

**ADJOURNED MEETING OF THE  
COUNTY BOARD OF COMMISSIONERS  
August 25, 2020 – BOARD AGENDA**

**Aitkin Public Library**

- 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**
- 9:05 E) **Health & Human Services (see separate HHS agenda)**
- 9:30 F) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File August 11, 2020 to August 24, 2020**  
B) **Approve August 11, 2020 County Board Minutes**  
C) **Approve Electronic Funds Transfers**  
D) **Approve Commissioner's Vouchers**  
E) **Approve Auditor's Vouchers – Contegrity, R&B**  
F) **Approve Auditor's Vouchers – Sales/Use Tax July, Diesel Tax July**  
G) **Approve Auditor's Vouchers – Road & Bridge**  
H) **Approve Manual Warrants/Voids/Corrections – Flex Spending Claims**  
I) **Approve Manual Warrants/Voids/Corrections – Elan Paid 8/6/20, Mtg. Reg. Tax July, State Deed Tax July**  
J) **Approve Manual Warrants/Voids/Corrections – Medical FSA Claims**  
K) **Approve Manual Warrants/Voids/Corrections – Elan Paid 8/6/20 – Allocated**  
L) **Approve Manual Warrants/Voids/Corrections – NSF Check, LLCC Refund (COVID)**  
M) **Approve Timber Sale Extension**  
N) **Approve Approve ADA Transition Plan for Public Rights of Way**  
O) **Approve Revise Bid Opening Date for Highway Department Office Expansion**  
P) **Adopt Resolution LG214 Premises Permit – Minnesota Fishing Museum**
- 9:32 3) **Carli Goble – Fiscal Supervisor**  
A) **Proposed 2021 Health & Human Services Budget Presentation**

- 9:52 4) Cynthia Bennett – HHS Director**  
**A) CARES Funding – Purchase Request**
- 9:57 5) John Welle – County Engineer**  
**A) 2021 Highway Budget Presentation**
- 10:37 6) Kathleen Ryan – CFO**  
**A) CARES Act – Reporting Update**
- 10:47 Break**
- 10:57 7) Rich Courtemanche – Land Commissioner**  
**A) Proposed 2021 – LLCC Budget**  
**B) LLCC Distance Learning**  
**C) Set Public Hearing – Land Exchange**  
**D) Tax-Forfeited Land Sale – October 2, 2020**  
**E) Data Recovery Fee**
- 12:02 8) Jessica Seibert – County Administrator**  
**A) Administrator Updates**
- 12:12 9) Committee Updates**
- 12:42 Adjourn**

# AITKIN COUNTY BOARD

August 11, 2020

<p>The Aitkin County Board of Commissioners met this 11<sup>th</sup> day of August, 2020 at 9:00 a.m. at the Aitkin Government Center with the following members present: Board Chair William Pratt, Commissioners J. Mark Wedel, Laurie Westerlund, Donald Niemi, Anne Marcotte, County Administrator Jessica Seibert, and Administrative Assistant Angie Sahr.</p>	<p><b>Call to Order</b></p>
<p>Motion made by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all voting yes to approve the July 14, 2020 amended agenda. Agenda Item 3C – Organizational Agreement Options for Rum River 1W1P Policy Committee’s Action Requested was changed from Approve/Deny Motion to Direction Requested.</p>	<p><b>Approved Agenda</b></p>
<p>There was no Citizens’ Public Comment</p>	<p><b>Citizens’ Public Comment</b></p>
<p>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 28, 2020 to August 10, 2020; B) Approve July 28, 2020 County Board Minutes; C) Approve Electronic Funds Transfers \$690,879.53; D) Approve Commissioner Vouchers: General Fund \$339,905.88, Road &amp; Bridge \$266,119.14, Health &amp; Human Services \$4,420.07, Trust \$17,311.42, Forest Development \$3,628.51, Capital Project \$297.47, Long Lake Conservation Center \$1,276.08, Parks \$21,272.41 for a total of \$654,230.98; E) Approve Auditor’s Vouchers – Property Tax Overpayment: Taxes &amp; Penalties \$11,908.77; F) Approve Auditor’s Vouchers – Road &amp; Bridge: Road &amp; Bridge \$240,913.81; G) Approve Manual Warrants/Voids/Corrections – Camping Refund (COVID): Parks \$10.00; H) Approve Manual Warrants/Voids/Corrections – Camping Refund (COVID), FSA, PEIP: General Fund \$2,008.46, Parks \$90.00 for a total of \$2,098.46; I) Approve Manual Warrants/Voids/Corrections – Elan Paid 7/23/20: General Fund \$3,186.18; J) Approve Manual Warrants/Voids/Corrections – Camping Refund (COVID): Parks \$325.00; K) Approve Manual Warrants/Voids/Corrections – FSA Claims: General Fund \$465.76; L) Approve Manual Warrants/Voids/Corrections – Elan Paid 7/23/20 Allocated: General Fund -\$817.01, Road &amp; Bridge \$180.00, Health &amp; Human Services \$441.04, Trust \$195.97, for a total of \$0.00; M) Approve Manual Warrants/Voids/Corrections – LLCC - Credit Card Fee’s: Long Lake Conservation Center \$97.09; 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;</p>	<p><b>Consent Agenda</b></p>
<p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members voted to approve – Primary and General Election Recount Agreements.</p>	<p><b>Primary and General Election Recount Agreements</b></p>
<p>Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members voted to approve – LLCC – Additional COVID Protections and Protocols.</p>	<p><b>LLCC – Additional COVID Protections and Protocols</b></p>

# AITKIN COUNTY BOARD

August 11, 2020

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

Jessica Seibert – County Administrator presented Peter Alexander with the US Census who gave a Census Update.

Motion by Commissioner Marcotte, seconded by Commissioner Wedel and carried, all members present voted to approve Change Order.

Jessica Seibert – County Administrator presented Organizational Agreement Options for Rum River 1W1P Policy Committee for Board Direction.

Dan Guida – Sheriff presented the 2021 Budget Presentation.

John Welle – County Engineer held a Public Hearing for ADA Transition Plan for Public Rights of Way. No public comment was given.

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members present voted to approve 2019 Annual Report.

Rich Courtemanche – Land Commissioner presented his Proposed 2021 – Land Dept. Budget Presentation.

Rich Courtemanche – Land Commissioner discussed with the board Collaborating with USDA – LCCMR – PNCML Grant Discussion.

**Resolution  
#20200811-070  
County VSO  
Operational  
Enhancement  
Grant Program**

**Census Update**

**Approve Change  
Order**

**Org. Agreement  
Options for Rum  
River 1W1P Policy  
Committee**

**2021 Budget  
Presentation**

**Public Hearing for  
ADA Transition  
Plan for Public  
Rights of Way**

**Approve 2019  
Annual Report**

**Proposed 2021 -  
Land Dept Budget  
Presentation**

**Collaborating with  
USDA – LCCMR –  
PNCML Grant  
Discussion**

# AITKIN COUNTY BOARD

August 11, 2020

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

- Budget Committee Meeting
- Held Webex Meeting with Townships
- 1:1 Budget Meetings with Department Heads
- Inter-Agency Meeting
- Regional Administrators Meeting

**County Administrator Updates**

Jessica Seibert, County Administrator presented the 2021 General Government Budget Presentation.

**2021 General Government Budget Presentation**

Jessica Seibert, County Administrator presented the 2021 Appropriations & Dues for Discussion.

**Appropriations & Dues Discussion**

Jessica Seibert, County Administrator discussed the use of CARES Act Funds.

**CARES Act Fund Discussion**

Jessica Seibert, County Administrator presented Kathleen Ryan and Staci Sinell to give a License Center Update.

**License Center Update**

The Board discussed: Mille Lacs Fisheries Input Group, East Central Regional Library, Community Corrections Advisory, Natural Resources Advisory, Health & Human Services Advisory, Aitkin Airport, Economic Development, McGregor Airport.

**Board Discussion**

Motion by Commissioner Wedel seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 12:20 p.m. until Tuesday, August 25, 2020 at the Aitkin County Government Center.

**Adjourn**

\_\_\_\_\_  
William Pratt, Board Chair  
Aitkin County Board of Commissioners

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



Aitkin  
County

# Board of County Commissioners Agenda Request

2c  
Agenda Item #

**Requested Meeting Date:** 8/25/2020

**Title of Item:** Electronic funds transfers

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Lori Grams		<b>Department:</b> County Treasurer
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Electronic funds transfers thru 08/17/2020		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input 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.

ELECTRONIC FUNDS TRANSFER

Thru August 17,2020 Board Meeting August 25, 2020

Date	Amount	Reason
8/3/20	\$97.09	Manual Abstract
8/5/20	\$1,326.51	Manual Abstract
8/6/20	\$109,613.23	Manual Abstract
8/7/20	\$95,616.22	Commissioner Warrants
8/7/20	\$3,382.53	Auditor Warrants
8/7/20	\$209,117.05	Auditor Warrants
8/10/20	\$35,155.02	Commissioner Warrants
8/12/20	\$542.33	Manual Abstract
8/14/20	\$2,433.41	Auditor Warrants
8/14/20	\$1,445.92	Auditor Warrants
8/14/20	\$575,917.31	Payroll Abstract
<hr/>		
	\$1,034,646.62	

20



WLC1  
8/18/20 10:40AM

# 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  
8/18/20 10:40AM  
1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
1	DEPT			Commissioners			
86222	Aitkin Independent Age						
	01-001-000-0000-6230		105.00	Synopsis 7/14/20	788666	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		105.00		1 Transactions		
15240	AT&T Mobility						
	01-001-000-0000-6250		76.46	wireless bill	287298817699	Telephone	N
				06/26/2020	07/25/2020		
15240	AT&T Mobility		76.46		1 Transactions		
14289	Pratt/Bill						
	01-001-000-0000-6330		147.78	July Mileage		Transportation & Travel & Parking	N
14289	Pratt/Bill		147.78		1 Transactions		
6097	Verizon Wireless						
	01-001-000-0000-6250		103.28	June- Aug Mifi charges - Niemi	9853639430	Telephone	N
	01-001-000-0000-6250		35.01	mifi charge - Marcotte	9860095029	Telephone	N
6097	Verizon Wireless		138.29		2 Transactions		
1	<b>DEPT Total:</b>		<b>467.53</b>	<b>Commissioners</b>	<b>4 Vendors</b>	<b>5 Transactions</b>	
12	DEPT			Court Administration			
9046	Loffler Companies						
	01-012-000-0000-6250		25.98	Phone July 2020	00001085	Telephone	N
9046	Loffler Companies		25.98		1 Transactions		
12	<b>DEPT Total:</b>		<b>25.98</b>	<b>Court Administration</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
40	DEPT			Auditor			
9046	Loffler Companies						
	01-040-000-0000-6250		31.17	Phone July 2020	00001085	Telephone	N
	01-040-021-0000-6250		25.98	Phone July 2020	00001085	License Center- Phone	N
9046	Loffler Companies		57.15		2 Transactions		
9908	Minnesota Secretary of State - Notary						
	01-040-000-0000-6240		30.00	NOTARY		Dues	N
9908	Minnesota Secretary of State - Notary		30.00		1 Transactions		

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
8/18/20 10:40AM  
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	
86235	The Office Shop Inc					
	01- 040- 000- 0000- 6405		80.36	ADDING MACHINE	1083317- 0	Office & Computer Supplies N
	01- 040- 021- 0000- 6405		384.72	PRINTER TONER (3)	1083373- 0	Office & Computer Supplies N
	01- 040- 021- 0000- 6405		192.36	COPIER TONER	1083373- 1	Office & Computer Supplies N
	01- 040- 021- 0000- 6405		49.79	TAPE, PENCILS, ENVELOPES, ETC	312133- 0	Office & Computer Supplies N
86235	The Office Shop Inc		707.23	4 Transactions		
40	DEPT Total:		794.38	Auditor	3 Vendors	7 Transactions
41	DEPT			Internal Audit		
12780	CliftonLarsonAllen, LLP					
	01- 041- 000- 0000- 6231		3,675.00	PROGRESS BILLING #4 YE12/31/19	2563281	Services, Labor, Etc Y
12780	CliftonLarsonAllen, LLP		3,675.00	1 Transactions		
41	DEPT Total:		3,675.00	Internal Audit	1 Vendors	1 Transactions
42	DEPT			Treasurer		
9046	Loffler Companies					
	01- 042- 000- 0000- 6250		15.59	Phone July 2020	00001085	Telephone N
9046	Loffler Companies		15.59	1 Transactions		
9908	Minnesota Secretary of State - Notary					
	01- 042- 000- 0000- 6240		30.00	NOTARY		Dues N
9908	Minnesota Secretary of State - Notary		30.00	1 Transactions		
14330	US Bank					
	01- 042- 000- 0000- 6231		117.53	copier contract charges	420992588	Services, Labor, Contracts N
14330	US Bank		117.53	1 Transactions		
42	DEPT Total:		163.12	Treasurer	3 Vendors	3 Transactions
43	DEPT			Assessor		
9046	Loffler Companies					
	01- 043- 000- 0000- 6250		62.35	Phone July 2020	00001085	Telephone N
9046	Loffler Companies		62.35	1 Transactions		
9908	Minnesota Secretary of State - Notary					
	01- 043- 000- 0000- 6240		30.00	NOTARY		Dues & License Renewal N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
8/18/20 10:40AM  
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	
9908 Minnesota Secretary of State - Notary		30.00	1 Transactions		
13934 The Tire Barn		25.00			
01- 043- 000- 0000- 6302		25.00	Tire repair - 2012 Escape	21617	Car Maintenance N
13934 The Tire Barn		25.00	1 Transactions		
<b>43 DEPT Total:</b>		<b>117.35</b>	<b>Assessor</b>	<b>3 Vendors</b>	<b>3 Transactions</b>
<b>44 DEPT</b>			Central Services		
10452 AT&T Mobility		38.23	AUDITORS HOT SPOT	287298525602	COVID Related Expenditures N
01- 044- 920- 0000- 6800		38.23	1 Transactions		
10452 AT&T Mobility		38.23			
13725 Beartooth True Value		32.13	Covid- 19 Padding/hangers/hooks	A87906	COVID Related Expenditures N
01- 044- 920- 0000- 6800			07/28/2020		
01- 044- 920- 0000- 6800		18.48	Covid- 19 Shower liners	A87947	COVID Related Expenditures N
01- 044- 920- 0000- 6800		7.49	Covid- 19 Faceshield padding	B128838	COVID Related Expenditures N
01- 044- 920- 0000- 6800			07/27/2020		
13725 Beartooth True Value		58.10	3 Transactions		
88628 Dalco Enterprises, Inc.		279.96	Oxivir TB Wipes	3639884	COVID Related Expenditures N
01- 044- 920- 0000- 6800		704.00	Sanitizer Gel	3643595	COVID Related Expenditures N
01- 044- 920- 0000- 6800		147.90	XL Gloves	3643598	COVID Related Expenditures N
01- 044- 920- 0000- 6800		73.95	XL Gloves	3643599	COVID Related Expenditures N
01- 044- 920- 0000- 6800		295.80	XL Gloves	3643603	COVID Related Expenditures N
88628 Dalco Enterprises, Inc.		1,501.61	5 Transactions		
9867 Government Management Group Inc		3,600.00	2019 Cost Alloc Plan	1901	Services, Labor, Contracts N
01- 044- 000- 0000- 6231		3,600.00	1 Transactions		
9867 Government Management Group Inc		3,600.00			
2340 Hyytinen Hardware Hank		29.52	Covid- 19 Track hanger	1596713	COVID Related Expenditures N
01- 044- 920- 0000- 6800			07/28/2020		
2340 Hyytinen Hardware Hank		29.52	1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
8/18/20 10:40AM  
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					
	01-044-000-0000-6250		Phone July 2020- Soil & Water	00001085	Telephone	N
9046	Loffler Companies					
		25.98				
		25.98		1 Transactions		
15300	MCGREGOR ACE HARDWARE					
	01-044-920-0000-6800		window fan, screws	2007-067309	COVID Related Expenditures	N
15300	MCGREGOR ACE HARDWARE					
		51.99				
		51.99		1 Transactions		
89081	North Ambulance Brainerd					
	01-044-000-0000-6841		July Ambulance Subsidy		Ambulance Appropriations	N
89081	North Ambulance Brainerd					
		2,430.00				
		2,430.00		1 Transactions		
86235	The Office Shop Inc					
	01-044-920-0000-6800		Covid- 19 Fabric Panel Dividers	1083119-0	COVID Related Expenditures	N
		2,071.11	07/27/2020			
	01-044-920-0000-6800		Covid- 19 Fabric Panel Dividers	1083119-1	COVID Related Expenditures	N
		176.58	07/28/2020			
	01-044-920-0000-6800		Covid- 19 Connector panel	1083342-0	COVID Related Expenditures	N
		12.36	07/30/2020			
	01-044-920-0000-6800		Covid- 19 Fabric Panel Dividers	1083406-0	COVID Related Expenditures	N
		246.53	07/31/2020			
86235	The Office Shop Inc					
		2,506.58		4 Transactions		
44	DEPT Total:	10,242.01	Central Services	9 Vendors	18 Transactions	
49	DEPT		Information Technologies			
9046	Loffler Companies					
	01-049-000-0000-6250		Phone July 2020	00001085	Telephone	N
	01-049-000-0000-6231		ADTRAN FIRMWARE UPGRADE	CW105183	Programming, Services, Contracts	N
	01-049-000-0000-6231		SSL CERT UPDATE/CODE BLUE SIP	CW106194	Programming, Services, Contracts	N
9046	Loffler Companies					
		31.17				
		270.00				
		303.75				
		604.92		3 Transactions		
91134	Minnesota- Dept Labor & Industry					
	01-049-000-0000-6208		PLT License Exam app fee	632432	Training/Education	N
91134	Minnesota- Dept Labor & Industry					
		50.00				
		50.00		1 Transactions		
49	DEPT Total:	654.92	Information Technologies	2 Vendors	4 Transactions	

# Aitkin County



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WLC1  
8/18/20 10:40AM  
1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
52	DEPT			Administration			
15240	AT&T Mobility						
	01-052-000-0000-6250		23.52	wireless bill	287298817699	Telephone	N
				06/26/2020 07/25/2020			
15240	AT&T Mobility		23.52	1 Transactions			
9046	Loffler Companies						
	01-052-000-0000-6250		36.37	Phone July 2020	00001085	Telephone	N
9046	Loffler Companies		36.37	1 Transactions			
9908	Minnesota Secretary of State - Notary						
	01-052-000-0000-6240		120.00	Notary Renewal - B.Danielson		Dues & Subscriptions	N
9908	Minnesota Secretary of State - Notary		120.00	1 Transactions			
52	<b>DEPT Total:</b>		<b>179.89</b>	<b>Administration</b>	<b>3 Vendors</b>	<b>3 Transactions</b>	
53	DEPT			Human Resources			
9046	Loffler Companies						
	01-053-000-0000-6250		15.59	Phone July 2020	00001085	Telephone	N
9046	Loffler Companies		15.59	1 Transactions			
53	<b>DEPT Total:</b>		<b>15.59</b>	<b>Human Resources</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
60	DEPT			Elections			
86222	Aitkin Independent Age						
	01-060-000-0000-6230		26.25	AD #1062858 - ACCURACY TEST	787422	Printing, Publishing & Adv	N
	01-060-000-0000-6230		191.24	AD #1061291 - EXT HRS	788667	Printing, Publishing & Adv	N
	01-060-000-0000-6230		251.25	AD #1064602 - POLL PLACES	788668	Printing, Publishing & Adv	N
	01-060-000-0000-6230		270.00	AD #1064622 - PRIMARY ELECTION	788669	Printing, Publishing & Adv	N
	01-060-000-0000-6230		78.75	AD #1064782 - CANNIB PRIM BLLT	788670	Printing, Publishing & Adv	N
	01-060-000-0000-6230		213.75	AD #1064784 - PRIMARY BALLOT	788671	Printing, Publishing & Adv	N
	01-060-000-0000-6230		117.50	AD #1056749 - AITKIN CO VOTERS	790370	Printing, Publishing & Adv	N
	01-060-000-0000-6230		117.50	AD #1056826 - PRE- REGISTER	790371	Printing, Publishing & Adv	N
	01-060-000-0000-6230		117.50	AD #1056749 - AITKIN CO VOTERS	790372	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		1,383.74	9 Transactions			
89796	Ryan/Kathleen						
	01-060-000-0000-6340		68.63	8/8 Election meal		Meals	N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
8/18/20 10:40AM  
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formular Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
89796 Ryan/Kathleen		8/11 Election meal		Meals	N
		2 Transactions			
13129 SeaChange		PRIMARY ELECTION- MAIL BALLOTS	33668- R	Ballots & Programming	N
13129 SeaChange		1 Transactions			
86235 The Office Shop Inc		LETTER OPENERS/ZIPTIES/LABELS	1083730- 0	Office & Computer Supplies	N
86235 The Office Shop Inc		1 Transactions			
60 DEPT Total:	16,889.83	Elections	4 Vendors	13 Transactions	
90 DEPT		Attorney			
1180 Crow Wing Co Sheriff's Office		Subpoena 01cr19847	8515	Co Sheriff Services	N
1180 Crow Wing Co Sheriff's Office	75.00	1 Transactions			
10855 Culligan		Water	150x01147107	Drug & Forfeiture Ms387.213	N
10855 Culligan	88.00	1 Transactions			
9046 Loffler Companies		Phone July 2020	00001085	Telephone	N
9046 Loffler Companies	67.53	1 Transactions			
6118 Members Coop Credit Union		Admin Subpoena		Co Sheriff Services	N
6118 Members Coop Credit Union	30.00	1 Transactions			
5173 Thomson Reuters- West Publishing		West info charges	842736890	Computer Research	N
5173 Thomson Reuters- West Publishing	1,492.23	07/01/2020 07/31/2020			
		1 Transactions			
90 DEPT Total:	1,752.76	Attorney	5 Vendors	5 Transactions	
100 DEPT		Recorder			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
9046	Loffler Companies 01- 100- 000- 0000- 6250		15.59	Phone July 2020	00001085	Telephone	N
9046	Loffler Companies		15.59	1 Transactions			
9908	Minnesota Secretary of State - Notary 01- 100- 000- 0000- 6240		30.00	NOTARY		Dues	N
9908	Minnesota Secretary of State - Notary		30.00	1 Transactions			
100	DEPT Total:		45.59	Recorder	2 Vendors	2 Transactions	
110	DEPT			Courthouse Maintenance			
15240	AT&T Mobility 01- 110- 000- 0000- 6250		23.52	wireless bill 06/26/2020 07/25/2020	287298817699	Phone	N
15240	AT&T Mobility		23.52	1 Transactions			
88628	Dalco Enterprises, Inc. 01- 110- 000- 0000- 6422		169.29	PT, TP, can liners	3643625	Janitorial Supplies	N
88628	Dalco Enterprises, Inc.		169.29	1 Transactions			
1754	Garrison Disposal Company, Inc 01- 110- 000- 0000- 6255		584.50	Aug Garbage service 08/01/2020 08/31/2020	139608	Garbage	N
1754	Garrison Disposal Company, Inc		584.50	1 Transactions			
2340	Hyytinen Hardware Hank 01- 110- 000- 0000- 6422		8.58	bits	1591182	Janitorial Supplies	N
	01- 110- 000- 0000- 6422		11.08	3/8 die	1593802	Janitorial Supplies	N
	01- 110- 000- 0000- 6422		5.49	wood chisel	1596403	Janitorial Supplies	N
2340	Hyytinen Hardware Hank		25.15	3 Transactions			
9046	Loffler Companies 01- 110- 000- 0000- 6250		10.39	Phone July 2020	00001085	Phone	N
9046	Loffler Companies		10.39	1 Transactions			
1652	Northland Fire Protection, LLC 01- 110- 000- 0000- 6231		110.00	Fire Ext service - Gov Cnter	41558	Services, Labor, Contracts	N
	01- 110- 000- 0000- 6231		340.20	Fire Ext service - CH	41610	Services, Labor, Contracts	N

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1652 Northland Fire Protection, LLC		450.20	2 Transactions		
5005 Village Electric Motor Shop					
01- 110- 000- 0000- 6231		52.90	Repair motor - CH - AHU 2- 1	019620	Services, Labor, Contracts Y
5005 Village Electric Motor Shop		52.90	1 Transactions		
<b>110 DEPT Total:</b>		<b>1,315.95</b>	<b>Courthouse Maintenance</b>	<b>7 Vendors</b>	<b>10 Transactions</b>
<b>120 DEPT</b>			<b>Service Officer</b>		
10452 AT&T Mobility					
01- 120- 000- 0000- 6250		99.62	wireless bill	287298585696	Telephone N
			07/26/2020 08/25/2020		
10452 AT&T Mobility		99.62	1 Transactions		
4641 Holiday Credit Office					
01- 120- 000- 0000- 6511		86.34	July fuel - Vet van	1400- 000- 136- 0	Gas And Oil N
4641 Holiday Credit Office		86.34	1 Transactions		
9046 Loffler Companies					
01- 120- 000- 0000- 6250		15.59	Phone July 2020	00001085	Telephone N
9046 Loffler Companies		15.59	1 Transactions		
86235 The Office Shop Inc					
01- 120- 000- 0000- 6405		11.03	kleenex	1083140- 0	Office & Computer Supplies N
86235 The Office Shop Inc		11.03	1 Transactions		
3518 Voyageur Press Of Mcgregor/The					
01- 120- 000- 0000- 6230		100.00	1/4 pg display ad	42094	Printing, Publishing & Adv N
3518 Voyageur Press Of Mcgregor/The		100.00	1 Transactions		
<b>120 DEPT Total:</b>		<b>312.58</b>	<b>Service Officer</b>	<b>5 Vendors</b>	<b>5 Transactions</b>
<b>122 DEPT</b>			<b>Planning &amp; Zoning</b>		
86222 Aitkin Independent Age					
01- 122- 000- 0000- 6230		152.25	Notice of hrg 8/5	787423	Printing, Publishing & Adv N
01- 122- 000- 0000- 6230		68.25	Notice of hrg 8/17	787424	Printing, Publishing & Adv N
86222 Aitkin Independent Age		220.50	2 Transactions		

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WLC1  
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formu	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
14320 Benson/Lin		BOA Mtgs		Per Diem	Y
01- 122- 000- 0000- 6350					
01- 122- 038- 0000- 6330		BOA Mileage		Boa/Pc Mileage	Y
14320 Benson/Lin			2 Transactions		
15142 Christensen/Charles		BOA Mtgs		Per Diem	Y
01- 122- 000- 0000- 6350					
01- 122- 038- 0000- 6330		BOA Mileage		Boa/Pc Mileage	Y
15142 Christensen/Charles			2 Transactions		
13066 Hargrave/Bryan		8/3- 8/14		Services, Labor, Contracts, Programm	Y
01- 122- 000- 0000- 6231					
13066 Hargrave/Bryan			1 Transactions		
4641 Holiday Credit Office		Fuel - P&Z	1400- 000- 135- 3	Gas And Oil	N
01- 122- 000- 0000- 6511					
4641 Holiday Credit Office			1 Transactions		
9046 Loffler Companies		Phone July 2020	00001085	Telephone	N
01- 122- 000- 0000- 6250					
9046 Loffler Companies			1 Transactions		
5892 McGregor Printing & Graphics, Inc		1000 permit cards (#45601)	196260	Office, Computer, Film, & Field Suppl	N
01- 122- 000- 0000- 6405					
5892 McGregor Printing & Graphics, Inc			1 Transactions		
5516 Paquette/Jeremy M		BOA meetings		Per Diem	Y
01- 122- 000- 0000- 6350					
01- 122- 038- 0000- 6330		BOA mileage		Boa/Pc Mileage	Y
5516 Paquette/Jeremy M			2 Transactions		
4010 Rasley Oil Company		ACPZ - Gas - July	AITCOZO	Gas And Oil	N
01- 122- 000- 0000- 6511					
4010 Rasley Oil Company			1 Transactions		
3479 Sovde/Becky		Headset Reimb		Office, Computer, Film, & Field Suppl	N
01- 122- 000- 0000- 6405					
3479 Sovde/Becky			1 Transactions		

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	
10028 Spiel/Edward					
01- 122- 000- 0000- 6350		117.80	BOA meetings	Per Diem	Y
01- 122- 038- 0000- 6330		89.13	BOA Mileage	Boa/Pc Mileage	Y
10028 Spiel/Edward		206.93	2 Transactions		
86235 The Office Shop Inc					
01- 122- 000- 0000- 6405		56.78	envelopes, batteries	Office, Computer, Film, & Field Suppl	N
01- 122- 000- 0000- 6405		7.18	envelopes, batteries	Office, Computer, Film, & Field Suppl	N
86235 The Office Shop Inc		63.96	2 Transactions		
122 DEPT Total:		5,071.27	Planning & Zoning	12 Vendors	18 Transactions
200 DEPT			Enforcement		
9138 ASAP Towing					
01- 200- 000- 0000- 6359		123.75	20- 2008 tow for case	7661 Wrecker Service	Y
9138 ASAP Towing		123.75	1 Transactions		
9203 AT&T Mobility					
01- 200- 000- 0000- 6250		200.00-	activation credit	287297906116 Telephone	N
01- 200- 000- 0000- 6250		200.00-	activation credit	287297906116 Telephone	N
01- 200- 000- 0000- 6250		796.96	deputy cell phones	287297906116 Telephone	N
9203 AT&T Mobility		396.96	3 Transactions		
86467 Auto Value Aitkin					
01- 200- 000- 0000- 6302		2.49	SHRF bulb xport Expl	40163000 Car Maintenance	N
86467 Auto Value Aitkin		2.49	1 Transactions		
783 Canon Financial Services, Inc					
01- 200- 000- 0000- 6231		181.45	admin copier lease	21721450 Services & Labor (Incl Contracts)	N
783 Canon Financial Services, Inc		181.45	1 Transactions		
9339 Dennis' Towing					
01- 200- 000- 0000- 6359		75.00	20- 1929 forfeiture	20- 259 Wrecker Service	N
01- 200- 000- 0000- 6359		111.00	20- 1953 forfeiture Ford	20- 264 Wrecker Service	N
9339 Dennis' Towing		186.00	2 Transactions		
1777 Grand Rapids Veterinary Clinic					
01- 200- 019- 0000- 6231		517.80	annual preventative, vacc	306290 Services, Labor, Contracts	Y

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WLC1  
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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	
1777 Grand Rapids Veterinary Clinic		1 Transactions			
11715 Granite Electronics					
01-200-000-0000-6231	193.74	XTS 2500 repair #224	154005168-1	Services & Labor (Incl Contracts)	N
11715 Granite Electronics	193.74	1 Transactions			
4641 Holiday Credit Office					
01-200-000-0000-6511	56.66	#221 gas	1400000288942	Gas And Oil	N
4641 Holiday Credit Office	56.66	1 Transactions			
2375 Intoximeters Inc					
01-200-000-0000-6409	180.00	mouthpieces	660716	Deputy Supplies	N
2375 Intoximeters Inc	180.00	1 Transactions			
9322 LeadsOnline LLC					
01-200-000-0000-6231	2,301.00	LeadsOnline investigative syst	256702	Services & Labor (Incl Contracts)	Y
9322 LeadsOnline LLC	2,301.00	1 Transactions			
9046 Loffler Companies					
01-200-000-0000-6250	150.65	Phone July 2020	00001085	Telephone	N
9046 Loffler Companies	150.65	1 Transactions			
1652 Northland Fire Protection, LLC					
01-200-000-0000-6231	453.40	annual extinguisher check	41607	Services & Labor (Incl Contracts)	N
1652 Northland Fire Protection, LLC	453.40	1 Transactions			
4681 Streichers					
01-200-201-0000-6610	23.96	baton not received	CM286478	Equipment	N
01-200-000-0000-6409	1,310.37	#223 vest, carrier, plate	I1443633	Deputy Supplies	N
4681 Streichers	1,286.41	2 Transactions			
86235 The Office Shop Inc					
01-200-000-0000-6405	11.02	scissors	1083032-2	Office Supplies	N
86235 The Office Shop Inc	11.02	1 Transactions			
13934 The Tire Barn					
01-200-000-0000-6302	61.68	oil change, headlight blb #218	53917	Car Maintenance	N
13934 The Tire Barn	61.68	1 Transactions			

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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	
13848	WYATT'S TOWING		20- 1919 ATV	07- 31- 2020	Wrecker Service	Y
	01- 200- 000- 0000- 6359	325.00				
13848	WYATT'S TOWING					
		325.00	1 Transactions			
200	DEPT Total:	6,428.01	Enforcement	16 Vendors	20 Transactions	
202	DEPT		Boat & Water			
9203	AT&T Mobility					
	01- 202- 000- 0000- 6250	49.81	#208 cell phone	287297906116	Telephone	N
9203	AT&T Mobility					
		49.81	1 Transactions			
13725	Beartooth True Value					
	01- 202- 000- 0000- 6409	333.14	wire rope clip, chain	A88355	Field Supplies	N
13725	Beartooth True Value					
		333.14	1 Transactions			
13934	The Tire Barn					
	01- 202- 000- 0000- 6302	115.28	oil change, rotate B&W Chev	53469	B&W Maintenance	N
13934	The Tire Barn					
		115.28	1 Transactions			
202	DEPT Total:	498.23	Boat & Water	3 Vendors	3 Transactions	
252	DEPT		Corrections			
9203	AT&T Mobility					
	01- 252- 000- 0000- 6250	99.62	dispatch, xport cell	287297906116	Telephone	N
9203	AT&T Mobility					
		99.62	1 Transactions			
86467	Auto Value Aitkin					
	01- 252- 000- 0000- 6302	163.98	SHRF battery xport Expl	40162872	Car Maintenance	N
86467	Auto Value Aitkin					
		163.98	1 Transactions			
163	Charter Communications					
	01- 252- 252- 0000- 6405	194.48	inmate cable	6081072820	Prisoner Welfare	N
163	Charter Communications					
		194.48	1 Transactions			
5583	Crawford Supply Company					
	01- 252- 252- 0000- 6405	210.24	commissary items	1324528	Prisoner Welfare	N
5583	Crawford Supply Company					
		210.24	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	
88628 Dalco Enterprises, Inc. 01-252-000-0000-6422		janitorial supplies	3643625	Janitorial Supplies	N
88628 Dalco Enterprises, Inc.			1 Transactions		
11715 Granite Electronics 01-252-000-0000-6231		Glen tower GRE microwave	154003771-1	Services & Labor (Incl Contracts)	N
01-252-000-0000-6231		reprogram jail portables	154004902-1	Services & Labor (Incl Contracts)	N
01-252-000-0000-6231		XTS 2500 repair #305	154005169-1	Services & Labor (Incl Contracts)	N
11715 Granite Electronics			3 Transactions		
15362 GuidePoint Pharmacy #114 Aitkin 01-252-000-0000-6262		inmate meds	Acct 30	Medical Expenses & Supplies - Inmat	N
01-252-000-0000-6262		Itasca inmate meds	Acct 82	Medical Expenses & Supplies - Inmat	N
15362 GuidePoint Pharmacy #114 Aitkin			2 Transactions		
9346 James D Rostvold, DDS 01-252-000-0000-6262		oral exam, xray K.M. Itasca	6605	Medical Expenses & Supplies - Inmat	6
9346 James D Rostvold, DDS			1 Transactions		
5503 Keefe Supply Company 01-252-252-0000-6405		commissary items	1324527	Prisoner Welfare	N
5503 Keefe Supply Company			1 Transactions		
14564 Lands End Business Outfitters 01-252-000-0000-6410		Preston dress uniform shirt	SIN8549265	Clothing Allowance	N
14564 Lands End Business Outfitters			1 Transactions		
9046 Loffler Companies 01-252-000-0000-6250		Phone July 2020	00001085	Telephone	N
9046 Loffler Companies			1 Transactions		
13844 McKesson Medical Surgical 01-252-000-0000-6405		flashlight	56176756	Office & Computer Supplies	N
13844 McKesson Medical Surgical			1 Transactions		
13691 MEnD Correctional Care, PLLC 01-252-000-0000-6262		August healthcare services	4986	Medical Expenses & Supplies - Inmat	6
13691 MEnD Correctional Care, PLLC			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				
89765	Minnesota Elevator, Inc 01-252-000-0000-6231	184.53	August monthly service	866366	Services & Labor (Incl Contracts)	N
89765	Minnesota Elevator, Inc	184.53		1 Transactions		
1652	Northland Fire Protection, LLC 01-252-000-0000-6231	565.20	annual extinguisher check	41606	Services & Labor (Incl Contracts)	N
1652	Northland Fire Protection, LLC	565.20		1 Transactions		
3789	Pan-O-Gold Baking Company 01-252-000-0000-6418	60.38	groceries	10002420212009	Groceries	N
	01-252-000-0000-6418	39.42	groceries	10002420219004	Groceries	N
3789	Pan-O-Gold Baking Company	99.80		2 Transactions		
11947	Phoenix Supply 01-252-000-0000-6424	289.37	shorts, pants, sweats	20692	Inmate Supplies	N
11947	Phoenix Supply	289.37		1 Transactions		
4010	Rasley Oil Company 01-252-000-0000-6330	48.03	transport gas	July	Prisoner Transportation & Travel	N
4010	Rasley Oil Company	48.03		1 Transactions		
11538	RCB Collections Range Credit Bureau Inc 01-252-000-0000-6231	15.13	background credit check	July	Services & Labor (Incl Contracts)	N
11538	RCB Collections Range Credit Bureau Inc	15.13		1 Transactions		
9295	Reinhart Foodservice 01-252-000-0000-6418	1,115.88	groceries	318003	Groceries	Y
	01-252-000-0000-6418	1,629.91	groceries	325200	Groceries	Y
	01-252-000-0000-6418	50.91	groceries	325206	Groceries	Y
9295	Reinhart Foodservice	2,796.70		3 Transactions		
13934	The Tire Barn 01-252-000-0000-6302	200.94	battery xport impala 7370	53735	Car Maintenance	N
13934	The Tire Barn	200.94		1 Transactions		
252	DEPT Total:	22,707.42	Corrections	21 Vendors	27 Transactions	
253	DEPT 7628 Al's Welding & Sandblasting		Sentence to Serve			

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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	
	01- 253- 000- 0000- 6231		repair trailer lights	10431	Services, Labor, Contracts	Y
7628	Al's Welding & Sandblasting					
		82.29				
		82.29	1 Transactions			
86467	Auto Value Aitkin					
	01- 253- 000- 0000- 6302		SHRF battery Ford Van	40162777	Car Maintenance	N
86467	Auto Value Aitkin					
		150.99				
		150.99	1 Transactions			
9046	Loffler Companies					
	01- 253- 000- 0000- 6250		Phone July 2020	00001085	Telephone	N
9046	Loffler Companies					
		5.20				
		5.20	1 Transactions			
12927	Midwest Machinery Co.					
	01- 253- 000- 0000- 6231		tune up Stihl BR600M	2205800	Services, Labor, Contracts	N
12927	Midwest Machinery Co.					
		129.00				
		129.00	1 Transactions			
4010	Rasley Oil Company					
	01- 253- 000- 0000- 6511		STS gas	July	Gas And Oil	N
4010	Rasley Oil Company					
		108.63				
		108.63	1 Transactions			
13934	The Tire Barn					
	01- 253- 000- 0000- 6302		rear brakes, rotors Dodge P/U	53847	Car Maintenance	N
	01- 253- 000- 0000- 6302		oil change '06 Ford Econoline	54100	Car Maintenance	N
13934	The Tire Barn					
		468.46				
		44.08				
		512.54	2 Transactions			
253	DEPT Total:	988.65	Sentence to Serve	6 Vendors	7 Transactions	
255	DEPT		General Crime Victim Grant			
	9046 Loffler Companies					
	01- 255- 000- 0000- 6250		Phone July 2020	00001085	Telephone	N
	9046 Loffler Companies					
		5.20				
		5.20	1 Transactions			
255	DEPT Total:	5.20	General Crime Victim Grant	1 Vendors	1 Transactions	
257	DEPT		Community Corrections			
	783 Canon Financial Services, Inc					
	01- 257- 000- 0000- 6342		Contract Charge	21721449	Office Equipment Rental/Contracts	N
	783 Canon Financial Services, Inc					
		69.05				
		69.05	1 Transactions			

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</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>
4641 <b>Holiday Credit Office</b>					
01-257-255-0000-6335		7.33	Fuel	1400-000-155-3	Gas/Vehicle Fuel Charges N
01-257-257-0000-6335		38.95	Fuel	1400-000-155-3	Gas/Vehicle Fuel Charges N
01-257-258-0000-6335		107.91	Fuel	1400-000-155-3	Gas/Vehicle Fuel Charges N
<b>4641 Holiday Credit Office</b>		<b>154.19</b>		<b>3 Transactions</b>	
9046 <b>Loffler Companies</b>					
01-257-000-0000-6220		51.96	Phone July 2020	00001085	Telephone N
<b>9046 Loffler Companies</b>		<b>51.96</b>		<b>1 Transactions</b>	
11997 <b>Minnesota Monitoring, Inc</b>					
01-257-267-0000-6341		3,800.75	EHM Rental	12955	Equipment Rental N
01-257-258-0000-6342		462.00	EHM Rental	12967	Equipment Rental/Contracts- Home N
<b>11997 Minnesota Monitoring, Inc</b>		<b>4,262.75</b>		<b>2 Transactions</b>	
13062 <b>Prairie Lakes Youth Programs - Secure</b>					
01-257-255-0000-6204		7,883.50	DSB Detention	450-179-1	Juvenile Detention N
			07/01/2020	07/31/2020	
<b>13062 Prairie Lakes Youth Programs - Secure</b>		<b>7,883.50</b>		<b>1 Transactions</b>	
6097 <b>Verizon Wireless</b>					
01-257-257-0000-6215		171.76	cell phone	9859393132	Wireless Telephone Services N
<b>6097 Verizon Wireless</b>		<b>171.76</b>		<b>1 Transactions</b>	
<b>257 DEPT Total:</b>		<b>12,593.21</b>	<b>Community Corrections</b>	<b>6 Vendors</b>	<b>9 Transactions</b>
<b>280 DEPT</b>			<b>Emergency Management</b>		
4681 <b>Streichers</b>					
01-280-201-0000-6610		1,639.99	30 helmet shields	11444825	Enbridge Pipeline - Equipment N
<b>4681 Streichers</b>		<b>1,639.99</b>		<b>1 Transactions</b>	
<b>280 DEPT Total:</b>		<b>1,639.99</b>	<b>Emergency Management</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>390 DEPT</b>			<b>Environmental Health (FBL)</b>		
4641 <b>Holiday Credit Office</b>					
01-390-000-0000-6511		48.27	Fuel - FBL	1400-000-135-3	Gas And Oil N
<b>4641 Holiday Credit Office</b>		<b>48.27</b>		<b>1 Transactions</b>	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
8/18/20 10:40AM  
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
9046 Loffler Companies		25.98	Phone July 2020	00001085	Telephone N
01-390-000-0000-6250					
9046 Loffler Companies		25.98		1 Transactions	
<b>390 DEPT Total:</b>		<b>74.25</b>	<b>Environmental Health (FBL)</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
391 DEPT			Solid Waste		
1754 Garrison Disposal Company, Inc		11,350.48	June Recycling		Recycling Contract N
01-391-060-0000-6360					
1754 Garrison Disposal Company, Inc		11,350.48		1 Transactions	
9046 Loffler Companies		10.39	Phone July 2020	00001085	Telephone N
01-391-000-0000-6250					
9046 Loffler Companies		10.39		1 Transactions	
<b>391 DEPT Total:</b>		<b>11,360.87</b>	<b>Solid Waste</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
601 DEPT			Extension		
9046 Loffler Companies		5.20	Phone July 2020	00001085	Telephone N
01-601-000-0000-6250					
9046 Loffler Companies		5.20		1 Transactions	
<b>601 DEPT Total:</b>		<b>5.20</b>	<b>Extension</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
700 DEPT			Promotion,AEOA Tran,Airport,RC&D,Tot		
11458 MSPN		868.00	ADventures map insert	17218	Tourism Miscellaneous N
01-700-909-0000-6800					
01-700-909-0000-6800		300.00	April/May Ad- NW ATV trail	6022	Tourism Miscellaneous N
11458 MSPN		1,168.00		2 Transactions	
<b>700 DEPT Total:</b>		<b>1,168.00</b>	<b>Promotion,AEOA Tran,Airport,RC&amp;D,T</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
711 DEPT			Economic Development		
11002 Ecm Publishers, Inc.		31.50	Aitkin Co Cares Grant	485996	Printing, Publishing & Adv N
01-711-000-0000-6230					
11002 Ecm Publishers, Inc.		31.50		1 Transactions	
9011 IREA					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
8/18/20 10:40AM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	01- 711- 000- 0000- 6240		Annual Dues		Dues/Assoc Fees	N
9011	IREA					
		75.00				
		75.00		1 Transactions		
9046	Loffler Companies					
	01- 711- 000- 0000- 6250		Phone July 2020	00001085	Telephone	N
9046	Loffler Companies					
		5.20				
		5.20		1 Transactions		
711	DEPT Total:		Economic Development	3 Vendors	3 Transactions	
		111.70				
1	Fund Total:		General Fund		177 Transactions	
		99,304.48				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
8/18/20 10:40AM  
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT		Undesignated			
9357	HUBER/ROLAND JR 03-000-000-0000-5855		E- 911 SIGN REFUND- DUPLICATE		Charges- Individuals	N
9357	HUBER/ROLAND JR	30.00	1 Transactions			
9345	MELL/SCOTT 03-000-000-0000-5857	500.00	DEPOSIT REFUND		Culverts	N
9345	MELL/SCOTT	500.00	1 Transactions			
9351	ROMANO/JERI 03-000-000-0000-5855	53.44	MAILBOX SUPPORT REFUND		Charges- Individuals	N
9351	ROMANO/JERI	53.44	1 Transactions			
0	<b>DEPT Total:</b>	<b>583.44</b>	<b>Undesignated</b>	<b>3 Vendors</b>	<b>3 Transactions</b>	
301	DEPT		R&B Administration			
10855	Culligan 03-301-000-0000-6400	10.50	RENTAL- AUG	STMT	Supplies And Materials	N
10855	Culligan	10.50	1 Transactions			
3255	Mn Counties Intergovernmental Trust 03-301-000-0000-6352	175.00	ADD NEW GRADER	4304	Insurance	N
3255	Mn Counties Intergovernmental Trust	175.00	1 Transactions			
11605	Shred Right 03-301-000-0000-6400	30.00	DOCUMENT DESTRUCTION	534421	Supplies And Materials	N
11605	Shred Right	30.00	1 Transactions			
301	<b>DEPT Total:</b>	<b>215.50</b>	<b>R&amp;B Administration</b>	<b>3 Vendors</b>	<b>3 Transactions</b>	
302	DEPT		R&B Engineering/Construction			
1701	Forestry Suppliers Inc 03-302-000-0000-6449	213.28	ENG FIELD SUPPLIES	750132-00	Rd/Br Engr. Supplies	N
1701	Forestry Suppliers Inc	213.28	1 Transactions			
2340	Hyytinen Hardware Hank 03-302-000-0000-6449	12.36	ENGINEERING SUPPLIES	1592227	Rd/Br Engr. Supplies	N

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
8/18/20 10:40AM  
3 Road & Bridge

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
2340 Hyytinen Hardware Hank		12.36	1 Transactions		
302 DEPT Total:		225.64	R&B Engineering/Construction	2 Vendors	2 Transactions
303 DEPT			R&B Highway Maintenance		
170 Aitkin Motor Company					
03- 303- 000- 0000- 6590		840.00	REPAIR LABOR	29363	Repair & Maintenance Supplies N
03- 303- 000- 0000- 6590		3,041.56	REPAIR PARTS	29363	Repair & Maintenance Supplies N
170 Aitkin Motor Company		3,881.56		2 Transactions	
195 Aitkin Tire Shop					
03- 303- 000- 0000- 6590		358.00	TIRES	0- 060027	Repair & Maintenance Supplies Y
03- 303- 000- 0000- 6590		24.00	TIRE REPAIR	0- 060029	Repair & Maintenance Supplies Y
03- 303- 000- 0000- 6590		105.00	TIRE REPAIR	0- 060035	Repair & Maintenance Supplies Y
03- 303- 000- 0000- 6590		902.00	TIRES	0- 060047	Repair & Maintenance Supplies Y
03- 303- 000- 0000- 6590		175.00	TIRE REPAIR	0- 060047	Repair & Maintenance Supplies Y
195 Aitkin Tire Shop		1,564.00		5 Transactions	
8693 ASV, LLC					
03- 303- 000- 0000- 6590		2,374.09	REPAIR PARTS	510290	Repair & Maintenance Supplies N
03- 303- 000- 0000- 6590		37.16	REPAIR PARTS	510509	Repair & Maintenance Supplies N
8693 ASV, LLC		2,411.25		2 Transactions	
13725 Beartooth True Value					
03- 303- 000- 0000- 6298		14.07	SWATARA SHOP SUPPLIES	B129734	Shop Maintenance N
13725 Beartooth True Value		14.07		1 Transactions	
8674 Boyer Trucks					
03- 303- 000- 0000- 6590		2,659.96	REPAIR PARTS	81740R	Repair & Maintenance Supplies N
8674 Boyer Trucks		2,659.96		1 Transactions	
14887 Cintas Corporation					
03- 303- 000- 0000- 6298		17.72	SHOP LAUNDRY	4057564706	Shop Maintenance N
03- 303- 000- 0000- 6298		72.62	SHOP LAUNDRY	40582007615	Shop Maintenance N
14887 Cintas Corporation		90.34		2 Transactions	
1115 Contech Engineered Solutions					
03- 303- 000- 0000- 6515		248.00	18" APRON	21047421	Culverts N
03- 303- 000- 0000- 6515		1,058.40	12" ANNULAR CULVERT	21047421	Culverts N



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
8/18/20 10:40AM  
3 Road & Bridge

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
		Amount			
2941 M R Sign Co Inc		160.48	209053	Signs & Posts	N
2941 M R Sign Co Inc		160.48	1 Transactions		
3100 McGregor Oil		1,383.74	6086	Motor Fuel & Lubricants	N
3100 McGregor Oil		1,140.63	6087	Motor Fuel & Lubricants	N
3100 McGregor Oil		382.25	6088	Motor Fuel & Lubricants	N
3100 McGregor Oil		2,906.62	3 Transactions		
12927 Midwest Machinery Co.		32.55	2186098	REPAIR PARTS	N
12927 Midwest Machinery Co.		137.95	2202425	REPAIR PARTS	N
12927 Midwest Machinery Co.		170.50	2 Transactions		
9692 Minnesota Energy Resources Corporation		51.58	JUL	NAT GAS: AITKIN SHOP	N
9692 Minnesota Energy Resources Corporation		51.58	1 Transactions		
3555 Newman Signs		954.49	TRFINV023583	REISIDENTIAL E- 911 SIGNS	N
3555 Newman Signs		954.49	1 Transactions		
10701 Northern Safety Technology Inc		185.60	50732	REPAIR PARTS	N
10701 Northern Safety Technology Inc		185.60	1 Transactions		
8691 Northland Hydraulic Service		70.02	0- 04199	REPAIR PARTS	Y
8691 Northland Hydraulic Service		70.02	1 Transactions		
8436 Northland Parts		24.99	406914	REPAIR PARTS	N
8436 Northland Parts		31.98	407717	REPAIR PARTS	N
8436 Northland Parts		8.36	408160	MCGREGOR SHOP SUPPLIES	N
8436 Northland Parts		65.33	3 Transactions		
8537 Powerplan OIB		41.90	1992476	REPAIR PARTS	N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
8/18/20 10:40AM  
3 Road & Bridge

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
03-303-000-0000-6590		779.78	REPAIR PARTS	1992482	Repair & Maintenance Supplies N
03-303-000-0000-6590		71.67	FILTERS	1992912	Repair & Maintenance Supplies N
03-303-000-0000-6590		1,734.10	REPAIR PARTS	1994115	Repair & Maintenance Supplies N
03-303-000-0000-6590		1,231.25	REPAIR LABOR	1994115	Repair & Maintenance Supplies N
<b>8537 Powerplan OIB</b>		<b>3,858.70</b>		5 Transactions	
<b>4070 Riley Auto Supply</b>					
03-303-000-0000-6590		31.33	REPAIR PARTS	617900	Repair & Maintenance Supplies N
03-303-000-0000-6590		3.99	REPAIR PARTS	617911	Repair & Maintenance Supplies N
03-303-000-0000-6590		18.29	REPAIR PARTS	618038	Repair & Maintenance Supplies N
03-303-000-0000-6590		243.96	REPAIR PARTS	618117	Repair & Maintenance Supplies N
03-303-000-0000-6590		12.00	REPAIR PARTS	618124	Repair & Maintenance Supplies N
03-303-000-0000-6590		39.88	REPAIR PARTS	618437	Repair & Maintenance Supplies N
03-303-000-0000-6590		131.96	REPAIR PARTS	618470	Repair & Maintenance Supplies N
03-303-000-0000-6590		1,113.78	REPAIR PARTS	618491	Repair & Maintenance Supplies N
03-303-000-0000-6298		21.09	AITKIN SHOP SUPPLIES	618541	Shop Maintenance N
03-303-000-0000-6590		5.77	REPAIR PARTS	618566	Repair & Maintenance Supplies N
03-303-000-0000-6590		124.99	REPAIR PARTS	618615	Repair & Maintenance Supplies N
<b>4070 Riley Auto Supply</b>		<b>1,747.04</b>		11 Transactions	
<b>9176 SPARKY'S TOOLS, LLC</b>					
03-303-000-0000-6298		371.98	AITKIN SHOP SUPPLIES	D 79136	Shop Maintenance N
<b>9176 SPARKY'S TOOLS, LLC</b>		<b>371.98</b>		1 Transactions	
<b>86235 The Office Shop Inc</b>					
03-303-000-0000-6298		15.00	OFFICE SUPPLIES	311792-0	Shop Maintenance N
<b>86235 The Office Shop Inc</b>		<b>15.00</b>		1 Transactions	
<b>12788 Timmer Implement of Aitkin</b>					
03-303-000-0000-6590		55.00	REPAIR PARTS	IP44379	Repair & Maintenance Supplies N
<b>12788 Timmer Implement of Aitkin</b>		<b>55.00</b>		1 Transactions	
<b>10431 Verizon Business</b>					
03-303-000-0000-6254		19.43	JULY- HWY OFFICE	4227948182007	Utilities N
<b>10431 Verizon Business</b>		<b>19.43</b>		1 Transactions	
<b>6097 Verizon Wireless</b>					
03-303-000-0000-6254		454.07	DEPT CELL PHONES	9859881931	Utilities N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	
6097	Verizon Wireless		454.07		1 Transactions	
5293	Zep Sales & Service					
	03- 303- 000- 0000- 6298		212.89	AITKIN SHOP SUPPLIES	9005406658	Shop Maintenance N
5293	Zep Sales & Service		212.89		1 Transactions	
303	DEPT Total:		35,582.19	R&B Highway Maintenance	30 Vendors	66 Transactions
307	DEPT			R&B Capital Infrastructure		
9343	MCFARLAND/JOAN L.					
	03- 307- 000- 0000- 6362		650.00	RIGHT OF WAY	PARCEL NO 10	Right Of Way S
9343	MCFARLAND/JOAN L.		650.00		1 Transactions	
307	DEPT Total:		650.00	R&B Capital Infrastructure	1 Vendors	1 Transactions
3	Fund Total:		37,256.77	Road & Bridge		75 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
8/18/20 10:40AM  
5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
257 DEPT		Community Corrections			
8239 Ameripride Linen & Apparel Services		Cleaning Supplies	220666700	Janitorial Services/Supplies	N
05- 257- 000- 0000- 6422	3.72	08/11/2020			
8239 Ameripride Linen & Apparel Services	3.72	1 Transactions			
10855 Culligan		Cooler Rental Service	150- 120016285-	Office Equipment Rental/Contracts	N
05- 257- 000- 0000- 6342	21.04	08/01/2020 08/31/2020			
10855 Culligan	21.04	1 Transactions			
88628 Dalco Enterprises, Inc.		Can Liners	3643625	Janitorial Services/Supplies	N
05- 257- 000- 0000- 6422	12.25	07/21/2020			
05- 257- 000- 0000- 6422	3.14	White Roll Towels	3643625	Janitorial Services/Supplies	N
05- 257- 000- 0000- 6422	2.51	07/21/2020			
05- 257- 000- 0000- 6422	4.80	Toilet Tissue	3643625	Janitorial Services/Supplies	N
05- 257- 000- 0000- 6422	4.80	07/21/2020			
88628 Dalco Enterprises, Inc.	22.70	Natural Roll Towels	3643625	Janitorial Services/Supplies	N
		07/21/2020			
		4 Transactions			
2340 Hyytinen Hardware Hank		Agency- Painttray/roller/deadbo	1594219	Janitorial Services/Supplies	N
05- 257- 000- 0000- 6422	3.61	07/16/2020 07/16/2020			
05- 257- 000- 0000- 6422	2.33	Agency- Compound/sandpaper	1597157	Janitorial Services/Supplies	N
		07/30/2020			
2340 Hyytinen Hardware Hank	5.94	2 Transactions			
89765 Minnesota Elevator, Inc		Elevator Service - August '20	866973	Maintenance- Service Contracts	N
05- 257- 000- 0000- 6300	20.50	08/01/2020 08/31/2020			
89765 Minnesota Elevator, Inc	20.50	1 Transactions			
257 DEPT Total:	73.90	Community Corrections	5 Vendors	9 Transactions	
400 DEPT		Public Health Department			
8239 Ameripride Linen & Apparel Services		Cleaning Supplies	220666700	Janitorial Services/Supplies	N
05- 400- 440- 0410- 6422	4.74				

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
8/18/20 10:40AM  
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
8239	Ameripride Linen & Apparel Services		4.74	08/11/2020			
					1 Transactions		
10855	Culligan 05- 400- 440- 0410- 6301		26.77	Cooler Rental Service 08/01/2020	150- 120016285-	Equipment Lease/Space Rental	N
				08/31/2020			
10855	Culligan		26.77		1 Transactions		
88628	Dalco Enterprises, Inc. 05- 400- 440- 0410- 6422		15.60	Can Liners 07/21/2020	3643625	Janitorial Services/Supplies	N
	05- 400- 440- 0410- 6422		3.99	White Roll Towels 07/21/2020	3643625	Janitorial Services/Supplies	N
	05- 400- 440- 0410- 6422		3.20	Toilet Tissue 07/21/2020	3643625	Janitorial Services/Supplies	N
	05- 400- 440- 0410- 6422		6.11	Natural Roll Towels 07/21/2020	3643625	Janitorial Services/Supplies	N
88628	Dalco Enterprises, Inc.		28.90		4 Transactions		
2340	Hyytinen Hardware Hank 05- 400- 440- 0410- 6422		4.60	Agency- Painttray/roller/deadbo 07/16/2020	1594219	Janitorial Services/Supplies	N
	05- 400- 440- 0410- 6422		2.96	Agency- Compound/sandpaper 07/30/2020	1597157	Janitorial Services/Supplies	N
2340	Hyytinen Hardware Hank		7.56		2 Transactions		
9046	Loffler Companies 05- 400- 440- 0410- 6250		9.97	Phone July 2020	00001085	Telephone	N
	05- 400- 440- 0410- 6250		2.50	Phone July 2020	00001085	Telephone	N
	05- 400- 440- 0410- 6250		62.35	Phone July 2020	00001085	Telephone	N
9046	Loffler Companies		74.82		3 Transactions		
89765	Minnesota Elevator, Inc 05- 400- 440- 0410- 6300		26.08	Elevator Service - August '20 08/01/2020	866973	Maintenance/Service Contracts	N
				08/31/2020			
89765	Minnesota Elevator, Inc		26.08		1 Transactions		
1652	Northland Fire Protection, LLC 05- 400- 440- 0410- 6300		49.60	Maintenance Re- Certification	41608	Maintenance/Service Contracts	N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
8/18/20 10:40AM  
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
1652	Northland Fire Protection, LLC		49.60	07/31/2020		1 Transactions	
88859	Spee*Dee- St Cloud 05- 400- 430- 0408- 6231		90.78	FAP Service 08/03/2020	4049046	Services/Labor/Contracts	N
88859	Spee*Dee- St Cloud		90.78			1 Transactions	
86235	The Office Shop Inc 05- 400- 440- 0410- 6405		10.60	Agency - Pens 07/13/2020	1082484- 0	Office Supplies	N
	05- 400- 440- 0410- 6405		8.96	Agency - 9x12 Envelopes 07/27/2020	1082854- 0	Office Supplies	N
	05- 400- 000- 0000- 6801		27.99	Covid- 19 9x12 Envelopes 07/27/2020	1082981- 0	Disaster Services - Expenditure	N
	05- 400- 440- 0410- 6405		5.26	Agency- Packaging Tape 07/29/2020	1082992- 0	Office Supplies	N
	05- 400- 440- 0410- 6300		54.62	OSS- Copier Contract IRC5550I 07/29/2020	312055- 0	Maintenance/Service Contracts	N
86235	The Office Shop Inc		107.43			5 Transactions	
400	DEPT Total:		416.68	Public Health Department	9 Vendors	19 Transactions	
420	DEPT			Income Maintenance			
8239	Ameripride Linen & Apparel Services 05- 420- 600- 4800- 6422		9.82	Cleaning Supplies 08/11/2020	220666700	Janitorial Services/Supplies	N
8239	Ameripride Linen & Apparel Services		9.82			1 Transactions	
10855	Culligan 05- 420- 600- 4800- 6301		55.46	Cooler Rental Service 08/01/2020	150- 120016285-	Equipment Lease/Space Rental	N
10855	Culligan		55.46			1 Transactions	
88628	Dalco Enterprises, Inc. 05- 420- 600- 4800- 6422		32.30	Can Liners 07/21/2020	3643625	Janitorial Services/Supplies	N
	05- 420- 600- 4800- 6422		8.28	White Roll Towels 07/21/2020	3643625	Janitorial Services/Supplies	N

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WLC1  
8/18/20 10:40AM  
5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formulari Descripti	1099
No. Account/Formulari	Accr	Amount	Service Dates	On Behalf of Name	
05- 420- 600- 4800- 6422		6.62	Toilet Tissue 07/21/2020	3643625	Janitorial Services/Supplies N
05- 420- 600- 4800- 6422		12.66	Natural Roll Towels 07/21/2020	3643625	Janitorial Services/Supplies N
<b>88628 Dalco Enterprises, Inc.</b>		<b>59.86</b>		4 Transactions	
2340 <b>Hyytinen Hardware Hank</b>					
05- 420- 600- 4800- 6422		9.52	Agency- Painttray/roller/deadbo 07/16/2020 07/16/2020	1594219	Janitorial Services/Supplies N
05- 420- 600- 4800- 6422		6.14	Agency- Compound/sandpaper 07/30/2020	1597157	Janitorial Services/Supplies N
<b>2340 Hyytinen Hardware Hank</b>		<b>15.66</b>		2 Transactions	
9046 <b>Loffler Companies</b>					
05- 420- 600- 4800- 6250		20.58	Phone July 2020	00001085	Telephone N
05- 420- 600- 4800- 6250		5.14	Phone July 2020	00001085	Telephone N
05- 420- 600- 4800- 6250		57.15	Phone July 2020	00001085	Telephone N
05- 420- 640- 4800- 6250		31.17	Phone July 2020	00001085	Telephone N
<b>9046 Loffler Companies</b>		<b>114.04</b>		4 Transactions	
89765 <b>Minnesota Elevator, Inc</b>					
05- 420- 600- 4800- 6300		54.04	Elevator Service - August '20 08/01/2020 08/31/2020	866973	Maintenance/Service Contracts N
<b>89765 Minnesota Elevator, Inc</b>		<b>54.04</b>		1 Transactions	
1652 <b>Northland Fire Protection, LLC</b>					
05- 420- 600- 4800- 6300		102.30	Maintenance Re- Certification 07/31/2020	41608	Maintenance/Service Contracts N
<b>1652 Northland Fire Protection, LLC</b>		<b>102.30</b>		1 Transactions	
88859 <b>Spee*Dee- St Cloud</b>					
05- 420- 600- 4800- 6205		36.87	IM Service 08/03/2020	4049046	Postage N
<b>88859 Spee*Dee- St Cloud</b>		<b>36.87</b>		1 Transactions	
86235 <b>The Office Shop Inc</b>					
05- 420- 600- 4800- 6405		21.87	Agency - Pens 07/13/2020	1082484- 0	Office Supplies N
05- 420- 640- 4800- 6450		343.77	CS- Task Chair (JS)	1082838- 0	Small Equipment: Telephones,Chairs, N

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
8/18/20 10:40AM  
5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
05- 420- 600- 4800- 6405		07/23/2020 Agency - 9x12 Envelopes	1082854- 0	Office Supplies	N
05- 420- 600- 4800- 6405		07/27/2020 Agency- Packaging Tape	1082992- 0	Office Supplies	N
05- 420- 600- 4800- 6300		07/29/2020 OSS- Copier Contract IRC5550I	312055- 0	Maintenance/Service Contracts	N
<b>86235 The Office Shop Inc</b>		07/29/2020			
		5 Transactions			
<b>420 DEPT Total:</b>		<b>955.68 Income Maintenance</b>	<b>9 Vendors</b>	<b>20 Transactions</b>	
<b>430 DEPT</b>		Social Services			
8239 Ameripride Linen & Apparel Services					
05- 430- 700- 4800- 6422		08/11/2020 Cleaning Supplies	220666700	Janitorial Services/Supplies	N
<b>8239 Ameripride Linen &amp; Apparel Services</b>		15.57			
		1 Transactions			
10855 Culligan					
05- 430- 700- 4800- 6301		08/01/2020 08/31/2020 Cooler Rental Service	150- 120016285-	Equipment Lease/Space Rental	N
<b>10855 Culligan</b>		87.98			
		1 Transactions			
<b>88628 Dalco Enterprises, Inc.</b>					
05- 430- 700- 4800- 6422		07/21/2020 Can Liners	3643625	Janitorial Services/Supplies	N
05- 430- 700- 4800- 6422		07/21/2020 White Roll Towels	3643625	Janitorial Services/Supplies	N
05- 430- 700- 4800- 6422		07/21/2020 Toilet Tissue	3643625	Janitorial Services/Supplies	N
05- 430- 700- 4800- 6422		07/21/2020 Natural Roll Towels	3643625	Janitorial Services/Supplies	N
<b>88628 Dalco Enterprises, Inc.</b>		94.96			
		4 Transactions			
<b>2340 Hyytinen Hardware Hank</b>					
05- 430- 700- 4800- 6422		07/16/2020 07/16/2020 Agency- Painttray/roller/deadbo	1594219	Janitorial Services/Supplies	N
05- 430- 700- 4800- 6422		07/30/2020 Agency- Compound/sandpaper	1597157	Janitorial Services/Supplies	N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
8/18/20 10:40AM  
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	
2340 Hyytinen Hardware Hank		24.83	2 Transactions		
9046 Loffler Companies					
05- 430- 700- 4800- 6250		31.80	Phone July 2020	00001085	Telephone N
05- 430- 700- 4800- 6250		7.95	Phone July 2020	00001085	Telephone N
05- 430- 700- 4800- 6250		129.87	Phone July 2020	00001085	Telephone N
9046 Loffler Companies		169.62	3 Transactions		
89765 Minnesota Elevator, Inc					
05- 430- 700- 4800- 6300		85.71	Elevator Service - August '20	866973	Maintenance/Service Contracts N
			08/01/2020 08/31/2020		
89765 Minnesota Elevator, Inc		85.71	1 Transactions		
1652 Northland Fire Protection, LLC					
05- 430- 700- 4800- 6300		158.10	Maintenance Re- Certification	41608	Maintenance/Service Contracts N
			07/31/2020		
1652 Northland Fire Protection, LLC		158.10	1 Transactions		
88859 Spee*Dee- St Cloud					
05- 430- 700- 4800- 6205		21.67	SS Service	4049046	Postage N
			08/03/2020		
88859 Spee*Dee- St Cloud		21.67	1 Transactions		
86235 The Office Shop Inc					
05- 430- 700- 4800- 6405		33.79	Agency - Pens	1082484- 0	Office Supplies N
			07/13/2020		
05- 430- 700- 4800- 6405		21.09	SS- Appt Book (JM)	1082854- 0	Office Supplies N
			07/21/2020		
05- 430- 700- 4800- 6405		28.55	Agency - 9x12 Envelopes	1082854- 0	Office Supplies N
			07/27/2020		
05- 430- 700- 4800- 6405		16.78	Agency- Packaging Tape	1082992- 0	Office Supplies N
			07/29/2020		
05- 430- 700- 4800- 6300		174.10	OSS- Copier Contract IRC5550I	312055- 0	Maintenance/Service Contracts N
			07/29/2020		
86235 The Office Shop Inc		274.31	5 Transactions		
430 DEPT Total:		932.75	Social Services	9 Vendors	19 Transactions
5 Fund Total:		2,379.01	Health & Human Services		67 Transactions

# Aitkin County



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9 State

	<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>
0	DEPT		Undesignated		
	4580 Mn Dept Of Finance				
	09-000-000-0000-2030		930.00 July Marriage Lic Fees		State Fees, Assessments & Surcharge: N
	4580 Mn Dept Of Finance		930.00	1 Transactions	
0	DEPT Total:		930.00 Undesignated	1 Vendors	1 Transactions
9	Fund Total:		930.00 State		1 Transactions

# Aitkin County



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10 Trust

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
900	DEPT				Timber Permit Bonds			
9939	Brekke/Dell	10- 900- 000- 0000- 2300		845.00	Bond Refund	13946	Timber Permit Bonds	N
9939	Brekke/Dell			845.00	1 Transactions			
1419	Demenge/Mark	10- 900- 000- 0000- 2300		3,473.60	Bond Refund	13519	Timber Permit Bonds	Y
1419	Demenge/Mark			3,473.60	1 Transactions			
13447	Futurewood Corp.	10- 900- 000- 0000- 2300		1,339.50	Bond Refund	13742	Timber Permit Bonds	N
13447	Futurewood Corp.			1,339.50	1 Transactions			
12589	Haapoja/George	10- 900- 000- 0000- 2300		666.48	Bond Refund	13809	Timber Permit Bonds	Y
12589	Haapoja/George			666.48	1 Transactions			
3937	Potlatch Corp	10- 900- 000- 0000- 2300		652.80	Bond Refund	14145	Timber Permit Bonds	N
3937	Potlatch Corp			652.80	1 Transactions			
5938	Rieger Logging	10- 900- 000- 0000- 2300		808.09	Bond Refund	14135	Timber Permit Bonds	N
5938	Rieger Logging			808.09	1 Transactions			
5791	Sappi	10- 900- 000- 0000- 2300		1,557.76	Bond Refund	13945	Timber Permit Bonds	N
		10- 900- 000- 0000- 2300		893.50	Bond Refund	14007	Timber Permit Bonds	N
5791	Sappi			2,451.26	2 Transactions			
900	DEPT Total:			10,236.73	Timber Permit Bonds	7 Vendors	8 Transactions	
921	DEPT				Co. Development			
9046	Loffler Companies	10- 921- 000- 0000- 6250		5.20	Phone July 2020	00001085	Telephone	N
		10- 921- 000- 0000- 6250		5.20	Phone July 2020	00001085	Telephone	N
9046	Loffler Companies			10.40	2 Transactions			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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	
921 DEPT Total:		Co. Development	1 Vendors	2 Transactions	
923 DEPT		Forfeited Tax Sales			
50 Aitkin Body Shop, Inc 10- 923- 000- 0000- 6590		Oxygen / Gas	1917	Repair & Maintenance Supplies	N
50 Aitkin Body Shop, Inc			1 Transactions		
89471 Aitkin Co 4- H Council 10- 923- 000- 0000- 6405		15 Platbooks (185- 199)		Office Supplies	N
89471 Aitkin Co 4- H Council			1 Transactions		
10925 Aitkin Co Assessor's Office 10- 923- 000- 0000- 6231		Property valuation		Services, Labor, Contracts	N
10925 Aitkin Co Assessor's Office			1 Transactions		
86222 Aitkin Independent Age 10- 923- 000- 0000- 6230		Timber auction Bids	788674	Printing, Publishing & Adv	N
10- 923- 000- 0000- 6230		Firewood bids	788675	Printing, Publishing & Adv	N
86222 Aitkin Independent Age			2 Transactions		
195 Aitkin Tire Shop 10- 923- 000- 0000- 6590		Advanta 750	60021	Repair & Maintenance Supplies	N
195 Aitkin Tire Shop			1 Transactions		
13725 Beartooth True Value 10- 923- 000- 0000- 6406		lubricant	B126933	Field Supplies	N
13725 Beartooth True Value			1 Transactions		
9939 Brekke/Dell 10- 923- 000- 0000- 6820		Overappraised	13946	Refunds & Reimbursements	N
9939 Brekke/Dell			1 Transactions		
88628 Dalco Enterprises, Inc. 10- 923- 000- 0000- 6405		Flat mop kit	3636554	Office Supplies	N
88628 Dalco Enterprises, Inc.			1 Transactions		
13447 Futurewood Corp. 10- 923- 000- 0000- 6820		Overappraised	13742	Refunds & Reimbursements	N

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## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
13447	Futurewood Corp.					
		1,287.20		1 Transactions		
1754	Garrison Disposal Company, Inc					
	10- 923- 000- 0000- 6254	110.30	2yd ACLD	139668	Utilities	N
1754	Garrison Disposal Company, Inc			1 Transactions		
1842	Gordon/Daniel					
	10- 923- 000- 0000- 6590	34.19	ACE reimb - dck screws		Repair & Maintenance Supplies	N
1842	Gordon/Daniel			1 Transactions		
12589	Haapoja/George					
	10- 923- 000- 0000- 6820	3,220.66	Overappraised	13809	Refunds & Reimbursements	Y
12589	Haapoja/George			1 Transactions		
2340	Hyytinen Hardware Hank					
	10- 923- 000- 0000- 6406	14.98	Hasps	1596822	Field Supplies	N
	10- 923- 000- 0000- 6406	13.86	threadlocker, hardware	1596825	Field Supplies	N
2340	Hyytinen Hardware Hank			2 Transactions		
9046	Loffler Companies					
	10- 923- 000- 0000- 6250	72.74	Phone July 2020	00001085	Telephone	N
9046	Loffler Companies			1 Transactions		
9692	Minnesota Energy Resources Corporation					
	10- 923- 000- 0000- 6254	46.35	shop gas	0502544561	Utilities	N
			06/23/2020 07/23/2020			
9692	Minnesota Energy Resources Corporation			1 Transactions		
3760	Palisade Cooperative Oil Assoc					
	10- 923- 000- 0000- 6511	81.42	Gas	449787	Gas And Oil	N
	10- 923- 000- 0000- 6511	50.00	Gas	450128	Gas And Oil	N
	10- 923- 000- 0000- 6511	72.00	Gas	451002	Gas And Oil	N
	10- 923- 000- 0000- 6511	50.00	Gas	451084	Gas And Oil	N
	10- 923- 000- 0000- 6511	60.95	Gas	451316	Gas And Oil	N
	10- 923- 000- 0000- 6511	99.09	Gas	451440	Gas And Oil	N
3760	Palisade Cooperative Oil Assoc			6 Transactions		
3937	Potlatch Corp					
	10- 923- 000- 0000- 6820	773.00	Overappraised	14145	Refunds & Reimbursements	N

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10 Trust

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
3937	Potlatch Corp		773.00		1 Transactions		
4010	Rasley Oil Company 10-923-000-0000-6511		276.92	ACLD - Gas/Oil - July	AITCOL&PS	Gas And Oil	N
4010	Rasley Oil Company		276.92		1 Transactions		
5938	Rieger Logging 10-923-000-0000-6820		2,306.11	Overappraised	14135	Refunds & Reimbursements	N
5938	Rieger Logging		2,306.11		1 Transactions		
86235	The Office Shop Inc 10-923-000-0000-6405		17.64	envelopes	311870	Office Supplies	N
	10-923-000-0000-6405		8.78	envelopes	311879	Office Supplies	N
	10-923-000-0000-6231		146.29	copier contract charges	312053	Services, Labor, Contracts	N
86235	The Office Shop Inc		172.71		3 Transactions		
9642	WEX BANK 10-923-000-0000-6511		3,092.45	Fuel purchases - July	66973494	Gas And Oil	N
9642	WEX BANK		3,092.45		1 Transactions		
923	DEPT Total:		14,248.52	Forfeited Tax Sales	21 Vendors	30 Transactions	
926	DEPT			Law Library			
5173	Thomson Reuters- West Publishing 10-926-000-0000-6408		1,430.09	West info charges 07/01/2020	842736891 07/31/2020	Law Books	N
	10-926-000-0000-6408		917.44	West library subsc 07/05/2020	842823429 08/04/2020	Law Books	N
5173	Thomson Reuters- West Publishing		2,347.53		2 Transactions		
926	DEPT Total:		2,347.53	Law Library	1 Vendors	2 Transactions	
10	Fund Total:		26,843.18	Trust		42 Transactions	

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
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11 Forest Development

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>
925 DEPT			Resource Management		
12526 Bixby/James					
11- 925- 000- 0000- 6330		36.80	Aug NRAC mlg		Transportation & Travel Y
11- 925- 000- 0000- 6350		35.00	Aug NRAC		Per Diem Y
12526 Bixby/James		71.80		2 Transactions	
589 Blomberg/Judith					
11- 925- 000- 0000- 6350		35.00	Aug NRAC		Per Diem Y
589 Blomberg/Judith		35.00		1 Transactions	
2270 Hoppe/Russell Peter					
11- 925- 000- 0000- 6330		34.50	Aug NRAC mlg		Transportation & Travel Y
11- 925- 000- 0000- 6350		35.00	Aug NRAC		Per Diem Y
2270 Hoppe/Russell Peter		69.50		2 Transactions	
10890 Insley/Kevin					
11- 925- 000- 0000- 6330		23.00	Aug NRAC mlg		Transportation & Travel Y
11- 925- 000- 0000- 6350		35.00	Aug NRAC		Per Diem Y
10890 Insley/Kevin		58.00		2 Transactions	
12820 Jade Equipment Co. Ltd.					
11- 925- 000- 0000- 6590		600.46	Parts for Grader #402	P15864	Repair & Maintenance Supplies N
12820 Jade Equipment Co. Ltd.		600.46		1 Transactions	
2448 Janzen/Carroll Mark					
11- 925- 000- 0000- 6330		32.20	Aug NRAC mlg		Transportation & Travel Y
11- 925- 000- 0000- 6350		35.00	Aug NRAC		Per Diem Y
2448 Janzen/Carroll Mark		67.20		2 Transactions	
3024 Kingsley/Russell Lee					
11- 925- 000- 0000- 6361		1,190.00	Forest Rd Repair		Road Construction Service Y
3024 Kingsley/Russell Lee		1,190.00		1 Transactions	
5784 Lake/Robert					
11- 925- 000- 0000- 6330		16.10	Aug NRAC mlg		Transportation & Travel Y
11- 925- 000- 0000- 6350		35.00	Aug NRAC		Per Diem Y
5784 Lake/Robert		51.10		2 Transactions	
11990 Lange/David					

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
8/18/20 10:40AM  
11 Forest Development

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	
11- 925- 000- 0000- 6330		37.95	Aug NRAC mlg	Transportation & Travel	Y
11- 925- 000- 0000- 6350		35.00	Aug NRAC	Per Diem	Y
<b>11990 Lange/David</b>		<b>72.95</b>			
			2 Transactions		
<b>8436 Northland Parts</b>					
11- 925- 000- 0000- 6590		91.99	Hydraulic filter - #S640 tract	Repair & Maintenance Supplies	N
<b>8436 Northland Parts</b>		<b>91.99</b>			
			1 Transactions		
<b>10906 Shipp/Dale</b>					
11- 925- 000- 0000- 6330		18.40	NRAC mlg	Transportation & Travel	Y
11- 925- 000- 0000- 6350		35.00	Aug NRAC mlg	Per Diem	Y
<b>10906 Shipp/Dale</b>		<b>53.40</b>			
			2 Transactions		
<b>12788 Timmer Implement of Aitkin</b>					
11- 925- 000- 0000- 6590		54.00	Hyd Filter	Repair & Maintenance Supplies	N
11- 925- 000- 0000- 6590		435.70	Fix Hyd leak	Repair & Maintenance Supplies	N
<b>12788 Timmer Implement of Aitkin</b>		<b>489.70</b>			
			2 Transactions		
<b>4927 Turnock/Franklin Allen</b>					
11- 925- 000- 0000- 6330		34.50	NRAC mlg	Transportation & Travel	Y
11- 925- 000- 0000- 6350		35.00	Aug NRAC meeting	Per Diem	Y
<b>4927 Turnock/Franklin Allen</b>		<b>69.50</b>			
			2 Transactions		
<b>10017 Tveit/Galen</b>					
11- 925- 000- 0000- 6330		18.40	NRAC mlg	Transportation & Travel	Y
11- 925- 000- 0000- 6350		35.00	Aug NRAC meeting	Per Diem	Y
<b>10017 Tveit/Galen</b>		<b>53.40</b>			
			2 Transactions		
<b>925 DEPT Total:</b>		<b>2,974.00</b>	<b>Resource Management</b>	<b>14 Vendors</b>	<b>24 Transactions</b>
<b>11 Fund Total:</b>		<b>2,974.00</b>	<b>Forest Development</b>		<b>24 Transactions</b>

# Aitkin County



WLC1  
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14 Capital Project

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
949	DEPT		Courthouse Addition			
	1754 Garrison Disposal Company, Inc		Gov't Center Project	138747	Services, Labor, Contracts	N
	1754 Garrison Disposal Company, Inc			1 Transactions		
949	DEPT Total:		3,584.00 Courthouse Addition	1 Vendors	1 Transactions	
14	Fund Total:		3,584.00 Capital Project		1 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
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19 Long Lake Conservation C

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
521	DEPT 14812 SCI Broadband/Savage Communications 19- 521- 000- 0000- 6250		648.40	LLCC Administration Internet service 08/01/2020 08/31/2020	024- 033167	Telephone	N
	14812 SCI Broadband/Savage Communications		648.40	1 Transactions			
521	DEPT Total:		648.40	LLCC Administration	1 Vendors	1 Transactions	
524	DEPT 3760 Palisade Cooperative Oil Assoc 19- 524- 000- 0000- 6511		13.05	LLCC Maintenance Gas	451047	Gas And Oil	N
	3760 Palisade Cooperative Oil Assoc		13.05	1 Transactions			
524	DEPT Total:		13.05	LLCC Maintenance	1 Vendors	1 Transactions	
525	DEPT 15300 MCGREGOR ACE HARDWARE 19- 525- 000- 0000- 6601 19- 525- 000- 0000- 6601		72.88 25.49	LLCC Capital Improvement Screws - wood shed Torx bits, screws- wood shed	2007- 062603 2007- 068657	Capital Outlay- Non Marcum House Capital Outlay- Non Marcum House	N N
	15300 MCGREGOR ACE HARDWARE		98.37	2 Transactions			
525	DEPT Total:		98.37	LLCC Capital Improvement	1 Vendors	2 Transactions	
19	Fund Total:		759.82	Long Lake Conservation Center		4 Transactions	

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## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
520	DEPT			Parks			
9075	<b>Aardvark by On Site Companies</b>						
	21- 520- 000- 0000- 6231		6.05	Restrooms - credit sales tax	969753	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		6.05	Restrooms - credit sales tax	969755	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		6.05	Restrooms - credit sales tax	969758	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		165.00	Restrooms - Round Lake	971406	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		105.00	Restrooms - Blind Lake	971407	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		105.00	Restrooms - Soo Line N	971408	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		270.00	Restrooms - Lone Lake	971409	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		105.00	Restrooms - Lawler	971410	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		105.00	Restrooms - McGrath Soo Line	971412	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		105.00	Restrooms - Axtell	971413	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		105.00	Restrooms - LLCC	971414	Services, Labor, Contracts	N
	21- 520- 000- 0000- 6231		74.52	Restrooms - Snake River (Const	971416	Services, Labor, Contracts	N
9075	<b>Aardvark by On Site Companies</b>		1,121.37	12 Transactions			
13649	<b>Aitkin Rental Center</b>						
	21- 520- 000- 0000- 6231		345.00	Bobcat, Brushwolf #53519	10627	Services, Labor, Contracts	1
13649	<b>Aitkin Rental Center</b>		345.00	1 Transactions			
13725	<b>Beartooth True Value</b>						
	21- 520- 000- 0000- 6406		21.99	Tiedown	B125265	Field Supplies	N
	21- 520- 000- 0000- 6406		0.36	Hardware	B126113	Field Supplies	N
	21- 520- 000- 0000- 6406		1.87	Hardware	B126240	Field Supplies	N
	21- 520- 000- 0000- 6406		10.87	Nutdriver, socket adapt	B127197	Field Supplies	N
	21- 520- 000- 0000- 6406		5.49	MDL glass fuse	B127257	Field Supplies	N
	21- 520- 000- 0000- 6406		4.99	Wasp hornet spray	B128967	Field Supplies	N
	21- 520- 000- 0000- 6406		89.98	Shelf units	BA86869	Field Supplies	N
13725	<b>Beartooth True Value</b>		135.55	7 Transactions			
10083	<b>Cedarbrook Lumber Comp</b>						
	21- 520- 000- 0000- 6406		126.93	Kiosk steel, etc- Miss River T	108619	Field Supplies	N
	21- 520- 000- 0000- 6406		33.65	Kiosk posts - Miss River Trail	108780	Field Supplies	N
	21- 520- 000- 0000- 6406	Q	466.16	lumber, batteries- AXTELL GIA	108822	Field Supplies	N
	21- 520- 000- 0000- 6406		79.85	2x8 treated	108968	Field Supplies	N
	21- 520- 000- 0000- 6406		89.29	rafter ties, green screws	109115	Field Supplies	N
10083	<b>Cedarbrook Lumber Comp</b>		795.88	5 Transactions			
2763	<b>Countryside Sanitation</b>						

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
2763 Countryside Sanitation		20 yd Rolloff - LLCC	177666	Services, Labor, Contracts	Y
		Aug Berglund Park	177716	Services, Labor, Contracts	Y
		2 Transactions			
1754 Garrison Disposal Company, Inc		2yd Aitkin Co Campground	139671	Services, Labor, Contracts	N
1754 Garrison Disposal Company, Inc		1 Transactions			
1829 Goble's Sewer Service Inc.		July - RV Dump Station	19186	Services, Labor, Contracts	N
1829 Goble's Sewer Service Inc.		1 Transactions			
7525 Hometown Bldg Supply		Fastners/Washers	2007-012346	Services, Labor, Contracts	N
		Concrete Mix	2007-013617	Services, Labor, Contracts	N
		Lumber, lags - tables	2007-014572	Services, Labor, Contracts	N
		Lumber, spikes - tables	2007-014691	Services, Labor, Contracts	N
7525 Hometown Bldg Supply		4 Transactions			
2340 Hyytinen Hardware Hank		screws, PS fluid	1295518	Field Supplies	N
		PS fluid, screws	1590881	Field Supplies	N
		screws- LLCC trails	1592161	Field Supplies	N
		keys, caribiners, paint	1592371	Field Supplies	N
		painters, PS fluid	1596402	Field Supplies	N
		Red Barn paint, fee - Moose Ri	1596613	Field Supplies	N
		Red Barn paint, fee - Moose Ri	1596818	Field Supplies	N
2340 Hyytinen Hardware Hank		7 Transactions			
3024 Kingsley/Russell Lee		Park Rd Repair		Road Construction Service	Y
	Q	Rabey ATV Trail		Trail Grants- State	Y
	Q	Blind Lake ATV club		Trail Grants- State	Y
3024 Kingsley/Russell Lee		3 Transactions			
8050 Liljenquist Sewer & Excavating		Snake River Toilet Replacement	3022122	Services, Labor, Contracts	Y
8050 Liljenquist Sewer & Excavating		1 Transactions			

WLC1  
 8/18/20 10:40AM  
 21 Parks

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3334	MCIT 21- 520- 000- 0000- 6352		CEQ #90 - 2014 Morooka	4271	Insurance	N
3334	MCIT		1 Transactions			
9358	McNeil Excavating 21- 520- 000- 0000- 6802	Q	671 yds class 5 - Rabey Line G		Trail Grants- State	Y
9358	McNeil Excavating		1 Transactions			
15211	Quality Disposal Systems Inc 21- 520- 000- 0000- 6231		Garbage - Snake River	1187622	Services, Labor, Contracts	N
15211	Quality Disposal Systems Inc		1 Transactions			
90805	Temco 21- 520- 000- 0000- 6406		Gate lock covers (2)	25142	Field Supplies	Y
90805	Temco		1 Transactions			
10930	Tidholm Productions 21- 520- 000- 0000- 6231		Parks Reg/envelopes (2500)	13799224	Services, Labor, Contracts	Y
10930	Tidholm Productions		1 Transactions			
520	<b>DEPT Total:</b>		<b>30,396.26 Parks</b>	<b>16 Vendors</b>	<b>49 Transactions</b>	
21	<b>Fund Total:</b>		<b>30,396.26 Parks</b>		<b>49 Transactions</b>	
	<b>Final Total:</b>		<b>204,427.52</b>	<b>264 Vendors</b>	<b>440 Transactions</b>	

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	99,304.48	General Fund
	3	37,256.77	Road & Bridge
	5	2,379.01	Health & Human Services
	9	930.00	State
	10	26,843.18	Trust
	11	2,974.00	Forest Development
	14	3,584.00	Capital Project
	19	759.82	Long Lake Conservation Center
	21	30,396.26	Parks
	<b>All Funds</b>	<b>204,427.52</b>	<b>Total</b>

Approved by, .....

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WLC1  
8/5/20 4:31PM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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

*Contegrity  
R & B*

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1  
8/5/20 4:31PM  
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>
14597 Walsh/Andrew					
27 01- 257- 258- 0000- 6302		57.69	Brake Pads for 2012 Impala	Car Maintenance	N
14597 Walsh/Andrew		57.69	1 Transactions		
<b>1 Fund Total:</b>		57.69	<b>General Fund</b>	<b>1 Vendors</b>	<b>1 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1  
8/5/20 4:31PM  
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	
26	7050 Anderson Brothers Construction 03-307-000-0000-6262		206,813.30	Partial Pmt #3 07/13/2020 08/02/2020 1 Transactions	20204	Contract Payments	N
	7050 Anderson Brothers Construction		206,813.30				
<b>3 Fund Total:</b>			<b>206,813.30</b>	<b>Road &amp; Bridge</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1  
8/5/20 4:31PM  
14 Capital Project

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
13	9331 Aitkin Public Utilities 14- 949- 000- 0000- 6231		79.77	Aitkin Co Gov't Center		Const Trailer Services, Labor, Contracts	N
	9331 Aitkin Public Utilities		79.77	1 Transactions			
10	14928 Always There Staffing Inc. 14- 949- 000- 0000- 6231		255.54	Aitkin Co Gov't Center	28203	Services, Labor, Contracts	N
	14928 Always There Staffing Inc.		255.54	1 Transactions			
17	9332 Beartooth True Value Hardware 14- 949- 000- 0000- 6231		18.99	Aitkin Co Gov't Center	A85842	Services, Labor, Contracts	N
	9332 Beartooth True Value Hardware		18.99	1 Transactions			
24	13545 Contegrity Group, Inc. 14- 949- 000- 0000- 6231		5,442.15	Aitkin Co Govt Center	2020116	Services, Labor, Contracts	N
25	14- 949- 000- 0000- 6231		17,811.13	Aitkin Co Govt Center	2020117	Services, Labor, Contracts	N
23	14- 949- 000- 0000- 6231		18,770.74	Aitkin Co Gov't Center	2020144	Services, Labor, Contracts	N
	13545 Contegrity Group, Inc.		42,024.02	3 Transactions			
22	14959 Contract Tile and Carpeting, LLC 14- 949- 000- 0000- 6231		2,912.00	Aitkin Co Gov't Center		Demo/floor pre Services, Labor, Contracts	Y
	14959 Contract Tile and Carpeting, LLC		2,912.00	1 Transactions			
14	10855 Culligan 14- 949- 000- 0000- 6231		10.50	Aitkin Co Gov't Center	10046118- 8	Services, Labor, Contracts	N
	10855 Culligan		10.50	1 Transactions			
5	11411 Dorholt Tile & Home Center 14- 949- 000- 0000- 6231		32,061.55	Aitkin Co Gov't Center	App #7	Services, Labor, Contracts	N
	11411 Dorholt Tile & Home Center		32,061.55	1 Transactions			
1	12150 Eagle Construction Co. Inc. 14- 949- 000- 0000- 6231		6,994.50	Aitkin Co Gov't Center	App #14	Services, Labor, Contracts	N
	12150 Eagle Construction Co. Inc.		6,994.50	1 Transactions			
21	14879 Gill Reprographics, Inc. 14- 949- 000- 0000- 6231		3,584.00	Aitkin Co Gov't Center	4138474	Services, Labor, Contracts	N
	14879 Gill Reprographics, Inc.		3,584.00	1 Transactions			
11	5845 Gobles Portable Toilets 14- 949- 000- 0000- 6231		345.00	Aitkin Co Gov't Center	297	Services, Labor, Contracts	N

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1  
8/5/20 4:31PM  
14 Capital Project

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
12	14- 949- 000- 0000- 6231			345.00	Aitkin Co Gov't Center	424	Services, Labor, Contracts	N
	5845 Gobles Portable Toilets			690.00	2 Transactions			
	8803 Gopher State Contractors Inc							
18	14- 949- 000- 0000- 6231			1,453.80	Aitkin Co Gov't Center	20- 06	Services, Labor, Contracts	N
19	14- 949- 000- 0000- 6231			1,852.51	Aitkin Co Gov't Center	20- 07	Services, Labor, Contracts	N
	8803 Gopher State Contractors Inc			3,306.31	2 Transactions			
	14958 Holden Electric Co.							
8	14- 949- 000- 0000- 6231			2,303.75	Aitkin Co Gov't Center	App #26	Services, Labor, Contracts	N
	14958 Holden Electric Co.			2,303.75	1 Transactions			
	7525 Hometown Bldg Supply							
16	14- 949- 000- 0000- 6231			39.29	Aitkin Co Gov't Center	2006- 008820	Services, Labor, Contracts	N
	7525 Hometown Bldg Supply			39.29	1 Transactions			
	14926 Masters Plumbing Heating & Cooling LLC							
7	14- 949- 000- 0000- 6231			10,138.45	Aitkin Co Gov't Center	App #1	Services, Labor, Contracts	Y
	14926 Masters Plumbing Heating & Cooling LLC			10,138.45	1 Transactions			
	9029 Minnesota Elevator, Inc							
6	14- 949- 000- 0000- 6231			49,214.52	Aitkin Co Gov't Center	App #4	Services, Labor, Contracts	N
	9029 Minnesota Elevator, Inc			49,214.52	1 Transactions			
	14925 Olympic Companies, Inc.							
4	14- 949- 000- 0000- 6231			21,519.88	Aitkin Co Gov't Center	App #20	Services, Labor, Contracts	N
	14925 Olympic Companies, Inc.			21,519.88	1 Transactions			
	4399 Sell Hardware Inc							
15	14- 949- 000- 0000- 6231			60.20	Aitkin Co Gov't Center	3018436	Services, Labor, Contracts	N
	4399 Sell Hardware Inc			60.20	1 Transactions			
	4777 Thelen Heating & Roofing Inc							
3	14- 949- 000- 0000- 6231			5,130.00	Aitkin Co Gov't Center	App #15	Services, Labor, Contracts	N
	4777 Thelen Heating & Roofing Inc			5,130.00	1 Transactions			
	14924 Thompson Construction of Princeton, Inc.							
2	14- 949- 000- 0000- 6231			9,547.50	Aitkin Co Gov't Center	App #9	Services, Labor, Contracts	N
	14924 Thompson Construction of Princeton, Inc.			9,547.50	1 Transactions			

# Aitkin County



WLC1  
8/5/20 4:31PM  
14 Capital Project

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9	14927 Thurnbeck Steel Fabrication, Inc.		19,793.99	Aitkin Co Gov't Center	App #12,#13	Services, Labor, Contracts	N
	14927 Thurnbeck Steel Fabrication, Inc.		19,793.99	1 Transactions			
20	15167 Tom Kraemer, INC.		90.00	Aitkin Co Gov't Center	363835	Services, Labor, Contracts	N
	15167 Tom Kraemer, INC.		90.00	1 Transactions			
<b>14 Fund Total:</b>			<b>209,774.76</b>	<b>Capital Project</b>	<b>21 Vendors</b>	<b>25 Transactions</b>	
<b>Final Total:</b>			<b>416,645.75</b>	<b>23 Vendors</b>	<b>27 Transactions</b>		

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	57.69	General Fund
	3	206,813.30	Road & Bridge
	14	209,774.76	Capital Project
<b>All Funds</b>		<b>416,645.75</b>	<b>Total</b>

Approved by, .....

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KMR1  
8/11/20 2:11PM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

*Sales/Use Tax July*  
*Diesel Tax July*

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

KMR1  
8/11/20 2:11PM  
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>
40	DEPT		Auditor			
	89991 Bremer Bank					
	01-040-021-0000-5840		2.25	Receipt Nbr 14333 07/07/2020		Misc Receipts N
	01-040-021-0000-5840		0.64	Receipt Nbr 14411 07/21/2020		Misc Receipts N
	89991 Bremer Bank		2.89	2 Transactions		
40	DEPT Total:		2.89	Auditor	1 Vendors	2 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1  
8/11/20 2:11PM  
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	
42 DEPT		Treasurer			
89991 Bremer Bank					
01-042-000-0000-5840	0.13	Receipt Nbr 14335 07/07/2020		Misc Receipts	N
01-042-000-0000-5840	0.13	Receipt Nbr 14356 07/10/2020		Misc Receipts	N
01-042-000-0000-5840	0.13	Receipt Nbr 14369 07/13/2020		Misc Receipts	N
01-042-000-0000-5840	0.13	Receipt Nbr 14370 07/13/2020		Misc Receipts	N
01-042-000-0000-5840	1.16	Receipt Nbr 14391 07/17/2020		Misc Receipts	N
01-042-000-0000-5840	0.13	Receipt Nbr 14430 07/24/2020		Misc Receipts	N
89991 Bremer Bank	1.81	6 Transactions			
42 DEPT Total:	1.81	Treasurer	1 Vendors	6 Transactions	

KMR1  
 8/11/20 2:11PM  
 1 General Fund

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
90	DEPT			Attorney		
	89991 <b>Bremer Bank</b>					
	01-090-000-0000-5840		2.57	Receipt Nbr 14323 07/06/2020		Misc Receipts N
	89991 <b>Bremer Bank</b>		2.57	1 Transactions		
90	DEPT Total:		2.57	Attorney	1 Vendors	1 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1  
8/11/20 2:11PM  
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>
100 DEPT			Recorder		
89991 <b>Bremer Bank</b>					
01-100-000-0000-5529		5.53	Receipt Nbr 242 07/28/2020		County Recorder Fees N
01-100-000-0000-5840		0.64	Receipt Nbr 228 07/23/2020		Misc Receipts N
01-100-000-0000-5840		0.64	Receipt Nbr 266 07/30/2020		Misc Receipts N
89991 <b>Bremer Bank</b>		6.81	3 Transactions		
100 DEPT Total:		6.81	Recorder	1 Vendors	3 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1  
8/11/20 2:11PM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
252	DEPT		Corrections		
89991	<b>Bremer Bank</b>				
	01-252-252-0000-5872		Receipt Nbr 14348 07/10/2020		Phone Card Prisoner Welfare(Taxable N
	01-252-252-0000-5872		Receipt Nbr 14469 07/30/2020		Phone Card Prisoner Welfare(Taxable N
	01-252-252-0000-5885		Receipt Nbr 14322 07/06/2020		Commissary Sales Taxable N
	01-252-252-0000-5885		Receipt Nbr 14396 07/17/2020		Commissary Sales Taxable N
	01-252-252-0000-5885		Receipt Nbr 14428 07/23/2020		Commissary Sales Taxable N
	01-252-252-0000-5885		Receipt Nbr 14469 07/30/2020		Commissary Sales Taxable N
89991	<b>Bremer Bank</b>		6 Transactions		
252	<b>DEPT Total:</b>		<b>Corrections</b>	<b>1 Vendors</b>	<b>6 Transactions</b>
1	<b>Fund Total:</b>		<b>General Fund</b>		<b>18 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMRI  
8/11/20 2:11PM  
3 Road & Bridge

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>
0 DEPT			Undesignated		
89991 <b>Bremer Bank</b>					
03-000-000-0000-5855		3.86	Receipt Nbr 14311 07/02/2020		Charges- Individuals N
03-000-000-0000-5855		3.44	Receipt Nbr 14311 07/02/2020		Charges- Individuals N
03-000-000-0000-5855		1.93	Receipt Nbr 14313 07/06/2020		Charges- Individuals N
03-000-000-0000-5855		1.93-	Receipt Nbr 14344 07/09/2020		Charges- Individuals N
03-000-000-0000-5855		15.44	Receipt Nbr 14357 07/10/2020		Charges- Individuals N
03-000-000-0000-5855		6.88	Receipt Nbr 14357 07/10/2020		Charges- Individuals N
03-000-000-0000-5855		3.86	Receipt Nbr 14361 07/13/2020		Charges- Individuals N
03-000-000-0000-5855		1.93	Receipt Nbr 14379 07/16/2020		Charges- Individuals N
03-000-000-0000-5855		1.93	Receipt Nbr 14382 07/16/2020		Charges- Individuals N
03-000-000-0000-5855		11.58	Receipt Nbr 14394 07/17/2020		Charges- Individuals N
03-000-000-0000-5855		3.44	Receipt Nbr 14394 07/17/2020		Charges- Individuals N
03-000-000-0000-5855		0.13	Receipt Nbr 14413 07/21/2020		Charges- Individuals N
03-000-000-0000-5855		9.65	Receipt Nbr 14437 07/24/2020		Charges- Individuals N
03-000-000-0000-5855		13.75	Receipt Nbr 14437 07/24/2020		Charges- Individuals N
03-000-000-0000-5855		1.93	Receipt Nbr 14442 07/27/2020		Charges- Individuals N
03-000-000-0000-5855		3.86	Receipt Nbr 14455 07/28/2020		Charges- Individuals N
03-000-000-0000-5855		1.93	Receipt Nbr 14473 07/31/2020		Charges- Individuals N
03-000-000-0000-5855		3.86	Receipt Nbr 14475 07/31/2020		Charges- Individuals N
03-000-000-0000-5857		36.28	Receipt Nbr 14437 07/24/2020		Culverts N
89991 <b>Bremer Bank</b>		123.75		19 Transactions	
0 DEPT Total:		123.75	Undesignated	1 Vendors	19 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1  
8/11/20 2:11PM  
3 Road & Bridge

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
303	DEPT			R&B Highway Maintenance			
	89991 <b>Bremer Bank</b>						
	03- 303- 000- 0000- 6513		1,261.41	Diesel Tax - July 2020		Motor Fuel & Lubricants	N
	89991 <b>Bremer Bank</b>		1,261.41	1 Transactions			
303	<b>DEPT Total:</b>		1,261.41	<b>R&amp;B Highway Maintenance</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
3	<b>Fund Total:</b>		1,385.16	<b>Road &amp; Bridge</b>		<b>20 Transactions</b>	

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMR1  
8/11/20 2:11PM  
10 Trust

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>
923 DEPT			Forfeited Tax Sales		
89991 <b>Bremer Bank</b>					
10- 923- 000- 0000- 5260		14.80	Receipt Nbr 1688 07/28/2020		FTS- Leases/Easements N
89991 <b>Bremer Bank</b>		14.80	1 Transactions		
923 DEPT Total:		14.80	Forfeited Tax Sales	1 Vendors	1 Transactions
10 Fund Total:		14.80	Trust		1 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMRI  
8/11/20 2:11PM  
11 Forest Development

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
939	DEPT			County Surveyor		
	89991 <b>Bremer Bank</b>					
	11- 939- 000- 0000- 5840		257.15	Receipt Nbr 1663 07/08/2020		Misc Receipts N
	89991 <b>Bremer Bank</b>		257.15	1 Transactions		
939	<b>DEPT Total:</b>		257.15	<b>County Surveyor</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
11	<b>Fund Total:</b>		257.15	<b>Forest Development</b>		<b>1 Transactions</b>

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMRI  
8/11/20 2:11PM  
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			
89991	Bremer Bank						
	21-520-000-0000-5510		11.58	Receipt Nbr 1656 07/01/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.66	Receipt Nbr 1656 07/01/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.22	Receipt Nbr 1656 07/01/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		12.22	Receipt Nbr 1656 07/01/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		15.44	Receipt Nbr 1656 07/01/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.19	Receipt Nbr 1656 07/01/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		41.17	Receipt Nbr 1657 07/06/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		27.02	Receipt Nbr 1657 07/06/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		19.30	Receipt Nbr 1657 07/06/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 1658 07/07/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 1664 07/09/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		10.29	Receipt Nbr 1664 07/09/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		6.75	Receipt Nbr 1664 07/09/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		14.47	Receipt Nbr 1664 07/09/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		34.74	Receipt Nbr 1669 07/14/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		19.30	Receipt Nbr 1669 07/14/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		4.82	Receipt Nbr 1669 07/14/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 1670 07/14/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		9.20	Receipt Nbr 1670 07/14/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		13.51	Receipt Nbr 1670 07/14/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		15.44	Receipt Nbr 1670 07/14/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		6.69	Receipt Nbr 1670 07/14/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		10.29	Receipt Nbr 1673 07/15/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 1673 07/15/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		14.15	Receipt Nbr 1672 07/16/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 1672 07/16/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.79	Receipt Nbr 1672 07/16/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		15.44	Receipt Nbr 1675 07/16/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		25.73	Receipt Nbr 1675 07/16/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 1677 07/17/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 1678 07/21/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		11.58	Receipt Nbr 1678 07/21/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 1678 07/21/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.89	Receipt Nbr 1678 07/21/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		12.87	Receipt Nbr 1679 07/23/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 1680 07/23/2020		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 1680 07/23/2020		Co. Parks Campground Fees	N

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

KMRI  
8/11/20 2:11PM  
21 Parks

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
21- 520- 000- 0000- 5510		3.86	Receipt Nbr 1680 07/23/2020		Co. Parks Campground Fees	N
21- 520- 000- 0000- 5510		23.16	Receipt Nbr 1682 07/23/2020		Co. Parks Campground Fees	N
21- 520- 000- 0000- 5510		4.44	Receipt Nbr 1682 07/23/2020		Co. Parks Campground Fees	N
21- 520- 000- 0000- 5510		11.90	Receipt Nbr 1682 07/23/2020		Co. Parks Campground Fees	N
21- 520- 000- 0000- 5510		2.89	Receipt Nbr 1682 07/23/2020		Co. Parks Campground Fees	N
21- 520- 000- 0000- 5510		11.58	Receipt Nbr 1682 07/23/2020		Co. Parks Campground Fees	N
21- 520- 000- 0000- 5510		1.03	Receipt Nbr 1682 07/23/2020		Co. Parks Campground Fees	N
21- 520- 000- 0000- 5510		14.15	Receipt Nbr 1683 07/28/2020		Co. Parks Campground Fees	N
21- 520- 000- 0000- 5510		4.76	Receipt Nbr 1683 07/28/2020		Co. Parks Campground Fees	N
21- 520- 000- 0000- 5510		5.79	Receipt Nbr 1683 07/28/2020		Co. Parks Campground Fees	N
21- 520- 000- 0000- 5510		2.57	Receipt Nbr 1683 07/28/2020		Co. Parks Campground Fees	N
21- 520- 000- 0000- 5510		1.09	Receipt Nbr 1683 07/28/2020		Co. Parks Campground Fees	N
21- 520- 000- 0000- 5510		14.15	Receipt Nbr 1684 07/28/2020		Co. Parks Campground Fees	N
21- 520- 000- 0000- 5510		3.86	Receipt Nbr 1684 07/28/2020		Co. Parks Campground Fees	N
21- 520- 000- 0000- 5510		3.86	Receipt Nbr 1684 07/28/2020		Co. Parks Campground Fees	N
21- 520- 000- 0000- 5510		5.79	Receipt Nbr 1684 07/28/2020		Co. Parks Campground Fees	N
21- 520- 000- 0000- 5510		1.93	Receipt Nbr 1689 07/31/2020		Co. Parks Campground Fees	N
<b>89991 Bremer Bank</b>		<b>531.67</b>		<b>54 Transactions</b>		
<b>520 DEPT Total:</b>		<b>531.67</b>	<b>Parks</b>	<b>1 Vendors</b>	<b>54 Transactions</b>	
<b>21 Fund Total:</b>		<b>531.67</b>	<b>Parks</b>		<b>54 Transactions</b>	
<b>Final Total:</b>		<b>2,433.41</b>	<b>10 Vendors</b>	<b>94 Transactions</b>		

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>
	1	244.63	General Fund
	3	1,385.16	Road & Bridge
	10	14.80	Trust
	11	257.15	Forest Development
	21	531.67	Parks
<b>All Funds</b>		<b>2,433.41</b>	<b>Total</b>

Approved by, .....

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# Aitkin County



WLC1  
8/13/20 2:01PM

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1  
8/13/20 2:01PM  
3 Road & Bridge

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
303 DEPT			R&B Highway Maintenance		
9347 NORTHWEST ASPHALT & MAINTENANCI			Contract Partial Payment #1	20202	Maintenance Supplies
03- 303- 000- 0000- 6521		119,038.78	07/29/2020 08/11/2020		N
9347 NORTHWEST ASPHALT & MAINTENANCI		119,038.78	1 Transactions		
303 DEPT Total:		119,038.78	R&B Highway Maintenance	1 Vendors	1 Transactions
307 DEPT			R&B Capital Infrastructure		
9350 PCIRoads, LLC			Contract Partial Payment #1	20201	Contract Payments
03- 307- 000- 0000- 6262		208,142.96	07/27/2020 08/11/2020		N
9350 PCIRoads, LLC		208,142.96	1 Transactions		
307 DEPT Total:		208,142.96	R&B Capital Infrastructure	1 Vendors	1 Transactions
3 Fund Total:		327,181.74	Road & Bridge		2 Transactions
Final Total:		327,181.74	2 Vendors	2 Transactions	

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	3	327,181.74	Road & Bridge
All Funds		327,181.74	Total

Approved by, .....  
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KMR1  
8/5/20 2:00PM

# 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

*Flex Spending Claims*

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  
8/5/20 2:00PM  
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		24.00	Dep Care FSA Claims 2020	39507993	Flex Plan Withdrawals N
2 01-044-904-0000-6360		1,302.51	Med FSA Claims 2020	39507993	Flex Plan Withdrawals N
8410 Bremer Bank		1,326.51	2 Transactions		
<b>1 Fund Total:</b>		1,326.51	<b>General Fund</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
<b>Final Total:</b>		1,326.51	<b>1 Vendors</b>	<b>2 Transactions</b>	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	1,326.51	General Fund
<b>All Funds</b>		1,326.51	<b>Total</b>

Approved by, .....

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KMR1  
8/6/20 3:31PM

# 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

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

Elan Paid 8/6/20  
Mtg. Reg. Tax - July  
State Debt Tax - July

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1  
8/6/20 3:31PM  
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>
5462 Bremer Bank (Elan ACH)					
1 01- 044- 000- 0000- 6800		9,108.47	ELAN - Paid 08/06/2020	ELAN - Statement Payment	N
5462 Bremer Bank (Elan ACH)		9,108.47	1 Transactions		
<b>1 Fund Total:</b>		9,108.47	<b>General Fund</b>	<b>1 Vendors</b>	<b>1 Transactions</b>

# Aitkin County



KMR1  
8/6/20 3:31PM  
9 State

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>
780 Bremer Bank					
3 09-000-000-0000-2025		55,126.26	Dee Tax - July		State's Share Of Deed Tax (97%) N
2 09-000-000-0000-2026		45,378.50	Mtg Reg - July		State Share Of Mortgage Registry (9 N
780 Bremer Bank		100,504.76		2 Transactions	
<b>9 Fund Total:</b>		100,504.76	State	1 Vendors	2 Transactions
<b>Final Total:</b>		109,613.23	2 Vendors	3 Transactions	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	9,108.47	General Fund
	9	100,504.76	State
<b>All Funds</b>		<b>109,613.23</b>	<b>Total</b>

Approved by, .....

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KMR1  
8/13/20 10:53AM

# 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

*Medical FSA Claims*

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  
8/13/20 10:53AM  
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>
1 8410 Bremer Bank		542.33	Med FSA Claims 2020	39515525	Flex Plan Withdrawals N
8410 Bremer Bank		542.33	1 Transactions		
<b>1 Fund Total:</b>		542.33	<b>General Fund</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>Final Total:</b>		542.33	<b>1 Vendors</b>	<b>1 Transactions</b>	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	542.33	General Fund
<b>All Funds</b>		<b>542.33</b>	<b>Total</b>

Approved by, .....

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KMR1  
8/13/20 10:19AM

# 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

*Elan Paid 8/6/20 - 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



KMR1  
8/13/20 10:19AM  
1 General Fund

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Descripti	1099
								Paid On Bhf #	On Behalf of Name	
	5462	Bremer Bank (Elan ACH)								
36		01- 040- 000- 0000- 6405			13.95	Coffee Pot Cleaner			Office & Computer Supplies	N
46		01- 040- 021- 0000- 6205			26.35	Overnight Postage- Title to Cus			Postage	N
4		01- 044- 920- 0000- 6800			38.90	Covid- 19 Plantronics Adapter (			COVID Related Expenditures	N
						07/17/2020				
5		01- 044- 920- 0000- 6800			269.90	Covid- 19 Plantronics Headset (			COVID Related Expenditures	N
						07/17/2020				
8		01- 044- 920- 0000- 6800			252.64	Covid- 19 Clorox Disinfectant			COVID Related Expenditures	N
						07/21/2020				
9		01- 044- 920- 0000- 6800			84.63	Covid- 19 Vinyl Papers			COVID Related Expenditures	N
						07/21/2020				
10		01- 044- 920- 0000- 6800			150.00	Covid- 19 Vinyl Papers			COVID Related Expenditures	N
						07/21/2020				
11		01- 044- 920- 0000- 6800			37.52	Covid- 19 Alcohol Wipes			COVID Related Expenditures	N
						07/17/2020				
12		01- 044- 920- 0000- 6800			189.90	Covid- 19 Disposable Face Masks			COVID Related Expenditures	N
						07/21/2020				
15		01- 044- 920- 0000- 6800			111.00	Covid- 19 Red Vinyl			COVID Related Expenditures	N
						07/21/2020				
16		01- 044- 920- 0000- 6800			692.55	Covid- 19 WebEx (4)			COVID Related Expenditures	N
						07/23/2020				
17		01- 044- 920- 0000- 6800			692.55	Covid- 19 WebEx (4)			COVID Related Expenditures	N
						07/23/2020				
19		01- 044- 920- 0000- 6800			46.44	Covid- 19 Vinyl Trans. Tape			COVID Related Expenditures	N
						07/27/2020				
21		01- 044- 920- 0000- 6800			48.38	Covid- 19 Thermometer (Long Lak			COVID Related Expenditures	N
						07/28/2020				
22		01- 044- 920- 0000- 6800			1,516.35	Covid- 19 Gaiters			COVID Related Expenditures	N
						07/28/2020				
23		01- 044- 920- 0000- 6800			75.04	Covid- 19 Alcohol Wipes			COVID Related Expenditures	N
						07/23/2020				
25		01- 044- 920- 0000- 6800			39.00	Covid- 19 Shower Liners			COVID Related Expenditures	N
						07/28/2020				
26		01- 044- 920- 0000- 6800			21.02	Covid- 19 Tracfone Plan			COVID Related Expenditures	N
						07/28/2020				
27		01- 044- 920- 0000- 6800			350.00	Covid- 19 Sneeze Guards			COVID Related Expenditures	N
						07/27/2020				
30		01- 044- 920- 0000- 6800			179.00	Covid- 19 Desk Divider			COVID Related Expenditures	N
						07/27/2020				

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1  
8/13/20 10:19AM  
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		
48 01-044-920-0000-6800		Hand Sanitizer & Face Masks		COVID Related Expenditures	N	
32 01-049-000-0000-6405		Book, Natl Electrical Code 202		Office Supplies (Non Computer)	N	
42 01-052-000-0000-6405		Board Gavel, Highlighters		Office & Computer Supplies	N	
35 01-060-000-0000-6405		Election Supplies		Office & Computer Supplies	N	
37 01-060-920-0000-6800		Extra Stylus for Precincts		Election Expenses - COVID Related	N	
40 01-200-000-0000-6409		H&H Sport- Fed .22 1000rds		Deputy Supplies	N	
39 01-200-003-0000-6340		Meals- Training #211		Meals	N	
41 01-200-019-0000-6231		Nationwide - K-9 Insurance		Services, Labor, Contracts	N	
53 01-252-252-0000-6405		Comp Speakers & Basketball		Prisoner Welfare	N	
1 01-044-000-0000-6800		ELAN - Paid 08/06/20 Allocatio		ELAN - Statement Payment	N	
31 01-044-920-0000-6800		Dell G14 1.2 TB Co. Atty Serve	221000	COVID Related Expenditures	N	
52 01-122-000-0000-6230		Real Estate Folders.Advertisem	33921	Printing, Publishing & Adv	N	
49 01-044-920-0000-6800		Face Masks	54346	COVID Related Expenditures	N	
47 01-110-000-0000-6422		Light Bulbs- Courtroom #3	61368	Janitorial Supplies	N	
51 01-044-920-0000-6800		Face Masks	63547	COVID Related Expenditures	N	
50 01-044-920-0000-6800		UV Disinfecting Light	72385	COVID Related Expenditures	N	
43 01-044-920-0000-6800		Zoom- Monthly Subscription	Corrections	COVID Related Expenditures	N	
54 01-043-000-0000-6340		Meal - Continuing Ed Class	M. Balder	Meals (Overnight)	N	
5462 Bremer Bank (Elan ACH)		38 Transactions				
<b>1 Fund Total:</b>		<b>1,026.21-</b>		<b>General Fund</b>	<b>1 Vendors</b>	<b>38 Transactions</b>

# Aitkin County



KMR1  
8/13/20 10:19AM  
3 Road & Bridge

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO]

Page 4

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>		<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
34	5462 Bremer Bank (Elan ACH) 03-302-000-0000-6449		94.92	Cylinder Molds & Shipping	8939564	Rd/Br Engr. Supplies	N
33	03-301-000-0000-6400		173.14	Webex	A-S00015581	Supplies And Materials	N
	5462 Bremer Bank (Elan ACH)		268.06	2 Transactions			
<b>3 Fund Total:</b>			268.06	<b>Road &amp; Bridge</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	

# Aitkin County



KMR1  
8/13/20 10:19AM  
5 Health & Human Services

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
6	5462 Bremer Bank (Elan ACH) 05-400-000-0000-6801			69.55	Covid- 19 Latex Gloves (LPHG) 07/21/2020		Disaster Services - Expenditure	N
20	05-400-000-0000-6801			7.00	Covid- 19 Digital Image 07/27/2020		Disaster Services - Expenditure	N
14	05-400-410-0413-6430			74.94	Covid- 19 Sanitizing Wipes- WIC 07/21/2020		WIC - Medical Supplies	N
13	05-400-430-0403-6405			11.99	C&TC Ballot Box 07/21/2020		Office Supplies	N
28	05-420-640-4800-6450			73.48	Wall Desk Hutch (JH) 07/28/2020		Small Equipment: Telephones,Chair	N
3	05-430-700-4800-6241			30.00	Risiliency Training Reg 07/29/2020		Meeting/Conference Registration Fe	N
7	05-430-700-4800-6241			69.00	Fetal Alcohol Disorder Reg (JM) 07/21/2020		Meeting/Conference Registration Fe	N
18	05-430-700-4800-6405			13.29	Calculator (JH) 07/21/2020		Office Supplies	N
24	05-430-700-4800-6405			10.90	SS- Two Pocket Folders (FC) 07/29/2020		Office Supplies	N
29	05-430-700-4800-6405			31.51	2 Pocket Fastern Folders (FC) 07/29/2020		Office Supplies	N
2	05-430-760-3980-6020			40.00	Background Check, Adult FC 07/22/2020	66854578	Licensing & Resource Development	N
	5462 Bremer Bank (Elan ACH)			431.66	11 Transactions			
<b>5 Fund Total:</b>				<b>431.66</b>	<b>Health &amp; Human Services</b>	<b>1 Vendors</b>	<b>11 Transactions</b>	

KMR1  
 8/13/20 10:19AM  
 10 Trust

# Aitkin County



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	
44 5462 Bremer Bank (Elan ACH) 10-923-000-0000-6254		194.98	Charter Communications 07/20/2020 08/19/2020	45857072020 Utilities	N
45 10-923-000-0000-6405		101.52	Corvallis Microtech iOS App	MT0Z35S96L Office Supplies	N
5462 Bremer Bank (Elan ACH)		296.50	2 Transactions		
<b>10 Fund Total:</b>		<b>296.50</b>	<b>Trust</b>	<b>1 Vendors</b>	<b>2 Transactions</b>

# Aitkin County



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

KMR1  
8/13/20 10:19AM  
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	
5462 Bremer Bank (Elan ACH)					
38 19- 521- 000- 0000- 6230		Adobe Creative Cloud- Renewal	1233878023	Printing, Publ & Adv Promotion	N
5462 Bremer Bank (Elan ACH)		1 Transactions			
<b>19 Fund Total:</b>		<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>Final Total:</b>		<b>0.00</b>	<b>5 Vendors</b>	<b>54 Transactions</b>	

# Aitkin County

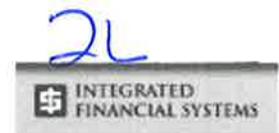


Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>	
	1	-1,026.21	General Fund	
	3	268.06	Road & Bridge	
	5	431.66	Health & Human Services	
	10	296.50	Trust	
	19	29.99	Long Lake Conservation Center	
<b>All Funds</b>		<b>0.00</b>	<b>Total</b>	Approved by, .....
				.....
				.....

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8/18/20 9:18AM

# 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

NSF Check  
Lice Refund - (Corr)

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  
8/18/20 9:18AM  
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>
<b>8410 Bremer Bank</b>					
3 01-100-000-0000-5529		29.00	NSF Check- P Klotz 08/06/2020 08/06/2020	County Recorder Fees	N
1 01-100-195-0000-5529		22.00	NSF Check- P Klotz 08/06/2020 08/06/2020	Recorder Fees- Land records compl	N
2 01-100-196-0000-5529		20.00	NSF Check- P Klotz 08/06/2020 08/06/2020	Recorder Fees- Recorder's Technol	N
<b>8410 Bremer Bank</b>		71.00	3 Transactions		
<b>1 Fund Total:</b>		71.00	<b>General Fund</b>	<b>1 Vendors</b>	<b>3 Transactions</b>

# Aitkin County



KMR1  
8/18/20 9:18AM  
9 State

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u> 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>
4 8410 Bremer Bank 09-000-000-0000-2036		21.00	NSF Check- P Klotz 08/06/2020 08/06/2020 1 Transactions	Recording Surcharges (Was 5871 & N
8410 Bremer Bank		21.00		
<b>9 Fund Total:</b>		21.00	State	1 Vendors 1 Transactions

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1  
8/18/20 9:18AM  
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	
8410 Bremer Bank					
5 19- 522- 000- 0000- 5553		Refund Credit Card- NNSF Reg.	Nelezen	Non School Groups	N
8410 Bremer Bank		1 Transactions			
<b>19 Fund Total:</b>		<b>150.00</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>Final Total:</b>		<b>242.00</b>	<b>3 Vendors</b>	<b>5 Transactions</b>	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>	
	1	71.00	General Fund	
	9	21.00	State	
	19	150.00	Long Lake Conservation Center	
<b>All Funds</b>		<b>242.00</b>	<b>Total</b>	<b>Approved by,</b>
				.....
				.....
				.....



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** August 25, 2020

**Title of Item:** Timber Sale Extension

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

<b>Submitted by:</b> Rich Courtemanche	<b>Department:</b> Land
---	----------------------------

<b>Presenter (Name and Title):</b> Rich Courtemanche - Land Commissioner	<b>Estimated Time Needed:</b>
---	-------------------------------

**Summary of Issue:**  
Pete Jobe of Pete Jobe Logging has opened timber sale #13768 and completed 80% of the harvesting.

The sale has already had one extension and would need to have a second extension approved by the County Board when the extension request is not weather related.

Pete Jobe is requesting an additional year to harvest the timber. The sale has balsam fir and due to the closure of Verso mill, he seeks an additional year hoping for improved markets.

The sale has been paid and opened. Turning back the sale will result in a loss of income (≈\$2,000) to the tax forfeited trust account. The district forester recommends approval of a one year extension without penalty.

**Alternatives, Options, Effects on Others/Comments:**  
Failure to extend sale will result in a loss of ≈\$2,000 to the trust.

**Recommended Action/Motion:**  
To approve motion to extend sale #13768

**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:*

# TIMBER PERMIT

Permit Number: 13768

FOR THE CUTTING OF TIMBER WHICH IS SUBJECT TO SCALING BY THE COUNTY FORESTER, ON TAX-FORFEITED LANDS IN AITKIN COUNTY, MINNESOTA

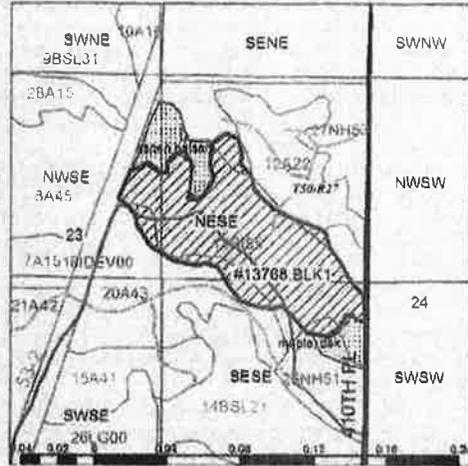
Sales are made subject to the provisions of MS 282 as amended and subject to specific conditions, as listed hereunder and on the back side of this sheet

FSC® certification # - RA-FM/COC - 000028 FSC 100%  
FSC® C017010

**Sold to:** Pete Jobe Logging  
Pete Jobe  
20778 Wendigo Pk Rd.  
Grand Rapids MN 55744

In consideration of the sum of \$5,197.12 payment of which is hereby acknowledged, you are hereby authorized to enter upon the following described land which has been forfeited to the State of Minnesota for non-payment of taxes:

LEGAL DESCRIPTION: SE1/4 SE1/4, N1/2 SE1/4, 23-50-27



and cut and remove only such timber as is listed below therefrom:

### APPRAISAL OF TIMBER

Code	Species	Volume	Unit	Price		Value	
				Appr.	Bid	Appr.	Bid
	P BIRCH PULP	46	90 Cords	\$10.70	\$17.44	\$963.00	\$1,568.60
	BASSWOOD P/B		85 Cords	\$10.70	\$17.44	\$909.50	\$1,482.40
	MAPLE PULP	14	85 Cords	\$10.70	\$17.44	\$695.50	\$1,133.50
	OAK P/B	4	30 Cords	\$10.70	\$17.44	\$321.00	\$523.20
	ASPEN PULP		18 Cords	\$10.70	\$17.44	\$192.60	\$313.92
	BALSAM FIR PULP		10 Cords	\$10.70	\$17.44	\$107.00	\$174.40
<b>TOTAL</b>							<b>\$5,197.12</b>

4417.55  
+519.71  
4937.26

/// Shaded area to be cut. No damage to remaining trees. Utilize to a 4" top. No harvesting from 3-15 to 12-1 unless approved by forester. Sold Subject to Scale. Snag and den trees left where possible. Follow ATV regulations. Paid down \$ 1075.24 Due by June 18, 2016 \$ 301.28 Bond and balance paid in full on \_\_\_\_\_

#### Regular auction sales

Auction Bid up Amt: (100 = appraised) **163**

Bond Amount: **\$519.71**

Expiration date of sale: **5/15/2019**

Permit Extended to: **5/15/2020**

#### Extensions:

The rate for timber permit extensions is as follows: One year extension may be granted at the discretion of the County Forester.

A. Informal (Section I) permits:

1. One year extension: \$10.00

B. Permits sold on Auction:

1. One year extension: \$20.00 or 10% of uncut balance, as determined from the County Land Office sale record, - whichever is greater.

#### Opening Sale Procedures:

1. Sale must be paid for in full (along with the bond if an auction) before any cutting may commence.
2. The timber sale Forester shall be notified a minimum of three (3) days before logging will begin and immediately after logging is completed or discontinued. A pre-harvest meeting is required before any harvest activities begin.
3. If any products are to be sold on scale, an approved Consumer Scale agreement or alternate landing must be completed by the buyer. If wood is to be scaled in the woods, Forester must be notified

#### County Rights: (including but not limited to)

1. The title, ownership, and right of possession of any and all timber and or timber products cut hereunder shall remain in and not pass from the county until such is scaled as required by the permit and all amounts due under this permit to the county have been paid in full.
2. The County Board may at any time cancel any permit when any provisions of this permit are violated.
3. The County has full power to declare all amounts due or to become due under this contract at any time during the life of this permit and to take possession of said timber, and or timber products, if it be found that the county deems itself insecure even before termination of the life of the permit. In case the county takes possession of any timber or timber products, the county may sell the same at public or private sale without notice and apply the proceeds of such sale to the payment of the balance then due on this permit, together with the costs involved with the taking and selling of such.
4. The timber sale Forester shall halt timber sale activities if site damage (e.g. compaction and rutting) becomes excessive. Timber sale activities shall not resume until the ground conditions are sufficient to minimize site damage.
5. Any scaling done on the permits will be done using Scribner Decimal "C".
6. Interest may be charged on all overrun and scale fees not paid within 30 days from date of scale or it will be considered a trespass and treated accordingly.
7. All equipment and timber (cut and uncut) not removed from permit area within 30 days of permit expiration date, becomes the property of the County of Aitkin and removal of such will constitute trespass.
8. The County may during the term of this permit adjust timber stumpage prices. The current stumpage price at the time of scaling will be charged on all informal sales on second extension.
9. All timber sold on this permit are subject to Minnesota Statute 282.



# Board of County Commissioners Agenda Request

2N  
Agenda Item #

**Requested Meeting Date:** 8-25-20

**Title of Item:** Approve ADA Transition Plan for Public Rights of Way

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
------------------------------------	--

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

**Summary of Issue:**  
A public hearing was held at 10:00 on Tuesday, August 11, 2020 for the proposed Aitkin County ADA Transition Plan for Public Rights of Way. Having received no public comments either at the public hearing or by mail, this plan is being recommended for formal approval. A copy of the final plan document is attached.

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

**Recommended Action/Motion:**  
Request approval by motion to approve the Aitkin County ADA Transition Plan for Public Rights of Way.

**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 ADA Transition Plan For Public Rights of Way

August 25, 2020

## Introduction

### Transition Plan Need and Purpose

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:

1. Employment
2. State and local government services
3. Public accommodations
4. Telecommunications
5. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public transportation services and programs, Aitkin County must comply with this section of the Act as it specifically applies to public service agencies. Title II of ADA provides that, "...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." (42 USC. Sec. 12132; 28 CFR. Sec. 35.130)

As required by Title II of ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150, Aitkin County has conducted a self-evaluation of its facilities within public rights of way and has developed this Transition Plan detailing how the organization will ensure that all of those facilities are accessible to all individuals.

### ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the Architectural Barriers Acts of 1968 and Section 504 of the Rehabilitation Act of 1973.

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law

apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

## Agency Requirements

Under Title II, Aitkin County must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities (28 C.F.R. Sec. 35.150).
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability (28 C.F.R. Sec. 35.130 (a)).
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result (28 C.F.R. Sec. 35.130(b) (7)).
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective (28 C.F.R. Sec. 35.130(b)(iv) & (d)).
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others (29 C.F.R. Sec. 35.160(a)).
- Must designate at least one responsible employee to coordinate ADA compliance [28 CFR Sec. 35.107(a)]. This person is often referred to as the "ADA Coordinator." The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals [28 CFR Sec. 35.107(a)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [28 CFR Sec. 35,106]. The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis [28 CFR Sec. 104.8(a)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [28 CFR Sec. 35.107(b)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

This document has been created to specifically cover accessibility within the public rights of way and does not include information on Aitkin County's programs, practices, or building facilities not related to public rights of way.

## **Self-Evaluation**

### **Overview**

Aitkin County is required, under Title II of the Americans with Disabilities Act (ADA) and 28CFR35.105, to perform a self-evaluation of its current transportation infrastructure policies, practices, and programs. The goal of the self-evaluation is to verify that, in implementing the County's policies and practices, the department is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The self-evaluation also examines the condition of the County's Pedestrian Circulation Route/Pedestrian Access Route) (PCR/PAR) and identifies potential need for PCR/PAR infrastructure improvements. This will include the sidewalks and curb ramps that are located within the County rights of way. Aitkin County has no trails, traffic control signals or transit facilities that are located within the County rights of way. Any barriers to accessibility identified in the self-evaluation and the remedy to the identified barrier are set out in this transition plan.

### **Summary**

In 2020, Aitkin County conducted an inventory of pedestrian facilities within its public right of way consisting of the evaluation of the following facilities:

- Sidewalks
- Pedestrian Curb Ramps

An evaluation on how these facilities relate to ADA standards is found in Appendix A.

## **Policies and Practices**

### **Previous Practices**

Since the adoption of the ADA, Aitkin County has included upgrades to accessible pedestrian features when it was feasible to do so as part of the County's capital improvement projects.

### **Policy**

Aitkin County's goal is to continue to provide accessible pedestrian design features as part of the County's Capital Improvement Program. The County has established ADA design standards as listed in Appendix B.

Aitkin County will consider and respond to all accessibility improvement requests. All accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities. The County will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the County jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public right of way will continue to follow the maintenance policies set forth by the County.

Requests for accessibility improvements can be submitted by the public to the Aitkin County ADA Coordinator.

### **ADA Coordinator**

In accordance with 28 CFR 35.107(a), Aitkin County has identified an ADA Title II Coordinator to oversee the County policies and procedures. Contact information for this individual is located in Appendix C.

### **Priority Areas**

As part of its annual Capital Improvement Program update, Aitkin County will identify specific locations for planned accessibility improvement projects. To the extent feasible, all new and reconstruction projects with pedestrian accommodations will be constructed to meet current ADA design standards. For resurfacing projects, ramps will be modified or added on a case by case basis. High priority areas such as those in close proximity to schools, government offices

and medical facilities and those identified from public comments will be given additional consideration.

## **Public Outreach**

Aitkin County recognizes that public participation is an important component in the development of this document. In addition to this document being made available for public comment, public participation was encouraged through the following activities:

- The proposed Aitkin County ADA Transition Plan for Public Rights of Way was posted on the homepage of the Aitkin County Highway Department.
- An advertisement was placed in Aitkin County's official newspaper notifying the public of a public hearing at 10:00 on August 11, 2020 as part of the regularly scheduled Board meeting. This advertisement also contained information to direct the public to the website posting of the transition plan document and further invited the public to submit written comments to the Aitkin County Highway Department.
- No public comments were received regarding the proposed transition plan document.

## **Grievance Procedure**

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities in regards to the ADA. If users of Aitkin County facilities and services believe the County has not provided reasonable accommodation, they have the right to file a grievance.

In accordance with 28 CFR 35.107(b), the Aitkin County has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints, concerns, comments, and other grievances. This grievance procedure is outlined in Appendix D.

## **Monitor the Progress**

This document will continue to be updated as conditions within the County evolve.

The appendices in this document will be updated periodically, while the main body of the document will be updated when major revisions are required. With each main body update, a public comment period will be established to continue the public outreach.

## **Appendices**

**A. Self-Evaluation**

**B. Agency ADA Design Standards and Procedures**

**C. Contact Information**

**D. Grievance Procedure**

**E. Glossary of Terms**

## Appendix A - Self Evaluation

### Aitkin County Pedestrian Facilities - Sidewalks Page 1 of 3

City	Highway	From	To	Location	Length	Construction Year	Compliant (Y for yes, N for No)		
							Slope	Width	Joints
Aitkin	CSAH 1	2nd Street	3rd Street	Left	335	2005	N	Y	N
Aitkin	CSAH 1	2nd Street	3rd Street	Right	334	2005	N	Y	N
Aitkin	CSAH 1	3rd Street	4th Street	Left	345	2005	N	Y	N
Aitkin	CSAH 1	3rd Street	4th Street	Right	337	2005	N	Y	N
Aitkin	CSAH 1	4th Street	5th Street	Left	336	2005	N	Y	N
Aitkin	CSAH 1	4th Street	5th Street	Right	336	2005	N	Y	N
Aitkin	CSAH 1	5th Street	Mississippi River Bridge	Left	1185	2005	N	Y	N
Aitkin	CSAH 1	5th Street	Airpark Drive	Right	177	2005	Y	Y	N
Aitkin	CSAH 1	Airpark Drive	Fairgrounds Entrance	Right	132	2005	Y	Y	N
Aitkin	CSAH 15	6th Avenue	5th Avenue	Left	345	1997	Y	Y	N
Aitkin	CSAH 15	6th Avenue	5th Avenue	Right	345	1997	Y	Y	N
Aitkin	CSAH 15	5th Avenue	4th Avenue	Left	335	1997	N	Y	N
Aitkin	CSAH 15	5th Avenue	4th Avenue	Right	337	1997	Y	Y	N
Aitkin	CSAH 15	4th Avenue	2nd Avenue	Left	665	1997	N	Y	N
Aitkin	CSAH 15	4th Avenue	3rd Avenue	Right	330	1997	Y	Y	N
Aitkin	CSAH 15	3rd Avenue	2nd Avenue	Right	337	1997	Y	Y	N
Aitkin	CSAH 15	2nd Avenue	Minnesota Avenue	Left	755	1997	N	Y	N
Aitkin	CSAH 41	1st Street	2nd Street	Right	330	2019	Y	Y	Y
Hill City	CSAH 33	Gill Street	Main Street	Left	280	2010	Y	Y	N
Hill City	CSAH 33	Gill Street	Main Street	Right	324	2010	Y	Y	N
Hill City	CSAH 33	Main Street	Cedar Street	Left	324	2010	Y	Y	N
Hill City	CSAH 33	Main Street	Cedar Street	Right	327	2010	Y	Y	N
Hill City	CSAH 33	Cedar Street	Water Street	Right	692	2010	Y	Y	N
Hill City	CR 74	US Hwy 169	High School Entrance	Left	1085	2017	Y	Y	Y
McGregor	CSAH 8	1st Street	Albert Avenue	Right	800	2002	N	N	N
McGregor	CSAH 8	Andrew Street	Wiltet Avenue	Left	110	2002	N	N	N
McGregor	CSAH 8	Wiltet Avenue	Center Avenue	Left	627	2002	N	N	N
McGregor	CSAH 8	Albert Avenue	Center Avenue	Right	315	2002	N	Y	N
McGregor	CSAH 8	Center Avenue	Delling Avenue	Left	572	2002	N	Y	N
McGregor	CSAH 8	Center Avenue	1st Avenue	Right	264	2002	N	Y	N
McGregor	CSAH 8	1st Avenue	Delling Avenue	Right	150	2002	N	Y	N
McGregor	CSAH 8	Delling Avenue	RR crossing	Left	200	2002	N	N	N
McGregor	CSAH 8	Delling Avenue	Country House Lane	Right	200	2002	N	N	N
McGregor	CSAH 8	Country House Lane	Mable Street	Right	675	2002	N	N	N
McGregor	CSAH 8	Mable Street	TH 210	Right	1433	2002	N	N	N
Palisade	CSAH 3	2nd Avenue	3rd Avenue	Left	310	2012	Y	Y	N
Palisade	CSAH 3	2nd Avenue	3rd Avenue	Right	300	2012	Y	Y	N
Palisade	CSAH 3	3rd Avenue	4th Avenue	Left	325	2012	Y	Y	N
Palisade	CSAH 3	3rd Avenue	4th Avenue	Right	330	2012	N 2.3%	Y	N
Palisade	CSAH 3	4th Avenue	5th Avenue	Left	317	2012	Y	Y	N
Palisade	CSAH 3	4th Avenue	5th Avenue	Right	307	2012	N	Y	N
Palisade	CSAH 3	5th Avenue	Nature Avenue	Left	526	2012	Y	Y	N
Tamarack	CSAH 6	TH 210	Nelson Avenue	Left	580	2011	N	Y	N
Tamarack	CSAH 6	TH 210	Nelson Avenue	Right	565	2011	N	Y	N
Tamarack	CSAH 6	Nelson Avenue	Front Street	Left	471	2011	N	Y	N
Tamarack	CSAH 6	Nelson Avenue	Orvis Avenue	Right	507	2011	N	Y	N

Aitkin County Pedestrian Facilities - Pedestrian Ramps

City	Highway	Location	Quadrant	Construction Year	Compliant (Y for yes, N for No)		
					Truncated Domes	Landing	Slopes
Aitkin	CSAH 1	3rd Street	SE	2005	Y-CONCRETE	N	N
Aitkin	CSAH 1	3rd Street	SW	2005	Y-CONCRETE	N	N
Aitkin	CSAH 1	3rd Street	NW	2005	Y-CONCRETE	N	N
Aitkin	CSAH 1	3rd Street	NE	2005	Y-CONCRETE	N	N
Aitkin	CSAH 1	4th Street	SE	2005	Y-CONCRETE	Y	N
Aitkin	CSAH 1	4th Street	SW	2005	Y-CONCRETE	N	N
Aitkin	CSAH 1	4th Street	NW	2005	Y-CONCRETE	N	N
Aitkin	CSAH 1	4th Street	NE	2005	Y-CONCRETE	N	N
Aitkin	CSAH 1	5th Street	SE	2005	Y-CONCRETE	N	N
Aitkin	CSAH 1	5th Street	SW	2005	Y-CONCRETE	N	N
Aitkin	CSAH 1	5th Street	NW	2005	Y-CONCRETE	N	N
Aitkin	CSAH 1	5th Street	NE	2005	Y-CONCRETE	N	N
Aitkin	CSAH 1	Airpark Drive	SE	2005	Y-CONCRETE	N	N
Aitkin	CSAH 1	Airpark Drive	NE	2005	Y-CONCRETE	N	N
Aitkin	CSAH 15	6th Avenue	SE	1997	N	N	N
Aitkin	CSAH 15	6th Avenue	NE	1997	N	N	N
Aitkin	CSAH 15	5th Avenue	SE	1997	N	Y	N
Aitkin	CSAH 15	5th Avenue	SW	1997	N	N	N
Aitkin	CSAH 15	5th Avenue	NW	1997	N	N	N
Aitkin	CSAH 15	5th Avenue	NE	1997	N	N	N
Aitkin	CSAH 15	4th Avenue	SE	1997	N	Y	N
Aitkin	CSAH 15	4th Avenue	SW	1997	N	Y	N
Aitkin	CSAH 15	4th Avenue	NW	1997	N	N	N
Aitkin	CSAH 15	4th Avenue	NE	1997	N	N	N
Aitkin	CSAH 15	3rd Avenue	SE	1997	N	N	N
Aitkin	CSAH 15	3rd Avenue	SW	1997	N	N	N
Aitkin	CSAH 15	2nd Avenue	SW	1997	N	N	N
Aitkin	CSAH 15	2nd Avenue	NW	1997	N	N	N
Aitkin	CSAH 15	2nd Avenue	NE	1997	N	N	N
Aitkin	CSAH 41	1st Street	SE	2019	Y	Y	Y
Aitkin	CSAH 41	1st Street	NE	2019	Y	Y	Y
Hill City	CSAH 33	Gill Street	SE	2010	Y-CONCRETE	N	N
Hill City	CSAH 33	Gill Street	NE	2010	Y-CONCRETE	Y	N
Hill City	CSAH 33	Main Street	SE	2010	Y-CONCRETE	N	N
Hill City	CSAH 33	Main Street	SW	2010	Y-CONCRETE	N	N
Hill City	CSAH 33	Main Street	NW	2010	Y-CONCRETE	Y	N
Hill City	CSAH 33	Main Street	NE	2010	Y-CONCRETE	Y	N
Hill City	CSAH 33	Cedar Street	SE	2010	Y-CONCRETE	N	N
Hill City	CSAH 33	Cedar Street	SW	2010	Y-CONCRETE	Y	N
Hill City	CSAH 33	Cedar Street	NW	2010	Y-CONCRETE	Y	N
Hill City	CSAH 33	Cedar Street	NE	2010	Y-CONCRETE	N	N
Hill City	CSAH 33	Water Street	SE	2010	Y-CONCRETE	Y	N
Hill City	CR 66	Main Street	SE	2006	Y-CONCRETE	N	N
Hill City	CR 66	Main Street	NW	2006	Y-CONCRETE	N	N
Hill City	CR 66	City Bike Trail	NA	2006	PRESENT-NARROW	N	N

Aitkin County Pedestrian Facilities - Pedestrian Ramps

City	Highway	Location	Quadrant	Construction Year	Compliant (Y for yes, N for No)		
					Truncated Domes	Landing	Slopes
Hill City	CR 74	School Entrance	SE	2017	N	Y	Y
McGregor	CSAH 8	1st Street	NW	2002	N	N	N
McGregor	CSAH 8	Wittet Avenue	SW	2002	N	N	N
McGregor	CSAH 8	Wittet Avenue	NW	2002	N	N	N
McGregor	CSAH 8	Albert Avenue	SE	2002	N	N	N
McGregor	CSAH 8	Albert Avenue	NE	2002	N	N	Y
McGregor	CSAH 8	Center Avenue	SE	2002	N	Y	N
McGregor	CSAH 8	Center Avenue	SW	2002	N	Y	N
McGregor	CSAH 8	Center Avenue	NW	2002	N	N	N
McGregor	CSAH 8	Center Avenue	NE	2002	N	N	N
McGregor	CSAH 8	1st Avenue	SE	2002	N	N	N
McGregor	CSAH 8	1st Avenue	NE	2002	N	N	N
McGregor	CSAH 8	Delling Avenue	SE	2002	N	N	N
McGregor	CSAH 8	Delling Avenue	SW	2002	N	Y	N
McGregor	CSAH 8	Delling Avenue	NW	2002	N	Y	N
McGregor	CSAH 8	Delling Avenue	NE	2002	N	N	N
McGregor	CSAH 8	Country House Lane	NW	2002	N	N	N
McGregor	CSAH 8	Country House Lane	NE	2002	N	N	N
McGregor	CSAH 8	Mable Street	SE	2002	NO SIDEWALK ON SOUTH		
McGregor	CSAH 8	Mable Street	SW	2002			
McGregor	CSAH 8	Mable Street	NW	2002	Y	N	Y
McGregor	CSAH 8	Mable Street	NE	2002	Y	N	N
McGregor	CSAH 8	Hespar Street	SE	2002	NO SIDEWALK ON SOUTH		
McGregor	CSAH 8	Hespar Street	SW	2002			
Palisade	CSAH 3	2nd Avenue	SE	2012	Y	N 2.3%	Y
Palisade	CSAH 3	2nd Avenue	NE	2012	Y	Y	Y
Palisade	CSAH 3	3rd Avenue	SE	2012	Y	Y	Y
Palisade	CSAH 3	3rd Avenue	SW	2012	Y	Y	Y
Palisade	CSAH 3	3rd Avenue	NW	2012	Y	Y	Y
Palisade	CSAH 3	3rd Avenue	NE	2012	Y	Y	Y
Palisade	CSAH 3	4th Avenue	SE	2012	Y	Y	Y
Palisade	CSAH 3	4th Avenue	SW	2012	Y	Y	Y
Palisade	CSAH 3	4th Avenue	NW	2012	Y	Y	Y
Palisade	CSAH 3	4th Avenue	NE	2012	Y	Y	Y
Palisade	CSAH 3	5th Avenue	SW	2012	Y	Y	Y
Palisade	CSAH 3	5th Avenue	NW	2012	Y	N	N
Palisade	CSAH 3	5th Avenue	NE	2012	Y	N	N
Palisade	CSAH 3	Nature Avenue	NW	2012	Y	Y	Y
Palisade	CSAH 3	Nature Avenue	NE	2012	Y	Y	Y
Tamarack	CSAH 6	Nelson Avenue	SE	2011	Y	Y	Y
Tamarack	CSAH 6	Nelson Avenue	SW	2011	Y	Y	N
Tamarack	CSAH 6	Nelson Avenue	NW	2011	Y	Y	N
Tamarack	CSAH 6	Nelson Avenue	NE	2011	Y	Y	Y
Tamarack	CSAH 6	Front Street	NW	2011	Y	Y	Y
Tamarack	CSAH 6	Orvis Avenue	NE	2011	Y	Y	Y

## **Appendix B – Agency ADA Design Standards**

### **Design Standards**

Aitkin County will use Public Right of Way Accessibility Guidelines (PROWAG) as adopted by the Minnesota Department of Transportation (MnDOT), as its design standard. A copy of this document is available online or upon request.

## **Appendix C – Contact Information**

### **ADA Title II Coordinator**

**Name:** John Welle  
**Address:** 1211 Airpark Drive  
Aitkin, MN 56431  
**Phone:** 218-927-7469  
**Fax:** 218-927-2356  
**E-mail:** john.welle@co.aitkin.mn.us

## Appendix D – Grievance Procedure

As part of the ADA requirements the City/County has posted the following notice outlining its ADA requirements:

### Public Notice

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990, Aitkin County will not discriminate against qualified individuals with disabilities on the basis of disability in Aitkin County's services, programs, or activities.

**Employment:** The County does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the Americans with Disabilities Act (ADA).

**Effective Communication:** The County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the County's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all County programs, services, and activities.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a County program, service, or activity, should contact the office of the ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

The County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the County of Aitkin. The County of Aitkin's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to the ADA Coordinator:

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the County of Aitkin and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the County Administrator or his/her designee.

Within 15 calendar days after receipt of the appeal, the County Administrator or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the County Administrator or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or his/her designee, appeals to the County Administrator or his/her designee, and responses from these two offices will be retained by the County of Aitkin for at least three years.

## Appendix E – Glossary of Terms

**ADA:** See Americans with Disabilities Act.

**ADA Transition Plan:** MnDOT's transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements into the Statewide Transportation Improvement Program (STIP), and ensures all transportation facilities, services, programs, and activities are accessible to all individuals.

**Accessible:** A facility that provides access to people with disabilities using the design requirements of the ADA.

**Alteration:** A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

**Americans with Disabilities Act (ADA):** The Americans with Disabilities Act; Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

**Capital Improvement Program (CIP):** The CIP for the Transportation Department includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the county's transportation system.

**Pedestrian Access Route (PAR):** A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

**Pedestrian Circulation Route (PCR):** A prepared exterior or interior way of passage provided for pedestrian travel.

**PROWAG:** An acronym for the *Guidelines for Accessible Public Rights-of-Way* issued in 2005 by the U. S. Access Board. This guidance addresses roadway design practices, slope, and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking, and other components of public rights-of-way.

**Right of Way:** A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks, and trails creating public pedestrian access within a public entity's jurisdictional limits.

**Section 504:** The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.



# Board of County Commissioners Agenda Request

20  
Agenda Item #

**Requested Meeting Date:** 8-25-20

**Title of Item:** Revise Bid Opening Date for Highway Department Office Expansion

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

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
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<b>Presenter (Name and Title):</b> NA	<b>Estimated Time Needed:</b> NA
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**Summary of Issue:**  
A bid opening date of September 3, 2020 was set for the Highway Department Office Expansion/Remodeling project at the July 28, 2020 Board of Commissioners meeting. At the time, it was uncertain if the construction plan documents would be completed in time for this bid opening date. Unfortunately, work restrictions related to COVID have caused delays in the final design process which will require the bid opening date to be delayed. A new bid opening date/time of 2:00 on Thursday, September 17, 2020 is being proposed.

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

**Recommended Action/Motion:**  
Establish bid opening date/time of 2:00 pm, Thursday, September 17, 2020.

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$ Estimated total cost: \$710,000  
 Is this budgeted?  Yes  No *Please Explain:*



# Board of County Commissioners Agenda Request

24  
Agenda Item #

**Requested Meeting Date:** August 25, 2020

**Title of Item:** LG214 Premises Permit - Minnesota Fishing Museum

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

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

Gambling Premises Permit - Minnesota Fishing Museum

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

**Recommended Action/Motion:**

See attached Proposed Resolution

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*

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

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

ADOPTED August 25, 2020

By Commissioner: xxxx

20200825-xxx

**LG214 Premises Permit – Minnesota Fishing Museum**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the Minnesota Fishing Museum, at Cenex – Malmo Township. This establishment has an address of 22167 State Highway 47, Aitkin, MN 5631.

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 25<sup>th</sup> day of August, 2020 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 25<sup>th</sup> day of August, 2020

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



# Board of County Commissioners Agenda Request

3A  
Agenda Item #

**Requested Meeting Date:** August 25, 2020

**Title of Item:** Proposed 2021 Health & Human Services Budget Presentation

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

<b>Submitted by:</b> Cynthia Bennett	<b>Department:</b> Health & Human Services
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<b>Presenter (Name and Title):</b> Carli Goble	<b>Estimated Time Needed:</b> 15 - 20 minutes
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**Summary of Issue:**

Health & Human Services will be presenting on the proposed 2021 budget. This budget was presented at the August 5, 2020 HHS Advisory Board Meeting.

**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:*

# Health & Human Services

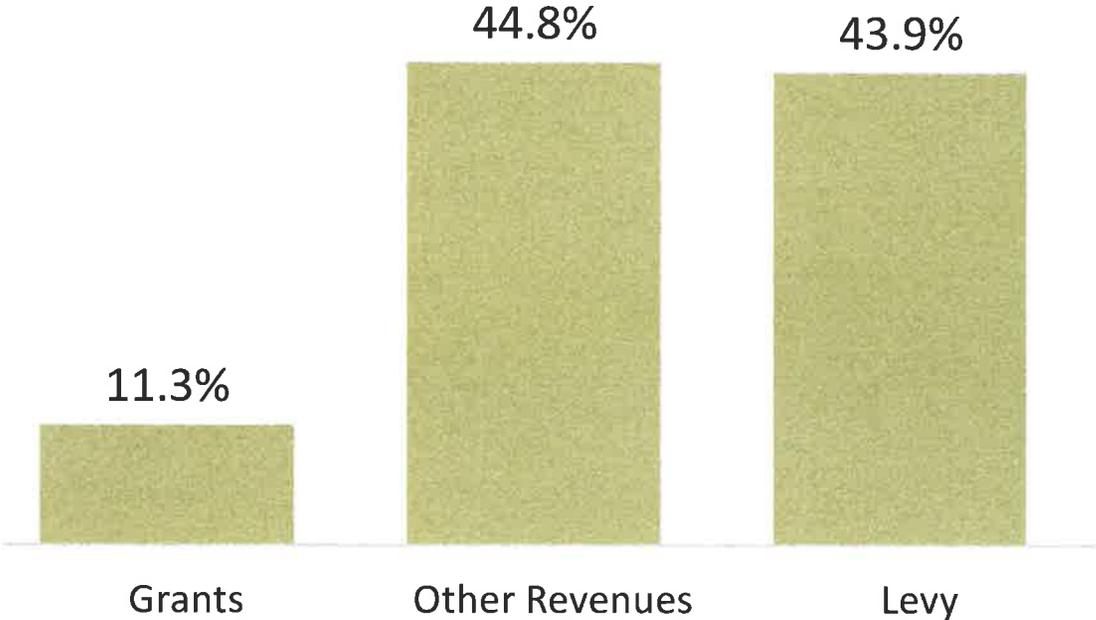
## Proposed 2021 Budget

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COUNTY BOARD - - AUGUST 25, 2020

# Revenues

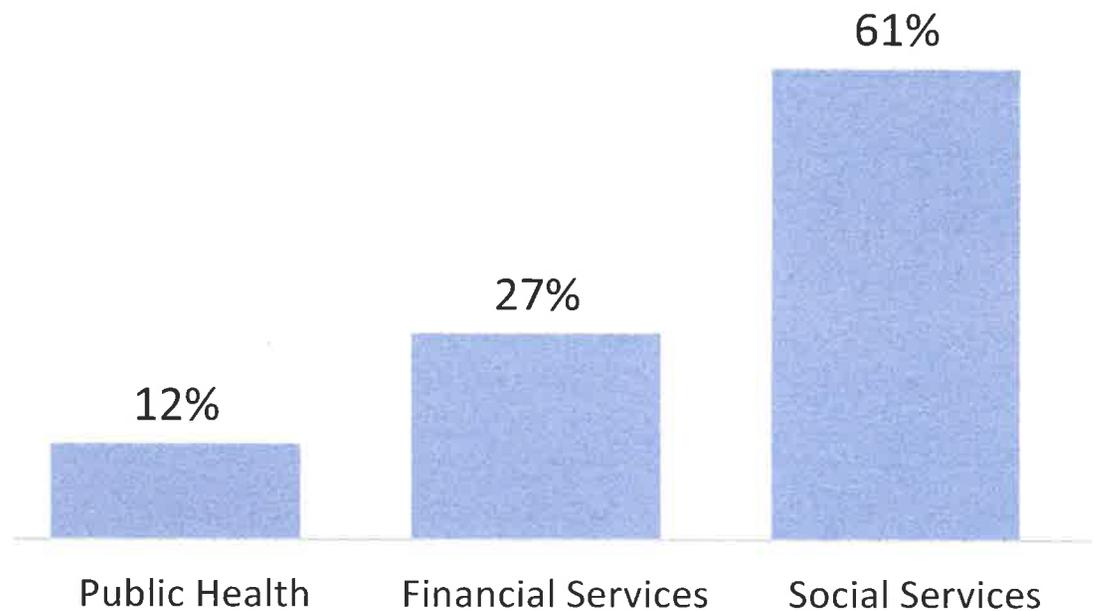
- Grants - \$785,570
  - State & Federal
- Other Revenues - \$3,119,836
  - State & Federal Allocations
  - Third Party Reimbursements
- Proposed Levy - \$3,055,555
  - 4.95% Increase



# Expenditure Department Breakdown

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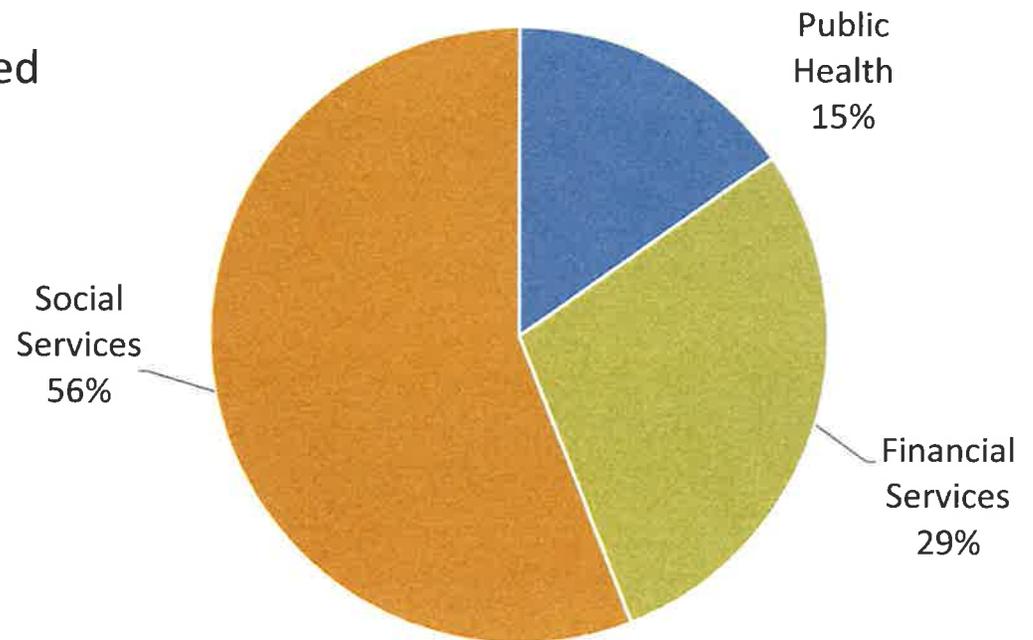
- Public Health: \$906,192
- Financial Services: \$1,948,922
  - Child Support
- Social Services: \$4,455,847
  - Children/Adult
- Total \$7,310,961
- Majority of program areas are mandated services



# 1. Salaries/Benefits

---

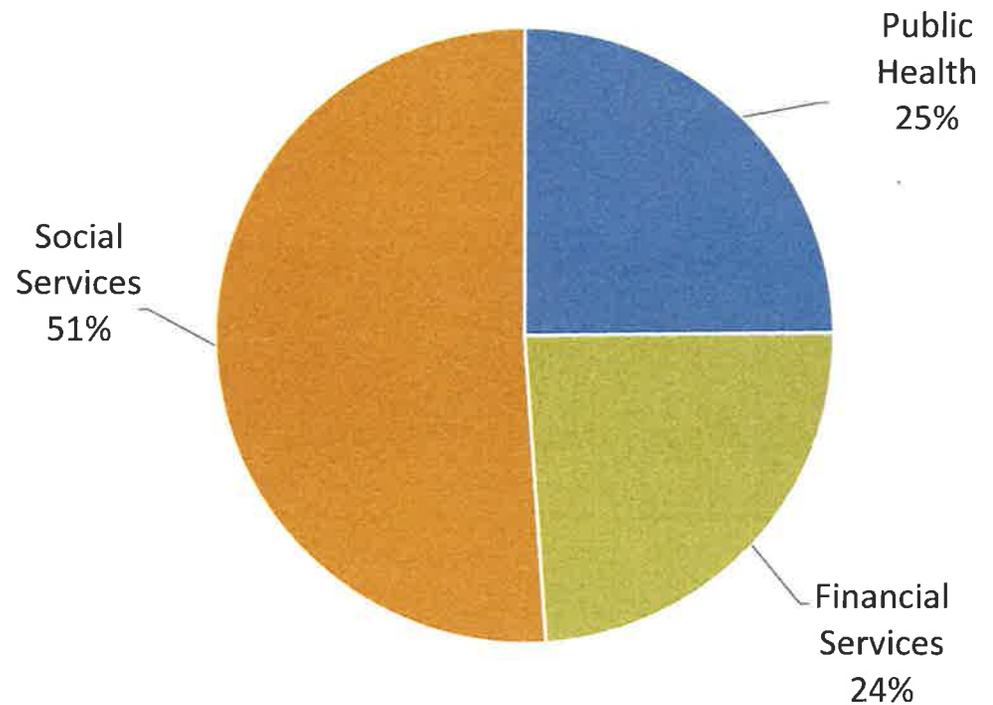
- All approved positions are included in the budget
- Budget Amounts:
  - Public Health - \$744,058
  - Financial Services - \$1,404,195
  - Social Services - \$2,726,701
- Total \$4,874,954
- Increase of 1.97%
- 66.68% of Budget



## 2. Insurance

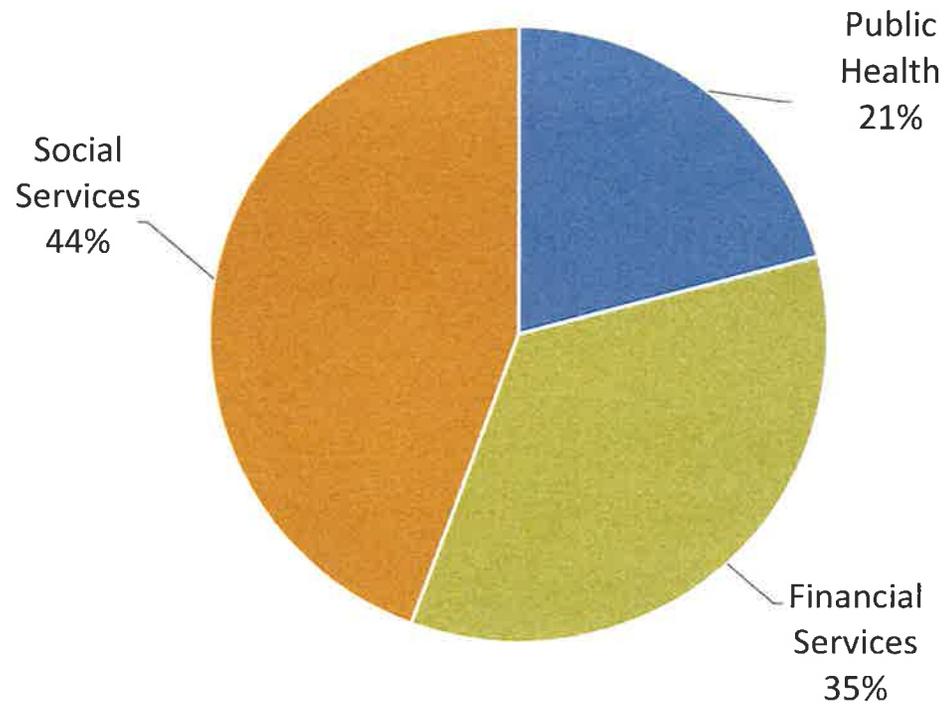
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- Includes:
  - Vehicle/Liability Insurance, Workers Comp Insurance
- Budget Amounts:
  - Public Health - \$8,258
  - Financial Services - \$8,000
  - Social Services - \$17,000
- Total \$33,258
- Increase Expected for 2021
- 0.45% of Budget



# 3. Materials/Supplies

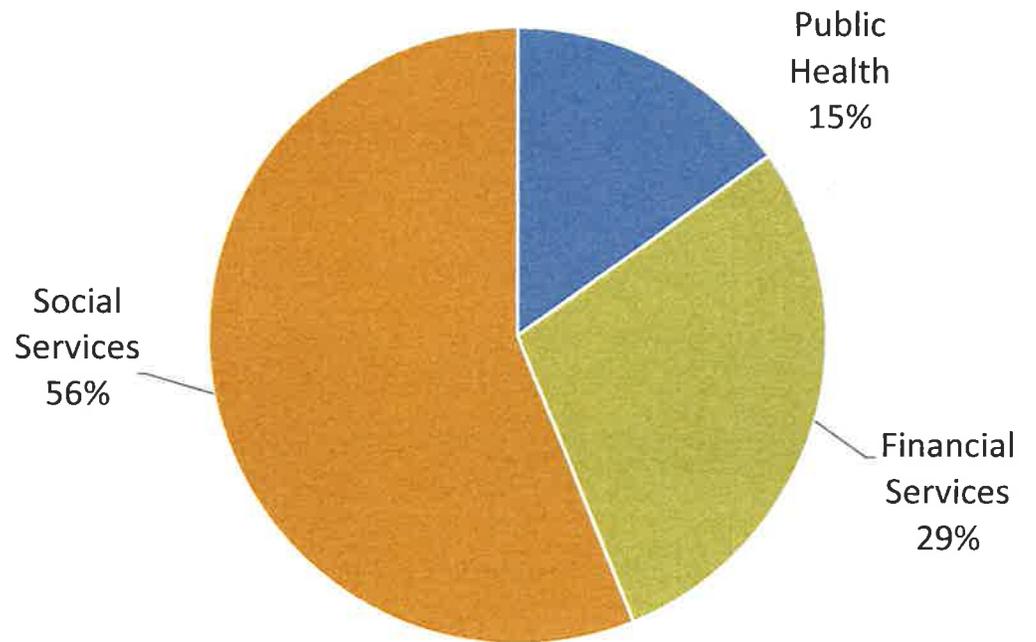
- Includes:
  - Agency Office Supplies, Postage & Computer/Monitor Replacements
- Budget Amounts:
  - Public Health - \$20,951
  - Financial Services - \$34,902
  - Social Services - \$44,522
- Total \$100,375
- Increase of 1.87%
- 1.37% of Budget



# 4. Utilities

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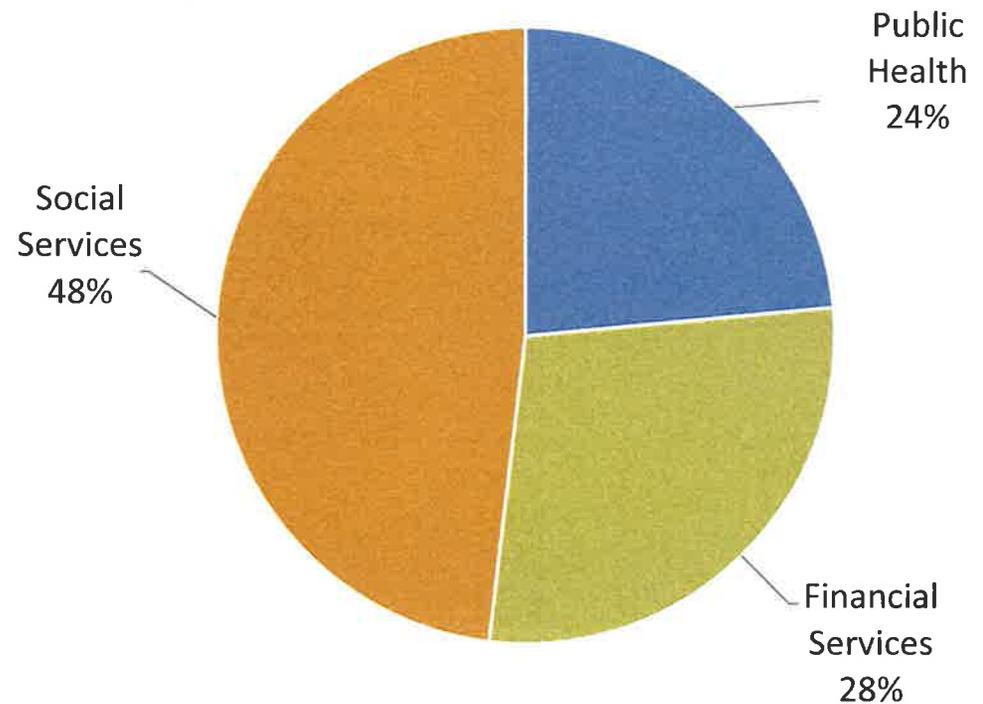
- Includes:
  - Telephone, Utilities – Gas & Electric
- Budget Amounts:
  - Public Health - \$10,335
  - Financial Services - \$19,500
  - Social Services - \$38,000
- Total \$67,725
- Decrease of 0.82%
- 0.93% of Budget



# 5. Dues/Registration/Professional Development

---

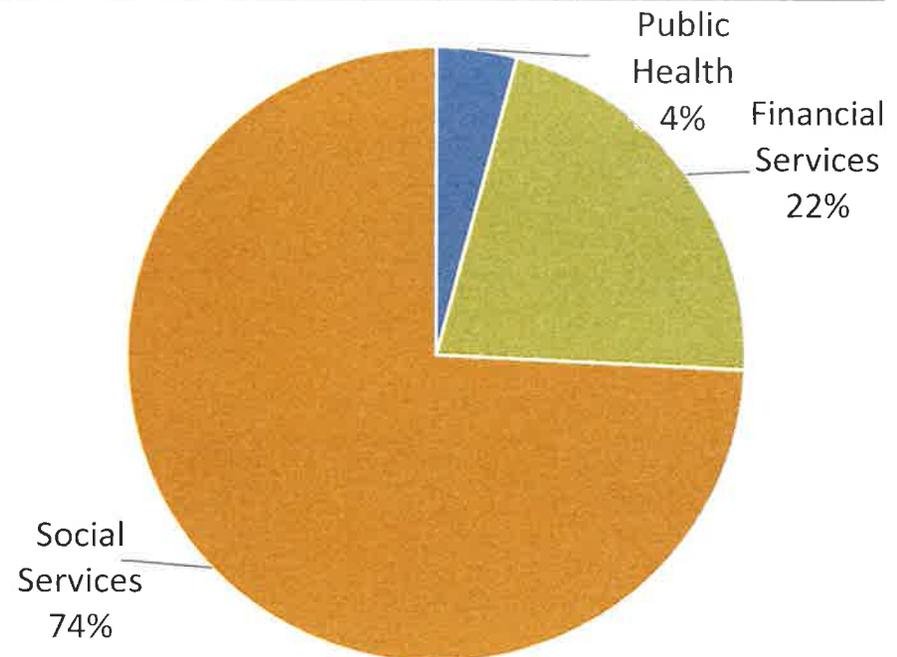
- Includes:
  - Meetings, Training, Conference Fees & Lodging/Meals
- Budget Amounts:
  - Public Health - \$8,240
  - Financial Services - \$9,935
  - Social Services - \$16,875
- Total \$35,050
- Decrease of 0.37%
- 0.48% of Budget



## 6. Service Agreements/Contracts

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- Includes:
  - Services/Contracts & Program Costs
- Budget Amounts:
  - Public Health - \$84,560
  - Financial Services - \$436,090
  - Social Services - \$1,499,649
- Total \$2,020,299
- Decrease of 1.28%
- 27.63% of Budget



# 7. Capital Equipment

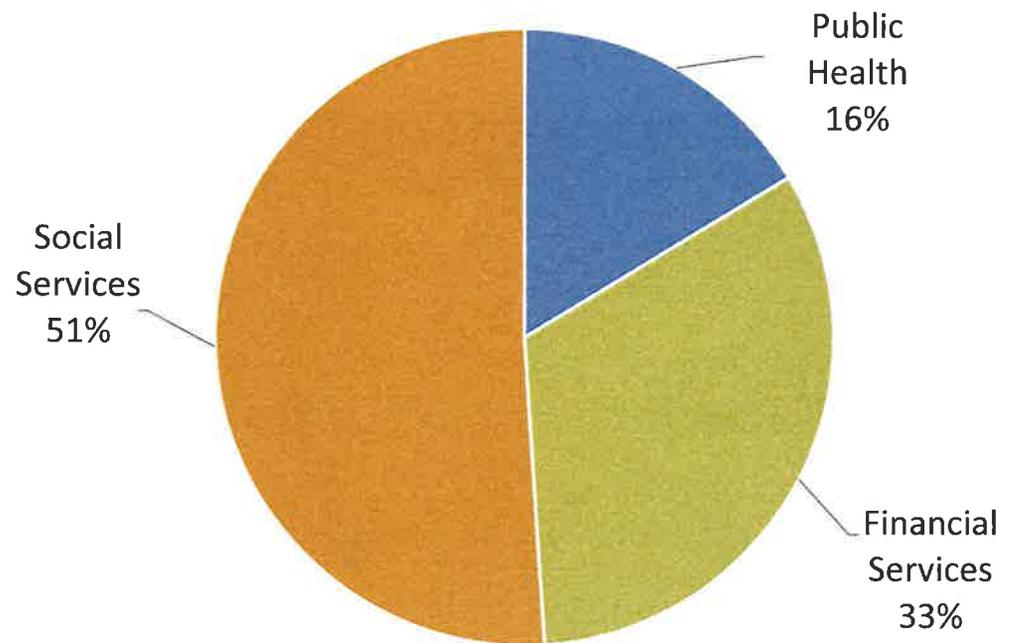
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- None budgeted in 2021

# 8. Capital Construction

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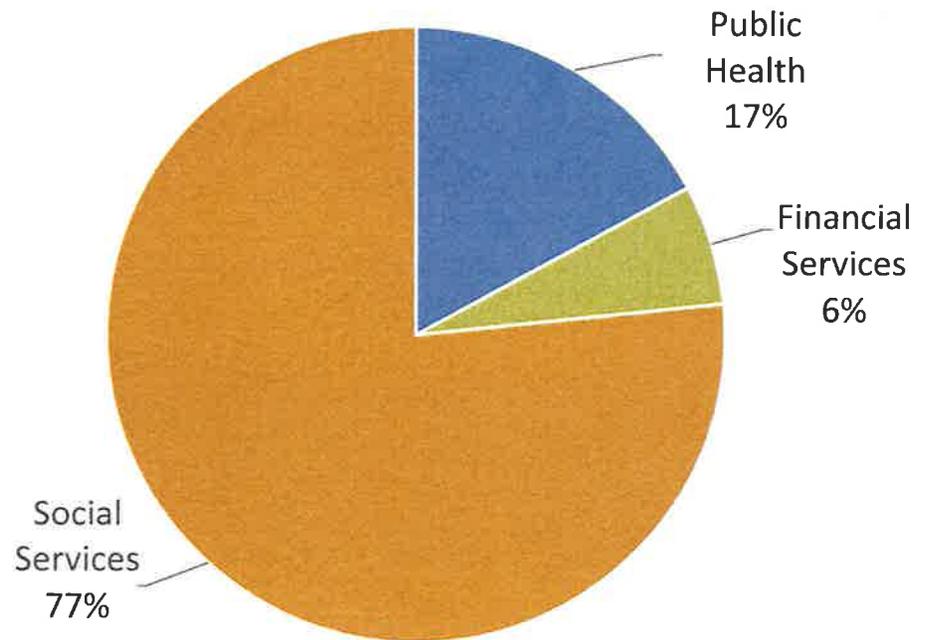
- Includes:
  - Building Maintenance & Updates
- Budget Amounts:
  - Public Health - \$15,500
  - Financial Services - \$31,000
  - Social Services - \$48,500
- Total \$95,000
- Increase of 4.34%
- 1.30% of Budget



# 9. Transportation

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- Includes:
  - Gas/Fuel Vehicle Charges & Mileage/Parking
- Budget Amounts:
  - Public Health - \$14,400
  - Financial Services - \$5,300
  - Social Services - \$64,600
- Total \$84,300
- Decrease of 1.66%
- 1.15% of Budget



# 10. Other Expenses

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- None budgeted in 2021
- All expenses included in the other categories

# Comparison

## 2020 – APPROVED BUDGET

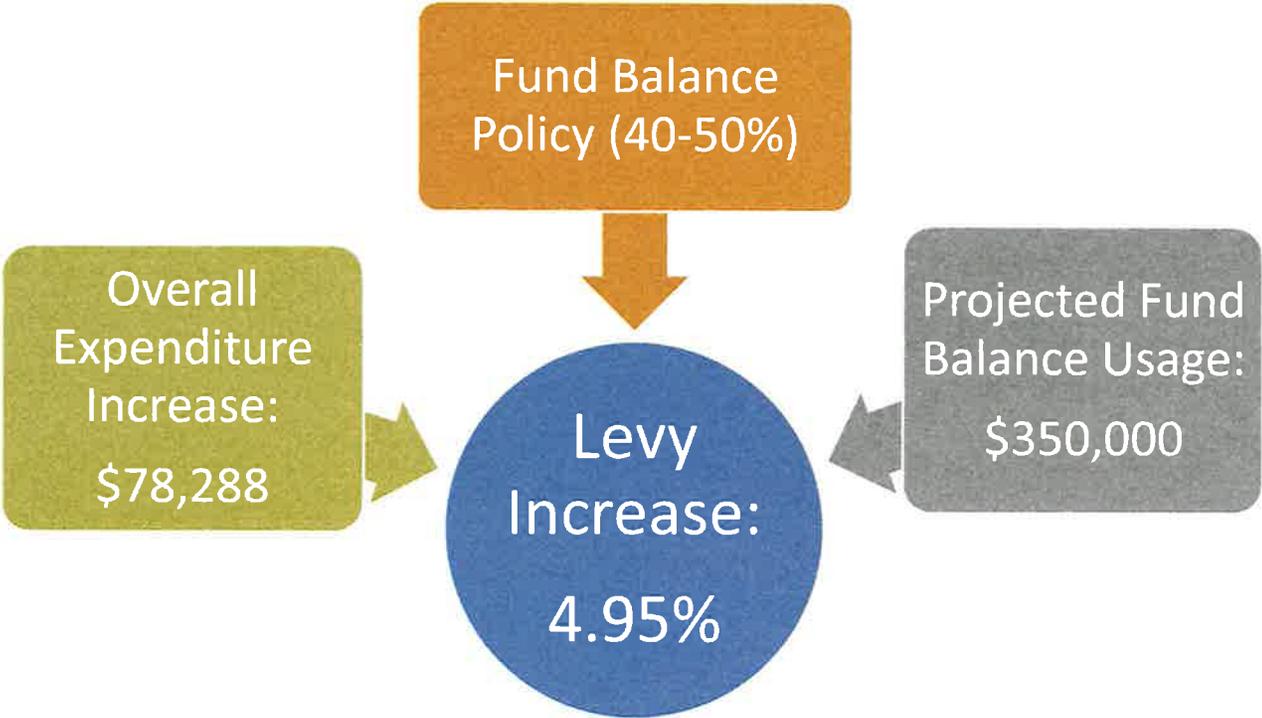
- Expenses: \$7,323,673
  - Children’s Out-of-Home Placement: \$588,500
  - Adult Residential Treatment: \$345,000
  - Building Maintenance: \$91,050
  - Salaries/Benefits: \$4,780,726
  
- Revenues: \$6,882,673

## 2021 – PROPOSED BUDGET

- Expenses: \$7,310,961
  - Children’s Out-of-Home Placement: \$560,350
  - Adult Residential Treatment: \$360,000
  - Building Maintenance: \$95,000
  - Salaries/Benefits: \$4,874,954
  - Expense Increase of \$78,288
  
- Revenues: \$6,960,961

# Summary

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# Board of County Commissioners Agenda Request

4A  
Agenda Item #

**Requested Meeting Date:** August 25, 2020

**Title of Item:** CARES Funding - Purchase Request

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Carli Goble		<b>Department:</b> Health & Human Services
<b>Presenter (Name and Title):</b> Cynthia Bennett, Director		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> <p>Aitkin County Health &amp; Human Services would like approval to purchase additional licenses of ApplicationXtender, using CARES County Relief Funding, to support electronic remote work within the Social Services unit due to access issues arising from the COVID-19 pandemic.</p> <p>Quote provided by Information Systems Corp. is attached to this request.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approval to purchase additional ApplicationXtender licenses from Information Systems Corp through the use of CARES County Relief Funding.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 44,837 Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> This expense was not budgeted in 2020, but has become necessary due to the COVID-19 response.		

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



To: Carli Goble, Aitkin County Health & Human Services  
 From: Wayne Altenbernd  
 Date: July 27, 2020  
 Subject: ApplicationXtender Document Management System for Aitkin County Health & Human Services

Aitkin County Health & Human Services has indicated a desire to implement an Electronic Document Management System (EDMS) to be used by the Social Services unit. ISC (Information Systems Corporation) has implemented EDMS in over 40 Minnesota counties. In addition, ISC has implemented Workflow based EDMS in 20 Minnesota county Family/Human Services agencies.

Aitkin County is currently using ApplicationXtender as its electronic document management system and has the following software licenses.

License Description	Quantity
ApplicationXtender Server Core Concurrent Connection License <ul style="list-style-type: none"> <li>• 7 licenses allocated for use by Planning and Zoning</li> <li>• 5 licenses allocated for use by Recorder</li> <li>• 3 licenses allocated for use by ApplicationXtender system integration</li> <li>• 13 licenses allocated for use by all other county departments including Health &amp; Human Services</li> </ul>	28
ApplicationXtender Pegasus ScanFix License	7
ApplicationXtender Image Capture Server License	1
ApplicationXtender Reports Management Server License	1
ApplicationXtender Connector Concurrent Connection License	5
ApplicationXtender OCR Server License	1
ApplicationXtender xPlore Full Text Server License	1
ApplicationXtender xPlore Full Text Concurrent Connection License	3

This proposal is designed to expand on the existing ApplicationXtender system by enhancing it with additional software products to increase system functionality, productivity, and efficiency.

Professional Services are included with this proposal and are required to customize and implement the proposed EDMS Solution so that it is optimized for Aitkin County. The Professional Services also includes onsite training of Family Services staff on the proper and best use of the proposed EDMS Solution.

All software products included with this proposal have an Annual Maintenance Agreement that is required with initial purchase. The Annual Maintenance Agreement includes all technical support needed to insure a reliable, trouble-free system as well as software upgrades.

**Proposal Table of Contents**

EDMS Solution Recommendation	Page 2
Cost to Implement the Proposed EDMS Solution	Page 4
Social Service Unit	Page 4
EDMS Solution Costs for Years 2 and Beyond	Page 5
EDMS Solution Add-ons to Enhance System Capabilities	Page 5
Document Scanner Recommendations	Page 6
EDMS Solution References	Page 8

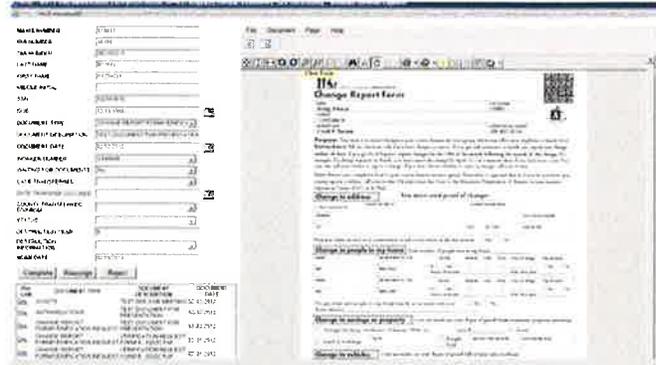


## EDMS Solution Recommendation

ISC is recommending the following software and hardware products to implement the proposed Workflow based Electronic Document Management System.

- **OpenText ApplicationXtender Document Management and Workflow Software**

OpenText ApplicationXtender is core product of the proposed electronic document management system. ApplicationXtender provides immediate access to virtually any type of data file, by integrating data generation, management and access into a single comprehensive solution. ApplicationXtender enables access through a universal interface for virtually any type of document by intelligently indexing, organizing and storing business information to improve employee productivity and provide a quick return on investment (ROI).



OpenText ApplicationXtender Workflow Manager offers advanced capabilities for creating departmental and horizontal solutions to common business challenges. With ApplicationXtender Workflow Manager, you can improve business performance and reduce costs within and across functional business units. You can also maximize investments in your organization's current and future IT infrastructure.

- Reduces flow of paper documents throughout the County Human Services agency
- Improves efficiency of processing case files
- Improves management of case file documents
- Enhances document capture process
- Low system cost compared to competition
- Modular design allows the county to purchase only the software programs desired
- Customizable to meet unique needs of your county
- Expandable, same system can be used thru out the Family Services Agency as well as other county departments

- **OpenText ApplicationXtender xPlore Full Text Search**

Precise search results delivered quickly and efficiently increase productivity by helping knowledge workers make better decisions faster. OpenText ApplicationXtender Full Text Search helps users discover information easily and put it to work immediately.

OpenText™ ApplicationXtender Full Text Search provides the ability to navigate files and content quickly to expedite the information discovery process and reduce the risks associated with managing vast volumes of unstructured information. With ApplicationXtender Full Text Search, knowledge workers can even combine keyword and full-text searches to return the most precise search results with just a single query.

OpenText ApplicationXtender Full Text Search delivers:

- **Precise search results** — Combine keyword and full-text searches to quickly return precise search results.
- **Advanced search functions** — Perform advanced search functions such as typo, thesaurus, stemming, proximity, and wildcard searches without complex search syntax.
- **Support for hundreds of file formats** — Search more than 200 file formats out of the box.
- **Role-based information access** — Ensure appropriate access to information through role-based user access.

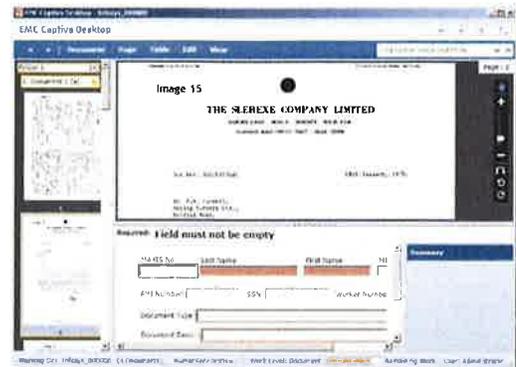
## EDMS Solution Recommendation (continued)

- Optional – Enhanced Document Capture using Captiva Capture

Captiva Capture enables organizations to capture documents and data from paper, electronic files, and other sources, transforming it into digital content and delivering it into content management systems and business processes. By helping businesses reduce manual paper handling steps, Captiva Capture minimizes processing errors, improves data accuracy, and accelerates business processes by making information instantly available in content repositories like OpenText ApplicationXtender.

Captiva Capture improves the process and efficiency of document scanning and indexing.

Captiva Capture provides the following features and benefits.



Feature	Benefit
<b>Integrated with Minnesota DHS Shared Master Index (SMI)</b>	Improves document index accuracy by getting the most current client information from MAXIS, MMIS, and PRISM systems
<b>Automatic Document Separation</b>	Splits documents automatically when a barcode is found on the document page
<b>Automatic Document Identification</b>	Documents can fully indexed by recognizing and reading barcodes contained on selected document pages
<b>Scan Document Once and Index to Different Cases</b>	Allows documents to be scanned once and indexed to multiple client cases including between different systems (i.e. index and save document to multiple SSIS Workgroup Numbers)
<b>Distributed Document Scanning and Indexing</b>	Different workers can be involved in the document scanning and indexing process to distribute the workload among multiple staff to improve document processing productivity

- Optional – Document Scanners

ISC recommends Canon document scanners because they are well suited for workgroups and departments in any industry. Canon scanners provide the basis for efficient records management and helps reduce paperwork. They deliver capture capabilities that make it an ideal addition, especially in the legal, financial, healthcare, and government sectors.

Canon DR-M240 Color Duplex Document Scanner (suggested model)

Specifications:

- Recommended Scanning Volume – 4,000 Scans per Day
- Grey Scale: 8-Bit maximum, 256 levels
- Color: 24-Bit maximum
- Built-in 60-sheet capacity automatic document feeder
- **Scan speed – 45 letter size pages per minute @ 200dpi**
- Maximum document size of 8.5" x 14"
- Minimum document size of 2.0" x 2.1"
- Scan resolutions of 100 to 600 dpi
- Dimensions: (H x W x D) 9.0" x 11.4" x 9.9"
- Weight: 6.17 lbs.





## Cost to Implement the Proposed EDMS Solution

### For Social Services Unit with Enhanced Document Capture

- ApplicationXtender Workflow and Captiva software can be used by other HHS units or county departments as part of the EDMS Solution
- Professional Services are required to implement and train staff
- It may be necessary to increase the ApplicationXtender Server Core Client Licenses (see Note 1) and Captiva Capture system page scan capacity (see Note 2) as described in the Notes at the bottom of this page

ApplicationXtender Workflow Software		Quantity	Cost	Total cost
<b>Social Services Workers</b> (20 Workers),	<b>Software Licenses</b>			
	ApplicationXtender Server Core 5 Concurrent Connection Client License Pack	1	\$8,190.00	
	ApplicationXtender Workflow Manager 5 Concurrent Connection Client License Pack	2	<u>\$12,800.00</u>	
and	<b>Total for Software Licenses</b>			<b>\$20,990.00</b>
<b>Case Aides</b> (5 Workers)	<b>Professional Services</b>			
	Software installation and Training	1	\$2,500.00	
<b>Total Number of Expected Users = 25</b>	Workflow Business process analysis and development.	1	<u>\$5,000.00</u>	
	<b>Total for Professional Services</b>			<b>\$7,500.00</b>
	<b>Software Annual Maintenance Costs</b>			
	ApplicationXtender Server Core 5 Concurrent Connection Client License Pack	1	\$2,129.00	
	ApplicationXtender Workflow Manager 5 Concurrent Connection Client License Pack	2	<u>\$3,288.00</u>	
	<b>Total for Annual Maintenance Agreements</b>			<b>\$5,417.00</b>
<b>Total (see notes 1 and 2 below for additional information)</b>				<b>\$33,907.00</b>

Captiva Software - Optional		Quantity	Cost	Total cost
<b>Case Aides</b> (5 Workers)	<b>Software Licenses</b>			
	Captiva Capture Standard Server 100K Pages/Year Bundle	1	\$4,150.00	
<b>Total Number of Expected Users = 5</b>	Captiva Capture ScanPlus Module	1	<u>\$1,747.00</u>	
	<b>Total for Software Licenses</b>			<b>\$5,897.00</b>
	<b>Professional Services</b>			
	Captiva Capture Software Installation and Training	1	<u>\$3,500.00</u>	
	<b>Total for Professional Services</b>			<b>\$3,500.00</b>
	<b>Software Annual Maintenance Costs</b>			
	Captiva Capture Standard Server 100K Pages/Year Bundle	1	\$1,079.00	
	Captiva Capture ScanPlus Module	1	<u>\$454.00</u>	
	<b>Total for Annual Maintenance Agreements</b>			<b>\$1,533.00</b>
<b>Total (see note 3 below for additional information)</b>				<b>\$10,930.00</b>

<b>Total for above Software Products, Professional Services, and Annual Maintenance Agreements</b>	<b>\$44,837.00</b>
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**Note 1:** Aitkin County currently has 28 ApplicationXtender Server Core Client licenses with 13 of the licenses available for HHS staff and other county departments. The proposal assumes using some of these existing licenses for this project. If Aitkin County prefers not to use existing ApplicationXtender licenses, then the above total will be increased by \$10,319.00 (5 ApplicationXtender licenses for \$8,190.00 + Annual Maintenance of \$2,129.00) for each additional 5 pack of licenses purchased.

**Note 2:** Additional costs may be incurred when implementing or expanding ApplicationXtender Workflow Manager. Additional costs may include, but not limited to, purchasing additional ApplicationXtender licenses and Professional Services for business process analysis and workflow development.

**Note 3:** It is estimated that Aitkin County will scan no more than 100,000 pages per year for the Social Services unit using the Captiva Capture system. If Aitkin County's scanning needs exceed 100,000 pages per year, an increase in the Captiva Capture Capacity license will need to be purchased at a cost of \$2,201.00 (Captiva Server Volume +100K PPY Perpetual license for \$1,747.00 + Annual Maintenance of \$454.00).



## Cost to Implement the Proposed EDMS Solution (continued)

### EDMS Solution Costs for Years 2 and Beyond

The proposed EDMS solution has Annual Maintenance Agreement costs for software licenses.

- Annual Maintenance Agreements costs are an annually billable item
- Annual Maintenance Agreements include any and all product support as well as software upgrades

ApplicationXtender Workflow Software	Quantity	Cost	Total cost
<b>Software Annual Maintenance Costs</b>			
ApplicationXtender Server Core 5 Concurrent Connection Client License Pack	1	\$2,129.00	
ApplicationXtender Workflow Manager 5 Concurrent Connection Client License Pack	2	<u>\$3,288.00</u>	
<b>Total for Annual Maintenance Agreements</b>			<b>\$5,417.00</b>

Captiva Software - Optional	Quantity	Cost	Total cost
<b>Software Annual Maintenance Costs</b>			
Captiva Capture Standard Server 100K Pages/Year Bundle	1	\$1,079.00	
Captiva Capture ScanPlus Module	1	<u>\$454.00</u>	
<b>Total for Annual Maintenance Agreements</b>			<b>\$1,533.00</b>

<b>Total for above Software License Annual Maintenance Agreements</b>			<b>\$6,950.00</b>
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### EDMS Solution Add-ons to Enhance System Capabilities

ISC is providing pricing on the following ApplicationXtender and Captiva license add-on if it becomes necessary to increase product licensing due to system usage demand.

#### ApplicationXtender License Add-ons

The following license add-ons are available for the ApplicationXtender system to increase the number of concurrent connection licenses.

Description	Purchase Price	Annual Maintenance Agreement	Total Cost
ApplicationXtender Server Core 5 Concurrent Connection Client License Pack	\$8,190.00	\$2,129.00	<b>\$10,319.00</b>
ApplicationXtender xPlore Full Text 5 Concurrent Connection Client License Pack	\$1,638.00	\$426.00	<b>\$2,064.00</b>
ApplicationXtender Workflow 5 Concurrent Connection Client License Pack	\$6,400.00	\$1,664.00	<b>\$8,064.00</b>

#### Captiva Capture License Add-ons

The following license add-ons are available for the Captiva Capture enhanced document scanning and indexing system to increase system capacity or increase the number of concurrent connection licenses.

Description	Purchase Price	Annual Maintenance Agreement	Total Cost
Captiva Capture Server Volume +100K Pages/Year Perpetual	\$1,747.00	\$454.00	<b>\$2,201.00</b>
Captiva ScanPlus Module (Standard+Premium)	\$1,747.00	\$454.00	<b>\$2,201.00</b>
Captiva Attended Batch Indexing Client	\$3,822.00	\$994.00	<b>\$4,816.00</b>



## Document Scanner Recommendations

ISC is recommending that Aitkin County consider the following Canon document scanners if additional scanners are needed for this project.

*Pricing good until 12-31-2020.*

Desktop Scanners	Purchase Price	Annual Maintenance Agreement
<p><b>Canon P-215II Color Duplex Document Scanner</b></p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>Recommended Scanning Volume – 500 Scans per Day</li> <li>Grey Scale: 8-Bit maximum, 256 levels</li> <li>Color: 24-Bit maximum</li> <li>Built-in 20-sheet capacity automatic document feeder</li> <li><b>Scan speed – 15 letter size pages per minute @ 200dpi</b></li> <li>Maximum document size of 8.5" x 14"</li> <li>Minimum document size of 2.0" x 2.7"</li> <li>Scan resolutions of 100 to 600 dpi</li> <li><b>Warranty: 1-Year Advance Exchange with Canon</b></li> <li>Dimensions: (H x W x D) 1.6" x 11" x 3.7"</li> <li>Weight: 2.1 lbs.</li> </ul>	<b>\$269.00</b>	<b>N/A</b>
		
<p><b>Canon P-215II Soft Carrying Case</b></p> <p>The imageFORMULA P-215 Soft Carrying Case enhances the portability of the device and provides an added safeguard to help ensure that the unit is protected while in transit.</p>	<b>\$35.00</b>	<b>N/A</b>
		
<p><b>Canon DR-C230 Color Duplex Document Scanner</b></p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>Recommended Scanning Volume – 3,500 Scans per Day</li> <li>Grey Scale: 8-Bit maximum, 256 levels</li> <li>Color: 24-Bit maximum</li> <li>Built-in 60-sheet capacity automatic document feeder</li> <li><b>Scan speed – 30 letter size pages per minute @ 200dpi</b></li> <li>Maximum document size of 8.5" x 14"</li> <li>Minimum document size of 2.0" x 2.1"</li> <li>Scan resolutions of 100 to 600 dpi</li> <li><b>Warranty: 3-Year Advance Exchange with Canon</b></li> <li>Dimensions: (H x W x D) 9.1" x 11.5" x 10.0"</li> <li>Weight: 6.17 lbs.</li> </ul>	<b>\$449.00</b>	<b>N/A</b>
		
<p><b>Canon DR-C240 Color Duplex Document Scanner</b></p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>Recommended Scanning Volume – 4,000 Scans per Day</li> <li>Grey Scale: 8-Bit maximum, 256 levels</li> <li>Color: 24-Bit maximum</li> <li>Built-in 60-sheet capacity automatic document feeder</li> <li><b>Scan speed – 45 letter size pages per minute @ 200dpi</b></li> <li>Maximum document size of 8.5" x 14"</li> <li>Minimum document size of 2.0" x 2.1"</li> <li>Scan resolutions of 100 to 600 dpi</li> <li><b>Warranty: 1-Year Advance Exchange with Canon</b></li> <li>Dimensions: (H x W x D) 9.0" x 11.4" x 9.9"</li> <li>Weight: 6.17 lbs.</li> </ul>	<b>\$715.00</b>	<b>N/A</b>
		



**Document Scanner Recommendations** (continued)

ISC is recommending that Aitkin County consider the following Canon document scanners if additional scanners are needed for this project.

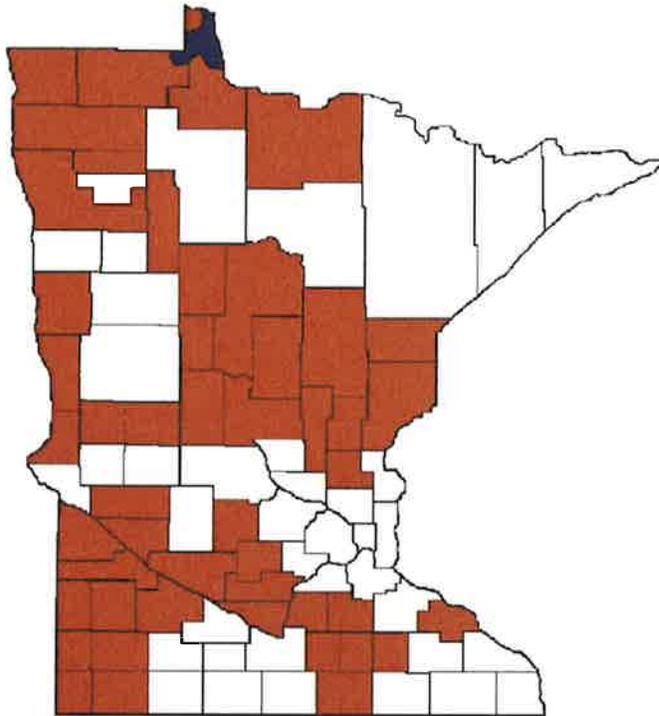
*Pricing good until 12-31-2020.*

Desktop Scanners, continued	Purchase Price	Annual Maintenance Agreement
<p><b>Canon DR-S150 Color Duplex Document Scanner</b></p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Recommended Scanning Volume – 4,000 Scans per Day</li> <li>• Grey Scale: 8-Bit maximum, 256 levels</li> <li>• Color: 24-Bit maximum</li> <li>• Built-in 60-sheet capacity automatic document feeder</li> <li>• <b>Scan speed – 45 letter size pages per minute @ 200dpi</b></li> <li>• Maximum document size of 8.5" x 14"</li> <li>• Minimum document size of 2.0" x 2.1"</li> <li>• Scan resolutions of 100 to 600 dpi</li> <li>• <b>Warranty: 3-Year Advance Exchange with Canon</b></li> <li>• Dimensions: (H x W x D) 9.5" x 11.5" x 9.8"</li> <li>• Weight: 7.44 lbs.</li> </ul>	<p><b>\$805.00</b></p> 	<p><b>N/A</b></p>
<p><b>Canon DR-M260 Color Duplex Document Scanner</b></p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Recommended Scanning Volume – 7,500 Scans per Day</li> <li>• Grey Scale: 8-Bit maximum, 256 levels</li> <li>• Color: 24-Bit maximum</li> <li>• Built-in 80-sheet capacity automatic document feeder</li> <li>• <b>Scan speed – 60 letter size pages per minute @ 200dpi</b></li> <li>• Maximum document size of 8.5" x 14"</li> <li>• Minimum document size of 2.0" x 2.1"</li> <li>• Scan resolutions of 100 to 600 dpi</li> <li>• <b>Warranty: 5-Year Advance Exchange with Canon</b></li> <li>• Dimensions: (H x W x D) 9.09" x 11.22" x 10"</li> <li>• Weight: 7.5 lbs.</li> </ul>	<p><b>\$1,075.00</b></p> 	<p><b>N/A</b></p>



## EDMS Solution References

Minnesota counties using OpenText ApplicationXtender for their electronic document management system



## Minnesota County Customers

- Aitkin
- Carlton
- Cass
- Chippewa
- Clay
- Clearwater
- Crow Wing
- Dodge
- Douglas
- Freeborn
- Grant
- Hubbard
- Isanti
- Kanabec
- Kittson
- Koochiching
- Lac Qui Parle
- Lake of the Woods
- Le Sueur
- Marshall
- McLeod
- Meeker
- Mille Lacs
- Morrison
- Nicollet
- Nobles
- Pennington
- Pine
- Polk
- Renville
- Rice
- Rock
- Roseau
- Sibley
- Southwest Health & Human Services
- Steele
- Swift
- Traverse
- Todd
- Wabasha
- Wadena
- Waseca
- White Earth Financial Services
- Wilkin
- Yellow Medicine

The following Minnesota counties are using ApplicationXtender in the Family/Human Services Department.

The counties listed below in **red** are using the enhanced ApplicationXtender EDMS system that includes Workflow, Enhanced Document Capture, and ISC State Form Auto Fill modules.

- |                   |            |                                     |
|-------------------|------------|-------------------------------------|
| Aitkin            | Le Sueur   | Sibley                              |
| Cass              | McLeod     | Southwest Health and Human Services |
| Chippewa          | Meeker     | Swift                               |
| Clay              | Mille Lacs | Todd                                |
| Clearwater        | Morrison   | Wabasha                             |
| Grant             | Nobles     | Wadena                              |
| Hubbard           | Pennington | White Earth Financial Services      |
| Lac Qui Parle     | Pine       | Yellow Medicine                     |
| Lake of the Woods | Renville   |                                     |



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** 8-25-20

**Title of Item:** 2021 Highway Budget Presentation

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

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway Department
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<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer	<b>Estimated Time Needed:</b> 40 minutes
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**Summary of Issue:**  
Attached are the detailed budget sheets for the proposed Highway Department Budget including the Operations, Capital Equipment/Facilities, and Capital Infrastructure Budgets. Note that the five-year capital equipment and facilities program is included as part of the Capital Equipment/Facilities budget and the 5-year capital road construction program is included as part of the Capital Infrastructure Budget. The budget will be summarized by a brief presentation.

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

**Recommended Action/Motion:**  
Discussion only, for future action.

**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:*

### 2021 Highway Department Budget Summary

**Revenue:**

	2018 Actual	2019 Actual	Adopted 2020 Budget	2020 As of 6-30-20	Proposed 2021 Budget
Operating	\$ 4,441,372	\$ 4,678,462	\$ 4,724,979	\$ 2,165,195	\$ 4,760,131
Capital Equipment/Facilities	\$ 571,600	\$ 605,000	\$ 616,400	\$ 516,400	\$ 472,600
Capital Infrastructure	\$ 3,112,769	\$ 4,124,792	\$ 4,327,700	\$ 5,902,754	\$ 5,542,450
<b>Total:</b>	<b>\$ 8,125,741</b>	<b>\$ 9,408,254</b>	<b>\$ 9,669,079</b>	<b>\$ 8,584,350</b>	<b>\$ 10,775,181</b>

**Expenditures:**

Operating	\$ 4,013,396	\$ 4,891,474	\$ 4,724,979	\$ 2,587,842	\$ 4,760,131
Capital Equipment/Facilities	\$ 371,948	\$ 770,600	\$ 616,400	\$ 288,931	\$ 472,600
Capital Infrastructure	\$ 6,031,144	\$ 4,210,865	\$ 4,327,700	\$ 1,093,571	\$ 5,542,450
<b>Total:</b>	<b>\$ 10,416,488</b>	<b>\$ 9,872,940</b>	<b>\$ 9,669,079</b>	<b>\$ 3,970,343</b>	<b>\$ 10,775,181</b>

### 2021 Highway Department Budget Levy Revenue Summary

	2018 Actual	2019 Actual	Adopted 2020 Budget	2020 As of 6-30-20	Proposed 2021 Budget
Operating	\$ 1,415,624	\$ 1,260,780	\$ 1,316,749	\$ 210,493	\$ 1,810,459
Capital Equipment/Facilities	\$ 571,600	\$ 605,000	\$ 516,400	\$ 516,400	\$ 372,600
Capital Infrastructure	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
<b>Total:</b>	<b>\$ 2,587,224</b>	<b>\$ 2,465,780</b>	<b>\$ 2,433,149</b>	<b>\$ 1,326,893</b>	<b>\$ 2,783,059</b>
<b>% Increase Over Previous Year's Budget:</b>					<b>14.38%</b>

## Highway Department Operations Budget Fund 003

**Revenue:**

	2018 Actual	2019 Actual	Adopted 2020 Budget	2020 As of 6-30-20	Proposed 2021 Budget
5001 Taxes, Aids, etc.	1,415,624	1,260,780	1,316,749	213,766	1,810,459
5227 Twp Road Allotment Gas Tax	442,343	437,020	495,000	455,617	418,200
5330 State Grants - Disaster Funds	-	-	-	-	-
5425 Federal Grants - FEMA	-	114,348	-	-	-
5430 Federal FHWA - ER Funds	-	-	-	-	-
5840 Misc. Refunds and Reimbursements	71,442	54,079	40,000	6,007	50,000
5846 State-aid: Town Bridge Funds	-	16,371	20,000	-	-
5848 County Bridge Bonding	-	-	-	-	-
5850 State-aid: Regular Construction Funds	11,596	135,545	90,000	139,008	90,000
5851 State-aid: Municipal Construction Funds	-	-	10,000	46,798	10,000
5852 State-aid: Regular Maintenance Funds	1,972,469	1,990,841	2,079,800	1,114,537	1,893,692
5853 State-aid: Municipal Maintenance Funds	127,242	116,761	120,000	63,123	100,000
5854 Township/City/Public Drainage Ditch Receipts	340,354	449,984	335,000	83,485	358,450
5855 Individual Receipts	43,276	24,294	13,430	11,069	14,330
5857 Culverts (Individual) Receipts	1,729	13,368	2,000	1,559	2,000
5866 Auction Receipts	3,769	107	3,000	12,591	3,000
5881 Wetland Bank Credits	11,528	64,965	-	17,636	10,000
5949 Transfer from Fund Balance	-	-	200,000	-	-
<b>Total Revenue:</b>	<b>\$ 4,441,372</b>	<b>\$ 4,678,462</b>	<b>\$ 4,724,979</b>	<b>\$ 2,165,195</b>	<b>\$ 4,760,131</b>

## Highway Department Operations Budget Fund 003

**Department 301 (Administration) Expenditures:**

	2018 Actual	2019 Actual	Adopted 2020 Budget	2020 As of 6-30-20	Proposed 2021 Budget
6101 Salaries, Full Time	349,453	345,927	364,913	173,828	370,201
6102 Salaries, Part Time	-	-	-	-	
6108 Meals Reimbursed	64	62	150	11	150
6109 Overtime	-	-	-	-	
6124 Medicare - Employer (1.45%)	4,791	4,693	5,292	2,356	5,367
6148 Employer Deductible Contribution- H.S.A.	12,379	12,040	12,040	6,020	12,040
6150 Health Insurance - Employer	47,570	47,819	50,629	25,315	59,070
6152 Life Insurance - Employer	215	318	317	159	372
6154 Long Term Disability - Employer	692	603	746	427	945
6159 PERA - Employer	24,554	24,270	26,443	12,575	25,853
6165 FICA - Employer (6.2%)	20,182	19,794	22,625	10,072	22,953
6205 Postage	1,796	1,296	1,200	148	1,200
6234 Background Checks	-	-	-	-	
6240 Dues	3,010	3,060	3,070	3,111	3,070
6241 Registration Fees/Prof. Serv./Printing	1,716	1,354	1,500	1,511	1,500
6296 Meeting Expenses	3,557	3,030	2,000	(344)	1,000
6300 Service Contracts	9,965	12,636	13,790	2,027	13,790
6352 Insurance	46,737	51,324	50,041	51,445	56,590
6353 Workers Compensation Insurance	4,722	5,114	5,096	3,981	4,180
6400 Supplies and Materials	5,481	6,787	5,000	3,130	6,000
<b>Total Administration Expenditures:</b>	<b>\$ 536,884</b>	<b>\$ 540,127</b>	<b>\$ 564,852</b>	<b>\$ 295,771</b>	<b>\$ 584,281</b>

## Highway Department Operations Budget Fund 003

**Department 302 (Engineering) Expenditures:**

	2018 Actual	2019 Actual	Adopted 2020 Budget	2020 As of 6-30-20	Proposed 2021 Budget
6101 Salaries	272,451	316,029	363,438	156,123	372,892
6102 Salaries, Part Time	7,181	-	-	587	
6108 Meals Reimbursed	84	59	100	43	100
6109 Overtime	37,949	18,978	47,962	10,064	31,982
6124 Medicare - Employer (1.45%)	4,470	4,715	5,965	2,297	5,872
6148 Employer Deductible Contribution- H.S.A.	2,260	2,260	2,260	1,130	3,260
6150 Health Insurance - Employer	55,861	63,571	67,763	30,018	85,181
6152 Life Insurance - Employer	247	442	464	206	594
6154 Long Term Disability - Employer	155	823	1,000	432	1,027
6159 PERA - Employer	23,104	25,124	30,298	12,480	29,774
6165 FICA - Employer (6.2%)	19,112	20,162	25,506	9,804	25,103
6296 Meeting Expense/Physicals	4,951	8,340	5,000	6,182	6,000
6353 Workers Compensation Insurance	2,613	2,452	633	1,749	1,840
6411 Safety Footwear	278	347	725	35	725
6449 Engineering Supplies	8,497	4,276	6,000	4,510	6,000
6820 Health Insurance Fund	-	-	-	-	
<b>Total Engineering Expenditures:</b>	<b>\$ 439,013</b>	<b>\$ 467,578</b>	<b>\$ 557,114</b>	<b>\$ 235,658</b>	<b>\$ 570,350</b>

## Highway Department Operations Budget Fund 003

**Department 303 (Road Maintenance) Expenditures:**

	2018 Actual	2019 Actual	Adopted 2020 Budget	2020 As of 6-30-20	Proposed 2021 Budget
6101 Salaries, Full Time	924,350	961,831	1,056,010	496,716	1,063,751
6102 Salaries, Part Time	18,763	20,885	-	-	
6108 Meals Reimbursed	-	15	-	14	
6109 Overtime	44,080	52,165	52,844	28,000	55,488
6124 Medicare - Employer (1.45%)	13,783	14,481	16,079	7,347	16,232
6148 Employer Deductible Contribution- H.S.A.	2,260	2,260	2,260	1,130	2,260
6150 Health Insurance - Employer	241,561	241,389	259,835	123,258	249,688
6152 Life Insurance - Employer	970	1,451	1,585	747	1,749
6154 Long Term Disability - Employer	261	2,448	2,852	1,374	2,842
6159 PERA - Employer	71,657	75,146	81,640	39,362	81,964
6165 FICA - Employer (6.2%)	58,935	61,921	68,753	31,254	69,391
6254 Utilities	51,260	57,481	55,000	29,958	55,000
6296 Meeting Expense/Physicals	2,936	2,762	2,000	552	2,000
6297 Shop Fuel	21,137	24,149	20,000	15,020	22,000
6298 Shop Maintenance and supplies	53,477	64,202	54,000	23,392	54,000
6352 Insurance	4,470	5,297	5,706	5,672	6,240
6353 Workers Compensation Insurance	56,469	48,441	34,504	34,504	36,230
6411 Safety Footwear	2,028	2,356	2,465	848	2,465
6513 Motor Fuel and Lubricants	207,268	225,541	226,480	101,472	210,000
6514 Pavement Striping	60,269	45,995	48,600	19,723	49,000
6515 Culverts	41,339	75,658	37,000	68,873	57,000
6516 Signs and Posts	9,021	24,424	15,000	9,954	15,000
6517 Asphalt, Crack Sealant, Etc	1,380	37,371	54,000	48,075	54,000
6518 De-icing Salt	69,914	126,725	144,400	69,271	148,000
6519 Gravel & Royalty	26,642	292,758	120,000	50,784	120,000
6520 Calcium Chloride	198,819	228,430	240,000	-	335,000
6521 Other Maintenance Supplies/Services(Road only)	57,313	415,774	225,000	250,100	185,000
6524 Sand for Salt Mixture	17,557	27,544	25,000	-	25,000
6590 Repair and Maintenance of Equipment	293,533	272,746	225,000	109,350	240,000
6820 Approach Deposit Refund	-	-	-	-	
6825 Municipal Maintenance Agreements	43,705	35,103	32,000	34,044	28,000
6830 Twp Road Allotment Gas Tax	442,343	437,020	495,000	455,617	418,200
<b>Total Road Maintenance Expenditures:</b>	<b>\$ 3,037,499</b>	<b>\$ 3,883,769</b>	<b>\$ 3,603,013</b>	<b>\$ 2,056,412</b>	<b>\$ 3,605,500</b>
<b>Grand Total Operations Expenditures:</b>	<b>\$ 4,013,396</b>	<b>\$ 4,891,474</b>	<b>\$ 4,724,979</b>	<b>\$ 2,587,842</b>	<b>\$ 4,760,131</b>

## Highway Department Capital Equipment and Facilities Budget Fund 308

	2018 Actual	2019 Actual	Adopted 2020 Budget	2020 As of 6-30-20	Proposed 2021 Budget
<b>Revenue:</b>					
5001 Taxes, Aids, etc.	571,600	605,000	516,400	516,400	372,600
5840 Miscellaneous Receipts	-	-	-	-	-
5949 Transfer from Fund Balance			\$ 100,000		\$ 100,000
<b>Total Revenue:</b>	<b>\$ 571,600</b>	<b>\$ 605,000</b>	<b>\$ 616,400</b>	<b>\$ 516,400</b>	<b>\$ 472,600</b>
<b>Expenditures:</b>					
6600 Capital Outlay - Facilities	-	8,216	100,000	6,600	100,000
6600 Capital Outlay - Equipment	371,948	762,384	516,400	282,331	372,600
<b>Total Expenditures:</b>	<b>\$ 371,948</b>	<b>\$ 770,600</b>	<b>\$ 616,400</b>	<b>\$ 288,931</b>	<b>\$ 472,600</b>

**Aitkin Area Maintenance Facility:**

- constructed 1975
- addition constructed in 2000

DESCRIPTION	PROJ LIFE	2021	2022	2023	2024	2025	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Office Renovation/ Addition		100,000	135,000				- 235,000	Fund Balance	\$565k total budgeted in 2014-2020
Diesel Fuel Tank Replacement				45,000	25,000		70,000		Installed 1983
Gate Improvements				10,000			10,000		\$10k budgeted in 2016
<b>Total:</b>		<b>\$ 100,000</b>	<b>\$ 135,000</b>	<b>\$ 55,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 305,000</b>		

**Jacobson Area Maintenance Facility**

- constructed 1992
- \$106,741 construction cost

DESCRIPTION	PROJ LIFE	2021	2022	2023	2024	2025	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
							-		
							-		
<b>Total:</b>		<b>\$ -</b>							

**McGrath Area Maintenance Facility**

- constructed 1973
- \$59,556 construction cost

DESCRIPTION	PROJ LIFE	2021	2022	2023	2024	2025	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Diesel Fuel Tank Replacement					45,000	15,000	60,000		Installed 1988
							0		
<b>Total:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ 15,000</b>	<b>\$ 60,000</b>		

**McGregor Area Maintenance Facility**

- constructed 1974
- \$60,716 construction cost

DESCRIPTION	PROJ LIFE	2021	2022	2023	2024	2025	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Diesel Fuel Tank Replacement						60,000	60,000		Installed 1988
<b>Total:</b>		\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000		

**Palisade Area Maintenance Facility**

- constructed 2004
- \$390,865 construction cost

DESCRIPTION	PROJ LIFE	2021	2022	2023	2024	2025	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Cold Storage Building			30,000	30,000			60,000		
Diesel Fuel Tank Replacement			40,000				40,000		
<b>Total:</b>		\$ -	\$ 70,000	\$ 30,000	\$ -	\$ -	\$ 100,000		

**Swatara Area Maintenance Facility**

- constructed 2006
- \$408,807 construction cost

DESCRIPTION	PROJ LIFE	2021	2022	2023	2024	2025	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
							-		
<b>Total:</b>		\$0	\$0	\$0	\$0	\$0	\$0		
<b>Grand Total Capital Facilities:</b>		\$100,000	\$205,000	\$85,000	\$70,000	\$75,000	\$525,000		

**ADMIN**  
**Aitkin County Highway Department**

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2021	2022	2023	2024	2025	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #621 Office Desks - Acct & Office Assistant		11/30/94 \$ 2,754.09	20						-		
Unit #631 Office Furniture - Engineer		03/06/00 \$ 3,031.74	10						-		
Unit #632 Office Furniture - Asst Engineer		03/06/00 \$ 2,323.78	10						-		
Unit #633 Office Furniture - ROW/Permit Agent		03/06/00 \$ 2,126.53	10						-		
Unit #635 Conference Room Furniture		02/02/01 \$ 2,642.74	10						-		
Unit #637 Office Furniture - Surveyor		1/31/2003 \$ 1,385.64	10						-		
Unit #644 Computer - Maintenance Foremen		1/22/2020 \$ 867.00	4						-		
Unit #646 NEC Projector		11/27/2007 \$ 1,261.73	0						-		
Unit #648 Engineer Tech Desks/Chairs		5/22/2008 \$ 2,896.81	5						-		
Unit #652 (John) Laptop Thinkpad W500- Engineer		12/28/17 \$ 2,089.07	4						-		
Unit #653 (Carol) Office Assistant Computer		1/22/2020 \$ 867.00	4				1,300		1,300		\$1.4k in 2018
Unit #657 (John) Engineer Computer		7/2/2018 \$ 1,376.00	4			1,300			1,300		
Unit #658 (Sarah) Accountant Computer		12/7/2016 \$ 910.00	4	1,200					1,200		
Unit #659 (Conrad) ROW/Permit Agent Computer		12/7/2016 \$ 1,288.00	4	1,200					1,200		
Unit #660 (Mike) Asst. Engineer Computer		12/07/16 \$ 1,288.00	4	1,200					1,200		
Unit #661 Mechanic Computer		1/22/2020 \$ 867.00	4						-		
Unit #662 Maintenance Employees Computer		1/22/2020 \$ 867.00	4						-		
Unit #785 NewRoads ACS Software		10/1/2013 \$ 9,084.38	30								
Assistant Maint Supervisor Computer			5								\$1.2K in 2020
<b>Total:</b>				\$ 3,600	\$ -	\$ 1,300	\$ 1,300	\$ -	\$ 6,200	R&B levy	

## ATV

## Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2021	2022	2023	2024	2025	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #13 2011 Polaris 500 Ranger ATV	4XARH50A6BB070008 2,063 miles	4/15/2011 \$ 9,894.94	8								
Unit #720: 1998 Polaris ATV	4XAACH2A2WB052100 1,942 miles	05/13/98 \$ 4,897.94	8								1 hour in 2019 - sell?
<b>Total:</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	R&B levy	

## BELLY DUMPS

## Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2021	2022	2023	2024	2025	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #499 1995 Red River Belly Dump	1R9BD423XS1051056 151,883 miles	05/04/95 \$ 26,417.80	20		20,000	50,000			70,000		tractor & belly dump trailer
Unit #501 2001 Red River Belly Dump	4ZYBD42311000233 120,597 miles	05/22/01 \$ 28,462.32	20								
Unit #503 2015 CPS Belly Dump	5MC434214F3149962	4/3/2020 \$ 21,400.00	20								
<b>Total:</b>				\$ -	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ 70,000	R&B levy	

CONST  
Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2021	2022	2023	2024	2025	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #435: (Drill Rig) 1986 Ford Pickup	1FTEF26N9GPB86481 135,702 miles	02/20/96 \$ 5,872.50	5								
Unit #709: Pin Finder Locator FT150	45B9086F	01/01/89 \$ 500.00	10								
Unit #711: Concrete Air Tester	P116	04/07/95 \$ 575.18	20								
Unit #718: Laser Level	14165	06/06/97 \$ 2,337.68	10								
Unit #726: Course Sieve Shaker		06/19/01 \$ 3,522.26	5								
Unit #727 Digital Scale		03/27/02 \$ 1,452.00	5								
Unit #731 One Office DataBase/Egram		9/2/2005 \$ 15,763.93	10								
Unit #738 HP Laserjet 5200 DTN Printer		11/27/2012 \$ 2,396.00	8								
Unit #739 Autocad Civil 3D 2017		1/12/2017 \$ 41,224.62	5								
Unit #740 Trimble Survey Equipment 2019	5834F00202	5/28/2019 \$ 67,863.01	8								
Unit #769 Toughbooks #1		9/21/2011 \$ 1,757.03	5								\$1,400 in 2017
Unit #772 IPAD - Sign Truck		9/2/2015 \$ 930.97	4								\$1,200 in 2020
Unit 776 Extra Engineer Station Computer		5/13/2009 \$ 1,039.44	4								
Unit #777 Nikon Auto Level		6/3/2009 \$ 1,050.94	1								
Unit #778 E-TimeCard		12/24/2009 \$ 9,570.00									
Unit #784 Engineer Tech Computer #5		4/14/2013 \$ 1,159.59	4								\$1.4K in 2018
Unit #786 Eng. Tech Desktop Computers - 4		1/1/2018 \$ 6,664.36	4			7,000			7,000		
Unit #787 Eng. Tech Laptop's - 4		1/1/2018 \$ 7,210.80	4				7,000		7,000		
<b>Total:</b>				\$ -	\$ -	\$ 7,000	\$ 7,000	\$ -	\$ 14,000	R&B levy	

## DUMP TRUCKS

## Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	5 YEAR					FUNDING SOURCE	COMMENTS	
				2021	2022	2023	2024	2025			TOTAL
Unit #126: (Swatara - Florian) 2000 Ford Single Axle	2FZHDJBB0YAB12881 107,558 miles	10/22/99 \$ 89,105.34	8	195,000					195,000		acquire in 2021
Unit #127: (Spare) 2000 Ford Single Axle	2FZHOJBB2YAB12882 127,334 miles	10/22/99 \$ 93,834.69	8						-		Keep as spare.
Unit #128: (Palisade - Josh) 2001 Sterling LT9511	2FZHAZAS31AJ37253 296,171 miles	04/17/01 \$ 110,632.06	8	35,000	165,000				200,000		acquire in 2021
Unit #131: (McGregor - Kyle) 2001 Sterling LT9511	2FZHAZAS91AJ37256 210,283 miles	04/17/01 \$ 109,972.80	8		200,000				200,000		acquire in 2021
Unit #135 (Aitkin - Greg) 2012 International Tandem	1HTGRSJT1CJ634654 153,453 miles	2/13/2012 \$ 180,115.33	8					210,000	210,000		acquire in 2024
Unit #136 (Aitkin - Randy) 2012 International Tandem	1HTGRSJT1CJ634655 154,383 miles	2/13/2012 \$ 180,115.32	8			50,000	160,000		210,000		acquire in 2024
Unit 137 (Scott - McGregor) 2012 International Tandem	1HTGRSJT1CJ634656 109,759 miles	2/13/2012 \$ 181,528.21	8				195,000	15,000	210,000		acquire in 2024
Unit 138 (Aitkin - Al) 2012 International Tandem	1HTGRSJT1CJ634657 130,416 miles	2/13/2012 \$ 181,837.07	8					210,000	210,000		acquire in 2024
Unit 139 (McGrath - Ben) 2016 Mack GU 713	1M2AX09C5GM031563 62,549 miles	11/25/2015 \$ 182,454.37	8						-		
Unit 140 (Palisade - Gary) 2016 Mack GU 713	1M2AX09C7GM031564 49,373 miles	11/25/2015 \$ 182,454.37	8						-		
Unit 141 (McGrath - Randy) 2016 Mack GU 713	1M2AX09C9GM031565 50,544 miles	11/25/2015 \$ 182,454.37	8						-		
Unit 142 (Jacobson) 2010 Mack GU812 Single Axle	1M2AX11C0AM001296 99,455 miles	10/30/2018 \$ 93,234.00	8						-		
Unit 143 (Palisade - Don) 2019 Mack GR64F	1M2GR3C1KM011697 22,064 miles	5/2/2019 \$ 192,262.32	8						-		
Unit 144 (Aitkin - Rick) 2020 Mack GR64F	1M2GR3GC1LM011698 25,734 miles	5/2/2019 \$ 192,262.32	8						-		
Unit 145 (McGregor - Dave) 2019 Mack GR64F	1M2GR3GC5KM011699 23,862 miles	5/2/2019 \$ 192,262.32	8						-		
Unit 146 (Chassis Only) 2015 International ProStar	1HSDJAPR1FH528155 316,726 miles	3/27/2020 \$ 51,707.50	8						-		
<b>Total:</b>				<b>\$ 230,000</b>	<b>\$ 365,000</b>	<b>\$ 50,000</b>	<b>\$ 355,000</b>	<b>\$ 435,000</b>	<b>\$ 1,435,000</b>	<b>R&amp;B levy</b>	

## LOADERS

Aitkin County Highway Department

DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2021	2022	2023	2024	2025	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #010 1989 Case 1840 Skidsteer	JAF 0046781 1,863 hours	06/30/91 \$ 14,320.00	5						-		
Unit #020 Bobcat Skidsteer	519025062 1,780 hours	8/21/2009 \$12,500	6						-		
Unit #366: 1985 John Deere Tractor-Loader	4S6575 7,644 hours	06/01/85 \$ 27,895.00	7						-		
Unit #371 (Aitkin) 2008 John Deere 624J Loader	DW624J2620150 3,179 hours	5/15/2008 \$ 102,623.40	10						-		
Unit #386: (Swatara) 2003 JD 410E Wheel Loader Backhoe	T0410EX885689 318 hours (+4300 on old odometer)	11/21/2013 \$ 30,459.38	10						-		
Unit #389: (Jacobson) 1994 Ford Loader/Backhoe	A428046 3,381 hours	11/01/94 \$ 49,456.05	10						-		Planned \$50k 2022 Delayed to 2026
Unit #391: (Palisade) 1997 Cat 938F Loader	1KM02373 5,219 hours	06/09/97 \$ 121,976.00	10						-		Planned \$140k 2021 Delayed to 2026
Unit #397 (McGrath) John Deere Loader/Backhoe	T0310SG927807 2,672 hours	12/22/2003 \$ 45,382.85	12						-		
Unit #398 (McGregor) John Deere 624J Loader	DW624JZ591593 2,841 hours	4/8/2004 \$ 114,444.90	12						-		
<b>Total:</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	R&B levy	

## MAINT

## Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ DATE AQ. COST	PROJ. LIFE	2021	2022	2023	2024	2025	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #016 Stow VPC80E Plate Compactor	9301000	10/01/93 \$ 1,618.80	8								
Unit #018 Graco Pavement Marker	3003	06/17/94 \$ 6,704.18	8								
Unit #019 Roscoe SweepPro	4820-44017 2,139 hours	3/21/2006 \$ 30,625.14	10								
Unit #041 2014 Cimline 230DH Gen IV Melter	892 hours	3/26/2015 \$ 36,495.00	5								
Unit #042 Ingersoll Rand Compressor	327328UBM288 1,123 hours	02/26/02 \$ 11,762.93	5								
Unit #43 Pavement Compactor CATCB24	24001325 495 hours	10/15/2012 \$ 27,787.50	10								
Unit #048: Hydro Tek Steamer	201400566	3/13/2014 \$ 6,478.90	8								
Unit #50 STEPP Pothole Patch Trailer	4S9PH15Y1ES127059 820 hours	5/29/2014 \$ 15,572.00	8								
Unit #066 Honda Water Pump		8/15/2003 \$ 2,628.51	5	4,000					4,000		
Unit #067 Pull-type Pneumatic Roller	190604	11/15/2004 \$ 11,182.50	5								
Unit #096 All American Disk	105DH	12/11/95 \$ 4,473.00	7								
Unit #098 Ford Tandem Wheel Disc		07/25/88 \$ 1,600.00	4								
Unit #300 PT100G Terex Track Brush Machine	ASVPT100LDWF00338 1,701 hours	6/27/2011 \$ 71,832.83	10			80,000			80,000		
Unit #306 2013 LB Performance RW35 Road Wid	91161 556 hours	3/27/2020 \$ 38,500.00	10								
Unit #369 1999 Self-propelled Steel Drum Roller	3TM01311 2,073 hours	11/16/2004 \$ 43,665.00	5								
Unit #372 2020 Volvo Excavator	EC140EL 10 hours	5/28/2020 \$145,406	10								
Unit #399 Caterpillar D5NLGP Dozer	ADK01236 3,251 hours	12/29/2004 \$ 107,649.54	12								
Unit #498 Water Tanker Trailer	OMA102901	6/11/2003 \$ 2,500.00	2	5,000					5,000		Replace with dump box tank
HydroSeeder				10,000					10,000		
<b>Total:</b>				\$ 19,000	\$ -	\$ 80,000	\$ -	\$ -	\$ 99,000	R&B levy	

## MOTOR GRADERS

Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ LIFE	2021	2022	2023	2024	2025	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit 200 (McGregor) Caterpillar 120M Motor Grader	CAT0120MJD9W00208 4,979 hours	2/28/2013 \$ 193,743.00	15	30,000					30,000		Add wing
Unit 201 (McGrath - Randy) Caterpillar 120M Motor Grader	CAT0120MPD9W00206 3,789 hours	2/28/2013 \$ 193,743.00	15								
Unit 205: (Swatara) 2016 John Deere 670GP	1DW670GPCGF678041 1,827 hours	11/17/2016 \$ 208,090.00	15								
Unit #206: (McGrath-Ben) 2016 John Deere 670GP	1DW670GPAGF678048 2,150 hours	11/17/2016 \$ 208,090.00	15								
Unit #211: (Jacobson) Caterpillar 140G Motor Grader	72V11844: Rebuilt '06 15,782 hours	04/19/89 \$ 118,166.00	7			230,000			230,000		
Unit #213: (Palisade) Caterpillar 120M2 Motor Grader	CAT0120MKM9C01011 1,074 hours	11/27/2018 \$ 207,780.00	7								
Unit #214: (Aitkin) 2020 John Deere 670GP Motor Grader	1DW670GPCLF707211 -	7/15/2020 \$ 296,120.00	7								
<b>Total:</b>				<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 230,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 260,000</b>	<b>R&amp;B levy</b>	

**PICKUPS**  
**Aitkin County Highway Department**

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	5 YEAR					FUNDING SOURCE	COMMENTS	
				2021	2022	2023	2024	2025			TOTAL
Unit #440: (Mower) 1999 Ford Pickup	1FTSF30S7XEE77886 236,541 miles	06/24/99 \$ 27,307.66	5								
Unit #448 (former eng. maint) 2004 Ford F-150 4x4	2FTRF18W04CA57284 127,190 miles	9/9/2004 \$ 18,264.12	5								\$24K in 2020 keep as spare
Unit #453 (Maint.) (with lift) 2008 Ford F-250	1FTNF215X8ED 108,809 miles	1/2/2008 \$ 21,153.03	5		30,000				30,000		
Unit #454 (Randy) 2008 Ford F-150	1FTRX14W58FC 110,558 miles	5/13/2008 \$ 20,588.85	5					26,000	26,000		
Unit #456 (Maint.) 2008 Ford F-350 Flatbed	1FDWF36Y88EE41635 67,437 miles	8/21/2008 \$ 25,893.33	5			30,000			30,000		Replace w/Crew Cab
Unit #458 (McGregor) 2010 Ford F150 CrewCab	1FTW1E82AFC37178 102,205 miles	5/21/2010 \$ 26,065.86	5				26,000		26,000		
Unit #459 (Dave) 2010 Ford F150	1FTEX1E81AKE10754 52,344 miles	5/14/2010 \$ 23,704.75	5					26,000	26,000		
Unit #460 (Survey) 2011 Ford F350 SD	1FD8W3B66BEA79874 108,686 miles	8/4/2010 \$ 39,336.40	5				45,000		45,000		
Unit #462 (Swatara) 2012 Chevy 4DR Ext.	IGC2KXC3CZ177243 200,555 miles	12/19/2011 \$ 24,912.00	5			22,000			22,000		was previously \$16k
Unit 464 (Conrad) 2008 Ford F150 Ext Cab	IDRPX12VX8FB81383 49,547 miles	6/4/2012 \$ 12,000.00	5				26,000		26,000		
Unit# 465 (Mechanic) 2012 Chevy Mechanic Truck	1GB3KZCG1CF120836 152,350 miles	10/15/2012 \$ 55,726.00	5	23,000					23,000		\$35K in 2020
Unit #466: (Paul K) 2014 Ford F-150	1FTEX1EM3EKE13609 39,104 miles	04/10/2014 \$ 25,382.88	8								
Unit #467 (Quale) 2007 Ford F-150 4x4 Styleside	1FTPW14V37KC86787 125,430 miles	7/6/2015 \$ 16,997.50	5	24,000					24,000		
Unit #468 (McGrath) 2007 Ford F-150	1FTPX14V37KD14388 120,750 miles	10/6/2015 \$ 17,895.95	5			22,000			22,000		was previously \$20k
Unit #469: (Jacobson Shop) 2005 Ford F150	1FTRF145X5NA52845 114,531 miles	3/23/2016 \$ 12,795.75	5			22,000			22,000		was previously \$20k
Unit #470 (Palisade Shop) 2006 GMC Sierra 150	1GTEK19B26Z186669 115,174 miles	5/26/2016 \$ 16,867.75	5				22,000		22,000		was previously \$20k
Unit #471 (Sign Truck) 2017 Ford F-450 Super Duty	1FOUF4GY5HED18824 68,158 miles	5/12/2017 \$ 47,292.13	5								
Unit #472 (Butch) 2018 Ford F-250 SuperDuty	1FT7X2B63JEC64325 61,931 miles	6/5/2018 \$ 26,631.91	5					30,000	30,000		
Unit #473 (Scott) 2018 Ford F-250 SuperDuty	1FT7X2B61JEC64324 63,803 miles	6/11/2018 \$ 33,554.41	5					30,000	30,000		
<b>Total:</b>				\$ 47,000	\$ 30,000	\$ 96,000	\$ 119,000	\$ 112,000	\$ 404,000	R&B levy	0.00

**SHOP**

**Aitkin County Highway Department**

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	5 YEAR					FUNDING SOURCE	COMMENTS	
				2021	2022	2023	2024	2025			TOTAL
Unit #802: Airco Welder Outfit	DH91 1005	01/01/80 \$ 1,758.88	10								
Unit 803 Gray Wireless Portable Life System		1/30/2020 \$ 38,233.00	10								
Unit #804: (Aitkin) Pressure Washer	118215	01/01/80 \$ 750.49	10								
Unit #806: John Deere Snowblower	TY0522A003004	01/11/76 \$ 800.00	10								
Unit 807: Sears Portable Generator		03/17/95 \$ 1,124.24	10								
Unit #809 Plasma Cutter		1/12/2007 \$ 2,343.00	4								
Unit #810 Husqvarna Mower	643 hours	5/27/2009 \$ 4,260.00	4	5,000					5,000		
Unit #811 Husqvarna Chop Saw K760		9/11/2013 \$ 1,916.92	4								
Unit #812 AC/DC 225/115 Welder		6/12/2018 \$ 701.87	1								
Unit #813 Power Mig 256 Mig Welder		6/12/2018 \$ 2,483.40	1								
<b>Total:</b>				<b>5,000</b>	-	-	-	-	<b>5,000</b>		

**TRACTORS**

**Aitkin County Highway Department**

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	5 YEAR					FUNDING SOURCE	COMMENTS	
				2021	2022	2023	2024	2025			TOTAL
Unit #350 (Aitkin) John Deer Tractor/Mower	L06430H520378 6,415 hours	4/19/2007 \$ 75,268.00	10		75,000				75,000		
Unit #351 New Holland Tractor Mower	NT01172M 1,636 hours	10/6/2016 \$ 66,121.56	10								
Unit #352 New Holland - Guardrail Mower	333 hours	7/12/2019 \$ 103,838.50	10								
<b>Total:</b>				<b>\$ -</b>	<b>\$ 75,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000.00</b>	<b>R&amp;B levy</b>	

**TRAILERS**

Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	5 YEAR					FUNDING SOURCE	COMMENTS	
				2021	2022	2023	2024	2025			TOTAL
Unit #028 (Dozer) Felling Trailer	5FTDA292871027973	6/21/2006 \$ 15,819.88	8								
Unit #029 (Skid Loader) Felling Trailer	1F9FS1425M1072074	05/08/91 \$ 9,400.00	8	8,000					8,000		
Unit #031 Survey Trailer	4P5671213B2160170	4/1/2011 \$ 1,760.25	8								
Unit #032 (McGrath) Felling Trailer	5FTDA242321017075	06/07/01 \$ 11,988.86	8	30,000					30,000		
Unit #033 Homemade Culvert Trailer	DPWMN890722	01/01/90 \$ -	5								
Unit #034 (Jacobson) Towmaster Trailer	2471	06/21/88 \$ 10,705.35	8				32,000		32,000		
Unit #035 Homemade 6X8 Trailer	DPSMN890723	03/14/86 \$ 100.00	8								
Unit #051 (Trackhoe) Towmaster Trailer T-50	4KNFT2431EL162184	05/30/2014 \$ 26,005.96	10								
Unit #52 Continental Cargo 6x10 Trailer	5NHUVH019FN079008	4/14/2016 \$ 3,243.93	10								
Unit #97 (pipe trailer) Home Made Trailer	DSPMN890724	03/10/89 \$ 694.34	8								\$ 516,400
<b>Total:</b>				<b>\$ 38,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,000.00</b>	<b>\$ -</b>	<b>\$ 70,000.00</b>	<b>R&amp;B levy</b>	
<b>Grand Total Capital Equipment:</b>				<b>\$ 372,600</b>	<b>\$ 490,000</b>	<b>\$ 514,300</b>	<b>\$ 514,300</b>	<b>\$ 547,000</b>	<b>\$ 2,438,200</b>		

## Highway Department Capital Infrastructure Budget Fund 307

	2018 Actual	2019 Actual	Adopted 2020 Budget	2020 As of 6-30-19	Proposed 2021 Budget
<b>Revenue:</b>					
5001 Taxes, Aids, etc.	600,000	600,000	600,000	600,000	600,000
5840 Misc. Receipts	102,750	-	-	4,994	-
5841 Federal Transportation Funds	810,071	133,042	-	100,984	91,000
5842 State Park Funds	378,181	19,018	-	-	284,000
5844 State-aid Disaster Funds	-	-	-	-	-
5846 Town Bridge Funds	91,470	163,770	245,000	-	75,000
5848 State Bonding Funds	-	-	-	-	691,785
5849 LRIP (Local Road Improvement Funds)	-	-	-	-	-
5850 State-aid Regular Construction Funds	952,806	3,169,344	2,779,700	5,065,580	3,800,665
5851 State-aid Municipal Construction Funds	177,491	39,618	160,000	131,196	-
5854 Township/City/Private/Other Funds	-	-	30,500	-	-
5864 Trunk Highway Turnback	-	-	-	-	-
5865 DEED Money	-	-	-	-	-
5947 Transfer from Fund Balance	-	-	512,500	-	-
<b>Total Revenue:</b>	<b>\$ 3,112,769</b>	<b>\$ 4,124,792</b>	<b>\$ 4,327,700</b>	<b>\$ 5,902,754</b>	<b>\$ 5,542,450</b>
<b>Expenditures:</b>					
6230 Printing and Publishing	528	1,692	1,700	872	2,300
6260 Professional Services	113,142	166,298	96,000	147,006	137,000
6262 Contract Payments	5,835,449	3,660,406	3,813,000	917,671	5,330,650
6295 Utility Moves	-	-	-	-	30,000
6362 Right of Way	82,025	382,469	417,000	28,021	-
6311 Transfer to Fund Balance	-	-	-	-	42,500
<b>Total Expenditures:</b>	<b>\$ 6,031,144</b>	<b>\$ 4,210,865</b>	<b>\$ 4,327,700</b>	<b>\$ 1,093,571</b>	<b>\$ 5,542,450</b>

Notes: Revenue line item 5001 based on proposed 2019-2023 Capital Road Improvement Program average per year.

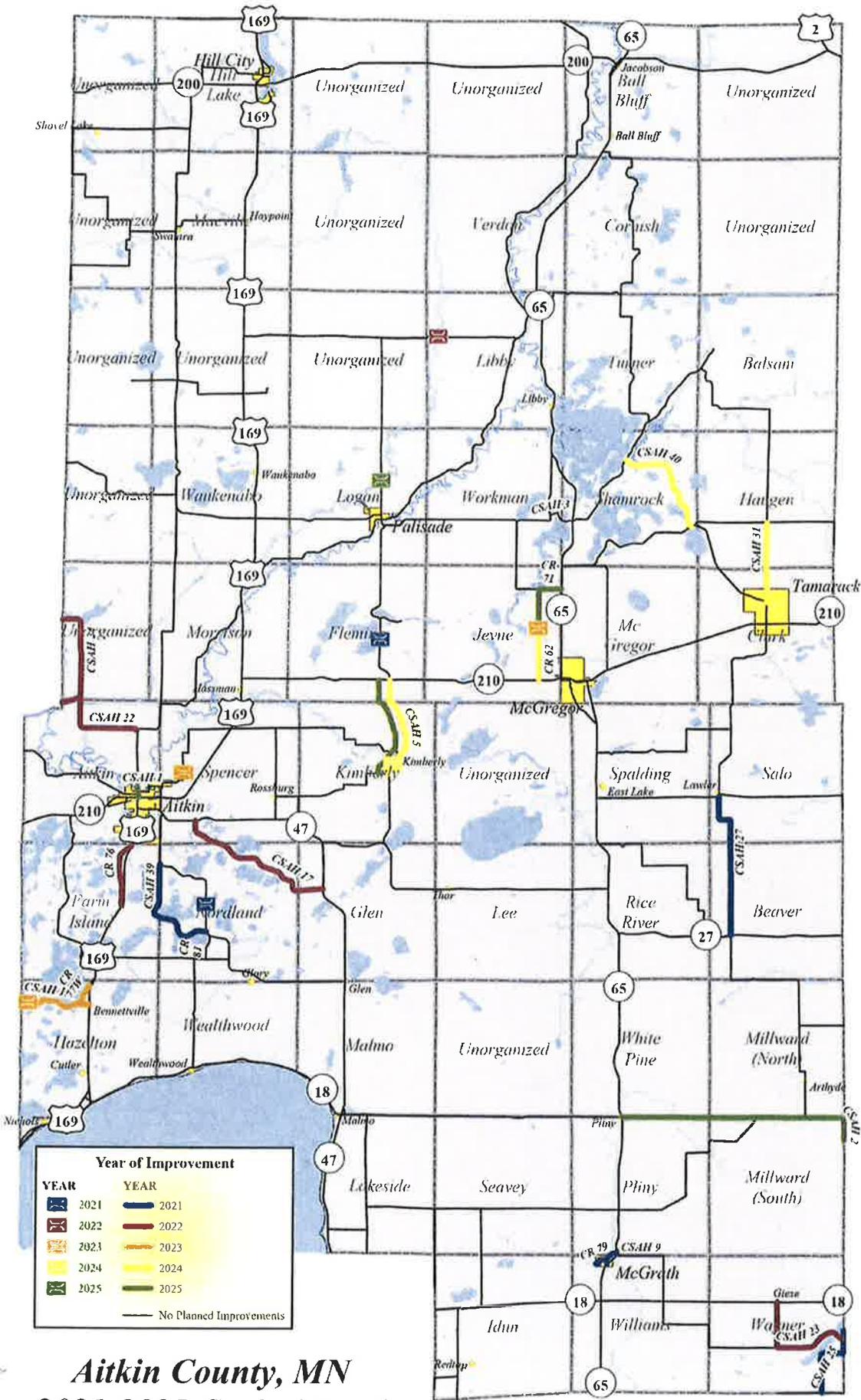
2021 Disbursements						2021 Receipts								Notes	
Project	Printing and Publishing	Professional Services	Contract Payments	Utility Moves	Right of Way	Property Tax Revenue	Federal Transportation Funds	State Park Funds	State-aid Disaster Funds	Town Bndge Funds	State Bond Funds	State-aid Regular Construction	State-aid Municipal Construction		Township/ City/State/ Other Funds
<b>2020 Projects</b>															
S.A.P. 001-601-021			\$ 10,000									\$ 10,000			\$420,300 budgeted in previous year
S.A.P. 001-603-016			\$ 500,000	\$ 30,000								\$ 530,000			\$3,605,200 budgeted previous years
S.A.P. 001-603-020	\$ 300		\$ 245,000									\$ 245,300			
S.A.P. 001-605-013															\$183,200 budgeted previous years
S.A.P. 001-614-014	\$ 200		\$ 284,000					\$ 284,000				\$ 200			\$5,000 budgeted previous years
S.A.P. 001-625-001			\$ 420,000									\$ 420,000			\$1,785,200 budgeted previous years
S.A.P. 001-636-004			\$ 121,650									\$ 121,650			\$64,200 budgeted previous year
C.P. 001-076-001	\$ 300	\$ 5,000	\$ 270,000			\$ 275,300									\$355,000 budgeted previous years
CR 81 Chipseal															\$40,150 budgeted previous year
S.A.P. 001-599-041															\$120,250 budgeted previous years
S.A.P. 001-599-042			\$ 75,000							\$ 75,000					\$160,250 budgeted previous years
<b>2021 Projects</b>															
S.A.P. 001-609-004	\$ 100	\$ 2,000	\$ 130,000			\$ 132,100									
S.A.P. 001-612-023	\$ 300	\$ 15,000	\$ 714,000							\$ 304,905	\$ 424,395				\$35,000 budgeted previous years
S.A.P. 001-625-002	\$ 100	\$ 10,000	\$ 1,100,000								\$ 1,110,100				
C.P. 001-027-001															\$800,200 budgeted previous years
Brumious Patches			\$ 100,000			\$ 10,000						\$ 90,000			
CSAH 39 Chipseal	\$ 300		\$ 255,000									\$ 255,300			
S.P. 001-070-008	\$ 300		\$ 101,000				\$ 91,000					\$ 10,300			
C.P. 001-079-032	\$ 100		\$ 130,000			\$ 130,100									
<b>Future Projects</b>															
S.A.P. 001-605-014															\$50,000 budgeted previous years
S.A.P. 001-611-003															\$205,000 budgeted previous years
S.A.P. 001-618-005	\$ 300	\$ 15,000	\$ 875,000							\$ 386,880	\$ 503,420				\$40,000 budgeted previous years
S.A.P. 001-598-014		\$ 10,000				\$ 10,000									\$35,000 budgeted previous years
S.A.P. 001-598-016															\$35,000 budgeted previous years
CSAH 5 Bndge over Rice		\$ 40,000										\$ 40,000			
CSAH 5 Bndge over Willow		\$ 40,000										\$ 40,000			
Totals:	\$ 2,300	\$ 137,000	\$ 5,330,650	\$ 30,000	\$ -	\$ 557,500	\$ 91,000	\$ 284,000	\$ -	\$ 75,000	\$ 691,785	\$ 3,800,665	\$ -	\$ -	

Notes:

Total professional service expenditures/revenues for a given project are listed in first anticipated year of the expenditure  
Total right of way expenditures/revenues for a given project are listed in first anticipated year of the expenditure  
Total contract, utility move, and printing and publishing expenditures/revenue are all listed in anticipated year of contract letting

**Proposed 2021 through 2025 Capital Road Improvement Plan**

	Length	Location	Pavement Age/2019	Estimated Construction Cost
			RQI	
<b>2021</b>				
SAP 001-605-013 - CSAH 5 Bridge (Culvert) Replacement	0.1	CSAH 5 over Fleming Lake inlet		\$ 179,182
SAP 001-609-004 - CSAH 9 Resurfacing	0.82		2003/1.9-2.1	\$ 130,000
SAP 001-612-023 - CSAH 12 Bridge Replacement	0.2	CSAH 12 over Ripple River		\$ 713,688
SAP 001-625-002 - CSAH 25 Bituminous Paving	3.3			\$ 1,100,000
CP 001-027-001 CSAH 27 Gravel Road Improvement	6.6			\$ 800,000
Bituminous Patches CH 22, 23, 60				\$ 80,000
CSAH 39 Chipseal	5.1		1999/3.5	\$ 255,000
SP 001-070-008 HSIP Chevron signing				\$ 101,000
CP 001-079-002 - CR 79 Resurfacing	0.48		2003/1.8	\$ 130,000
			<b>Total:</b>	<b>\$ 3,488,870</b>
<b>2022</b>				
SAP 001-617-004 - CSAH 17 Resurfacing	7.1		1997/2.9-3.0	\$ 1,200,000
SAP 001-618-005 - CSAH 18 Bridge Replacement	0.2	CSAH 18 over Willow River		\$ 874,928
CSAH 22 Chipseal	4.6		2001/3.4-3.5	\$ 239,200
CSAH 24 Chipseal	4.2		2001/3.6	\$ 218,400
CSAH 23 Chipseal	5.3		2003/3.3-3.8	\$ 275,600
CP 001-076-002 - CR 76 Resurfacing	2.82		1999/2.4-2.5	\$ 680,000
SP 001-070-007 HSIP Pavement Markings				\$ 230,000
Bituminous Patches CH 8,10, 13, 29, 38				\$ 100,000
			<b>Total:</b>	<b>\$ 3,818,128</b>
<b>2023</b>				
SP 001-611-003 - CSAH 11 Widening/Resurfacing/Bridge Replacement	3.2		2003/2.8-3.0	\$ 3,400,000
SAP 001-598-016 - CR 54 Bridge Replacement	0.5	CR 54 over Sissabagamah Creek		\$ 455,000
SAP 001-598-014 - CR 62 Bridge Replacement	0.2	CR 62 over Sandy River		\$ 679,990
CR 77W Resurfacing	1.04		1999/2.5-2.6	\$ 150,000
			<b>Total:</b>	<b>\$ 4,684,990</b>
<b>2024</b>				
SAP 001-605-014 - CSAH 5 Reconstruction (Grading and Agg. Base)	4.7	CR 53 to TH 210		\$ 2,750,000
CSAH 5 Bridge Replacement over Rice River	0.1	CSAH 5 over Rice River		\$ 750,000
SAP 001-631-003 - CSAH 31 Resurfacing	3.53		2002/2.3	\$ 650,000
SAP 001-640-003 - CSAH 40 Resurfacing	4.9		2002/2.8-2.9	\$ 900,000
CP 001-062-004 - CR 62 Resurfacing	2.64	TH 210 to 435th Street	2002/2.5-2.7	\$ 480,000
			<b>Total:</b>	<b>\$ 5,530,000</b>
<b>2025</b>				
CSAH 1 Resurfacing	0.45	US Hwy 169 to Mississippi River	2005/2.2-2.4	\$ 180,000
CSAH 2 Chipseal	10.4	TH 65 to Pine County Line	2004/3.3	\$ 603,200
CSAH 5 Bituminous Paving	4.7	CR 53 to TH 210		\$ 1,800,000
CSAH 5 Bridge Replacement over Willow River				\$ 940,000
CR 62 Reconstruction (Grading and Agg. Base)	1.36	435th Street to CR 71		\$ 650,000
CR 71 Reconstruction (Grading and Agg. Base)	1			\$ 475,000
			<b>Total:</b>	<b>\$ 4,648,200</b>
<b>Five Year Total:</b>				<b>\$ 22,921,389</b>



# Aitkin County, MN 2021-2025 Capital Road Improvement Plan



Map prepared by Aitkin County GIS for graphic display purposes only

## **Project Selection Process**

Identified improvements fall into one of four construction categories. Those categories, listed in priority order are as follows.

1. Bridge Replacement
2. Pavement Resurfacing/Shoulder Widening
3. Gravel Road Reconstruction to Paved Road Standards
4. Gravel Road Improvement

### **1. Bridge Replacement**

Bridge replacement projects are selected based on calculated sufficiency ratings that are the result of bridge safety inspections conducted on each bridge under the County's jurisdiction. See attached listing of all local highway bridges in Aitkin County. Highlighted bridges on the attachment are included in the current 5-year capital improvement program.

### **2. Pavement Resurfacing/Shoulder Widening**

Pavement resurfacing projects are selected based on pavement condition data collected on a two-year frequency. In addition, observed pavement conditions and geographical grouping of projects for lower construction costs are considered when scheduling resurfacing projects. See attached listing of Ride Quality Index (RQI) information for all of Aitkin County's paved highway segments. Highlighted segments on the attachment are included in the current 5-year capital improvement program.

The specific type of pavement resurfacing project is determined during the design stage of the project based on the project's individual characteristics. Overlay, mill and overlay, reclaim and pave, cold in-place recycle and chipseal are included in this construction category.

For segments that have deficient shoulder width, slopes, or culverts, additional work to correct these deficiencies may be added to the resurfacing project.

### **3. Gravel Road Reconstruction to Paved Road Standards**

Projects in this category are programmed for existing gravel roads to reconstruct them as improved, paved highways. Projects are chosen based on a prioritization worksheet that ranks the various gravel road segments based on annual average daily traffic (AADT) count, residence density, functional classification, sight distance deficiencies, improved route system layout, and private land ownership. The resulting priority ratings are updated with each Capital Road Improvement Plan update. See attached priority rating worksheet. Highlighted segments on the attachment are included in the current 5-year capital improvement program.

### **4. Gravel Road Improvement**

Projects in this category involve drainage and roadbed improvements on roads that will remain as gravel surfaced roads. Projects constructed under this category are programmed based on observed deficiencies of gravel road segments.

## AITKIN COUNTY Bridge Roster

(Highlighted Bridges included in 2021-2025 Capital Road Improvement Program)

08/17/2020

AGENCY		DEF	SUFF					
BR NO	BR NO	FACILITY CARRIED	FEATURE CROSSED	REF POINT	MAIN SPAN TYPE	STAT	RTG	FHWA STATUS
7367		PEDESTRIAN	RIPPLE RIVER		TIMB BEAM SPAN	S D	54 0	CLOSED
01502	CSAH 22		WAKEFIELD BROOK	000+00 200	TIMB SLAB SPAN	S D	60 8	OPEN
01503	CSAH 14		SAVANNA RIVER	009+00 220	TIMB SLAB SPAN	S D	65 7	LOAD POSTED
01513	CSAH 29		WILLOW RIVER	013+00 410	TIMB SLAB SPAN	S D	67 9	LOAD POSTED
01508	CSAH 5		RICE RIVER	007+00 230	TIMB SLAB SPAN	S D	68 3	LOAD POSTED
01505	CSAH 18		WILLOW RIVER	008+00 720	TIMB SLAB SPAN	S D	68 4	LOAD POSTED
01509	CSAH 5		WILLOW RIVER	021+00 150	TIMB SLAB SPAN	S D	69 9	LOAD POSTED
01507	CSAH 12		RIPPLE RIVER	006+00 201	TIMB SLAB SPAN	S D	70 5	LOAD POSTED
01510	CR 62		SANDY RIVER	002+00 280	TIMB SLAB SPAN	S D	71 6	LOAD POSTED
88100	CSAH 11		RIPPLE RIVER	000+00 380	STEEL PIPE ARCH	ADEQ	73 5	OPEN
7375	CR 54		SISSABAGAMAH CREEK	002+00 520	TIMB SLAB SPAN	ADEQ	73 9	LOAD POSTED
7216	CSAH 2		SNAKE RIVER	011+00 550	TIMB BEAM SPAN	ADEQ	77 4	OPEN
7215	CSAH 2		STREAM	010+00 700	TIMB BEAM SPAN	ADEQ	78 8	OPEN
94156	CSAH 16		SANDY RIVER TRIB	004+00 706	TIMB BOX CULV	ADEQ	79 1	OPEN
94157	CSAH 16		SANDY RIVER	005+00 900	TIMB BOX CULV	ADEQ	79 1	OPEN
94154	CSAH 16		SANDY RIVER TRIB	004+00 283	TIMB BOX CULV	ADEQ	79 2	OPEN
94155	CSAH 16		RICE LAKE OUTLET	004+00 165	TIMB BOX CULV	ADEQ	79 2	OPEN
88102	CSAH 19		MOOSE RIVER	004+00 470	STEEL PIPE CULV	ADEQ	82 6	OPEN
L9181	CR 87		WILLOW RIVER	000+00 130	TIMB SLAB SPAN	ADEQ	85 0	OPEN
92918	CR 61		CHESLEY BROOK	010+00 480	PRECST PIPE ARCH	ADEQ	89 0	OPEN
R0716	FIELD ENTRANCE		DRAINAGE DITCH	011+00 290	STEEL PIPE ARCH	ADEQ	89 8	OPEN
R0717	350TH PL		DRAINAGE DITCH	000+00 011	STEEL PIPE ARCH	ADEQ	89 8	OPEN
01516	CSAH 23		CHAN BETWEEN TWO LAKES	004+00 990	PRESTR QUAD TEE	ADEQ	90 1	OPEN
01512	CSAH 28		RIPPLE RIVER	004+00 440	PRESTR QUAD TEE	ADEQ	91 3	OPEN
92699	CSAH 21		DITCH	003+00 310	STEEL PIPE CULV	ADEQ	94 8	OPEN
01506	CSAH 1		MISSISSIPPI RIVER	000+00 490	PRESTR BM SPAN	ADEQ	94 9	OPEN
01011	CSAH 3		CHAN BETWEEN TWO LAKES	025+00 042	PRESTR BM SPAN	ADEQ	97 2	OPEN
01515	CR 54		RIPPLE RIVER	000+00 040	PRESTR QUAD TEE	ADEQ	97 9	OPEN
01518	CSAH 26		SNAKE RIVER	010+00 880	PRESTR DOUB TEE	ADEQ	97 9	OPEN
01517	CSAH 10		WILLOW RIVER	001+00 200	PRESTR DOUB TEE	ADEQ	98 0	OPEN
01521	CR 56		RICE RIVER	004+00 539	TIMB SLAB SPAN	ADEQ	98 0	OPEN
01012	CSAH 3		MISSISSIPPI RIVER	016+00 144	PRESTR BM SPAN	ADEQ	98 4	OPEN
01J36	CSAH 32		CO DITCH #13	003+00 025	PRECST BOX CULV	ADEQ	98 9	OPEN
01526	CSAH 22		MISS R DIVERSION CHANNEL	001+00 030	PRESTR BM SPAN	ADEQ	99 3	OPEN
01530	CSAH 3		BIG WILLOW RIVER	012+00 345	PRESTR BM SPAN	ADEQ	99 3	OPEN
93455	CSAH 4		DAM BROOK	003+00 090	PRECST PIPE ARCH	ADEQ	99 3	OPEN
01J35	CSAH 3		WHITE ELK BROOK	010+00 284	PRECST BOX CULV	ADEQ	99 4	OPEN
01J04	CSAH 39		RIPPLE RIVER	003+00 240	PRECST BOX CULV	ADEQ	99 5	OPEN
01J08	CSAH 3		Little Willow River	005+00 170	PRECST BOX CULV	ADEQ	99 5	OPEN
01J28	CSAH 28		CHAN BETWEEN TWO LAKES	006+00 955	PRECST BOX CULV	ADEQ	99 5	OPEN
01531	CSAH 14		PRAIRIE RIVER	004+00 180	PRESTR BM SPAN	ADEQ	99 6	OPEN
01532	CSAH 4		RICE RIVER	013+00 847	PRESTR BM SPAN	ADEQ	99 6	OPEN
01J33	CSAH 10		POKEGAMA CREEK	025+00 165	PRECST BOX CULV	ADEQ	99 6	OPEN
01J39	CSAH 15		CEDAR CREEK	001+00 613	PRECST BOX CULV	ADEQ	99 6	OPEN
96703	CSAH 4		CREEK	008+00 168	PRECST BOX CULV	ADEQ	99 6	OPEN
92844	CSAH 3		DITCH	008+00 190	PRECST PIPE ARCH	ADEQ	99 7	OPEN
93178	CSAH 38		SEVENTEEN CREEK	004+00 740	PRECST PIPE ARCH	ADEQ	99 8	OPEN
96811	CSAH 2		SNAKE RIVER	014+00 790	PRECST PIPE ARCH	ADEQ	99 8	OPEN
01527	CSAH 1		Miss R Diversion Chan	005+00 004	PRESTR BM SPAN	ADEQ	99 9	OPEN
01528	CSAH 32		TAMARACK RIVER	006+00 160	PRESTR BM SPAN	ADEQ	99 9	OPEN
01J07	CSAH 1		LITTLE WILLOW RIVER	012+00 993	PRECST BOX CULV	ADEQ	99 9	OPEN
01J26	CSAH 26		STREAM	010+00 260	PRECST BOX CULV	ADEQ	99 9	OPEN
01J27	CR 73		MINNEWAWA CREEK	004+00 030	PRECST BOX CULV	ADEQ	99 9	OPEN
01J31	CR 73		SANDY RIVER	000+00 287	PRECST BOX CULV	ADEQ	99 9	OPEN
91895	CR 64		PRAIRIE RIVER	006+00 260	PRECST PIPE ARCH	ADEQ	99 9	OPEN
91896	CR 64		TAMARACK RIVER	002+00 230	PRECST PIPE ARCH	ADEQ	99 9	OPEN
92917	CSAH 12		RIPPLE RIVER	009+00 691	PRECST PIPE ARCH	ADEQ	99 9	OPEN
93122	CSAH 26		DITCH	017+00 270	PRECST PIPE ARCH	ADEQ	99 9	OPEN
95330	CSAH 36		STREAM	010+00 980	PRECST PIPE ARCH	ADEQ	99 9	OPEN
95331	CSAH 1		LITTLE WILLOW RIVER	009+00 550	PRECST PIPE ARCH	ADEQ	99 9	OPEN
95332	CSAH 5		SISSABAGAMAH CREEK	000+00 110	PRECST PIPE ARCH	ADEQ	99 9	OPEN
95612	CR 51		RIPPLE RIVER	001+00 670	PRECST PIPE ARCH	ADEQ	99 9	OPEN
01524	CR 62		SANDY RIVER	004+00 420	CCONC SLAB SPAN	ADEQ	100 0	OPEN
01J01	CR 74		MORRISON BROOK	002+00 730	PRECST PIPE ARCH	ADEQ	100 0	OPEN
01J02	CSAH 10		WHITE ELK BROOK	000+00 480	PRECST PIPE ARCH	ADEQ	100 0	OPEN
01J11	CSAH 9		Bear Creek	000+00 170	PRECST BOX CULV	ADEQ	100 0	OPEN
01J14	CSAH 34		BIRCH CREEK	005+00 295	PRECST BOX CULV	ADEQ	100 0	OPEN
01J22	CSAH 29		MOOSE RIVER	010+00 680	PRECST BOX CULV	ADEQ	100 0	OPEN
01J29	CR 75		BIRCH CREEK	000+00 400	PRECST BOX CULV	ADEQ	100 0	OPEN
92924	CSAH 23		STREAM	004+00 670	PRECST PIPE ARCH	ADEQ	100 0	OPEN
93123	CR 75 (KESTERAL AV		SPLIT ROCK RIVER	003+00 860	PRECST PIPE ARCH	ADEQ	100 0	OPEN
93424	CR 67		LITTLE HILL RIVER	004+00 980	PRECST PIPE ARCH	ADEQ	100 0	OPEN
94221	CR 61		STREAM	011+00 220	PRECST PIPE ARCH	ADEQ	100 0	OPEN
96142	CSAH 29		LITTLE HILL RIVER	016+00 510	PRECST PIPE ARCH	ADEQ	100 0	OPEN

## Bituminous Pavements - Age and RQI Data

(Highlighted Segments Included in 2021-2025 Capital Road Improvement Program)

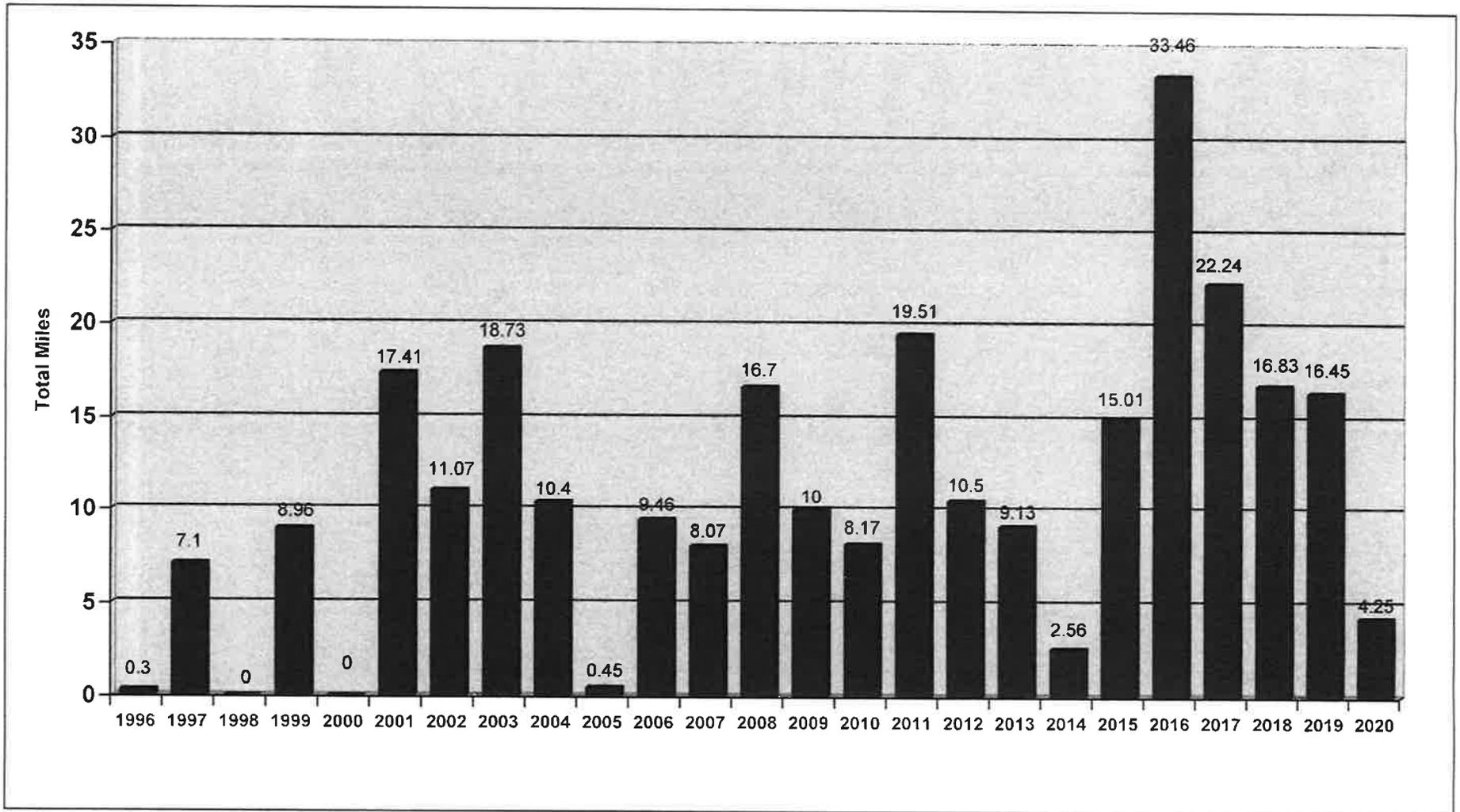
	Length	2019 RQI		Length	2019 RQI
<b>1996</b>			<b>2013</b>		
CR 69	0.3		CSAH 12 from .35 m. E. of N. jct CSAH 39 to TH 47 (NW)	0.47	2.3/2.5
<b>1997</b>			CR 54 from CSAH 1 to .47 miles east	0.56	2.4/2.8
CSAH 17	7.1	2.9/3.0	CR 60	3.98	3.6/3.7
<b>1999</b>			CR 66 from 0.26 miles east of US 169 to US 169	0.83	2.3/2.4
CSAH 39	5.1	3.5	CR 77	0.57	3.5/3.7
CR 78	2.82	2.4/2.5	CR 82	1.03	2.1/2.4
CR 77W	1.04	2.5/2.6	CR 83	0.49	3.3/3.4
			CR 85	1.2	2.9
<b>2000</b>			<b>2014</b>		
<b>2001</b>			CSAH 12 from .35 m. E. of N. jct CSAH 39 to TH 47 (Wear)	2.56	3.4
CSAH 14 from 2.3 m. northeast of TH 65 to State Park	8.61	2.9/3.2	<b>2015</b>		
CSAH 22	4.6	3.4/3.5	CSAH 10 from US Hwy 169 to CSAH 3	7.01	3.7
CSAH 24	4.2	3.6	CSAH 28 from TH 210 to TH 169	8	3.6
<b>2002</b>			<b>2016</b>		
CSAH 31	3.53	2.3	CSAH 2 from TH 47 to TH 65	12.38	2.5/3.5
CSAH 40	4.9	2.8/2.9	CSAH 3 from north jct CSAH 5 to 6.36 miles east	6.2	3.7
CR 62 from TH 210 to 435th Street	2.64	2.5/2.7	CSAH 12 from TH 47 to TH 210	0.58	3.0/3.2
<b>2003</b>			CSAH 12 from TH 47 to 375th Avenue	6.88	3.7/3.8
CSAH 9	0.82	1.7/2.1	CSAH 13 from TH 65 to CSAH 16	5.39	3.8/3.7
CSAH 11	3.2	2.8/3.0	CSAH 41 from 1st Street to west jct. TH 210	1.01	3.2/3.3
CSAH 23	5.3	3.3/3.8	CR 88	1.02	2.9/3.5
CSAH 28 from TH 169 to CSAH 12	5.8	3.4	<b>2017</b>		
CSAH 37	2.3	2.6/2.9	CSAH 1 from CSAH 22 to .3.6 miles north	3.6	3.5/3.6
CR 54 from .47 miles east of CSAH 1 to CR 83	0.83	2.4/2.5	CSAH 10 from TH 232 to CSAH 18	11.06	3.8/3.9
CR 79	0.48	2.9	CSAH 15 from Crow Wing County Line to CSAH 1	6.08	2.9/3.8
<b>2004</b>			CR 74	1.5	3.5/3.7
CSAH 2 from TH 65 to Pine County Line	10.4	3.3	<b>2018</b>		
<b>2005</b>			CSAH 6 from TH 65 to 5.3 miles east	4.9	4.1
CSAH 1 from TH 210 to beginning of Mississippi River Br	0.45	2.2/2.4	CSAH 8 from TH 210 to old Soo Line RR	0.87	3.0
<b>2006</b>			CSAH 12 from 375th Avenue to Lanie's corner	2.74	3.9
CSAH 3 from Crow Wing County Line to CSAH 29	5.74	3.3/3.4	CSAH 12 from Lanie's Corner to n. jct. CSAH 39	1.95	3.4
CSAH 7	3.2	3.1	CSAH 32 from CSAH 6 to CSAH 31	3.29	4.1
CR 66 from US 169 to 0.26 miles east	0.26	1.2	CR 53 from CSAH 4 to 0.78 mile north	3.08	3.7
CSAH 29 from CSAH 19 to CSAH 7	0.28	3.4	<b>2019</b>		
<b>2007</b>			CSAH 3 from CSAH 29 to TH 169	4.15	
CSAH 8 from old Soo Line RR to TH 65	1.97	3.3	CSAH 10 from TH 200 to Itasca County Line	2.25	
CSAH 38	6.1	3.2/3.3	CSAH 16	8.9	
<b>2008</b>			CSAH 41 from east jct TH 210 to 1st Street	0.07	
CSAH 4 from TH 47 to TH 65	14.4	3.2/3.3	CR 70	1.08	
CSAH 29 from CSAH 3 to 509th Lane	2.3	2.6/2.7	<b>2020</b>		
<b>2009</b>			CSAH 3 from 6.36 miles east of north jct CSAH 5 to TH 65	3.2	
CSAH 1 from beginning of Mississippi River Bridge to CS	2.5	3.2	CR 81 (1999 Original Pavement, 2020 Chipseal)	1.05	2.9/3.1
CSAH 5 from TH 210 to TH 232	7.5	2.6/2.7			
<b>2010</b>			Subtotal:	119.93	
CSAH 10 from CSAH 18 to 8.2 miles south of TH 200	6.88	3.5	Grand Total:	276.76	
CSAH 33	0.29	1.6/2.0			
CR 62 from TH 232 to 1.0 mile south	1.0	3.4			
<b>2011</b>					
CSAH 6 from 5.27 miles east of TH 65 to TH 210	8.08	2.8/3.0			
CSAH 10 from TH 200 to 8.12 miles south	8.12	3.2			
CSAH 32 from CSAH 31 to Carlton County Line	3.01	3.6/3.7			
CR 241	0.3				
<b>2012</b>					
CSAH 3 from US Hwy 169 to n. jct. CSAH 5	5.6	3.3/3.5			
CSAH 5 from TH 47 to CR 50	1	3.4/3.5			
CSAH 14 from TH 65 to 2.3 miles northeast	2.3	3.3/3.4			
CSAH 36 from CSAH 14 to 1.6 mile north	1.6	2.6/2.9			
Sub-total:	156.83				

Updated: 8-17-20

Updated: 11-21-16

2019 Pavement Quality Summary		
	Good (RQI>3)	Poor (RQI<2)
MnDOT District 1 (non-NHS)	53.4%	13.4%
MnDOT District 3 (non-NHS)	65.4%	2.6%
Aitkin County Roads and County State-Aid Highways	80%	0.7%

## Pavement Age of Aitkin County Roads and County State-Aid Highways



## Priority Rating Worksheet

(Highlighted Segments Included in 2021-2025 Capital Road Improvement Program)

8/17/2020

Road Number	Segment Description	Length	2016 ADT (20 points decile)	Residence Density (20 point decile)	Functional Classification (10 points)	Sight Distance Deficiency (10 point decile)	Improved Route System Layout (10 points)	Privately-Owned Land (10 point decile)	Priority Rating (80 points)
5.2	CR 53 to TH 210	4.7	12	20	10	6	10	7	58.7
71		1	20	12	4	1	10	10	48.0
30	TH 65 to CSAH 16	7	16	14	7	6	0	10	44.0
51	TH 18 to CSAH 28	4.77	12	14	4	3	10	8	43.8
62.1	2 miles N of TH 210 to CR 71	1.36	20	6	4	1	10	10	42.0
1	3.6 miles N of CSAH 22 to CSAH 3	7.4	16	6	7	2	10	6	41.6
64.2	CSAH 32 to 5 miles North	5	16	16	4	3	0	3	39.3
50	CSAH 5 to CR 56	2.95	18	2	4	3	10	10	38.0
13	CSAH 16 to Carlton County Line	5.6	12	2	7	4	10	5	35.5
62.2	CR 71 to 1 mile south of TH 232	3	10	8	4	1	10	10	34.0
19.2	CSAH 20 to CSAH 29	2	14	4	10	5	0	3	33.3
19.1	Cass County Line to CSAH 20	4.8	6	10	10	7	0	2	33.2
5.1	CR 50 to CR 53	5.9	8	10	10	4	0	10	33.0
57.1	TH 65 to 5 miles east	5	14	8	4	5	0	10	32.0
27	CSAH 13 to TH 27	6.6	4	6	7	4	10	9	31.9
74		2.07	4	6	4	4	10	10	29.0
36.2	CR 65 to 1.5 miles N of CSAH 14	5.2	8	6	7	7	0	5	28.5
59		4.28	16	4	4	3	0	10	28.0
63		2.69	6	8	4	9	0	10	28.0
54	End of Blacktop to TH 210	4.88	8	2	4	3	10	10	28.0
29.3	CSAH 7 to CR 67	4.54	10	6	7	4	0	6	27.6
36.1	TH 65 to CR 65	4.2	8	4	7	8	0	3	27.3
65		8.96	6	6	4	10	0	3	26.3
61.1	TH 65 to TH 18	4.23	6	10	4	5	0	10	26.0
72		1.2	8	8	4	5	0	10	26.0
64.1	5 miles N of CSAH 32 to CSAH 14	4.49	6	10	4	5	0	6	25.6
21	CSAH 1 to TH 169	6.9	6	4	10	4	0	10	25.0
75	TH 27 to CSAH 34	6.9	4	8	7	5	0	6	24.6
73		5.1	14	4	4	2	0	6	24.6
5.3	CSAH 3 to CSAH 18	7.81	10	6	7	1	0	5	24.5
26.3	TH 65 to CSAH 2	9.1	8	4	7	4	0	3	23.3
29.4	CR 67 to TH 200	2	10	4	7	2	0	2	23.2
26.1	CSAH 38 to CR 59	5	8	4	7	3	0	10	23.0
60W		1.08	10	6	4	2	0	10	23.0
35	TH 65 to Itasca County Line	0.4	8	4	7	1	0	10	21.0
20	Cass County Line to CSAH 19	5.9	6	4	7	3	0	6	20.6
61.2	TH 18 to CSAH 23	7	4	6	4	5	0	9	19.9
68.1	CSAH 29 to dead end west	2	4	6	4	5	0	8	19.8
26.2	CR 59 to TH 65	6	4	6	7	2	0	7	19.7
29.2	CR 68 to CSAH 7	6.3	6	4	7	2	0	1	19.1
34	CSAH 2 to CR 75	6.3	4	4	7	3	0	6	18.6
80		1.7	6	4	4	3	0	10	18.0
29.1	2.3 miles N of CSAH 3 to CR 68	3.3	6	2	7	2	0	3	17.3
57.2	TH 27 to 4 miles North	4.04	2	4	4	6	0	10	17.0
58		2.67	4	4	4	4	0	8	16.8
67		5.17	2	4	4	6	0	8	16.7
56.1	TH 210 to CR 50	2	8	2	4	1	0	6	15.6
68.2	CSAH 29 to TH 169	3.3	4	4	4	3	0	2	15.2
68.3	TH 169 to dead end east	1.2	4	4	4	2	0	8	14.8
18.2	CSAH 5 to CSAH 10	6.1	2	2	7	2	0	10	14.0
56.2	CR 50 to CSAH 5	6.4	2	2	4	5	0	8	13.7
18.1	TH 169 to CSAH 5	6.1	2	2	7	1	0	3	12.3

2016 ADT: Up to 20 points in ten decile ranges based on actual 2016 Average Annual Daily Traffic Count

Residence Density: Up to 20 points in ten decile ranges based on total number of residences on segment and adjacent road segments

Functional Classification: 10 points for major collector classification, 7 points for minor collector classification, 4 points for local road classification

Sight Distance Safety Rating: Up to 10 points in ten decile ranges based on horizontal and vertical curve sight distance deficiency

Improved Route System Layout: 10 points if either a) part of route is improved or b) does not have parallel improved route within 4 miles for 50% of segment length, and segment connects two improved routes within a distance of less than 8 miles

Privately Owned Land: Up to 10 points based on percentage of privately-owned land adjacent to segment



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** August 25, 2020

**Title of Item:** CARES Act - Reporting Update

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

<b>Submitted by:</b> Kathleen Ryan, CFO	<b>Department:</b> Auditor
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<b>Presenter (Name and Title):</b> Kathleen Ryan, CFO	<b>Estimated Time Needed:</b> 10 Minutes
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**Summary of Issue:**

Attached is the 1st report which was submitted to the State August 11, 2020. This report covers the period from March through July 31, 2020. Expenses were categorized based on state guidance.

**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:



Please submit your completed form each month to  
[CRAOffice.mmb@state.mn.us](mailto:CRAOffice.mmb@state.mn.us).

Local Government Expenditure Report		
Name of Local Government (this will auto populate based on your SWIFT Supplier ID)	SWIFT Supplier ID #	Date Submitted
AITKIN COUNTY	0000197275	
Name and Title of Person Filling Out Form	DUNS/SAMS Number	Phone Number (enter 10 digits without spaces or dashes)
Kathleen Ryan	047464805	218-927-7265
Email Address	Amount of CRF Received from the Department of Revenue	Total Spent to Date (this amount will autofill)
Kathleen.Ryan	\$ 2,007,508.00	\$ 485,874.90
Select "Interim" if your agency has any unspent funds and "Final" in the box to the right if all available CRF funds have been spent and this will be your final report.	<b>Interim</b>	
Please submit this report no later than 7 business days after the end of each month to provide the spend status of allotted Coronavirus Relief Funds (CRF), CFDA Number 21.019 awarded by the State of Minnesota.	Amount of CRF Remaining (this amount will autofill)	
	\$ 1,521,633.10	

As of July 31, 2020 the covered period for these expenses is March 1, 2020 through November 15 (cities and towns) /December 1, 2020 (counties). The covered period may change based on federal guidance and you will be notified if any changes occur.

**DO NOT USE CRF FUNDS FOR ANY COST INCURRED OUTSIDE THIS COVERED PERIOD.**

Coronavirus Relief Fund (CRF) Categories		Total	July, 2020	August, 2020	September, 2020	October, 2020	November, 2020	December, 2020
Describe expenses as specified in federal guidance (Links in green font in the two cells to the right) in the space below.		<b>Territory Guidance</b>	<b>FADs</b>					
Medical Expenses (expended)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical Expenses obligated but not yet paid			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Health Expenses (expended)	PPE Supplies	\$ 16,681.42	\$ 16,681.42	\$ -	\$ -	\$ -	\$ -	\$ -

Public Health Expenses obligated but not yet paid		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll Expenses (expended)	Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered and HHS Public Health Staff - substantially dedicated time spent on COVID Response	\$ 454,056.77	\$ 454,056.77	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll Expenses obligated but not yet paid		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Compliance with Public Health Measures (expended)	Improve telework capabilities for public employees	\$ 14,845.40	\$ 14,845.40	\$ -	\$ -	\$ -	\$ -	\$ -
Compliance with Public Health Measures Obligated but not yet paid		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Economic Support Spent		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Economic Support obligated but not yet paid		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (expended)	Other COVID-19 related expenses reasonably necessary	\$ 291.31	\$ 291.31	\$ -	\$ -	\$ -	\$ -	\$ -
Other obligated but not yet paid		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total (Expended)		\$ 485,874.90	\$ 485,874.90	\$ -	\$ -	\$ -	\$ -	\$ -
Total obligated but not yet Paid		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Cities and Towns	
Enter the Amount of unspent funds distributed to home county	\$ -
Enter the name of the home county	
Enter the date funds were returned	

Cities and Towns in Hennepin and Ramsey Counties	
Enter the amount of unspent funds granted to hospitals	\$ -
Enter the name(s) of hospitals receiving grants of unspent funds	

Counties	
Enter the amount of unspent funds received from cities and towns	\$ -
Enter the amount of unspent funds returned to the State of Minnesota	\$ -
Enter the date unspent funds were returned to the State of Minnesota	

	Total	July, 2020	August, 2020	September, 2020	October, 2020	November, 2020	December, 2020
Enter the amount distributed to cities and towns with a population under 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CRF Fund Spending Confirmations**

X	<p>Use the dropdown menu to place an "X" in the cell B62 to confirm that your CRF funding request meets federal guidance:</p> <p>(1) as a necessary expenditure to respond to the COVID-19 public health emergency,  (2) is not accounted for in the current budget,  (3) expenses were incurred during the covered period. See box C18 for explanation, and  (4) does not include any ineligible expenses as defined in federal guidance.</p>
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# Board of County Commissioners Agenda Request



**Requested Meeting Date:** August 25, 2020

**Title of Item:** Proposed 2021 - LLCC Budget

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Rich Courtemanche		<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Rich Courtemanche - Land Commissioner		<b>Estimated Time Needed:</b> 15 min
<b>Summary of Issue:</b>  The proposed 2021 LLCC budget will be presented to the Aitkin County Board of Commissioners. Handout will be provided to the Board on August 25, 2020.		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Providing an overview and the opportunity for County Board comments		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

		2020 Adopted		2021 Proposed Budget (with groups, Wendie's edition)		2021 Proposed Budget (without groups, maintenance)		2021 Proposed Budget (without groups, maintenance and administrator)	
		Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue
<b>ADMINISTRATION</b>									
Overnight Programs Revenue	Program Fees (60% of Overnight NEED Reservations Rate)				\$351,188.60				
Day Programs Revenue	Program Fees (determined by Day NEED Program reservations)				\$500.00				
	19-521-000-5751 Unrestricted Contributions		\$2,500.00		\$2,500.00		\$1,000		\$1,000
	19-521-000-5762 Restricted Contributions		\$0.00		\$0.00		\$0		\$0
	19-521-000-5840 Miscellaneous Income		\$2,000.00		\$75,600.00		\$75,000		\$75,000
	19-521-000-5861 Insurance Proceeds/Dividends		\$4,576.00		\$4,576.00		\$4,576		\$4,576
Additional Revenue	19-521-000-5884 Commissary Sales Non Taxable		\$28,000.00		\$28,000.00		\$0		\$0
	19-521-000-5885 Commissary Sales Taxable		\$18,000.00		\$18,000.00		\$0		\$0
	19-521-000-6101 Salaries-Full Time	\$63,223.20		\$260,107.84		\$49,642		\$114,599	
	19-521-000-6102 Salaries-Part time			\$22,912.25					
	19-521-000-6150 Health Insurance-Employer	\$6,843.00		\$48,426.00		\$17,981		\$25,749	
	19-521-000-6148 Employer HSA Contribution	\$2,260.00		\$13,300.00		\$3,260		\$5,520	
	19-521-000-6152 Life Insurance-Employer	\$93.00		\$355.00		\$93		\$150	
	19-521-000-6154 Long Term Disability-Employer	\$127.00		\$714.00		\$119		\$297	
	19-521-000-6155 Long Term Disability-Employee	\$0.00		\$0.00					
	19-521-000-6159 PERA Co-or 7.5%	\$4,741.74		\$21,226.51		\$3,262		\$8,134	
	19-521-000-6124 Medicare-Employer 1.45%	\$916.74		\$17,547.25		\$631		\$1,573	
	19-521-000-6165 FICA-Employer 6.20%	\$3,919.84		\$4,103.79		\$2,697		\$6,928	
	19-521-000-6353 Workers Compensation	\$88.00		\$0.00		\$0		\$0	
	19-521-000-6234 Background Check Fees	\$0.00		\$0.00		\$0		\$0	
Staff Expenses	19-521-000-6272 Physical Examinations	\$0.00		\$0.00		\$0		\$0	
	Overtime			\$600.00		\$0		\$0	
	19-521-000-6208 Training/Education	\$2,050.00		\$2,050.00		\$0		\$0	
Training and Travel Expenses	19-521-000-6330 Transportation/Travel/Parking	\$1,000.00		\$1,000.00		\$0		\$0	
	19-521-000-6332 Hotel/Motel Lodging	\$250.00		\$250.00		\$0		\$0	
	19-521-000-6340 Meals Reimbursed Non-taxable	\$200.00		\$200.00		\$0		\$0	
	19-521-000-6231 Services, Labor, Contracts	\$28,720.00		\$28,720.00		\$11,460		\$11,460	
	19-521-000-6250 Telephone/Internet	\$8,400.00		\$8,400.00		\$8,400		\$8,400	
	19-521-000-6254 Utilities	\$42,900.00		\$42,900.00		\$32,900		\$32,900	
	19-521-000-6255 Garbage	\$1,200.00		\$1,200.00		\$420		\$420	
	19-521-000-6352 Insurance-Auto/Equip/Liability	\$10,440.00		\$10,440.00		\$10,440		\$10,440	
	19-521-000-6374 Auto & Trailer License	\$100.00		\$100.00		\$100		\$100	
Services and Fees Expenses	19-521-000-6240 Dues/Assoc. Fees	\$1,606.00		\$1,606.00		\$1,240		\$1,240	
	19-522-000-6217 Credit Card Fees	\$1,500.00		\$1,500.00		\$0		\$0	
	19-521-000-6405 Office & Computer Supplies	\$1,000.00		\$1,000.00		\$0		\$0	
Admin Supplies Expenses	19-521-000-6205 Postage	\$400.00		\$400.00		\$0		\$0	
	19-521-000-5896 Postage Reimbursement					\$0		\$0	\$0
Marketing and Sales	19-521-000-6230 Marketing, Promotion	\$4,684.00		\$4,684.00		\$0		\$0	
	19-521-000-6400 Commissary Items	\$23,000.00		\$23,000.00		\$0		\$0	
Administration Totals		\$209,662.51	\$55,076.00	\$516,742.63	\$480,364.60	\$142,645	\$80,576	\$227,910	\$80,576
Net		-\$154,586.51		-\$36,378.04		-\$62,069		-\$147,334	

		2020 Adopted		2021 Proposed Budget (with groups, Wendie's edition)		2021 Proposed Budget (without groups, maintenance)		2021 Proposed Budget (without groups, maintenance and administrator)	
EDUCATION		Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue
Overnight Programs Revenue	NEED Program Fees (13% of Overnight Reservations Rate)				\$76,090.86		\$0		\$0
Day Programs Revenue	Program Fees (determined by Day NEED Program reservations)				\$500.00		\$0		\$0
	19-522-000-5892 Overpayments								
	19-522-000-6102 Wages-Part Time	\$95,805.12		\$70,204.42		\$0		\$0	
	19-522-000-6109 Salaries-Overtime	\$0.00		\$1,000.00		\$0		\$0	
	19-522-000-6150 Health Insurance-Employer	\$13,686.00		\$0.00		\$0		\$0	
	19-522-000-6148 Employer HSA Contribution	\$4,520.00		\$0.00		\$0		\$0	
	19-522-000-6152 Life Insurance-Employer	\$76.00		\$0.00		\$0		\$0	
	19-522-000-6154 Long Term Disability-Employer	\$227.00		\$0.00		\$0		\$0	
	19-522-000-6155 Long Term Disability-Employee	\$0.00							
	19-522-000-6159 PERA Co-or 7.5%	\$15,316.10		\$5,004.18		\$0		\$0	
	19-522-000-6165 FICA-Employer 6.20%	\$12,661.31		\$4,352.67		\$0		\$0	
Staffing Expenses	19-522-000-6124 Medicare-Employer 1.45%	\$2,961.11		\$1,017.96		\$0		\$0	
	19-522-000-6353 Workers Compensation	\$3,798.00		\$0.00		\$0		\$0	
	Background Check Fees	\$0.00		\$0.00		\$0		\$0	
	Physical Examinations	\$0.00		\$0.00		\$0		\$0	
	19-522-000-6267 Unemployment	\$500.00		\$500.00		\$0		\$0	
	19-522-000-6406 Camp Supplies/Transportation	\$1,500.00		\$1,500.00		\$0		\$0	
	19-522-000-6416 Education Supplies	\$3,835.00		\$3,835.00		\$0		\$0	
Supplies Expenses	19-522-000-6430 Medical Supplies	\$500.00		\$500.00		\$0		\$0	
	19-522-000-6820 Refunds/Reimbursements	\$0.00							
	19-522-000-6241 Registration Fees (DNR, MDHA)	\$2,500.00		\$2,500.00		\$0		\$0	
<b>Education Totals</b>		\$157,885.65	\$0.00	\$90,414.24	\$76,590.86	\$0	\$0	\$0	\$0
<b>Net</b>		-\$157,885.65		-\$13,823.38		\$0		\$0	
<b>Food Service</b>		<b>Expense</b>	<b>Revenue</b>	<b>Expense</b>	<b>Revenue</b>	<b>Expense</b>	<b>Revenue</b>	<b>Expense</b>	<b>Revenue</b>
Overnight Programs Revenue	NEED Program Fees (20% of Overnight Reservations Rate)				\$117,062.87		\$0		\$0
Day Programs Revenue	Program Fees (determined by Day NEED Program reservations)				\$3,000.00		\$0		\$0
	19-523-000-5543 Special Milk Refunds		\$4,500.00		\$4,500.00		\$0		\$0
	19-523-000-6102 Wages-Part Time	\$27,855.92		\$24,893.88		\$0		\$0	
	19-523-000-6109 Salaries-Overtime	\$1,000.00		\$1,000.00		\$0		\$0	
	19-523-000-6150 Health Insurance-Employer	\$13,453.00		\$0.00		\$0		\$0	
	19-523-000-6148 Employer HSA Contribution	\$3,260.00		\$0.00		\$0		\$0	
	19-523-000-6152 Life Insurance-Employer	\$85.00		\$0.00		\$0		\$0	
	19-523-000-6154 Long Term Disability-Employer	\$108.00		\$0.00		\$0		\$0	
	Retiree Health Insurance								
	19-523-000-6159 PERA Co-or 7.5%	\$5,284.19		\$5,004.18		\$0		\$0	
	19-523-000-6165 FICA-Employer 6.20%	\$4,368.27		\$4,352.67		\$0		\$0	
Staffin Expenses	19-523-000-6124 Medicare-Employer 1.45%	\$1,021.61		\$1,017.96		\$0		\$0	
	Workers Compensation								
	Background Check Fees								
	Physical Examinations								
	19-523-000-6267 Unemployment			\$500.00		\$0		\$0	
	19-523-000-6418 Groceries	\$64,000.00		\$64,000.00		\$0		\$0	
	19-523-000-6420 Food Services Supplies	\$2,000.00		\$2,000.00		\$0		\$0	
		\$122,435.99	\$4,500.00	\$102,768.70	\$124,562.87	\$0	\$0	\$0	\$0
		-\$117,935.99		\$21,794.16		\$0		\$0	





# Board of County Commissioners Agenda Request

7B  
Agenda Item #

**Requested Meeting Date:** August 25, 2020

**Title of Item:** LLCC Distance Learning

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Rich Courtemanche		<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Rich Courtemanche - Land Commissioner		<b>Estimated Time Needed:</b> 15 min
<b>Summary of Issue:</b>  The LLCC distance learning efforts will be discussed with the County Board. Handout will be provided to the Board on August 25, 2020.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Providing an overview and the opportunity for County Board comments		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

## Current Distance Learning Programs at Long Lake Conservation Center:

### Audio Tours of LLCC & Video Education Series

- We are currently developing self-guided audio tours of Long Lake that visitors would be able to purchase for their use. These tours would hopefully encourage more visitors to the Center. This is also a way that we could make some revenue along with keeping to our mission and keeping nature-based education available.
  - Pam is taking the lead on the audio tours, creating the scripts while Molly will be working on the recording, editing, and publishing of these. Both Molly and Pam will be working on creating and installing the “stop” points for the recordings. Currently, the Bog tour is being created.
  - These tours will include:
    - Bog
    - Campus Tour
    - Long Lake Loop
    - Blue/Brigade Trail
    - Forestry for the birds
- Video Education Series: This series consists of 6 short chapters or videos where a Long Lake Naturalist takes you along on a guided exploration of the bog and you are led in an education-based exploration! Our first chapter in this series focuses on how learners can explore in nature and what tools or skills you can use in your exploration. This specific chapter would focus on the use of your senses and how you can hone these skills to help you explore, learn, conserve and appreciate nature. Throughout the series, we will be getting our ‘hands dirty’ with hands-on activities and experiments. We will be using elements of storytelling to enrich students' knowledge of what is a bog and what different things grow and thrive in that ecosystem.
  - Molly is working on the script for the video education series, the start is “Bog”. Molly will also be working on acting, recording, editing, and publishing these.
  - This project can be expanded to cover more topics, currently, the only script being created is for the Bog.
  - This program would be geared towards a preschool or Head Start program, trying to instill a love of the outdoors in children at a younger age and to provide education on how to explore safely, and answer questions about and see experiments and exploration in a bog.
- The Long Lake Conservation Foundation has a Tourism grant (received from Aitkin County Economic Development) that LLCC would like to use to build a Tourism Kiosk. (Similar to the Kiosks at the campgrounds and landings)
  - This kiosk would contain signs with information about the facility, maps, and trail information and also panel about the above videos and audio files.
  - There would be a QR code along with the website address and instructions on how these can be purchased and downloaded for visitors.
  - The Audio tours and the educational series would be available via the QR code, allowing visitors to freely explore Long Lake Conservation Center without a standard guided tour.
- The outreach that has been conducted so far indicates that schools do not foresee or do not have the budget for any new distance learning programs at this time. This is why these programs are geared towards a different audience. Many families have chosen to homeschool their children and they are a possible market for these, however, they are less willing to pay a higher price for learning material so the Audio tours would be priced at \$5 per tour and the Video Education Series would be priced more in the \$25 range per series for the public.
  - The Head Start programs would possibly be a bigger audience to market the Educational Video Series to, we would need outreach to gain contacts in this field and to gauge price range. We would still need research on what a comparable price range would be for this possible market. Currently, we do not have any Head Start programs that are committed to purchasing any products from Long Lake.
- The Needs for both of these programs would be: New video recording equipment including but not limited to: camcorder of some kind, Bluetooth mic, Tripod, photo & video editing software. Long Lake Staff (Molly) would need time to learn how to use the equipment and also learn how to use the video editing software. The lead time on this equipment is unknown, once approval is given to order these supplies it would push back the time that is available to learn about the equipment, film, and edit the product.



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** August 25, 2020

**Title of Item:** Set Public Hearing - September 22, 2020

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

<b>Submitted by:</b> Rich Courtemanche	<b>Department:</b> Land
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<b>Presenter (Name and Title):</b> Rich Courtemanche - Land Commissioner	<b>Estimated Time Needed:</b> 10 min
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**Summary of Issue:**  
William Monse of Aitkin is proposing a Class B land exchange of an 80 acre property on the Libby Branch of the Swan River in Section 7 of Unorganized T52R22 to acquire a 0.43 ac unsold tax forfeited lot in the Plat of Allie's Duck Pass (Lot 1 Blk 2) on Wladimiraf Lake (Section 10 Lake) in Nordland Township (T46R25).

At the April 28, 2020 County Board meeting, the County Board approved allowing ACLD to explore exchanging the above listed properties.

On August 5, 2020, the Northeast MN DNR Regional approved the Class B land exchange (attachment). A public hearing and County Board approval is required before the exchange can go to the Land Exchange Board.

The appraisals attached and summarized as:  
Private = \$40,400 (80 acres)  
County = \$78,600 (0.43 acres)  
Mr. Monse has agreed to pay the difference in cash.

MS 371.01 1.(3) defines the exchange process for County owned land. Statute states that a public hearing with two-weeks notice is required.

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

**Recommended Action/Motion:**  
To approve the attached motion to set the date for the public hearing on the land exchange: September 22,2020 - 11:00 AM at the Aitkin Public Library.

**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:*



**DEPARTMENT OF  
NATURAL RESOURCES**

Minnesota Department of Natural Resources  
Division of Lands & Minerals  
500 Lafayette Road  
St. Paul, MN 55155-4045

August 5, 2020

Rich Courtemanche  
Aitkin County Land Services Department  
502 Minnesota Ave N.  
Aitkin, MN 56431

RE: Land Exchange #: B-10015  
Aitkin County - William & Cynthia Monse

Dear Mr. Courtemanche,

Minnesota DNR has reviewed the proposed exchange pertaining to the above-referenced land exchange, involving private land described as:

Legal Description (Private Land): The North Half of the Northeast Quarter of Section 7, Township 52 North, Range 22 West, Aitkin County, Minnesota.  
Acres: 80

Legal Description (Tax-Forfeited Land): Lot 1, Block 2, Allies Duck Pass & Pt Vacated RD in Document 453227; Section 11, Township 46 North, Range 26 West, Aitkin County, Minnesota.  
Acres: 0.43

Northeast DNR Regional approval was obtained for this project on August 4, 2020.

There are a few additional steps and documents that must be completed before the exchange can seek Land Exchange Board approval. I have received the signed application and appraisals, please remit the additional required items for processing of this exchange project.

Please don't hesitate to contact me by email if you have any questions.

Sincerely,

Katherine Giel, Realty Program Coordinator  
MN DNR, Division of Lands & Minerals  
[katherine.giel@state.mn.us](mailto:katherine.giel@state.mn.us)



## AITKIN COUNTY ASSESSOR

Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 310  
Aitkin, MN 56431

assessor@co.aitkin.mn.us  
Phone: 218-927-7327  
Fax: 218-927-7379

### COUNTY PARCEL

May 18, 2020

Rich Courtemanche, Land Commissioner  
Aitkin County Land Department

Re: Valuation request for Parcel 24-1-085600 at 32529 355<sup>th</sup> Ave

Dear Rich:

Per your request, I have reviewed the valuation of this parcel in Nordland Township on Wladimiraf Lake also known as Section 10 Lake.

Eight similar property sales of lakeshore were analyzed from Nordland Township. Sales from Wladimiraf Lake, Section 12 Lake, and Elm Island Lake were considered. These transactions occurred between December 2017 and March 2020. The lot sizes varied but they were mostly between 100 and 150 front feet in size. Some of these sales were improved properties with relatively small building values where the building and site values were removed to match the condition of the subject. The adjusted prices ranged from \$61,000 to \$100,800 each.

The higher priced properties had more frontage and were located on Elm Island Lake. The lowest priced property at \$61,000 had more wetland and poorer road access than the subject.

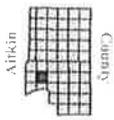
After considering this data and after visiting the property, I'm valuing the subject property at **\$78,600**.

This value estimate is intended for the purposes of the Aitkin County Land Department. It was prepared using the procedures and methods of licensed Minnesota assessors. This estimate is not intended to have the level of detail, scope of work, and level of accuracy found in a full narrative appraisal conducted by an appraiser licensed by the Department of Commerce.

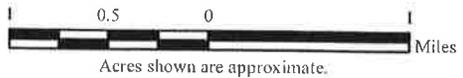
Please contact me with any questions.

Sincerely,

Mike Dangers  
Aitkin County Assessor



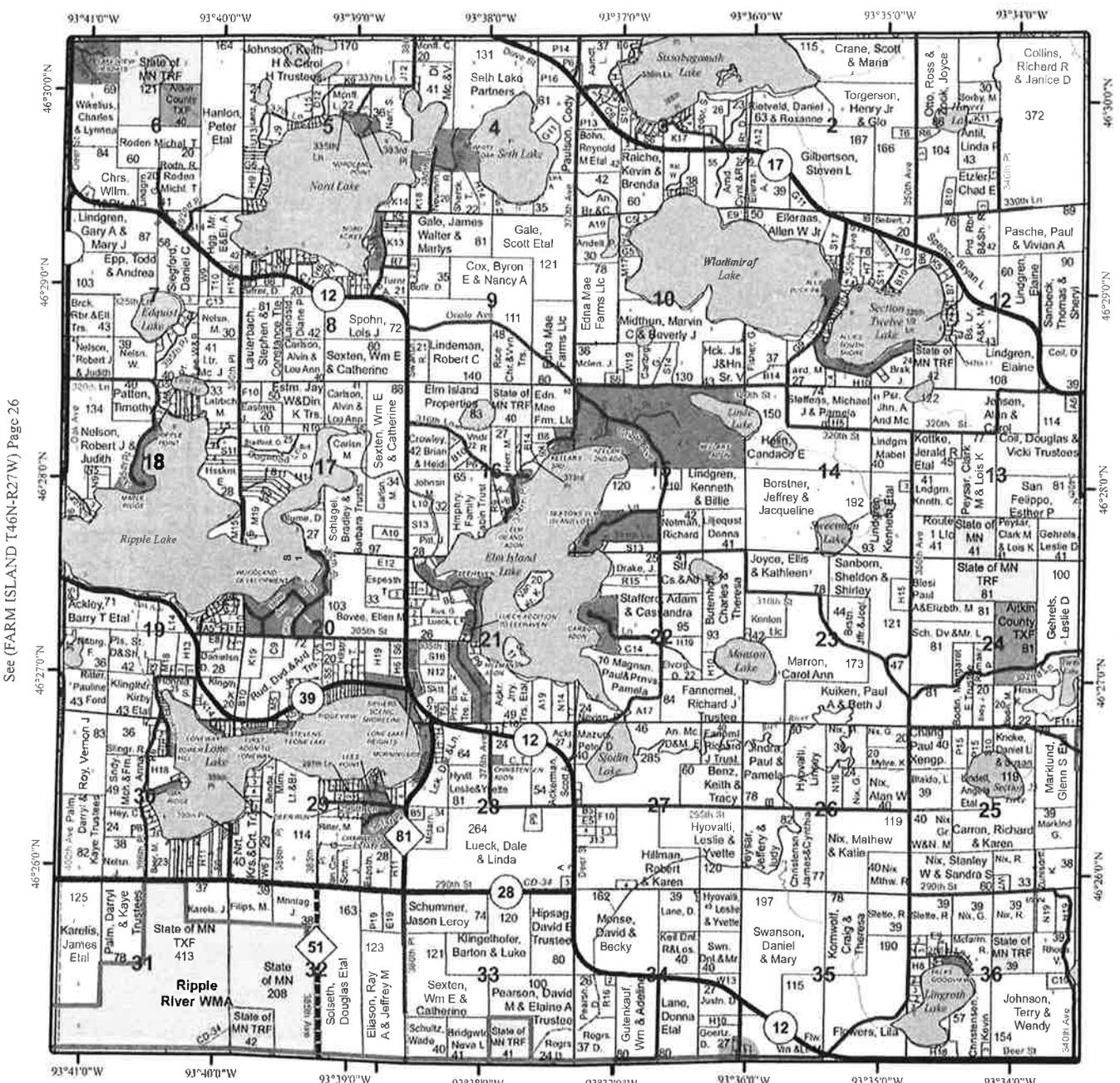
# NORDLAND T46N-R26W



Acres shown are approximate.  
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See (SPENCER T47N-R26W) Page 33



See (FARM ISLAND T46N-R27W) Page 26

See (GLEN T46N-R25W) Page 28

See (WEALTHWOOD T45N-R26W) Page 21

## Dr. Paul Kuiken Chiropractor

104-4th Street NW  
Aitkin, MN 56431  
(218) 927-6383

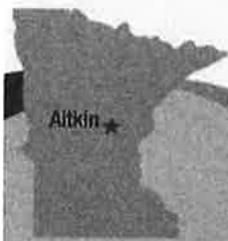
Monday, Thursday, Friday 8 a.m. - 5 p.m.  
Wednesday 1 p.m. - 7 p.m.  
Saturday 8 a.m. - 10:30 a.m. (When Dr. Paul is in)

## All State Drywall

### BYRON COX

32188 Oriole Ave.  
Aitkin, Minnesota 56431

218-839-5586



# 218-927-3621

2017 Forfeitures

PIN #	Previous Owner	Sec	Twp	Rge	Legal	Street Address	Classified	GIS Acres	Values for Sale	Comments from Land Dept.
01-0-041201	Beekman, Taunee L	20	47	27	pt of NW-NW lying W of CSAH 15		non	5.5	6200	driveway to N property goes across property 271.8 east, 1073.55 N side, 1097.21 S & W. Jog -- 59.13 SE x 49.71 NW, 78.29 to W
03-0-024200	Thoen, Janfry & June	15	50	22	N 20 Rods of Lot 3		non	9.3	3800	Little Prairie Lake 330' no access
05-0-021702	Gruhier, Ruth & Jones, Rosemarie	17	48	22	E 1/2 of E 1/2 of E 1/2 of NE-SE less .38 ac and less BN RR ROW		non	4.3	6200	554x172 N side, 572 x 164 s side road - check field
07-0-005401	Stinchfield, Todd A	3	46	27	pt. W200 ft of SW-SW as in Doc 350908		non	5	59700	Lake Four 610 feet front footage
08-0-055102	Henschel, Joshua	33	48	25	W 1/2 SW-Se		non	19.8	7000	all low no access
09-0-032507	Larsh, Larry	19	46	25	S 1/2 of N 1/2 of N 1/2 of Lot 6		non	6	5700	all low no access
15-1-064600	Schmidt, Raymond	14	47	25	Oppegads Original Townsite Kimberly S 75 ft Lots 1, 2, 3 Blk 1	30015 380th Ave Aitkin	non	0.3	6600	
15-1-065500	Schmidt, Raymond	14	47	25	Oppegads Original Townsite Kimberly Lot 11 Blk 1	30015 380th Ave Aitkin	non	0.2	1200	
15-1-065600	Schmidt, Raymond	14	47	25	Oppegads Original Townsite Kimberly Lot 12 Blk 1		non	0.2	500	
20-0-016300	Haataja, Douglas	11	51	26	SW-NE		non	40.2	17800	SE corner on Willow River - touches it.
20-1-063200	Meyers, David & Roxanne	20	51	26	County Auditors Plat of Swatara Lot 3 Blk 4	3888 510th St Swatara	non	0.2	6000	
20-1-065900	Ohatto, Terrance	20	51	26	County Auditors Plat of Swatara Lot 12 Blk 5		non	0.1	900	
22-0-043801	Renner, Jerome	28	48	23	Part of SW-NW lying N of Hwy 210 less pt S of N 560 pt	19888 State Hwy 210 McGregor	non	18.1	12200	
22-0-043900	Renner, Jerome	28	48	23	Pt SE NW N of Hwy		non	2.3	800	
23-0-007600	Gallery, Shawn M	5	48	26	SE-NE		non	39.9	10600	
23-1-066801	England, Lewis	11	48	26	River Park W 200 ft of S 100 of N 400 ft of Outlot C		non	0.5	2000	
24-1-085600	Duchane, Owen	11	46	26	Allie's Duck Pass Lot 1 Blk 2	32529 355th Ave Aitkin	non	0.4	78600	WLADIMIRAF LAKE 100 feet frontage
24-1-123006	Johnson, Anthony	15	46	26	Kellars Addition Pt Lot 1 Blk 4 As in Doc 332705	36507 320th St Aitkin	non	3.5	13700	esement lakeshore on Linde Lake??
29-0-046905	Groth, Nacole	22	49	23	Part E 150 ft Lot 4 in Doc 224883		non	0.4	1000	adjacent to 29-1-508803
29-1-086800	Soltau, Donald L	20	49	23			non	0.2	3000	
29-1-086900	Soltau, Donald L	20	49	23			non	0.2	3000	
29-1-087000	Soltau, Donald L	20	49	23			non	0.2	3000	
29-1-088400	Soltau, Donald L	20	49	23			non	0.2	5700	
29-1-088500	Soltau, Donald L	20	49	23		48688 207th Ave McGregor	non	0.2	20200	
29-1-095000	Johnson, Donald	20	49	23	Indian Portage Lot 19 Blk 14		non	0.2	3000	
29-1-180400	Miller, Bruce	21	49	23	Plat 5, Lot 375		non	0.2	1500	FORF in 2018, req
29-1-180500	Miller, Bruce	21	49	23	Plat 5, Lot 376		non	0.2	1500	FORF in 2018, req
29-1-208800	Segal, Harold	22	49	23	Sheshebe Point 2nd Addition Lot 61		non	0.7	30900	Minnewawa Lake 50' frontage
29-1-208900	Segal, Harold	22	49	23	Sheshebe Point 2nd Addition Lot 62		non	0.7	30900	Minnewawa Lake 50' frontage
29-1-270900	Claesen, John	22	49	23	Sheshebe Point 3rd Addition Lot 18 Blk 32		non	0.2	1500	
29-1-508803	Groth, Nacole	22	49	23	Floes Addition Part Outlot A in Doc 224883		non	0.7	2000	adjacent to 29-0-046905
30-1-062500	Hafford, Charles	20	47	23	East Lake Lot 3 Block 10		non	0.1	500	FORF 2018, req by tribe, no auction
51-1-043100	Willet, Edna	16	48	27	Bon-Aire Estates Lot 4 Blk 1		non	0.6	3000	
58-1-004400 & 58-1-004900	Korpi, Ann	5	43	23	McGrath Lot 5 Blk 4	206 N 3rd St, McGrath	non	0.4	14000	house to the south forfeited already. Well on this property?
58-1-005200	Unger, Stephen & Russel	5	43	23	McGrath, Plat 1, Lots 1-2 Block 5		non	0.3	9300	FORF 2018
58-1-007400	Wisneski, Dale	5	43	23	McGrath Lots 11 & 12 Blk 6	415 W Main St McGrath	non	0.2	6200	
59-1-026200	Osterman, Doris L	31	48	23	HESPER J NEWELLS ADDITION IN MCGREGOR, Lot 5 Block 3		non	0.2	14700	
59-1-026301	Osterman, Doris L	31	48	23	HESPER J NEWELLS ADDITION IN MCGREGOR, LOT 6 LESS W 12 FT OF N 100 FT BLK 3	255 N Maddy St, McGregor	non	0.1	4100	FORF 2018
61-1-014200	Church, Frederick	15	48	22	Tingdales Original Townsite of Tamarack Lot 22 Blk 3		non	0.1	900	
61-1-014300	Church, Frederick	15	48	22	Tingdales Original Townsite of Tamarack Lot 23 Blk 3		non	0.1	900	
61-1-014400	Church, Frederick W	15	48	22	Tingdales Original Townsite of Tamarack, Plat 2, Lots 24 & 25 Block 3		non	0.2	7000	FORF 2018
61-1-014600	Church, Frederick	15	48	22	Tingdales Original Townsite of Tamarack Lot 26 Blk 3		non	0.1	900	
61-1-014700	Church, Frederick	15	48	22	Tingdales Original Townsite of Tamarack Lot 27 Blk 3		non	0.1	900	



# Detailed Parcel Report

Parcel Number: 24-1-085600

## General Information

**Township/City:** NORDLAND TWP  
**Taxpayer Name:** STATE OF MINNESOTA  
**Taxpayer Address:** AITKIN COUNTY TREASURER  
 209 SECOND ST NW RM 203  
 AITKIN MN 56431  
**Property Address:** 32529 355th Ave  
**Township:** 46 **Lake Number:** 1011500  
**Range:** 26 **Lake Name:** WLADIMIRAF LAKE  
**Section:** 11 **Acres:** 0.43  
**Green Acres:** No **School District:** 1.00  
**Plat:** ALLIES DUCK PASS  
**Brief Legal Description:** LOT 1 BLK 2 & PT VACATED RD IN DOC 453227

## Tax Information

**Class Code 1:** Tax Forfeited-Real Estate/PILT or Sev Min  
**Class Code 2:** Unclassified  
**Class Code 3:** Unclassified  
**Homestead:** Non Homestead  
**Assessment Year:** 2020

Estimated Land Value:	\$78,500.00
Estimated Building Value:	\$100.00
Estimated Total Value:	\$78,600.00
Prior Year Total Taxable Value:	\$0.00
Current Year Net Tax (Specials Not Included):	\$0.00
Total Special Assessments:	\$0.00
**Current Year Balance Not Including Penalty:	\$0.00
Delinquent Taxes:	No

**\* For more information on delinquent taxes, please call the Aitkin County Treasurer's Office at 218-927-7325.**

**\*\* Balance Due on a parcel does not include late payment penalties.**



# Detailed Parcel Report

Parcel Number: 24-1-085600

## 2020 CAMA Summary

**Market Area Code:** 24  
**Market Area Description:** NORDLAND TWP  
**Neighborhood Code:** 24  
**Neighborhood Description:** NORDLAND  
**Scheduled Year of Improvement:** 2020  
**Last Land Value Calculation Date:** 03/16/2020  
**Last Building Value Calculation Date:**  
**Last Appraisal Date:** 10/02/2017  
**Appraiser Initials:** DM

Estimated Land Value: \$78,500.00  
New Improvement Land Value: \$0.00  
Building Value: \$148.00  
New Improvement Building Value: \$0.00  
**Total:** \$78,648.00

## 2020 Land Detail Information

Code	Code Description	Unit Size	Unit Type	Acreage	Estimated Land Value
01-0115		100.00	FF	1.03	\$74,250.00
FSITE		1.00	AC	1.00	\$4,250.00
<b>Totals:</b>				<b>2.03</b>	<b>\$78,500.00</b>



# Detailed Parcel Report

Parcel Number: 24-1-085600

## 2020 Improvement Information

**Record #1**

**Class:** RESIDENTIAL  
**Subclass:** MOBILE HOME  
**Year Built:** 1968  
**Effective Year:** 0  
**Total Area:** 504.00  
**Replacement Cost:** \$21,546.00  
**CAMA Building Value:** \$108.00  
**CAMA New Improvements Value:** \$0.00

*Improvement Areas*

Rec #	Type	Units	Width	Length	Height	Rep Cost	CAMA Bldg
1	BASE AREA	504	12	42.00		\$21,546.00	\$108.00

*Additional Improvement Information*

<b>COLOR-1:</b>	WHITE	<b>EXT WALL 1:</b>	MET/STEEL
<b>INT WALL 1:</b>	PLYWD PNL	<b>FLR CVR 1:</b>	VINYL
<b>FLR CVR 2:</b>	CARPET	<b>CENTRL AIR:</b>	NO
<b>MAKE:</b>	NEW MOON	<b>BEDROOMS:</b>	TWO
<b>BATHROOMS:</b>	ONE		

**Record #2**

**Class:** RESIDENTIAL  
**Subclass:** TRAVEL TRAILER  
**Year Built:** 0  
**Effective Year:** 0  
**Total Area:** 1.00  
**Replacement Cost:** \$100.00  
**CAMA Building Value:** \$20.00  
**CAMA New Improvements Value:** \$0.00

*Improvement Areas*

Rec #	Type	Units	Width	Length	Height	Rep Cost	CAMA Bldg
1	TR TRAILER	1	0	0.00		\$100.00	\$20.00



# Detailed Parcel Report

Parcel Number: 24-1-085600

---

## Record #3

**Class:** RESIDENTIAL  
**Subclass:** TRAVEL TRAILER  
**Year Built:** 0  
**Effective Year:** 0  
**Total Area:** 1.00  
**Replacement Cost:** \$100.00  
**CAMA Building Value:** \$20.00  
**CAMA New Improvements Value:** \$0.00

### Improvement Areas

Rec #	Type	Units	Width	Length	Height	Rep Cost	CAMA Bldg
1	TR TRAILER	1	0	0.00		\$100.00	\$20.00



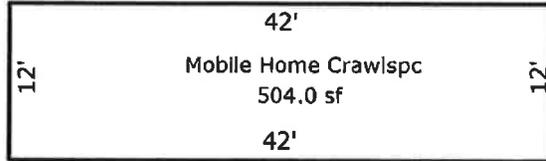
## Aitkin County Sketches

Click the Image below to open in a new window

~~Lake~~

Select a Photo below

24-1-085600\_s1.JPG ▾





## AITKIN COUNTY ASSESSOR

Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 310  
Aitkin, MN 56431

assessor@co.aitkin.mn.us  
Phone: 218-927-7327  
Fax: 218-927-7379

May 15, 2020

PRIVATE PARCEL

Rich Courtemanche, Land Commissioner  
Aitkin County Land Department

Re: Valuation request for Parcels 43-0-010100 and 43-0-010200

Dear Rich:

Per your request, I have reviewed the valuation of these parcels in Unorganized Township 52-22.

Six similar property sales of predominantly vacant land were analyzed from northern and central Aitkin County. These transactions occurred between March 2019 and February 2020. They were between 80 and 100 acres in size and their prices ranged from \$38,000 to \$80,000 each.

The higher priced properties had less wetland and more building value than the subject property. The lowest priced property at \$38,000 had more wetland and poorer road access than the subject.

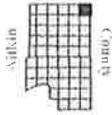
After considering this data and after visiting the property, I'm valuing the subject property at **\$40,400**.

This value estimate is intended for the purposes of the Aitkin County Land Department. It was prepared using the procedures and methods of licensed Minnesota assessors. This estimate is not intended to have the level of detail, scope of work, and level of accuracy found in a full narrative appraisal conducted by an appraiser licensed by the Department of Commerce.

Please contact me with any questions.

Sincerely,

Mike Dangers  
Aitkin County Assessor

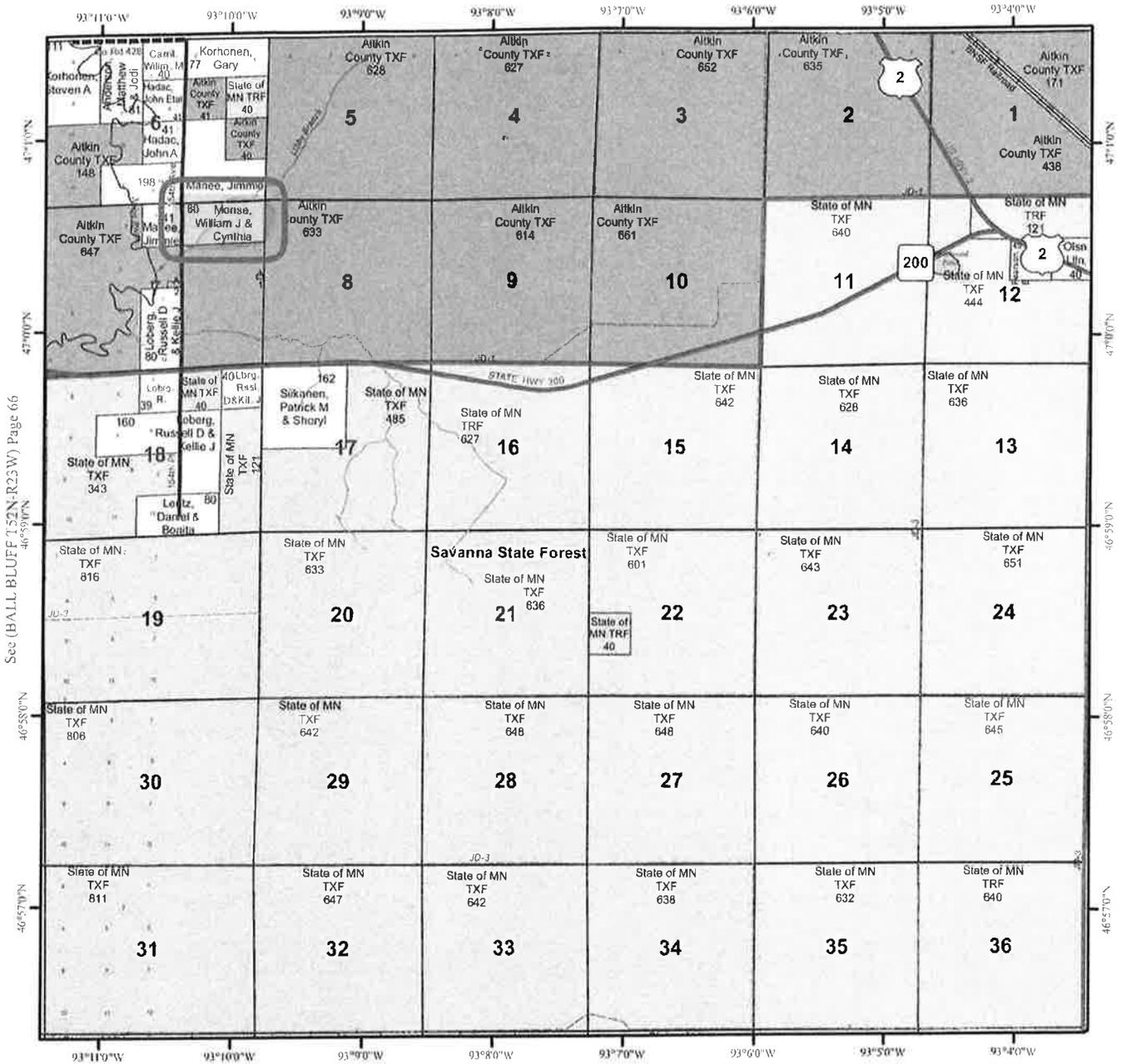


# UNORGANIZED T52N-R22W



Acres shown are approximate.

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See (BALL BLUFF T52N-R23W) Page 66

See (UNORGANIZED T51N-R22W) Page 61



## SUMMER CAMP

4-H Summer Camp is for all youth 3rd through 6th grade, 4-H members and non-members. This exciting three-day camping experience gives youth many opportunities to meet new friends, learn new things, share talents and ideas and have some fun.







# Detailed Parcel Report

Parcel Number: 43-0-010100

## General Information

**Township/City:** 52-22 UNORG  
**Taxpayer Name:** MONSE, WILLIAM J & CYNTHIA  
**Taxpayer Address:** 29249 CR 11  
AITKIN MN 56431  
**Property Address:**  
**Township:** 52 **Lake Number:** 0  
**Range:** 22 **Lake Name:**  
**Section:** 7 **Acres:** 40.00  
**Green Acres:** No **School District:** 698.00  
**Plat:**  
**Brief Legal Description:** NE OF NE

## Tax Information

**Class Code 1:** Rural Vacant Land  
**Class Code 2:** Unclassified  
**Class Code 3:** Unclassified  
**Homestead:** Non Homestead  
**Assessment Year:** 2020

<b>Estimated Land Value:</b>	\$22,300.00
<b>Estimated Building Value:</b>	\$0.00
<b>Estimated Total Value:</b>	<u>\$22,300.00</u>
<b>Prior Year Total Taxable Value:</b>	\$24,100.00
<b>Current Year Net Tax (Specials Not Included):</b>	\$170.00
<b>Total Special Assessments:</b>	\$0.00
<b>**Current Year Balance Not Including Penalty:</b>	\$0.00
<b>Delinquent Taxes:</b>	No

**\* For more information on delinquent taxes, please call the Aitkin County Treasurer's Office at 218-927-7325.**

**\*\* Balance Due on a parcel does not include late payment penalties.**



# Detailed Parcel Report

Parcel Number: 43-0-010100

## 2020 CAMA Summary

**Market Area Code:** 43  
**Market Area Description:** UNORG 52 22  
**Neighborhood Code:** 43  
**Neighborhood Description:** UNORG 52 22  
**Scheduled Year of Improvement:** 2020  
**Last Land Value Calculation Date:** 03/16/2020  
**Last Building Value Calculation Date:**  
**Last Appraisal Date:** 10/20/2014  
**Appraiser Initials:** DM

Estimated Land Value:	\$22,300.00
New Improvement Land Value:	\$0.00
Building Value:	\$0.00
New Improvement Building Value:	\$0.00
<b>Total:</b>	<b>\$22,300.00</b>

## 2020 Land Detail Information

Code	Code Description	Unit Size	Unit Type	Acreage	Estimated Land Value
LWD-O		12.00	AC	12.00	\$14,040.00
SWP-O		28.00	AC	28.00	\$8,260.00
<b>Totals:</b>				<b>40.00</b>	<b>\$22,300.00</b>



# Detailed Parcel Report

Parcel Number: 43-0-010100

## Sale History

### Record #1

<b>Seller:</b>	NELSON, DENNIS	<b>Sale Date:</b>	11/01/1999
<b>Buyer:</b>	BREEN, ROBERT	<b>Deed Type:</b>	Warranty Deed
<b>Rejected Sale:</b>	No	<b>Multi-Parcel Sale:</b>	Yes
<b>Reason:</b>	N/A	<b>Price:</b>	\$8,800.00
		<b>Personal Property:</b>	\$0.00
		<b>Adjusted Price:</b>	\$8,800.00

### Record #2

<b>Seller:</b>	NELSON, DENNIS	<b>Sale Date:</b>	08/01/1997
<b>Buyer:</b>	HERMANN, CONRAD	<b>Deed Type:</b>	Contract for Deed
<b>Rejected Sale:</b>	No	<b>Multi-Parcel Sale:</b>	Yes
<b>Reason:</b>	N/A	<b>Price:</b>	\$8,000.00
		<b>Personal Property:</b>	\$0.00
		<b>Adjusted Price:</b>	\$8,000.00



# Detailed Parcel Report

Parcel Number: 43-0-010200

## General Information

**Township/City:** 52-22 UNORG  
**Taxpayer Name:** MONSE, WILLIAM J & CYNTHIA  
**Taxpayer Address:** 29249 CR 11  
AITKIN MN 56431  
**Property Address:** 68844 154th Ave  
**Township:** 52 **Lake Number:** 0  
**Range:** 22 **Lake Name:**  
**Section:** 7 **Acres:** 40.00  
**Green Acres:** No **School District:** 698.00  
**Plat:**  
**Brief Legal Description:** NW OF NE

## Tax Information

**Class Code 1:** Non-Comm Seasonal Residential Recreational  
**Class Code 2:** Rural Vacant Land  
**Class Code 3:** Unclassified  
**Homestead:** Non Homestead  
**Assessment Year:** 2020

<b>Estimated Land Value:</b>	\$17,300.00
<b>Estimated Building Value:</b>	\$800.00
<b>Estimated Total Value:</b>	<u>\$18,100.00</u>
<b>Prior Year Total Taxable Value:</b>	\$20,600.00
<b>Current Year Net Tax (Specials Not Included):</b>	\$158.00
<b>Total Special Assessments:</b>	\$0.00
<b>**Current Year Balance Not Including Penalty:</b>	\$0.00
<b>Delinquent Taxes:</b>	No

**\* For more information on delinquent taxes, please call the Aitkin County Treasurer's Office at 218-927-7325.**

**\*\* Balance Due on a parcel does not include late payment penalties.**



# Detailed Parcel Report

Parcel Number: 43-0-010200

## 2020 CAMA Summary

**Market Area Code:** 43  
**Market Area Description:** UNORG 52 22  
**Neighborhood Code:** 43  
**Neighborhood Description:** UNORG 52 22  
**Scheduled Year of Improvement:** 2020  
**Last Land Value Calculation Date:** 03/16/2020  
**Last Building Value Calculation Date:**  
**Last Appraisal Date:** 03/09/2020  
**Appraiser Initials:** MB

Estimated Land Value:	\$17,350.00
New Improvement Land Value:	\$0.00
Building Value:	\$760.00
New Improvement Building Value:	\$0.00
<b>Total:</b>	<b>\$18,110.00</b>

## 2020 Land Detail Information

Code	Code Description	Unit Size	Unit Type	Acreage	Estimated Land Value
SWP-R		5.00	AC	5.00	\$1,625.00
FSITE		1.00	AC	1.00	\$1,700.00
SWP-R		29.00	AC	29.00	\$9,425.00
ROAD		1.00	AC	1.00	\$0.00
LOP-R		4.00	AC	4.00	\$4,600.00
<b>Totals:</b>				<b>40.00</b>	<b>\$17,350.00</b>



# Detailed Parcel Report

Parcel Number: 43-0-010200

## 2020 Improvement Information

### Record #1

**Class:** RESIDENTIAL  
**Subclass:** MOBILE HOME  
**Year Built:** 1966  
**Effective Year:** 0  
**Total Area:** 520.00  
**Replacement Cost:** \$22,342.00  
**CAMA Building Value:** \$760.00  
**CAMA New Improvements Value:** \$0.00

### Improvement Areas

Rec #	Type	Units	Width	Length	Height	Rep Cost	CAMA Bldg
1	BASE AREA	520	10	52.00		\$22,230.00	\$756.00
2	DECK	112	8	14.00		\$112.00	\$4.00

### Additional Improvement Information

<b>USE:</b>	SEASONAL	<b>COLOR-1:</b>	BLUE
<b>COLOR-2:</b>	WHITE	<b>EXT WALL 1:</b>	MET/STEEL
<b>INT WALL 1:</b>	PLYWD PNL	<b>FLR CVR 1:</b>	VINYL
<b>CENTRL AIR:</b>	NO	<b>MAKE:</b>	MARSHFIELD
<b>BEDROOMS:</b>	ONE	<b>BATHROOMS:</b>	NONE
<b>FIREPLACE:</b>	NO		

## Sale History

### Record #1

<b>Seller:</b>	AKKANEN, KENNETH & TODD	<b>Sale Date:</b>	05/01/2008
<b>Buyer:</b>	MONSE, WM & CYNTHIA & WM JR.	<b>Deed Type:</b>	Warranty Deed
<b>Rejected Sale:</b>	No	<b>Multi-Parcel Sale:</b>	Yes
<b>Reason:</b>	N/A	<b>Price:</b>	\$52,000.00
		<b>Personal Property:</b>	\$0.00
		<b>Adjusted Price:</b>	\$52,000.00



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** August 25, 2020

**Title of Item:** Tax-Forfeited Land Sale - October 2, 2020

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

<b>Submitted by:</b> Rich Courtemanche	<b>Department:</b> Land
---	----------------------------

<b>Presenter (Name and Title):</b> Rich Courtemanche - Land Commissioner	<b>Estimated Time Needed:</b> 15 min
---	---

**Summary of Issue:**  
The attached resolution sets the next tax forfeited land auction sale for October 2, 2020 @ 1:00 PM at the County Fairgrounds. This auction consists of 25 properties: 20 newly appraised properties and 5 previously offered at auction (attached list).

MN Chapter 282.01 Sub 3. non-conservation lands; appraisal and sale states that, "any parcels of land proposed to be sold shall be first appraised by the county board of the county in which the parcels lie. The parcels may be reappraised whenever the county board deems it necessary to carry out the intent of sections 282.01 to 282.13"

The county assessor appraised the 20 new properties the summer 2020. In addition, ACLD proposes to offer ten of these properties at a discount as an incentive to cleanup existing structures and debris (see Column listed as Oct 2020 Sale Price).

Any newly offered lands not purchased at auction would be allowed to be purchased at a first come first serve basis at the Land Department Office for three (3) months, until January 8, 2021 at 4:30pm.

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

**Recommended Action/Motion:**  
To approve the attached motion to set the date for the land sale October 2, 2020 - 1:00 PM at the Aitkin County Fairgrounds

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No Please Explain:

By Commissioner: xxxx

20200825-xxx

**Tax-Forfeited Land Sale – October 2, 2020**

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

**WHEREAS**, a public hearing was held on March 6, 2012 at 10:00am, November 24, 2015 at 11 :00am, September 12, 2017 at 10:00am, on March 13, 2018 at 10:00am, and on May 14, 2019 at 10:00am in the Aitkin County Courthouse regarding the classification of the attached lands and classified them to dispose of, and

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

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

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

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

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

**BE IT FURTHER RESOLVED**, that notice of such sale of lands, timber and buildings be given by publication in the official newspaper of the County as provided by law; that the County Auditor of Aitkin County offer such parcels of land for sale in the order in which they appear in said NOTICE OF SALE, and that such sale shall commence at 1:00 P.M. on Friday, the 2<sup>nd</sup> day of October 2020 and continue until all parcels classified as non-conservation and timber only, buildings on parcels not classified, are offered to the highest bidder for sale. This sale will be held at the Aitkin County Fairgrounds in Aitkin, Minnesota – 632 Minnesota Ave N, Aitkin, MN 56431.

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

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

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

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

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

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

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

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

**BE IT FURTHER RESOLVED**, that properties not sold at the auction will be available for the appraised price set by the county board on a first come first serve basis at the Aitkin County Land Department office at 502 Minnesota Ave N. Aitkin, MN during regular business hours until 4:30pm on January 8, 2021. At that time the properties will be withdrawn from available listing.

Aitkin County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment and the provision of services. Prospective bidders who require special accommodations to

participate in this sale should inform the Land Department as soon as possible and more than three working days before the sale. You may write to Aitkin County Land Department at 502 Minnesota Ave N. Aitkin, MN 56431 or call 218-927-7364. Pre-registration prior to the sale is encouraged. If the bidder has not preregistered, registration will be required before the sale commences to receive a bidding number.

(See Attached Table)

Commissioner 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 25<sup>th</sup> day of August, 2020 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 25<sup>th</sup> day of August, 2020

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

Parcel #	PIN	previous owners	s	t	r	legal	address	access	acres	Assessed Amount/ or price from last auction	Oct 2020 Sale Price	Date Classified - Board Res Date	FORF DATE	Assessed Date	DNR REVIEW
1	05-0-021702	Gruhler, Ruth & Jones, Rosemarie	17	48	22	E 1/2 of E 1/2 of E 1/2 of NE-SE less .38 ac and less BN RR ROW	CLARK TOWNSHIP	*	4.22	6,200.00 Dec	\$ 4,650.00	3/13/2018	8/23/2017	7/19/2019	approval 12/9/2019
2	12-1-077200	Johnson, Adam	2	52	26	QUADNA MOUNTAIN VIEW 1ST ADDITION, LOT 12, BLOCK 2	35003 E Co Line Rd, Hill City	*	1	\$ 20,900.00	\$ 15,675.00	2/25/2020	8/1/2019	7/27/2020	approval 4/13/2020
3	15-1-064600, 15-1-065500, 15-1-065600	Schmidt, Raymond	14	47	25	Oppegads Original Townsite Kimberly S 75 ft Lots 1, 2, 3 blk 1. Lot 11 blk 1, Lot 12 blk 1	30015 380th Ave, Aitkin	*	0.59	8,300.00 Dec	\$ 6,225.00	3/13/2018	8/23/2017	7/19/2019	approval 12/9/2019
4	16-0-017600	Christian, Gregory	12	44	25	SW SW	LAKESIDE TOWNSHIP	no	40	\$ 43,300.00	\$ 43,300.00	2/25/2020	8/1/2019	7/27/2020	approval 4/13/2020
5	16-1-095800	Bailey, Ernest & Judith C/O Hernandez,	20	44	25	WILDHURST PLAT 22, LOT 12, BLK 1	LAKESIDE TOWNSHIP	*	0.46	\$ 10,000.00	\$ 7,500.00	2/25/2020	8/1/2019	7/27/2020	approval 4/13/2020
6	20-0-016300	Haataja, Douglas	11	51	26	SW-NE	MACVILLE TWP	no	40	17,800.00 Dec	\$ 13,350.00	3/13/2018	8/23/2017	7/19/2019	authorization 12/9/2019
7	21-0-009400	Christian, Gregory	6	45	25	S 1/2 NE	MALMO TOWNSHIP	no	78	\$ 35,900.00	\$ 35,900.00	2/25/2020	8/1/2019	7/27/2020	approval 4/13/2020
8	25-0-057901	Tagliapietra, Judy etal C/O Penny Myers	35	44	23	W 1/2 OF NW SE	PLINY TOWNSHIP	no	19.8	\$ 4,200.00	\$ 4,200.00	2/25/2020	8/1/2019	7/27/2020	approval 4/13/2020
9	27-1-072101	Campbell, Douglas c/o Tom Gigliotti	19	47	22	Lawler Lots 11 & 12	SALO TOWNSHIP	*	0.32	\$ 2,500.00	\$ 2,500.00	5/14/2019	8/10/2018	3/13/2020	plat - not needed
10	29-1-095600	Cunningham, Fay & D	20	49	23	INDIAN PORTAGE PLAT 1, LOT 1 BLK 15	SHAMROCK TWP	***	0.17	\$ 3,000.00	\$ 3,000.00	2/25/2020	8/1/2019	7/27/2020	approval 4/13/2020
11	29-1-174900, 29-1-175000, 29-1-175100	Segal, Harold C/O Sandy Segal	21	49	23	SHESHEBE POINT PLAT 5, LOT 320, 321, 322	SHAMROCK TWP	*	0.69	\$ 13,200.00	\$ 13,200.00	2/25/2020	8/1/2019	7/27/2020	approval 4/13/2020
12	29-1-271000, 29-1-271100	Davey, Martha & Mauricio, Michael	27	49	23	Lot 1 & 2 Blk 33	SHAMROCK TWP	***	0.23	\$ 4,500.00	\$ 4,500.00	5/14/2019	8/10/2018	3/13/2020	plat - not needed
13	29-1-289000	Wesley, Lorraine	27	49	23	Sheshebe Point third Addition, Lots 3 & 4 Blk 44	SHAMROCK TWP	*	0.41	\$ 31,000.00	\$ 23,250.00	5/14/2019	8/10/2018	3/13/2020	plat - not needed
14	29-1-208800, 29-1-208900	Segal, Harold C/O Sandy Segal	22	49	23	Sheshebe Point 2nd Addition Lot 61 and 62	SHAMROCK TWP	***	1.36	\$ 61,800.00	\$ 46,350.00	3/13/2018	8/23/2017	7/19/2019	approval 12-9-2019
15	30-0-016405	Cancelled C/D Dierichs still listed as taxpayer	10	47	23	SE-SW LYING S OF RD & NE OF SOO R/W	SPALDING TWP	*	2.12	\$ 14,700.00	\$ 14,700.00			7/27/2020	Sold C/D at 2007 Land Sale
16	30-1-062500	Halford, Charles	20	47	23	East Lake Lot 3 Block 10	SPALDING TWP	*	0.07	\$ 500.00	\$ 500.00	5/14/2019	8/10/2018	7/19/2019	plat - not needed
17	38-0-031905	Zambory, James R	20	43	23	N 1/2 NE OF NW SW DOC 369425	WILLIAMS TWP	*	4.95	\$ 15,800.00	\$ 15,800.00	2/25/2020	8/1/2019	7/27/2020	approval 4/13/2020
18	49-0-026701		17	52	25	SW NW LESS PRT LYING SO OF HY 200	UNORG	*	16	\$ 28,000.00	\$ 28,000.00		7/31/1937	7/27/2020	sent 6/16/2020
19	54-1-036200	Miles, Scott C	26	51	27	MCKINNEY LAKE SOUTH SHORE PLAT 1, LOT 4 BLK 1	59156 412th Place, Swatara	*	4.46	\$ 33,300.00	\$ 33,300.00	2/25/2020	8/1/2019	7/27/2020	authorization 4/13/2020
20	57-0-002304	Dahlheimer, Daryl & Cyrilla	14	52	26	30 FT STRIP IN SW NE DOC 175875 LESS PART IN DOC 403753	City of Hill City	*	0.35	\$ 2,600.00	\$ 2,600.00	2/25/2020	8/1/2019	7/27/2020	approval not required 4/13/2020
21	57-1-044700 57-1-044800	Lathrop, Kathryn J Chase	14	52	26	HILL CITY REALTY COS ADD 3, PLAT 3, LOT 4 & 5, BLK 1	City of Hill City	*	0.54	\$ 15,800.00	\$ 11,850.00	2/25/2020	8/1/2019	7/27/2020	approval not required 4/13/2020
22	57-1-048600	Boatman, Mary E & Wesley A	14	52	26	HILL CITY REALTY COS ADD 2, PLAT 4, LOT 7 BLK 4	City of Hill City	*	0.163	\$ 7,500.00	\$ 7,500.00	2/25/2020	8/1/2019	7/27/2020	approval not required 4/13/2020
23	58-1-005200	Unger, Stephen & Russel	5	43	23	McGrath Plat 1, Lots 1-2 Block 5	202 N 4th St, McGrath	*	0.32	\$9300 assessed 7/19 \$6300 Dec Auction	\$ 4,725.00	5/14/2019	8/10/2018	7/19/2019	city plat not req
24	58-1-018800	Walters, Pamela & Dallas	5	43	23	CONNORS SUBDIV OF NW 1/4; PLAT 2, LOT 6 LESS 1.5 AC IN NW CORNER	102 Spruce St, McGrath	*	5.53	\$ 22,900.00	\$ 17,175.00	2/25/2020	8/1/2019	7/27/2020	approval not required 4/13/2020
25	multiple	QUADNA Lodge	23	52	26	QUADNA MOUNTAIN LODGE CONDO, and LOT 6	Hill City	*	15.5	\$ 79,700.00	\$ 79,700.00	5/14/2019 most	8/5/2020 final	7/27/2020	last of it was sent 6/16/2020



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** August 25, 2020

**Title of Item:** Data Recovery Fee

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
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<b>Submitted by:</b> Rich Courtemanche	<b>Department:</b> Land
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<b>Presenter (Name and Title):</b> Rich Courtemanche - Land Commissioner	<b>Estimated Time Needed:</b> 10 min
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**Summary of Issue:**  
 Aitkin County has invested \$76,455.60 in direct staff time in creating the county-wide parcel mapping (approx. \$1.91/parcel). Aitkin County has also spent an additional \$85,999 in creating its 911 system (approx. \$4.51/address). In order to recoup costs of creating this dataset, individuals requesting the data are able to obtain this information by paying a data recovery fee of \$0.10/parcel for the GIS shape file and \$0.04/parcel for the accompanying tables and data associated with the feature. Any private individual making a data request of the entire County dataset would pay \$0.14/parcel or \$6,019.44 for the entire dataset. Note: MN law states that requests from state, federal, and tribal agencies is to be free of charge. The GIS coordinator states that, "requests have been infrequent (≈4-5 total requests)." Jim Ratz, the County Attorney, provided counsel on "public data requests" and directed the Land Dept. to investigate similar costs from adjacent counties. All counties surveyed (i.e., Crow Wing, Cass, Carlton, Itasca) state that they have moved away from the data recovery fee and are providing the information for free. Housing data on such servers provides some protection from liability (see attached MNGeo documentation) and reduces staff time. Aitkin County Land Dept. seeks permission from the County Board to remove the data recovery fee and to provide this information on a public facing data storage such as MN Geo or other public data server.

**Alternatives, Options, Effects on Others/Comments:**  
 a) Continue with current practice of providing data with a data recovery fee, or  
 b) Direct the GIS coordinator to provide the data for free using a public facing data server such as MNGeo.

**Recommended Action/Motion:**  
 Approve a motion to direct the GIS coordinator to provide the data for free using a public facing data server such as MNGeo.

**Financial Impact:**  
*Is there a cost associated with this request?*  Yes  No  
*What is the total cost, with tax and shipping? \$* ≈\$3,010 (\$6019.44 every two years)  
*Is this budgeted?*  Yes  No *Please Explain:*  
 Budget includes infrequent but documented income from selling GIS data. This will amount to loss income but will save on staff time and reduced liability.

### TAX PARCEL MAPPING PROJECT COST ANALYSIS

<u>YEAR</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>*COST/YEAR</u>
1998	1,560	\$13.27	\$20,701.20
1999	1,560	\$13.56	\$21,153.60
2000	1,560	\$14.64	\$22,838.40
2001	780	\$15.08	\$11,762.40
	<u>*TOTAL COST</u>		<u>\$76,455.60</u>
	<u># OF PARCELS</u>		<u>40,000</u>
	<u>COST/PARCEL</u>		<u>\$1.91</u>

\*These costs only include time spent on the mapping portion of the project by the Land Records Technician. These costs do not reflect software or maintenance costs.

### E-911 ADDRESSING PROJECT COST ANALYSIS

\*TOTAL COST = \$85,999  
# OF FEATURES=18,091  
COST/FEATURE=\$4.51

\*These costs only include money spent on the addressing and mapping portion of the project by GeoComm. These costs do not reflect software or maintenance costs.



# Free + Open Public Geospatial Data in Minnesota

## ***Questions, Answers, Concepts, and Resources for Practitioners***

Version 6.3 (Updated November 18, 2019)

### ***Compiled and edited by:***

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### ***On behalf of the:***

*MetroGIS Data Producers Work Group*

*MetroGIS Coordinating Committee*



# **Free + Open Public Geospatial Data in Minnesota**

*Questions, Answers, Concepts and Resources for Practitioners*

Version 6.3 (Updated November 18, 2019)

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*This document attempts to pose and answer many questions that government employees might need to address when approached with the issue of free and open public geospatial data.*

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*This document was compiled and edited by Geoff Maas, MetroGIS Coordinator  
Comments and questions are encouraged and can be directed to: [maas0021@umn.edu](mailto:maas0021@umn.edu)*

# Free and Open Public Geospatial Data in Minnesota

## *Questions, Answers, Concepts and Resources for Practitioners*

### **I - Introduction**

*In Minnesota and throughout the United States, recent months and years have seen local governments—specifically county and municipal governments—begin making their public geospatial data freely and openly available without requiring a fee or license agreement. This emerging trend is a significant break from the established practices of the past three decades. This document is intended to explore and answer many of the common questions that have arisen and continue garner discussion in Minnesota as local governments express interest in the transition toward increased geospatial data availability. This document also provides several links to agency websites offering legal and technical resources.*

*There is a changing focus from the government perspective in its relationship to the public and the entrepreneurial community. With data producing government agencies increasingly regarding citizens and businesses as ‘partners in the process’ and the data as a form of raw material that the public and business community can leverage in new and innovative ways. Government need not anticipate every public need or eventuality, but act in partnership—as resource and data provider—for the public to explore the data, develop applications and work collaboratively.*

*There are numerous rationales—both broad and specific—guiding these changes. Key themes giving momentum to these new policies and practices include pro-active responses to the significant technological changes taking place, wider adoption of geospatial technologies and an ever-increasing and sophisticated demand for data of all types by citizens and businesses.*

### **II - Trends supporting free and open data**

*Some general trends and rationales for this trend include the following:*

#### ***The improved operational efficiency, transparency and perception of government:***

- *Readily available data is a clear demonstration of an agencies desire to act openly and efficiently;*
- *To pro-actively—rather than re-actively—meeting the ever-growing and increasingly sophisticated public expectation of, and appetite for, data of all types;*
- *The enhanced ability to provide public services and efficient steward of public funds and of the public trust;*
- *More efficient use of agency staff time and resources—instead of responding to and processing requests, staff time can be directed to more productive work;*
- *The changing perception of government agencies as being resources and partners, rather than as an obstacle or ‘gatekeeper’;*
- *A free and democratic society assumes the free flow of data, ideas and transparency of its government at all levels.*

#### ***Open data is an engine for economic development:***

- *The consistent availability of reliable, authoritative and ‘ready-to-use’ data is a resource of increasing importance for entrepreneurial decision making and business success;*
- *Jurisdictions with open data are perceived by a diverse set industries—utilities, real estate, manufacturing, education, transportation and delivery and so on—as being ‘open for business’.*

***The changing nature and perception of 'value':***

- *The 'value' of government's data is changing to reflect the demand for—and volume of—its use, rather than the monetary figure that can be charged for it. The more citizens, businesses and interests are relying on and using a given dataset, the more utility 'value' it has. This change in perception provides foundational rationale for government programs to justify their continued creation, maintenance and publication of data.*

**III – Concerns raised about the free and open data movement**

*There have been numerous concerns raised by governments producing data in regard to the transition toward the open availability of geospatial data. These concerns tend to fall into one of the following descriptive categories:*

**Cost recovery.** Local governments take on the expense of maintaining hardware, software, training staff and committing staff time to build and maintain geospatial data. Openly publishing its data for free and open public use reduces is perceived to remove a government agency's ability to recover its costs. Additionally, some governments use the sale of their data to fund other aspects of their public works, survey, GIS, or other departmental operations. A shortfall in this relied upon stream is a detriment to government operation.

***Response:*** *It is in the best interest of local governments to conduct a thorough internal audit of their existing practices regarding their data handling and publication policies. Local governments have compared the actual investment in staff time used to respond to data requests, collect fees, issue and maintain license agreement documentation against the amount of revenue they actually generate from their data sales. In this comparison, they have determined that it is often cheaper operationally to simply publish their data rather than expend staff time and resources to process the many incoming requests.*

*Organizations need to evaluate their associated costs in a broad perspective with the added benefit of the larger public benefits realized. In some instances, local governments were spending two to three times in staff time and resources to sell and license data than they were generating in revenue. While data sales are a perceived benefit, they actually act as a net loss, keeping staff from more productive activity and requiring additional effort that provided no net benefit to the local agency. Many local governments have revealed that they currently maintain un-even policies in dealing with data request from various interests. For example, a local government may charge a utility provider or real estate concern one rate, and a non-profit or an educational interest another rate. This mismatch in dealing with public data requestors creates an unclear precedent for the local government and may put them in a difficult position to justify. A policy of open publication of the data relieves the local government from the potential of any procedural discrepancy of this kind.*

*The sustained demand from the public and private sector for these data provides a sound justification for government's continued role in producing, maintaining and publishing the data as both the course of its duties and as a public service to the taxpayers who fund the data's creation.*

**Liability assumed by the data producer.** Local governments produce data containing information containing the location, condition and other attributes of parcels, roads, infrastructure and other data. There are always potential for errors, omissions or mistakes in the creation of this data. If this data were to be freely available to the public, what kinds of liabilities might a government assume?

***Response:** Local governments are free from civil and tort liability for the electronic geospatial data they produce under state statutes as long as they provide a disclaimer with the data describing its accuracy and origin. Misuse of the data by the data consumer is not the responsibility of the local government producing the data. (Refer to §466.03, Subd. 21)*

**Misuse of available data by 'bad actors' or loss of control of the data by the data producers.** By making this data public, there is a perceived heightened potential for its misuse by 'bad actors'. Specific examples include tax parcel data being searched by owner name, private entities repackaging the data and selling it, use of the data for analysis conflicting with popular or political interests and other potential uses for which the data is inappropriate due to its origin, content, accuracy or scale.

***Response:** Local governments do not incur any liability from the misuse of their data, nor do they have any proven method or experience for preventing the misuse of their data once it has been purchased under the present system of fees and license agreements. Cities and counties bear no responsibility for the misuse of their data once published; similar to a municipal public works department is not responsible for the misuse of its facilities by trespassers. Individuals or organizations that utilize the data in illegal or unsavory ways are assuming the risk of being in violation of the law; the data producer has produced the data with tax dollars for public purpose and assumes no such risk.*

**Privacy issues.** Issues of personal privacy—related to tax parcel data being available that contains names of the property owner and the address of their property—remains at the forefront of the open data discussion. Can this data be considered public?

***Response:** County governments are tasked by the State Legislature to gather and maintain tax parcel data for the levying property taxes. Under state law, these data are described as public documents, and as such, are to be available to all citizens and interests who wish to make use of them. Digital representations of these public documents contain the same information and are also public. (Refer to §389.03 and §505.08)*

**The change of established practices.** Local governments in Minnesota have operated for many years under the present set of practices, assumptions and understandings in regard to geospatial data. Why should local governments consider changing the way it treats this data or conducts its business?

***Response:** The businesses and citizens of Minnesota maintain a growing and sophisticated demand for data of this kind and are able to leverage it to tremendous benefit beyond the original purpose for which it was intended. Open publication of geospatial data helps government position itself as a partner to citizens and businesses rather than a barrier or obstacle.*

## Terminology

### What do the terms *'free'* and *'open'* mean when related to public geospatial data?

The terms *'free'* and *'open'* permeate all levels of this issue and its discussion. We offer the following general definitions of how these terms are applied and have come in to use around the issue.

**Free.** The term *'free'* in the context of public geospatial data, simply means that no fee will be charged for **electronic geospatial data** (as defined in §16E.30, Subd. 10) in its native electronic format. If a data requestor asks for the data in a different or customized format, the local government maintains the right to charge for the time and materials required to prepare the data as requested. By making their data free, local governments are empowered to publish their data on either their own web portals or trusted geospatial data clearinghouses.

**Open.** The term *'open'* carries two central implications with it regarding public geospatial data.

First, for data to be *'open'* is an indication that there are **no legal agreements or other conditional encumbrances required to access the data**. A user or requestor is not required to sign a license agreement to access or use the data, only to agree to a disclaimer provided by the data producer about the data's original intended use and accuracy.

Second, it indicates that there is **no constraint on the use of the data once acquired by the user**. Data consumers can freely use and re-distribute the data they acquire and even perform value-added actions to the data and re-sell the data should they so choose. Open data policies and actions by governments facilitate the ability for data producing agencies to publish their public data for widespread and immediate consumption and creative use by the user community.

## Legal Context

### **How did city and county governments gain the right and ability to charge for data, require license agreements and limit the use of public geospatial data in the first place?**

*The Minnesota State Legislature adopted what is now known as the Data Practices Act in April 1974<sup>1</sup>, codified under Chapter 13 and Minnesota Rules Chapter 1205 in statute. These rules provide the basis for understanding that all government data, with the exception of some specific data falling under certain criteria (described below) is to be considered public.*

*As per the specific language of §13.03, Subd. 1: “all government data collected, created, received, maintained or disseminated by a government entity shall be public unless classified by statute, or temporary classification pursuant to §13.06, or federal law, as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential.”*

*The original Data Practices Act was composed to ensure citizens and interested parties could access these materials and to participate meaningfully in a democratic society where government transparency is assumed as a fundamental condition of its operation.*

*As information technology, including geospatial technologies, have advanced, matured and become more widely available, citizens, private-sector actors and other interests no longer expect to physically travel to a city hall, county court house or other public archive repository to inspect and copy physical documents. There is an increasing expectation that these data can be easily and readily available in usable, downloadable, digital formats from government websites and trusted on-line data clearinghouses. This is especially true of the kinds of data desired by and in use by geospatial professionals.*

*In the late 1980s and early 1990s, when GIS technology was just beginning to be widely adopted and utilized by various levels of government, it represented a substantial capital investment. Local governments needed to purchase hardware (computers, monitors, storage, digitizing tablets, plotters), expensive proprietary software, hire and train new staff and spend significant time and expense to digitize and develop data into usable datasets to meet their various business needs. To offset this significant cost, various interests lobbied the Minnesota State Legislature to modify the Data Practices Act allowing them to recoup the costs of this expense through the sale of the data.*

*During the Legislative Session of 1990, the Minnesota State Legislature added language to the Data Practices Act—specifically §13.03, Subd. 3(d) through Subd. 3(f)—granting the ability to counties, cities and other entities qualifying under the definition of ‘municipalities’ under §466.01, to charge fees for their geospatial data. Of note, regional and state government agencies were not afforded this right or ability. There is not an issue as to if these data are public—they are public data as per §13.03, Subd. 1—the issue has been about the ability for governments who produce this data to be able to recoup their original investment costs in GIS through the sale of that data.*

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<sup>1</sup> Gemberling, Donald A., and Weissman, Gary A (1982) 'Data Privacy: Everything You Wanted to Know About the Minnesota Government Data Practices Act – From A to Z, *William Mitchell Law Review*: Vol 8, Iss. 3, Art. 1

## Defining Public Data

**Tax parcel data is widely considered one of the most useful and valuable geospatial datasets for a large number of applications, analyses and uses. These data generally contain the tax parcel boundaries, the owners name, address data, value of land and improvements and amount of tax paid. Are these datasets considered public? Is there a consequence to making data containing names and addresses publicly available?**

*To answer this question, we need to provide the full context of what this data fundamentally is and why it is created and maintained at the county level of government.*

*The creation and maintenance of tax parcel data is a responsibility tasked to county governments by the State Legislature under §389.03 and §505.08 of the state's statutes. The primary intention of these laws—and of the creation and maintenance of tax parcel data—is that these data form the core materials for the accurate and proper measuring and documenting of the size, dimension, location, and characteristic attributes of real estate for their assessment of value and the value of their improvements (buildings, etc.) for levying property taxes. County governments are the responsible and authoritative level of government for carrying out this work as well as maintaining and updating the related datasets and records.*

*The language in §389.03 and §505.08 of the statutes indicates that **tax parcel data are public documents**. This existing statute language governing these data was written at a time when these datasets (maps of parcels and records relevant to them) existed primarily in an analog (physical, usually paper) format. At that time, access, review and use of these data encompassed citizens and private-sector interests coming into a city hall or county courthouse archive to access the physical documents and make physical copies of them rather than the current technology which facilitates the download these data directly from on-line data portals.*

*The 2013 Minnesota law—§16E.30 Subd. 11(b)—does not authorize nor require the release of data that is **not public or nonpublic**. Data producing counties and municipalities are under no obligation to release data that is designated as not public or nonpublic under §13.01, Subd. 8 through Subd. 13. The state does not intend to request—nor should local governments provide—any information considered **not public or nonpublic** as per applicable state law.*

*With the advent, rise and proliferation of the use of GIS, tax parcel data has become incredibly useful for many applications and analyses beyond the original purpose for which they were created. Making these data freely and openly available magnifies the value of the original investment in these datasets.*

**Geospatial data representing tax parcels—and potentially containing their attributes of land value and ownership—cannot be considered or used as a ‘legal plat’ documents or as an ‘official plat’.**

*Correct.* There is no assertion on the part of the creators or users of GIS data which represent tax parcels and their attribute data that these data constitute or represent any kind of legal document. GIS data containing parcel data are a **digital representation** of the information contained in the original, legal survey documents. As digital representations, they can be used for a variety of useful analyses and visualization activities but they **cannot be used for the formal legal work or proceedings for which official plat maps are employed.** The disclaimer language that data users accept and agree to at the point of access, serve to indicate and acknowledge the limitations of the GIS data.

**How do we know if a given geospatial dataset is public or not?**

**Public data.** As per the specific language of §13.03, Subd. 1: “all government data collected, created, received, maintained or disseminated by a government entity shall be public unless classified by statute, or temporary classification pursuant to §13.06, or federal law, as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential.”

Common datasets that are prepared and maintained by county and municipal governments that are considered public data and can be readily released through data portals include:

- Tax parcel boundaries;
- Tax parcel attribute data;
- Road centerline data and the attributes associated with it (street names, address ranges, etc.)
- Address point data (situs, building and establishment addresses);
- Data representing municipal and common jurisdictional boundaries;
- Voting precinct boundaries;
- Commissioner district boundaries;
- School district boundaries;
- Point data representing common facilities such as city halls, fire stations, police stations, boat landings, trailheads, historical markers, etc.
- Aerial imagery;
- Lakes, rivers, digital topography, park boundaries and trail networks.

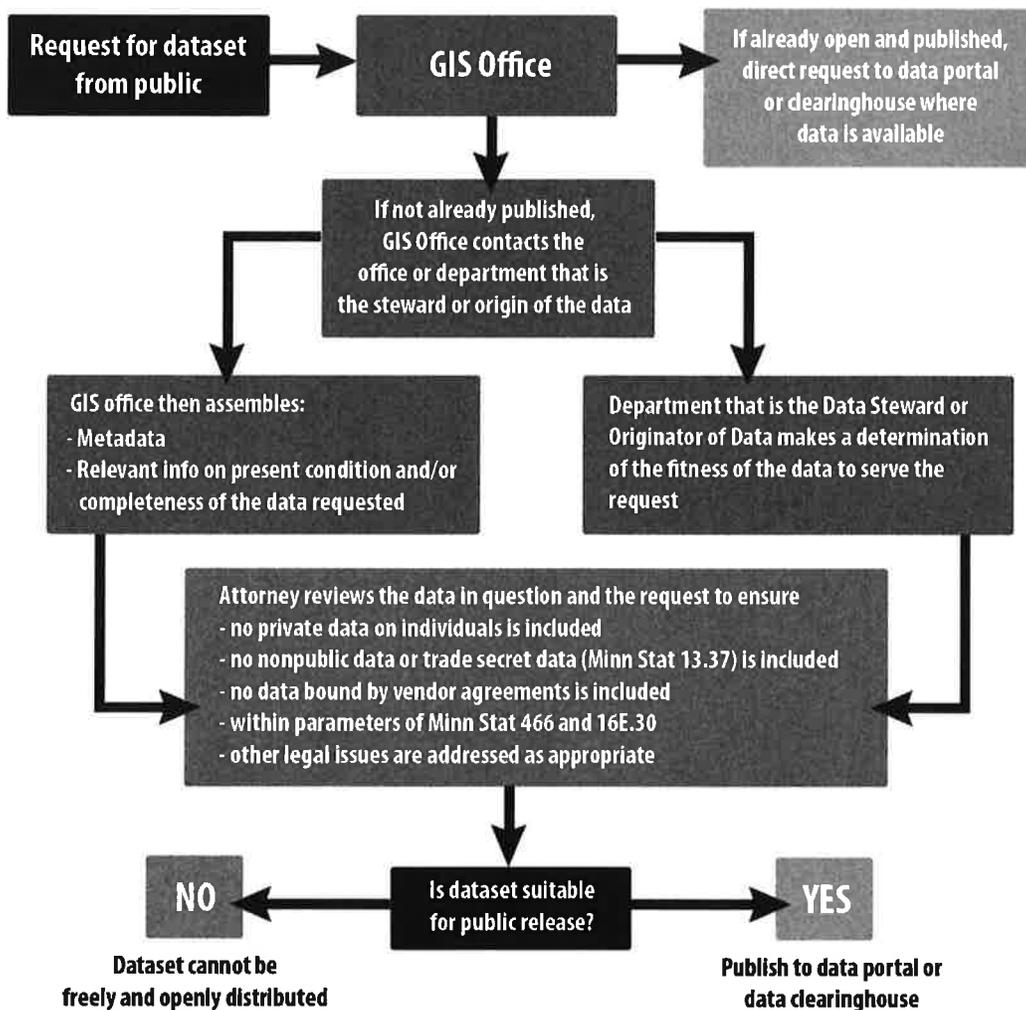
At present, there are various levels of discussion about the potential public availability of certain infrastructural datasets, including:

- Sanitary sewer and wastewater treatment systems and facilities;
- Water supply systems and facilities;
- Stormwater systems and facilities;
- Municipally-owned and managed power generation and supply facilities;
- Municipally-owned and managed telecommunications and fiber-optic networks.

Some cities and counties already make some of these data freely and openly available to facilitate the process of working with consulting engineers, vendors and other government agencies. Some cities and counties do not make this data public, citing a desire to minimize access to protect the assets and to maintain public safety.

**Additional research into how to balance the demands of public safety, protection of public infrastructure assets and public access to data are set to continue by local, regional and state agencies.**

**Internal Data Review Process** Each agency that is publishing data publicly or responding to requests for its data is advised to develop a consistent review process. A sample workflow of a local review process is offered below.



## Policy Issues

### **Why did the state pass the 2013 law (§16E.30, Subd. 11) requiring local governments to share their data with other governments?**

*Lawmakers and government agencies at all levels understand that sharing data freely between government organizations and agencies is a necessary means to deliver government services effectively and make the most efficient use of tax dollars.*

*The citizens of Minnesota already pay to have the government run their various programs, deliver services and create the data. When one government organization charges another for its data, the citizen is, in effect, paying twice for that data. It has been revealed that government agencies in Minnesota have paid for data from other governments more than once (many different individual agencies or multiple divisions or units within an agency). In this scenario the taxpaying citizen has borne the cost of the data multiple times.*

*Current public policy research studies are revealing that when data is freely and openly shared, the benefits leveraged in efficiency, staff time savings and productivity outweigh the costs associated with producing that data. In August 2014, the State of Maryland moved to an **open data initiative** and has found a significant increase in use of their data by users external to government (real estate, utilities, academia and others). A link to Maryland's data portal is provided below.*

#### **Maryland Department of Planning**

*Link: <http://planning.maryland.gov/OurProducts/downloadFiles.shtml>*

*Numerous counties in Minnesota have also found cost-savings and operational efficiencies by opening up their data following the recommendation and adoption of the **Resolution of Support for Free and Open Public Geospatial Data** made by the MetroGIS Policy Board in 2013.*

#### **MetroGIS Free + Open Public Geospatial Data Page**

*Link: <http://www.metrogis.org/projects/free-open-data.aspx>*

#### **MetroGIS Policy Board Resolution of Support for Free and Open Public Geospatial Data**

*Link: [http://www.metrogis.org/MetroGIS/media/gisdocuments/projects/003\\_MetroGISPolicyBoard\\_ResolutionOfSupport.pdf](http://www.metrogis.org/MetroGIS/media/gisdocuments/projects/003_MetroGISPolicyBoard_ResolutionOfSupport.pdf)*

### **Who was consulted before §16E.30, Subd. 11 was passed in 2013?**

*As part of the **Minnesota Business Plan for Statewide Parcel Data Integration** the need for legislation was defined and discussed. This was also discussed with geospatial user groups, councils and advisory groups as well as legislators prior to becoming law. Our state chooses to provide geospatial data at no fee to users because, among other things, it avoids duplication, leverages the data for other uses beyond the business driver that caused it to be created, stimulates community and economic development opportunities, and leads to smarter decisions.*

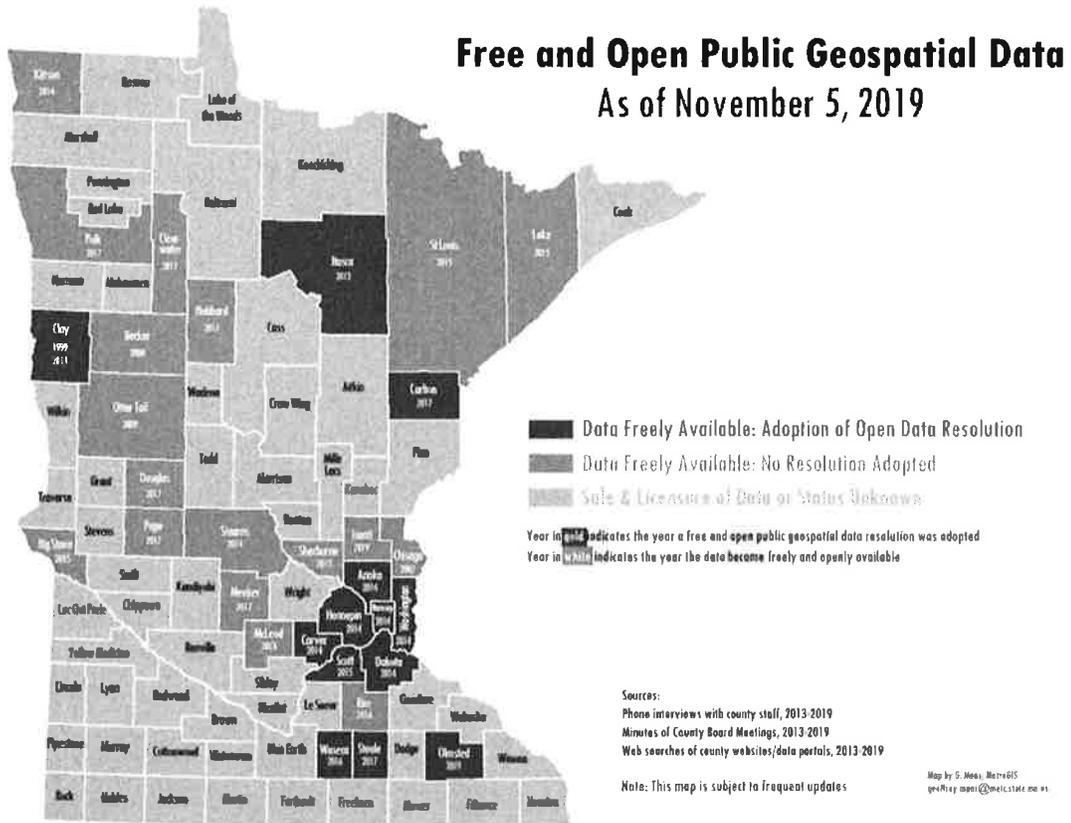
#### **Minnesota Business Plan for Statewide Parcel Data Integration**

*Link: [http://www.mngeo.state.mn.us/coord/parcel\\_business\\_plan/](http://www.mngeo.state.mn.us/coord/parcel_business_plan/)*

**Several County Boards in Minnesota are formally adopting ‘free and open GIS data’ policies or resolutions. Is this a required step in moving toward free and open data?**

**No, it is not a requirement.** Several counties—specifically the Seven Metropolitan Counties (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington) as well as Clay County (in western Minnesota) and Itasca County (in northern Minnesota)—in 2014-15 have found value in making a formal policy statement to open their data, and having that statement adopted by their County Board of Commissioners (shown in **dark green** on the map below). Several counties throughout the state are simply publishing their data—either through their own portal or via the Geospatial Commons—without a formal policy adoption action (these counties are shown in **light green** on the map below). While by no means required, having an adopted policy is a beneficial resource, especially to county GIS staff for the following reasons:

- An adopted policy provides **clarity and direction for the county’s GIS staff** to operate when working with the public, the business community and other entities and interests that require access to the data;
- County elected officials and leadership may turn over more frequently than county staff; having an adopted open data policy provides **continuity of practice**;
- Having an adopted a ‘free and open data’ policy signals that your county is **“open for business”** as open geospatial data is a vital resource for real estate, utilities, land development, research, and other industries and uses.



## Fiscal Issues and ‘Value’ of the Data

### **How does a local government recoup the costs of data collection and processing when they must share it for free with other government entities?**

*As stated earlier in this research document, the creation and maintenance of tax parcel data is a responsibility tasked to county governments by the State Legislature under Chapters 389, 505 and 508 of the state’s statutes. Sharing data openly can directly reduce costs through more efficient use of staff time to generate and publish a single release of standardized data rather than multiple copies or releases of data in potentially different formats to different customers.*

*Organizations need to thoroughly evaluate their associated costs in a broad perspective with the added benefit of the larger public benefits realized. In some instances, local governments were spending two to three times in staff time and resources to sell and license data than they were generating in revenue. While data sales are a perceived short-term benefit, they can act as a net loss, keeping government staff from more productive activity and requiring additional effort that provides no net benefit to the local agency.*

*Partnering with adjacent and concurrent jurisdictions is another means of cost savings to produce, standardize and public geospatial data. Governments at all levels are encouraged to pursue the inclusion of shared geospatial data in the Geospatial Commons to reduce the number of individual requests that authoritative sources receive for the same or similar data. Putting data in the Geospatial Commons will help agencies and organizations that publish data to become more efficient. The Commons enables them to publish the data once at a trusted and easy-to-use site and provide reliable and consistent access to the full audience of data consumers.*

*Cost sharing partnerships with other organizations that can help reduce expenditures on data acquisition and data maintenance (e.g. aerial imagery or LiDAR data). Sharing data openly fosters better public relations and by provides more fertile ground for entrepreneurship and open development that can benefit the local area.*

*Many local governments in Minnesota are finding that the revenue generated from the sale of geospatial data to be lower than expected; costs associated with staff time processing the data requests, the handling of license agreements, and correspondence with internal departments and requestors of the data result in staff time expenses that exceed the revenue generated. Fees for access to the data limit the use of the data to only those who can justify the expense and creates a disparity in data access: a well-resourced power utility can afford to purchase the data while a non-profit community advocacy organization cannot.*

*An additional thought on the topic is the proposition of what “value” means. Many governments producing data ascribe the value of their data by how many users are making use of it, rather than the fee they can collect for it. A dataset that is downloaded frequently and is in use by many applications is therefore very ‘valuable’ and justifies the government’s actions and expense for maintaining and publishing it.*

**If we are asked to produce a map by a member of the public or a private business, can we charge for the time and materials it takes to perform that work? If we simply give away our electronic geospatial data, can we still sell our maps and plat books?**

*Yes. Even if you make your electronic geospatial data freely available for download through a portal or data clearing house, counties are still able to charge for the time and materials of producing and printing maps, responding to specific customer requests, preparing customized 'cuts' of geospatial data and to sell the cartographic products it prepares such as large paper maps, map books and plat books.*

## Liability Issues

**Would we—as a data producer—incur any liability for the geospatial data we produce and release? Can we be held liable for any errors or omissions in our geospatial data?**

*Two Minnesota laws provide local governments protection from liability for geospatial data that they share, these are:*

### **§16E.30 Subd. 11(b):**

*“...government entities and agencies sharing and receiving electronic geospatial data under this subdivision **are immune from civil liability** arising out of the use of the shared electronic geospatial data...”*

### **§466.03 Subd. 21(a):**

*§466.03 provides **exceptions** to section **§466.02 Tort Liability** for municipalities*

*“Any claim against a **municipality\***, based on alleged or actual inaccuracies in geographic information systems data, arising from the public's use of GIS data, if the municipality provides a disclaimer of the accuracy of the information at any point of initial contact with a geographic information system to which the public has general access.”*

*\*As per **§466.01**, **municipality** means any **city** (whether organized under home rule charter or otherwise), **county, town, public authority, public corporation**, and many other categories of public organizations.*

**If we provide a disclaimer with our data, are we protected from liability if any errors or omissions are later found in our data?**

***Yes.** Providing a disclaimer is an important part of geospatial data delivery in Minnesota. Disclaimers generally contain statements that the data was produced at a scale and accuracy by your agency for a business purpose and that no claim is made that the data will satisfactorily meet another agencies purpose or specific needs.*

*Good data practice will have disclaimer statements at the point of download or access and as part of the metadata which accompanies the data. In state statute **§466.03, Subd. 21(a)** it states that “a disclaimer of the accuracy of the information” which is “available at any point of initial contact with a geographic information system to which the public has general access” provides protection from tort liability to the data producing agency.*

*Disclaimer language that data users accept and agree to at the point of access indicates and acknowledges the limitations of the GIS data.*

**If we publish our tax parcel data, could we inadvertently expose sensitive, not public or nonpublic data? How do we safeguard protected or sensitive classes of citizens or individuals protected by the Safe At Home law?**

*This is an important and very valid concern. A common example would be the organizations that operate safe-houses and shelters for victims of domestic violence and abuse. It is imperative that the sites and facilities of these interests—and the clientele they serve and protect—remain protected. These organizations are in most cases already adept at how to maintain their records, name their businesses and manage their physical facilities, ownership records and tax records so their presence would be difficult to detect by those who would misuse this information. The state’s Safe At Home law offers a means for individuals to legally conceal their address for purposes of protection, details of which are found in the state’s statute language under §5B.01 through §5B.12.*

*The following is taken from the **Minnesota Secretary of State’s** website:*

*“The Safe At Home law is an address confidentially program offered through the Office of the Minnesota Secretary of State and is available to people who have personal safety concerns and who have an actual residence address in Minnesota. Safe At Home participants are often survivors of domestic violence, has been victimized by the stalking behavior of another, or has been sexually assaulted. People also enroll because they have safety concerns due to their profession such as law enforcement professionals. Whatever the reason, a person enrolls in Safe At Home because they have a significant safety concern and have decided that keeping their residential address, school address or employment address confidential is an appropriate part of their personal safety plan.”*

*Full information on the Safe At Home program can be found here:*

*Minnesota Office of the Secretary of State, Safe At Home program information:  
<http://www.sos.state.mn.us/index.aspx?page=1550>*

*Statute language governing the handling Safe At Home participants and real property records are found in §13.045, Subd 4a and Subd 4b. Under this statute, it is the responsibility of the County Recorder to not to disclose the program participant’s identity data in conjunction with the property identified. As per the language in the statute:*

*“Each county recorder shall establish procedures for recording or filing documents to comply with this subdivision. These procedures may include masking identity or location data and making documents or certificates of title containing the data private and not viewable except as allowed by this paragraph. The procedure must comply with the requirements of Chapters 386, 507, 508, and 508A and other laws as appropriate, to the extent these requirements do not conflict with this section.”*

*What this means for assessors and geospatial professionals in the normal course of their work is that any Safe At Home-related information is, has been or should be, removed from the record before it comes to your office for any kind of processing or publication. Consult with your County Recorder and your County Attorney to ensure your county has established necessary procedures under §13.045, Subd 4a [(a) through (d)] and §13.045, Subd 4b [(a) through (c)].*

**Our county maintains a geospatial data viewer through which the public can navigate an interface to view, click on, and get information about individual parcels, doesn't this satisfy making our data 'free and open'?**

*Counties are to be commended for publishing web-based interfaces that enable businesses, utilities, real estate professionals, elected leadership and the public at large to view, navigate and gather information.*

*These interfaces are tremendous resources for quickly getting information on a specific piece of property and understanding its surrounding context. Many counties include valuable supplemental information such as aerial imagery, road networks, zoning districts, park boundaries, contour maps, municipal boundaries and water features to provide additional context.*

*These kinds of web mapping interfaces are an important first step in demonstrating the value of the geospatial that is created and published at the county government level. However, in a web viewer environment like this, the data remains 'captive', in that, it cannot be downloaded—either in part or as a whole—for use in GIS software to perform analysis and mapping, for applications development or other various uses. Publishing and maintaining a web interface is valuable and useful; the value of the data is further enhanced by being fully downloadable and available for use.*

The screenshot shows the Wadena County GIS Public Map Service interface. The main map area displays a grid of parcels with parcel numbers 1 through 12. A 'Single Feature' pop-up window is open on the right, displaying detailed information for parcel R223600120. Below the map, a table lists the selected parcel's details.

PARCEL_NUM	ACRES	Shape_Length	Shape_Area	PARCEL_NUMBER
R223600120	0.15	360.0001855604809	6500.001025233017	223600120

The 'Single Feature' window also displays the following information:

- Available Reports: Parcel Report (Go)
- Zoom to Feature
- Feature Information:
 

Name	Value
PARCEL_NUM	R223600120
ACRES	0.15
Shape_Length	360.0001855604809
Shape_Area	6500.001025233017
PARCEL_NUMBER	223600120
DEEDED_ACRES	
PHYSICAL_ADDRESS	414 BRYANT SE 56482
TAXPAYER_NAME	FRY/DAMIEN CRAIG
TAXPAYER_ADDRESS1	ANGELA MARIE FRY
TAXPAYER_ADDRESS2	46 JAMES ST
TAXPAYER_ADDRESS3	CARNOUSTIE DD7 7JY SCOTLAND
TAXPAYER_CITY	UNITED KINGDOM
TAXPAYER_STATE	
TAXPAYER_ZIP5	
CITY_TOWNSHIP_CODE	22

*The example above is from the Wadena County GIS Public Map Service <http://gis.co.wadena.mn.us/link/jsfe/index.aspx>*

*The parcel data content is viewable in a table by selecting a parcel (or multiple parcels) but the data itself cannot be downloaded in part or as a whole for use in GIS software.*

## Publishing, Data Access and Data Availability

**If we are willing to provide our data to the public freely and openly, but lack the resources to stand up a data portal for our agency, what options do we have?**

*The Minnesota Geospatial Commons has been in operation since mid-2014 and was formally and public launched in March of 2015. The Commons is a resource for geospatial data producers to publish their data and for data consumers to search for and acquire data for projects, services for applications.*



*The Commons is a robust data distribution site that can be used by both traditional and non-traditional GIS users, such as web developers, journalists and others. The Commons is not intended to provide web mapping functionality like "Google Maps" or "ArcGIS Online."*

*The Minnesota Geospatial Commons can be accessed here: <https://gisdata.mn.gov/>*

**The data in the Minnesota Geospatial Commons may not be as up-to-date as a given local government's data, so what is the incentive to 'warehouse it' there?**

*The state does not intend to "warehouse" all data for of Minnesota's data producers, but rather to provide a place that users see as the place of choice to go to find, evaluate, access, follow and stay connected with the best available data to meet their needs. In addition, we hope we have created a place that publishers want to put their data for others to discover.*

*For those partners that do not have their own delivery mechanisms the Minnesota Geospatial Commons is a place to publish their data and allow others access to it.*

*For those that do not want to provide access to their data through the Geospatial Commons we want to provide information and a metadata reference to data and point users to where the data may be obtained. Thus users would have a central location to find out if the data exists, if it is suitable and where it may be found.*

*Data that will be available in the Geospatial Commons is useful for many organizations as data residing there can be put together into statewide, regional, or areas that covers more than a single local government's jurisdiction.*

*Requiring each agency to acquire and process data from many multiple authoritative sources and governments individually is prohibitive. Bringing data to single location such as the Geospatial Commons significantly reduces the cost to the organizations and ultimately the citizen*

## **For what reasons might any local government be concerned about what occurs in a neighboring local government?**

*Events, situations and the increasing complexity of work tasks assigned to government make it necessary for local governments to be aware of conditions and activities in neighboring jurisdictions. These include planning for future land use and development scenarios, activities related to utility, pipeline and transportation corridor studies, understanding watershed conditions, the sources of—and impacts from—air and water pollution, natural resource studies and events warranting mutual assistance for emergency situations such as fires, floods or other large-scale events. These types of activities are best handled through inter-jurisdictional cooperation.*

*Recent examples include the Pagami Creek Fire of 2011 in the Boundary Waters Canoe Area Wilderness and the flooding events in the Duluth area in 2012. These events led to the creation of the Arrowhead Regional GIS Collaboration between Carlton, Cook, Lake and St. Louis Counties in northeastern Minnesota.*

*Sharing data is a proven means of developing productive and efficient government. Many adjoining counties and cities throughout the State of Minnesota have—through the initial work of sharing their data—found additional opportunities to work together and leverage one-another's' expertise and technical knowledge to streamline their own efforts, reduce duplication and developing long-lasting partnerships.*

## **I have questions about free and open geospatial data in Minnesota that are not addressed in this document, who can I contact or ask about them?**

*This document remains in development and we wish to continue to add new questions, ideas, and concerns to it as they arise.*

*Please email your question about free and open geospatial data to:*

*Geoff Maas  
maas0021@umn.edu  
763.772.4287*

## Additional Resources

### **INFORMATION POLICY ANALYSIS DIVISION: DEPARTMENT OF ADMINISTRATION**

*The Information Policy Analysis Division of the Department of Administration provides advice and assistance on Minnesota's public access and privacy laws to the public and government.*

*At their website, they offer a wide range of resources and information:*

**Information Policy Analysis Division website:**

<http://www.ipad.state.mn.us/>

**How to request information from government in Minnesota:**

<http://www.ipad.state.mn.us/docs/datarequestmain.html>

### **MINNESOTA STATE LAW LIBRARY**

*The Minnesota State Law Library maintains up-to-date information about state and federal laws regarding public information, including the Freedom of Information Act and its reach.*

**Minnesota State Law Library, Freedom of Information Act page:**

<http://mn.gov/lawlib/foia.html>

### **PUBLIC & PRIVATE DATA EXPLAINED: MINNESOTA DEPARTMENT OF HEALTH**

*The Minnesota Department of Health maintains an excellent website explaining the various types of public and private data as categorized and understood by state government:*

**The Minnesota Government Data Practices Act:**

<http://www.health.state.mn.us/divs/opi/qov/chsadmin/data/mgdpa.html#c>

### **ADDITIONAL FREE + OPEN PUBLIC GEOSPATIAL DATA RESOURCES IN MINNESOTA**

*The MetroGIS collaborative has been actively researching and exploring the legal, fiscal, technical and policy implications of open data. They maintain a host of resources at their site including research and adopted free and open data policy language.*

**MetroGIS Free + Open Data Resource Page**

<http://www.metrogis.org/projects/free-open-data.aspx>

*Questions, comments or ideas on how to improve this document are welcomed, please contact:*

Geoffrey Maas  
maas0021@umn.edu  
763.772.4287



# Aitkin County Board of Commissioners

## Agenda Request Form

9  
 Agenda Item #

**Requested Meeting Date:** August 25, 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 <sup>st</sup> Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 <sup>rd</sup> Thursday	Wedel and Pratt
Aitkin County CARE Board	Monthly	3 <sup>rd</sup> Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 <sup>rd</sup> Wednesday	Wedel
Aitkin Economic Development Administration	Monthly	3 <sup>rd</sup> Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly	3 <sup>rd</sup> Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly	3 <sup>rd</sup> Wednesday	Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Quarterly	3 <sup>rd</sup> Thursday	Niemi, Alt. Westerlund
ATV Committee	As needed		Pratt and Westerlund
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Wednesday	Pratt, Alt. Marcotte
Budget Committee	Most months	1 <sup>st</sup> Tuesday	Wedel and Westerlund
Development Achievement Center	Monthly	3 <sup>rd</sup> or 4 <sup>th</sup> Thurs.	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 <sup>nd</sup> Monday	Niemi, Alt. Pratt
Economic Development	Monthly	1 <sup>st</sup> Wednesday	Pratt and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Pratt
Extension	4x year	Monday	Westerlund, Alt. Marcotte
Facilities/Technology	As needed		Wedel and Marcotte
H&HS Advisory (Liaison)	Monthly except July	1 <sup>st</sup> Wednesday	Westerlund and Wedel
Historical Society (Liaison)	Monthly	4 <sup>th</sup> Wednesday	Wedel
HRA	Monthly	4 <sup>th</sup> Wednesday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Odd Months	4 <sup>th</sup> Monday	Pratt and Land Cmr Courtemanche
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 <sup>rd</sup> Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	Last Wednesday	Pratt
Mille Lacs Fisheries Input Group			Westerlund
Mille Lacs Watershed	10x year	3 <sup>rd</sup> Monday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 <sup>th</sup> Friday	Marcotte, Alt. Pratt
MN Rural Caucus	8x year	Varies	Niemi, Alt. Pratt
Natural Resources Advisory Committee	8-10x year	2 <sup>nd</sup> Monday	Marcotte and Pratt
NE MN Office Job Training	As called		Niemi
Northeast MN ATP	Quarterly	Varies	Pratt and Engineer Welle, Niemi Alt.
Northeast MN ECB	5-6x year	4 <sup>th</sup> Thursday	Marcotte, Alt. Sheriff
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
Personnel/Insurance	As needed	2 <sup>nd</sup> Tuesday	Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Westerlund
Rum 1W1P Policy Committee	Quarterly		Westerlund, Alt. Niemi
Snake River Watershed	Monthly	4 <sup>th</sup> Monday	Pratt
Sobriety Court	Bi-Monthly	3 <sup>rd</sup> Thursday	Wedel
Solid Waste Advisory	As needed		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 <sup>nd</sup> Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 <sup>nd</sup> Thursday	Westerlund