.40	-	4,226.68	305.90	3,564.12	26,263.19	3,857.05	38,216.94	2,653.95
5	BITUM	8.50	-	2,517.20	1,385.13	2,363.80	17,876.61	8,852.19	32,994.93	3,881.76
5	GRAVEL	18.10	28,088.79	-	1,604.76	8,935.19	27,592.04	10,036.98	76,257.76	4,213.14
6	BITUM	10.96	-	3,216.98	864.94	4,200.11	20,461.92	4,743.22	33,487.17	3,055.40
7	BITUM	3.20	-	1,412.34	113.99	1,069.47	6,261.15	3,499.96	12,356.91	3,861.53
8	BITUM	1.30	-	381.57	43.79	515.98	2,520.43	1,601.35	5,063.12	3,894.71
9	BITUM	0.30	-	282.38	293.97	109.11	763.52	527.46	1,976.44	6,588.13
10	BITUM	33.64	-	74,684.15	1,863.38	8,089.63	68,441.07	25,246.43	178,324.66	5,300.97
11	BITUM	3.20	-	939.26	111.81	908.99	6,241.06	2,144.12	10,345.24	3,232.89
12	BITUM	14.71	-	26,907.86	1,573.79	5,707.90	28,326.36	8,824.87	71,340.78	4,849.82
13	BITUM	5.39	-	1,939.69	208.89	743.30	10,219.31	2,776.75	15,887.94	2,947.67
13	GRAVEL	5.60	5,249.62	-	162.70	1,960.42	7,376.69	2,040.95	16,790.38	2,998.28
14	BITUM	10.90	-	3,582.01	504.17	3,202.13	20,377.98	4,479.39	32,145.68	2,949.14
15	BITUM	5.51	-	19,461.54	137.65	1,958.71	10,239.75	4,435.48	36,233.13	6,575.89
16	BITUM	8.42	-	2,471.43	2,207.92	2,221.92	16,117.44	4,429.91	27,448.62	3,259.93
17	BITUM	7.10	-	2,243.48	139.89	1,133.43	12,848.20	6,812.83	23,177.83	3,264.48
18	GRAVEL	12.20	13,125.63	-	5,348.40	2,959.07	19,282.29	7,040.25	47,755.64	3,914.40
19	GRAVEL	6.80	6,111.49	-	579.69	1,393.31	10,402.71	3,432.65	21,919.85	3,223.51
20	GRAVEL	5.90	6,131.84	-	647.52	1,204.18	8,239.11	2,320.13	18,542.78	3,142.84
21	GRAVEL	6.90	7,692.69	-	271.44	841.70	9,744.39	4,493.48	23,043.70	3,339.67
22	BITUM	4.60	-	7,751.94	386.88	3,151.71	11,060.11	6,428.80	28,779.44	6,256.40
23	BITUM	5.30	-	2,084.83	339.06	1,223.75	9,771.15	5,197.14	18,615.93	3,512.44
24	BITUM	4.20	-	5,022.90	416.96	1,936.60	8,344.07	4,293.88	20,014.41	4,765.34
25	GRAVEL	3.30	5,508.31	-	585.98	672.64	5,274.43	1,847.22	13,888.58	4,208.66
26	GRAVEL	20.10	20,244.09	-	3,190.71	6,571.46	32,414.27	11,558.39	73,978.92	3,680.54
27	GRAVEL	6.60	7,077.76	-	763.50	1,385.79	9,307.26	2,859.51	21,393.82	3,241.49
28	BITUM	13.80	-	31,658.16	989.13	4,155.24	25,699.29	9,840.81	72,342.63	5,242.22
29	BITUM	2.56	-	5,369.66	393.75	1,032.49	5,138.64	6,231.84	18,166.38	7,096.24
29	GRAVEL	16.14	16,083.15	-	663.49	5,572.33	23,057.26	8,078.30	53,454.53	3,311.93
30	GRAVEL	7.00	8,482.21	-	2,681.03	2,194.95	11,902.44	4,429.85	29,690.48	4,241.50
31	BITUM	2.91	-	854.15	175.94	794.32	5,240.26	639.73	7,704.40	2,647.56
32	BITUM	6.30	-	3,445.47	476.27	3,089.17	12,401.02	2,293.35	21,705.28	3,445.28
34	GRAVEL	6.30	8,055.51	-	2,007.41	2,081.69	12,735.51	5,888.34	30,768.46	4,883.88
35	GRAVEL	0.40	1,230.24	-	73.85	204.46	1,101.63	520.52	3,130.70	7,826.75
36	BITUM	1.60	-	469.63	130.38	388.76	3,339.39	909.61	5,237.77	3,273.61
36	GRAVEL	9.40	9,864.10	-	2,789.70	1,757.55	14,179.15	4,771.09	33,361.59	3,549.11
37	BITUM	2.30	-	3,309.85	147.29	379.98	5,103.76	3,078.50	12,019.38	5,225.82
38	BITUM	6.10	-	2,975.62	177.98	1,746.98	11,572.26	6,051.96	22,524.80	3,692.59
39	BITUM	5.10	-	3,138.84	292.33	1,713.30	10,230.94	2,348.78	17,724.19	3,475.33
40	BITUM	4.90	-	1,642.68	131.56	1,545.99	9,190.46	1,994.19	14,504.88	2,960.18
TOTAL		372.48	155,296.33	269,581.02	41,739.65	119,999.84	679,350.04	245,896.96	\$ 1,511,863.84	\$ 4,058.91

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD
YEAR ENDED DECEMBER 31, 2019

CSAH REGULAR
REPAIRS & REPLACEMENTS

ROAD	SURFACE	ROAD LENGTH	RESHAPING	RESURFACING	CULVERTS, BRIDGES GUARD RAILS	GENERAL REPAIRS	TOTAL ROAD COSTS	COST/MILE
1	BITUM	6.30	-	-	598.73	-	598.73	95.04
1	GRAVEL	7.40	-	-	107.15	1,885.66	1,992.81	269.30
2	BITUM	22.80	102.08	-	584.16	-	686.24	30.10
3	BITUM	24.04	42,294.00	74.17	2,804.14	194.60	45,366.91	1,887.14
4	BITUM	14.40	68,115.00	-	1,023.53	77.99	69,216.52	4,806.70
5	BITUM	8.50	3,508.00	-	-	-	3,508.00	412.71
5	GRAVEL	18.10	1,453.20	14,859.07	5,375.16	2,062.99	23,750.42	1,312.18
6	BITUM	10.96	-	-	-	-	-	-
7	BITUM	3.20	-	-	648.54	210.40	858.94	268.42
8	BITUM	1.30	-	-	-	-	-	-
9	BITUM	0.30	-	-	-	-	-	-
10	BITUM	33.64	48,689.31	-	-	45.94	48,735.25	1,448.73
11	BITUM	3.20	19,712.00	-	-	-	19,712.00	6,160.00
12	BITUM	14.71	5,478.35	-	899.42	213.44	6,591.21	448.08
13	BITUM	5.39	-	-	-	-	-	-
13	GRAVEL	5.60	-	-	-	-	-	-
14	BITUM	10.90	-	-	575.00	-	575.00	52.75
15	BITUM	5.51	401.75	-	-	-	401.75	72.91
16	BITUM	8.42	-	-	-	-	-	-
17	BITUM	7.10	105.78	-	-	-	105.78	14.90
18	GRAVEL	12.20	-	14,451.77	1,058.05	591.31	16,101.13	1,319.76
19	GRAVEL	6.80	668.32	5,157.32	674.54	4,185.48	10,685.66	1,571.42
20	GRAVEL	5.90	-	1,257.11	-	706.66	1,963.77	332.84
21	GRAVEL	6.90	-	-	-	-	-	-
22	BITUM	4.60	-	-	3,218.16	310.44	3,528.60	767.09
23	BITUM	5.30	-	-	-	-	-	-
24	BITUM	4.20	-	-	122.54	-	122.54	29.18
25	GRAVEL	3.30	-	1,422.37	-	1,240.82	2,663.19	807.03
26	GRAVEL	20.10	-	39,751.08	-	3,070.14	42,821.22	2,130.41
27	GRAVEL	6.60	1,442.82	911.18	-	100.92	2,454.92	371.96
28	BITUM	13.80	-	-	-	215.20	215.20	15.59
29	BITUM	2.56	11,021.93	-	122.61	1,285.32	12,429.86	4,855.41
29	GRAVEL	16.14	-	433.30	641.11	1,608.30	2,682.71	166.21
30	GRAVEL	7.00	1,056.96	6,802.49	4,481.86	227.82	12,569.13	1,795.59
31	BITUM	2.91	-	-	-	-	-	-
32	BITUM	6.30	-	-	-	-	-	-
34	GRAVEL	6.30	-	28,315.63	511.78	345.97	29,173.38	4,630.70
35	GRAVEL	0.40	-	3,257.93	-	-	3,257.93	8,144.83
36	BITUM	1.60	-	-	-	1,873.25	1,873.25	1,170.78
36	GRAVEL	9.40	2,183.68	734.53	1,425.12	1,577.65	5,920.98	629.89
37	BITUM	2.30	127.60	-	4,083.46	111.40	4,322.46	1,879.33
38	BITUM	6.10	-	-	-	-	-	-
39	BITUM	5.10	11,551.70	367.77	2,391.54	-	14,311.01	2,806.08
40	BITUM	4.90	39,449.03	-	-	24.17	39,473.20	8,055.76
TOTAL		372.48	\$ 257,361.51	\$ 117,795.72	\$ 31,346.60	\$ 22,165.87	\$ 428,669.70	1,150.85

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD
YEAR ENDED DECEMBER 31, 2019

CSAH REGULAR
BETTERMENTS

ROAD	ROAD SURFACE	ROAD LENGTH	NEW CULVERT, RAILS & TILING	CUTS - FILLS	TOTAL ROAD COSTS	COST/MILE
1	BITUM	6.30	-	-	-	-
1	GRAVEL	7.40	-	-	-	-
2	BITUM	22.80	-	-	-	-
3	BITUM	24.04	755.38	-	755.38	33.13
4	BITUM	14.40	72.51	-	72.51	3.02
5	BITUM	8.50	605.20	-	605.20	42.03
5	GRAVEL	18.10	-	-	-	-
6	BITUM	10.96	2,087.74	-	2,087.74	115.34
7	BITUM	3.20	-	-	-	-
8	BITUM	1.30	-	-	-	-
9	BITUM	0.30	-	-	-	-
10	BITUM	33.64	-	-	-	-
11	BITUM	3.20	-	-	-	-
12	BITUM	14.71	854.04	-	854.04	58.06
13	BITUM	5.39	-	-	-	-
13	GRAVEL	5.60	-	-	-	-
14	BITUM	10.90	488.16	-	488.16	44.79
15	BITUM	5.51	-	-	-	-
16	BITUM	8.42	-	-	-	-
17	BITUM	7.10	-	-	-	-
18	GRAVEL	12.20	584.16	-	584.16	47.88
19	GRAVEL	6.80	2,149.33	-	2,149.33	316.08
20	GRAVEL	5.90	-	-	-	-
21	GRAVEL	6.90	-	-	-	-
22	BITUM	4.60	252.60	-	252.60	54.91
23	BITUM	5.30	712.24	-	712.24	134.38
24	BITUM	4.20	-	-	-	-
25	GRAVEL	3.30	-	-	-	-
26	GRAVEL	20.10	-	-	-	-
27	GRAVEL	6.60	-	-	-	-
28	BITUM	13.80	944.64	-	944.64	68.45
29	BITUM	2.56	-	-	-	-
29	GRAVEL	16.14	1,569.77	-	1,569.77	97.26
30	GRAVEL	7.00	829.92	-	829.92	118.56
31	BITUM	2.91	-	-	-	-
32	BITUM	6.30	-	-	-	-
34	GRAVEL	6.30	573.58	-	573.58	91.04
35	GRAVEL	0.40	-	-	-	-
36	BITUM	1.60	-	-	-	-
36	GRAVEL	9.40	558.32	-	558.32	59.40
37	BITUM	2.30	105.20	-	105.20	45.74
38	BITUM	6.10	-	-	-	-
39	BITUM	5.10	598.20	-	598.20	117.29
40	BITUM	4.90	-	-	-	-
TOTAL		372.48	\$ 13,740.99	\$	\$ 13,740.99	\$ 36.89

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD
YEAR ENDED DECEMBER 31, 2019

CSAH REGULAR
SPECIAL WORK & AGREEMENTS

ROAD SURFACE	SURFACE	ROAD LENGTH	SPECIAL WORK	SPECIAL AGREEMENTS	TOTAL ROAD COSTS	COST/MILE
1	BITUM	6.30	99.85	-	99.85	15.85
1	GRAVEL	7.40	7,318.28	-	7,318.28	988.96
2	BITUM	22.80	534.62	-	534.62	23.45
3	BITUM	24.04	1,275.81	-	1,275.81	53.07
4	BITUM	14.40	-	-	-	-
5	BITUM	8.50	92.54	-	92.54	10.89
5	GRAVEL	18.10	8,818.47	-	8,818.47	487.21
6	BITUM	10.96	-	-	-	-
7	BITUM	3.20	-	-	-	-
8	BITUM	1.30	-	-	-	-
9	BITUM	0.30	104.68	-	104.68	348.93
10	BITUM	33.64	82.58	-	82.58	2.45
11	BITUM	3.20	-	-	-	-
12	BITUM	14.71	933.47	-	933.47	63.46
13	BITUM	5.39	68.33	-	68.33	12.68
13	GRAVEL	5.60	6,303.76	-	6,303.76	1,125.67
14	BITUM	10.90	-	-	-	-
15	BITUM	5.51	-	-	-	-
16	BITUM	8.42	270.87	-	270.87	32.17
17	BITUM	7.10	-	-	-	-
18	GRAVEL	12.20	1,365.92	-	1,365.92	111.96
19	GRAVEL	6.80	2,652.05	-	2,652.05	390.01
20	GRAVEL	5.90	5,274.43	-	5,274.43	893.97
21	GRAVEL	6.90	359.60	-	359.60	52.12
22	BITUM	4.60	-	-	-	-
23	BITUM	5.30	-	-	-	-
24	BITUM	4.20	-	-	-	-
25	GRAVEL	3.30	455.00	-	455.00	137.88
26	GRAVEL	20.10	916.05	-	916.05	45.57
27	GRAVEL	6.60	359.60	-	359.60	54.48
28	BITUM	13.80	-	-	-	-
29	BITUM	2.56	154.26	-	154.26	60.26
29	GRAVEL	16.14	1,332.21	-	1,332.21	82.54
30	GRAVEL	7.00	-	-	-	-
31	BITUM	2.91	-	-	-	-
32	BITUM	6.30	190.50	-	190.50	30.24
34	GRAVEL	6.30	1,199.35	-	1,199.35	190.37
35	GRAVEL	0.40	-	-	-	-
36	BITUM	1.60	-	-	-	-
36	GRAVEL	9.40	8,516.12	-	8,516.12	905.97
37	BITUM	2.30	-	-	-	-
38	BITUM	6.10	-	-	-	-
39	BITUM	5.10	-	-	-	-
40	BITUM	4.90	-	-	-	-
TOTAL		372.48	\$ 48,678.35	\$ -	\$ 48,678.35	\$ 130.69

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD
YEAR ENDED DECEMBER 31, 2019

CSAH MUNI

ROAD	SURFACE	ROAD LENGTH	ROUTINE MAINTENANCE	REPAIRS & REPLACEMENTS	BETTERMENTS	SPECIAL WORK	SPECIAL AGREEMENTS	TOTAL ROAD COSTS	COST/MILE
1	BITUM	0.25	1,926.90	148.83	-	3.96	2,751.20	4,830.89	19,323.56
3	BITUM	0.80	10,472.69	52.67	-	42.44	6,933.02	17,500.82	21,876.03
5	GRAVEL	0.31	702.94	1,384.37	-	3.38	-	2,090.69	6,744.16
6	BITUM	2.02	12,455.42	-	-	-	2,861.25	15,316.67	7,582.51
8	BITUM	1.54	10,487.51	-	-	-	9,574.18	20,061.69	13,027.07
9	BITUM	0.52	5,077.94	-	-	181.42	-	5,259.36	10,114.15
10	BITUM	1.68	11,541.38	4,766.28	-	-	-	16,307.66	9,706.94
15	BITUM	0.57	3,666.05	3,073.92	-	-	6,382.79	13,122.76	23,022.39
16	BITUM	0.48	3,069.82	-	-	16.13	-	3,085.95	6,429.06
31	BITUM	0.62	3,693.40	-	-	-	-	3,693.40	5,957.10
33	BITUM	0.29	1,789.66	-	-	-	-	1,789.66	6,171.24
41	BITUM	1.08	8,061.64	-	-	-	1,980.86	10,042.50	9,298.61
TOTAL		10.16	\$ 72,945.35	\$ 9,426.07	\$ -	\$ 247.33	\$ 30,483.30	\$ 113,102.05	\$ 11,132.09

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD
YEAR ENDED DECEMBER 31, 2019

CSAH MUNI
ROUTINE MAINTENANCE

ROAD	SURFACE	ROAD LENGTH	SURFACE MAINTENANCE GRAVEL	SURFACE MAINTENANCE BITUMINOUS	CULVERTS & BRIDGES	VEGETATION CONTROL	SNOW - ICE REMOVAL	TRAFFIC SERVICES	TOTAL ROAD COSTS	COST/MILE
1	BITUM	0.25	-	291.84	15.24	95.13	1,292.78	231.91	1,926.90	189.66
3	BITUM	0.80	-	2,095.81	103.44	226.71	4,195.12	3,851.61	10,472.69	1,030.78
5	GRAVEL	0.31	409.35	-	62.91	44.83	112.00	73.85	702.94	69.19
6	BITUM	2.02	-	592.91	52.35	774.11	9,791.77	1,244.28	12,455.42	1,225.93
8	BITUM	1.54	-	452.03	51.89	322.46	7,575.64	2,085.49	10,487.51	1,032.24
9	BITUM	0.52	-	977.79	51.65	189.16	2,873.26	986.08	5,077.94	499.80
10	BITUM	1.68	-	1,502.08	74.01	137.79	8,425.16	1,402.34	11,541.38	1,135.96
15	BITUM	0.57	-	195.87	14.25	30.31	2,758.15	667.47	3,666.05	360.83
16	BITUM	0.48	-	140.89	14.90	130.93	2,349.44	433.66	3,069.82	302.15
31	BITUM	0.62	-	181.98	11.62	213.28	2,964.36	322.16	3,693.40	363.52
33	BITUM	0.29	-	85.13	4.32	11.01	1,376.29	312.91	1,789.66	176.15
41	BITUM	1.08	-	317.00	42.27	243.02	5,367.01	2,092.34	8,061.64	793.47
TOTAL		10.16	\$ 409.35	\$ 6,833.33	\$ 498.85	\$ 2,418.74	\$ 49,080.98	\$ 13,704.10	\$ 72,945.35	\$ 7,179.66

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD
YEAR ENDED DECEMBER 31, 2019

ROAD	SURFACE	ROAD LENGTH	RESHAPING	RESURFACING	CULVERTS, BRIDGES GUARD RAILS	GENERAL REPAIRS	CSAH MUNI REPAIRS & REPLACEMENTS	
							TOTAL ROAD COSTS	COST/MILE
1	BITUM	0.25	-	-	148.83	-	148.83	595.32
3	BITUM	0.80	-	-	52.67	-	52.67	65.84
5	GRAVEL	0.31	-	1,171.39	-	212.98	1,384.37	4,465.71
6	BITUM	2.02	-	-	-	-	-	-
8	BITUM	1.54	-	-	-	-	-	-
9	BITUM	0.52	-	-	-	-	-	-
10	BITUM	1.68	4,766.28	-	-	-	4,766.28	2,837.07
15	BITUM	0.57	3,073.92	-	-	-	3,073.92	5,392.84
16	BITUM	0.48	-	-	-	-	-	-
31	BITUM	0.62	-	-	-	-	-	-
33	BITUM	0.29	-	-	-	-	-	-
41	BITUM	1.08	-	-	-	-	-	-
TOTAL		10.16	\$ 7,840.20	\$ 1,171.39	\$ 201.50	\$ 212.98	\$ 9,426.07	\$ 927.76

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD
YEAR ENDED DECEMBER 31, 2019

							CSAH MUNI BETTERMENTS
ROAD	SURFACE	ROAD LENGTH	NEW CULVERT, RAILS & TILING	CUTS - FILLS	BITUMINOUS TREATMENT	TOTAL ROAD COSTS	COST/MILE
1	BITUM	0.25	-	-	-	-	-
3	BITUM	0.80	-	-	-	-	-
5	GRAVEL	0.31	-	-	-	-	-
6	BITUM	2.02	-	-	-	-	-
8	BITUM	1.54	-	-	-	-	-
9	BITUM	0.52	-	-	-	-	-
10	BITUM	1.68	-	-	-	-	-
15	BITUM	0.57	-	-	-	-	-
16	BITUM	0.48	-	-	-	-	-
31	BITUM	0.62	-	-	-	-	-
33	BITUM	0.29	-	-	-	-	-
41	BITUM	1.08	-	-	-	-	-
TOTAL		10.16	\$ -	\$ -	\$ -	\$ -	\$ -

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD
YEAR ENDED DECEMBER 31, 2019

CSAH MUNI
SPECIAL WORK & AGREEMENTS

ROAD	SURFACE	ROAD LENGTH	SPECIAL WORK	SPECIAL AGREEMENTS	TOTAL ROAD COSTS	COST/MILE
1	BITUM	0.25	3.96	2,751.20	2,755.16	11,020.64
3	BITUM	0.80	42.44	6,933.02	6,975.46	8,719.33
5	GRAVEL	0.31	3.38		3.38	10.90
6	BITUM	2.02		2,861.25	2,861.25	1,416.46
8	BITUM	1.54		9,574.18	9,574.18	6,217.00
9	BITUM	0.52	181.42		181.42	348.88
10	BITUM	1.68			-	-
15	BITUM	0.57		6,382.79	6,382.79	11,197.88
16	BITUM	0.48	16.13		16.13	33.60
31	BITUM	0.62			-	-
33	BITUM	0.29			-	-
41	BITUM	1.08		1,980.86	1,980.86	1,834.13
TOTAL		10.16	\$ 247.33	\$ 30,483.30	\$ 30,730.63	\$ 3,024.67

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD
YEAR ENDED DECEMBER 31, 2019

									COUNTY
ROAD	SURFACE	ROAD LENGTH	ROUTINE MAINTENANCE	REPAIRS & REPLACEMENTS	BETTERMENTS	SPECIAL WORK	TOTAL ROAD COSTS	COST/MILE	
50	GRAVEL	2.95	27,895.87	24,009.40	25,755.43	-	77,660.70	26,325.66	
51	GRAVEL	4.77	21,274.34	5,425.59	121.45	9,128.33	35,949.71	7,536.63	
53	BITUM	3.08	5,028.08	-	-	-	5,028.08	1,632.49	
54	BITUM	1.86	11,549.32	2,372.37	-	33.35	13,955.04	7,502.71	
54	GRAVEL	4.88	19,961.32	8,990.35	387.86	187.50	29,527.03	6,050.62	
56	GRAVEL	8.4	31,298.84	11,252.03	6,616.89	-	49,167.76	5,853.30	
57	GRAVEL	9.04	33,320.12	30,834.84	405.20	179.80	64,739.96	7,161.50	
58	GRAVEL	2.67	10,192.29	7,202.94	100.00	-	17,495.23	6,552.52	
59	GRAVEL	4.28	13,492.39	3,538.94	-	-	17,031.33	3,979.28	
60	BITUM	3.98	8,136.79	-	-	-	8,136.79	2,044.42	
61	GRAVEL	11.23	36,953.92	32,604.22	22.93	-	69,581.07	6,196.00	
62	BITUM	3.64	12,235.07	575.00	-	1,351.90	14,161.97	3,890.65	
62	GRAVEL	4.36	17,409.32	6,903.36	3,420.59	1,619.30	29,352.57	6,732.24	
63	GRAVEL	2.69	7,540.76	459.46	-	-	8,000.22	2,974.06	
64	GRAVEL	9.49	37,435.36	26,163.13	-	-	63,598.49	6,701.63	
65	GRAVEL	8.96	28,390.10	1,248.21	225.00	17,099.88	46,963.19	5,241.43	
66	BITUM	1.09	4,987.55	-	-	-	4,987.55	4,575.73	
67	GRAVEL	5.17	22,850.94	19,504.00	1,207.10	539.40	44,101.44	8,530.26	
68	GRAVEL	6.5	19,996.76	17,211.03	-	1,023.91	38,231.70	5,881.80	
69	BITUM	0.3	721.46	11.09	-	-	732.55	2,441.83	
70	BITUM	1.08	2,069.94	-	-	-	2,069.94	1,916.61	
71	GRAVEL	1	5,995.75	5,232.13	-	2,311.33	13,539.21	13,539.21	
72	GRAVEL	1.2	3,442.65	-	-	2,679.92	6,122.57	5,102.14	
73	GRAVEL	5.1	18,238.91	9,522.45	368.80	916.25	29,046.41	5,695.37	
74	BITUM	1.5	3,236.23	2,187.27	-	-	5,423.50	3,615.67	
74	GRAVEL	2.07	5,852.01	1,454.98	-	-	7,306.99	3,529.95	
75	GRAVEL	6.9	20,965.60	1,737.61	-	-	22,703.21	3,290.32	
76	BITUM	2.82	5,782.47	558.13	-	-	6,340.60	2,248.44	
77	BITUM	0.57	5,340.46	-	-	-	5,340.46	9,369.23	
79	BITUM	0.48	1,272.98	-	-	-	1,272.98	2,652.04	
80	GRAVEL	1.7	6,945.81	9,215.98	-	179.80	16,341.59	9,612.70	
81	BITUM	1.05	3,972.46	1,645.07	-	176.41	5,793.94	5,518.04	
82	BITUM	1.03	2,629.35	-	-	-	2,629.35	2,552.77	
83	BITUM	0.49	1,457.09	585.16	-	-	2,042.25	4,167.86	
88	GRAVEL	1.02	2,038.39	-	331.58	-	2,369.97	2,323.50	
100	GRAVEL	1.5	2,475.38	38.28	-	-	2,513.66	1,675.77	
241	BITUM	0.3	1,131.16	79.02	-	-	1,210.18	4,033.93	
241	GRAVEL	2.6	5,924.75	21.30	-	-	5,946.05	2,286.94	
6001	GRAVEL	1.08	3,668.45	-	-	-	3,668.45	3,396.71	
7701	BITUM	1.04	6,284.54	-	-	-	6,284.54	6,042.83	
8502	BITUM	1.2	3,144.51	-	-	-	3,144.51	2,620.43	
TOTAL		135.07	\$ 482,539.49	\$ 230,583.34	\$ 38,962.83	\$ 37,427.08	\$ 789,512.74	\$ 5,845.21	

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD
YEAR ENDED DECEMBER 31, 2019

ROAD	SURFACE	ROAD LENGTH	ROUTINE MAINTENANCE							TOTAL ROAD COSTS	COST/MILE
			SURFACE MAINTENANCE GRAVEL	SURFACE MAINTENANCE BITUMINOUS	CULVERTS & BRIDGES	VEGETATION CONTROL	SNOW - ICE REMOVAL	TRAFFIC SERVICES			
50	GRAVEL	2.95	6,362.11	-	1,057.85	1,938.16	-	11,707.39	6,830.36	27,895.87	9,456.23
51	GRAVEL	4.77	8,485.19	-	1,209.17	1,350.27	-	6,980.41	3,249.30	21,274.34	4,460.03
53	BITUM	3.08	-	904.03	49.68	447.59	-	2,974.65	652.13	5,028.08	1,632.49
54	BITUM	1.86	-	4,701.17	908.01	735.60	-	2,825.02	2,379.52	11,549.32	6,209.31
54	GRAVEL	4.88	7,684.79	-	482.00	1,199.09	-	7,411.90	3,183.54	19,961.32	4,090.43
56	GRAVEL	8.4	10,546.62	-	1,375.91	3,257.96	-	11,471.14	4,647.21	31,298.84	3,726.05
57	GRAVEL	9.04	9,831.06	-	1,001.41	2,558.97	-	14,223.74	5,704.94	33,320.12	3,685.85
58	GRAVEL	2.67	2,981.28	-	447.49	826.98	-	4,190.27	1,746.27	10,192.29	3,817.34
59	GRAVEL	4.28	5,037.03	-	406.23	930.17	-	5,335.12	1,783.84	13,492.39	3,152.43
60	BITUM	3.98	-	1,168.20	98.60	1,210.95	-	4,161.46	1,497.58	8,136.79	2,044.42
61	GRAVEL	11.23	9,478.99	-	1,448.13	3,723.69	-	16,056.40	6,246.71	36,953.92	3,290.64
62	BITUM	3.64	-	3,492.43	427.40	1,364.57	-	4,983.01	1,967.66	12,235.07	3,361.28
62	GRAVEL	4.36	7,388.87	-	307.64	1,391.19	-	5,968.64	2,352.98	17,409.32	3,992.96
63	GRAVEL	2.69	2,985.41	-	90.86	514.62	-	3,036.34	913.53	7,540.76	2,803.26
64	GRAVEL	9.49	11,505.94	-	2,858.41	3,391.25	-	14,183.09	5,496.67	37,435.36	3,944.72
65	GRAVEL	8.96	8,834.94	-	3,100.68	1,285.92	-	10,767.76	4,400.80	28,390.10	3,168.54
66	BITUM	1.09	-	319.94	61.46	231.59	-	1,457.91	2,916.65	4,987.55	4,575.73
67	GRAVEL	5.17	6,677.34	-	1,757.45	1,641.11	-	8,954.54	3,820.50	22,850.94	4,419.91
68	GRAVEL	6.5	5,428.39	-	885.84	1,050.63	-	9,130.01	3,501.89	19,996.76	3,076.42
69	BITUM	0.3	-	88.06	5.11	12.36	-	292.28	323.65	721.46	2,404.87
70	BITUM	1.08	-	317.00	23.62	52.33	-	1,100.20	576.79	2,069.94	1,916.61
71	GRAVEL	1	2,388.95	-	126.71	450.73	-	1,986.98	1,042.38	5,995.75	5,995.75
72	GRAVEL	1.2	847.02	-	44.69	492.30	-	1,392.89	665.75	3,442.65	2,868.88
73	GRAVEL	5.1	6,764.76	-	667.50	1,777.41	-	6,722.18	2,307.06	18,238.91	3,576.26
74	BITUM	1.5	-	440.28	134.27	239.41	-	1,769.02	653.25	3,236.23	2,157.49
74	GRAVEL	2.07	2,122.12	-	81.26	330.39	-	2,441.25	876.99	5,852.01	2,827.06
75	GRAVEL	6.9	8,378.60	-	378.58	1,600.18	-	8,060.79	2,547.45	20,965.60	3,038.49
76	BITUM	2.82	-	1,004.70	89.06	421.86	-	3,125.93	1,140.92	5,782.47	2,050.52
77	BITUM	0.57	-	2,142.88	104.50	410.52	-	1,430.69	1,251.87	5,340.46	9,369.23
79	BITUM	0.48	-	379.56	7.16	18.22	-	458.18	409.86	1,272.98	2,652.04
80	GRAVEL	1.7	1,734.05	-	315.31	534.24	-	2,953.46	1,408.75	6,945.81	4,085.77
81	BITUM	1.05	-	1,640.01	51.38	231.98	-	1,332.05	717.04	3,972.46	3,783.30
82	BITUM	1.03	-	408.10	17.57	42.45	-	1,003.60	1,157.63	2,629.35	2,552.77
83	BITUM	0.49	-	143.81	7.30	18.60	-	467.72	819.66	1,457.09	2,973.65
88	GRAVEL	1.02	299.39	-	16.06	40.00	-	981.46	701.48	2,038.39	1,998.42
100	GRAVEL	1.5	618.33	-	24.58	60.29	-	1,452.23	319.95	2,475.38	1,650.25
241	BITUM	0.3	-	276.34	4.93	12.07	-	290.58	547.24	1,131.16	3,770.53
241	GRAVEL	2.6	2,703.47	-	42.73	104.70	-	2,518.43	555.42	5,924.75	2,278.75
6001	GRAVEL	1.08	1,567.98	-	45.69	248.22	-	1,304.07	502.49	3,668.45	3,396.71
7701	BITUM	1.04	-	2,103.69	124.74	285.85	-	2,001.49	1,768.77	6,284.54	6,042.83
8502	BITUM	1.2	-	352.22	26.55	58.65	-	1,225.48	1,481.61	3,144.51	2,620.43
TOTAL		135.07	\$ 130,652.63	\$ 19,882.42	\$ 20,313.52	\$ 36,493.07	\$ 190,129.76	\$ 85,068.09	\$ 482,539.49	\$ 3,572.51	

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD
YEAR ENDED DECEMBER 31, 2019

REPAIRS & REPLACEMENTS

ROAD	SURFACE	ROAD LENGTH	RESHAPING	RESURFACING	CULVERTS, BRIDGES GUARD RAILS	GENERAL REPAIRS	TOTAL ROAD COSTS	COST/MILE
50	GRAVEL	2.95	1,820.80	20,588.40	-	1,600.20	24,009.40	8,138.78
51	GRAVEL	4.77	-	4,530.64	-	894.95	5,425.59	1,137.44
53	BITUM	3.08	-	-	-	-	-	-
54	BITUM	1.86	2,275.41	96.96	-	-	2,372.37	1,275.47
54	GRAVEL	4.88	2,156.10	6,097.90	305.66	430.69	8,990.35	1,842.28
56	GRAVEL	8.4	-	6,333.33	4,363.65	555.05	11,252.03	1,339.53
57	GRAVEL	9.04	-	29,578.95	739.55	516.34	30,834.84	3,410.93
58	GRAVEL	2.67	846.92	4,185.66	676.68	1,493.68	7,202.94	2,697.73
59	GRAVEL	4.28	-	2,863.04	-	675.90	3,538.94	826.86
60	BITUM	3.98	-	-	-	-	-	-
61	GRAVEL	11.23	357.41	29,911.83	-	2,334.98	32,604.22	2,903.31
62	BITUM	3.64	-	-	575.00	-	575.00	157.97
62	GRAVEL	4.36	372.08	3,260.87	1,615.36	1,655.05	6,903.36	1,583.34
63	GRAVEL	2.69	-	338.76	-	120.70	459.46	170.80
64	GRAVEL	9.49	3,788.12	16,417.73	5,832.86	124.42	26,163.13	2,756.92
65	GRAVEL	8.96	-	-	322.43	925.78	1,248.21	139.31
66	BITUM	1.09	-	-	-	-	-	-
67	GRAVEL	5.17	9,920.46	1,591.07	3,466.85	4,525.62	19,504.00	3,772.53
68	GRAVEL	6.5	-	17,211.03	-	-	17,211.03	2,647.85
69	BITUM	0.3	11.09	-	-	-	11.09	36.97
70	BITUM	1.08	-	-	-	-	-	-
71	GRAVEL	1	-	5,232.13	-	-	5,232.13	5,232.13
72	GRAVEL	1.2	-	-	-	-	-	-
73	GRAVEL	5.1	-	2,249.92	6,177.89	1,094.64	9,522.45	1,867.15
74	BITUM	1.5	-	-	140.90	2,046.37	2,187.27	1,458.18
74	GRAVEL	2.07	-	-	-	1,454.98	1,454.98	702.89
75	GRAVEL	6.9	-	1,573.27	-	164.34	1,737.61	251.83
76	BITUM	2.82	-	-	515.40	42.73	558.13	197.92
77	BITUM	0.57	-	-	-	-	-	-
79	BITUM	0.48	-	-	-	-	-	-
80	GRAVEL	1.7	-	9,215.98	-	-	9,215.98	5,421.16
81	BITUM	1.05	1,645.07	-	-	-	1,645.07	1,566.73
82	BITUM	1.03	-	-	-	-	-	-
83	BITUM	0.49	585.16	-	-	-	585.16	1,194.20
88	GRAVEL	1.02	-	-	-	-	-	-
100	GRAVEL	1.5	-	-	38.28	-	38.28	25.52
241	BITUM	0.3	-	-	79.02	-	79.02	263.40
241	GRAVEL	2.6	-	-	21.30	-	21.30	8.19
6001	GRAVEL	1.08	-	-	-	-	-	-
7701	BITUM	1.04	-	-	-	-	-	-
8502	BITUM	1.2	-	-	-	-	-	-
TOTAL		135.07	\$ 23,778.62	\$ 161,277.47	\$ 24,870.83	\$ 20,656.42	\$ 230,583.34	\$ 1,707.14

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD
YEAR ENDED DECEMBER 31, 2019

ROAD	SURFACE	ROAD LENGTH	NEW CULVERT, RAILS & TILING	CUTS - FILLS	SEEDING SODDING	TOTAL ROAD COSTS	BETTERMENTS					
							COST/MILE					
50	GRAVEL	2.95	1,047.94	24,610.33	97.16	25,755.43	8,730.65					
51	GRAVEL	4.77	121.45	-	-	121.45	25.46					
53	BITUM	3.08	-	-	-	-	-					
54	BITUM	1.86	-	-	-	-	-					
54	GRAVEL	4.88	-	387.86	-	387.86	79.48					
56	GRAVEL	8.4	6,616.89	-	-	6,616.89	787.73					
57	GRAVEL	9.04	405.20	-	-	405.20	44.82					
58	GRAVEL	2.67	100.00	-	-	100.00	37.45					
59	GRAVEL	4.28	-	-	-	-	-					
60	BITUM	3.98	-	-	-	-	-					
61	GRAVEL	11.23	-	22.93	-	22.93	2.04					
62	BITUM	3.64	-	-	-	-	-					
62	GRAVEL	4.36	3,420.59	-	-	3,420.59	784.54					
63	GRAVEL	2.69	-	-	-	-	-					
64	GRAVEL	9.49	-	-	-	-	-					
65	GRAVEL	8.96	225.00	-	-	225.00	25.11					
66	BITUM	1.09	-	-	-	-	-					
67	GRAVEL	5.17	-	1,207.10	-	1,207.10	233.48					
68	GRAVEL	6.5	-	-	-	-	-					
69	BITUM	0.3	-	-	-	-	-					
70	BITUM	1.08	-	-	-	-	-					
71	GRAVEL	1	-	-	-	-	-					
72	GRAVEL	1.2	-	-	-	-	-					
73	GRAVEL	5.1	368.80	-	-	368.80	72.31					
74	BITUM	1.5	-	-	-	-	-					
74	GRAVEL	2.07	-	-	-	-	-					
75	GRAVEL	6.9	-	-	-	-	-					
76	BITUM	2.82	-	-	-	-	-					
77	BITUM	0.57	-	-	-	-	-					
79	BITUM	0.48	-	-	-	-	-					
80	GRAVEL	1.7	-	-	-	-	-					
81	BITUM	1.05	-	-	-	-	-					
82	BITUM	1.03	-	-	-	-	-					
83	BITUM	0.49	-	-	-	-	-					
88	GRAVEL	1.02	331.58	-	-	331.58	325.08					
100	GRAVEL	1.5	-	-	-	-	-					
241	BITUM	0.3	-	-	-	-	-					
241	GRAVEL	2.6	-	-	-	-	-					
6001	GRAVEL	1.08	-	-	-	-	-					
7701	BITUM	1.04	-	-	-	-	-					
8502	BITUM	1.2	-	-	-	-	-					
TOTAL		135.07	\$	12,637.45	\$	26,228.22	\$	97.16	\$	38,962.83	\$	288.46

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ROAD MAINTENANCE COSTS BY ROAD
YEAR ENDED DECEMBER 31, 2019

SPECIAL WORK - AGREEMENTS

ROAD	SURFACE	ROAD LENGTH	SPECIAL WORK	SPECIAL AGREEMENTS	TOTAL ROAD COSTS	COST/MILE
50	GRAVEL	2.95		-	-	-
51	GRAVEL	4.77	9,128.33	-	9,128.33	1,913.70
53	BITUM	3.08		-	-	-
54	BITUM	1.86	33.35	-	33.35	17.93
54	GRAVEL	4.88	187.50	-	187.50	38.42
56	GRAVEL	8.4		-	-	-
57	GRAVEL	9.04	179.80	-	179.80	19.89
58	GRAVEL	2.67		-	-	-
59	GRAVEL	4.28		-	-	-
60	BITUM	3.98		-	-	-
61	GRAVEL	11.23		-	-	-
62	BITUM	3.64	1,351.90	-	1,351.90	371.40
62	GRAVEL	4.36	1,619.30	-	1,619.30	371.40
63	GRAVEL	2.69		-	-	-
64	GRAVEL	9.49		-	-	-
65	GRAVEL	8.96	17,099.88	-	17,099.88	1,908.47
66	BITUM	1.09		-	-	-
67	GRAVEL	5.17	539.40	-	539.40	104.33
68	GRAVEL	6.5	1,023.91	-	1,023.91	157.52
69	BITUM	0.3		-	-	-
70	BITUM	1.08		-	-	-
71	GRAVEL	1	2,311.33	-	2,311.33	2,311.33
72	GRAVEL	1.2	2,679.92	-	2,679.92	2,233.27
73	GRAVEL	5.1	916.25	-	916.25	179.66
74	BITUM	1.5		-	-	-
74	GRAVEL	2.07		-	-	-
75	GRAVEL	6.9		-	-	-
76	BITUM	2.82		-	-	-
77	BITUM	0.57		-	-	-
79	BITUM	0.48		-	-	-
80	GRAVEL	1.7	179.80	-	179.80	105.76
81	BITUM	1.05	176.41	-	176.41	168.01
82	BITUM	1.03		-	-	-
83	BITUM	0.49		-	-	-
88	GRAVEL	1.02		-	-	-
100	GRAVEL	1.5		-	-	-
241	BITUM	0.3		-	-	-
241	GRAVEL	2.6		-	-	-
6001	GRAVEL	1.08		-	-	-
7701	BITUM	1.04		-	-	-
8502	BITUM	1.2		-	-	-
TOTAL		135.07	\$ 37,427.08	\$ -	\$ 37,427.08	\$ 277.09

Aitkin County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2019

County State Aid Highway System - Regular Construction

Project	Contract		ROW	Utility		Force	Other Costs	Total Costs
	Payments	Engineering		Relocation				
CP 001-090-033	\$261,173.18	\$3,331.29	\$0.00	\$0.00	\$0.00	\$0.00	\$6,878.39	\$271,382.86
SAP 001-601-020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SAP 001-603-018	\$0.00	\$36,303.53	\$278,362.84	\$0.00	\$0.00	\$0.00	\$87,712.22	\$402,378.59
SAP 001-603-019	\$757,744.63	\$11,220.92	\$0.00	\$0.00	\$0.00	\$0.00	\$28,996.92	\$797,962.47
SAP 001-603-020	\$140,277.50	\$12,298.38	\$0.00	\$0.00	\$0.00	\$0.00	\$24,990.41	\$177,566.29
SAP 001-605-013	\$0.00	\$1,520.08	\$0.00	\$0.00	\$0.00	\$0.00	\$3,217.66	\$4,737.74
SAP 001-605-014	\$0.00	\$253.26	\$0.00	\$0.00	\$0.00	\$0.00	\$519.44	\$772.70
SAP 001-608-006	\$126.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$126.00
SAP 001-609-004	\$0.00	\$382.88	\$0.00	\$0.00	\$0.00	\$0.00	\$785.27	\$1,168.15
SAP 001-610-029	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SAP 001-610-030	\$452,383.59	\$5,543.35	\$0.00	\$0.00	\$0.00	\$0.00	\$12,838.01	\$470,764.95
SAP 001-612-021	\$131,329.70	\$15,339.12	\$0.00	\$0.00	\$0.00	\$0.00	\$29,285.27	\$175,954.09
SAP 001-612-022	\$48,210.79	\$4,578.80	\$0.00	\$0.00	\$0.00	\$0.00	\$11,443.39	\$64,232.98
SAP 001-614-014	\$0.00	\$5,988.30	\$0.00	\$0.00	\$0.00	\$0.00	\$5,261.63	\$11,249.93
SAP 001-615-007	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SAP 001-616-007	\$1,400,600.39	\$15,477.30	\$0.00	\$0.00	\$0.00	\$0.00	\$32,706.58	\$1,448,784.27
SAP 001-617-004	\$0.00	\$881.26	\$0.00	\$0.00	\$0.00	\$0.00	\$1,807.45	\$2,688.71
SAP 001-625-001	\$0.00	\$46,114.60	\$181,971.43	\$0.00	\$0.00	\$0.00	\$114,344.62	\$342,430.65
SAP 001-631-003	\$0.00	\$498.36	\$0.00	\$0.00	\$0.00	\$0.00	\$1,022.13	\$1,520.49
SAP 001-632-007	\$101.00	\$41.64	\$0.00	\$0.00	\$0.00	\$0.00	\$85.41	\$228.05
SAP 001-636-004	\$0.00	\$3,569.76	\$0.00	\$0.00	\$0.00	\$0.00	\$7,321.51	\$10,891.27
SP 001-606-021	\$674.80	\$84.65	\$0.00	\$0.00	\$0.00	\$0.00	\$173.62	\$933.07
SP 001-611-003	\$0.00	\$15,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,150.00
SP 001-628-012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Total:	\$3,192,621.58	\$178,577.48	\$460,334.27	\$0.00	\$0.00	\$0.00	\$369,389.93	\$4,200,923.26

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: CP 001-090-033 **Alternate Project:**

Percent Completed: 99.99% **Length:**

ROAD NUMBER/TWSP: CSAH 3, 4, 10, 11, 29, 40

LOCATION: CSAH 3, 4, 10, 11, 29, 40

DESCRIPTION: Multi-Road Shouldering

LETTING DATE: 6 /3 /2019 **AWARD DATE:** 6 /11/2019

CONTRACTOR: Anderson Brothers Construction company of Brainerd

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$261,173.18	\$261,173.18
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$3,331.29	\$3,331.29
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$6,878.39	\$6,878.39
Total Project Costs:	\$0.00	\$271,382.86	\$271,382.86

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$271,382.86	\$271,382.86
Total Funding:	\$0.00	\$271,382.86	\$271,382.86

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-601-020 **Alternate Project:**
Percent Completed: 100.00% **Length:** 3.60 Miles
ROAD NUMBER/TWSP: CSAH 1
LOCATION: CSAH 22 to 3.6 miles north
DESCRIPTION: Bituminous Mill & Overlay
LETTING DATE: 5 /8 /2017 **AWARD DATE:** 5 /9 /2017
CONTRACTOR: Hardrives, Inc

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$478,896.89	\$0.00	\$478,896.89
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$12,841.35	\$0.00	\$12,841.35
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$21,210.24	\$0.00	\$21,210.24
Total Project Costs:	\$512,948.48	\$0.00	\$512,948.48

Funding Sources			
Regular Construction:	\$419,616.16	\$93,065.63	\$512,681.79
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$93,332.32	(\$93,065.63)	\$266.69
Total Funding:	\$512,948.48	\$0.00	\$512,948.48

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-603-018 **Alternate Project:**
Percent Completed: 0.00% **Length:** 3.20
ROAD NUMBER/TWSP: CSAH 3
LOCATION: 1/4 mile W of CR 62 to TH 65

DESCRIPTION: Widening and Bituminous Pavement

LETTING DATE: **AWARD DATE:**
CONTRACTOR: Anderson Brothers Construction Company of Brainerd

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$91,472.15	\$36,303.53	\$127,775.68
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$38,689.12	\$278,362.84	\$317,051.96
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$105,709.55	\$87,712.22	\$193,421.77
Total Project Costs:	\$235,870.82	\$402,378.59	\$638,249.41

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$235,870.82	\$402,378.59	\$638,249.41
Total Funding:	\$235,870.82	\$402,378.59	\$638,249.41

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-603-019 **Alternate Project:**
Percent Completed: 99.99% **Length:** 4.14 Miles
ROAD NUMBER/TWSP: CSAH 3
LOCATION: CSAH 29 to US HWY 169

DESCRIPTION: Bituminous Mill/Overlay/Striping

LETTING DATE: 6 /3 /2019 **AWARD DATE:** 6 /11/2019
CONTRACTOR: Anderson Brothers Construction Company of Brainerd

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$757,744.63	\$757,744.63
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$11,220.92	\$11,220.92
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$28,996.92	\$28,996.92
Total Project Costs:	\$0.00	\$797,962.47	\$797,962.47

Funding Sources

Regular Construction:	\$0.00	\$715,563.73	\$715,563.73
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$82,398.74	\$82,398.74
Total Funding:	\$0.00	\$797,962.47	\$797,962.47

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-603-020 Alternate Project:
 Percent Completed: 57.70% Length: 3.2 Miles
 ROAD NUMBER/TWSP: CSAH 3
 LOCATION: 1/4 mi W of CR 62 to TH 65
 DESCRIPTION: Clearing and Grubbing
 LETTING DATE: 9 /4 /2019 AWARD DATE: 10/8 /2019
 CONTRACTOR: R.C. Habeck, LLC

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$140,277.50	\$140,277.50
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$12,298.38	\$12,298.38
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$24,990.41	\$24,990.41
Total Project Costs:	\$0.00	\$177,566.29	\$177,566.29

Funding Sources

Regular Construction:	\$0.00	\$140,277.50	\$140,277.50
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$37,288.79	\$37,288.79
Total Funding:	\$0.00	\$177,566.29	\$177,566.29

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-605-013 **Alternate Project:**
Percent Completed: 0.00% **Length:** 0.1 mile
ROAD NUMBER/TWSP: CSAH 5
LOCATION: CSAH 5 inlet to Fleming Lake
DESCRIPTION: Culvert Replacement

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$4,503.62	\$1,520.08	\$6,023.70
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$5,190.43	\$3,217.66	\$8,408.09
Total Project Costs:	\$9,694.05	\$4,737.74	\$14,431.79

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$9,694.05	\$4,737.74	\$14,431.79
Total Funding:	\$9,694.05	\$4,737.74	\$14,431.79

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-605-014 **Alternate Project:**
Percent Completed: 0.00% **Length:** 4.7 Miles
ROAD NUMBER/TWSP: CSAH 5
LOCATION: CSAH 5 - From CR 53 to TH 210 - 11 miles NE from Aitkin
DESCRIPTION: Grading and Aggregate Base; Culvert Replacement

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$188.00	\$253.26	\$441.26
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$275.61	\$519.44	\$795.05
Total Project Costs:	\$463.61	\$772.70	\$1,236.31

Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$463.61	\$772.70	\$1,236.31
Total Funding:	\$463.61	\$772.70	\$1,236.31

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-608-006 **Alternate Project:**
Percent Completed: 100.00% **Length:** 0.9 mile
ROAD NUMBER/TWSP: CSAH 8
LOCATION: TH210 to South 1st Street
DESCRIPTION: Bituminous Mill and Overlay
LETTING DATE: 6 /11/2018 **AWARD DATE:** 6 /12/2018
CONTRACTOR: Anderson Brothers Construction Co.

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$189,254.24	\$126.00	\$189,380.24
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$7,887.25	\$0.00	\$7,887.25
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$12,287.72	\$0.00	\$12,287.72
Total Project Costs:	\$209,429.21	\$126.00	\$209,555.21

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$186,832.70	\$22,722.51	\$209,555.21
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$22,596.51	(\$22,596.51)	\$0.00
Total Funding:	\$209,429.21	\$126.00	\$209,555.21

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-609-004 **Alternate Project:**
Percent Completed: 0.00% **Length:** .82 Mile
ROAD NUMBER/TWSP: CSAH 9
LOCATION: US HWY 65/27 to US HWY 65/27
DESCRIPTION: Bituminous Mill, Overlay & Striping
LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$382.88	\$382.88
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$785.27	\$785.27
Total Project Costs:	\$0.00	\$1,168.15	\$1,168.15

Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$1,168.15	\$1,168.15
Total Funding:	\$0.00	\$1,168.15	\$1,168.15

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-610-029 Alternate Project:
 Percent Completed: 100.00% Length: 11.20 Mile
 ROAD NUMBER/TWSP: CSAH 10
 LOCATION: CSAH 3 to CSAH 18
 DESCRIPTION: Bituminous Overlay
 LETTING DATE: 5 /8 /2017 AWARD DATE: 5 /9 /2017
 CONTRACTOR: Hardrives, Inc

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$1,247,576.17	\$0.00	\$1,247,576.17
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$15,831.96	\$0.00	\$15,831.96
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$31,916.24	\$0.00	\$31,916.24
Total Project Costs:	\$1,295,324.37	\$0.00	\$1,295,324.37

Funding Sources

Regular Construction:	\$1,130,621.23	\$51,384.85	\$1,182,006.08
Municipal Construction:	\$110,714.92	\$2,603.37	\$113,318.29
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$53,988.22	(\$53,988.22)	\$0.00
Total Funding:	\$1,295,324.37	\$0.00	\$1,295,324.37

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-610-030 **Alternate Project:**
Percent Completed: 97.03% **Length:** 2.25 Miles
ROAD NUMBER/TWSP: CSAH 10
LOCATION: CSAH 10 - from TH 200 to Itasca County Line
DESCRIPTION: Bituminous Mill/Overlay
LETTING DATE: 6 /3 /2019 **AWARD DATE:** 6 /11/2019
CONTRACTOR: Anderson Brothers Construction Company of Brainerd

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$452,383.59	\$452,383.59
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$58.75	\$5,543.35	\$5,602.10
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$86.12	\$12,838.01	\$12,924.13
Total Project Costs:	\$144.87	\$470,764.95	\$470,909.82

Funding Sources

Regular Construction:	\$0.00	\$452,383.59	\$452,383.59
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$144.87	\$18,381.36	\$18,526.23
Total Funding:	\$144.87	\$470,764.95	\$470,909.82

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-612-021 **Alternate Project:**
Percent Completed: 99.99% **Length:** 2.06 Miles
ROAD NUMBER/TWSP: CSAH 12
LOCATION: Oriole Ave to N. junction CSAH 39
DESCRIPTION: Bituminous Mill, Shoulder Widening, Bituminous Paving
LETTING DATE: 5 /21/2018 **AWARD DATE:** 5 /22/2018
CONTRACTOR: Knife River

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$1,991,227.70	\$131,329.70	\$2,122,557.40
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$122,603.05	\$15,339.12	\$137,942.17
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$22,748.08	\$0.00	\$22,748.08
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$172,659.58	\$29,285.27	\$201,944.85
Total Project Costs:	\$2,309,238.41	\$175,954.09	\$2,485,192.50

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$2,309,238.41	\$175,954.09	\$2,485,192.50
Total Funding:	\$2,309,238.41	\$175,954.09	\$2,485,192.50

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-612-022 **Alternate Project:**
Percent Completed: 99.99% **Length:** 2.64 Miles
ROAD NUMBER/TWSP: CSAH 12
LOCATION: 375th Ave to Oriole Ave

DESCRIPTION: Bituminous Mill & Overlay & Turn Lane

LETTING DATE: 5 /21/2018 **AWARD DATE:** 5 /22/2018
CONTRACTOR: Knife River

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$567,283.81	\$48,210.79	\$615,494.60
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$24,917.12	\$4,578.80	\$29,495.92
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$38,486.31	\$11,443.39	\$49,929.70
Total Project Costs:	\$630,687.24	\$64,232.98	\$694,920.22

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$630,687.24	\$64,232.98	\$694,920.22
Total Funding:	\$630,687.24	\$64,232.98	\$694,920.22

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-614-014 **Alternate Project:**
Percent Completed: 0.00% **Length:** 0.2 Mile
ROAD NUMBER/TWSP: CSAH 14
LOCATION: CSAH 14 over Savanna River

DESCRIPTION: Bridge Replacement & Bituminous Paving

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$5,174.99	\$5,988.30	\$11,163.29
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$3,560.41	\$5,261.63	\$8,822.04
Total Project Costs:	\$8,735.40	\$11,249.93	\$19,985.33

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$8,735.40	\$11,249.93	\$19,985.33
Total Funding:	\$8,735.40	\$11,249.93	\$19,985.33

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-615-007 **Alternate Project:**
Percent Completed: 99.99% **Length:** 6.08 Miles
ROAD NUMBER/TWSP: CSAH 15
LOCATION: Crow Wing County Line to CSAH 1

DESCRIPTION: Bridge Replacement over Cedar Creek & Bituminous Mill & Overlay

LETTING DATE: 5 /8 /2017 **AWARD DATE:** 5 /9 /2017
CONTRACTOR: Hardrives, Inc

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$1,313,286.02	\$0.00	\$1,313,286.02
Construction Engineering:	\$226.33	\$0.00	\$226.33
Project Engineering:	\$78,931.61	\$0.00	\$78,931.61
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$56,097.72	\$0.00	\$56,097.72
Total Project Costs:	\$1,448,541.68	\$0.00	\$1,448,541.68

Funding Sources

Regular Construction:	\$1,171,510.30	\$174,124.17	\$1,345,634.47
Municipal Construction:	\$98,822.13	\$3,960.78	\$102,782.91
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$178,209.25	(\$178,084.95)	\$124.30
Total Funding:	\$1,448,541.68	\$0.00	\$1,448,541.68

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-616-007 **Alternate Project:**
Percent Completed: 99.99% **Length:** 8.99 Miles
ROAD NUMBER/TWSP: CSAH 16
LOCATION: CSAH 16 from CSAH 13 to TH 210 - Tamarack

DESCRIPTION: Bituminous Mill & Overlay

LETTING DATE: 6 /3 /2019 **AWARD DATE:** 6 /11/2019
CONTRACTOR: Anderson Brothers Construction Company of Brainerd

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$1,400,600.39	\$1,400,600.39
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$2,667.87	\$15,477.30	\$18,145.17
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$3,911.04	\$32,706.58	\$36,617.62
Total Project Costs:	\$6,578.91	\$1,448,784.27	\$1,455,363.18

Funding Sources

Regular Construction:	\$0.00	\$1,219,836.27	\$1,219,836.27
Municipal Construction:	\$0.00	\$63,228.53	\$63,228.53
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$6,578.91	\$165,719.47	\$172,298.38
Total Funding:	\$6,578.91	\$1,448,784.27	\$1,455,363.18

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-617-004 **Alternate Project:**
Percent Completed: 0.00% **Length:** 7.1 Miles
ROAD NUMBER/TWSP: CSAH 17
LOCATION: TH 47 to TH 47

DESCRIPTION: Bituminous Mill/Overlay

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$881.26	\$881.26
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$1,807.45	\$1,807.45
Total Project Costs:	\$0.00	\$2,688.71	\$2,688.71

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$2,688.71	\$2,688.71
Total Funding:	\$0.00	\$2,688.71	\$2,688.71

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-625-001 **Alternate Project:**
Percent Completed: 0.00% **Length:** 3.30 Miles
ROAD NUMBER/TWSP: CSAH 25
LOCATION: Kanabec County Line to Jct CSAH 23
DESCRIPTION: Grading and Aggregate Base
LETTING DATE: 10/2 /2019 **AWARD DATE:** 11/26/2019
CONTRACTOR: Kern & Tabery Inc

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$50,095.07	\$46,114.60	\$96,209.67
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$46,908.62	\$181,971.43	\$228,880.05
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$80,439.75	\$114,344.62	\$194,784.37
Total Project Costs:	\$177,443.44	\$342,430.65	\$519,874.09

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$177,443.44	\$342,430.65	\$519,874.09
Total Funding:	\$177,443.44	\$342,430.65	\$519,874.09

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-631-003 **Alternate Project:**
Percent Completed: 0.00% **Length:** 3.53 Miles
ROAD NUMBER/TWSP: CSAH 31
LOCATION: CSAH 6 to CSAH 32
DESCRIPTION: Bituminous Mill/Overlay

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$498.36	\$498.36
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$1,022.13	\$1,022.13
Total Project Costs:	\$0.00	\$1,520.49	\$1,520.49

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$1,520.49	\$1,520.49
Total Funding:	\$0.00	\$1,520.49	\$1,520.49

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-632-007 **Alternate Project:**
Percent Completed: 100.00% **Length:** 3.2 Miles
ROAD NUMBER/TWSP: CSAH 32
LOCATION: From CSAH 6 to CSAH 31, 3 miles N of Tamarack
DESCRIPTION: Agg Base/Shoulder, Bit Surfacing/Striping
LETTING DATE: 6 /11/2018 **AWARD DATE:** 6 /12/2018
CONTRACTOR: Anderson Brothers Construction Co

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$802,934.62	\$101.00	\$803,035.62
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$21,890.10	\$41.64	\$21,931.74
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$34,962.19	\$85.41	\$35,047.60
Total Project Costs:	\$859,786.91	\$228.05	\$860,014.96

Funding Sources

Regular Construction:	\$794,271.59	\$65,657.96	\$859,929.55
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$65,515.32	(\$65,429.91)	\$85.41
Total Funding:	\$859,786.91	\$228.05	\$860,014.96

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-636-004 **Alternate Project:**
Percent Completed: 0.00% **Length:** 0.1 Mile
ROAD NUMBER/TWSP: CSAH 36
LOCATION:

DESCRIPTION: Culvert Replacement

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$3,569.76	\$3,569.76
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$7,321.51	\$7,321.51
Total Project Costs:	\$0.00	\$10,891.27	\$10,891.27

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$10,891.27	\$10,891.27
Total Funding:	\$0.00	\$10,891.27	\$10,891.27

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SP 001-606-021 **Alternate Project:**
Percent Completed: 100.00% **Length:** 4.9 miles
ROAD NUMBER/TWSP: CSAH 6
LOCATION: TH 65 to 4.9 miles east

DESCRIPTION: Bituminous Mill and Overlay

LETTING DATE: 6 /11/2018 **AWARD DATE:** 6 /12/2018
CONTRACTOR: Anderson Brothers Construction Co.

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$1,141,294.71	\$674.80	\$1,141,969.51
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$39,336.87	\$84.65	\$39,421.52
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$58,056.34	\$173.62	\$58,229.96
Total Project Costs:	\$1,238,687.92	\$933.07	\$1,239,620.99

Funding Sources

Regular Construction:	\$204,817.94	\$120,338.65	\$325,156.59
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$810,070.95	\$103,504.66	\$913,575.61
County - Other Local:	\$223,799.03	(\$222,910.24)	\$888.79
Total Funding:	\$1,238,687.92	\$933.07	\$1,239,620.99

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SP 001-611-003 **Alternate Project:**
Percent Completed: 0.00% **Length:** 3.2 Miles
ROAD NUMBER/TWSP: CSAH 11
LOCATION: Crow Wing County line to US Hwy 169

DESCRIPTION: Bituminous Paving; Aggregate Shouldering; Culvert Replacement; Shoulder Widening

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$15,150.00	\$15,150.00
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$0.00	\$0.00
Total Project Costs:	\$0.00	\$15,150.00	\$15,150.00

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$15,150.00	\$15,150.00
Total Funding:	\$0.00	\$15,150.00	\$15,150.00

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SP 001-628-012 **Alternate Project:**
Percent Completed: 100.00% **Length:** 8 Miles
ROAD NUMBER/TWSP: CSAH 28
LOCATION: US HWY 169 to TH 210

DESCRIPTION: Bituminous Mill and Overlay

LETTING DATE: 6 /29/2015 **AWARD DATE:** 7 /14/2015
CONTRACTOR: Central Specialties

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$2,342,658.73	\$0.00	\$2,342,658.73
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$99,300.29	\$0.00	\$99,300.29
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$89,200.36	\$0.00	\$89,200.36
Total Project Costs:	\$2,531,159.38	\$0.00	\$2,531,159.38

Funding Sources

Regular Construction:	\$1,091,964.72	\$250,425.40	\$1,342,390.12
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$1,003,638.00	\$0.00	\$1,003,638.00
County - Other Local:	\$435,556.66	(\$250,425.40)	\$185,131.26
Total Funding:	\$2,531,159.38	\$0.00	\$2,531,159.38

Aitkin County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2019

County Highway Construction

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
CP 001-027-001	\$0.00	\$10,860.83	\$0.00	\$0.00	\$0.00	\$30,825.35	\$41,686.18
CP 001-053-003	\$41,761.91	\$3,227.36	\$0.00	\$0.00	\$0.00	\$8,976.37	\$53,965.64
CP 001-062-004	\$0.00	\$388.97	\$0.00	\$0.00	\$0.00	\$797.76	\$1,186.73
CP 001-070-001	\$232,605.81	\$5,403.39	\$0.00	\$0.00	\$0.00	\$11,727.16	\$249,736.36
CP 001-076-001	\$0.00	\$7,568.93	\$0.00	\$0.00	\$0.00	\$15,523.71	\$23,092.64
CP 001-076-002	\$0.00	\$43.37	\$0.00	\$0.00	\$0.00	\$88.95	\$132.32
CP 001-079-002	\$0.00	\$261.34	\$0.00	\$0.00	\$0.00	\$536.00	\$797.34
Construction Total:	\$274,367.72	\$27,754.19	\$0.00	\$0.00	\$0.00	\$68,475.30	\$370,597.21

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: CP 001-053-003 **Alternate Project:**
Percent Completed: 99.99% **Length:** 3.225 Mile
ROAD NUMBER/TWSP: CR 53
LOCATION: CSAH 4 to CSAH 5

DESCRIPTION: Bituminous Paving

LETTING DATE: 5 /21/2018 **AWARD DATE:** 5 /22/2018
CONTRACTOR: Knife River

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$694,792.74	\$41,761.91	\$736,554.65
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$10,467.70	\$3,227.36	\$13,695.06
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$21,193.62	\$8,976.37	\$30,169.99
Total Project Costs:	\$726,454.06	\$53,965.64	\$780,419.70

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$726,454.06	\$53,965.64	\$780,419.70
Total Funding:	\$726,454.06	\$53,965.64	\$780,419.70

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: CP 001-070-001 **Alternate Project:**
Percent Completed: 99.99% **Length:** 1.07 Miles
ROAD NUMBER/TWSP: CR 70
LOCATION: TH 65 to TH 65

DESCRIPTION: Bituminous Mill/Overlay

LETTING DATE: 6 /3 /2019 **AWARD DATE:** 6 /11/2019
CONTRACTOR: Anderson Brothers Construction Company of Brainerd

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$232,605.81	\$232,605.81
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$5,403.39	\$5,403.39
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$11,727.16	\$11,727.16
Total Project Costs:	\$0.00	\$249,736.36	\$249,736.36

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$249,736.36	\$249,736.36
Total Funding:	\$0.00	\$249,736.36	\$249,736.36

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: CP 001-076-002 **Alternate Project:**
Percent Completed: 0.00% **Length:** 2.82 Miles
ROAD NUMBER/TWSP: CR 76
LOCATION: US HWY 169 to US HWY 169
DESCRIPTION: Bituminous Mill & Overlay

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$493.60	\$43.37	\$536.97
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$642.44	\$88.95	\$731.39
Total Project Costs:	\$1,136.04	\$132.32	\$1,268.36

Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$1,136.04	\$132.32	\$1,268.36
Total Funding:	\$1,136.04	\$132.32	\$1,268.36

Aitkin County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2019

Bridge Construction

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
SAP 001-598-014	\$0.00	\$22,393.02	\$0.00	\$0.00	\$0.00	\$2,345.35	\$24,738.37
SAP 001-598-016	\$0.00	\$7,912.21	\$0.00	\$0.00	\$0.00	\$6,153.36	\$14,065.57
SAP 001-599-040	\$1,452.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,452.59
SAP 001-599-041	\$0.00	\$1,408.53	\$0.00	\$0.00	\$0.00	\$784.56	\$2,193.09
SAP 001-599-042	\$0.00	\$10,103.09	\$0.00	\$0.00	\$0.00	\$14,612.39	\$24,715.48
SAP 001-601-021	\$0.00	\$16,545.02	\$0.00	\$0.00	\$0.00	\$1,151.63	\$17,696.65
SAP 001-612-023	\$0.00	\$44,338.87	\$0.00	\$0.00	\$0.00	\$3,538.78	\$47,877.65
SAP 001-618-005	\$0.00	\$26,927.58	\$0.00	\$0.00	\$0.00	\$7,681.56	\$34,609.14
Construction Total:	\$1,452.59	\$129,628.32	\$0.00	\$0.00	\$0.00	\$36,267.63	\$167,348.54

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-598-016 **Alternate Project:**
Percent Completed: 0.00% **Length:** 0.2 Miles
ROAD NUMBER/TWSP: CR 54
LOCATION: CR 54 over Sissabagama Creek
DESCRIPTION: Bridge Replacement

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$7,912.21	\$7,912.21
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$6,153.36	\$6,153.36
Total Project Costs:	\$0.00	\$14,065.57	\$14,065.57

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$14,065.57	\$14,065.57
Total Funding:	\$0.00	\$14,065.57	\$14,065.57

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-599-040 **Alternate Project:**
Percent Completed: 99.99% **Length:** 0.2 mile

ROAD NUMBER/TWSP: 155th Place - Millward Township

LOCATION:

DESCRIPTION: Culvert Bridge Replacements

LETTING DATE: 6 /11/2018 **AWARD DATE:** 6 /12/2018

CONTRACTOR: Roth Construction

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$168,595.00	\$1,452.59	\$170,047.59
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$15,797.03	\$0.00	\$15,797.03
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$14,296.50	\$0.00	\$14,296.50
Total Project Costs:	\$198,688.53	\$1,452.59	\$200,141.12

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$51,049.56	\$51,049.56
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$129,091.93	\$129,091.93
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$198,688.53	(\$178,688.90)	\$19,999.63
Total Funding:	\$198,688.53	\$1,452.59	\$200,141.12

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-599-041 **Alternate Project:**
Percent Completed: 0.00% **Length:** 0.1 mile
ROAD NUMBER/TWSP: 420th Ave
LOCATION: Farm Island Twsp Culvert Replacement on 420th Ave in Ripple River
DESCRIPTION: Bridge Replacement

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$3,876.90	\$1,408.53	\$5,285.43
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$2,250.96	\$784.56	\$3,035.52
Total Project Costs:	\$6,127.86	\$2,193.09	\$8,320.95

Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$6,127.86	\$2,193.09	\$8,320.95
Total Funding:	\$6,127.86	\$2,193.09	\$8,320.95

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-599-042 **Alternate Project:**
Percent Completed: 0.00% **Length:** 0.2 Miles
ROAD NUMBER/TWSP: 490th Lane
LOCATION: 490th Lane - Waukenabo Township over Waukenabo outlet
DESCRIPTION: Bridge Replacement

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$234.24	\$10,103.09	\$10,337.33
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$343.40	\$14,612.39	\$14,955.79
Total Project Costs:	\$577.64	\$24,715.48	\$25,293.12

Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$577.64	\$24,715.48	\$25,293.12
Total Funding:	\$577.64	\$24,715.48	\$25,293.12

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-601-021 **Alternate Project:**
Percent Completed: 0.00% **Length:** 0.1 Mile
ROAD NUMBER/TWSP: CSAH 1
LOCATION: 1/2 mile N of Aitkin on CSAH 1 over the Mississippi River
DESCRIPTION: Bridge Replacement

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$16,545.02	\$16,545.02
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$1,151.63	\$1,151.63
Total Project Costs:	\$0.00	\$17,696.65	\$17,696.65

Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$17,696.65	\$17,696.65
Total Funding:	\$0.00	\$17,696.65	\$17,696.65

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-612-023 **Alternate Project:**
Percent Completed: 0.00% **Length:** 0.1 Miles
ROAD NUMBER/TWSP: CSAH 12
LOCATION: CSAH 12 over Ripple River
DESCRIPTION: Bridge Replacement

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$44,338.87	\$44,338.87
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$3,538.78	\$3,538.78
Total Project Costs:	\$0.00	\$47,877.65	\$47,877.65

Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$47,877.65	\$47,877.65
Total Funding:	\$0.00	\$47,877.65	\$47,877.65

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-618-005 **Alternate Project:**
Percent Completed: 0.00% **Length:** 0.2 Miles
ROAD NUMBER/TWSP: CSAH 18
LOCATION: CSAH 18 over the Willow River
DESCRIPTION: Bridge Replacement

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$26,927.58	\$26,927.58
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$7,681.56	\$7,681.56
Total Project Costs:	\$0.00	\$34,609.14	\$34,609.14

Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$34,609.14	\$34,609.14
Total Funding:	\$0.00	\$34,609.14	\$34,609.14

Aitkin County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2019

Miscellaneous Construction

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
CP 001-090-031	\$120,867.52	\$8,306.48	\$0.00	\$0.00	\$0.00	\$17,075.41	\$146,249.41
SAP 001-600-018	(\$2,709.05)	\$41.64	\$0.00	\$0.00	\$0.00	\$85.41	(\$2,582.00)
SP 001-070-005	\$152,147.60	\$2,926.93	\$0.00	\$0.00	\$0.00	\$6,216.61	\$161,291.14
SP 001-070-006	\$0.00	\$1,439.68	\$0.00	\$0.00	\$0.00	\$3,346.97	\$4,786.65
SP 001-090-003	\$0.00	\$1,507.30	\$0.00	\$0.00	\$0.00	\$3,091.45	\$4,598.75
Construction Total:	\$270,306.07	\$14,222.03	\$0.00	\$0.00	\$0.00	\$29,815.85	\$314,343.95

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: CP 001-090-031 Alternate Project:
 Percent Completed: 99.99% Length:
 ROAD NUMBER/TWSP:
 LOCATION: Various Locations
 DESCRIPTION: Crack Sealing
 LETTING DATE: 4 /29/2019 AWARD DATE: 5 /14/2019
 CONTRACTOR: Lot Pros Inc

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$120,867.52	\$120,867.52
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$8,306.48	\$8,306.48
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$17,075.41	\$17,075.41
Total Project Costs:	\$0.00	\$146,249.41	\$146,249.41

Funding Sources	Prior Years	Current Year	Total
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$146,249.41	\$146,249.41
Total Funding:	\$0.00	\$146,249.41	\$146,249.41

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SAP 001-600-018 **Alternate Project:**
Percent Completed: 100.00% **Length:**
ROAD NUMBER/TWSP:
LOCATION: 280th St, 315th Ave, and 292nd St in Glen Township
DESCRIPTION: Bituminous Paving of 280th St/315th Ave/292nd St
LETTING DATE: 7 /30/2018 **AWARD DATE:** 8 /14/2018
CONTRACTOR: Anderson Brothers Construction Co

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$399,907.74	(\$2,709.05)	\$397,198.69
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$11,689.43	\$41.64	\$11,731.07
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$18,794.59	\$85.41	\$18,880.00
Total Project Costs:	\$430,391.76	(\$2,582.00)	\$427,809.76

Funding Sources	Prior Years	Current Year	Total
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$398,085.20	(\$886.51)	\$397,198.69
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$32,306.56	(\$1,695.49)	\$30,611.07
Total Funding:	\$430,391.76	(\$2,582.00)	\$427,809.76

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SP 001-070-005 **Alternate Project:**
Percent Completed: 100.00% **Length:**
ROAD NUMBER/TWSP:
LOCATION: Various County Roads
DESCRIPTION: Traffic Marking Services
LETTING DATE: 6 /24/2019 **AWARD DATE:** 6 /25/2019
CONTRACTOR: Traffic Marking Services

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$152,147.60	\$152,147.60
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$2,926.93	\$2,926.93
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$6,216.61	\$6,216.61
Total Project Costs:	\$0.00	\$161,291.14	\$161,291.14

Funding Sources			
Regular Construction:	\$0.00	\$21,626.40	\$21,626.40
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$130,521.20	\$130,521.20
County - Other Local:	\$0.00	\$9,143.54	\$9,143.54
Total Funding:	\$0.00	\$161,291.14	\$161,291.14

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SP 001-070-006 **Alternate Project:**
Percent Completed: 0.00% **Length:**

ROAD NUMBER/TWSP:

LOCATION:

DESCRIPTION: Rural Intersection Lighting

LETTING DATE: 7 /29/2019 **AWARD DATE:** 8 /13/2019

CONTRACTOR: Design Electric, Inc.

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$7,028.21	\$1,439.68	\$8,467.89
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$9,956.08	\$3,346.97	\$13,303.05
Total Project Costs:	\$16,984.29	\$4,786.65	\$21,770.94

Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$16,984.29	\$4,786.65	\$21,770.94
Total Funding:	\$16,984.29	\$4,786.65	\$21,770.94

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2019

Project: SP 001-090-003 **Alternate Project:**
Percent Completed: 0.00% **Length:**
ROAD NUMBER/TWSP:
LOCATION:

DESCRIPTION: Bike Trail - Red Oak to 422nd Place

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$1,507.30	\$1,507.30
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$3,091.45	\$3,091.45
Total Project Costs:	\$0.00	\$4,598.75	\$4,598.75

Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$4,598.75	\$4,598.75
Total Funding:	\$0.00	\$4,598.75	\$4,598.75

AITKIN COUNTY HIGHWAY DEPARTMENT
ADOPTED BUDGET 2020

ESTIMATED REVENUE

Tax Apportionment	2,433,149.00
State Aid - Regular Construction	2,869,700.00
State Aid - Regular Maintenance	2,079,800.00
State Aid - Municipal Maintenance	280,000.00
State Aid - Municipal Construction	10,000.00
Town Bridge Funds	265,000.00
Federal Transportation Funds	-
Turnback Funds	512,500.00
Town Road Allotment	495,000.00
Planned Use of Fund Balance	300,000.00
Townships, Individuals, Etc.	423,930.00
Total Estimated Revenue	<u>9,669,079.00</u>

ESTIMATED EXPENDITURES

Administration

Personal Services	483,155.00
Other Services	76,697.00
Supplies & Materials	5,000.00
Total Administration	<u>564,852.00</u>

Engineering/Construction

Personal Services	544,756.00
Other Services	6,358.00
Supplies & Materials	6,000.00
Total Engineering/Construction	<u>557,114.00</u>

Highway Maintenance

Personal Services	1,541,858.00
Other Services	171,210.00
Supplies & Materials	1,362,945.00
Municipal Maintenance	32,000.00
Town Road Allotment	495,000.00
	<u>3,603,013.00</u>

Capital Infrastructure

Services & Charges	4,327,700.00
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Equipment & Facilities

Capital Outlay	<u>616,400.00</u>
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Total Estimated Expenditures	<u>9,669,079.00</u>
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Estimated Change Fund Balance	0.00
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Board of County Commissioners Agenda Request



Requested Meeting Date: August 11, 2020

Title of Item: Proposed 2021 - Land Dept. Budget

<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 checked="" type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Rich Courtemanche	Department: Land
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Presenter (Name and Title): Rich Courtemanche - Land Commissioner	Estimated Time Needed: 20 min
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Summary of Issue:

The attached is the proposed 2021 Land Department Budget to present to the Aitkin County Board of Commissioners. The attached has been reviewed by the County Administrator.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Providing an overview and the opportunity for County Board comments

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

Land Department

Account Number

ACCOUNT DESCRIPTION	2019 BUDGETED	2019 ACTUAL	2020 BUDGET	2021 PROPOSED		
County Development						
10-921-000-0000-5220	(250,000)	(225,629)	(200,000)	(220,000)	Projects - Sub Report	
10-921-000-0000-5251	(85,000)	(97,690)	(85,000)	(97,000)	2nd Remonumentation project	\$ 60,000.00
10-921-000-0000-5840	(4,000)	(544)	(2,000)	0	Beaver Control	\$ 25,000.00
10-921-000-0000-6231	100,000	16,988	100,000	210,000	Demolition of TF Land if in Con Con	\$ 25,000.00
10-921-000-0000-6240	2,500	1,000	3,000	3,000	0% of Bobcat/Skidsteer	\$ -
10-921-000-0000-6515	10,000	15,348	10,000	12,000	County Ditch Survey	\$ 100,000.00
10-921-000-0000-6610	15,000	15,000	0	0		
10-921-000-0000-6406	500	2,950	402	0		\$ 210,000.00
10-921-000-0000-6801	50,000	72,220	50,000	50,000		
10-921-000-0000-6900	121,485	81,090	200,021	226,937	Con/Con Evaluation	
10-921-000-0000-6901	0	40,337	0	0	50% ConCon 10-210	\$ 226,936.92
	(339,000)	(323,863)	(287,000)	(317,000)	50% Res. Mgt 11-925	\$ 226,936.92
	299,485	244,933	363,423	501,937	0% LEVY	\$ -
	(39,515)	(78,930)	76,423	184,937	Total	\$ 453,873.85

Land Department

Account Number

ACCOUNT DESCRIPTION	2019 BUDGETED	2019 ACTUAL	2020 BUDGET	2021 PROPOSED	
Forfeited Tax Sales					
10-923-000-0000-5254	(1,450,000)	0	(1,500,000)	(1,400,000)	
10-923-000-0000-5257		(1,127,628)			
10-923-000-0000-5258		(429,490)			
10-923-000-0000-5260		(25,558)			
10-923-000-0000-5840		(1,128)			
	Sub>	(1,583,804)	Sub>		
10-923-000-0000-6101	537,601	451,664	442,493	423,449	\$ 423,449.33
10-923-000-0000-6102	0	25,564		0	
10-923-000-0000-6124	7,795	6,637	6,417	6,140	
10-923-000-0000-6148	25,320	15,838	22,060	19,310	
10-923-000-0000-6150	76,213	61,352	66,202	77,247	
10-923-000-0000-6152	418	566	580	489	
10-923-000-0000-6154	931	1,106	1,145	1,071	
10-923-000-0000-6157	0	2,560	0	0	
10-923-000-0000-6159	38,394	33,442	32,137	31,759	
10-923-000-0000-6165	33,331	28,380	27,435	26,254	\$ 585,719.25
10-923-000-0000-6169	0	0	0	0	10-923
10-923-000-0000-6205	2,000	2,092	2,500	2,100	
					Contracts - Sub Report
10-923-000-0000-6208	2,000	2,965	2,000	3,500	Tax Forfeited Demolition \$ 30,000.00
10-923-000-0000-6230	2,000	2,797	2,500	2,500	DMS Program with Prowest \$ 15,000.00
10-923-000-0000-6231	25,000	35,129	65,000	50,000	Wildlife Survey \$ 5,000.00
10-923-000-0000-6240	2,500	897	2,600	3,100	
10-923-000-0000-6243	1,000	0	0	0	
10-923-000-0000-6250	2,000	3,098	4,200	7,000	
10-923-000-0000-6254	1,000	3,474	14,000	7,500	
10-923-000-0000-6255	0	726	0	0	\$ 50,000.00
10-923-000-0000-6267	500	0	500	0	
10-923-000-0000-6280	0	300	0	0	
10-923-000-0000-6282	0	0	0	0	
10-923-000-0000-6311	250	0	250	0	
10-923-000-0000-6330	3,500	467	3,000	3,000	
10-923-000-0000-6332	1,000	856	1,000	2,000	
10-923-000-0000-6340	250	48	250	400	
10-923-000-0000-6350	2,500	0	0	0	
10-923-000-0000-6352	8,429	8,045	10,000	8,500	
10-923-000-0000-6353	5,596	5,596	5,291	5,820	
10-923-000-0000-6356	0	0	200	0	
10-923-000-0000-6374	700	0	0	0	
10-923-000-0000-6405	2,500	3,742	16,000	15,000	
10-923-000-0000-6406	0	4,192	0	8,000	
10-923-000-0000-6450	0	734	0	1,200	
10-923-000-0000-6511	25,000	16,373	52,250	40,000	
10-923-000-0000-6590	25,000	29,725	50,000	30,000	Maintenance Support \$ 20,000.00
10-923-000-0000-6820	80,000	90,149	80,000	80,000	Ross Wagner's Salary 11-925 \$ -
10-923-000-0000-6900	73,743	20,168	0	0	
10-923-000-0000-6901	122,500	69,664	20,000	20,000	\$ 20,000.00
	(1,450,000)	(1,583,804)	(1,500,000)	(1,400,000)	
	1,108,971	928,346	910,010	875,339	
	(341,029)	(655,458)	(589,990)	(524,661)	

Land Department

Account Number

		2019	2019	2020	2021	
	ACCOUNT DESCRIPTION	BUDGETED	ACTUAL	BUDGET	PROPOSED	
Resource Development						
11-925-000-0000-5150	Sooline Rr Permits L79C303 Ms 477-A-11-14	(1,000)	(185)	(250)	0	
						Apportionment - Sub Report
11-925-000-0000-5222	Intergovernmental PILT	(142,000)		(142,000)	(142,000)	Apportionment (30% of F73 after Memorial Forest is removed F80) (140,000.00)
11-925-000-0000-5252	Forf Tax Sales Apportionment	(175,257)	(264,243)	(270,000)	(240,000)	Memorial Forest (100,000.00)
11-925-000-0000-5301	Forest Road Grt Lw 1988Ch686	(38,000)	(39,887)	(38,000)	(40,000)	
11-925-000-0000-5330	State Grants	(38,342)	(38,342)	(38,342)	0	
11-925-000-0000-5840	Misc Receipts	(1,500)	(4,736)	(1,500)	(1,000)	
11-925-000-0000-5947	Transfer in From other Funds	0	(254,932)	0	0	
11-925-000-0000-6101	Salaries-Full Time	146,758	19,225	58,559	60,882	
11-925-000-0000-6102	Salaries-Part Time	11,000	0	0	9,037	
						Memorial Forest - TSI Sub Report
11-925-000-0000-6124	Medicare-Employer	2,128	277	850	1,014	Trees (Sowing and Delivery) \$ 9,000.00
11-925-000-0000-6148	Employer Deduct Contribution-HSA	8,270	408	3,260	3,260	Tree Planting \$ 5,500.00
11-925-000-0000-6150	Health Insurance-Employer	19,246	1,044	15,312	17,981	BudCapping \$ 2,000.00
11-925-000-0000-6152	Life Insurance-Employer	85	16	94	111	Mechanical Release \$ 24,000.00
11-925-000-0000-6154	Long Term Disability-Employer	130	42	162	167	Chemical Release & Site Prep \$ 4,000.00
11-925-000-0000-6167	Retiree Health	0	2,560	0	3,585	FSC Audit NEPCON \$ 10,000.00
11-925-000-0000-6159	Pera Co	11,007	1,326	4,392	5,244	Strategic Plan - Model/Rewrite \$ 20,000.00
11-925-000-0000-6185	Fica-Employer	9,099	1,184	3,831	4,335	
11-925-000-0000-6230	Publishing, Printing & Advertising	0	257	0	0	Forest Road \$ 74,500.00
11-925-000-0000-6231	Services, Labor, Contracts	35,500	78,551	36,500	20,000	Memorial Forest Total \$ 144,500.00
11-925-000-0000-6240	Dues/Assoc Fees	0	917	0	0	
11-925-000-0000-6250	Telephone	0	0	0	0	
11-925-000-0000-6273	Timber Improvement	35,000	35,973	35,000	74,500	\$ 105,614.68 11-925
11-925-000-0000-6280	State Deed Forfeited Tax Sales	500	0	500	500	
11-925-000-0000-6282	State Deed Repurchase	250	0	250	250	
11-925-000-0000-6330	Transportation & Travel	0	2,597	0	0	
11-925-000-0000-6340	Meals Reimbursed	0	65	0	200	
11-925-000-0000-6350	Per Diem	3,000	3,278	4,000	4,000	
11-925-000-0000-6352	Insurance	1,949	0	1,500	2,400	
11-925-000-0000-6353	Workers Compensation Insurance	4,697	2,002	1,478	1,500	
11-925-000-0000-6361	Road Construction Service	15,000	2,355	15,000	70,000	
11-925-000-0000-6374	Auto & Trailer Lic.	0	766	0	800	
11-925-000-0000-6405	Office Supplies	5,000	7,495	0	0	
11-925-000-0000-6406	Field Supplies	0	742	5,000	7,000	
11-925-000-0000-6590	Repair & Maintenance Supplies	2,500	1,272	12,500	12,000	
11-925-000-0000-6610	Equipment	15,000	11,462	0	0	
11-925-000-0000-6620	Auto, Trailers, Snowmobiles	50,000	65,023	0	36,800	
11-925-000-0000-6900	**Transfers -----	0	172,529	183,833	226,937	
		(396,129)	(602,325)	(490,092)	(423,000)	
		376,119	411,366	381,821	562,502	
		(20,010)	(190,959)	(108,271)	139,502	

Land Department

Account Number

		2019	2019	2020	2021		
	ACCOUNT DESCRIPTION	BUDGETED	ACTUAL	BUDGET	PROPOSED		
Parks							
21-520-000-0000-5001	Taxes	(15,000)	(14,200)	(15,000)	(15,000)		
21-520-000-0000-5201	MV Credit MS Statute 273.1384	0	(184)	0	0		
21-520-000-0000-5209	Disparity Reduction Aid	0	(5)	0	0		
21-520-000-0000-5216	Taconite Credit - Current	0	(659)	0	0		
21-520-000-0000-5251	PILT Apportionments and Receipts	0	(128)	0	0		
21-520-000-0000-5252	For Tax Sales Apportionment	(68,524)	(176,161)	(130,000)	(130,000)		
21-520-000-0000-5256	Intgov Rev Dnr-Public Access Maint	(3,800)	0	(4,200)	(4,160)		
21-520-000-0000-5396	Trail Grants-State	(325,000)	(380,901)	(367,902)	(467,000)		
21-520-000-0000-5398	Trail Grants - Federal	0	(28)	0	0		
21-520-000-0000-5510	Co. Parks Campground Fees	(25,000)	(23,061)	(25,000)	(25,000)		
21-520-000-0000-5840	Misc. Receipts	0	(24,500)	0	0		
21-520-000-0000-6101	Salaries-Full Time	37,975	42,547	48,595	103,989		
21-520-000-0000-6102	Salaries-Part Time	20,518	0	13,621			
21-520-000-0000-6108	Meals Reimbursed - Taxable	0	5				
21-520-000-0000-6124	Medicare Employer	551	616	873	1,508		
Parks Projects - Sub Report							
21-520-000-0000-6148	Employer Deduct Contribution-HSA	2,750	1,130	2,260	5,010	Cement Crushing at Axtell (500 yards)	\$ 9,000.00
21-520-000-0000-6150	Health Insurance-Employer	0	3,186	6,755	7,768	Ailkin Pavilion (25% match for grant)	\$ -
21-520-000-0000-6152	Life Insurance-Employer	123	65	38	150	Campground Upkeep (mow, pump)	\$ 30,000.00
21-520-000-0000-6154	Long Term Disability-Employer	180	114	128	245	Vispo Cabin	\$ 22,500.00
21-520-000-0000-6159	Pera Co	2,848	3,088	3,495	7,799		
21-520-000-0000-6185	Fica-Employer	2,354	2,635	3,733	6,447		
21-520-000-0000-6208	Training	0	250	0	0		
21-520-000-0000-6231	Services, Labor, Contracts	25,000	48,855	55,000	61,500		
21-520-000-0000-6243	License Fee	0	1,027	0	0		
21-520-000-0000-6250	Telephone	0	756	0	0		
21-520-000-0000-6254	Utilities	9,000	8,972	0	3,000		
21-520-000-0000-6255	Garbage	0	863	0	0		
21-520-000-0000-6330	Transportation and Travel	0	259	0	0		
21-520-000-0000-6332	Hotel/Motel Lodging	0	121	0	0		
GIA - ACLD - Sub Report							
21-520-000-0000-6340	Meals Reimbursed - non-Taxable	0	45	0	0		
21-520-000-0000-6350	Per Diem	0	315	0	0		
21-520-000-0000-6352	Property Insurance	2,357	2,357	2,300	3,200	ATV	\$ 60,000.00
21-520-000-0000-6353	Workers Compensation Insurance	1,654	1,654	1,181	2,200	x-Country Ski	\$ 3,300.00
21-520-000-0000-6374	Auto & Trailer License	0	0	500	0	Snowmobile	\$ -
21-520-000-0000-6361	Road Construction Service	3,500	9,720	3,500	3,000		
21-520-000-0000-6405	Office Supplies	0	0	0	0		
21-520-000-0000-6406	Field Supplies	1,500	7,652	0	0		
21-520-000-0000-6511	Gas And Oil	10,000	10,095	0	0		
21-520-000-0000-6523	Misc. Bldg & Shop supplies	0	2,216	0	17,500		
21-520-000-0000-6590	Repair & Maintenance Supplies	0	1,783	0	0		
21-520-000-0000-6610	Equipment	0	585	0	0		
21-520-000-0000-6620	Auto, Trailers, Snowmobiles	0	670	52,000	70,000		
21-520-000-0000-6802	Trail Grants-State	300,000	352,725	323,875	405,000		
21-520-000-0000-6820	Refunds & Reimbursements	0	30	0	0		
21-520-000-0000-6900	Transfers to Other Funds	60,000	60,919	61,400	74,950	LLCC	75,000
					subtotal->	Interest from Env. Trust Fund	(50)
		(437,324)	(619,827)	(542,102)	(641,160)		
		480,310	566,255	577,254	773,267		\$ 74,950.00
		42,986	(53,572)	35,152	132,107		

DEPT NO	LAST NAME	FIRST NAME	JOB TITLE	ACCT	2021 WAGE ESTIMATE	HOURS	2021 GROSS ESTIMATE	MEDICARE	HSA CONTRIBUTION (OR WAIVER)	HEALTH INSURANCE	LIFE INSURANCE	LTD INSURANCE	LIFELOCK	PERA	SOC. SEC.	EARLY RETIREMENT INCENTIVE	TOTAL 2021 ESTIMATE	
Land Department	BOCHOW	AARON	FORESTRY/PARKS TEC	21-520	\$ 19.62	2088	\$ 41,043	\$ 595	\$ 2,750	\$ -	\$ 111	\$ 112	\$ -	\$ 3,078	\$ 2,545	\$ -	\$ 50,235	
Land Department	BRAUSEN	DALE	SEASONAL PARK LABC	10-923	\$ 13.52	536	\$ 7,245	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 543	\$ 449	\$ -	\$ 8,343	
Land Department	BUHLMANN	SUSAN	SEASONAL PARK LABC	21-520	\$ 13.52	536	\$ 7,245	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 543	\$ 449	\$ -	\$ 8,343	
Land Department	(Vacant)	(Vacant)	SEASONAL PARK LABC	21-520	\$ 13.52	536	\$ 7,245	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 543	\$ 449	\$ -	\$ 8,343	
Land Department	COURTEMANCHE	RICH	LAND COMMISSIONER	10-923	\$ 36.32	2088	\$ 76,183	\$ 1,105	\$ 3,260	\$ 17,981	\$ 111	\$ 209	\$ -	\$ 5,714	\$ 4,723	\$ -	\$ 109,286	
Land Department	COX	LYNN	TEMPORARY CLERICAL	10-923	\$ 15.19	832	\$ 12,641	\$ 183	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 948	\$ 784	\$ -	\$ 14,556	
Land Department	GOBLE	DUSTIN	FORESTER	10-923	\$ 24.24	2088	\$ 50,681	\$ 735	\$ 2,260	\$ 7,768	\$ 39	\$ 139	\$ -	\$ 3,801	\$ 3,142	\$ -	\$ 68,566	
Land Department	GORDON	DANIEL	FORESTER	10-923	\$ 33.28	2088	\$ 69,548	\$ 1,008	\$ 3,260	\$ 17,981	\$ 111	\$ 191	\$ -	\$ 5,216	\$ 4,312	\$ -	\$ 101,627	
Land Department	HILK	DELMER	SEASONAL PARK LABC	10-923	\$ 13.52	536	\$ 7,245	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 543	\$ 449	\$ -	\$ 8,343	
Land Department	HILL	KINZER	FORESTRY/PARKS TEC	10-923	\$ 18.54	2088	\$ 38,774	\$ 562	\$ 2,260	\$ 7,768	\$ 39	\$ 106	\$ -	\$ 2,908	\$ 2,404	\$ -	\$ 54,822	
Land Department	JOHNSON	CHRISTOPHER	RECREATION SPECIALI	21-520	\$ 23.17	2088	\$ 48,456	\$ 703	\$ 2,260	\$ 7,768	\$ 39	\$ 133	\$ -	\$ 3,634	\$ 3,004	\$ -	\$ 65,997	
Land Department	NEARY	DANIEL	FORESTER	10-923	\$ 23.56	2088	\$ 49,255	\$ 714	\$ 3,260	\$ 17,981	\$ 111	\$ 135	\$ -	\$ 3,694	\$ 3,054	\$ -	\$ 78,204	
Land Department	PARKIN	THOMAS	SENIOR FORESTER	11-925	\$ 29.12	2088	\$ 60,882	\$ 883	\$ 3,260	\$ 17,981	\$ 111	\$ 167	\$ -	\$ 4,566	\$ 3,775	\$ -	\$ 91,624	
Land Department	SCHULZ	STEPHEN	SEASONAL EQUIPMEN	11-925	\$ 16.86	536	\$ 9,037	\$ 131	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 678	\$ 560	\$ -	\$ 10,406	
Land Department	STRANDE (HAASKEN)	JANE (BETH)	OFFICE ASSISTANT V (f	10-923	\$ 20.79	2088	\$ 43,485	\$ 631	\$ 2,750	\$ -	\$ 39	\$ 119	\$ -	\$ 3,261	\$ 2,696	\$ -	\$ 52,981	
Land Department	THOMPSON	DJ (DENNIS)	ASSISTANT LAND COM	10-923	\$ 30.02	2088	\$ 63,011	\$ 914	\$ 2,260	\$ 7,768	\$ 39	\$ 173	\$ -	\$ 4,726	\$ 3,907	\$ -	\$ 82,797	
Land Department	THORNBLOOM	GREGORY	EARLY RETIREMENT IN	11-925												\$ 3,585	\$ 3,585	
Land Department	OVERTIME		INSERT ESTIMATE	10-923	\$ 26.67	80	\$ 2,474	\$ 36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186	\$ 153	\$ -	\$ 2,849	
Land Department	VAC/PTO CASH OUT	RICH	PTO Buyout	10-923	\$ 36.32	80	\$ 2,906	\$ 42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 218	\$ 180	\$ -	\$ 3,346	
Land Department	1/2% LUMP SUM 1/1/: ADDED \$339.88 TO GROSS WAGE FOR NON-UNION LUMP SUM																	
Land Department	TOTALS (remember to put OT # on it's own line item)							\$ 597,357	\$ 8,662	\$ 27,580	\$ 102,996	\$ 750	\$ 1,483	\$ -	\$ 44,802	\$ 37,036	\$ 3,585	\$ 824,251

DEPT NO	2021 WAGE ESTIMATE	HOURS	2021 GROSS ESTIMATE	MEDICARE	HSA CONTRIBUTION (OR WAIVER)	HEALTH INSURANCE	LIFE INSURANCE	LTD INSURANCE	LIFELOCK	PERA	SOC. SEC.	EARLY RETIREMENT INCENTIVE	TOTAL 2021 ESTIMATE
Land Salaries Breakdown by Dept.		10-923	\$ 423,449	\$ 6,140	\$ 19,310	\$ 77,247	\$ 489	\$ 1,071	\$ -	\$ 31,759	\$ 26,254	\$ -	\$ 585,719
		11-925	\$ 69,919	\$ 1,014	\$ 3,260	\$ 17,981	\$ 111	\$ 167	\$ -	\$ 5,244	\$ 4,335	\$ 3,585	\$ 105,615
		21-520	\$ 103,989	\$ 1,508	\$ 5,010	\$ 7,768	\$ 150	\$ 245	\$ -	\$ 7,799	\$ 6,447	\$ -	\$ 132,917
Land Dept			\$ 597,357	\$ 8,662	\$ 27,580	\$ 102,996	\$ 750	\$ 1,483	\$ -	\$ 44,802	\$ 37,036	\$ 3,585	\$ 824,251

DEPT NO	LAST NAME	FIRST NAME	JOB TITLE	ACCT	2021 WAGE ESTIMATE	HOURS	2021 GROSS ESTIMATE	MEDICARE	HSA CONTRIBUTION (OR WAIVER)	HEALTH INSURANCE	LIFE INSURANCE	LTD INSURANCE	LIFELOCK	PERA	SOC. SEC.	EARLY RETIREMENT INCENTIVE	TOTAL 2021 ESTIMATE	
Land Department/Si	CURTIS	DEE	ASSISTANT LAND SURV	11-939A	\$ 24.24	2088	\$ 50,682	\$ 735	\$ 2,260	\$ 7,768	\$ 39	\$ 139	\$ -	\$ 3,801	\$ 3,142	\$ -	\$ 68,567	
Land Department/Si	FAIRCHILD	TRACY	LAND SURVEY TECHICI	11-939A	\$ 29.10	2088	\$ 60,839	\$ 882	\$ 2,260	\$ 7,768	\$ 111	\$ 167	\$ -	\$ 4,563	\$ 3,772	\$ -	\$ 80,362	
Land Department/Si	HAASKEN	DANIEL	GIS COORDINATOR	11-939B	\$ 38.85	2088	\$ 81,459	\$ 1,181	\$ 3,260	\$ 17,981	\$ 111	\$ 223	\$ -	\$ 6,109	\$ 5,050	\$ -	\$ 115,375	
Land Department/Si	(New: Vacant)	(New: Vacant)	LAND TECHNICIAN	11-939B	\$ 21.08	2088	\$ 44,084	\$ 639	\$ 2,260	\$ 7,768	\$ 39	\$ 206	\$ -	\$ 3,306	\$ 2,733	\$ -	\$ 61,036	
Land Department/Si	QUALE	RANDY	COUNTY SURVEYOR	11-939B	\$ 35.83	2088	\$ 75,152	\$ 1,090	\$ 2,260	\$ 7,768	\$ 39	\$ 206	\$ -	\$ 5,636	\$ 4,659	\$ -	\$ 96,811	
Land Department/Si	VAC/PTO CASH OUT	Dan	PTO Buyout	11-939B	\$ 38.85	80	\$ 3,108	\$ 45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 233	\$ 193	\$ -	\$ 3,579	
Land Department/Si	VAC/PTO CASH OUT	Tracy	Retirement	11-939A	\$ 29.10	227	\$ 6,607	\$ 96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 495	\$ 410	\$ -	\$ 7,608	
Land Department/Si	VAC/PTO CASH OUT	Dee	Retirement	11-939A	\$ 24.24	212	\$ 5,139	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 385	\$ 319	\$ -	\$ 5,917	
Land Department/Si	OVERTIME		INSERT ESTIMATE	11-939A	\$ 29.10	20	\$ 582	\$ 8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44	\$ 36	\$ -	\$ 670	
Land Department/Si	1/2% LUMP SUM 1/1/: ADDED \$339.88 TO GROSS WAGE FOR NON-UNION LUMP SUM																	
Land Department/S	TOTALS (remember to put OT # on it's own line item)							\$ 327,651	\$ 4,751	\$ 12,300	\$ 49,054	\$ 339	\$ 940	\$ -	\$ 24,574	\$ 20,314	\$ -	\$ 439,924

DEPT NO	LAST NAME	FIRST NAME	JOB TITLE	ACCT	2021 WAGE ESTIMATE	HOURS	2021 GROSS ESTIMATE	MEDICARE	HSA CONTRIBUTION (OR WAIVER)	HEALTH INSURANCE	LIFE INSURANCE	LTD INSURANCE	LIFELOCK	PERA	SOC. SEC.	EARLY RETIREMENT INCENTIVE	TOTAL 2021 ESTIMATE	
Proposed: All 50/50; no levy			General Fund (0%)	01-711		0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
			Co. Dev. (50%)	10-921		50%	\$ 163,826	\$ 2,375	\$ 6,150	\$ 24,527	\$ 170	\$ 470	\$ -	\$ 12,287	\$ 10,157	\$ -	\$ 219,962	
			For. Dev. (50%)	11-925		50%	\$ 163,826	\$ 2,375	\$ 6,150	\$ 24,527	\$ 170	\$ 470	\$ -	\$ 12,287	\$ 10,157	\$ -	\$ 219,962	
			Survey/GIS	11-939			\$ 327,651	\$ 4,751	\$ 12,300	\$ 49,054	\$ 339	\$ 940	\$ -	\$ 24,574	\$ 20,314	\$ -	\$ 439,924	
Current: Field 50/50, Admin 20/40/40			General Fund (40%)	01-711		40%	\$ 81,521	\$ 1,182	\$ 3,112	\$ 13,407	\$ 76	\$ 254	\$ -	\$ 6,114	\$ 5,054	\$ -	\$ 110,720	
			Co. Dev. (40%)	10-921		40%	\$ 143,445	\$ 2,080	\$ 5,372	\$ 21,175	\$ 151	\$ 407	\$ -	\$ 10,758	\$ 8,894	\$ -	\$ 192,282	
			For. Dev. (20%)	11-925		20%	\$ 62,332	\$ 904	\$ 2,276	\$ 7,835	\$ 75	\$ 154	\$ -	\$ 4,675	\$ 3,865	\$ -	\$ 82,115	
			Survey/GIS	11-939			\$ 287,298	\$ 4,166	\$ 10,760	\$ 42,418	\$ 302	\$ 815	\$ -	\$ 21,547	\$ 17,812	\$ -	\$ 385,117	
Land Dept	Totals							\$ 925,008	\$ 13,413	\$ 39,880	\$ 152,051	\$ 1,089	\$ 2,423	\$ -	\$ 68,376	\$ 57,351	\$ 3,585	\$ 1,764,175



Board of County Commissioners Agenda Request



Requested Meeting Date: August 11, 2020

Title of Item: Collaborating with USDA - LCCMR - PNCML Grant

<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)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Rich Courtemanche		Department: Land
Presenter (Name and Title): Rich Courtemanche - Land Commissioner		Estimated Time Needed: 10 min
Summary of Issue: <p>The USDA and Pheasants Forever have secured a LCCMR grant to Protect North-Central Minnesota Lakes (PNCML) through forestry, easements and improving best management practices. The grant focuses on DNR studies that indicate that lakes that have less than 75 percent of the forest land protected will not be able sustain long term cold water fisheries. Improving forest best management practices (BMPs) is a component in this grant.</p> <p>ACLD is actively financially investing into its forest roads to BMPs of water flow, erosion control, and accessibility. However, the projects outnumber the financial resources for forest roads. This problem is exasperated by the lack of continued funding from the 2020 legislature.</p> <p>The ACLD will be using its existing budgeted road monies (\$10,000) to match PNCML funding (\$10,000) to improve forest road BMPs allowing additional projects to be completed in 2020 and 2021.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Providing an overview of this grant opportunity and for County Board comments		
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> Using \$10,000 of road construction monies to be used as a match for LCCMR grant.		

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



Environment and Natural Resources Trust Fund (ENRTF) M.L. 2018 ENRTF Work Plan (Main Document)

Today's Date: 3/12/18

Date of Next Status Update Report: January 31, 2019

Date of Work Plan Approval:

Project Completion Date: June 30, 2021

Does this submission include an amendment request? No

PROJECT TITLE: Protecting North-Central Minnesota Lakes

Project Manager: Sheila Boldt

Organization: Crow Wing Soil and Water Conservation District

Mailing Address: 322 Laurel Street Suite 22

City/State/Zip Code: Brainerd, MN 56401

Telephone Number: (218)828-6197

Email Address: Sheila.boldt@crowwingswcd.org

Web Address: <http://crowwingswcd.org/>

Location: Crow Wing & Aitkin Counties

Total Project Budget: \$750,000

Amount Spent: \$0

Balance: \$750,000

Legal Citation: M.L. 2018, Chp. xx, Sec. xx, Subd. xx

Appropriation Language:

I. PROJECT STATEMENT:

The main goal of this project is to increase watersheds protection to 75 percent around 25 at risk lakes. To do this, the Aitkin and Crow Wing Soil and Water Conservation Districts (SWCD) will complete:

10 permanent conservation easements

12 forest management plans

6 best management practices (BMP)

Aitkin and Crow Wing Counties contain 880 high-quality lakes, 170 miles of the Mississippi River, public land, over 24 percent private forest land, and countless recreational opportunities. These private lands are threatened by: forest fragmentation, first and second tier development, damaged aquatic habitat, and increasing housing

and roads. The MN Department of Natural Resources (DNR) Fisheries has identified a strong correlation between lake water quality that sustains fish populations and maintaining 75 % forest cover in a specific watershed.

We have identified 25 lakes out of 880 lakes that have state wide importance for aquatic and terrestrial habitat, are sensitive to phosphorous, have less than 75 percent of the watershed is protected, and support cold water fisheries. We will focus on the following Minor Watersheds (Hydrologic Unit Code 14 subwatersheds): Round-Big Pine, Dam-Long, Round, Waukenabo-Round, Spirit-Farm Island, Minnewawa, Cedar, Rat-Flowage, Hill Lake, Camp-Smith, Borden, Ruth, Serpent, North Long-Round, Mitchell, Cullen Chain, and Bay to implement private forest management plans to enroll into Sustainable Forest Incentive Act (SFIA) and permanent conservation easements on private lands. We will also complete BMPs on public or permanently protected lands, such as those with RIM conservation easements. Prior to implementation, the Crow Wing SWCD will hire a consultant to complete a conservation atlas for each lake. This will consist of identified aquatic and woodland habitat parcels, Reinvest in Minnesota (RIM) and SFIA price estimates, and targeted landowner parcel lists. The SWCDs will coordinate this project with a consultant, the Board of Soil and Water Resource (BWSR) RIM Staff, private forest plan writers, and private and public land owners. This project will be successful because of the prioritization process, staff experience and knowledge, and relationships with private landowners.

II. OVERALL PROJECT STATUS UPDATES:

First Update January 31, 2019

Second Update July 31, 2019

Third Update January 31, 2020

Fourth Update July 31, 2020

Fifth Update January 31, 2021

Final Update July 31, 2021

III. PROJECT ACTIVITIES AND OUTCOMES:

ACTIVITY 1: Complete 17 HUC 14 Atlases. Advertise and recruit landowners to enroll into conservation programs.

Description: The geographic information system specialist will run water quality models and data analysis on the HUC 14 watersheds to determine best locations for conservation easements, forest stewardship plans, and BMPs. The GIS specialist will also estimate prices for SFIA and RIM and create a parcel targeted list of landowners. The SWCDs will complete targeted outreach for forest management plans, conservation easements, and BMPs. This will include letters, phone calls, radio, social media, and press releases. The Aitkin and Crow Wing SWCDs will work with lake associations, environmental groups, and involved citizens to send direct mail, public meetings, and other forms of communication to reach landowners.

Summary Budget Information for Activity 1:

ENRTF Budget: \$ 65,500
Amount Spent: \$ 0
Balance: \$ 65,500

Outcome	Completion Date
---------	-----------------

1. The GIS specialist will complete 17 HUC 14 Atlases. HUC 14 atlases will include parcel list of landowners, estimated value of property for conservation easements, landowner contact information, and maps	2019-2021
2. Send direct mailing to high priority parcel list to an estimated 50 landowners.	2019-2021
3. Attend an estimated 10 meetings to discuss the program.	2019-2021

First Update January 31, 2019

Second Update July 31, 2019

Third Update January 31, 2020

Fourth Update July 31, 2020

Fifth Update January 31, 2021

Final Update July 31, 2021

Activity 2: Complete 12 Targeted Private Forest Management Plans.

The SWCDs will coordinate with private foresters to write forest stewardship plans and enroll landowners to into the SFIA program. The SWCDs will follow MN DNR requirements for forest management plans. All plans will be registered with the MN DNR. The private landowner will be able to select from a list of DNR approved plan writers. The plans will emphasis the greatest habitat and water quality values and give suggestions to landowners to improve and protect forest habitat.

Summary Budget Information for Activity 2:

ENRTF Budget: \$ 20,500
Amount Spent: \$ 0
Balance: \$ 20,500

Outcome	Completion Date
1. Write Private Forest Stewardship Plans (3) by Crow Wing and Aitkin SWCD Staff (MN DNR Certified)	2019-2020
2. Write Private Forest Stewardship Plans (3) by Crow Wing and Aitkin SWCD Staff (MN DNR Certified)	2020-2021
3. Write Private Forest Stewardship Plans (3) by private foresters (MN DNR Certified)	2019-2020
4. Write Private Forest Stewardship Plans (3) by private foresters (MN DNR Certified)	2020-2021

First Update January 31, 2019

Second Update July 31, 2019

Third Update January 31, 2020

Fourth Update July 31, 2020

Fifth Update January 31, 2021

Final Update July 31, 2021

Activity 3: Implement an estimated 6 BMPs.

Description: The SWCD will partner with private landowners, and SWCDs to complete best management practices (BMP's) on permanently protected conservation easements and public lands. Activity 1 will help prioritize where we target and complete BMP's.

The BMP's that will be utilized are listed as Forestry Conservation Practices by the NRCS designed to establish or improve long term forestry practices to improve or protect water quality or control soil erosion. The SWCD will focus on 30 eligible forestry conservation components from the NRCS conservation practices:

The SWCD will focus on 30 eligible forestry conservation components from the NRCS conservation practices:

- | | |
|---|---|
| Access Road (560*) | Brush Management (314) |
| Clearing and Snagging (326) | Conservation Cover (327) |
| Critical Area Plantings (342) | Early Successional Habitat (647) |
| Filter Strip (393) | Firebreak (394) |
| Forest Stand Improvement (666) | Forest Trails and Landings (655) |
| Grade Stabilization (410) [15yrs] | Hedgerow Planting (422) |
| Herbaceous Weed Control (315) | Herbaceous Wind Barriers (603) |
| Prescribed Burning (338) | Restoration and Management of Declining Habitat (643) |
| Riparian Forest Buffer (391)[15yrs] | Riparian Herbaceous Cover (390) |
| Stream Bank and Shoreline Protection (580)[20yrs] | Stormwater Runoff Control (570)[15yrs] |
| Stream Crossing (678) | Stream Habitat Improvement and Management (392) |
| Tree/Shrub Establishment (612)[15yrs] | Tree/Shrub Site Preparation (490) |
| Upland Wildlife Habitat Management (645) | Vegetative Barrier (601) |
| Water and Sediment Control Basin (638) | Woody Residue Treatment (384) |
| Windbreak/Shelterbelt Establishment (380)[15yrs] | Windbreak/Shelter renovation (650)[15yrs] |
- (*) – NRCS Conservation Practice Number
[Lifespan is 10 years unless noted]

Summary Budget Information for Activity 3:

ENRTF Budget: \$28,500
Amount Spent: \$ 0
Balance: \$ 28,500

Outcome	Completion Date
1. Install 1 riparian buffer projects. (i.e. shoreline buffers, native planting, and erosion)	2019-2020
2. Install 1 riparian buffer projects. (i.e. shoreline buffers, native planting, and erosion)	2020-2021
3. Complete 2 forest management projects. (i.e. planting, thinning, and pollinator habitat)	2019-2020
4. Complete 2 forest management projects. (i.e. planting, thinning, and pollinator habitat)	2019-2021

First Update January 31, 2019

Second Update July 31, 2019

Third Update January 31, 2020

Fourth Update July 31, 2020

Fifth Update January 31, 2021

Final Update July 31, 2021

Activity 4: Complete an estimated 10 RIM Conservation Easements.

Description: Landowners will agree to put their land in a perpetual easement that restricts the development of that property. In return the landowner will be paid 60 percent of the county assessed land value of the property (excluding buildings). This 60% valuation based on the county assessed value is an accepted BWSR formula for use with easements in the forested region of MN. This valuation method is currently being used in 4 other active easement programs. We will utilize an easement scoring sheet to rank all conservation easements. A technical review team will review and rank all conservation easements prior to submittal to BWSR. The SWCD staff will work with BWSR staff to complete legal documents and record easements on the deed. The BWSR will hold the easements through the RIM Program. The SWCDs will monitor completed easements each year according to BWSR RIM Policy.

Summary Budget Information for Activity 4:

ENRTF Budget: \$ 635,500
Amount Spent: \$ 0
Balance: \$ 635,500

Outcome	Completion Date
1. Permanently protect an estimated 135 acres (5 Easements)	2019-2020
1. Permanently protect an estimated 135 acres (5 Easements)	2020-2021

IV. DISSEMINATION:

Description: The SWCD will create public awareness and involvement in this project. Using social and media resources including press releases, Facebook, website postings, radio and public TV interviews which will notify the public about this project. In addition, the SWCD will utilize the partner networks and newsletters to disseminate information on the project. Lastly, the project results will be posted on the Crow Wing SWCD website: www.crowwingswcd.org and CW SWCD Facebook Page.

First Update January 31, 2019

Second Update July 31, 2019

Third Update January 31, 2020

Fourth Update July 31, 2020

Fifth Update January 31, 2021

Final Update July 31, 2021

V. PROJECT BUDGET SUMMARY:

A. Preliminary ENRTF Budget Overview: See attached spreadsheet

Explanation of Use of Classified Staff: The Crow Wing SWCD receives a minimal amount of funds (less than \$20,000) from tax dollars to run our office. We apply for grants to not only implement BMP's but to also fund our salaries. The funds requested for personnel will be to organize, implement, manage and inspect all aspects of the project.

Consistent with approved work plans for previous ENRTF appropriations, this funding will be used to pay project-associated costs for classified and unclassified staff. These costs directly correlate with the staff needed to fill these services. Without these funds, these positions would not exist.

Direct and Necessary expenses are for Department Support Services (HR Support, Financial Support, Communications Support, and IT Support). These services are directly related to and necessary for the appropriation. Department Leadership services are not assessed, and BWSR does not require Planning Support or Safety Support. Direct Support Services were calculated based upon considerations used with the established DNR model, and using actual BWSR projections. HR Support (~\$1,200), Financial Support (~\$1,300), Communications Support (~\$200), and IT Support (\$1,900) are necessary to accomplish this funded project. The \$4,600 of Direct Support Services amount to less than 1% of this appropriation.

BWSR will periodically complete reconciliation between budgeted cost vs. actual costs during the appropriation. If we forecast there will be unspent funds for Direct Support Services, we may seek an amendment to shift some of these costs into the Permanent Easement Acquisition line. Any unspent funds would be returned.

Explanation of Capital Expenditures Greater Than \$5,000: N/A

Number of Full-time Equivalents (FTE) Estimated to Be Funded through Contracts with this ENRTF Appropriation: .3 FTE for 3 years for private consultants.

B. Other Funds:

Source of Funds	\$ Amount Proposed	Use of Other Funds
Non-state		
Other Non-State \$ To Be Applied To Project During Project Period: US Forest Service Grant	\$50,000	
In-kind Services To Be Applied To Project During Project Period:	\$10,000	
State		
TSA Area VIII Funds	50,000	
Past and Current ENRTF Appropriation: Forest Management for Mississippi River Drinking Water Protection (M.L. 2016, Chp. 186, Sec. 2, Subd. 08f).	300,000	
TOTAL OTHER FUNDS:	\$410,000	

VI. PROJECT PARTNERS:

Project Partners:

- Crow Wing SWCD - MN DNR Forestry
- Aitkin SWCD - Board of Water and Soil Resources
- Area VIII North Central Joint Powers Board GIS Specialist

This technical team will assist with parcel prioritization process. The team plans to capitalize on existing partner landowner solicitation networks that will promote this new program, plus offer it as an additional private land owner benefit/opportunity within this targeted project area.

A. Partners receiving ENRTF funding

Name	Title	Affiliation	Role
Crow Wing SWCD			Project Management
Aitkin SWCD	District Manger	Steve Hughes	

The Board of Water & Soil Resources	Conservation Easement Assistant Section Manger	BWSR	Easement Holder
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B. Partners NOT receiving ENRTF funding

Name	Title	Affiliation	Role
Area VIII North Central Joint Powers Board GIS Specialist	GIS Specialist	NJCPB Contract Employee	Map and database support

VII. LONG-TERM- IMPLEMENTATION AND FUNDING:

The MN DNR Fisheries research indicates that lakes that have less than 75 percent of the land protected will not be able sustain long term cold water fisheries. Currently, 40 percent of all streams and lakes in Minnesota no longer meet state standards for conventional pollutants (Minnesota Pollution Control Agency). This project will have a direct impact on keeping 25 lakes off the state impairment list. This project will also help sustain the long term cold water fisheries. This project will also influence the one million Minnesotans' who receive drinking water from the Mississippi River. The Mississippi River Brainerd Watershed was ranked 5th out of 81 major watersheds for its importance of private forests to provide clean drinking water to downstream users (US Forest Service). These private forest and riparian lands are the cornerstone of the local economy generating over \$225 million in sales tax revenues (Explore Tourism Minnesota 2015). A Bemidji State University study, determined that there is a direct correlation between property values and water clarity. A one meter increase in water clarity will increase property by \$ 50 a frontage foot. A greater loss will occur with a decrease in water clarity. The local property tax is base for schools and local governments. This project will have a direct effect on property values and maintaining the local tax base for future generations.

VIII. REPORTING REQUIREMENTS:

- The project is for 3 years, began on July 1, 2018, and ends on June 30, 2021.
- Project status reports will be submitted; January 31, 2019, July 31, 2019, January 31, 2020, July 31, 2020 and January 31, 2021.
- A final report and associated products will be submitted between June 30 and August 15, 2021.

IX. SEE ADDITIONAL WORK PLAN COMPONENTS:

- A. Budget Spreadsheet
- B. Visual Component or Map
- C. Parcel List Spreadsheet
- D. Acquisition, Easements, and Restoration Requirements
- E. Research Addendum

VIII. FEE TITLE ACQUISITION/CONSERVATION EASEMENT/RESTORATION REQUIREMENTS:

Restoration

1. **Provide a statement confirming that all restoration activities completed with these funds will occur on land permanently protected by a conservation easement or public ownership.**

The Crow Wing SWCD will work with partners to complete restoration actives on Reinvest in Minnesota BWSR held permanent easements and public lands.

2. Summarize the components and expected outcomes of restoration and management plans for the parcels to be restored by your organization, how these plans are kept on file by your organization, and overall strategies for long-term plan implementation.

In the last 5 years, the Crow Wing SWCD has become a local leader and expert in technical assistance to landowners on restoration and BMPs. Since 2010, the SWCD has completed 200 enhancement projects from native plantings, rain gardens, stormwater, tree planting, and forest improvements. The SWCD follows the necessary procedures recognized by The ENRTF such as a detailed restoration and management plans for each project. Office procedures include: pre-site visits, project plans, good relationship with private contractors, and technical experience with project management skills, landowner databases and ability to work with landowners to complete the project. For this specific grant, the SWCD will wait for the water quality modeling to start landowner outreach for BMPs and restoration activities. The SWCD will coordinate with partners and ACUB team to identify specific parcels and BMPs. The Crow Wing SWCD will then partner with corresponding county to implement the restoration and BMP activities. The specific parcels that will be funded through this appropriation have not yet been identified, but parcels will be selected that are located within the project area.

3. Describe how restoration efforts will utilize and follow the Board of Soil and Water Resources “Native Vegetation Establishment and Enhancement Guidelines” in order to ensure ecological integrity and pollinator enhancement.

In addition, the SWCD will require that all trees and plants come from MN DNR approved native plant nurseries. We also require that contractors or landowners follow BWSR Native Vegetation Establishment and Enhancement Guidelines and utilize all native seed mixes. All projects will follow the US Department of Agriculture Natural Resource Conservation Service Practice Field Guide.

Easements acquired through this program will have a RIM Conservation Plan. The RIM Conservation Plan identifies practice areas and includes an Operation & Maintenance Plan. The easements secured under this project will be managed as part of the MN Board of Water and Soil Resources (BWSR) RIM Reserve Program that has over 6,500 easements currently in place. Easements are monitored annually for each of the first 5 years and then every 3rd year after. BWSR, in cooperation with Soil and Water Conservation Districts (SWCD), implement a stewardship process to track, monitor and assure compliance with easement terms. Under the terms of the Reinvest In Minnesota (RIM) Easement Program, landowners are required to maintain compliance with the easement. A conservation plan is developed with the landowner and maintained as part of each easement. Basic easement compliance costs are borne by the landowner, periodic enhancements may be cost shared from a variety of sources.

4. Describe how the long-term maintenance and management needs of the parcel being restored with these funds will be met and financed into the future.

To guarantee long-term assurance of public benefit, the SWCD will complete inspections on projects and require a maintenance plan. The SWCD will utilize the BWSR State Cost-Share Contract and process for all restoration activities.

This includes:

- 1) All restoration and improvement projects will have an operation and maintenance plan with landowner for the effective life of the project as per the State of MN; Cost Share Program Manual (Part VI).
- 2) The Cost-Share Contract will be between the SWCD Board and landowner/land occupier.
- 3) SWCD will provide periodic maintenance inspections on the 1, 3, and 9 years after completion (BWSR Guidance document – Operations and Maintenance and Inspection of Practices).
- 4) Landowner will be required to have a 50 percent match towards the project.

As a part of the maintenance agreement the SWCD will perform on-site inspection(s) during the first year to ensure projects are functioning properly. The SWCD staff will also instruct participants on correct maintenance procedures which will include mulching, weeding, sediment removal, checking outflows, invasive species, and replanting plants. After the second year, the project participant will be required to

maintain the site annually. Additionally, the SWCD will follow up with participants during years three and nine to ensure projects remain functional and provide technical assistance if needed. All maintenance requirements will be included in the contract and explicitly described to participants. Lastly, the Crow Wing SWCD works directly with the Conservation Corps of Minnesota (CCMI) to help with maintenance on larger projects. To finance maintenance into the future the SWCD will:

- i. Receive grants from the CCMI to have the crews help with maintenance on SWCD projects.
- ii. Build 2-3 years maintenance cost into the contract for project with a contractor.
- iii. Require landowner to maintain the project into the future.

5. Describe how consideration will be given to contracting with Conservation Corps of Minnesota for any restoration activities.

The Crow Wing SWCD works closely with the CCMI for project installation and maintenance of restoration projects. We work with landowners to obtain a signed agreement with the CCMI crew to help with restoration activities that will be included in the cost-share agreement for re-imbursement to landowner. The Crow Wing SWCD also works with Apprentice Program and Clean Water Grant funds to hire crews and apprentice to help with maintenance and project inspections. Since 2011, the SWCD has had 6 seasonal CCMI Apprentices, hired over 25 days of Crews, and received over 50 days of Crews in grants.

6. Provide a statement indicating that evaluations will be completed on parcels where activities were implemented both 1) initially after activity completion and 2) three years later as a follow-up. Evaluations should analyze improvements to the parcel and whether goals have been met, identify any problems with the implementation, and identify any findings that can be used to improve implementation of future restoration efforts at the site or elsewhere.

The SWCD will complete project evaluations on all restoration activities and follow BWSR inspection schedule which requires inspection year 1, 3, and 9. An evaluation report will be filed with the project folder. If project improvements are needed the SWCD will work with the landowner to complete improvements.

Conservation Easement Acquisition

1. Describe the selection process for identifying and including proposed parcels on the parcel list, including explanation of the criteria and decision-making process used to rank and prioritize parcels.

The specific lakes that have been identified for protection, will be analyzed further to identify which specific parcels should be targeted for easement protection and how they each rank against one another. The parcel priority ranking will be three-fold: high, medium and low. The landowners solicited first will own the highest priority parcels.

Prioritization criteria are developed to give the highest return on conservation investment, water quality benefits and local water plan priorities. A local technical advisory committee made up of BWSR, DNR, SWCD and Water Plan staff will score and rank parcel priorities and support landowner solicitation from willing land owners in what is intended to be a sustained long-term protection program.

2. List all adopted state, regional, or local natural resource plans in which the lands included in the parcel list are identified. Include a link to the plan if one is available.

- Crow Wing County Water Plan, <https://crowwing.us/241/Water-Wetlands> (2014)
- Aitkin County Water Plan, <http://www.aitkincountyswcd.org/ACSWCD-Reports.html> (2009, updating in 2018)
- MHB, <http://mississippiheadwaters.org/comprehensiveManagementPlan.asp> (2002, currently updating)

Based on this strong science, backed by watershed-scale prioritization for multiple benefits and source water protection, The Board of Water and Soil Resources, local SWCD Directors in Crow Wing and Aitkin counties and local Water Plan Coordinators have developed this program for riparian protection. The

methodology in this prioritization is similar to, The Forest Management for Mississippi River Drinking Water Protection (LCCMR) and The Minor Watershed Landscape Stewardship Manual (Yet to be publicly released) developed in partnership with BWSR, The Forest Resource council and DNR Forestry Division.

- 3. For any conservation easement acquired, restoration and management must be prepared. Summarize the components and expected outcomes of restoration and management plans for parcels acquired by your organization, how these plans are kept on file by your organization, and overall strategies for long-term plan implementation, including how long-term maintenance and management needs of the parcel will be financed into the future.**

The SWCD staff will follow The BWSR RIM Easement guidelines for; writing easement conservation plans and completing easement inspections. Conservation Easement documentation is kept on a secure computer drive network or via filed paperwork within The SWCD's office.

Easements acquired through this program will have a RIM Conservation Plan. The RIM Conservation Plan identifies practice areas and also includes an Operation & Maintenance Plan. The easements secured under this project will be managed as part of the MN Board of Water and Soil Resources (BWSR) RIM Reserve Program that has over 6,500 easements currently in place. Easements are monitored annually for each of the first 5 years and then every 3rd year after that. BWSR, in cooperation with Soil and Water Conservation Districts (SWCD), implement a stewardship process to track, monitor quality and assure compliance with easement terms. Under the terms of the Reinvest In Minnesota (RIM) Easement Program, landowners are required to maintain compliance with the easement. A conservation plan is developed with the landowner and maintained as part of each easement. Basic easement compliance costs are borne by the landowner, periodic enhancements may be cost shared from a variety of sources.

- 4. For each parcel to be conveyed to a State of Minnesota entity (e.g., DNR) after purchase, provide a statement confirming that county board approval will be obtained.**

Conservation Easements will remain privately owned by the landowner and therefore remain as a contributor to county tax income.

- 5. If applicable (see M.S. 116P.17), provide a statement confirming that written approval from the DNR Commissioner will be obtained 10 business days prior to any final acquisition transaction. A copy of the written approval should be provided to LCCMR.**

N/A

- 6. Provide a statement addressing how conservation easements will address specific water quality protection activities, such as keeping water on the landscape, reducing nutrient and contaminant loading, protecting groundwater, and not permitting artificial hydrological modifications.**

By preventing future building development in perpetuity, the easement acreage will not be succumbed to impervious surface. By keeping the acreage in perennial vegetation; erosion is prevented, therefore reduced nutrients being added to nearby water sources, and in-turn, preventing surface and groundwater contamination. The restrictions listed on the recorded Perpetual Conservation easement pertain to all future landowners of the parcels and include restrictions such as, requiring a forest management plan for the removal of timber products.

- 7. Describe the long-term monitoring and enforcement program for conservation easements acquired on parcels by your organization, including explanations of the process used for calculating conservation**

easement monitoring and enforcements costs, the process used for annual inspection and reporting on monitoring and enforcement activities, and the process used to ensure perpetual funding and implementation of monitoring and enforcement activities.

Once a RIM easement is acquired, BWSR is responsible for monitoring and enforcement into perpetuity. The BWSR partners with local SWCDs to carry-out oversight, monitoring and inspection of its conservation easements. Easements are inspected for the first five consecutive years beginning in the year after the easement is recorded. Thereafter, on-site inspections are performed every three years and compliance checks are performed in the other two years. SWCDs report to BWSR on each site inspection conducted and partners' staff document findings. A non-compliance procedure is implemented when potential violations or problems are identified.

Perpetual monitoring and enforcement costs have been calculated at \$6,500 per easement. These calculations were derived using the elements described in MS 103B.103. BWSR uses local SWCD staff for monitoring and landowner relations which results in considerable cost savings.



Board of County Commissioners Agenda Request



Requested Meeting Date: August 11, 2020

Title of Item: 2021 General Government Budget Presentation

<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: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 20 minutes
Summary of Issue: The 2021 draft General Government Budget will be presented for discussion. Please see attached memo.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Discussion only.		
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>		

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners
FROM: Jessica Seibert, Aitkin County Administrator
RE: Proposed 2021 General Government Budgets
DATE: August 11, 2020

The proposed 2021 general government budget presentation will include budgets located within the General Fund. The sixteen budgets include:

Administration	Environmental Services	Miscellaneous
Assessor	Extension	Recorder
Attorney	Human Resources	SWCD/AG/Watershed
Auditor	IT	Treasurer
Commissioners	Library	
Economic Development	Maintenance	

A brief description of key changes to revenues and expenditures for each department follows. Four columns representing the 2020 budgeted amount, 2021 budgeted amount, change in budgeted amount, and percentage change in budgeted amount are reported. Also included are detailed IFS worksheets providing support for each budget.

General Overview

The 2021 General Courthouse budget was prepared by individual Department Heads and reviewed individually with the County Administrator. Budgets have also been reviewed by the Budget Committee where discussions continue to be held.

Salary and benefit figures are based on previously approved contracts. Estimates have been made for insurance amounts due to the fact that 2021 rates have not yet been received from MCIT or PEIP. We are anticipating a substantial increase in rates based on July PEIP renewal information. A 15% increase has been budgeted with the hope that this can be lowered some when the actual rate increase is received. A 10% increase in the MCIT property/casualty rate has been budgeted.

The budget was developed using a collaborative approach with County Commissioners, the County Administrator, Department Heads, and staff. Many hours were spent researching past practices, future needs, and historical spending. The result is a budget that accurately reflects expected revenues and expenditures that are needed to provide Aitkin County residents quality services.

Administration:

- 45 Motor Pool
- 52 Administration
- 120 Veterans Service Officer

No changes to Motor Pool. Consideration is being given to postponing the 2021 regular replacement of two vehicles. Reduction in Administration due to Administrative Assistant cost being split with Human Resources.

Revenues	79,800.00	79,800.00	0.00	0.00%
Expenditures	429,470.00	423,235.00	(6,235.00)	(13.09)%
Net	349,670.00	343,435.00,	(6,235.00)	(1.78)%

Assessor's Office:

- 43 Assessor

Reductions in capital expenses and service, labor, contracts due to completed purchases/project.

Revenues	159,613.00	164,606.00	4,993.00	3.13%
Expenditures	875,819.00	902,192.00	26,373.00	3.01%
Net	716,206.00	737,586.00	21,380.00	2.99%

Attorney's Office:

- 90 Attorney
- 255 Crime Victim Grant

No significant increases in service costs. Majority of expenditure change is attributed to salary/insurance costs.

Revenues	153,183.00	155,398.00	2,215.00	2.75%
Expenditures	1,200,277.00	1,264,961.00	64,684.00	10.29%
Net	1,047,094.00	1,109,563.00	62,469.00	33.52%

Auditor:

- 40 Auditor (inc. License Center)
- 41 Internal Audit

No significant increases in service costs. Majority of expenditure change is attributed to salary/insurance costs.

Revenues	286,420.00	285,370.00	(1,050.00)	(0.37)%
Expenditures	776,169.00	815,134.00	38,965.00	5.02%
Net	489,749.00	529,764.00	40,015.00	8.17%

60 Elections

Reduction in election costs/revenues due to non-election year. Continuing to budget \$50,000 in programming to level spending from year to year.

Revenues	50,525.00	700.00	(49,825.00)	(98.61)%
Expenditures	121,329.00	67,900.00	(53,429.00)	(44.04)%
Net	70,804.00	67,200.00	(3,604.00)	(5.09)%

Commissioners:

01 Commissioners

No significant changes in expenditures.

Revenues	0.00	0.00	0.00	0.00%
Expenditures	257,045.00	263,309.00	6,264.00	2.44%
Net	257,045.00	263,309.00	6,264.00	2.44%

Economic Development:

711 Economic Development

Discontinued use of Land Dept. funds. Retirement of current Economic Development Coordinator. Plan to wait until July 1, 2021 to rehire.

Revenues	64,094.00	0.00	(64,094.00)	(100)%
Expenditures	106,617.00	54,216.00	(52,401.00)	(49.15)%
Net	42,523.00	54,216.00	11,693.00	27.50%

Environmental Services:

122 Planning & Zoning

390 Environmental Health

391 Solid Waste

392 Water Wells

Planned use of fund balance in the Solid Waste budget. Reduction in recycling contract - \$40,000. Planned vehicle purchase from reserves.

Revenues	795,351.00	780,023.00	(15,328.00)	(1.93)%
Expenditures	919,796.00	930,414.00	10,618.00	1.15%
Net	124,445.00	150,391.00	25,946.00	20.85%

Extension Office:

601 Extension

Current three-year contract ends December, 2021.

Revenues	1,300.00	0.00	1,300.00	0.00%
Expenditures	84,984.00	86,571.00	1,587.00	1.87%
Net	83,684.00	86,571.00	2,887.00	3.45%

Human Resources:53 *Human Resources*

No significant increases in service costs. Majority of expenditure change is attributed to salary/insurance costs due to Administrative Assistant being split between Administration and Human Resources.

Revenues	0.00	0.00	0.00	0.00%
Expenditures	291,175.00	356,051.00	64,876.00	22.28%
Net	291,175.00	356,051.00	64,876.00	22.28%

Information and Technology:49 *Information and Technology*

Decrease in revenue due to no planned use of fund balance included. This may be adjusted to use Recorder's Compliance Funds. Increase in programming, service costs, and capital equipment. Reduction in salary/benefits due to retirement.

Revenues	56,905.00	36,550.00	(20,355.00)	(35.77)%
Expenditures	680,263.00	726,771.00	46,508.00	6.84%
Net	623,358.00	690,221.00	66,863.00	10.73%

Library (ECRL): Appropriation amount budgeted is \$240,000 based on 2020 request. Request for 2021 not yet received. State certified minimum level of support for 2021 is ?.

Courthouse Maintenance:110 *Courthouse Maintenance*111 *Buildings*

Increase in utility costs and capital expenditures. We will need to review actual costs after a complete heating/cooling season.

Revenues	0.00	0.00	0.00	0.00%
Expenditures	526,337.00	601,699.00	75,362.00	14.32%
Net	526,337.00	601,699.00	75,362.00	14.32%

Recorder:100 *Recorder*

No significant increases in service costs. Majority of expenditure change is attributed to salary/insurance costs.

Revenues	210,500.00	210,500.00	0.00	0.00%
Expenditures	365,644.00	401,893.00	36,249.00	13.91%
Net	155,144.00	191,393.00	36,249.00	23.36%

SWCD, AG & Watershed:

600 Ag Society, Soil & Water, Ag Inspector

Increase attributed to Ag Society insurance costs.

Revenues	0.00	0.00	0.00	0.00%
Expenditures	117,253.00	113,318.00	(3,935.00)	(3.36)%
Net	117,253.00	113,318.00	(3,935.00)	(3.36)%

Treasurer's Office:

42 Treasurer

No significant increases in service costs. Majority of expenditure change is attributed to salary/insurance costs.

Revenues	30,200.00	30,200.00	0.00	0.00%
Expenditures	293,874.00	309,109.00	15,235.00	5.18%
Net	263,674.00	278,909.00	15,235.00	5.78%

Additional Notes:

- The preliminary levy is proposed to be adopted at the September 8th Board meeting. If needed, the Board may choose to postpone the adoption of the preliminary levy until the September 22nd Board Meeting. State law requires the County Board to adopt a preliminary levy prior to September 30th.
- A five-year capital plan will be finalized and presented to the Board in the near future.
- Fund Balance recommendations will be made according to the adopted Fund Balance Policy after the outside Auditor's complete financial statements.
- 2021 County Program Aid increased by \$19,137 from \$833,937 to \$853,074. This brings the amount of CPA closer to 2005/2006 levels (\$999,205 & \$793,413).



Board of County Commissioners Agenda Request



Requested Meeting Date: August 11, 2020

Title of Item: Appropriations & Dues Discussion

<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: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 15 minutes
Summary of Issue: Attached is the Aitkin County Budget Appropriations and Dues table for discussion.		
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>		

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

Aitkin County Budget Appropriations and Dues

	2019	2020	2021	Percent Increase	Comments	Other Agreement/ Statute
Dues						
North Counties Land Use Coordinating Board (10-921-6240)	\$2,000	\$2,000	\$2,000	0.0%	Assumed no change	
MN Rural Counties Caucus (MRCC) (01-44-6844)	\$2,500	\$2,700	\$2,300	-14.8%		
Association of MN Counties (AMC) (01-44-6845)	\$10,140	\$10,696	\$10,960	2.5%		
Arrowhead Counties (01-44-6846)	\$2,750	\$2,750	\$2,750	0.0%	Assumed no change	
Joint Counties Natural Resource Board (10-921-6240)	\$1,000	\$1,000	\$1,000	0.0%	Assumed no change	
Joint Powers						
East Central Regional Library (Dept 500-500-6801)	\$233,220	\$236,698	\$235,215	-0.6%	Preliminary amount only	
Airport-McGregor (Dept 700-903-6801)	\$13,900	\$14,600	\$14,600	0.0%	Assumed no change	
Snake River Watershed (Dept 600-552-6836)	\$10,079	\$10,079	\$10,079	0.0%		
Airport-Aitkin (Dept 700-903-6800)	\$14,107	\$14,107	\$14,107	0.0%	Assumed no change	
Mississippi Headwaters Board (Dept 600-552-6847)	\$1,500	\$1,500	\$1,500	0.0%		
Appropriations						
Soil and Water (Dept 600-552-6801)	\$98,034	\$81,034	\$76,549	-5.5%		MS 103C
C.A.R.E. (Dept 500-502-6848)	\$37,900	\$37,900	\$37,900	0.0%		
Historical Society (Dept 500-501-6801)	\$16,500	\$18,500	\$18,500	0.0%		MS 138.052
Historical Society Insurance (Dept 500)	\$3,000	\$3,200	\$3,200	0.0%		MS 138.052
Ag Society (Dept 600-550-6801)	\$10,000	\$10,000	\$10,000	0.0%		MS 38.14
Ag Society Capital Improvement (Dept 600-550-6843)	\$10,000	\$10,000	\$10,000	0.0%		
Ag Society Insurance (Dept 600)	\$4,000	\$4,500	\$5,000	11.1%		
ANGELS	\$0	\$0	\$1,685	#DIV/0!	New Request	
Dues & Appropriations	\$470,630	\$461,264		-100.0%		
Additional Organizations						
	2019	2020	2021			
Support Within Reach (01-44-6847)	\$500	\$1,500	\$1,500	0.0%		
AEOA Rural Rides Program (01-44-6848)	\$2,500	\$2,500	\$0	-100.0%		
Total Dues & Appropriations	\$473,630	\$465,264	\$457,160	-1.7%		

Angie Sahr

From: dan27@frontiernet.net
Sent: Monday, August 03, 2020 5:16 PM
To: Jessica Seibert
Cc: Don Niemi; Angie Sahr
Subject: MRC Update / MRC Dues Request 2021

[NOTICE: This message originated outside of the Aitkin County Mail System -- **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

Hi Jessica:

As you begin budget discussions for the coming year, I'm sending the MRC dues request for 2021.

Aitkin County dues for 2021 are \$2,300.00, which reflects no change from the current year.

We appreciate your participation in MRC, especially during this unique and trying times.

Our next board meeting is scheduled for September 16th, from 7 p.m. to 9:30 p.m., and you can expect an announcement confirming that we'll be holding the meeting over GoToMeeting, since AMC won't be meeting in Alexandria.

I hope you are having a great summer and thanks again for your membership in MRC!

Dan Larson, Executive Director
MN Rural Counties
612-210-2493



SNAKE RIVER
WATERSHED MANAGEMENT BOARD

903 Forest Ave E • Mora, MN • 55051 • (320) 679-6456 • Fax: (320) 679-6433

"Working to enhance and protect the water resources of the Snake River Watershed"

June 3, 2020

Aitkin County Courthouse
Jessica Seibert, Aitkin County Administrator
217 2nd Street NW
Aitkin, MN. 56431

Ms. Seibert and Aitkin County Commissioners,

The Snake River Watershed Management Board receives appropriations from each County in the Snake River Watershed Joint Powers Organization. The requested amount for Aitkin County for 2020 is \$10,079.00, which is the same amount that was set in 1993. The funding received by the SRWMB from the counties is used for administration and to match grant funds for projects within the counties.

The Snake River Watershed Management Board has received numerous grants through Minnesota Pollution Control Agency and the Board of Soil and Water Resources in the past. Aitkin County citizens have used the funding for sediment and erosion control projects, monitoring projects and feedlots.

The Snake River Watershed Management Board has completed an implementation grant and is receiving funding for the One Watershed One Plan. The Snake River Watershed Board will be using county appropriation funding to support projects during this process.

Snake River Watershed Management Board wishes to have continued support from Aitkin County.

Respectfully,

Teresa Wickeham, Kanabec County Environmental Services Supervisor
Snake River Watershed Management Board Coordinator
903 Forest Ave E
Mora, MN 55051
teresa.wickeham@co.kanabec.mn.us
320-679-6456



PROTECTING THE FIRST 400 MILES

Mississippi Headwaters Board

Crow Wing County Land Service Bldg. - 322 Laurel St. - Brainerd, MN 56401

Web Site: www.mississippiheadwaters.org

Date: May 1, 2020

To: Aitkin County
217 @nd St. NW
Aitkin, MN 56431

RE: 2021 Appropriation

Dear Jessica Seibert,

Although some of us are still planning for the summer, others are looking to the next year!

The reason for this letter is to remind you that you will need to include in your '21 budget the annual appropriation for the Mississippi Headwaters Board as per the Joint Powers Agreement.

The Mississippi Headwaters Board is pleased to announce that the amount of the annual obligation will again remain at \$1,500.00.

Once you have approved and allocated this amount as part of your budget process, please forward a check in that amount to the Mississippi Headwaters Board, 322 Laurel St, Brainerd, MN 56401. Thank you again for your continued support of this board and its mission to protect the Great Mississippi River.

Sincerely,

Tim Terrill

Mississippi Headwaters Board Executive Director

Angie Sahr

From: Jessica Seibert
Sent: Tuesday, May 26, 2020 11:53 AM
To: Angie Sahr
Subject: FW: MHB 2021 budget request

Please include in your 2020 appropriations folder....

Jessica Seibert, MPNA

Aitkin County
County Administrator
307 2nd St. NW Room 310
Aitkin, MN 56431
Ph: 218-927-7282
Cell: 218-838-5891

From: Tim Terrill <timt@mississippiheadwaters.org>
Sent: Tuesday, May 26, 2020 11:35 AM
To: Jessica Seibert <jessica.seibert@co.aitkin.mn.us>
Subject: MHB 2021 budget request

[NOTICE: This message originated outside of the Aitkin County Mail System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hello Jessica,

In response to your letter asking organizations for more information on their request for funds in 2021, I have provided the answers below:

1. How will the money be used?- To protect the natural, recreational, cultural, historical, and scientific values of the Mississippi River by implementing the MHB Comprehensive Plan.
2. A narrative that includes the services you provide to the taxpayers of Aitkin County.- Provide regulatory planning and zoning authority for the Miss. River and work with the county on recreational signage project, provide aquatic invasive species protection through social media program, provide funding for easement and fee title acquisition program.
3. A list of who these services are rendered to and approximately how many people are served.- to the residents of Aitkin county, lake association members, and those who choose to participate in the programs offered.
4. Three pieces of information
 - a. Total operating budget- \$378,883 for sfy 2021
 - b. Year end fund balance- \$152,039 according to audit report
 - c. Other funding sources- for sfy 2021- Dept. of Natural Resources, guidebook sales, miscellaneous revenue, potential BWSR funding.

Best,

Tim Terrill

Executive Director

Mississippi Headwaters Board

(218) 824-1189

Email: timt@mississippiheadwaters.org

Web: www.mississippiheadwaters.org



**MINNESOTA
SOIL AND WATER CONSERVATION DISTRICTS**

**AITKIN COUNTY SOIL AND WATER
CONSERVATION DISTRICT**

307 2nd St NW Rm 216
Aitkin, MN 56431
Telephone (218) 927-7284

July 22, 2020

Jessica Seibert

Aitkin County Administrator

Dear Jessica:

The Aitkin County SWCD receives funding from Aitkin County in order to provide necessary services to Aitkin County residents. I have enclosed a copy of our SWCD Board approved budget for 2021. This is essentially the same budget that I gave you last week. The only changes are to correct two typos.

Aitkin County SWCD provides a long list of services to residents and County Departments, here is a partial list in no particular order:

- a. We coordinate the Comprehensive Local Water Management Plan
- b. Aquatic Invasive Species Administration (AIS) (incl. boat inspections and education)
- c. Contract Zoning Inspection services to Aitkin County Environmental Services
- d. A wide range of forest management assistance to private landowners
- e. Water quality sampling
- f. We provide design and cost-share for water runoff management, erosion control, and shoreland management
- g. Agriculture and Weed Inspector services
- h. Gravel certification and herbicide treatment to limit the spread of terrestrial invasives
- i. Big Sandy Watershed, Mille Lacs Watershed, and other watershed and lake association assistance
- j. One hour radio show each month for outreach regarding natural resources in Aitkin County
- k. Assistance to agricultural producers
- l. Administer the water quality buffer program
- m. Chair the Aitkin County Wetland Conservation Act (WCA) Technical Evaluation Panel (TEP)
- n. Conducting a culvert inventory to guide management decisions and assist road authorities
- o. Bring approximately \$600,000 annually into Aitkin County through various State, federal, and private grants
- p. Serve on the EAW committee, and various other County committees
- q. Project design, and cost-share with agricultural producers
- r. Numerous other services provided

AN EQUAL OPPORTUNITY EMPLOYER

We have services that protect water quality, forests, and wildlife and provide funds for jobs (AIS Inspectors, contractors, cost-share). Our services benefit all Aitkin County residents, seasonal property owners, and others who visit here to enjoy our bountiful resources.

Please contact me if you have questions or need any further information.

Sincerely,

A handwritten signature in cursive script that reads "Steve Hughes". The signature is written in black ink and is positioned above the printed name.

Steve Hughes

District Manager

Attachment: 2021 SWCD budget request

Angie Sahr

From: Jessica Seibert
Sent: Wednesday, July 15, 2020 1:55 PM
To: Angie Sahr
Subject: FW: 2021 Aitkin SWCD proposed budget
Attachments: 2021 SWCD Budget.xlsx

For appropriations....

Jessica Seibert, MPNA

Aitkin County
County Administrator
307 2nd St. NW Room 310
Aitkin, MN 56431
Ph: 218-927-7282
Cell: 218-838-5891

From: Steve Hughes <hughes.aitkinswcd@gmail.com>
Sent: Wednesday, July 15, 2020 1:19 PM
To: Jessica Seibert <jessica.seibert@co.aitkin.mn.us>
Subject: 2021 Aitkin SWCD proposed budget

[NOTICE: This message originated outside of the Aitkin County Mail System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hi Jessica: I have attached the 2021 proposed budget for the Aitkin County SWCD. It is pretty similar to the version that you and I discussed about a week ago. I will update the narrative and send that to you shortly. Please call or email if you have questions.

thanks!
Steve Hughes

Aitkin County Soil & Water Conservation

Income Statement

Revenue	notes:	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
County Allocation		\$90,341.00	\$90,341.00	\$90,341.00	\$ 77,141.00	\$ 68,849.00
County - LCWP		\$7,700.00	\$7,700.00	\$7,700.00	\$7,700.00	\$ 7,700.00
2021 Con Con Funding		\$50,011.00	\$50,011.00	\$50,011.00	\$50,011.00	\$ 50,011.00
2021 Con Con recovery (2017-2019)	(1 time correction to budget)					\$ 14,582.00
Ag Inspector		\$5,100.00	\$5,100.00	\$4,500.00	\$4,500.00	\$ 4,500.00
2021 Total from County (all sources)		\$ 153,152.00	\$ 153,152.00	\$ 152,552.00	\$ 139,352.00	\$ 145,642.00
State LCWP		\$13,888.00	\$13,888.00	\$13,888.00	\$13,888.00	\$ 13,888.00
State WCA		\$8,310.00	\$8,310.00	\$8,310.00	\$8,310.00	\$ 8,310.00
SWCD Capacity		\$100,000.00	\$120,000.00	\$119,000.00	\$126,000.00	\$ 110,000.00
State/County matching funds		\$25,000.00	\$25,000.00	\$25,000.00	\$26,300.00	\$ 26,300.00
Aquatic Invasive Species (AIS)						
AIS education/prevention		\$27,681.20	\$27,681.20	\$27,681.20	\$27,681.20	\$ 27,200.00
AIS inspections		\$166,087.20	\$166,087.20	\$166,087.20	\$166,087.20	\$ 165,000.00
AIS enforcement		24,376.84	24,376.84	24,376.84	\$24,376.84	\$ 23,000.00
AIS emergency response		\$8,304.36	\$8,304.36	\$8,304.36	\$8,304.36	\$ 8,200.00
AIS decontamination		\$8,840.60	\$8,840.60	\$8,840.60	\$8,840.60	\$ 8,400.00
AIS maintenance fund		\$13,840.60	\$13,840.60	\$13,840.60	\$13,840.60	\$ 13,000.00
AIS admin/coordination/rent		\$27,681.20	\$27,681.20	\$27,681.20	\$27,681.20	\$ 31,592.00
WRAPS GR		\$40,000.00	\$15,000.00	\$15,000.00		\$ -
Mille Lacs CWF						
Riparian Stewardship		\$15,000.00	\$15,000.00	\$14,000.00		\$ 8,000.00
BWSR Project Grants		\$4,141.00	\$4,200.00	\$4,200.00	\$4,200.00	\$ 3,500.00
BWSR Service Grants		\$20,212.00	\$20,212.00	\$20,212.00	\$20,212.00	\$ 20,000.00
Tullibee Lakeshed Stewardship		\$4,000.00	\$4,000.00	\$4,000.00		
MDH Well Grant						
Tree Sales		\$3,500.00	\$4,200.00	\$4,000.00	\$4,000.00	\$ 4,000.00
CAP Stewardship		\$10,000.00	\$10,000.00	\$10,000.00		
Tree Planter		\$150.00	\$150.00	\$200.00	\$200.00	\$ 200.00
Observation Well		\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$ 1,200.00
Truax Drill		\$1,100.00	\$1,200.00	\$1,000.00	\$1,100.00	\$ 1,100.00
Interest Earnings		\$100.00	\$150.00	\$150.00	\$150.00	\$ 150.00
Cash Stewardship Plan		\$5,000.00	\$5,000.00	\$5,000.00		\$ 2,500.00
Eco-footprint grant		\$50,000.00				
Dept of Ag Weed grant						\$ 5,000.00
FSC-Forest Certification		\$2,000.00	\$2,000.00	\$2,100.00	\$2,000.00	\$ 1,500.00
Mille Lacs/CWP						
Rum River WRAP						

Farm Bill Biologist		\$45,000.00	\$45,000.00	\$55,000.00	\$55,000.00		
Regional Forester			\$ 105,000.00	\$ 95,630.00	\$ 50,000.00	\$ -	
CWF protecting Cisco lakes						\$ 10,000.00	
Mississippi WRAPS GR			\$ 3,500.00	\$ 3,800.00	\$ 3,800.00	\$ -	
Native Plant Sale	1500		\$1,500.00	\$1,500.00		\$ 1,500.00	
Misc. Income (wild rice)		\$10,000.00				\$ 10,000.00	
Ag buffer program			\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 27,000.00	
Total Revenue		\$790,065.00	\$864,474.00	\$862,554.00	\$762,524.00	\$676,182.00	

Aitkin County Soil & Water Conservation Income Statement

Expenses	notes:	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Supervisor's Compensation		\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$ 11,000.00
Employee Salary		\$245,650.00	\$258,500.00	\$266,255.00	\$289,443.00	\$ 313,074.00
Employers FICA and Medicare		\$16,500.00	\$17,000.00	\$17,300.00	\$17,600.00	\$ 17,700.00
Employers PERA Contribution		\$14,400.00	\$14,800.00	\$15,100.00	\$15,400.00	\$ 15,600.00
Taxable Fringe		\$15,200.00	\$15,200.00	\$15,200.00		
Employers DCP Contribution		\$200.00	\$200.00	\$200.00	\$240.00	\$ 290.00
Supervisor's Expenses		\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$ 4,800.00
Employee Expenses		\$2,600.00	\$2,800.00	\$2,800.00	\$2,800.00	\$ 3,000.00
Rent		\$13,200.00	\$13,200.00	\$13,200.00		
Professional Services		\$6,800.00	\$6,800.00	\$6,800.00	\$7,000.00	\$ 7,300.00
Fees and Dues		\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$ 4,200.00
Vehicle Expenses		\$4,500.00	\$4,700.00	\$4,700.00	\$4,800.00	\$ 4,900.00
Capitol Outlay		\$2,500.00	\$2,000.00	\$2,000.00	\$2,000.00	\$ -
Education and Promotion		\$400.00	\$400.00	\$400.00	\$400.00	\$ 400.00
Insurance		\$6,600.00	\$6,800.00	\$6,800.00	\$8,000.00	\$ 8,000.00
Office Supplies & Maintenance		\$2,800.00	\$3,000.00	\$3,000.00	\$3,000.00	\$ 3,000.00
Postage		\$1,400.00	\$1,500.00	\$1,500.00	\$1,600.00	\$ 1,600.00
State Cost share Projects		\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$ 3,300.00
Local Comp. Water Mgmt. Plan		\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$ 2,500.00
Aquatic Invasive Species (AIS)						
AIS education/prevention		\$27,681.20	\$27,681.20	\$27,681.20	\$27,681.20	\$ 27,200.00
AIS inspections		\$166,087.20	\$166,087.20	\$166,087.20	\$166,087.20	\$ 165,000.00
AIS enforcement		\$19,376.84	\$19,376.84	\$19,376.84	\$19,376.84	\$ 23,000.00
AIS emergency response		\$8,304.36	\$8,304.36	\$8,304.36	\$8,304.36	\$ 8,200.00
AIS decontamination		\$13,840.60	\$13,840.60	\$13,840.60	\$13,840.60	\$ 8,400.00
AIS maintenance fund		\$13,840.60	\$13,840.60	\$13,840.60	\$13,840.60	\$ 13,000.00
AIS admin/coordination/rent						\$ -
WRAPS GR		\$30,000.00	\$1,000.00	\$1,000.00		\$ -
FSC-Forest Certification		\$10,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$ 4,800.00
Big Sandy CWF						
Tree Expenses		\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$ 3,000.00
Tree Planter Expense		\$200.00	\$200.00	\$200.00	\$200.00	\$ 200.00
Truax Drill Expense		\$400.00	\$400.00	\$400.00	\$400.00	\$ 400.00
Website		\$600.00	\$600.00	\$600.00	\$600.00	\$ 700.00
Mille Lacs/CWP						
Well Sealing		\$1,200.00				\$ 1,800.00
Forest Stewardship Plan						
Rum River WRAP						
Mississippi WRAP Brainerd						

Farm Bill Biologist			\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00		
Regional Forester			\$47,300.00	\$49,000.00	\$49,000.00			
Native Plant Sale			\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$ 1,400.00	
Expenses related to capacity cost-share				\$80,000.00	\$75,701.00	\$	50,910.20	\$ 18,418.00
Expenses Allocated to Projects								
Ag Buffer				\$ 25,000.00	\$ 25,000.00		25000	
Total Expenses			<u>\$746,780.80</u>	<u>\$832,430.80</u>	<u>\$836,486.80</u>		<u>\$758,724.00</u>	<u>\$676,182.00</u>
Operating Income (Loss)			<u>\$43,284.20</u>	<u>\$32,043.20</u>	<u>\$26,067.20</u>		<u>\$3,800.00</u>	<u>\$0.00</u>



Aitkin County CARE, Inc.
Lynne Jacobs
P.O. Box 212
Aitkin, MN 56431

July 22, 2020

Jessica Seibert, MPA
Aitkin County Administrator
217 2nd ST NW
Aitkin, MN 56431

Dear Jessica:

Aitkin County CARE, Inc. is looking forward to serving the seniors and disabled adults within our community in the coming year. We appreciate the collaboration that our agency enjoys with your staff, and the financial support provided is critical to our operations.

This letter is to request the funds approved for senior services in the amount of \$37,900. Attached please find details describing our impact, programming and future focus of this wonderful nonprofit. If additional information is needed, please feel free to contact me.

Respectfully,

/s/Lynne Jacobs
Executive Director
aitkincountycare@gmail.com
218.927.1383

U

AITKIN COUNTY CARE, INC.

July 22, 2020

AITKIN COUNTY BOARD FUNDS REQUEST - \$37,900

1. Budget for funds requested

- i** *\$37,900 is being requested for the purpose of matching funds for the Live Well at Home Grant. This grant provides funding for continued services and requires 100% matching funds. This year these funds have been requested to increase Evidence Based Health Classes, increase and expand Respite services to the outer edges of the county, as well as improve technology resources through website upgrade and electronic visit verification software (which is mandatory by 2021).*

2. Services Rendered and numbers served

- i** *Our mission: "To enhance and promote the independence, dignity, value and well-being of older and disabled adults and those who care for them." With 13 programs in 2019 CARE provided 4,279 hours of respite care to 15 clients; 1,820 hours of homemaking to 40 clients; delivered 4,158 frozen meals to 31 isolated, rural seniors; brought 4,571 hot meals to 37 local clients, gave out 1170 nutritional food boxes to 113 individuals and provided 1472 one-way trips for 26 seniors. About 50-60 seniors participate each month in Bone Builders exercises; 110 seniors connected with elementary-aged children through Grand Friends Pen Pals, and classes continue with Tai-Ji-Quan and Matter of Balance. In 2020 we will have some volunteers become coaches for the SAIL (Stay Active and Independent for Life) program as well.*

COVID – 19 has presented new challenges for our senior population, and CARE has stepped up to the challenge to provide services.

- Continued Respite and Homemaking at the discretion of the clients.*
- Virtual classes for Tai Ji Quan and SAIL started in June.*
- Virtual classes for Memory Support started in May.*
- "Thinking of You" bags were provided to 356 individuals throughout the county that consisted of: 2 stamped stationery, bag of trail mix, socks and information about covid-19, Alzheimer's, and census info.*
- In July and August CARE is coordinating a fresh food distribution to the county in collaboration with AEOA. Distribution sites include the city of Aitkin, Hill City, McGregor (ANGELS), East Lake Community Center, and McGrath.*

- *Grocery delivery – providing funds to Ukura’s Big Dollar to provide free delivery for 600 people and funds to Paulbeck’s County Market to provide free grocery pickup to 700 people.*
- *Reassurance phone calls are being made to people bi-monthly. As of the writing of this request, CARE has made over 400 phone calls since mid-March.*
- *Setting up technology within our office for telehealth visits.*

3. Financial information Requested

i Three pieces of information the County Board believes is necessary:

- Annual Operating Budget \$311,000
- Fund Balance - \$ 89,853
- Other funding comes from:
 - Live Well at Home Grants
 - Title III funding
 - Northland Foundation
 - Medica
 - Direct public funds
 - Program Revenue (45%)

Aitkin County Historical Society

Depot Museum

PO Box 215

Aitkin, MN 56431

July 23, 2020

The Historical Society has faced a very tough year. The museum was ordered closed in March due to the Coronavirus and has been unable to open to public visitors. All major fund raising activities (garage sale, raffle, cookie walk) have all been cancelled for the year. The closure has been a source of frustration for the organization and its members. Although, some success was achieved by a new annual appeal for donations to cities, towns, and private individuals.

The Society buildings are undergoing a facilities assessment to identify accessibility needs, facility enhancements, and building systems (heating, air conditioning, HVAC) evaluations. A grant was received to conduct the assessment. A prelim report is expected at the end of August.

The Historical Society would like to request continued funding at the \$18,500 level for 2021.

Aitkin County Historical Society

July 23, 2020

	2019 Actual	2020 Budget	2021 Proposed
Revenue:			
Membership	\$2,856	\$3,000	\$5,000
Interest Earned	\$1,241	\$750	\$1,300
County Appropriation	\$16,500	\$18,500	\$18,500
Museum Store Sales	\$1,204	\$2,500	\$1,300
Garage Sale	\$10,356	\$9,000	\$9,000
Raffle	\$1,380	\$1,380	\$0
Cookie Walk	\$1,199	\$1,000	\$1,200
Townships & Cities	\$4,000	\$4,000	\$4,000
Annual Appeal	\$0	\$0	\$1,000
Grants	\$591	\$10,000	\$15,000
Donations	\$1,449	\$1,800	\$1,500
Contributions	\$260	\$0	\$1,000
Memorials	\$785	\$2,000	\$1,000
Misc	\$1,786	\$0	\$1,000
Totals:	\$43,607	\$53,930	\$60,800
Expenses:			
Administrator's Salary	\$13,105	\$20,000	\$20,000
Employer Matching	\$1,297	\$1,530	\$2,000
Mileage	\$248	\$200	\$500
Utilities	\$4,329	\$3,500	\$5,000
Heating	\$5,752	\$6,000	\$6,500
Telephone	\$1,315	\$1,200	\$1,200
Office Supplies & Equipment	\$886	\$1,500	\$1,500
Janitorial	\$845	\$900	\$900
Rentals	\$248	\$348	\$300
Postage	\$1,100	\$500	\$1,200
Trash	\$159	\$100	\$100
Advertising	\$1,122	\$1,500	\$1,500
Society Memberships	\$25	\$400	\$200
Education Fund	\$200	\$190	\$200
Maintenance	\$636	\$2,430	\$2,500
Museum Store	\$0	\$500	\$0
Collections/Archival	\$489	\$1,000	\$1,000
Museum Displays	\$64	\$0	\$0
Volunteer Expense	\$349	\$750	\$350
Security	\$276	\$350	\$350
Service Charges	\$46	\$100	\$100
Fund Raising	\$2,316	\$2,000	\$2,000
Annual Meeting	\$119	\$100	\$100
Technology	\$365	\$400	\$600
Accounting fees	\$114	\$200	\$600
Training	\$250	\$750	\$750
Misc expenses	\$318	\$0	\$500
Grant Disbursement	\$0	\$0	\$15,000
Totals:	\$35,973	\$46,448	\$64,950
Net +/-	\$7,634	\$7,482	-\$4,150

Aitkin County Ag Society

307 Second Street Northwest, Unit 121

Aitkin, Minnesota 56431

218.927.7354

July 20, 2020

To: Aitkin County Board of Commissioners

From: Aitkin County Fair Board

Leeann Moriarty, President

Kirk Peysar, Secretary/Treasurer

Sharon Dotzler

Rich Liljenquist

Kate LaClair

Mick Moriarty

Lenore Jackson

Gabrea Anderson

Jennifer Thompson

Vern Watters

Randeena Olson

Lacie Hietalati

Becky Koch

Lon Nicko

Re: 2021 Appropriation

The Aitkin County Fair Board has received an annual \$10,000 appropriation from the County Board since 1986. For 2021, the Aitkin County Fair Board is requesting no increase and therefore respectfully requests a \$20,000 appropriation (\$10,000 for operations and \$10,000 for capital items).

This year has been a difficult year for county and state fairs across the national. In Minnesota, the majority of county fairs cancelled their 2020 fairs due to the risks and restrictions of Coronavirus. Even the largest of fairs were not immune to the risks of the Coronavirus.

However, the cancellation of the fair did provide additional time to replace roofs on 8 structures heavily damaged in the severe hail storm of August 2018. The repair costs were covered by claim proceeds from MCIT.

About our county fair:

- Amount of money requested and a budget of how it will be used:
 - The \$10,000 appropriation represents 9% of the Fair Board's budgeted revenues.
 - While revenues are not dedicated to specific expenditures, the Fair Board considers the county appropriation to be a portion of the \$28,000 that is budgeted for capital improvements and maintenance to the fairgrounds, which are county-owned. Having 31 structures on location, there is no end to the repairs needed.
- Narrative of services provided to the taxpayers of Aitkin County:
 - The Fair Board meets monthly throughout the year to plan the annual county fair.
 - In 2021, the fair will celebrate its 131st annual fair.

- Early county fairs were held in the courthouse and on the courthouse grounds. Fresh garden produce was displayed in the court chambers along with fancy work. Competitions were held to determine who had the strongest horse and oxen teams.
- Who we serve:
 - 4-H youth, FFA members, exhibitors of all ages and interests.
 - The event is attended by thousands of county residents as well as visitors from other areas. The fair provides a wide variety education and entertainment for people of all ages.
- Annual operating budget:
 - Our total 2020/2021 budget is \$113,384 (\$81,884 for operations/attractions and \$31,500 for facility maintenance). Building maintenance needs include retro-fitting lighting systems to LED in Industrial Buildings #1, #2; and Home Activities as priority to reduce electric consumption.

We ending FY 2018/2019 with a greatly reduced balance of \$14,918.22 after the completion of large building projects and the acquisition of adjoining property.

- Other sources of funding:
 - Other revenues are collected through grandstand admissions, parking fees, building rentals, advertising, and donations. This year, fair sponsorship opportunities were also offered to local organizations and businesses. Grants are also sought for various projects. This year, a \$10,738 grant has been awarded from the County Fair Grant program, MN Department of Ag; those funds will be used to improve livestock facilities.
- Completion of the food court building was accomplished for the 2018 fair. Both breakfast and walking tacos were served.
- The APT Horse Barn was dedicated at the 2019 fair.
- The fairgrounds is made available to other community organizations such as Aitkin County Historical Society Garage Sale, Relay for Life, Mud Rhythm, Aitkin County 4-H Dog Project, Young Riders 4-H, Bit and Bridle, Aitkin Lions Garage Sale, Aitkin Chamber of Commerce.

Thank you for your continued support of the Aitkin County Fair.



ANGELS
7 So Maddy St
PO Box 35
McGregor, MN 55760

June 24, 2020

Jessica Seibert, MPA
County Administrator
217 Second St NW Rm. 134
Aitkin MN 56431

Dear Ms. Seibert,

ANGELS of McGregor is submitting this request in response to your letter of May 18, 2020. ANGELS is requesting funding of \$1684.50 specifically for our program of Support Group services. The attached pages provide the details requested.

Thank you for your consideration of our request.

Sincerely,

Kathryn Beatty
Co-Chair, ANGELS Board of Directors



ANGELS
7 So Maddy St
PO Box 35
McGregor, MN 55760

June 24, 2020

Request for 2021 Funding for ANGELS

SERVICES: ANGELS provides programs to enable our senior residents to remain living in their own homes safely, independently and with dignity. Our services include Transportation, Chores, Health and Wellness, Safety, Nutrition, Community Outreach, and Socialization to promote mental health. We coordinate with Aitkin County CARE on caregiver respite, transportation, chores, community outreach and referrals. With our volunteers located in the McGregor, Big Sandy Lake, Lawler, and Palisade areas we are well-positioned to efficiently serve the eastern and northern parts of the county.

Our services enable area citizens to avoid or delay the stress and expense of moving to care centers until their physical condition demands it. The wide range of services provides ease of mind for clients and their families. Most services are no-cost or share-the-cost, based on ability to pay. Moving into care facilities is an emotionally and financially stressful outcome and the cost to taxpayers is significant.

WHO WE SERVE: Our services are available to all citizens of Aitkin County age 60+, regardless of race, color, creed, religion, national origin, gender, sexual orientation, disability or use of public assistance. In some situations, individuals under 60 also qualify. A part-time Program Coordinator and team of 65 volunteers currently serve approximately 135 clients, operating from a building in McGregor.

REQUEST: While we provide a wide range of services, this request is specifically for our program of Support Groups. We currently provide a monthly Memory Loss Support Group and a series of Grief and Loss Support Groups. These programs assist individuals experiencing life changes such as a loved one's death or a relative's loss of memory. These losses can lead to the inability to function as before. For some it immobilizes them to being unable to care for themselves.

Our Support Groups offer assistance through listening, providing information to deal with difficult situations, encouraging sharing of experiences, and simply being a caring presence. We are available through phone calls, monthly meetings and referrals to other services when appropriate. The group meetings are an opportunity to be vulnerable in a safe environment led by trained facilitators.

The ANGELS building provides suitable private spaces for these meetings. The Memory Loss group is able to divide into two spaces, one for the caregivers to meet with a facilitator for discussion and information sharing, and the other for those experiencing memory loss to meet with a facilitator for movement and sensory activities. All monthly activities are carefully planned and last 1-1 ½ hours.

The Grief and Loss program is a series of six weekly sessions designed to promote healing through coping techniques and sharing of experiences. Each participant receives a Survivor Packet to take home. The following are typical comments after completion of the program:

I feel so much better. I thought my situation was the worst, but after hearing others' loss and grief I realize I don't have it so bad. I'm so glad I came to these sessions.

I learned how I can help myself and my sister. For sure I will pass the Survivor Packet on to her.

The COVID-19 pandemic has increased the need for these support groups as individuals deal with an even higher than usual level of isolation and loneliness plus the fear of contracting the virus. At the same time, the pandemic has made it more difficult to provide the support needed. Some of our clients are comfortable meeting in very small groups with the required protections in place. For those who are continuing to shelter at home or who live alone, volunteers are paired with clients in a Friendly Connections program, reaching out through frequent reassurance calls.

FINANCIAL DATA: Our current 2020 financial status is summarized below with Year-to-Date actuals through May 2020 and Year-End Estimates.

INCOME	YTD	YE Est	EXPENSES	YTD	YE Est
Grants & Foundations	13260	28000	Personnel	9760	24000
Donations	9408	13000	Building & Utilities	10350	16000
Rent	2500	6000	Insurance	1576	4400
Fundraising & Events	2125	5000	Office Supplies	1278	3500
Other	2270	5000	Outreach	3580	8600
TOTAL	29563	57000	TOTAL	26544	56500

ANGELS is requesting \$1684.50 from the Aitkin County Board for the year 2021. Based on the success of the current ANGELS Support Groups, we would use these funds to expand the program to include support for individuals struggling with Chronic Pain, suffering from Isolation, and living with Cancer. These are serious issues for many of our senior residents. Well-managed, effective support groups would provide techniques for coping with their condition and opportunities to share their experiences.

The budget for these support groups is:

EXPENSE	QUANTITY	RATE	TOTAL
Program Coordinator Labor	1.25 hours/week	\$ 13.50	\$ 877.50
Program Volunteer Labor	5 hours/week	\$ -	\$ -
Facilitator Training		\$ 240.00	\$ 240.00
Activity Materials		\$ 212.00	\$ 212.00
Advertising		\$ 175.00	\$ 175.00
Program Materials		\$ 153.00	\$ 153.00
Internet/Phone		\$ 27.00	\$ 27.00
TOTAL			\$ 1,684.50

OTHER SOURCES OF FUNDING: General operating expenses and other programs are funded by grants, donations and other payments.

Grants:

- Arrowhead Area Agency on Aging (AAAA) of the Arrowhead Regional Development Commission (ARDC)
- Northland Foundation
- University of Minnesota Extension
- McGregor Lakes Area Foundation
- Mille Lacs Energy Cooperative
- Lake Country Power.

Donations:

- Talon Metals/Kennecott
- Enbridge
- Area Townships
- Local businesses through Friends of the ANGELS
- Local organizations, churches and clubs
- Individual community members, clients and their family members.

Payments:

- Client Share-the-Cost
- Client Waivers
- Rental of part of the building to the McGregor Area Clothing Closet
- Fundraising events.

This wide variety of sources of funding and the generosity of so many of the donations from the community are greatly appreciated. Combined with the reduction in staffing put in place in October 2019, ANGELS is now in a much stronger financial position.

Thank you for your consideration of this request.

Kathryn Beatty



Co-Chair, ANGELS Board of Directors

ANGELS**2020 Budget****Income**

Donations (Indiv, Corp, Org, Townships)	26,300
Grants	22,500
Community Meals	2,500
Attic Store	4,000
Rent Income	6,000
Special Events	1,000
	<hr/>
Total	62,300

Expenses

Personnel (Incl taxes, work comp)	24,962
Property/Liability Insurance	4,144
Mortgage (Interest + Principle)	4,925
Heat, Electric, Water, Sewer	7,200
Repairs & Maintenance	2,500
Phone/Internet	2,247
Office Supplies	3,500
Postage	100
Training	1,000
Travel	200
Advertising/Promotion/Printing	500
Professional Services	500
Fundraising (Bake Sales)	250
Outreach	375
Activities/Informational Programs	1,975
Comm. Meals/Senior Outreach/Sr Center	1,000
Food Care	2,800
Newsletters	1,500
Health Fair	300
Volunteer Appreciation	300
Ramps, Home Repairs, Chores	1,000
	<hr/>
	8,875
Directors & Officers Insurance	622
Miscellaneous	400
	<hr/>
Total	62,300
	<hr/>
Net Cash Flow	0
	<hr/> <hr/>

**Support Within Reach
Sexual Violence Victim Services in Aitkin County – Funding Request**

**Address: 312 Minnesota Avenue, Suite 2009
Aitkin , MN 56431**

Phone Number: 218-927-6226 | 1-866-747-5008

**Business Office Address: 1510 Bemidji Ave. N. Ste. 13, Bemidji, MN 56601
Phone Number: 218-444-9524**

Requested Amount: \$1,500.00

AGENCY OVERVIEW

Support Within Reach (SWR) is a private, non-profit organization that was created in 1989 to serve the distinct needs of victims of sexual violence in both Itasca and Aitkin County. Our mission is to reduce the impact and harm of sexual in the communities we serve. On January 15, 2014, Support Within Reach (SWR) merged with the Sexual Assault Program of Beltrami, Cass, Clearwater and Hubbard Counties. The new organization adopted the name Support Within Reach and will continue to be a sexual violence resource and advocacy program sharing resources across the region. The newly merged organization covers a six county area including Aitkin, Beltrami, Cass, Clearwater, Hubbard, and Itasca County (see map at the bottom of this section for more information). The six county region is divided into two districts that provides service to the same service area. Each district has a headquarters (Grand Rapids and Bemidji) with the business office and administrative staff being located in Bemidji. The organization has 17 total staff which include an Executive Director that presides over the two districts, a program supervisor in each district that supervise various staff that provide programming and services. There are 4 outlying offices that are individually staffed including one in Aitkin City, Aitkin County.

SWR is governed by a volunteer board of 17 members from all across the six county service area who works to develop and set agency policy and procedure. Board members provide continuing direction for planning and operations, program evaluation, as well as related organizational activities consistent with the mission and goals of the organization. SWR's Aitkin County office has one staff that assists victims. In 2019 nearly 1,000 hours were volunteered by over 75 individuals for a total of \$25,430 as in-kind contribution to SWR.



AITKIN COUNTY OVERVIEW

Support Within Reach (SWR) seeks to enhance the quality of life for those in Aitkin County through three primary programs: 1) Victim Support & Advocacy Program, 3) Coordinated Community Response, and 4) Outreach Program. The term sexual violence includes a number of actions that are carried out in a manner intended to groom, control, intimidate, manipulate, humiliate, harm and silence the victim. Unfortunately, sexual violence comes in many forms, including: sexual assault/rape, incest/child sexual abuse, sexual exploitation/trafficking of youth and adults, intimate partner sexual violence, date/acquaintance rape, and alcohol/drug facilitated sexual assault, sexual harassment, bullying, and stalking.

In order to address the issues of sexual violence victimization and its impact on victims' lives, SWR has developed multiple services such as: 24-hour crisis line, crisis intervention, ongoing support and encouragement, basic awareness and education, support groups, information/referral, medical advocacy and individualized civil/criminal court advocacy and assistance. Being that SWR is the sole provider of sexual violence supportive services and prevention education programming within Aitkin County, we welcome collaborative opportunities in order to build a safety net of services for the clients and the community that we serve. Through SWR's awareness and prevention education program, participants develop an increased awareness of the services our agency provides as well as improved understanding regarding the issues surrounding sexual violence. SWR's Outreach Program focus on prevention education/awareness Program including volunteers.

COMMUNITY IMPACT:

Support Within Reach's (SWR) Support Services and Advocacy Program maintain a crisis/information line that is staffed by trained sexual assault advocates (staff and volunteers) 24 hours a day, 365 days per year. SWR staff cover the crisis line during office hours, while trained staff/volunteer advocates attend and respond to incoming calls for assistance after hours. Specific services provided are crisis intervention, basic counseling and support; support

groups, follow-up and referrals to community agencies; accompaniment to medical exams and law enforcement interviews; information and updates related to case progress in the court system; and assistance in filing protective/restraining orders. SWR works to provide information and options each step of the way in order to help clients to make informed decisions that will assist them in their healing process. For example, SWR staff are able to help victims and their family understand the complex reporting process which is very different when looking at different situations involving the age of the victim and perpetrator and the relationship between the victim and perpetrator.

SWR reaches out into the outlying areas of Aitkin County in order to reach specific populations that are vulnerable to sexual violence (assault/abuse) victimization. We provide supportive services and prevention education to residents who reside in outlying areas who have no/little means of transportation to the Aitkin area. SWR relies heavily upon our collaborators to fulfill our mission and to carry out our programming.

COLLABORATION

Support Within Reach (SWR) is the sole provider of sexual violence services in Aitkin County. SWR works with organizations across Aitkin County to provide victim services and education/awareness. The organizations include:

- Aitkin County Law Enforcement Agencies – SWR works with all law enforcement agencies in Aitkin County. SWR provides referrals to law enforcement agencies, works with officers and investigators throughout the investigative process. We have found that in cases where a sexual violence advocate is involved that victims tend to stay involved and more active with the criminal justice system. Two letters of support from law enforcement are included in this 2019 request.
- Aitkin County Attorney's Office and Victim Assistance Program – SWR's Aitkin County Coordinator assists on cases involving criminal sexual misconduct, sexual exploitation, etc. We have found that in cases where a sexual violence advocate is involved that victims tend to stay involved and more active with the criminal justice system.
- Aitkin County Health and Human Services – SWR's Aitkin County Coordinator assists in cases involving child abuse, parents who have current or previous sexual violence history, etc. We are able to provide ongoing support and education for families experiencing this part of the system.
- Healing Opportunity Provided Equally – approximately 75% of domestic violence victims indicate that they or their children are also victims of sexual violence. SWR works with HOPE to ensure proper referrals for victims of sexual and domestic violence in Aitkin County.

SWR works closely with each of the entities above in order to coordinate services and they have provided letters of support to this end. Service coordination is done through cross referrals,

Support Within Reach – 2021 Request
Aitkin County Sexual Violence Services

working together on a case when a client authorizes it, cross training between the different organizations, establishing protocols or practices on how we as collaborating organizations will work together.

The Aitkin County area has one hospital and 3 law enforcement agencies. *SWR worked on a total of 9 cases involving the criminal justice system in Aitkin County in 2019. Of these cases, 8 of them worked with law enforcement, 1 of them worked with prosecution, 7 required assistance in developing a safety/risk assessment plan, no assistance was required in filing for a protective order, and 0 of these cases worked with health and human services. SWR and the multi-disciplinary team continue to address barriers and reasons why victims are choosing not to report recent incidents of sexual violence.*

In 2019 Aitkin County received (2) Sexual Assault Nurse Examiner (SANE) calls. In 2019 SWR provided training to the Emergency Room nurses at Riverwood in order to ensure that victims would receive the best possible care when needing to have a forensic exam completed. This is an annual training. SWR also maintains a SANE nurse program in Grand Rapids in which a nurse could potentially provide service in Aitkin County. At this time there are few trained SANE's statewide and in 2020-2021 SWR along with Minnesota Council Against Sexual Assault will be seeking to build the capacity of the program in Northern Minnesota.

Active Collaboration between active partners in Aitkin County continues to provide victim centered and offender focused work and a vital part of meeting SWR's mission.

Victim Support Services & Advocacy Program

SWR provides a variety of services that provides a network of support for victims of sexual abuse/assault and their families/loved ones. *In 2019, SWR staff and volunteers provided a total of 459 service types in Aitkin County.*

- *SWR attended to a total of 12 new sexual violence victims (9 primary and 3 secondary in 2019.*
- *Crisis Intervention (3 contacts)*
- *Risk Assessment/Safety Planning (9 client contacts)*
- *Ongoing support and case follow-up (70 client contacts)*
- *Personal Advocacy, i.e. jobs, school, etc.*
- *Accompaniment to medical exams (2 client contacts)*
- *Criminal Justice Support and Advocacy – this includes law enforcement, prosecution, and probation (27 client contacts)*
- *Civil Legal Advocacy: Filing Harassment Restraining Orders and Orders for Protection, Mandated Reporting Issues, Human Services Requested Education (39 client contacts)*
- *Emergency Financial Assistance*
- *After hours Crisis Calls (3 client contacts)*

SWR uses the following strategies to ensure access to sexual abuse/assault services:

- SWR makes sexual abuse/assault services available at our office located in Aitkin. We have a staff that works regular hours in that office and 4 full time and 2 part time staff available in Grand Rapids as needed.
- SWR provides a 24 hour crisis line that is available 365 days per year
- SWR provides outreach to outlying areas like Hill City, Jacobson, and McGregor.
- SWR mobilizes the community – our volunteers in 2019 donated near 1,000 hours for a total of \$25,430 as in-kind contribution to SWR!
- SWR has facilitated a Sexual Assault Multi-Disciplinary Action Response Team in Aitkin, with aims to continue to rejuvenate this team in 2020/2021.
- SWR provides training to criminal justice system responders related to sexual violence and our services.

Prevention Education & Awareness Program

SWR is active within the community developing and presenting customized education and awareness opportunities throughout Aitkin County that meet the needs and requests of the audience type. Through SWR's awareness and prevention education program, participants develop an increased awareness of the services our agency provides as well as improved understanding regarding the issues surrounding sexual violence. *In 2019, SWR provided 4 prevention education trainings to 61 participants in Aitkin County.* Specific presentations provided are as follows:

1. Pre-school/Daycare – 4th Grade:
 - Body Safety
 - Respect and Boundaries
 - Bullying
2. Middle School/High School:
 - Let's Chat
 - SWR services/location
 - Self-Esteem, Respect, Boundaries and Body Safety
 - Difference between Sexual Harassment & Flirting
 - Healthy/Unhealthy Relationships
 - Handling peer pressure to be sexually active
 - Internet Safety/Teens & Technology
 - Date/Acquaintance Rape

Support Within Reach – 2021 Request
Aitkin County Sexual Violence Services

3. Other Presentations:

- Those with disabilities and their care takers
- Youth At Risk – area group homes,
- Professional Development for Adults – Sexual Harassment, Special topics involving sexual violence, Stalking, Medical Providers, Law Enforcement Agencies, etc.

4. Community Awareness Events:

- Trafficking awareness month
- Stalking Awareness Month
- Sexual Assault Awareness Month
- Child Abuse Awareness Month
- Volunteer Awareness Week
- Crime Victim's Rights Week
- Community Connect
- National Night Out
- Aitkin County Fair

2018 At a Glance

Real Impact:

For some clients the need for ongoing support and assistance can last several years. I met this client at the hospital considering the extent of the trauma and injuries they sustained, I took the time to gently explain what and how evidence was being collected, encouraged them to ask for and take breaks whenever needed them, offered support throughout the non-SANE exam, and reassured her them they did nothing to cause this violent attack.

I provided my client's partner with information on common reactions and behaviors that victims experience after assaults so they would be prepared to support and comfort their partner as they began learning how to cope with this horrific experience

Over 1 ½ years, we provided peer counseling to this client and partner, referred them to local therapists, offered encouragement and support whenever needed, and walked beside them through a long and very difficult investigation and prosecution.

Their journey of recovery is far from done, and neither are we! This is a small success, but it reminds us why advocacy is needed in the community. It reminds us why we reach out to young people. We educate children about body safety and how it is an individual responsibility as well as communal responsibility to keep ourselves and others safe. It reminds us that no matter what outcomes we face, we can make a difference. We make a difference by just being there for someone and letting them know they don't have to face the long and winding road alone. Our greatest success story has yet to come. It will come when we are no longer needed to support and guide people through the process of healing from sexual assault.

So far in 2019

Yes, COVID-19 has impacted how SWR provides service to the community. SWR continues to provide service to the community at this time. SWR utilizes safety and health precautions when a digital format for meeting with clients is not suitable as in emergency situations.

- *SWR attended to a total of 2 new sexual violence victims*
- *SWR has provided 230 services*
- *Crisis Intervention (2 contacts)*
- *Risk Assessment/Safety Planning (5 client contacts)*
- *Ongoing support and case follow-up (80 client contacts)*
- *Accompaniment to medical exams*
- *Criminal Justice Support and Advocacy – this includes law enforcement, prosecution, and probation (1 client contacts)*
- *Law Enforcement Accompaniment-Interview or advocacy (1 contacts)*
- *Civil Legal Advocacy: Filing Harassment Restraining Orders and Orders for Protection, Mandated Reporting Issues, Human Services Requested Education (13 client contacts)*
- *After hours Crisis Calls (1 client contacts)*
- *SWR completed 3 awareness/outreach activities*

GOALS & OBJECTIVES

Goal 1: Provide free and confidential services to primary and secondary victims of sexual violence (primary = the actual victim of an incident of sexual violence, secondary victim = anyone else who is impacted by sexual violence including family and friends of the primary victim).

Objectives:

- SWR provides a confidential 24-hour crisis line for primary/secondary victims impacted by sexual violence. SWR will continue to offer our after-hour crisis/help line to facilitate routing after-hours calls involving sexual violence to our volunteer advocates/staff.
- Provide crisis intervention and basic counseling services to children and adults. This service works to normalize feelings after traumatic events and recurring trauma that occurs overtime. SWR maintains an up-to-date therapist list of counselors who are proficient at working with victims of sexual violence in order to assist us in providing appropriate referrals.
- Assist clients in identifying/reaching their basic needs for healing and personal safety. Provide referrals to other agencies as necessary.
- Provide 24-hour advocacy and support for primary/secondary victims at law enforcement centers, First Witness Interviews, hospital emergency rooms and clinics, and criminal/civil courts matters.
- If demand for service remains on track, more resources will be needed to provide services to an increased number of individuals.

Support Within Reach – 2021 Request
Aitkin County Sexual Violence Services

Goal 2: Promote Services and Strengthening Relationships with other agencies and service providers.

Objectives:

- SWR will publicize our crisis/help-line, along with our 800 number via newspapers, ICTV, public service announcements and brochures/literature disbursed throughout the county (monthly).
- Promote our website: www.supportwithinreach.org and engage with community members online through our agency Facebook page.
- Continue to strengthen ties and develop creative and unique ways to reach out to vulnerable populations across Aitkin County. This practice serves to create a network of supportive services for victims of sexual violence.
- SWR will continue to be a part of Aitkin County Health and Human Services meetings (ongoing).
- Continue to develop a list of locations within the community where SWR can meet privately with clients in outlying areas of the community (as needed).
- SWR will re-engage the multi-disciplinary team that is responsible for the justice system response to sexual assault.

Goal 3: Provide prevention/awareness education programming to residents of Aitkin County.

Objectives:

- Provide prevention education and awareness programming within schools and daycares reaching children grades preschool and k-12 and parents with the focus of awareness and safety. *In this funding request this may include Body Safety presentations and Let's Chat (a multi-disciplinary team approach to sexual violence prevention that has been established and will establish next steps based on the advice of local schools)*
- Provide prevention education and awareness programming to youth-at-risk residing within group homes.
- Provide prevention education and awareness programming to developmentally disabled population.
- Provide presentations and training to professionals within the community (law enforcement, medical providers' educators, etc.) to support understanding of social issues which are significantly impacting children and families.
- Create at least one community awareness campaigns related to sexual violence through newspaper articles, and placing brochures/literature throughout the community.

12:24 PM

07/17/20

Accrual Basis

Support Within Reach
Profit & Loss Budget Overview
January through December 2019

	<u>Jan - Dec 19</u>
Ordinary Income/Expense	
Income	
Donations	15,792.00
Fundraising	9,000.00
Townships	4,455.00
Miscellaneous Income	1,600.00
Court Fines	6,328.00
Program Services Revenue	9,100.00
Grants	814,405.00
Total Income	<u>860,680.00</u>
Gross Profit	860,680.00
Expense	
Payroll Expenses	623,557.00
Employee Benefits	59,168.00
Professional Fees	13,100.00
Contract Services	4,520.00
Dispatch Services	3,333.00
Dues/Membership Fees	3,385.00
Emergency Funds	1,800.00
Equipment Rental	2,800.00
Exhibits & Events	1,212.00
Fundraising Expense	1,000.00
Insurance - Workers Compensation	1,200.00
Insurance - Liability	7,865.00
Maintenance & Repairs	3,535.00
Program Expense	7,500.00
Postage	900.00
Printing and Copying	5,500.00
Professional Development	5,500.00
Security Expense	2,060.00
Publicity, Advertising and Website	2,000.00
Recruitment & Recognition	1,919.00

12:24 PM

07/17/20

Accrual Basis

Support Within Reach
Profit & Loss Budget Overview
January through December 2019

	<u>Jan - Dec 19</u>
Office Space Rent/Lease	49,416.00
Small Equipment	2,525.00
Telephone & Internet	17,170.00
Travel, Meals & Lodging	37,220.00
Utilities	1,340.00
Total Expense	<u>859,525.00</u>
Net Ordinary Income	<u>1,155.00</u>
Net Income	<u><u>1,155.00</u></u>

12:20 PM
07/17/20
Accrual Basis

Support Within Reach
Profit & Loss Budget Overview
January through December 2020

	<u>Jan - Dec 20</u>
Ordinary Income/Expense	
Income	
Donations	14,376.00
Fundraising	9,000.00
Townships	6,100.00
Court Fines	4,313.00
Program Services Revenue	5,500.00
Grants	876,903.00
Total Income	<u>916,192.00</u>
Gross Profit	916,192.00
Expense	
Payroll Expenses	598,593.00
Employee Benefits	77,198.00
Professional Fees	13,100.00
Contract Services	14,000.00
Dispatch Services	3,333.00
Dues/Membership Fees	3,385.00
Emergency Funds	1,800.00
Equipment Rental	2,800.00
Exhibits & Events	1,542.00
Fundraising Expense	2,700.00
Insurance - Workers Compensation	1,200.00
Insurance - Liability	7,865.00
Maintenance & Repairs	3,535.00
Program Expense	8,800.00
Postage	900.00
Printing and Copying	5,500.00
Professional Development	8,500.00
Security Expense	2,060.00
Publicity, Advertising and Website	1,500.00
Recruitment & Recognition	1,919.00
Office Space Rent/Lease	52,776.00
Small Equipment	12,000.00
Telephone & Internet	17,170.00
Travel, Meals & Lodging	42,220.00

12:20 PM

07/17/20

Accrual Basis

Support Within Reach
Profit & Loss Budget Overview
January through December 2020

	<u>Jan - Dec 20</u>
Utilities	<u>2,740.00</u>
Total Expense	<u>887,136.00</u>
Net Ordinary Income	<u>29,056.00</u>
Net Income	<u>29,056.00</u>

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

July 9, 2020

To whom it may concern:

I am writing this letter in support of funding for the Support Within Reach program. They are a valuable resource to me when working with victims. Oftentimes victims of sexual violence need more time and resources than I am able to provide. Additionally, they often want to talk to someone who isn't involved in the County Attorney's Office. It is helpful to have the additional support of Support Within Reach who can assist them with these specialized needs. I also look forward with assisting them with providing the "Let's Chat: Getting Real About Sexual Violence" educational program in the local schools. It is a topic that is not addressed enough. There is an inadequate amount of accurate and current information out there at a time when youth need as much information as possible.

Thank you for taking the time to consider them for funding resources.

Sincerely,



Gabrea Anderson
Crime Victim Coordinator
Aitkin County Attorney's Office

DANIEL G. GUIDA

AITKIN COUNTY SHERIFF

218 1st St. N.W.

Aitkin, MN 56431

218-927-7435 / 1-888-900-2138

Emergency 911

Sheriff Fax: 218-927-7359 / Dispatch Fax: 218-927-6887

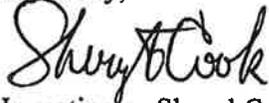
July 15, 2020

Dear Aitkin County Commissioners,

I am writing this letter to show my support for Support Within Reach for their request for additional funding. Support Within Reach has been a vital resource for law enforcement in Aitkin County. As an Investigator for Aitkin County, I have worked with their staff with many challenging cases. There is a clear benefit for law enforcement to work with others that are specially trained in these areas.

Sherry Shadley and I have had conversations regarding the increase of "sexting" within our youth. I feel that it is important to reach out to the youth in our schools and inform them of the dangers that can incur from online activity or sharing photos with others. I feel that education can stop some of the issues before they start not only for the victims, but for youth that may find themselves facing criminal charges. That is why we are partnering with Support Within Reach to go into the schools in Aitkin County and have some honest conversations. It is called "Let's Chat", and we hope to start this program this fall. I feel this will be a great start for prevention and education.

Sincerely,



Investigator Sheryl Cook

Aitkin County Sheriff's Office



City of Aitkin
Police Department Chief Tim Catlin

July 14, 2020

Support Within Reach
9 Willow Lane
Grand Rapids, MN 55744

To Whom it May Concern,

Please accept this letter as support for the Aitkin Branch of Support Within Reach. The resource is quite useful for the public adding an additional support for those in need of these services. We hope to continue the partnership.

Sincerely,

Assistant Chief Paul Ryan

Office: 218-927-2133
Fax: 218-429-6010

109 1st Avenue NW
Aitkin, MN 56431

DANIEL G. GUIDA

AITKIN COUNTY SHERIFF

218 1st St. N.W.

Aitkin, MN 56431

218-927-7435 / 1-888-900-2138

Emergency 911

Sheriff Fax: 218-927-7359 / Dispatch Fax: 218-927-6887

July 15, 2020

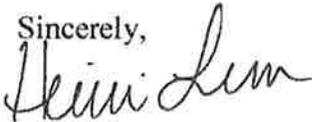
Aitkin County Board of Commissioners
307 2nd St NW Rm 130
Aitkin, MN 56431

Dear Commissioners,

I would like to draw your attention to Support Within Reach and their organization. Support Within Reach is a service provided in Aitkin County for sexual assault victims and their families. I have been working with Support Within Reach for a number of years and have seen the work they provide to our community.

Support Within Reach is a huge asset for our community. I would ask you to consider their request for funding to help them serve our area.

Sincerely,



Heidi Lenk

Undersheriff of Aitkin County

Angie Sahr

From: Jessica Seibert
Sent: Thursday, May 28, 2020 9:58 AM
To: Angie Sahr
Subject: Fwd: Scanned from a Xerox Multifunction Device
Attachments: Scanned from a Xerox Multifunction Device.pdf; ATT00001.htm

For appropriations folder

Sent from my iPhone

Begin forwarded message:

From: Colette Hanson <colette.hanson@aeoa.org>
Date: May 27, 2020 at 12:03:30 PM CDT
To: Jessica Seibert <jessica.seibert@co.aitkin.mn.us>
Subject: Fwd: Scanned from a Xerox Multifunction Device

[NOTICE: This message originated outside of the Aitkin County Mail System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hello Jessica,

I hope all is well with you during these crazy times. Sandy forward me an email regarding the 2021 budget. Thank you for considering Arrowhead Transit Rural Rides, but at this time, we are not seeking any funding from Aitkin County for the year 2021. If you should have any questions, feel free to contact me. Have a great day.

Colette M Hanson
Transit Manager
Arrowhead Transit-Volunteer Driving Program
702 3rd Ave South
Virginia MN 55792
218-735-6814
colette.hanson@aeoa.org

----- Forwarded message -----

From: Sandra Whelecor <sandra.whelecor@aeoa.org>
Date: Tue, May 26, 2020 at 9:01 AM
Subject: Fwd: Scanned from a Xerox Multifunction Device
To: Colette Hanson <colette.hanson@aeoa.org>, Brandon Nurmi <brandon.nurmi@aeoa.org>

This is money for Rural Rides....one of you may want to reach out to them.

----- Forwarded message -----

From: <gilbert.xerox@aeoa.org>

Date: Tue, May 26, 2020 at 8:55 AM
Subject: Scanned from a Xerox Multifunction Device
To: sandra.wheelec@acoa.org <sandra.wheelec@acoa.org>

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.

Attachment File Type: pdf, Multi-Page

Multifunction Device Location:
Device Name: Gilbert Transit 7835

Arrowhead Transit - Gilbert, MN

--

Sandra Wheelec
Transportation Manager/CCTS
Aitkin/Itasca/Koochiching Counties
Arrowhead Transit
218-322-6518

"Community Action ~ Helping People ~ Changing Lives"

"Community Action ~ Helping People ~ Changing Lives"

"Community Action ~ Helping People ~ Changing Lives"



Board of County Commissioners Agenda Request

70
Agenda Item #

Requested Meeting Date: August 11, 2020

Title of Item: CARES Act Fund Discussion

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

Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 15 minutes
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Summary of Issue:

Further discussion will be held and general direction requested for use of CARES Act Funds.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Discussion/direction only.

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



Requested Meeting Date: August 11, 2020

Title of Item: License Center Update

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA		<input checked="" type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY		<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Kirk Peysar	Department: Auditor's Office
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 5 minutes
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Summary of Issue:
A brief discussion of license center operations will be held.

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:*



Aitkin
County

Aitkin County Board of Commissioners

Agenda Request Form



Requested Meeting Date: August 11, 2020
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