

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS JANUARY 5, 2021 – BOARD AGENDA

## Government Center Board Room

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

The public is invited to join the meeting remotely by phone call 1-415-655-0001, (access code):126 479 5920; (meeting password): 7282

**9:00 1) Bill Pratt, County Board Chair**

**A) Call to Order**

**B) Pledge of Allegiance**

**C) Board of Commissioners Meeting Procedure**

**D) Approval of Agenda**

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

Anyone attending virtually wishing to speak during the public comment period should notify the County Administrator's office at 218-927-7276 option 7 no later than 2:30 P.M. on the Monday before the meeting.

**2) Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.

**A) Correspondence File December 22, 2020 – January 4, 2021**

**B) Approve December 22, 2020 County Board Minutes**

**9:05 ADJOURN (2020 BOARD) – Administer Oath of Office, Judge Hermerding**

**1. District 2 Commissioner Laurie Westerlund**

**2. District 4 Commissioner Brian Napstad**

**9:15 3) Jessica Seibert, County Administrator**

**A) Call to Order 2021 Board Meeting**

**4) 2021 County Board Nominations**

**A) Nominations for Board Chair & Vice Chair**

**9:25 5) Consent Agenda**

**A) Approve Electronic Funds Transfers**

- B) Approve Commissioner Vouchers
- C) Approve Auditor's Vouchers – Contegrity, Hwy. Dept, Year End Payments
- D) Approve Manual Warrants/Voids/Corrections – NSF Check, Period 3
- E) Approve Manual Warrants/Voids/Corrections – Elan paid 12/10/20 Allocated
- F) Approve Manual Warrants/Voids/Corrections – PEIP Fee's, FSA Claims
- G) Approve Manual Warrants/Voids/Corrections – Elan paid 12/24/20
- H) Approve Manual Warrants/Voids/Corrections – FSA Claims 2020
- I) Approve Extension Committee Reappointments
- J) Approve Reaffirm Annual Code of Ethics
- K) Approve Renew SSTS and Permit Inspection Contract
- L) Adopt Resolution: County Relief Grants Certification
- M) Adopt Resolution: Award Contract No. 20211

9:28 6) Rich Courtemanche, Land Commissioner

- A) Approve Purchase of Enterprise Version of ESRI GIS Software
- B) Adopt Resolution: Conveyance of Tax Forfeited Land to Hill City
- C) Direction Requested: City of Palisade Request for Parcel in City Limits

9:58 7) John Welle, County Engineer

- A) Discussion Item: 2019/2020 Highway Contract Summary
- B) Approve 2021 Highway Contract Schedule
- C) Adopt Resolution: Speed Zone Studies – CSAH 3 and CSAH 10
- D) Adopt Resolution: TH 210 Detour Agreement

10:43 8) Bobbie Danielson, HR Director

- A) Approve Personnel Committee Recommendations
  - a. Approve the Interim COVID-19 Policy
  - b. Approve Hiring a Temporary PT Employee to Administer the State COVID Relief Package

10:53 9) Jessica Seibert – County Administrator

- A) Adopt Resolution: 2021 Board of Commissioners Meeting Procedures
- B) Adopt Resolution: Designation of Official County Newspaper
- C) Adopt Resolution: 2021 Committee Appointments
- D) Approve Setting 2021 Board Meeting Schedule
- E) Administrator Updates

11:13 10) Committee Updates

11:43 Adjourn

2B

# AITKIN COUNTY BOARD

December 22, 2020

The Aitkin County Board of Commissioners met this 22<sup>nd</sup> day of December, 2020 at 9:04 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.

Call to Order

Motion made by Commissioner Wedel, seconded by Commissioner Niemi and carried, all voting yes to approve the December 22<sup>nd</sup>, 2020 agenda.

Approved Agenda

## AITKIN COUNTY HEALTH & HUMAN SERVICES BOARD MEETING

Health & Human  
Services

### Attendance

The Aitkin County Board of Commissioners met this 22<sup>nd</sup> day of December, 2020, at 9:04 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Commissioners Bill Pratt, J. Mark Wedel, Don Niemi, Anne Marcotte, and Laurie Westerlund. Others present included: H&HS Accounting Supervisor Carli Goble, Public Health Supervisor Erin Melz (Via WebEx), County Administrator Jessica Seibert, Assistant to the County Administrator Angie Sahr, and Jennifer Eisenbart, Aitkin Independent Age (Via Webex).

### Agenda

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members present voting yes to approve the December 22, 2020 Health & Human Services Board agenda.

### Minutes

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members present voting yes to approve the November 24, 2020 Health and Human Services Board minutes.

### Bills

Carli Goble, H&HS Accounting Supervisor noted that there was nothing out of the ordinary for the bills this month.

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

### COVID-19 Vaccine Update, Erin Melz

Erin Melz came before the Board and provided information for a robust conversation regarding the COVID-19 vaccine and plans for vaccination clinics..

Commissioner Marcotte questioned whether or not Erin knew whether the animal testing phase of the vaccine development had been allowed to be skipped or not as she had heard it was?

Both Erin and Jessica Seibert commented that they had heard that it had been put through trials involving rats and monkeys.

Commissioner Westerlund asked Erin about whether it is recommended that people who have had COVID-19 previously should get the vaccine or not?

Erin responded that, at this time, it is being recommended that even if you have had the virus previously that you still receive the vaccine as we do not know for sure how long immunity lasts after having the disease previously.

Commissioner Marcotte asked if Erin knew of any connection to people who have high Vitamin D levels as to whether they were less susceptible to the virus or not?

Erin had not heard of that but would look into it more and let the members know what she finds out.

Commissioner Wedel inquired into where the vaccines ship from, how they are shipped, and where they are shipped to?

Erin stated that she believed both vaccines were shipped directly from the manufacturers, in temperature controlled containers, to either the healthcare hub, which in our case is Essentia Health in Brainerd to be distributed to other healthcare facilities, or directly to Public Health depending on the manufacturer.

Commissioner Wedel followed up that question with how, when, and where will the everyday person get the vaccine?

Erin said that once we are able to offer those there will be clinics scheduled for people to come to.

#### Approval of Members to Committees

Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried, all members voting yes to approve the appointment of Ihleen Williams to the Aitkin, Itasca, Koochiching Community Health Board.

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

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the appointment of Cindy Chuhanic to the Aitkin County Health & Human Services Advisory Committee.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the appointment of Penny Olson to the Aitkin County Health & Human Services Advisory Committee.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the appointment of Kevin Insley to the Aitkin County Health & Human Services Advisory Committee.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the appointment of Joel Hoppe to the Aitkin County Health & Human Services Advisory Committee.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the appointment of Joni Olson to the Aitkin County Health & Human Services Advisory Committee.

**Approval of Contracts/Agreements/Policies**

Motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members voting yes to approve the Guardian/Conservator Agreement with Lutheran Social Services for January 1, 2021 through December 31, 2021.

Motion by Commissioner Marcotte, seconded by Commissioner Wedel and carried, all members voting yes to approve the WIC Use Agreement with the Hill City Assembly of God Church for January 1, 2021 through December 31, 2021.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the WIC Use Agreement with the McGregor School District for January 1, 2021 through December 31, 2021.

**Committee Reports**

**Community Health Board Report**

Commissioner Westerlund said they met December 10, 2020 and the main points of discussion, were the financial reports, budget, audit, and catching up before the end of the year.

She also added they had a great presentation from Hannah Colby and Liz Short, from Aitkin County Public Health, on opiate substance use and the collaboration with corrections to try to help each other help our folks who are having issues with opiates and asked if they could present that to the board in the future.

The meeting was adjourned at 9:52 a.m.

Next Meeting – January 26, 2021

There was no Citizens' Public Comment

**Citizens' Public  
Comment**

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows.

**Consent Agenda**

- A) Correspondence File December 15, 2020 to December 21, 2020;
- B) Approve December 15, 2020 County Board Minutes;
- C) Approve December 15, 2020 Budget Hearing Minutes;
- D) Approve Electronic Funds Transfers \$97,215.64;
- E) Approve Auditor's Vouchers – Auditor, R&B Vouchers: General Fund \$187.64, Road & Bridge \$175,958.54, for a total of \$176,146.18;
- F) Approve Auditor's Vouchers – November Sales/Use/Diesel Tax: General Fund \$296.79, Road & Bridge \$874.19, Trust \$28.41,

Parks \$16.97, for a total of \$1,216.36; G) Approve Auditor's Vouchers – Property Tax Overpayments: Taxes & Penalties \$35,295.78; H) Approve Auditor's Vouchers – Hwy Dept Contract Payment: Road & Bridge \$1,395.69; I) Approve Manual Warrants/Voids/Corrections – FSA Claims 2020: General Fund \$485.54; J) Approve Manual Warrants/Voids/Corrections – Elan paid 12/10/20: General Fund \$6,893.12; K) Approve Manual Warrants/Voids/Corrections – FSA Claims 2020: General Fund \$1,065.06; L) Approve Natural Resources Advisory Committee Appointments; M) Approve Authorize County Administrator to Approve Year End Matters;

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to approve – Approve Natural Resources Advisory Committee Appointments.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to approve – Authorize County Administrator to Approve Year End Matters.

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – On, Off & Sunday Liquor Licenses for 2021;

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2021 thru December 31, 2021:

**“ON”, “OFF” and “SUNDAY” Sale:**

Bann's Bar & Café Inc., d/b/a **Bann's Bar & Café** – Shamrock Township  
This establishment has an address of 18870 Goshawk St., McGregor, MN 55760

Barnacles Resort of MN Inc., d/b/a **Barnacles** – Wealthwood Township  
This establishment has an address of 36569 State Hwy 18, Aitkin, MN 56431

Cuddler Enterprises Inc., d/b/a **Big Sand Bar Resort** – Workman Township  
This establishment has an address of 51866 224<sup>th</sup> Place, McGregor, MN 55760

Gabeshiwigamig Niish, LLC, d/b/a **Big Sandy Lodge & Resort** - Shamrock Township  
This establishment has an address of 20534 487<sup>th</sup> Street, McGregor, MN 55760

MacDonald Ent. of Malmö, Inc., d/b/a **Castaways** – Lakeside Township  
This establishment has an address of 32360 215<sup>th</sup> Lane, Isle, MN 56342

Corner Club LLC, d/b/a **Corner Club** – Macville Township  
This Establishment has an address of 60967 Highway 169, Hill City, MN 55748

Denny's Lakeview Inn LLC, d/b/a **Denny's Lakeview Inn** – Glen Township  
This establishment has an address of 33592 300<sup>th</sup> Place, Aitkin, MN 56431

Eagle Point Inc., d/b/a **Eagle Point** – Shamrock Township  
This establishment has an address of 49394 State Highway 65, McGregor, MN 55760

**Approve Natural Resources Advisory Committee Appointments**

**Authorize County Administrator to Approve Year End Matters**

**Resolution #20201222-101 On, Off & Sunday Liquor Licenses for 2021**

Fireside Inn Inc., d/b/a **Fireside Inn** – Jevne Township  
This establishment has an address of 415 Meadows Dr., McGregor, MN 55760

N5 Corporation, d/b/a **Fisherman's Bay** – Workman Township  
This establishment has an address of 50933 State Highway 65, McGregor, MN 55760

Forestry Station Inc., d/b/a **Forestry Station** – Ball Bluff Township  
This establishment has an address of 67807 State Hwy 65, Jacobson, MN 55752

Hillcrest Resort McGregor LLC, d/b/a **Hillcrest Resort** – Shamrock Township  
This establishment has an address of 20612 498<sup>th</sup> Lane, McGregor, MN 55760

RIPS HLI Inc., d/b/a **Horseshoe Lake Inn** – Shamrock Township  
This establishment has an address of 48493 Lily Avenue, McGregor, MN 55760

Pepera Properties Inc., d/b/a **Jackson's Hole** – Salo Township  
This establishment has an address of 36232 Kestrel Ave., McGregor, MN 55760

Chuhanic Inc, d/b/a **The Joint Bennettville MN** – Hazelton Township  
This establishment has an address of 26838 US Hwy 169, Aitkin, MN 56431

MacDonald Enterprises Inc., d/b/a **The Landing** – Aitkin Township  
This establishment has an address of 170 Southgate Drive, Aitkin, MN 56431

Big Sandy Golf Inc., d/b/a **Minnesota National Golf Course** – Workman Township  
This establishment has an address of 23247 480<sup>th</sup> St., McGregor, MN 55760

D & G Marklund Inc., d/b/a **Pine Inn** – Malmö Township  
This establishment has an address of 27805 State Highway 47, Aitkin, MN 56431

Sheryl Marie Ruhnke, d/b/a **Prairie River Retreat** – Shamrock Township  
This establishment has an address of 51272 Lake Ave., McGregor, MN 55760

Red Rock Bar & Grill LLC, d/b/a **Red Rock Bar & Grill** – Shamrock Township  
This establishment has an address of 49463 202<sup>nd</sup> Place, McGregor, MN 55760

Round Lake Resort & Bar LLC, d/b/a **Round Lake Resort & Bar** – Shamrock Township  
This establishment has an address of 16469 Goshawk Street, McGregor, MN

**"OFF" Sale:**

Rhonda Hahn Beasley, d/b/a **Beasleys Mississippi Landing Inc.** – Ball Bluff Township  
This establishment has an address of 68298 State Hwy. 65, Jacobson, MN 55752

Twin City Petroleum & Properties d/b/a **Cave Liquors** – Hazelton Township  
This establishment has an address of 22852 US Highway 169, Aitkin, MN 56431

DAM of Aitkin Lakes Inc., d/b/a **Farm Island Store** – Farm Island Township  
This establishment has an address of 29037 US Highway 169, Aitkin, MN 56431

North Liquor Inc., d/b/a **The Glen Store & Grill Inc.** – Malmo Township  
This establishment has an address of 31993 280<sup>th</sup> St., Aitkin, MN 56431

Midwest Investment, LLC, d/b/a **Mini Mart #6** – Shamrock Township  
This establishment has an address of 46026 State Highway 65, McGregor, MN 55760

TJ's Liquor Inc., d/b/a **TJ's Liquor** – Malmo Township  
This establishment has an address of 22039 321<sup>st</sup> Ave., Aitkin, MN 56431

Michael Lawrence, d/b/a **Viking at C 1865 C Store** – Williams Township  
This establishment has an address of 14072 Hwy 65 N., McGrath, MN 56350

**“ON” & “SUNDAY” Sale:**

Zorbaz of Big Sandy Lake Inc., d/b/a **Big Zandy Zorbaz** – Shamrock Township  
This establishment has an address of 48760 State Highway 65, McGregor, MN 55760

Grill of Glen Inc., d/b/a **The Glen Store & Grill** – Malmo Township  
This establishment has an address of 31993 280<sup>th</sup> St., Aitkin, MN 56431

Kathryn E Eken, d/b/a **Jack's Shack** – Rice River Township  
This establishment has an address of 29954 State Highway 56, McGregor, MN 55760

**“CLUB” “ON” & “SUNDAY” Sale:**

VFW 1727, d/b/a **Roberts-Glad Post** – Aitkin Township  
This establishment has an address of 36558 410<sup>th</sup> Ave., Aitkin, MN 56431

**“ON” Sale – WINE-STRONG BEER:**

RD Experience LLC, d/b/a **The Red Door Resort** – Wealthwood Township  
This establishment has an address of 38421 State Highway 18, Aitkin, MN 56431

Danny J. Volk, d/b/a **Hidden Meadows Campground Bar & Grill** – Unorg 48-27 Township  
This establishment has an address of 42206 438<sup>th</sup> Ln., Aitkin, MN 56431

202 Tavern, d/b/a **202 Tavern** – Shamrock Township  
This establishment has an address of 49482 202<sup>nd</sup> Pl., McGregor, MN 55760

Motion by Commissioner Marcotte, seconded by Commissioner Wedel and carried, all members voted to adopt resolution – Off Sale Liquor License for 2021 – Westerlund Inc. d/b/a Malmo Liquor Store; Commissioner Lori Westerlund abstained.

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period ending December 31, 2021:

**Resolution  
#20201222-102 Off  
Sale Liquor  
License for 2021 –  
Westerlund Inc.  
d/b/a Malmo  
Liquor Store**

**“OFF” Sale:**

Westerlund Inc. d/b/a **Malmo Liquor Store** – Malmo Township  
 This establishment has an address of 22167 State Hwy 47, Aitkin, MN 56431

Motion by Commissioner Niemi, seconded by Commissioner Wedel and carried (4-1 Westerlund) to adopt resolution – 2021 Commissioner Salaries;

**Resolution  
 #20201222-103  
 2021  
 Commissioner  
 Salaries**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2021 County Commissioner’s salary at \$33,704.08. Commissioners are not eligible to receive per diems from Aitkin County. Per diems may be accepted from other organizations in accordance with the law and the Aitkin County Code of Ethics.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – 2021 Elected Officials Salaries;

**Resolution  
 #20201222-104  
 2021 Elected  
 Officials Salaries**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2021 salaries of Aitkin County Elected Officials at:

County Auditor, Kirk Peysar	\$98,695.74
County Treasurer, Lori Grams	\$84,778.07
County Recorder, Michael Moriarty	\$76,141.01
County Sheriff, Daniel Guida	\$105,487.20
County Attorney, Jim Ratz	\$133,125.33

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

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – 2020 Reserve Requests;

**Resolution  
 #20201222-105  
 2020 Reserve  
 Requests**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following amounts be place in reserve funds for fiscal year end 2020:

**2020 Reserve Requests**

<b>Department Reserve Request</b>	<b>Current Reserve Balance Purpose</b>	<b>2020</b>
Administration - Training/Education Trainer Training	\$ 9,000.00	LEAN
Attorney-Murder Trial	\$ 10,000.00	
Auditor - 6625	\$ 3,000.00	
Buildings - Capital	\$ 125,091.00	\$
<b>65,000.00</b>	Courthouse Steps Repair	
Central Services	\$ 30,878.34	
Central Services - Service/Labor/Contracts	Scanning	
<b>20,000.00</b>	\$ 9,610.00	\$
Community Corrections	IFS Upgrade/IT & Attorney Furniture	
	\$ 1,419.12	Baker

# AITKIN COUNTY BOARD

December 22, 2020

Foundation donation			
Community Corrections	\$	4,500.00	
Court Administration - Attorney Services	\$	11,151.60	\$
<b>30,000.00</b>			
Court Administration - Office Equipment	\$	3,000.00	
Elections-Voting Equipment	\$	150,000.00	Election
Equipment/Expenses			
FBL Vehicle	\$	17,500.00	Vehicle
Replacement			
Human Resources - Staff Development/Training	\$	5,000.00	
IT - AS 400 Computer & Office Equipment -6625	\$	53,005.09	\$
<b>27,000.00</b>			
IT - Staff Training	\$	15,718.00	County-
Wide Training			
Maintenance - Equipment	\$	4,900.00	
Maintenance - Service/Labor/Contracts	\$	10,994.85	
Sheriff - Canine Replacement	\$	10,000.00	K-9
Replacement			
Sheriff - Radios	\$	18,000.00	
Sheriff - STS	\$	10,000.00	\$
<b>10,000.00</b>			
Sheriff-Buildings & Structures	\$	60,000.00	\$
<b>30,000.00</b>			
Sheriff-Enforcement	\$	56,657.10	\$
<b>71,200.00</b>			
Sheriff-Forfeiture	\$	23,910.53	
Sheriff-Search & Rescue	\$	7,121.41	
Sheriff-Snowmobile	\$	4,000.00	
Sheriff-Technology	\$	48,050.39	
Tourism Fund	\$	2,000.00	Walleye
Tank Project			
Treasurer - Equipment	\$	4,673.82	\$
<b>1,100.00</b>			
Veterans Service Officer	\$	12,259.64	MNDVA
Grant/Donations for Vets			
<b>GENERAL FUND TOTAL</b>	\$	698,681.25	\$
<b>301,330.64</b>			

# AITKIN COUNTY BOARD

December 22, 2020

<u>Health &amp; Human Services</u>		
BLDG Account	\$ 90,000.00	\$
<b>70,000.00</b>	Roof Replacement & Future Building	
Renovations		
GRAND TOTAL	\$ 779,681.25	\$
<b>371,330.64</b>		

\*\*Current reserve balances are requested to transfer to fiscal year 2021.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – Approve Fund Transfer - LLCC;

**Resolution  
#20201222-106  
Approve Fund  
Transfer - LLCC**

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution – 2021 Levy;

**Resolution  
#20201222-107  
2021 Levy**

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2021 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$9,254,174
Road and Bridge Fund	\$2,492,586
Solid Waste	\$228,614
Health & Human Services Fund	\$2,830,711
County Parks	\$15,000
Debt Service	\$745,516
Total:	\$15,566.601

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – 2021 Budgets;

**Resolution  
#20201222-108  
2021 Budgets**

**BE IT RESOLVED**, that the following 2021 budgets be set for the leviable funds of Aitkin County:

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$15,022,298	\$55,661	\$15,077,959
Road and Bridge	\$11,081,376	\$0	\$11,081,376
Health & Human Service	\$6,735,151	\$550,000	\$7,285,151
Parks	\$641,160	\$131,755	\$772,915
Debt Service	\$745,516	(\$39,726)	\$705,790
Total:	\$34,225,501	\$697,690	\$34,923,191

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – Unorganized Road & Bridge Transfers;

**Resolution  
#20201222-109  
Unorganized  
Road & Bridge  
Transfers**

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

Unorg Township

52-22	\$4,696.51
45-24	\$10,584.98
47-24	\$52,796.74
52-24	\$7,633.76
50-25	\$4,359.94
52-25	\$2,669.10
50-26	\$977.50
48-27	\$9,755.55
49-27	\$12,207.74
50-27	\$975.00
51-27	\$1,667.50
52-27	\$11,706.58
51-25	\$1,400.00

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – County Ditch and County Development Transfers;

**Resolution  
#20201222-110  
County Ditch and  
County  
Development  
Transfers**

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

County Ditch 23	\$687.50
County Ditch 37	\$130.00
County Ditch 63	\$1200.00

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

County Ditch 14	\$970.00
County Ditch 23	\$712.50
County Ditch 24	\$145.00
County Ditch 28	\$373.60
County Ditch 34	\$1470.00
County Ditch 42	\$3130.05
State Ditch 88	\$836.08
County Ditch 13	\$1100.00
County Ditch 29	\$1200.00

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – 2021 Boat & Water Agreement Budget;

**Resolution  
#20201222-111  
2021 Boat &  
Water Agreement  
Budget**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners approves the 2021 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$119,983 for a term January 1, 2021 to December 31, 2021.

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$100		
Boat & Water Grant	\$28,375		
<b>Totals:</b>	<b>\$28,475</b>	<b>\$91,508</b>	<b>\$119,983</b>

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution – 2021 ECRL Levy;

**Resolution  
#20201222-112  
2021 ECRL Levy**

**BE IT RESOLVED**, that the amount of \$233,577 be budgeted and levied for the year 2021 for the East Central Regional Library.

Motion by Commissioner Marcotte, seconded by Commissioner Wedel and carried, all members voted to adopt resolution – 2021 Unorganized Townships;

**Resolution  
#20201222-113  
2021 Unorganized  
Townships**

**BE IT RESOLVED**, that the following 2021 budgets be set for Unorganized Townships:

	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Unorganized Road and Bridge	\$46,000		\$46,000
Unorganized Fire Fund	\$39,650		\$39,650
Unorganized Cemetery	\$2,700		\$2,700

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution – 2021 ACSW and Snake River Watershed Appropriations;

**Resolution  
#20201222-114  
2021 ACSW and  
Snake River  
Watershed  
Appropriations**

**BE IT RESOLVED**, that the budget and appropriation in the amount of \$121,769 be set for 2021 for the Aitkin County Soil and Water Conservation District (\$76,549 from the General Revenue Fund and \$45,220 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

Motion by Commissioner Marcotte, seconded by Commissioner Wedel and carried, all members voted to adopt resolution – 2020 Ditch Fund Budgets;

**Resolution  
#20201222-115  
2020 Ditch Fund  
Budgets**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2020:

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Judicial Ditch 2	7-350	\$14		\$0
Co Ditch 5	7-353	\$0		\$0
Co Ditch 21	7-365	\$0		\$0

# AITKIN COUNTY BOARD

December 22, 2020

Co Ditch 24	7-351	\$0	\$145
Co Ditch 28	7-356	\$0	\$374
Co Ditch 30	7-352	\$160	\$0
Co Ditch 34	7-357	\$0	\$1470
Co Ditch 36	7-358	\$0	\$0
Co Ditch 37	7-359	\$0	\$130
St Ditch 63	7-362	\$0	\$0
St Ditch 66	7-363	\$0	\$0
Co Ditch 2	7-367	\$0	\$0
Diversion Channel	7-373	\$0	\$0
Co Ditch 23	7-354	\$0	\$1400
Co Ditch 25	7-355	\$0	\$0
Co Ditch 42	7-360	\$0	\$3130
Co Ditch 58	7-361	\$0	\$0
Co Ditch 20	7-364	\$0	\$0
Co Ditch 43	7-366	\$0	\$0
Co Ditch 29	7-371	\$0	1200
Co Ditch 38	7-	\$0	\$0
Co Ditch 14	7-	\$0	\$970
Co Ditch 63	7-	\$0	\$1200
St Ditch 88	7-	\$0	\$836
Co Ditch 13	7-	\$0	\$1100

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – 2021 Non Levy Budgets;

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2021.

Fund/Account	Revenues:	Reserves:	Expenditures:
Law Library	\$30,000	\$0	\$30,000
County Development	\$317,000	\$184,937	\$501,937
Cons. For Tax Sales	\$0	\$0	\$0
Forfeit Tax Sales	\$1,400,000	(\$535,665)	\$864,335
Resource Management	\$423,000	\$138,495	\$561,495
County Surveyor	\$456,374	\$7,142	\$463,516
Missing Heirs	\$0	\$0	\$0
MCIT	\$400	(\$400)	\$0
Collaborative Grant	\$70,500	(\$15,500)	\$55,000
Environmental Trust	\$13,600	\$0	\$13,600
LLCC	\$87,776	\$148,794	\$236,570

Jessica Seibert, County Administrator discussed with the Board the State Relief Package

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

- MACA Vaccine Call
- MACA Executive Committee Meeting
- Honeywell Meeting

**Resolution  
#20201222-116  
2021 Non Levy  
Budgets**

**State Relief  
Package**

**Administrator  
Updates**

# AITKIN COUNTY BOARD

December 22, 2020

The Board discussed: Planning and Zoning, Mille Lacs Watershed, Arrowhead Regional Development Council, Budget Committee, Mississippi Headwaters, Northern Counties Land Use Coordinating Board.

Motion by Commissioner Wedel seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 11:36 a.m. until Tuesday, January 5, 2021 at the Aitkin County Government Center.

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William Pratt, Board Chair  
Aitkin County Board of Commissioners

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Jessica Seibert  
County Administrator

**Board Discussion**

**Adjourn**



# Board of County Commissioners Agenda Request

4A  
Agenda Item #

**Requested Meeting Date:** January 5, 2021

**Title of Item:** Nominations for Board Chair and Vice Chair

<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) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b>		<b>Department:</b>
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  375.13 CHAIR  The County Board, at it's first session in each year, shall elect from it's members a Chair and Vice Chair. The Chair shall preside at it's meetings and sign all documents requiring signature on it's behalf. The Chair's signature, attested by the clerk of the County Board, shall be binding as the signature of the Board. In case of the absence or incapacity of the Chair, the Vice-chair shall perform the Chair's duties. If the Chair or Vice-chair are absent from any meeting, all documents requiring the signature of the Board shall be signed by the majority of it and attested by the clerk.  History: (663) RL s 429; 1937 c 165 s 1; 1978 c 743 s 15; 1982 c 435 s 2; 1984 c 629 s 2; 1986 c 444		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Elect Board Chair and Vice-chair		
<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>		



# Board of County Commissioners Agenda Request



Requested Meeting Date: 01/05/2021

Title of Item: Electronic Funds Transfer

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> 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 Transfer thru 12/28/2020		
<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      Please Explain:		

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

**ELECTRONIC FUNDS TRANSFER****Thru December 28, 2020 Board Meeting January 5, 2021**

<u>Date</u>	<u>Amount</u>	<u>Reason</u>	<u>Abstract Number</u>
12/16/20	\$1,065.06	Manual Abstract	20796
12/17/20	\$1,257.90	Manual Abstract	20802
12/18/20	\$6,273.89	Auditor Warrants	20798
12/18/20	\$18.00	Auditor Warrants	20795
12/18/20	\$591,556.69	Payroll Abstract	20799
12/22/20	\$3,072.27	Commissioner Warrants	20800
12/23/20	\$45,555.30	Commissioner Warrants	20801
12/23/20	\$3,522.74	Manual Abstract	20805
12/24/20	\$8,861.21	Auditor Warrants	20806
12/24/20	\$7,041.91	Manual Abstract	20807

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\$668,224.97

5B



WLC1  
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# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

WLC1  
 12/18/20 12:40PM  
 1 General Fund

# 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
1	DEPT			Commissioners			
86222	Aitkin Independent Age 01-001-000-0000-6230		117.50	Synopsis 11/10/20	808357	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		117.50	1 Transactions			
15240	AT&T Mobility 01-001-000-0000-6250		114.69	wireless bill 10/26/2020	287298817699	Telephone	N
15240	AT&T Mobility		114.69	11/25/2020 1 Transactions			
6097	Verizon Wireless 01-001-000-0000-6250		35.01	Mifi-Neimi 11/02/2020	9868145297	Telephone	N
	01-001-000-0000-6250		35.01	Mifi-Marcotte 11/05/2020	9868456692	Telephone	N
	01-001-000-0000-6250		32.43	Wireless bill- Wedel	9868509969	Telephone	N
6097	Verizon Wireless		102.45	3 Transactions			
1	<b>DEPT Total:</b>		<b>334.64</b>	<b>Commissioners</b>	<b>3 Vendors</b>	<b>5 Transactions</b>	
12	DEPT			Court Administration			
11634	Gammello & Pearson PLLC 01-012-000-0000-6232		75.00	01- JV- 20- 767	77293	Attorney Services	Y
	01-012-000-0000-6232		285.00	01- CR- 20- 664	77295	Attorney Services	Y
	01-012-000-0000-6232		217.50	01- PR- 20- 939	77296	Attorney Services	Y
	01-012-000-0000-6232		105.00	01- PR- 20- 949	77297	Attorney Services	Y
11634	Gammello & Pearson PLLC		682.50	4 Transactions			
2810	Larson/Shari S 01-012-000-0000-6232		1,948.85	12/10/20 fees		Attorney Services	Y
2810	Larson/Shari S		1,948.85	1 Transactions			
9046	Loffler Companies 01-012-000-0000-6250		26.22	Telephone	00001085	Telephone	N
9046	Loffler Companies		26.22	1 Transactions			
12	<b>DEPT Total:</b>		<b>2,657.57</b>	<b>Court Administration</b>	<b>3 Vendors</b>	<b>6 Transactions</b>	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
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
40	DEPT			Auditor			
88284	Aitkin Co Recorder 01-040-000-0000-6241		20.00	Notary- M.Hakes	74027	Registration Fee	N
88284	Aitkin Co Recorder		20.00	1 Transactions			
86222	Aitkin Independent Age 01-040-000-0000-6230		663.75	2019 PD INV BY VENDOR 12/31/1969 12/31/1969	808358	Printing, Publishing & Adv	N
	01-040-000-0000-6230		663.75	2019 pd inv by vendor	809450	Printing, Publishing & Adv	N
	01-040-000-0000-6230		630.00	2019 Financial Stmt pg 1	809451	Printing, Publishing & Adv	N
	01-040-000-0000-6230		615.00	2020 Financial Stmt pg 2	809452	Printing, Publishing & Adv	N
	01-040-000-0000-6230		315.00	2021 Financial Stmt pg 3	809453	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		2,887.50	5 Transactions			
88880	Datacomm Computers & Networks Inc 01-040-021-0000-6625		859.00	COMPUTER SYSTEM S/N 1729796 12/31/1969 12/31/1969	13306	Office Equipment & Other Equipment	N
88880	Datacomm Computers & Networks Inc		859.00	1 Transactions			
9046	Loffler Companies 01-040-000-0000-6250		31.47	Telephone	00001085	Telephone	N
	01-040-021-0000-6250		26.22	Telephone	00001085	License Center- Phone	N
9046	Loffler Companies		57.69	2 Transactions			
86235	The Office Shop Inc 01-040-021-0000-6405		378.42	TONER CARTRIDGES 12/31/1969 12/31/1969	1088482-0	Office & Computer Supplies	N
86235	The Office Shop Inc		378.42	1 Transactions			
40	DEPT Total:		4,202.61	Auditor	5 Vendors	10 Transactions	
42	DEPT			Treasurer			
11603	Girard's Business Solutions, Inc. 01-042-000-0000-6405		27.99	Black Toner #245	93477	Office & Computer Supplies	N
11603	Girard's Business Solutions, Inc.		27.99	1 Transactions			
9046	Loffler Companies 01-042-000-0000-6250		15.73	Telephone	00001085	Telephone	N

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9046 Loffler Companies		15.73		1 Transactions	
4689 Metro Sales Inc					
01-042-000-0000-6231		247.64	Contract Charge	1712760	Services, Labor, Contracts N
			12/07/2020	03/06/2021	
4689 Metro Sales Inc		247.64		1 Transactions	
86235 The Office Shop Inc					
01-042-000-0000-6405		24.61	Ink	1089039-0	Office & Computer Supplies N
01-042-000-0000-6405		6.50	supplies	314019-0	Office & Computer Supplies N
86235 The Office Shop Inc		31.11		2 Transactions	
14330 US Bank					
01-042-000-0000-6231		117.53	Copier Contract	430503003	Services, Labor, Contracts N
14330 US Bank		117.53		1 Transactions	
42 DEPT Total:		440.00	Treasurer	5 Vendors	6 Transactions
43 DEPT			Assessor		
86222 Aitkin Independent Age					
01-043-000-0000-6230		151.05	Property Tax Notice	1095097	Printing, Publishing & Adv N
86222 Aitkin Independent Age		151.05		1 Transactions	
10452 AT&T Mobility					
01-043-000-0000-6250		390.60	wireless bill	287298660812	Telephone N
			10/26/2020	11/25/2020	
10452 AT&T Mobility		390.60		1 Transactions	
4641 Holiday Credit Office					
01-043-000-0000-6511		310.81	Nov Fuel	1400000147443	Gas And Oil N
4641 Holiday Credit Office		310.81		1 Transactions	
9046 Loffler Companies					
01-043-000-0000-6250		62.94	Telephone	00001085	Telephone N
9046 Loffler Companies		62.94		1 Transactions	
6097 Verizon Wireless					
01-043-000-0000-6250		35.01	Wireless charges	9868200011	Telephone N
			11/02/2020	12/01/2020	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
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1 General Fund

	Vendor Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	6097 Verizon Wireless			35.01				
					1 Transactions			
43	DEPT Total:			950.41	Assessor	5 Vendors	5 Transactions	
44	DEPT				Central Services			
	9024 ETS Health							
	01-044-920-0000-6800			2,667.00	water disinfecting system	14256	COVID Related Expenditures	N
	9024 ETS Health			2,667.00		1 Transactions		
	9046 Loffler Companies							
	01-044-000-0000-6250			26.22	Telephone	00001085	Telephone	N
	9046 Loffler Companies			26.22		1 Transactions		
	3334 MCIT							
	01-044-000-0000-6352			1,000.00	Deductible for Claim	20PC0433	Insurance	N
	3334 MCIT			1,000.00		1 Transactions		
	89081 North Ambulance Brainerd							
	01-044-000-0000-6841			2,835.00	Nov 2020 Subsidy		Ambulance Appropriations	N
	89081 North Ambulance Brainerd			2,835.00		1 Transactions		
	3336 Office Of MN. IT Services							
	01-044-000-0000-6231			1,300.00	Nov WAN services	DV20110328	Services, Labor, Contracts	N
	3336 Office Of MN. IT Services			1,300.00		11/30/2020		
						1 Transactions		
	13722 Quadient Finance USA, Inc.							
	01-044-048-0000-6205			3,500.00	Postage 12/9	XXXX6665	Postage	N
	13722 Quadient Finance USA, Inc.			3,500.00		1 Transactions		
44	DEPT Total:			11,328.22	Central Services	6 Vendors	6 Transactions	
49	DEPT				Information Technologies			
	9046 Loffler Companies							
	01-049-000-0000-6250			31.47	Telephone	00001085	Telephone	N
	9046 Loffler Companies			31.47		1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
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	
49 DEPT Total:		Information Technologies	1 Vendors	1 Transactions	
52 DEPT		Administration			
15240 AT&T Mobility		wireless bill	287298817699	Telephone	N
01-052-000-0000-6250	49.86	10/26/2020	11/25/2020		
15240 AT&T Mobility	49.86		1 Transactions		
9046 Loffler Companies		Telephone	00001085	Telephone	N
01-052-000-0000-6250	36.71				
9046 Loffler Companies	36.71		1 Transactions		
52 DEPT Total:		Administration	2 Vendors	2 Transactions	
53 DEPT		Human Resources			
10293 Aitkin Co Human Resources		Postage- open enrollment		Postage	N
01-053-000-0000-6205	22.00	BCA checks (#1239- #1244)		Background Check Fees	N
01-053-000-0000-6234	199.50				
10293 Aitkin Co Human Resources	221.50		2 Transactions		
86222 Aitkin Independent Age		Help Wanted	804242	Printing, Publishing & Adv	N
01-053-000-0000-6230	92.00	11/04/2020	11/07/2020		
01-053-000-0000-6230	92.00	Help Wanted	805481	Printing, Publishing & Adv	N
01-053-000-0000-6230	92.00	11/11/2020	11/14/2020		
01-053-000-0000-6230	92.00	Help Wanted	806449	Printing, Publishing & Adv	N
01-053-000-0000-6230	80.00	11/18/2020	11/21/2020		
01-053-000-0000-6230	80.00	Help Wanted	807689	Printing, Publishing & Adv	N
01-053-000-0000-6230		11/25/2020	11/28/2020		
86222 Aitkin Independent Age	356.00		4 Transactions		
15240 AT&T Mobility		wireless bill	287299383308	Telephone	N
01-053-000-0000-6250	99.72	10/26/2020	11/25/2020		
15240 AT&T Mobility	99.72		1 Transactions		
9046 Loffler Companies		Telephone	00001085	Telephone	N
01-053-000-0000-6250	15.73				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
1 General Fund

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	1099
											On Behalf of Name
9046	Loffler Companies				15.73						
							1 Transactions				
12048	McDowell Agency, Inc./The	01-053-000-0000-6234			89.00	Background chk		127378		Background Check Fees	N
12048	McDowell Agency, Inc./The				89.00		1 Transactions				
86235	The Office Shop Inc	01-053-000-0000-6405			20.26	pens		1089161-0		Office & Computer Supplies	N
86235	The Office Shop Inc				20.26		1 Transactions				
53	DEPT Total:				802.21	Human Resources		6 Vendors		10 Transactions	
60	DEPT					Elections					
13649	Aitkin Rental Center	01-060-000-0000-6301			204.44	TABLE RENTALS #55120		10672		Rentals	1
						12/31/1969	12/31/1969				
13649	Aitkin Rental Center				204.44		1 Transactions				
11372	DS Solutions, Inc.	01-060-000-0000-6231			148.50	ONLINE ELECTION JUDGE TRAINING		12741		Services, Labor, Contracts	N
						12/31/1969	12/31/1969				
11372	DS Solutions, Inc.				148.50		1 Transactions				
14967	KNOWiNK LLC	01-060-000-0000-6406			780.00	ELECTION DATA PLAN		6992		Ballots & Programming	N
						12/31/1969	12/31/1969				
14967	KNOWiNK LLC				780.00		1 Transactions				
86235	The Office Shop Inc	01-060-000-0000-6405			32.40	ENVELOPES		1088867-0		Office & Computer Supplies	N
						12/31/1969	12/31/1969				
		01-060-000-0000-6405			32.40	ENVELOPES		1088968-0		Office & Computer Supplies	N
						12/31/1969	12/31/1969				
86235	The Office Shop Inc				64.80		2 Transactions				
60	DEPT Total:				1,197.74	Elections		4 Vendors		5 Transactions	
90	DEPT					Attorney					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
10452 AT&T Mobility		249.30	wireless bill	287301408597	Telephone N
			10/26/2020 11/25/2020		
10452 AT&T Mobility		249.30		1 Transactions	
9046 Loffler Companies		68.19	Telephone	00001085	Telephone N
9046 Loffler Companies		68.19		1 Transactions	
3195 MCCC LOCKBOX		3,000.00	2021 MCAPS- Web version	2101294	Law Publ. & Subscriptions N
		9,090.00	2021 MCAPS4- Annual Maint	2101294	Law Publ. & Subscriptions N
		150.00	2021 Beta Testing	2101294	Law Publ. & Subscriptions N
		1,500.00	2021 MCAPS Enhancement	2101294	Law Publ. & Subscriptions N
		1,700.00	2021 MCCC Annual dues	2101294	Law Publ. & Subscriptions N
3195 MCCC LOCKBOX		15,440.00		5 Transactions	
3273 Mn Co Attorneys Assn		200.00	2020 Annual Mtg	200007222	Training/Education N
		3,233.00	2021 MCAA dues	21925	Dues & Registration Fee N
3273 Mn Co Attorneys Assn		3,433.00		2 Transactions	
86235 The Office Shop Inc		3.34	supplies	1088615- 1	Office & Computer Supplies N
86235 The Office Shop Inc		3.34		1 Transactions	
5173 Thomson Reuters- West Publishing		1,507.15	Suscrip charges	843415590	Computer Research N
			11/01/2020 11/30/2020		
		333.26	Library charges	843519034	Computer Research N
			12/01/2020 12/31/2020		
5173 Thomson Reuters- West Publishing		1,840.41		2 Transactions	
90 DEPT Total:		21,034.24	Attorney	6 Vendors	12 Transactions
100 DEPT			Recorder		
9897 Grand Timber Bank		235.00	Safety Dep Box Rent		Rentals N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
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Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula			Service Dates	Paid On Bhf #	On Behalf of Name	
9897 Grand Timber Bank						
	235.00			1 Transactions		
9046 Loffler Companies						
01-100-000-0000-6250	15.73		Telephone	00001085	Telephone	N
9046 Loffler Companies	15.73			1 Transactions		
86235 The Office Shop Inc						
01-100-000-0000-6405	79.93		supplies	1088770-0	Office & Computer Supplies	N
86235 The Office Shop Inc	79.93			1 Transactions		
6101 West Central Indexing						
01-100-195-0000-6231	185.28		ICRS Nov 2020	1613	Services, Labor, Contracts- Land Reco	N
			11/01/2020	11/30/2020		
01-100-196-0000-6231	3,528.00		2021 Support	1614	Services, Labor, Contracts- Recorder's	N
			01/01/2021	12/31/2021		
6101 West Central Indexing	3,713.28			2 Transactions		
11001 Westerlund/Shannon						
01-100-195-0000-6231	7.54		Meal reimb- SSTS		Services, Labor, Contracts- Land Reco	N
11001 Westerlund/Shannon	7.54			1 Transactions		
100 DEPT Total:	4,051.48		Recorder	5 Vendors	6 Transactions	
110 DEPT			Courthouse Maintenance			
248 Association of Mn Counties						
01-110-000-0000-6231	350.00		MN CO. DUES	12474	Services, Labor, Contracts	N
			12/31/1969	12/31/1969		
248 Association of Mn Counties	350.00			1 Transactions		
15240 AT&T Mobility						
01-110-000-0000-6250	49.86		wireless bill	287298817699	Phone	N
			10/26/2020	11/25/2020		
15240 AT&T Mobility	49.86			1 Transactions		
88628 Dalco Enterprises, Inc.						
01-110-000-0000-6422	199.99		BATTERY FOR BACKPACK VAC	3712834	Janitorial Supplies	N
			12/31/1969	12/31/1969		
88628 Dalco Enterprises, Inc.	199.99			1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
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		10.49	Telephone	00001085	Phone N
01-110-000-0000-6250					
9046 Loffler Companies		10.49		1 Transactions	
12927 Midwest Machinery Co.		69.03	SWEeper WHEEL	2272905	Services, Labor, Contracts N
01-110-000-0000-6231			12/31/1969 12/31/1969		
01-110-000-0000-6231		112.55	FIX TIRE ON TRACTOR	2293809	Services, Labor, Contracts N
			12/31/1969 12/31/1969		
12927 Midwest Machinery Co.		181.58		2 Transactions	
11522 Sherwin- Williams Company/The		799.00	PAINT SPRAYER	8639- 8	Services, Labor, Contracts N
01-110-000-0000-6231			12/31/1969 12/31/1969		
11522 Sherwin- Williams Company/The		799.00		1 Transactions	
10698 Stericycle,Inc		30.10	Steri Safe	4009803802	Garbage 6
01-110-000-0000-6255			01/01/2021 01/31/2021		
10698 Stericycle,Inc		30.10		1 Transactions	
110 DEPT Total:		1,621.02	Courthouse Maintenance	7 Vendors	8 Transactions
120 DEPT			Service Officer		
86222 Aitkin Independent Age		320.00	Veterans Day Ad 11/11	1090718	Printing, Publishing & Adv N
01-120-000-0000-6230					
86222 Aitkin Independent Age		320.00		1 Transactions	
10452 AT&T Mobility		99.72	Wireless bill	287298585696	Telephone N
01-120-000-0000-6250			10/26/2020 11/25/2020		
10452 AT&T Mobility		99.72		1 Transactions	
10981 Bakken/Glen A.J.		100.00	Vet Van driver		Per Diem Y
01-120-000-0000-6350					
10981 Bakken/Glen A.J.		100.00		1 Transactions	
2448 Janzen/Carroll Mark		50.00	Vet Van driver		Per Diem Y
01-120-000-0000-6350					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
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1 General Fund

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</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>
2448 Janzen/Carroll Mark		50.00	1 Transactions		
3093 Jones/Stanley Carter 01-120-000-0000-6350		50.00	Vet Van driver		Per Diem Y
3093 Jones/Stanley Carter		50.00	1 Transactions		
5767 Lamke/Dennis C. 01-120-000-0000-6350		50.00	Vet Van driver		Per Diem Y
5767 Lamke/Dennis C.		50.00	1 Transactions		
9046 Loffler Companies 01-120-000-0000-6250		15.73	Telephone	00001085	Telephone N
9046 Loffler Companies		15.73	1 Transactions		
3225 MACVSO 01-120-000-0000-6240		400.00	2021 Dues- Penny/Josh		Dues N
01-120-000-0000-6241		100.00	2021 Conf Reg- Penny/Josh		Registration Fee N
3225 MACVSO		500.00	2 Transactions		
10234 Miller/Conrad 01-120-000-0000-6350		50.00	Vet Van driver		Per Diem Y
10234 Miller/Conrad		50.00	1 Transactions		
11256 NACVSO 01-120-000-0000-6240		100.00	2021 Dues - Penny/Josh		Dues N
11256 NACVSO		100.00	1 Transactions		
11362 Roscoe/Bernie 01-120-000-0000-6350		100.00	Vet Van driver		Per Diem Y
11362 Roscoe/Bernie		100.00	1 Transactions		
15126 Timinski/Matt 01-120-000-0000-6350		50.00	Vet Van driver		Per Diem Y
15126 Timinski/Matt		50.00	1 Transactions		
3518 Voyageur Press Of Mcgregor/The 01-120-000-0000-6230		325.00	Ads 11/17, 12/1	42452	Printing, Publishing & Adv N
3518 Voyageur Press Of Mcgregor/The		325.00	1 Transactions		

WLC1  
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 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099	
No. Account/Formula	Accr	Amount	Service Dates	Invoice #	Account/Formula Descripti	1099
				Paid On Bhf #	On Behalf of Name	
11970 Wikelius/Charles		50.00	Vet Van driver		Per Diem	Y
11970 Wikelius/Charles		50.00		1 Transactions		
9255 Witt/Warren		150.00	Vet Van driver		Per Diem	Y
9255 Witt/Warren		150.00		1 Transactions		
9063 Workman/Jeff		100.00	Vet Van driver		Per Diem	Y
9063 Workman/Jeff		100.00		1 Transactions		
<b>120 DEPT Total:</b>		<b>2,110.45</b>	<b>Service Officer</b>	<b>16 Vendors</b>	<b>17 Transactions</b>	
122 DEPT			Planning & Zoning			
89471 Aitkin Co 4- H Council		560.00	P&Z Plat Books (14)		Office, Computer, Film, & Field Suppl	N
89471 Aitkin Co 4- H Council		560.00		1 Transactions		
86222 Aitkin Independent Age		39.17	Notice of Hrg 12/21	808360	Printing, Publishing & Adv	N
86222 Aitkin Independent Age		39.17		1 Transactions		
10452 AT&T Mobility		86.36	Wireless bill- p&z	287301120814	Telephone	N
10452 AT&T Mobility		86.36	10/26/2020	11/25/2020		
10452 AT&T Mobility		86.36		1 Transactions		
14320 Benson/Lin		60.00	BOA mtg		Per Diem	Y
14320 Benson/Lin		77.05	BOA mlg		Boa/Pc Mileage	Y
14320 Benson/Lin		137.05		2 Transactions		
15142 Christensen/Charles		60.00	BOA mtg		Per Diem	Y
15142 Christensen/Charles		31.63	BOA mlg		Boa/Pc Mileage	Y
15142 Christensen/Charles		91.63		2 Transactions		
4641 Holiday Credit Office						

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
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
4641 Holiday Credit Office		100.76	P&Z fuel	1400000135321	Gas And Oil N
		100.76		1 Transactions	
999999000 Jutz/Michael		50.00	P&Z Refund	2020-006700	Refunds & Reimbursements N
999999000 Jutz/Michael		50.00		1 Transactions	
9046 Loffler Companies		26.22	Telephone	00001085	Telephone N
9046 Loffler Companies		26.22		1 Transactions	
5516 Paquette/Jeremy M		54.05	BOA mlg		Boa/Pc Mileage Y
		60.00	BOA mtg		Per Diem Y
5516 Paquette/Jeremy M		114.05		2 Transactions	
4010 Rasley Oil Company		28.71	Nov Fuel charges	AITCOZOS	Gas And Oil N
4010 Rasley Oil Company		28.71		1 Transactions	
10028 Spiel/Edward		76.60	BOA mtg		Per Diem Y
		47.15	BOA mlg		Boa/Pc Mileage Y
10028 Spiel/Edward		123.75		2 Transactions	
86235 The Office Shop Inc		84.06	supplies	1088920-0	Office, Computer, Film, & Field Suppl N
		31.32	supplies	1088920-1	Office, Computer, Film, & Field Suppl N
		37.38	supplies	314003-0	Office, Computer, Film, & Field Suppl N
86235 The Office Shop Inc		152.76		3 Transactions	
3443 Turnock/Kevin		7.54	Meal reimb- SSTS		Meals Reimbursed (Taxable) N
3443 Turnock/Kevin		7.54		1 Transactions	
122 DEPT Total:		1,518.00	Planning & Zoning	13 Vendors	19 Transactions
200 DEPT			Enforcement		
9203 AT&T Mobility					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
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
9203 AT&T Mobility		877.92	deputy cell phones	287297906116	Telephone N
		877.92	1 Transactions		
783 Canon Financial Services, Inc		181.45	admin copier lease	22183978	Services & Labor (Incl Contracts) N
783 Canon Financial Services, Inc		181.45	1 Transactions		
1333 Dell Marketing L.P.		3,327.19	#220 laptop	10437982376	Equipment & Radios N
1333 Dell Marketing L.P.		3,327.19	1 Transactions		
1775 Galls LLC		93.46	uniform shirt #214	017079071	Clothing Allowance N
		282.40	uniform shirts #220	017079073	Clothing Allowance N
		78.94	cargo pant #221	017079074	Clothing Allowance N
1775 Galls LLC		454.80	3 Transactions		
4641 Holiday Credit Office		36.21	#221 gas	1400000288942	Gas And Oil N
4641 Holiday Credit Office		36.21	1 Transactions		
3263 K&M Signs Inc.		610.00	lettering #207 2021 squad	13550	Car Maintenance N
		760.00	new #220 squad lettering	13562	Car Maintenance N
3263 K&M Signs Inc.		1,370.00	2 Transactions		
2925 L & M Supply, Inc.		53.98	batteries	10029061	Supplies N
2925 L & M Supply, Inc.		53.98	1 Transactions		
9046 Loffler Companies		152.10	Telephone	00001085	Telephone N
9046 Loffler Companies		152.10	1 Transactions		
2880 Long Lake Conservation Ctr		1,295.00	facility rent for culture trai	722	Equipment N
2880 Long Lake Conservation Ctr		1,295.00	1 Transactions		
12553 MEYER'S SERVICE CENTER					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
1 General Fund

Vendor Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	01-200-000-0000-6302		36.74	oil change #207	18257	Car Maintenance	N
	01-200-000-0000-6302		36.74	oil change #209	18287	Car Maintenance	N
<b>12553 MEYER'S SERVICE CENTER</b>			<b>73.48</b>				
				2 Transactions			
<b>4010 Rasley Oil Company</b>							
	01-200-000-0000-6511		23.95	#217 gas	11/13/20	Gas And Oil	N
<b>4010 Rasley Oil Company</b>			<b>23.95</b>				
				1 Transactions			
<b>4681 Streichers</b>							
	01-200-201-0000-6610		9,663.80	less lethal tactical supplies	11469931	Equipment	N
	01-200-201-0000-6610		9,531.60	less lethal munitions	11469932	Equipment	N
<b>4681 Streichers</b>			<b>19,195.40</b>				
				2 Transactions			
<b>13934 The Tire Barn</b>							
	01-200-000-0000-6302		722.00	4 tires, install #209	54883	Car Maintenance	N
	01-200-000-0000-6302		753.69	4 tires, oil change #211	55235	Car Maintenance	N
	01-200-000-0000-6302		47.69	oil change #222	55333	Car Maintenance	N
	01-200-000-0000-6302		61.69	oil change, rotate #225	55839	Car Maintenance	N
<b>13934 The Tire Barn</b>			<b>1,585.07</b>				
				4 Transactions			
<b>200 DEPT Total:</b>			<b>28,626.55</b>	<b>Enforcement</b>	<b>13 Vendors</b>	<b>21 Transactions</b>	
<b>204 DEPT</b>				<b>ATV</b>			
	9203 AT&T Mobility						
	01-204-000-0000-6250		49.86	#208 cell phone	287297906116	Telephone	N
	9203 AT&T Mobility		49.86				
				1 Transactions			
<b>204 DEPT Total:</b>			<b>49.86</b>	<b>ATV</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>252 DEPT</b>				<b>Corrections</b>			
	117 Aitkin County Sheriff						
	01-252-252-0000-6405		20.00	CDL, drivers, MC manuals	12/15/2020	Prisoner Welfare	N
	117 Aitkin County Sheriff		20.00				
				1 Transactions			
	9203 AT&T Mobility						
	01-252-000-0000-6250		99.72	dispatch, xport cell phones	287297906116	Telephone	N
	9203 AT&T Mobility		99.72				
				1 Transactions			

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
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
456 Bob Barker Company, Inc.					
01- 252- 000- 0000- 6424		196.48	flex mugs	UT1000550017	Inmate Supplies N
01- 252- 000- 0000- 6424		1,306.99	mattresses, wind- up radios	UT1000550078	Inmate Supplies N
01- 252- 201- 0000- 6610		607.27	ID wrist bands, fastening tool	WEB000698244	Equipment N
456 Bob Barker Company, Inc.		2,110.74	3 Transactions		
88628 Dalco Enterprises, Inc.					
01- 252- 000- 0000- 6422		839.96	cordless vacuum	3712833	Janitorial Supplies N
88628 Dalco Enterprises, Inc.		839.96	1 Transactions		
1775 Galls LLC					
01- 252- 000- 0000- 6410		22.19	silent keyholder	017079081	Clothing Allowance N
01- 252- 000- 0000- 6410		44.40	silent keyholders (2)	017079082	Clothing Allowance N
1775 Galls LLC		66.59	2 Transactions		
11715 Granite Electronics					
01- 252- 000- 0000- 6231		170.70	service XTS 1500	154005970- 1	Services & Labor (Incl Contracts) N
11715 Granite Electronics		170.70	1 Transactions		
15362 GuidePoint Pharmacy #114 Aitkin					
01- 252- 000- 0000- 6262		739.35	inmate meds	Acct #30	Medical Expenses & Supplies - Inmat N
15362 GuidePoint Pharmacy #114 Aitkin		739.35	1 Transactions		
9253 Gull Lake Glass Inc.					
01- 252- 000- 0000- 6590		73.10	cell door safety glass	9885688	Repair & Maintenance Supplies Y
9253 Gull Lake Glass Inc.		73.10	1 Transactions		
5980 L.E. Ribar Company, Inc					
01- 252- 000- 0000- 6590		431.00	sally port CO detector repair	43573	Repair & Maintenance Supplies N
5980 L.E. Ribar Company, Inc		431.00	1 Transactions		
9046 Loffler Companies					
01- 252- 000- 0000- 6250		73.42	Telephone	00001085	Telephone N
9046 Loffler Companies		73.42	1 Transactions		
89765 Minnesota Elevator, Inc					
01- 252- 000- 0000- 6231		200.43	preventative maintenance	886841	Services & Labor (Incl Contracts) N
89765 Minnesota Elevator, Inc		200.43	1 Transactions		

# Aitkin County



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WLC1  
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No. Account/Formula	Accr	Amount	Service Dates	Invoice #	Account/Formula Descripti	1099
				Paid On Bhf #	On Behalf of Name	
3455 Motorola Inc		4,303.00	50 radio batteries	8281072737	Office & Computer Supplies	N
3455 Motorola Inc		4,303.00	1 Transactions			
3789 Pan-O-Gold Baking Company		38.80	groceries	10002420338001	Groceries	N
01-252-000-0000-6418		34.30	groceries	10002420345003	Groceries	N
01-252-000-0000-6418		15.52	groceries	10002420345024	Groceries	N
3789 Pan-O-Gold Baking Company		88.62	3 Transactions			
11947 Phoenix Supply		1,133.90	inmate clothing	21539	Inmate Supplies	N
01-252-000-0000-6424		1,133.90	1 Transactions			
11947 Phoenix Supply		1,133.90	1 Transactions			
4010 Rasley Oil Company		58.66	transport gas	November	Prisoner Transportation & Travel	N
01-252-000-0000-6330		58.66	1 Transactions			
4010 Rasley Oil Company		58.66	1 Transactions			
9295 Reinhart Foodservice		2,231.74	groceries	441212	Groceries	Y
01-252-000-0000-6418		1,913.25	groceries	447703	Groceries	Y
01-252-000-0000-6418		4,144.99	2 Transactions			
9295 Reinhart Foodservice		4,144.99	2 Transactions			
9499 Reliance Telephone Systems, Inc		800.00	phone cards	D-25284	Phone Card Prisoner Welfare	N
01-252-252-0000-6406		800.00	1 Transactions			
9499 Reliance Telephone Systems, Inc		800.00	1 Transactions			
90805 Temco		440.00	repair cell door, stools, etc.	25474	Repair & Maintenance Supplies	Y
01-252-000-0000-6590		274.00	repair cell window	25503	Repair & Maintenance Supplies	Y
01-252-000-0000-6590		714.00	2 Transactions			
90805 Temco		714.00	2 Transactions			
252 DEPT Total:		16,068.18	Corrections	18 Vendors	25 Transactions	
253 DEPT			Sentence to Serve			
13725 Beartooth True Value		20.99	dry erase paint	A91581	Operating Supplies	N
01-253-000-0000-6405		20.99	1 Transactions			
13725 Beartooth True Value		20.99	1 Transactions			

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Vendor Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
7525 Hometown Bldg Supply							
01- 253- 000- 0000- 6405			2.46	sandpaper	2012- 026558	Operating Supplies	N
01- 253- 000- 0000- 6405			4.59	oak	2012- 026952	Operating Supplies	N
7525 Hometown Bldg Supply			7.05				
				2 Transactions			
2340 Hyytinen Hardware Hank							
01- 253- 000- 0000- 6405			10.48	wire brush, coarse wire	1616997	Operating Supplies	N
01- 253- 000- 0000- 6405			3.57	key	1617070	Operating Supplies	N
01- 253- 000- 0000- 6405			11.95	paint rollers	1617260	Operating Supplies	N
2340 Hyytinen Hardware Hank			26.00				
				3 Transactions			
9046 Loffler Companies							
01- 253- 000- 0000- 6250			5.24	Telephone	00001085	Telephone	N
9046 Loffler Companies			5.24				
				1 Transactions			
4010 Rasley Oil Company							
01- 253- 000- 0000- 6511			53.85	STS gas	11/16/20	Gas And Oil	N
4010 Rasley Oil Company			53.85				
				1 Transactions			
253 DEPT Total:			113.13	Sentence to Serve	5 Vendors	8 Transactions	
254 DEPT				Enhanced 911 System			
14797 Everbridge, Inc							
01- 254- 000- 0000- 6231			6,695.00	Mass Notification System	M57803	Services, Labor, Contracts	N
14797 Everbridge, Inc			6,695.00				
				1 Transactions			
254 DEPT Total:			6,695.00	Enhanced 911 System	1 Vendors	1 Transactions	
255 DEPT				General Crime Victim Grant			
9046 Loffler Companies							
01- 255- 000- 0000- 6250			5.24	Telephone	00001085	Telephone	N
9046 Loffler Companies			5.24				
				1 Transactions			
255 DEPT Total:			5.24	General Crime Victim Grant	1 Vendors	1 Transactions	
257 DEPT				Community Corrections			
14563 Anoka County Corrections							
01- 257- 255- 0000- 6204			296.00	Det Fees 6/1	802- 1000002- 1	Juvenile Detention	N

# Aitkin County

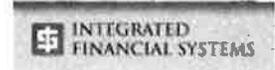


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
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	
14563 Anoka County Corrections		Det fees 7/13- 7/16	805- 1000002- 1	Juvenile Detention	N
					2 Transactions
248 Association of Mn Counties		MACCAC Conf 2021	57433- 57439	Registration Fee	N
					1 Transactions
783 Canon Financial Services, Inc		Contract Charge	22180203	Office Equipment Rental/Contracts	N
					1 Transactions
4641 Holiday Credit Office		Nov Fuel	1400000155373	Gas/Vehicle Fuel Charges	N
		Nov Fuel	1400000155373	Gas/Vehicle Fuel Charges	N
4641 Holiday Credit Office					2 Transactions
9046 Loffler Companies		Telephone	00001085	Telephone	N
					1 Transactions
11997 Minnesota Monitoring, Inc		Equip Service Agreement	12987	Equipment Rental/Contracts- Home	N
		05/01/2020 06/30/2021			
		EHM Equip Rental	13088	Equipment Rental	N
		11/01/2020 11/30/2020			
		EHM	13096	Equipment Rental/Contracts- Home	N
		11/01/2020 11/30/2020			
11997 Minnesota Monitoring, Inc					3 Transactions
87101 North Homes- Standard		Juv Det Fees	2147487033	Juvenile Detention	N
		11/01/2020 11/30/2020			
87101 North Homes- Standard					1 Transactions
9489 Redwood Toxicology Laboratory, Inc		Urinalysis Testing	022399202011	Drug Testing Fee	6
					1 Transactions
9360 Redwood Toxicology Laboratory, Inc.					

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WLC1  
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1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	1099
9360	Redwood Toxicology Laboratory, Inc.	01- 257- 267- 0000- 6274			302.41	Testing supplies		730847		Drug Testing Fee	6
86235	The Office Shop Inc	01- 257- 000- 0000- 6405			18.58	supplies		1088889- 0		Office Supplies	N
86235	The Office Shop Inc				18.58				1 Transactions		
257	DEPT Total:				15,677.30	Community Corrections			10 Vendors	14 Transactions	
280	DEPT					Emergency Management					
13725	Beartooth True Value	01- 280- 201- 0000- 6610			117.98	ladders TAC trailer		B142721		Enbridge Pipeline - Equipment	N
13725	Beartooth True Value				117.98				1 Transactions		
1430	Dotzler Power Equipment	01- 280- 000- 0000- 6231			24.95	gallon premix tac trailer		18337		Services, Labor, Etc	N
1430	Dotzler Power Equipment				24.95				1 Transactions		
7525	Hometown Bldg Supply	01- 280- 000- 0000- 6405			24.30	red pine for EOC		2012- 026811		Office Supplies	N
7525	Hometown Bldg Supply				24.30				1 Transactions		
280	DEPT Total:				167.23	Emergency Management			3 Vendors	3 Transactions	
390	DEPT					Environmental Health (FBL)					
89471	Aitkin Co 4- H Council	01- 390- 000- 0000- 6405			40.00	FBL Plat book				Office, Film, And Field Supplies	N
89471	Aitkin Co 4- H Council				40.00				1 Transactions		
170	Aitkin Motor Company	01- 390- 000- 0000- 6302			45.76	2012 Impala LOF		31110		Car Maintenance	N
170	Aitkin Motor Company				45.76				1 Transactions		
4641	Holiday Credit Office	01- 390- 000- 0000- 6511			18.00	FBL fuel		1400000135321		Gas And Oil	N
4641	Holiday Credit Office				18.00				1 Transactions		
12486	Leitinger/Michelle										

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
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	
12486 Leitinger/Michelle		Meal reimb- SSTS		Meals Reimbursed (Taxable)	N
		1 Transactions			
9046 Loffler Companies		Telephone	00001085	Telephone	N
9046 Loffler Companies		1 Transactions			
3284 Minnesota Department Of Health		CFPM renewal- M.Leitinger	52249	Training/Education	N
3284 Minnesota Department Of Health		1 Transactions			
86235 The Office Shop Inc		supplies	1088920- 0	Office, Film, And Field Supplies	N
86235 The Office Shop Inc		1 Transactions			
390 DEPT Total:		Environmental Health (FBL)	7 Vendors	7 Transactions	
391 DEPT		Solid Waste			
89471 Aitkin Co 4- H Council		Solid Waste Plat Books (2)		Office & Film Supplies	N
89471 Aitkin Co 4- H Council		1 Transactions			
3475 AMC		SWAA/AMC		Dues	N
3475 AMC		1 Transactions			
10452 AT&T Mobility		Wireless bill- Neff	287301120814	Telephone	N
10452 AT&T Mobility		10/26/2020			
		1 Transactions			
4641 Holiday Credit Office		Solid Waste fuel	1400000135321	Gas And Oil	N
4641 Holiday Credit Office		1 Transactions			
9046 Loffler Companies		Telephone	00001085	Telephone	N
9046 Loffler Companies		1 Transactions			

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
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
3503 Neff/Terry B. 01-391-000-0000-6330		24.60	Mileage		Transportation & Travel & Parking N
3503 Neff/Terry B.		24.60		1 Transactions	
86235 The Office Shop Inc 01-391-000-0000-6405		18.26	supplies	1088920-0	Office & Film Supplies N
86235 The Office Shop Inc		18.26		1 Transactions	
391 DEPT Total:		421.59	Solid Waste	7 Vendors	7 Transactions
500 DEPT			Library And Historical Society		
12495 King County Finance 01-500-500-0000-6350		245.00	ECRL Board		Library Per Diem N
12495 King County Finance		245.00		1 Transactions	
500 DEPT Total:		245.00	Library And Historical Society	1 Vendors	1 Transactions
601 DEPT			Extension		
89471 Aitkin Co 4- H Council 01-601-551-0000-5840		2,920.00	Recorder's Plat Book Sales	73 books	4- H Plat Book Sales N
			09/15/2020 12/08/2020		
89471 Aitkin Co 4- H Council		2,920.00		1 Transactions	
9440 Dotzler/Sharon A 01-601-000-0000-6350		35.00	Ext Committee		Per Diem Y
9440 Dotzler/Sharon A		35.00		1 Transactions	
91345 Elvecrog/Roberta C 01-601-000-0000-6350		35.00	Ext Committee		Per Diem Y
91345 Elvecrog/Roberta C		35.00		1 Transactions	
9046 Loffler Companies 01-601-000-0000-6250		5.24	Telephone	00001085	Telephone N
9046 Loffler Companies		5.24		1 Transactions	
90853 Mickelson/Bonnie H 01-601-000-0000-6350		35.00	Ext Committee		Per Diem Y

# Aitkin County

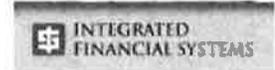


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
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	
90853 Mickelson/Bonnie H		35.00	1 Transactions		
601 DEPT Total:		3,030.24	Extension	5 Vendors	5 Transactions
711 DEPT			Economic Development		
9046 Loffler Companies					
01-711-000-0000-6250		5.24	Telephone	00001085	Telephone N
9046 Loffler Companies		5.24	1 Transactions		
711 DEPT Total:		5.24	Economic Development	1 Vendors	1 Transactions
1 Fund Total:		123,649.61	General Fund		213 Transactions

# 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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
0 DEPT			Undesignated		
14141 Wayrynen/Matt					
03-000-000-0000-5857		500.00	DEPOSIT REFUND		Culverts N
14141 Wayrynen/Matt		500.00		1 Transactions	
0 DEPT Total:		500.00	Undesignated	1 Vendors	1 Transactions
301 DEPT			R&B Administration		
2340 Hyytinen Hardware Hank					
03-301-000-0000-6400		36.99	POWER STRIP	1617297	Supplies And Materials N
03-301-000-0000-6400		16.99	BATTERIES	1617508	Supplies And Materials N
2340 Hyytinen Hardware Hank		53.98		2 Transactions	
9671 Pitney Bowes					
03-301-000-0000-6205		74.04	LEASE	3104385729	Postage N
9671 Pitney Bowes		74.04		1 Transactions	
301 DEPT Total:		128.02	R&B Administration	2 Vendors	3 Transactions
302 DEPT			R&B Engineering/Construction		
14830 Thompson / Bryce					
03-302-000-0000-6411		145.00	WORK BOOTS REIMBURSEMENT		Safety Footwear N
14830 Thompson / Bryce		145.00		1 Transactions	
302 DEPT Total:		145.00	R&B Engineering/Construction	1 Vendors	1 Transactions
303 DEPT			R&B Highway Maintenance		
50 Aitkin Body Shop, Inc					
03-303-000-0000-6590		108.00	REPAIR LABOR	12724	Repair & Maintenance Supplies Y
03-303-000-0000-6590		75.50	REPAIR PARTS	12724	Repair & Maintenance Supplies Y
03-303-000-0000-6298		41.41	AITKIN SHOP SUPPLIES	1988	Shop Maintenance N
03-303-000-0000-6298		41.41	PALISADE SHOP SUPPLIES	1993	Shop Maintenance N
50 Aitkin Body Shop, Inc		266.32		4 Transactions	
13649 Aitkin Rental Center					
03-303-000-0000-6298		175.00	PALISADE SHOP	10670	Shop Maintenance N
13649 Aitkin Rental Center		175.00		1 Transactions	

# 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
<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>
8411 American Welding & Gas, Inc.					
03-303-000-0000-6298		142.66	AITKIN SHOP SUPPLIES	0-7470367	Shop Maintenance N
03-303-000-0000-6298		49.34	AITKIN SHOP SUPPLIES	0-7470368	Shop Maintenance N
8411 American Welding & Gas, Inc.		192.00	2 Transactions		
9402 Ammala Excavating/Allen					
03-303-000-0000-6521		3,325.00	SUMMER GRADING	12/5	Maintenance Supplies Y
9402 Ammala Excavating/Allen		3,325.00	1 Transactions		
10452 AT&T Mobility					
03-303-000-0000-6254		38.23	SARAH'S (CAROL'S) LAPTOP SVC	287299383308X1	Utilities N
03-303-000-0000-6254		38.23	MIKE'S LAPTOP SVC	287299383308X1	Utilities N
03-303-000-0000-6254		38.23	SARAH'S (CAROL'S) LAPTOP SVC	287299383308X1	Utilities N
03-303-000-0000-6254		38.23	MIKE'S LAPTOP SVC	287299383308X1	Utilities N
10452 AT&T Mobility		152.92	4 Transactions		
13725 Beartooth True Value					
03-303-000-0000-6298		165.92	AITKIN SHOP SUPPLIES	B139622	Shop Maintenance N
13725 Beartooth True Value		165.92	1 Transactions		
163 Charter Communications					
03-303-000-0000-6254		141.76	PHONE: HWY OFFICE	0-022823111920	Utilities N
163 Charter Communications		141.76	1 Transactions		
14887 Cintas Corporation					
03-303-000-0000-6298		9.63	SHOP LAUNDRY	4069337016	Shop Maintenance N
03-303-000-0000-6298		9.63	SHOP LAUNDRY	4069983715	Shop Maintenance N
14887 Cintas Corporation		19.26	2 Transactions		
5893 Consolidated Telecommunications Co.					
03-303-000-0000-6254		150.00	HIGH SPEED INTERNET	20846360	Utilities N
5893 Consolidated Telecommunications Co.		150.00	1 Transactions		
2763 Countryside Sanitation					
03-303-000-0000-6254		76.05	DEC PALISADE	182585	Utilities Y
03-303-000-0000-6254		111.15	DEC MCGREGOR	182675	Utilities Y
2763 Countryside Sanitation		187.20	2 Transactions		
5484 Darlow Excavating					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
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	
5484 Darlow Excavating		NOV 2020 PLOWING	12/3	Maintenance Supplies	N
	237.50				
	237.50	1 Transactions			
9326 Dehn Oil		AITKIN DIESEL	25164766	Motor Fuel & Lubricants	N
	12,027.63				
9326 Dehn Oil					
	12,027.63	1 Transactions			
1430 Dotzler Power Equipment		PALISADE SHOP SUPPLIES	18405	Shop Maintenance	N
	62.58				
	101.19	PALISADE SHOP SUPPLIES	18511	Shop Maintenance	N
1430 Dotzler Power Equipment					
	163.77	2 Transactions			
1754 Garrison Disposal Company, Inc		AITKIN SHOP	149718	Utilities	N
	140.28				
1754 Garrison Disposal Company, Inc					
	140.28	1 Transactions			
11715 Granite Electronics		REPAIR PARTS	150008344- 1	Repair & Maintenance Supplies	N
	94.00				
11715 Granite Electronics					
	94.00	1 Transactions			
2089 Heartland Tire Inc		TIRES	15012963	Repair & Maintenance Supplies	Y
	2,622.66				
	10.40	REPAIR PARTS	15012963	Repair & Maintenance Supplies	Y
	130.00	REPAIR LABOR	15012963	Repair & Maintenance Supplies	Y
2089 Heartland Tire Inc					
	2,763.06	3 Transactions			
2340 Hyytinen Hardware Hank		AITKIN SHOP SUPPLIES	1614720	Shop Maintenance	N
	64.97				
	61.43	PALISADE SHOP SUPPLIES	1614857	Shop Maintenance	N
	26.97	PALISADE SHOP SUPPLIES	1614949	Shop Maintenance	N
	44.45	MCGRATH SHOP SUPPLIES	1616282	Shop Maintenance	N
	7.78	AITKIN SHOP SUPPLIES	1617207	Shop Maintenance	N
	23.98	AITKIN SHOP SUPPLIES	1617241	Shop Maintenance	N
	23.98	AITKIN SHOP SUPPLIES	1617479	Shop Maintenance	N
	36.44	AITKIN SHOP SUPPLIES	1617968	Shop Maintenance	N
	6.00	AITKIN SHOP SUPPLIES	1618001	Shop Maintenance	N
2340 Hyytinen Hardware Hank					
	242.06	9 Transactions			
9337 Jackman/David					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
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	
9337 Jackman/David		WORK BOOT REIMBURSEMENT	93667	Safety Footwear	N
	145.00				
	145.00				
91187 Lake Country Power		NOV/DEC SWATARA	140946401	Utilities	N
	99.03				
	55.00	NOV/DEC CSAH 6	143093502	Utilities	N
	55.00				
91187 Lake Country Power					
	154.03				
2831 Little Falls Machine Inc		REPAIR PARTS	359971	Repair & Maintenance Supplies	N
	1,648.63				
2831 Little Falls Machine Inc					
	1,648.63				
9046 Loffler Companies		Telephone	00001085	Utilities	N
	94.41				
9046 Loffler Companies					
	94.41				
3100 McGregor Oil		PALISADE DIESEL	6615	Motor Fuel & Lubricants	N
	1,471.95				
	770.25	SWATARA DIESEL	6616	Motor Fuel & Lubricants	N
	770.25				
	700.79	JACOBSON DIESEL	6618	Motor Fuel & Lubricants	N
	700.79				
3100 McGregor Oil					
	2,942.99				
5917 Mike's Bobcat Service		PLOWING	12/1/20	Maintenance Supplies	N
	100.00				
5917 Mike's Bobcat Service					
	100.00				
3160 Mille Lacs Energy Coop- Albert Lea		POWER: PALISADE	18- 52- 026- 01	Utilities	N
	599.61				
	53.23	169 & CSAH 3	19- 23- 010- 01	Utilities	N
	53.23				
	58.02	CSAH 5	27- 35- 015- 02	Utilities	N
	58.02				
	134.39	POWER: MCGREGOR	29- 53- 003- 01	Utilities	N
	134.39				
	58.03	CSAH 8	30- 06- 012- 02	Utilities	N
	58.03				
	1,057.60	POWER: AITKIN	32- 52- 007- 02	Utilities	N
	1,057.60				
	60.04	169 & CSAH 28	39- 62- 022- 01	Utilities	N
	60.04				
	43.12	CSAH 12	40- 06- 000- 01	Utilities	N
	43.12				
	58.04	CSAH 12	46- 56- 023- 02	Utilities	N
	58.04				
	59.01	CSAH 11	48- 09- 009- 02	Utilities	N
	59.01				
	53.59	47 & CSAH 2	54- 51- 104- 01	Utilities	N
	53.59				

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## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
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3 Road & Bridge

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
3160	Mille Lacs Energy Coop- Albert Lea		2,234.68				
				11 Transactions			
13503	Minnesota Petroleum Service						
	03- 303- 000- 0000- 6298		390.70	MCGREGOR SHOP	0- 000083563	Shop Maintenance	N
13503	Minnesota Petroleum Service		390.70				
				1 Transactions			
10948	MN Dept of Labor & Industry						
	03- 303- 000- 0000- 6298		20.00	PRESSURE VESSEL	ABR0248736X	Shop Maintenance	N
10948	MN Dept of Labor & Industry		20.00				
				1 Transactions			
13075	Northern Tool & Equipment						
	03- 303- 000- 0000- 6298		1,701.95	PRESSURE WASHER	46709639	Shop Maintenance	N
13075	Northern Tool & Equipment		1,701.95				
				1 Transactions			
10720	Nuss Truck Group Inc						
	03- 303- 000- 0000- 6590		131.04	FILTERS	6133272P	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590		27.60	REPAIR PARTS	6133643P	Repair & Maintenance Supplies	N
10720	Nuss Truck Group Inc		158.64				
				2 Transactions			
8537	Powerplan OIB						
	03- 303- 000- 0000- 6590		940.42	REPAIR PARTS	2014546	Repair & Maintenance Supplies	N
8537	Powerplan OIB		940.42				
				1 Transactions			
3950	Public Utilities						
	03- 303- 000- 0000- 6254		52.07	HWY 47 & CR 12	1686- 00	Utilities	N
	03- 303- 000- 0000- 6254		45.52	HWY 210 W & CR 28	59455- 00	Utilities	N
	03- 303- 000- 0000- 6254		95.92	AITKIN SHOP WATER	63335- 00	Utilities	N
	03- 303- 000- 0000- 6254		52.91	HWY 210/169 E & CR 12	63388- 00	Utilities	N
3950	Public Utilities		246.42				
				4 Transactions			
4070	Riley Auto Supply						
	03- 303- 000- 0000- 6590		19.99	REPAIR PARTS	621025	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590		39.96	REPAIR PARTS	621036	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590		54.99	REPAIR PARTS	621112	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6298		94.34	AITKIN SHOP SUPPLIES	621145	Shop Maintenance	N
	03- 303- 000- 0000- 6298		152.94	AITKIN SHOP SUPPLIES	621414	Shop Maintenance	N
	03- 303- 000- 0000- 6590		48.00	REPAIR PARTS	621438	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6590		32.48	REPAIR PARTS	621467	Repair & Maintenance Supplies	N
	03- 303- 000- 0000- 6298		143.50	AITKIN SHOP SUPPLIES	621498	Shop Maintenance	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	
Amount					
03- 303- 000- 0000- 6298		MCGREGOR SHOP SUPPLIES	621498	Shop Maintenance	N
4070 Riley Auto Supply		9 Transactions			
859.99					
1,446.19					
90805 Temco		MAILBOX SUPPORTS	25490	Misc Bldg & Shop Supplies	Y
03- 303- 000- 0000- 6523		1 Transactions			
34.00					
90805 Temco					
34.00					
10431 Verizon Business		NOV- HWY OFFICE	4227948182011	Utilities	N
03- 303- 000- 0000- 6254		1 Transactions			
13.23					
10431 Verizon Business					
13.23					
6097 Verizon Wireless		DEPT CELL PHONES	9868238964	Utilities	N
03- 303- 000- 0000- 6254		1 Transactions			
439.79					
6097 Verizon Wireless					
439.79					
5295 Ziegler Inc		REPAIR PARTS	PC190099943	Repair & Maintenance Supplies	N
03- 303- 000- 0000- 6590		1 Transactions			
267.12					
5295 Ziegler Inc					
267.12					
303 DEPT Total:		R&B Highway Maintenance	35 Vendors	80 Transactions	
33,421.88					
308 DEPT		R&B Equipment & Facilities			
9532 Independent Testing Technologies, Inc		ACHD REMODEL	38643	Capital Outlay- Facilities	N
03- 308- 000- 0000- 6600		1 Transactions			
160.00					
9532 Independent Testing Technologies, Inc					
160.00					
308 DEPT Total:		R&B Equipment & Facilities	1 Vendors	1 Transactions	
160.00					
3 Fund Total:		Road & Bridge		86 Transactions	
34,354.90					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
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
400	DEPT			Public Health Department			
783	Canon Financial Services, Inc 05- 400- 440- 0410- 6301		27.13	OSS Contract Charge - 12/20 12/01/2020 12/31/2020	22250786	Equipment Lease/Space Rental	N
	05- 400- 440- 0410- 6301		44.29	Mailroom Contract Charge- 12/20 12/01/2020 12/31/2020	22250787	Equipment Lease/Space Rental	N
	05- 400- 440- 0410- 6301		265.77	PH Contract Charge - 12/20 12/01/2020 12/31/2020	22250790	Equipment Lease/Space Rental	N
783	Canon Financial Services, Inc		337.19	3 Transactions			
88628	Dalco Enterprises, Inc. 05- 400- 440- 0410- 6422		96.00	Vacuums 12/08/2020	3712832	Janitorial Services/Supplies	N
	05- 400- 440- 0410- 6422		127.99	Vacuumn batteries 12/08/2020	3712832	Janitorial Services/Supplies	N
	05- 400- 440- 0410- 6422		32.00	Battery Charger 12/08/2020	3712832	Janitorial Services/Supplies	N
	05- 400- 440- 0410- 6422		10.96	Bags 12/08/2020	3712832	Janitorial Services/Supplies	N
	05- 400- 440- 0410- 6422		3.08	Hepa Vacuumn bags 11/15/2020	3716327	Janitorial Services/Supplies	N
88628	Dalco Enterprises, Inc.		270.03	5 Transactions			
9046	Loffler Companies 05- 400- 440- 0410- 6250		10.07	Telephone	00001085	Telephone	N
	05- 400- 440- 0410- 6250		2.52	Telephone	00001085	Telephone	N
	05- 400- 440- 0410- 6250		62.94	Telephone	00001085	Telephone	N
9046	Loffler Companies		75.53	3 Transactions			
10698	Stericycle, Inc 05- 400- 440- 0410- 6231		19.27	Steri Safe 01/01/2021 01/31/2021	4009803802	Services/Labor/Contracts	6
10698	Stericycle, Inc		19.27	1 Transactions			
10930	Tidholm Productions 05- 400- 440- 0410- 6405		25.60	Business Reply Envelopes 11/04/2020	1576 9408	Office Supplies	Y
10930	Tidholm Productions		25.60	1 Transactions			

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
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	
400 DEPT Total:		727.62	Public Health Department	5 Vendors	13 Transactions
420 DEPT			Income Maintenance		
783 Canon Financial Services, Inc					
05- 420- 600- 4800- 6301		55.97	OSS Contract Charge - 12/20	22250786	Equipment Lease/Space Rental N
			12/01/2020 12/31/2020		
05- 420- 600- 4800- 6301		91.34	Mailroom Contract Charge- 12/20	22250787	Equipment Lease/Space Rental N
			12/01/2020 12/31/2020		
05- 420- 640- 4800- 6301		120.14	CS Contract Charge- Dec '20	22250793	Equipment Lease/Space Rental N
			12/01/2020 12/31/2020		
783 Canon Financial Services, Inc		267.45		3 Transactions	
88628 Dalco Enterprises, Inc.					
05- 420- 600- 4800- 6422		197.99	Vacuums	3712832	Janitorial Services/Supplies N
			12/08/2020		
05- 420- 600- 4800- 6422		263.99	Vacuumn batteries	3712832	Janitorial Services/Supplies N
			12/08/2020		
05- 420- 600- 4800- 6422		65.99	Battery Charger	3712832	Janitorial Services/Supplies N
			12/08/2020		
05- 420- 600- 4800- 6422		22.61	Bags	3712832	Janitorial Services/Supplies N
			12/08/2020		
05- 420- 600- 4800- 6422		6.36	Hepa Vacuumn bags	3716327	Janitorial Services/Supplies N
			11/15/2020		
88628 Dalco Enterprises, Inc.		556.94		5 Transactions	
9046 Loffler Companies					
05- 420- 600- 4800- 6250		20.77	Telephone	00001085	Telephone N
05- 420- 600- 4800- 6250		5.19	Telephone	00001085	Telephone N
05- 420- 600- 4800- 6250		57.69	Telephone	00001085	Telephone N
05- 420- 640- 4800- 6250		31.47	Telephone	00001085	Telephone N
9046 Loffler Companies		115.12		4 Transactions	
10698 Stericycle, Inc					
05- 420- 600- 4800- 6231		39.73	Steri Safe	4009803802	Services/Labor/Contracts 6
			01/01/2021 01/31/2021		
10698 Stericycle, Inc		39.73		1 Transactions	
10930 Tidholm Productions					
05- 420- 600- 4800- 6405		52.80	Business Reply Envelopes	1576 9408	Office Supplies Y

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
10930 Tidholm Productions		52.80	11/04/2020		
			1 Transactions		
<b>420 DEPT Total:</b>		<b>1,032.04</b>	<b>Income Maintenance</b>	<b>5 Vendors</b>	<b>14 Transactions</b>
<b>430 DEPT</b>			<b>Social Services</b>		
13725 Beartooth True Value		14.99	Apple Cord (CS)	B139974	Small Equipment: Telephones,Chairs, N
05- 430- 700- 4800- 6450			11/06/2020		
13725 Beartooth True Value		14.99		1 Transactions	
783 Canon Financial Services, Inc		86.50	OSS Contract Charge - 12/20	22250786	Equipment Lease/Space Rental N
05- 430- 700- 4800- 6301			12/01/2020 12/31/2020		
05- 430- 700- 4800- 6301		141.16	Mailroom Contract Charge- 12/20	22250787	Equipment Lease/Space Rental N
			12/01/2020 12/31/2020		
<b>783 Canon Financial Services, Inc</b>		<b>227.66</b>		<b>2 Transactions</b>	
88628 Dalco Enterprises, Inc.		305.99	Vacuums	3712832	Janitorial Services/Supplies N
05- 430- 700- 4800- 6422			12/08/2020		
05- 430- 700- 4800- 6422		407.98	Vacuumn batteries	3712832	Janitorial Services/Supplies N
			12/08/2020		
05- 430- 700- 4800- 6422		101.99	Battery Charger	3712832	Janitorial Services/Supplies N
			12/08/2020		
05- 430- 700- 4800- 6422		34.95	Bags	3712832	Janitorial Services/Supplies N
			12/08/2020		
05- 430- 700- 4800- 6422		9.83	Hepa Vacuumn bags	3716327	Janitorial Services/Supplies N
			11/15/2020		
<b>88628 Dalco Enterprises, Inc.</b>		<b>860.74</b>		<b>5 Transactions</b>	
9046 Loffler Companies		32.10	Telephone	00001085	Telephone N
05- 430- 700- 4800- 6250					
05- 430- 700- 4800- 6250		8.02	Telephone	00001085	Telephone N
05- 430- 700- 4800- 6250		131.12	Telephone	00001085	Telephone N
<b>9046 Loffler Companies</b>		<b>171.24</b>		<b>3 Transactions</b>	
10698 Stericycle,Inc		61.40	Steri Safe	4009803802	Services/Labor/Contracts 6
05- 430- 700- 4800- 6231					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
5 Health & Human Services

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>
10698 Stericycle,Inc		61.40	01/01/2021 01/31/2021 1 Transactions		
10930 Tidholm Productions 05-430-700-4800-6405		81.60	Business Reply Envelopes 11/04/2020	1576 9408	Office Supplies Y
10930 Tidholm Productions		81.60	1 Transactions		
430 DEPT Total:		1,417.63	Social Services	6 Vendors	13 Transactions
5 Fund Total:		3,177.29	Health & Human Services		40 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE!

WLC1  
12/18/20 12:40PM  
9 State

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated		
	4580 Mn Dept Of Finance				
	09- 000- 000- 0000- 2030		Nov 2020 - Marr. Lic fees		State Fees, Assessments & Surcharge: N
	4580 Mn Dept Of Finance		90.00		
			90.00	1 Transactions	
0	DEPT Total:		90.00	Undesignated	1 Vendors 1 Transactions
9	Fund Total:		90.00	State	1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
10 Trust

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
900	DEPT			Timber Permit Bonds			
11252	Benson/John 10- 900- 000- 0000- 2300		802.00	Bond Refund	13968	Timber Permit Bonds	N
11252	Benson/John		802.00	1 Transactions			
943	Cook Logging 10- 900- 000- 0000- 2300		1,694.88	Bond Refund	14119	Timber Permit Bonds	N
943	Cook Logging		1,694.88	1 Transactions			
14954	Espeseth/Gary 10- 900- 000- 0000- 2300		687.00	Bond Refund	13788	Timber Permit Bonds	N
14954	Espeseth/Gary		687.00	1 Transactions			
12589	Haapoja/George 10- 900- 000- 0000- 2300		1,274.84	Bond Refund	14138	Timber Permit Bonds	Y
12589	Haapoja/George		1,274.84	1 Transactions			
14141	Wayrynen/Matt 10- 900- 000- 0000- 2300		3,865.84	Bond Refund	14178/14086	Timber Permit Bonds	N
14141	Wayrynen/Matt		3,865.84	1 Transactions			
900	DEPT Total:		8,324.56	Timber Permit Bonds	5 Vendors	5 Transactions	
921	DEPT			Co. Development			
9046	Loffler Companies 10- 921- 000- 0000- 6250		5.24	Telephone	00001085	Telephone	N
	10- 921- 000- 0000- 6250		5.24	Telephone	00001085	Telephone	N
9046	Loffler Companies		10.48	2 Transactions			
921	DEPT Total:		10.48	Co. Development	1 Vendors	2 Transactions	
923	DEPT			Forfeited Tax Sales			
86222	Aitkin Independent Age 10- 923- 000- 0000- 6230		100.71	Timber Auction 11/25	808359	Printing, Publishing & Adv	N
86222	Aitkin Independent Age		100.71	1 Transactions			
170	Aitkin Motor Company 10- 923- 000- 0000- 6590		813.72	2019 F150 Window	30958	Repair & Maintenance Supplies	N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
10 Trust

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
170 Aitkin Motor Company		2011 F150 Battery	31120	Repair & Maintenance Supplies	N
		2 Transactions			
10855 Culligan		Water cooler	10046456- 2	Utilities	N
10855 Culligan		1 Transactions			
1701 Forestry Suppliers Inc		Red Superspot	804133- 01	Field Supplies	N
1701 Forestry Suppliers Inc		1 Transactions			
1754 Garrison Disposal Company, Inc		2 YD Garbage	149669	Utilities	N
1754 Garrison Disposal Company, Inc		1 Transactions			
12589 Haapoja/George		Overappraised	14138	Refunds & Reimbursements	Y
12589 Haapoja/George		1 Transactions			
2340 Hyytinen Hardware Hank		Oil	1614673	Field Supplies	N
		Key	1615036	Field Supplies	N
2340 Hyytinen Hardware Hank		2 Transactions			
9046 Loffler Companies		Telephone	00001085	Telephone	N
9046 Loffler Companies		1 Transactions			
9692 Minnesota Energy Resources Corporation		shop heat	0502544561	Utilities	N
		10/24/2020			
9692 Minnesota Energy Resources Corporation		11/25/2020			
		1 Transactions			
4010 Rasley Oil Company		Nov Fuel charges	AITCOL&PS	Gas And Oil	N
4010 Rasley Oil Company		1 Transactions			
9557 Society of American Foresters		MN SAF Dues	16049	Dues	Y

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
10 Trust

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9557	Society of American Foresters		156.00				
				1 Transactions			
86235	The Office Shop Inc						
	10- 923- 000- 0000- 6405		71.80	BSN Envelopes	1087625- 0	Office Supplies	N
86235	The Office Shop Inc		71.80				
				1 Transactions			
14141	Wayrynen/Matt						
	10- 923- 000- 0000- 6820		1,810.50	Overappraised	14178	Refunds & Reimbursements	N
14141	Wayrynen/Matt		1,810.50				
				1 Transactions			
9642	WEX BANK						
	10- 923- 000- 0000- 6511		1,207.30	Nov Fuel	69053806	Gas And Oil	N
				11/01/2020	11/30/2020		
9642	WEX BANK		1,207.30				
				1 Transactions			
923	DEPT Total:		7,567.21	Forfeited Tax Sales	14 Vendors	16 Transactions	
926	DEPT			Law Library			
5173	Thomson Reuters- West Publishing						
	10- 926- 000- 0000- 6408		1,430.09	West Inf Charges	843415591	Law Books	N
				11/01/2020	11/30/2020		
	10- 926- 000- 0000- 6408		917.44	West Lib Subs	843506014	Law Books	N
				12/01/2020	12/31/2020		
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:		18,249.78	Trust		25 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
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		
10452 AT&T Mobility			Wireless bill	287302631438	Telephone N
11- 925- 000- 0000- 6250		517.07	10/26/2020	11/25/2020	
10452 AT&T Mobility		517.07	1 Transactions		
86467 Auto Value Aitkin			Lift Supports (2)	40168996	Repair & Maintenance Supplies N
11- 925- 000- 0000- 6590		27.98			
86467 Auto Value Aitkin		27.98	1 Transactions		
14742 Berg/James M			NRAC mlg- 12/14		Transportation & Travel Y
11- 925- 000- 0000- 6330		24.15			
11- 925- 000- 0000- 6350		35.00	NRAC mtg- 12/14		Per Diem Y
14742 Berg/James M		59.15	2 Transactions		
12526 Bixby/James			NRAC mlg- 12/14		Transportation & Travel Y
11- 925- 000- 0000- 6330		36.80			
11- 925- 000- 0000- 6350		35.00	NRAC mtg- 12/14		Per Diem Y
12526 Bixby/James		71.80	2 Transactions		
589 Blomberg/Judith			NRAC mtg- 12/14		Per Diem Y
11- 925- 000- 0000- 6350		35.00			
589 Blomberg/Judith		35.00	1 Transactions		
2270 Hoppe/Russell Peter			NRAC mlg- 12/14		Transportation & Travel Y
11- 925- 000- 0000- 6330		34.50			
11- 925- 000- 0000- 6350		35.00	NRAC mtg- 12/14		Per Diem Y
2270 Hoppe/Russell Peter		69.50	2 Transactions		
2448 Janzen/Carroll Mark			NRAC mlg- 12/14		Transportation & Travel Y
11- 925- 000- 0000- 6330		32.20			
11- 925- 000- 0000- 6350		35.00	NRAC mtg- 12/14		Per Diem Y
2448 Janzen/Carroll Mark		67.20	2 Transactions		
14119 John's Repair			#402 Grader repair	10/7/20	Repair & Maintenance Supplies Y
11- 925- 000- 0000- 6590		320.00			
14119 John's Repair		320.00	1 Transactions		
5784 Lake/Robert					

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
11 Forest Development

Vendor Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
11- 925- 000- 0000- 6330		16.10	NRAC mlg- 12/14		Transportation & Travel	Y
11- 925- 000- 0000- 6350		35.00	NRAC mtg- 12/14		Per Diem	Y
<b>5784 Lake/Robert</b>		<b>51.10</b>		<b>2 Transactions</b>		
11990 Lange/David						
11- 925- 000- 0000- 6330		40.25	NRAC mlg- 12/14		Transportation & Travel	Y
11- 925- 000- 0000- 6350		35.00	NRAC mtg- 12/14		Per Diem	Y
<b>11990 Lange/David</b>		<b>75.25</b>		<b>2 Transactions</b>		
14386 Paradigm Automotive						
11- 925- 000- 0000- 6590		54.64	#049 LOF	9993	Repair & Maintenance Supplies	N
<b>14386 Paradigm Automotive</b>		<b>54.64</b>		<b>1 Transactions</b>		
10906 Shipp/Dale						
11- 925- 000- 0000- 6330		18.40	NRAC mlg- 12/14		Transportation & Travel	Y
11- 925- 000- 0000- 6350		35.00	NRAC mtg- 12/14		Per Diem	Y
<b>10906 Shipp/Dale</b>		<b>53.40</b>		<b>2 Transactions</b>		
13934 The Tire Barn						
11- 925- 000- 0000- 6590		54.50	2 tires, mount, etc	21509	Repair & Maintenance Supplies	N
11- 925- 000- 0000- 6590		68.47	LOF #666	55578	Repair & Maintenance Supplies	N
11- 925- 000- 0000- 6590		802.40	4 tires #666	55713	Repair & Maintenance Supplies	N
<b>13934 The Tire Barn</b>		<b>925.37</b>		<b>3 Transactions</b>		
15229 Thompson/Dennis J						
11- 925- 000- 0000- 6330		21.85	NRAC mlg- 12/14		Transportation & Travel	N
<b>15229 Thompson/Dennis J</b>		<b>21.85</b>		<b>1 Transactions</b>		
12788 Timmer Implement of Aitkin						
11- 925- 000- 0000- 6590		144.40	Hyd Oil	Acct 09465	Repair & Maintenance Supplies	N
<b>12788 Timmer Implement of Aitkin</b>		<b>144.40</b>		<b>1 Transactions</b>		
4927 Turnock/Franklin Allen						
11- 925- 000- 0000- 6330		34.50	NRAC mlg- 12/14		Transportation & Travel	Y
11- 925- 000- 0000- 6350		35.00	NRAC mtg- 12/14		Per Diem	Y
<b>4927 Turnock/Franklin Allen</b>		<b>69.50</b>		<b>2 Transactions</b>		
10017 Tveit/Galen						
11- 925- 000- 0000- 6330		20.70	NRAC mlg- 12/14		Transportation & Travel	Y

# Aitkin County



## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
11 Forest Development

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name	
11-925-000-0000-6350		35.00	NRAC mtg- 12/14	Per Diem	Y
10017 Tveit/Galen		55.70	2 Transactions		
12065 Warnest/Timothy E					
11-925-000-0000-6330		36.23	NRAC mlg- 12/14	Transportation & Travel	Y
11-925-000-0000-6350		35.00	NRAC mtg- 12/14	Per Diem	Y
12065 Warnest/Timothy E		71.23	2 Transactions		
925 DEPT Total:		2,690.14	Resource Management	18 Vendors	30 Transactions
939 DEPT			County Surveyor		
10452 AT&T Mobility					
11-939-000-0000-6250		43.09	Wireless bill	287302631438	Telephone
			10/26/2020 11/25/2020		N
10452 AT&T Mobility		43.09	1 Transactions		
14897 MN Assoc of County Surveyors					
11-939-000-0000-6240		80.00	2021 Dues- R Quale	Dues/Assoc Fees	N
14897 MN Assoc of County Surveyors		80.00	1 Transactions		
939 DEPT Total:		123.09	County Surveyor	2 Vendors	2 Transactions
11 Fund Total:		2,813.23	Forest Development		32 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
14 Capital Project

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formu	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
949	DEPT		Courthouse Addition			
13649	Aitkin Rental Center		CARPET REMOVER FOR STORAGE	10673	Miscellaneous- Capital Expense	1
	14- 949- 000- 0000- 6630		12/31/1969 12/31/1969			
13649	Aitkin Rental Center		1 Transactions			
9300	Bieniek's Abatement Services LLC		ABATEMENT OF TILE IN IT	7820B	Miscellaneous- Capital Expense	Y
	14- 949- 000- 0000- 6630	2,730.00	12/31/1969 12/31/1969			
9300	Bieniek's Abatement Services LLC		1 Transactions			
9085	Climate Makers Inc		CHILLER STARTUP FOR BUILDING	102340	Miscellaneous- Capital Expense	N
	14- 949- 000- 0000- 6630	806.00	12/31/1969 12/31/1969			
9085	Climate Makers Inc		1 Transactions			
11521	Environmental Health & Security Publ.		PCM air sampling (IT)	376	Miscellaneous- Capital Expense	N
	14- 949- 000- 0000- 6630	650.00				
11521	Environmental Health & Security Publ.		1 Transactions			
		650.00				
949	DEPT Total:	4,231.00	Courthouse Addition	4 Vendors	4 Transactions	
14	Fund Total:	4,231.00	Capital Project		4 Transactions	

# Aitkin County



WLC1  
12/18/20 12:40PM  
19 Long Lake Conservation C

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 42

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
521 DEPT		LLCC Administration			
3160 Mille Lacs Energy Coop- Albert Lea					
19- 521- 000- 0000- 6254		271300801 - PARKING LOT	NOV 2020	Utilities	N
		12/31/1969 12/31/1969			
19- 521- 000- 0000- 6254		271300703 - NSL	NOV 2020	Utilities	N
		12/31/1969 12/31/1969			
19- 521- 000- 0000- 6254		271300502 - ENERGY CENTER	NOV 2020	Utilities	N
		12/31/1969 12/31/1969			
19- 521- 000- 0000- 6254		271300901 - STAFF RES	NOV 2020	Utilities	N
		12/31/1969 12/31/1969			
3160 Mille Lacs Energy Coop- Albert Lea		4 Transactions			
521 DEPT Total:		LLCC Administration	1 Vendors	4 Transactions	
524 DEPT		LLCC Maintenance			
116 Aitkin Pet & Farm Supply Inc					
19- 524- 000- 0000- 6422		Softener Salt	628624	Janitorial Services/Supplies	N
116 Aitkin Pet & Farm Supply Inc		1 Transactions			
2340 Hyytinen Hardware Hank					
19- 524- 000- 0000- 6422		Screws	1614676	Janitorial Services/Supplies	N
19- 524- 000- 0000- 6422		MASKING TAPE	1615891	Janitorial Services/Supplies	N
		12/31/1969 12/31/1969			
19- 524- 000- 0000- 6422		Screws	1618064	Janitorial Services/Supplies	N
2340 Hyytinen Hardware Hank		3 Transactions			
524 DEPT Total:		LLCC Maintenance	2 Vendors	4 Transactions	
19 Fund Total:		Long Lake Conservation Center		8 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1  
12/18/20 12:40PM  
21 Parks

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
520 DEPT		Parks			
9075 Aardvark by On Site Companies					
21- 520- 000- 0000- 6231		5.30- Credit Tax	1041833	Services, Labor, Contracts	N
21- 520- 000- 0000- 6231		9.64- Credit Pricing	1041834	Services, Labor, Contracts	N
21- 520- 000- 0000- 6231		234.00 Aitkin Camp Restroom	1047823	Services, Labor, Contracts	N
9075 Aardvark by On Site Companies		219.06		3 Transactions	
13649 Aitkin Rental Center					
21- 520- 000- 0000- 6231		155.00 Bobcat/Brushwolf	10671	Services, Labor, Contracts	1
13649 Aitkin Rental Center		155.00		1 Transactions	
9625 Blind Lake ATV Club					
21- 520- 000- 0000- 6802		7,188.52 Blind Lake ATV		Trail Grants- State	N
9625 Blind Lake ATV Club		7,188.52		1 Transactions	
3160 Mille Lacs Energy Coop- Albert Lea					
21- 520- 000- 0000- 6231		67.39 Berglund Park Electric	185110602	Services, Labor, Contracts	N
		11/01/2020 12/01/2020			
3160 Mille Lacs Energy Coop- Albert Lea		67.39		1 Transactions	
520 DEPT Total:		7,629.97		Parks 4 Vendors	6 Transactions
21 Fund Total:		7,629.97		Parks	6 Transactions
Final Total:		194,903.45		269 Vendors	415 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>
	1	123,649.61	General Fund
	3	34,354.90	Road & Bridge
	5	3,177.29	Health & Human Services
	9	90.00	State
	10	18,249.78	Trust
	11	2,813.23	Forest Development
	14	4,231.00	Capital Project
	19	707.67	Long Lake Conservation Center
	21	7,629.97	Parks
<b>All Funds</b>		<b>194,903.45</b>	<b>Total</b>

Approved by, .....

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50



WLC1  
12/30/20 11:07AM

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

*Contegrity  
Hwy. Dept.  
Year End Payments*

WLC1  
 12/30/20 11:07AM  
 1 General Fund

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
44	DEPT			Central Services			
88628	Dalco Enterprises, Inc.						
	01-044-920-0000-6800		147.90	GLOVES	3679253	COVID Related Expenditures	N
	01-044-920-0000-6800		73.95	GLOVES	3679264	COVID Related Expenditures	N
	01-044-920-0000-6800		68.20	SPRAY BOTTLES	3679270	COVID Related Expenditures	N
	01-044-920-0000-6800		476.68	MOPS AND PADS	3679313	COVID Related Expenditures	N
	01-044-920-0000-6800		3,995.00	ELECTROSTATIC SPRAYERS	3686388	COVID Related Expenditures	N
88628	Dalco Enterprises, Inc.		4,761.73	5 Transactions			
44	DEPT Total:		4,761.73	Central Services	1 Vendors	5 Transactions	
90	DEPT			Attorney			
9489	Redwood Toxicology Laboratory, Inc						
	01-090-000-0000-6213		53.36	Testing for pre- trial def 10/06/2020 10/27/2020	122891202010	Drug & Forfeiture Ms387.213	6
	01-090-000-0000-6213		81.17	Testing for Pre- trial Def 11/03/2020 11/30/2020	122891202011	Drug & Forfeiture Ms387.213	6
9489	Redwood Toxicology Laboratory, Inc		134.53	2 Transactions			
90	DEPT Total:		134.53	Attorney	1 Vendors	2 Transactions	
110	DEPT			Courthouse Maintenance			
88628	Dalco Enterprises, Inc.						
	01-110-000-0000-6231		816.38	TOWELS	3686409	Services, Labor, Contracts	N
	01-110-000-0000-6422		345.00	DRY VAC FOR SQUARE SCRUB	3719618	Janitorial Supplies	N
	01-110-000-0000-6422		892.93	TOILET PAPER, PAPER TOWELS	3719642	Janitorial Supplies	N
88628	Dalco Enterprises, Inc.		2,054.31	3 Transactions			
9563	Germ Fighters USA						
	01-110-000-0000-6231		3,624.36	Surface protectant/Hand san	1007	Services, Labor, Contracts	Y
9563	Germ Fighters USA		3,624.36	1 Transactions			
15205	Nelson Excavating & Landscaping						
	01-110-000-0000-6231		2,335.00	SNOW PLOWING 11/11/2020 11/22/2020	1763	Services, Labor, Contracts	Y
	01-110-000-0000-6231		2,407.50	SNOW PLOWING 12/14/2020 12/22/2020	1776	Services, Labor, Contracts	Y

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1  
12/30/20 11:07AM  
1 General Fund

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Descripti	1099	On Behalf of Name
15205	Nelson Excavating & Landscaping				4,742.50							
								2 Transactions				
13934	The Tire Barn											
		01-110-000-0000-6231			36.99	TIRE REPAIR FOR MOWER		21938		Services, Labor, Contracts		N
13934	The Tire Barn				36.99			1 Transactions				
110	DEPT Total:				10,458.16	Courthouse Maintenance		4 Vendors		7 Transactions		
120	DEPT					Service Officer						
4641	Holiday Credit Office											
		01-120-000-0000-6511			93.61	Nov Fuel		1400-X-136-034		Gas And Oil		N
4641	Holiday Credit Office				93.61			1 Transactions				
120	DEPT Total:				93.61	Service Officer		1 Vendors		1 Transactions		
500	DEPT					Library And Historical Society						
14295	May/Rebecca											
		01-500-500-0000-6350			245.00	ECRL Board				Library Per Diem		N
						01/13/2020	12/14/2020					
14295	May/Rebecca				245.00			1 Transactions				
500	DEPT Total:				245.00	Library And Historical Society		1 Vendors		1 Transactions		
601	DEPT					Extension						
10850	Carlson/David L											
		01-601-000-0000-6350			35.00	Ext Committee				Per Diem		Y
10850	Carlson/David L				35.00			1 Transactions				
14813	Joerger, Rebecca											
		01-601-000-0000-6350			35.00	Ext Committee				Per Diem		Y
14813	Joerger, Rebecca				35.00			1 Transactions				
601	DEPT Total:				70.00	Extension		2 Vendors		2 Transactions		
700	DEPT					Promotion,AEOA Tran,Airport,RC&D,Tou						
178	City Of Tamarack											
		01-700-909-0000-6800			1,000.00	Tourism Grant				Tourism Miscellaneous		N

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1  
 12/30/20 11:07AM  
 1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
178 City Of Tamarack		1,000.00		1 Transactions	
700 DEPT Total:		1,000.00	Promotion,AEOA Tran,Airport,RC&D,T.	1 Vendors	1 Transactions
1 Fund Total:		16,763.03	General Fund		19 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1  
 12/30/20 11:07AM  
 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.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
308 DEPT			R&B Equipment & Facilities			
13911 BERT'S TRUCK EQUIP. OF MOORHEAD		45,966.00	2020 F550 Mechanic Truck	W 96630	Capital Outlay- Facilities	N
03-308-000-0000-6600						
13911 BERT'S TRUCK EQUIP. OF MOORHEAD		45,966.00	1 Transactions			
308 DEPT Total:		45,966.00	R&B Equipment & Facilities	1 Vendors	1 Transactions	
3 Fund Total:		45,966.00	Road & Bridge		1 Transactions	

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1  
12/30/20 11:07AM  
14 Capital Project

Vendor No.	Name <u>Account/Formula</u>	Rpt <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Descripti</u> <u>On Behalf of Name</u>	<u>1099</u>
949	DEPT			Courthouse Addition			
14928	Always There Staffing Inc. 14- 949- 000- 0000- 6231		323.33	Aitkin County Gov't Center	29988	Services, Labor, Contracts	N
14928	Always There Staffing Inc.		323.33	1 Transactions			
13725	Beartooth True Value 14- 949- 000- 0000- 6231		7.49	Aitkin County Gov't Center	A91234	Services, Labor, Contracts	N
13725	Beartooth True Value		7.49	1 Transactions			
13545	Contegrity Group, Inc. 14- 949- 000- 0000- 6630		4,942.97	Aitkin County Gov't Center	2020246	Miscellaneous- Capital Expense	N
13545	Contegrity Group, Inc.		4,942.97	1 Transactions			
12150	Eagle Construction Co. Inc. 14- 949- 000- 0000- 6231		8,658.89	Aitkin County Gov't Center	App #18	Services, Labor, Contracts	N
12150	Eagle Construction Co. Inc.		33,914.85	Aitkin County Gov't Center	Final	Services, Labor, Contracts	N
12150	Eagle Construction Co. Inc.		42,573.74	2 Transactions			
9298	Elite Environmental Services 14- 949- 000- 0000- 6630		650.00	PCM air sampling - IT	376	Miscellaneous- Capital Expense	Y
9298	Elite Environmental Services		650.00	1 Transactions			
1754	Garrison Disposal Company, Inc 14- 949- 000- 0000- 6231		512.00	Aitkin County Gov't Center	149823	Services, Labor, Contracts	N
1754	Garrison Disposal Company, Inc		512.00	1 Transactions			
14925	Olympic Companies, Inc. 14- 949- 000- 0000- 6231		7,127.85	Aitkin County Gov't Center	App #23	Services, Labor, Contracts	N
14925	Olympic Companies, Inc.		7,127.85	1 Transactions			
9565	Performance Film 14- 949- 000- 0000- 6231		1,450.00	Aitkin County Gov't Center	App #234	Services, Labor, Contracts	Y
9565	Performance Film		1,450.00	1 Transactions			
949	DEPT Total:		57,587.38	Courthouse Addition	8 Vendors	9 Transactions	
14	Fund Total:		57,587.38	Capital Project		9 Transactions	

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

WLC1  
 12/30/20 11:07AM  
 19 Long Lake Conservation C

Vendor No.	Vendor Name	Account/Formula	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
			Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT				LLCC Administration			
	783	Canon Financial Services, Inc		106.01	COPIER CONTRACT	21531033	Services, Labor, Contracts	N
		19- 521- 000- 0000- 6231						
	783	Canon Financial Services, Inc		106.01	1 Transactions			
521	DEPT Total:			106.01	LLCC Administration	1 Vendors	1 Transactions	
19	Fund Total:			106.01	Long Lake Conservation Center		1 Transactions	
	Final Total:			120,422.42	21 Vendors	30 Transactions		

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	16,763.03	General Fund
3	45,966.00	Road & Bridge
14	57,587.38	Capital Project
19	106.01	Long Lake Conservation Center
<b>All Funds</b>	<b>120,422.42</b>	<b>Total</b>

Approved by, .....

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50



# Aitkin County

KMRI  
12/21/20 1:47PM

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, Period 3

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  
12/21/20 1:47PM  
13 Taxes & Penalties

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>
8410 Bremer Bank		1,257.90			
1 13-943-000-0000-2001		1,257.90	NSF Check - Period 3	29-1-462000	Cur - Property Taxes N
8410 Bremer Bank			1 Transactions		
<b>13 Fund Total:</b>		1,257.90	<b>Taxes &amp; Penalties</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>Final Total:</b>		1,257.90	<b>1 Vendors</b>	<b>1 Transactions</b>	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
13	1,257.90	Taxes & Penalties
All Funds	1,257.90	Total

Approved by, .....  
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KMR1  
12/22/20 9:31AM

# Aitkin County

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO



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

*Elan Paid 12/10/20 Allocated*

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMRI  
12/22/20 9:31AM  
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	
5462 Bremer Bank (Elan ACH)					
35 01-001-000-0000-6405		11.09 Desk Calendar		Office & Computer Supplies	N
37 01-001-000-0000-6405		39.99 Years of Service - Pratt		Office & Computer Supplies	N
63 01-044-000-0000-6800		6,893.12- ELAN Paid 12/10/20 - Allocated		ELAN - Statement Payment	N
16 01-044-920-0000-6800		25.89 Webcam - Sheriff		COVID Related Expenditures	N
23 01-044-920-0000-6800		188.79 Face Shields - Sheriff		COVID Related Expenditures	N
40 01-049-000-0000-6402		221.22 Ethernet Patch Cables- Various		Computer Supplies & Software	N
41 01-049-000-0000-6402		19.02 Fiber Optic Patch Cable		Computer Supplies & Software	N
36 01-052-000-0000-6405		118.78 Misc. Office Supplies		Office & Computer Supplies	N
39 01-052-000-0000-6405		37.99 Bluetooth Speakers - Jessica		Office & Computer Supplies	N
18 01-053-000-0000-6405		49.14 Mesh Letter Tray Organizer (2)		Office & Computer Supplies	N
56 01-090-000-0000-6625		74.42 Label Maker		Office Equipment	N
26 01-200-000-0000-6405		25.58 Lamp		Office Supplies	N
28 01-200-000-0000-6405		25.99 Cell Phone Charger		Office Supplies	N
29 01-200-000-0000-6405		39.96 Sterile Solution		Office Supplies	N
30 01-200-000-0000-6405		28.85 Zandex- Caster Wheel #206		Office Supplies	N
31 01-200-000-0000-6405		103.06 Brownell- Armerer Parts&Tools		Office Supplies	N
44 01-200-000-0000-6405		30.66 GPS Puck #220		Office Supplies	N
45 01-200-000-0000-6405		36.69 Car Charger #220		Office Supplies	N
21 01-200-000-0000-6409		25.49 Galaxy Phone Case		Deputy Supplies	N
22 01-200-000-0000-6409		26.97 Car Chargers		Deputy Supplies	N
33 01-200-000-0000-6610		552.95 LaRue - Scope		Equipment & Radios	N
52 01-200-003-0000-6241		250.00 MSA - Winter Conf Reg.		Registration Fee	N
32 01-200-019-0000-6231		68.49 Nationwide - K-9 Insurance		Services, Labor, Contracts	N
25 01-200-201-0000-6610		7.99 Wrist Bands		Equipment	N
27 01-200-201-0000-6610		186.71 Storage Tote Set		Equipment	N
51 01-200-201-0000-6610		224.40 Sec Equip Co - Pepper Spray		Equipment	N
24 01-252-000-0000-6405		37.87 Ink Cartridge, Pens		Office & Computer Supplies	N
54 01-252-000-0000-6405		18.12 Walmart - Jail Supplies		Office & Computer Supplies	N
15 01-252-000-0000-6424		99.20 Walmart - Towels		Inmate Supplies	N
55 01-252-000-0000-6511		11.62 Gas - Meeting #302		Gas And Oil	N
14 01-252-252-0000-6405		31.68 Walmart- Xmas Tree Treats		Prisoner Welfare	N
61 01-252-252-0000-6405		28.00 Inmate Treats		Prisoner Welfare	N
62 01-253-000-0000-6405		104.99 Belt Sander		Operating Supplies	N
38 01-257-000-0000-6405		2.34- Sales Tax Refund- Family Dollar		Office Supplies	N
59 01-390-000-0000-6208		100.00 Food Safety - M. Leitinger		Training/Education	N
57 01-390-000-0000-6405		8.40 QAC Sanitizer Test Paper		Office, Film, And Field Supplies	N
58 01-390-000-0000-6405		19.13 FBL Supplies- Dishwasher Labels		Office, Film, And Field Supplies	N
60 01-390-000-0000-6405		141.31 FBL Pool Supplies		Office, Film, And Field Supplies	N

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1  
12/22/20 9:31AM  
1 General Fund

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
17	01-053-000-0000-6231		25.00	Drug & Alcohol Clearing House	26QHU7RM	Services, Labor, Contracts	N
34	01-044-920-0000-6800		16.02	Zoom Monthly- Comm Corrections	53592603	COVID Related Expenditures	N
				11/23/2020 12/22/2020			
53	01-110-000-0000-6422		479.94	Xterilizer UV Lights	COVID	Janitorial Supplies	N
42	01-040-000-0000-6625		859.58	Canon ImageFORMULA Scanner	W. Bright	Office Equipment	N
43	01-040-000-0000-6625		34.99	Wireless Keyboard	W. Bright	Office Equipment	N
5462	Bremer Bank (Elan ACH)		2,459.49-	43 Transactions			
<b>1 Fund Total:</b>			<b>2,459.49-</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>43 Transactions</b>	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1  
12/22/20 9:31AM  
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>
19 5462 Bremer Bank (Elan ACH) 03-301-000-0000-6400		180.00	DocuSign 12/03/2020 01/02/2021	22312143	Supplies And Materials N
20 03-303-000-0000-6296 5462 Bremer Bank (Elan ACH)		100.00 280.00	Inspector Recert - Johnson 2 Transactions	293645	Meeting Expense/Physicals N
<b>3 Fund Total:</b>		<b>280.00</b>	<b>Road &amp; Bridge</b>	<b>1 Vendors</b>	<b>2 Transactions</b>

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1  
12/22/20 9:31AM  
5 Health & Human Services

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formulari</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)					
11 05-000-000-0000-6800		10.00	Fraud Charges - Credit 11/12/2020	Misc. Agency Expense	N
8 05-400-000-0000-6801		92.97	Covid-19 - USB Headsets (JS/SJ) 11/24/2020	Disaster Services - Expenditure	N
10 05-400-000-0000-6801		107.94	Covid-19 Safety Goggles 11/25/2020	Disaster Services - Expenditure	N
3 05-400-440-0410-6405		3.49	Sortwik Moistener 11/24/2020	Office Supplies	N
6 05-400-440-0410-6405		4.16	Agency - AA Batteries 11/24/2020	Office Supplies	N
7 05-400-440-0410-6405		21.43	Agency - Locking Bags/Locks 11/24/2020	Office Supplies	N
9 05-400-440-0410-6405		36.40	Agency - Locking Bags 11/24/2020	Office Supplies	N
12 05-400-440-0410-6405		26.24	Planner - (HC) 12/01/2020	Office Supplies	N
13 05-400-440-0410-6405		13.12	Acctg - Toner Cartridge (CG) 12/03/2020	Office Supplies	N
2 05-400-450-0451-6231		264.00	SHIP - HC Wix Website 11/20/2020	Services/Labor/Contracts	N
1 05-400-450-0451-6406		21.59	SHIP- HC Self Care/Eat to Energ 12/01/2020	PH Program Related Supplies	N
6 05-420-600-4800-6405		8.57	Agency - AA Batteries 11/24/2020	Office Supplies	N
7 05-420-600-4800-6405		44.19	Agency - Locking Bags/Locks 11/24/2020	Office Supplies	N
9 05-420-600-4800-6405		75.07	Agency - Locking Bags 11/24/2020	Office Supplies	N
13 05-420-600-4800-6405		27.06	Acctg - Toner Cartridge (CG) 12/03/2020	Office Supplies	N
4 05-420-640-4800-6405		9.99	CS - Planner (JH) 11/24/2020	Office Supplies	N
5 05-430-700-4800-6402		34.98	Computer Power Cord (CS) 11/24/2020	Computer/Technology Supplies	N
6 05-430-700-4800-6405		13.25	Agency - AA Batteries 11/24/2020	Office Supplies	N
7 05-430-700-4800-6405		68.29	Agency - Locking Bags/Locks 11/24/2020	Office Supplies	N

# Aitkin County



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

KMR1  
12/22/20 9:31AM  
5 Health & Human Services

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
9 05-430-700-4800-6405		Agency - Locking Bags 11/24/2020		Office Supplies	N
13 05-430-700-4800-6405		Acctg - Toner Cartridge (CG) 12/03/2020		Office Supplies	N
5462 Bremer Bank (Elan ACH)		21 Transactions			
<b>5 Fund Total:</b>		<b>1,020.56</b>		<b>Health &amp; Human Services</b>	<b>1 Vendors</b>
					<b>21 Transactions</b>

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1  
12/22/20 9:31AM  
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>
5462 Bremer Bank (Elan ACH)					
48 10-923-000-0000-6208		50.00	Forest Mgmt Summit - Courteman		Training/Education N
49 10-923-000-0000-6208		50.00	Forest Mgmt Summit - Parkin		Training/Education N
46 10-923-000-0000-6254		194.98	Spectrum Internet	45857112020	Utilities N
5462 Bremer Bank (Elan ACH)		294.98	3 Transactions		
<b>10 Fund Total:</b>		<b>294.98</b>	<b>Trust</b>	<b>1 Vendors</b>	<b>3 Transactions</b>

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

KMR1  
12/22/20 9:31AM  
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>
47 5462 Bremer Bank (Elan ACH)		849.00	Metaldetector.com	Supplies	N
5462 Bremer Bank (Elan ACH)		849.00	1 Transactions		
<b>11 Fund Total:</b>		<b>849.00</b>	<b>Forest Development</b>	<b>1 Vendors</b>	<b>1 Transactions</b>

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO]

KMR1  
12/22/20 9:31AM  
19 Long Lake Conservation C

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>
50 5462 Bremer Bank (Elan ACH)		14.95	WIX.Com LLCC Domain Name	816775151	Printing, Publ & Adv Promotion N
5462 Bremer Bank (Elan ACH)		14.95	1 Transactions		
<b>19 Fund Total:</b>		14.95	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>Final Total:</b>		0.00	<b>6 Vendors</b>	<b>71 Transactions</b>	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>	
	1	-2,459.49	General Fund	
	3	280.00	Road & Bridge	
	5	1,020.56	Health & Human Services	
	10	294.98	Trust	
	11	849.00	Forest Development	
	19	14.95	Long Lake Conservation Center	
<b>All Funds</b>		<b>0.00</b>	<b>Total</b>	Approved by, .....
				.....
				.....

KMR1  
12/23/20 12:50PM

# 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

DEIP Fee's  
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  
12/23/20 12:50PM  
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>
<b>8410 Bremer Bank</b>					
3 01-044-904-0000-6231		735.80	Participant Fees- Credit Inv.	15560099	Flex Services, Labor, Etc N
1 01-044-904-0000-6360		1,490.00	Dep Care FSA Claims 2020	39649399	Flex Plan Withdrawals N
2 01-044-904-0000-6360		1,296.94	Med FSA Claims 2020	39649399	Flex Plan Withdrawals N
<b>8410 Bremer Bank</b>		<b>3,522.74</b>	<b>3 Transactions</b>		
<b>1 Fund Total:</b>		<b>3,522.74</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>3 Transactions</b>
<b>Final Total:</b>		<b>3,522.74</b>	<b>1 Vendors</b>	<b>3 Transactions</b>	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	3,522.74	General Fund
All Funds	3,522.74	Total

Approved by, .....

.....

.....

KMR1  
12/24/20 9:28AM

# Aitkin County

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO



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

*Elan paid 12/24/20*

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO]

KMR1  
12/24/20 9:28AM  
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>
1 5462 Bremer Bank (Elan ACH)		7,041.91	ELAN - Paid 12/24/2020	ELAN - Statement Payment	N
01- 044- 000- 0000- 6800					
5462 Bremer Bank (Elan ACH)		7,041.91	1 Transactions		
<b>1 Fund Total:</b>		<b>7,041.91</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>Final Total:</b>		<b>7,041.91</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	7,041.91	General Fund
All Funds	7,041.91	Total

Approved by, .....

.....

.....

SH



# Aitkin County

KMRI  
12/30/20 9:13AM

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

FSA Claims 2020

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  
12/30/20 9:13AM  
1 General Fund

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.</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>
8410 Bremer Bank					
1 01- 044- 904- 0000- 6360		945.04	Dep Care FSA Claims 2020	39656659	Flex Plan Withdrawals N
2 01- 044- 904- 0000- 6360		480.91	Med FSA Claims 2020	39656659	Flex Plan Withdrawals N
8410 Bremer Bank		1,425.95	2 Transactions		
<b>1 Fund Total:</b>		1,425.95	<b>General Fund</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
<b>Final Total:</b>		1,425.95	<b>1 Vendors</b>	<b>2 Transactions</b>	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,425.95	General Fund
<b>All Funds</b>	<b>1,425.95</b>	<b>Total</b>

Approved by, .....  
.....  
.....



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** January 5, 2021

**Title of Item:** Extension Committee Reappointments

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Angie Sahr		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> The Extension Committee has three openings: District 2, District 4, and District 5. All three current members have applied for reappointment. Copies of their applications are attached. No others applications were received.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend reappoint Becky Joerger, Dave Carlson, and Joy Janzen to the Extension Committee, terms ending December 31, 2023.		
<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>		

# UNIVERSITY OF MINNESOTA

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*University of Minnesota Extension*

*Aitkin County*

*Room 134  
217 2nd Street N.W.  
Aitkin, MN 56431-1272  
218-927-2538  
Fax: 218-927-7374  
[www.extension.umn.edu](http://www.extension.umn.edu)  
[mnext-aitkin@umn.edu](mailto:mnext-aitkin@umn.edu)*

December 18, 2020

Dear Aitkin County Commissioners,

Aitkin County Extension has an advisory committee called the County Extension Committee. The role of the committee members is to be connectors within the county for U of M Extension programs, serve as advocates on behalf of Extension, and provide input when hiring Extension staff and budgets. Terms on the committee are 3-year terms. There are three vacancies on the committee at this time.

Commissioners Marcotte and Westerlund serve on the County Extension Committee and recommend appointing Becky Joerger and Dave Carlson, of Palisade; and Joy Janzen, of Aitkin, to a three year term from January 1, 2021 to December 31, 2023.

Thank you,

Susanne Hinrichs  
Regional Director,  
Northeast Region

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin County Extension Committee

AITKIN COUNTY COMMISSIONER DISTRICT 4

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

I was involved in 4-H + FFA growing up and grew up on a dairy + beef farm, was very involved in my community, at church and the County fair. I'm involved in 4-H with my son and school activities. I've enjoyed being on this committee the last couple of years and would really like to continue serving on it.

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

Becky Joerger  
Signature of Applicant

7-13-2020  
Date

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

Is this application submitted by appointing authority? Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

NAME OF APPLICANT: Becky Joerger

STREET ADDRESS OF APPLICANT:

36089 Grove Street  
Palisade, MN 56469

PHONE NUMBERS:

DAYS 218-821-5475  
EVENINGS 218-821-5475

**For Office Use Only**

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

Date of Term Expiration: \_\_\_\_\_

Term #: \_\_\_\_\_

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

RECEIVED

OCT 15 2020

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Extension

AITKIN COUNTY COMMISSIONER DISTRICT

5

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

I have ~~been~~ been on the extension committee for many years. I have served on the Aitkin Co. Fair board and am a member of the Palisade Area Lions. I also was a project leader (dog project) in Aitkin Co. for 19 years.

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

  
Signature of Applicant

10-10-20  
Date

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

Is this application submitted by appointing authority? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Please return application to the Aitkin County Administrator's office, located at  
307 2<sup>nd</sup> Street NW - Room 310, Aitkin, MN 56431

NAME OF APPLICANT: David Carlson

STREET ADDRESS OF APPLICANT:

306 3<sup>rd</sup> Ave.

P.O. Box 133

Palisade, MN 56469

PHONE NUMBERS:

DAYS 218 845-2036

EVENINGS 218 845-2036

For Office Use Only

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

Date of Term Expiration: \_\_\_\_\_

Term #: \_\_\_\_\_

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

RECEIVED

Aitkin Co. Extension Committee

OCT - 5 2020

AITKIN COUNTY COMMISSIONER DISTRICT 2

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

Joy worked as Extension Educator for 6 years in Aitkin Co. and Nutrition Educator for Aitkin Co. 16 years. She has served on Aitkin Co. Fair Board for 10 years, Aitkin Lions club for 16 years, Planning and zoning board - 2 terms, Aitkin Co. Board of Adjustments - 2 yrs. St. John's Lutheran Church Finance board, Russian Gulf Support Group co-chain, Aitkin Co. Ext. Com. 2 terms Aitkin Co. Health & Human Services Committee - 2 terms.

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

Joy Janzen  
Signature of Applicant

10-1-2020  
Date

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

Is this application submitted by appointing authority? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Please return application to the Aitkin County Administrator's office, located at  
307 2<sup>nd</sup> Street NW - Room 310, Aitkin, MN 56431

NAME OF APPLICANT: Joy Janzen

STREET ADDRESS OF APPLICANT:  
36208 Deer St.  
Aitkin, MN. 56431

PHONE NUMBERS:  
DAYS 218-927-6119  
EVENINGS Same

For Office Use Only

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

OVER



# Board of County Commissioners Agenda Request

51  
Agenda Item #

**Requested Meeting Date:** January 5, 2021

**Title of Item:** Reaffirm Annual Code of Ethics

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Bobbie Danielson		<b>Department:</b> Human Resources
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> This policy is reaffirmed annually.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to reaffirm the policy attached and to authorize the Commissioners to sign the Code of Ethics annual confirmation. (Signature page with Angie Sahr)		
<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>		

# ARTICLE VIII ORGANIZATIONAL STANDARDS AND RULES

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## Section A. Code Of Ethics

Purpose: To define conflict of interest to Aitkin County employees.

### CODE OF ETHICS FOR AITKIN COUNTY EMPLOYEES

(Conflict of Interest)

#### Subd. (1) Definitions

For the purpose of this policy the following definitions shall apply:

- (a) Business means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity that engages either in nonprofit or profit making activities.
- (b) Confidential information means any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (c) Private interest means any interest, including but not limited to a financial interest, which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (d) Immediate family means spouse, child, parent, grandparent and spouse of such persons.
- (e) Employee shall include elected officials and all County employees, including department heads.

#### Subd. (2) Acceptance of Gifts Or Favors

Employees of the County of Aitkin in the course of or in relation to their official duties, shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the County, for any activity related to the duties of the employee unless otherwise provided by law. The provisions of Minn.Stat. ~~§471.87~~ and the exceptions set forth in Minn. Stat. . ~~§471.88~~ shall apply. The acceptance of any of the following shall not be in violation of this Section:

- (a) Plaques or similar mementos recognizing individual services in a field of specialty or to a charitable cause;
- (b) Honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time for which they are not compensated by the County of Aitkin.

Subd. (3) Use of Confidential Information

An employee of the County of Aitkin shall not use confidential information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

Subd. (4) Use of Property

An employee shall not use or allow the use of County time, supplies, or County owned or leased property and equipment for the employee's private interest or any other use not in the interest of the County, except as provided by law and/or the County's Information Systems' Policy.

Subd. (5) Conflicts of Interest

The following actions by an employee of the County of Aitkin shall be deemed a conflict of interest and subject to disciplinary action as appropriate:

- (a) Use or attempted use of the employee's official position to secure benefits, privileges, exceptions or advantages for the employee or the employee's immediate family or an organization with which the employee is associated, which are different from those available to the public; or
- (b) Acceptance of other employment, engagement in private business or in the conduct of a profession during the hours for which the employee is employed to work for the County, or outside such hours in a manner, that would affect the employee's usefulness as an employee of the County or affect the employee's independent judgement in exercise of the employee's official duties; or
- (c) Actions as an agent or attorney in any action or matter pending before the County of Aitkin, except in the proper discharge of official duties or on the employee's behalf, or as a member of a local labor bargaining unit.

Subd. (6) Determination of Conflict of Interest

When an employee believes that the potential for a conflict of interest exists, it is the employee's duty to report the matter to his/her supervisor, or if there is not a supervisor, to the County Board. Such report shall be made within 7 days after the potential for a conflict becomes known. A conflict of interest shall be deemed to exist when a review of the occurrence by the employee or the employee's supervisor (or the County Board if there is no supervisor) determines that this code of ethics has not been complied with.

Subd. (7) Resolution of Conflict of Interest

If either the employee or the employee's supervisor determines that a conflict of interest exists, the County Board shall handle resolution of the conflict. NOTE: In the case of conflict of interest involving a County Commissioner, the County Attorney shall handle the resolution.

Subd. (8) Acceptance of Advantage By County Employee

- (a) No employee of the County in direct contact with suppliers or potential suppliers of the County, or who may directly or indirectly influence a purchased product or products, evaluation contracted services, or otherwise has official involvement in the purchasing or contracting process shall:
  - (i) Have any financial interest or have any personal beneficial interest directly or indirectly on contracts or purchase orders for goods or services used by, or purchased for resale or furnished to the county; or
  - (b) Accept directly from a person, firm or corporation to which a contract or purchase order has been or may be awarded, a rebate gift, money, or anything of value other than as defined in Section B. No such employee may further accept any promise, obligation or contract for future reward.

Subd. (9) Complaints

If a fellow employee or a non-employee makes a complaint about an employee's compliance with this Policy, the complaint should be initially brought to the attention of his/her department head in private. The department head will notify the subject of the complaint regarding the complaint within 7 days and before addressing the complaint at a public meeting as allowed by law.

Subd. (10) Violations

Violation of the provisions of this policy shall be grounds for disciplinary action against an employee, up to and including termination of employment.

Subd. (11) Annual Confirmation

Department Heads will sign an annual confirmation that they have received, read and understood the Aitkin County Code of Ethics Policy and that they are not aware of any violations of such policy. Such confirmation will be filed with the Human Resources Director.

DATE:

I have received, read, understand and agree to abide by the Aitkin County Code of Ethics Policy.

NAME

DEPARTMENT/TITLE

Board of Commissioners/District 1

Board of Commissioners/District 2

Board of Commissioners/District 3

Board of Commissioners/District 4

Board of Commissioners/District 5

County Administrator

County Assessor

County Attorney

County Auditor

County Engineer

County Recorder

County Sheriff

County Treasurer

DATE:

I have received, read, understand and agree to abide by the Aitkin County Code of Ethics Policy.

NAME

DEPARTMENT/TITLE

\_\_\_\_\_  
Community Corrections Director

\_\_\_\_\_  
Environmental Services Director

\_\_\_\_\_  
Health & Human Services Director

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

\_\_\_\_\_  
IT Director

\_\_\_\_\_  
Land Commissioner

\_\_\_\_\_  
Veterans Service Officer



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** January 5, 2021

**Title of Item:** Renew SSTS and Permit Inspection Contract

<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> Terry Neff, Environmental Services Director		<b>Department:</b> Environmental Services
<b>Presenter (Name and Title):</b> Terry Neff, Environmental Services Director		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b> See attached memorandum.		
<b>Alternatives, Options, Effects on Others/Comments:</b> Find and select another individual to provide inspection services for 2021.		
<b>Recommended Action/Motion:</b> Approve renewing contract with Bryan Hargrave for SSTS and permit inspection services for 2021.		
<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? \$ \$45,500.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

**Aitkin County Environmental Services Planning and Zoning**  
**307 Second Street NW**  
**Room 219**  
**Aitkin, MN 56431**  
Phone: 218-927-7342  
Fax: 218-927-4372



**MEMORANDUM**

**DATE:** December 30, 2020  
**TO:** Aitkin County Board of Commissioners  
**FROM:** Terry Neff, Environmental Services Director  
**RE:** SSTS Contract Inspector

A handwritten signature in black ink, appearing to be 'Terry Neff', written over a circular scribble.

The present SSTS Contract Inspector, Bryan Hargrave has asked to renew his contract for the year 2021. The current duties of the contract inspector are the inspection of the installation of subsurface sewage treatment systems (SSTS) and onsite inspections for zoning permits. We are unaware of any valid complaints on his performance over the past several years. The daily compensation rate is \$350.00 per day. Due to the quality of work, additional soils expertise and current license with the MPCA, I recommend the Board approve entering into a contract with Bryan Hargrave for SSTS and permit inspections for the year 2021 at a rate of \$350.00 per day (enclosed is a copy of the contract).

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

enclosure

c:\ctybrd\ctybrd2021

**CONTRACT FOR INDEPENDENT SUBSURFACE SEWAGE TREATMENT SYSTEM  
INSPECTOR CONTRACTOR**

This contract, dated January 5, 2021 is made between the following parties:

County of Aitkin  
307 2<sup>nd</sup> St NW Rm 219  
Aitkin, MN 56431

And

Downunder Inspections, LLC (Bryan Hargrave) (Independent  
Contractor Located At : 12604 Co. Rd. 118, Merrifield, MN 56465 )

1. **SERVICES.** Aitkin County has adopted an ordinance to provide for the proper design, location, installation, use and maintenance of subsurface sewage treatment systems (SSTS) entitled the Aitkin County Subsurface Sewage Treatment System Ordinance and as required by Minnesota Rules Chapter 7080-7083 and must enforce the provisions of the Ordinance through the services of a qualified employee or licensed SSTS Inspector. The licensed independent SSTS Inspector contractor is responsible for inspections of installations of SSTS in Aitkin County. Aitkin County under the authority of Minnesota Statutes, 103F Minnesota Regulations, Parts 6120.2500 – 6120.3900, and the planning and zoning enabling legislation in Minnesota Statutes Chapter 394, has adopted zoning ordinances to promote the health, safety and general welfare of the inhabitants by dividing the County into zones and regulating therein the uses of land and the construction of all structures.

The duties of the Independent Contractor include, but are not limited to:

A. Obtain copies of the Aitkin County permits and related documents including an approved site evaluation and an approved design for all SSTS inspections prior to inspecting. Aitkin County will supply copies of permits and related documents.

B. Inspect new and replacement SSTS for full compliance with "Aitkin County's Subsurface Sewage Treatment System Ordinance."

C. Complete to the satisfaction of the Aitkin County Planning and Zoning Department all inspection forms, certificate of compliance or notice of noncompliance and submit to Aitkin County Planning and Zoning Department within five (5) days of the final inspection. This includes all soils information, verification of clean sand and any other information pertinent to the completion of the Individual Sewage Treatment System inspection form (or other form approved by the Environmental Services Director) in its entirety. Final inspection shall be when the tank(s) are covered, and if applicable, the drainfield is covered with black dirt and seeded or sod layed. The independent contractor is responsible and will

be held accountable for sewer inspections and all other relevant information.

D. Take and submit inspection photos, labeled clearly with inspectors name, installers name, property owners name, date and type of septic system and in sufficient quantity to document tank and drainfield area.

E. It is the responsibility of the independent contractor to have available all tools and equipment necessary to adequately complete a SSTS and site inspection(s).

F. It is the responsibility of the independent contractor to provide transportation to the job site and to service and maintain adequate automobile insurance. A copy of the automobile insurance will be provided to the County prior to any contractual work being performed.

G. Consult verbally and in written form with property owners and SSTS professionals in a positive manner.

H. The independent subsurface sewage treatment system inspector contractor will work together with the Aitkin County Planning and Zoning Department to provide thorough and fair enforcement of the Aitkin County Subsurface Sewage Treatment System Ordinance, Zoning Ordinance and Shoreland Management Ordinance. If during an inspection an item of noncompliance is not corrected the independent subsurface sewage treatment system inspector contractor shall immediately notify the Aitkin County Planning and Zoning Office and shall not authorize backfilling of the SSTS.

I. The Independent Contractor shall perform site inspections for setback distances of structures to verify compliance with permit applications and with the goals and objectives of the zoning ordinances of the Aitkin County Planning and Zoning Department.

2. **INSURANCE:**

The independent contractor is required to provide evidence that he/she carries his/her own insurance coverage's. Evidence shall be in the form of an original certificate of insurance. Faxed or photocopies will not be accepted. Aitkin County must be shown on the certificate as an additionally insured for all liability. The following minimum limits are required:

General Liability = \$1,500,000 aggregate, \$1,500,000 products and completed operations aggregate.

**\$500,000 Personal Injury and Advertising Injury, \$1,500,000 each occurrence.**

Explosion, collapse and underground must be included.

The liability policy must be written on an occurrence basis, not claims made basis. Coverage shall also be indicated on the certificate of insurance for Automobile Liability: Bodily Injury: **\$1,500,000** each occurrence or a combined single limit of **\$1,500,000**. If the independent contractor is unable to carry these minimum underlying limits, he/she shall demonstrate proof that he/she has an umbrella policy to meet the minimum amounts and insurance.

3. **INSPECTION SCHEDULE:** The independent contractor shall be responsible for setting their own schedule and provide a copy of said schedule on a daily basis to the Planning and Zoning Department for approval.
4. **MAINTAIN LICENSURE:** The independent contractor shall secure any and all state licenses that may be required in order to perform the services as contemplated by the inspection duties assigned to him/her and shall comply with all other Federal, State and Local rules, regulations and ordinances as required of a Subsurface Sewage Treatment System Inspector under the rules by the State of Minnesota (Chapter 7080-7083). If the required State License is rendered invalid for any reason the independent contractor shall not conduct any inspections.
5. **CONFLICT OF INTEREST:** The independent contractor shall not inspect an installation if the installer is related to or an employee of the contractor. The independent contractor shall not perform compliance inspections on existing systems or site evaluations and designs during the term of the contract, unless the compliance inspection, site evaluation or design is to fulfill requirements of the contract.
6. **INDEPENDENT CONTRACTOR STATUS:** Aitkin County shall consider individuals who sign this contract as independent contractors and not employees of the County. No statement contained in this contract shall be construed so as to find Contractor to be an employee of the county. The independent contractor acknowledges that he/she shall not be construed as an employee of the County. The independent contractor will not be entitled to workers compensation in the event of his injury while performing inspection duties, shall not be entitled to unemployment compensation in the event of the termination of this contract, shall not have Federal or State income tax, FICA and FUTA withheld from the payments made hereunder, shall not receive any employer match in social security, and shall not be entitled to any County benefit package available to the County employees. The independent contractor shall hold or have applied for a Federal Employee Identification Number and shall supply to Aitkin County the Federal Employee Identification Numbers or a copy of the application.

Independent Contractor acknowledges and agrees that it is his/her sole obligation to comply with the applicable provisions of all Federal and State tax laws.

7. **RELEASE AND INDEMNITY:** The independent contractor agrees to defend, indemnify, and hold Aitkin County, its employees and officials harmless from any claims arising out of an act of omission on the part of the independent contractor. In the event of any disputes or disagreements encountered by the independent contractor with property owners or contractors/installers, the Planning and Zoning staff agree to assist and confirm the work of the Independent Contractor.
8. **TERM:** The term of this contract shall be from May 3, 2021 and run until November 5, 2021. The independent contractor or the County may terminate this agreement after 30 days upon written notice of said termination. The County may terminate the agreement at any time without notice if the independent contractor fails to perform his/her duties satisfactorily or fails to demonstrate sufficient knowledge of local and state rules, regulations and ordinances or fails to exhibit a professional attitude. In the event Aitkin County terminates this contract, a written explanation of why will be provided to the contractor.
9. **COMPENSATION:** The County shall pay the independent contractor a flat fee of \$350.00 per day. This fee does not include travel time to and from the County from the contractor's place of residence or business. The County shall compensate the independent contractor on a bi-weekly basis provided that written invoices have been submitted to and accepted by the Planning and Zoning Department.
10. **ASSIGNMENT:** The independent contractor shall not assign this agreement without prior written consent of the County. This non-assignment clause shall not prohibit the independent contractor from hiring, at his/her discretion, such assistants as may be required in the fulfillment and completion of the inspections and reports as contemplated under this agreement. Any assistants shall be deemed to be employees of the independent contractor, payable by the independent contractor.
11. **NOTICES:** All notices given or sent pursuant to this contract shall be sent by United States mail, addressed to the respective party at the address as set forth in the heading of this agreement, or at such other address as the parties may designate in writing from time to time.
12. **DATA PRACTICES:** All data collected, created, received, maintained, or disseminated for any purposes by the activities of Independent Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now.

13. **RECORDS AVAILABILITY AND RETENTION:** Pursuant to Minn. Statute 16C.05, Subd. 5, the Independent Contractor agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, except, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Independent Contractor and involve transactions relating to the Contract.

Independent Contractor agrees to maintain these records for a period of six years from the date of termination of this Contract.

14. **SIGNATURE:** The independent contractor acknowledges by his/her signature on this document that he/she is in full agreement with the terms as imposed upon him/her by this contract, that he/she will comply with those terms and conditions, and has received a copy of this contract.

COUNTY OF AITKIN

DATE January 5, 2021 BY \_\_\_\_\_  
BOARD CHAIRPERSON

DATE January 5, 2021 BY \_\_\_\_\_  
ENVIRONMENTAL SERVICES  
DIRECTOR

DATE January 5, 2021 BY \_\_\_\_\_  
INDEPENDENT CONTRACTOR



# Board of County Commissioners Agenda Request



Requested Meeting Date: January 5, 2021

Title of Item: County Relief Grants Certification

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration	
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Please see attached resolution to approve the County Relief Grants Certification Form.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve County Relief Grants Certification Form		
<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.

## County Relief Grants Certification Form

Authorized by Laws of Minnesota 2020, 7th Spec. Sess. chapter 2, article 5

This Certification Form must be submitted prior to disbursement of the funds.

Submit by email to [economic.development@state.mn.us](mailto:economic.development@state.mn.us)

Name of County Aitkin County	Phone Number 218-927-7282
Name and Title of Person Filling Out Form Jessica Seibert, County Administrator	Email Address jessica.seibert@co.aitkin.mn.us

By submitting this application, the above-named county certifies it will honor all commitments in the statements below.

1. The distributed funds will be used by the county only in the following manner:

Counties shall use the funds to make grants to individual businesses and nonprofits that, to the extent it is feasible for the county to determine:

- are located in the applicable county in the state of Minnesota or on adjacent tribal land
- have no current tax liens on record with the secretary of state as of the time of application for a grant under this section; and
- were impacted by an executive order related to the COVID-19 pandemic

2. A county shall determine grant recipients and the grant amount awarded per grant.
3. Each county may use the greater of \$6,250 or 2.5 percent of the amount received under this program for administrative costs incurred from making grants under this program. A county may contract with a third party to administer the grant program on behalf of the county.
4. Grant funds must be used by the eligible business or nonprofit for operations expenses incurred during the COVID-19 pandemic.
5. A county may award a grant to a business that is owned by a tribal government and located on tribal land if the business has voluntarily complied with Executive Order No. 20-99.
6. Organizations such as nonprofits, nonprofit arts organizations, nonprofit museums, and nonprofit fitness centers that earn revenue similar to businesses, including but not limited to ticket sales and membership fees, are eligible for grants.
7. The county will periodically report expenditures from this funding source as required by the State of Minnesota.
8. Grants under this program must be awarded by March 15, 2021.
9. Distributed funds cannot be expended after April 1, 2021.

10. Counties must return any funds not expended by April 1, 2021 to the State of Minnesota by April 15, 2021.
11. Counties must complete and return required reporting spreadsheet by April 30, 2021. Submit by email to [economic.development@state.mn.us](mailto:economic.development@state.mn.us)
12. The county understands and will communicate to grant recipients that, in the event federal funding becomes available to fund this program, the funding source may change and the county and/or grantees must comply with all terms of the federal funding source and any applicable Single Audit Act requirements, including the need for federal single audits.

I certify I have the authority to complete this certification on behalf of the county.

Signature of Chief Executive of County	Title	Date
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CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED January 5, 2021

By Commissioner: xxxx

20210105-xxx

County Relief Grants Certification

**WHEREAS**, the State of Minnesota has allocated \$313,202.96 to Aitkin County through the County Relief Grants program to assist businesses and nonprofit organizations that have been negatively affected by the COVID-19 pandemic;

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby approves the Certification Form for County Relief Grants.

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 5<sup>th</sup> day of January, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 5<sup>th</sup> day of January, 2021

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



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** 1-5-21

**Title of Item:** Award Contract No. 20211

<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> 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:**  
Bids were opened on Monday, December 21, 2020, for Contract No. 20211 which includes the following project: CP 001-090-036 - Crushing of 85,000 tons of aggregate at two county-owned pits. This quantity includes 25,000 tons for the Minnesota Department of Natural Resources for use on their forest roads as outlined in an executed agreement.

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

**Recommended Action/Motion:**  
Approve award resolution.

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$ 231,150  
 Is this budgeted?  Yes  No *Please Explain:*  
 A portion of \$240,000 was budgeted for this work in 2020/2021. \$231,150 contract cost includes \$66,750 that will be reimbursed by the Minnesota Department of Natural Resources. Total cost after state reimbursement is \$164,400.

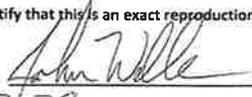
**Aitkin County  
Project Bid Abstract**

**Project Name:** 2021 Gravel Crushing  
**Client:** Aitkin County  
**Bid Opening:** December 21, 2020 at 2:00 PM

**Contract No.:** 20211  
**Project No.:** CP 001-090-036  
**Owner:** Aitkin, Minnesota

Project: CP 001-090-036 - 2021 Gravel Crushing				Engineers Estimate		Ferguson Aggregate & Crushing - Alexandria, MN		TNT Aggregates, LLC - Grand Rapids, MN		Brown Excavating, Inc. - Glenwood, MN		Rocon Paving - McGrath, MN		Wm D Scepaniak Inc - Holdingford, MN		Central Specialties Inc - Alexandria, MN	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2211.505 STOCKPILE AGGREGATE CLASS 6 MOD - SITE A	TON	30000	\$2.65	\$79,500.00	\$2.74	\$82,200.00	\$2.90	\$87,000.00	\$2.95	\$88,500.00	\$3.15	\$94,500.00	\$3.97	\$119,100.00	\$4.75	\$142,500.00
2	2211.505 STOCKPILE AGGREGATE CLASS 5 MOD - SITE B	TON	25000	\$2.65	\$66,250.00	\$2.67	\$66,750.00	\$2.90	\$72,500.00	\$2.95	\$73,750.00	\$3.15	\$78,750.00	\$3.97	\$99,250.00	\$4.75	\$118,750.00
3	2211.505 STOCKPILE AGGREGATE CLASS 6 MOD - SITE B	TON	30000	\$2.65	\$79,500.00	\$2.74	\$82,200.00	\$2.90	\$87,000.00	\$2.95	\$88,500.00	\$3.15	\$94,500.00	\$3.97	\$119,100.00	\$4.75	\$142,500.00
<b>Totals for Project CP 001-090-036</b>					\$225,250.00		\$231,150.00		\$246,500.00		\$250,750.00		\$267,750.00		\$337,450.00		\$403,750.00
<b>% of Estimate for Project CP 001-090-036</b>							2.62%		9.43%		11.32%		18.87%		49.81%		79.25%

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

Certified By:  License No. 24340

Date: 12-21-20

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

ADOPTED January 5, 2021

By Commissioner: xxxx

20210105-xxx

**Award Contract No. 20211**

**WHEREAS**, Contract No. 20211 is for the processing of aggregate at two pit locations, and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, December 21, 2020 with a total of six bids received, and

**WHEREAS**, Ferguson Aggregate and Crushing - Alexandria, MN - was the lowest responsible bidder in the amount of \$231,150.

**NOW THEREFORE, BE IT RESOLVED**, that Ferguson Aggregate and Crushing be awarded Contract 20211.

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

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 5<sup>th</sup> day of January, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 5<sup>th</sup> day of January, 2021

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



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** January 5, 2021

**Title of Item:** Purchase of Enterprise Version of ESRI GIS Software

<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
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<b>Presenter (Name and Title):</b> Rich Courtemanche	<b>Estimated Time Needed:</b> 10 min
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**Summary of Issue:**

Aitkin County Land Dept must upgrade to an expanded version of ESRI GIS software in order to create timber sales. As an option, it has been deemed cost effective to purchase a county-wide enterprise license for ESRI GIS for Aitkin County. ACLD asks that the purchase use the technology fund overseen by the County Board.

See attached letter

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

See attached letter

**Recommended Action/Motion:**

The County Board authorizes the land department to purchase the enterprise version of ESRI software using the technology fund

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ 12,300 1st year

Is this budgeted?  Yes  No *Please Explain:*

\$1,818 budgeted for 2021; See attached letter



## AITKIN COUNTY LAND DEPARTMENT

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502 Minnesota Ave N.  
Aitkin, MN 56431

acl@co.aitkin.mn.us  
phone: 218-927-7364

December 22, 2020

Aitkin County Board of Commissioners

Aitkin County Land Dept (ACLD) is under contract with ProWest and associates to upgrade the software that ACLD uses to create and administer timber sales on tax forfeited lands (*approved by County Board, January 22, 2019*). A principle integrated component of the ProWest software is the need to have adequate licenses to ESRI GIS mapping software. Although the Land Dept uses a version of ESRI software, it was recently determined by ProWest that its version is too stripped down and is not adequate to work in conjunction with the ProWest program. ACLD must upgrade the ESRI software in order to create timber sales. Land Dept upgrade costs for the first year is \$22,895 (\$4,579 per license x 5 foresters). Subsequent years the cost would be reduced to ≈\$6,060/yr.

The Aitkin county-wide ESRI software costs would rise from \$12,676 (2020) to \$16,918 (2021).

An alternative to buying the individual licenses is to purchase a county-wide enterprise license for ESRI GIS. An enterprise license would allow the entire suite of ESRI GIS software options to be available to every county employee in every department, this includes combining all departments who currently pay for individual licenses (i.e., recorders, GIS, sheriff's, etc.). Currently there are 11 users of ESRI software. An email poll to the shows that this number of users would likely rise to 34 the first year. Departments that currently do not have ESRI users such as environmental services and SWCD would like access to this software. The enterprise version of GIS would allow the addition of any number users and would include training options.

ESRI proposes a three-year stepped cost structure (attached agreement): 1st year \$20,000, 2nd year \$23,500, 3rd+ year \$27,000. An additional ≈\$7,700 credit could be applied for upgrading; reducing the 1st year cost to ≈\$12,300. ESRI states that the county may revert to the original licensing and cost structure if needed.

The County Auditor states that there are adequate funds in the dedicated technology fund that the County Board oversees. Since this software is critical in managing the parcel mapping system of the County the auditor believes that the use of these funds is justified. Funding subsequent years would be revisited and budgeted for 2022.

Recommended motion: The County Board authorizes the land department to purchase the enterprise version of ESRI software using the technology fund for \$20,000 – determined credit (≈\$7,700).

Sincerely,

Rich Courtemanche  
Land Commissioner



November 25, 2020

Mr. Rich Courtemanche  
County of Aitkin  
307 2nd St NW Rm 121  
Aitkin, MN 56431-1245

Dear Rich,

The Esri Small Municipal and County Government Enterprise Agreement (SGEA) is a three-year agreement that will grant your organization access to Esri term license software. The EA will be effective on the date executed and will require a firm, three-year commitment.

Based on Esri's work with several organizations similar to yours, we know there is significant potential to apply Geographic Information System (GIS) technology in many operational and technical areas within your organization. For this reason, we believe that your organization will greatly benefit from an Enterprise Agreement (EA).

An EA will provide your organization with numerous benefits including:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Complete flexibility to deploy software products when and where needed

The following business terms and conditions will apply:

- All current departments, employees, and in-house contractors of the organization will be eligible to use the software and services included in the EA.
- If your organization wishes to acquire and/or maintain any Esri software during the term of the agreement that is not included in the EA, it may do so separately at the Esri pricing that is generally available for your organization for software and maintenance.
- The organization will establish a single point of contact for orders and deliveries and will be responsible for redistribution to eligible users.
- The organization will establish a Tier 1 support center to field calls from internal users of Esri software. The organization may designate individuals as specified in the EA who may directly contact Esri for Tier 2 technical support.
- The organization will provide an annual report of installed Esri software to Esri.
- Esri software and updates that the organization is licensed to use will be automatically available for downloading.
- The fee and benefits offered in this EA proposal are contingent upon your acceptance of Esri's Small Municipal and County Government EA terms and conditions.

- Licenses are valid for the term of the EA.

This program offer is valid for 90 days. To complete the agreement within this time frame, please contact me within the next seven days to work through any questions or concerns you may have.

To expedite your acceptance of this EA offer:

1. Sign and return the EA contract with a Purchase Order or issue a Purchase Order that references this EA Quotation and includes the following statement on the face of the Purchase Order:

***"THIS PURCHASE ORDER IS GOVERNED BY THE TERMS AND CONDITIONS OF THE ESRI SMALL MUNICIPAL AND COUNTY GOVERNMENT EA, AND ADDITIONAL TERMS AND CONDITIONS IN THIS PURCHASE ORDER WILL NOT APPLY."***

Have it signed by an authorized representative of the organization.

2. On the first page of the EA, identify the central point of contact/agreement administrator. The agreement administrator is the party that will be the contact for management of the software, administration issues, and general operations. Information should include name, title (if applicable), address, phone number, and e-mail address.
3. In the purchase order, identify the "Ship to" and "Bill to" information for your organization.
4. Send the purchase order and agreement to the address, email or fax noted below:

Esri  
Attn: Customer Service SG-EA  
380 New York Street  
Redlands, CA 92373-8100

e-mail: [service@esri.com](mailto:service@esri.com)  
fax documents to: 909-307-3083

I appreciate the opportunity to present you with this proposal, and I believe it will bring great benefits to your organization.

Thank you very much for your consideration.

Best Regards,

Nick Meyers

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Environmental Systems Research Institute, Inc.  
 380 New York St  
 Redlands, CA 92373-8100  
 Phone: (909) 793-2853 Fax: (909) 307-3049  
 DUNS Number: 06-313-4175 CAGE Code: 0AMS3

## Quotation # Q-429891

Date: December 9, 2020

Customer # 40890 Contract #

County of Aitkin  
 Auditor's Dept  
 307 2nd St NW Rm 121  
 Aitkin, MN 56431-1245

*To expedite your order, please attach a copy of this quotation to your purchase order.  
 Quote is valid from: 11/25/2020 To: 2/23/2021*

ATTENTION: Rich Courtemanche  
 PHONE: (218) 927-7378  
 EMAIL: rich.courtemanche@co.aitkin.mn.us

Material	Qty	Term	Unit Price	Total
168177	1	Year 1	\$20,000.00	\$20,000.00
Populations of 0 to 25,000 Small Government Term Enterprise License Agreement				
168177	1	Year 2	\$23,500.00	\$23,500.00
Populations of 0 to 25,000 Small Government Term Enterprise License Agreement				
168177	1	Year 3	\$27,500.00	\$27,500.00
Populations of 0 to 25,000 Small Government Term Enterprise License Agreement				

Subtotal:	\$71,000.00
Sales Tax:	\$0.00
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
<b>Total:</b>	<b>\$71,000.00</b>

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

<b>For questions contact:</b> Nick Meyers	<b>Email:</b> nmeyers@esri.com	<b>Phone:</b> (909) 793-2853 x8305
<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <a href="https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf">https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf</a>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <a href="https://go.esri.com/MAPS">https://go.esri.com/MAPS</a> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <a href="https://www.esri.com/en-us/legal/terms/state-supplemental">https://www.esri.com/en-us/legal/terms/state-supplemental</a> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.</p>		

MEYERSN

**This offer is limited to the terms and conditions incorporated and attached herein.**

**Esri Use Only:**  
 Cust. Name \_\_\_\_\_  
 Cust. # \_\_\_\_\_  
 PO # \_\_\_\_\_  
 Esri Agreement # \_\_\_\_\_



**SMALL ENTERPRISE AGREEMENT  
 COUNTY AND MUNICIPALITY GOVERNMENT  
 (E214-1)**

This Agreement is by and between the organization identified in the Quotation ("**Customer**") and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

**Table A  
 List of Products**

**Uncapped Quantities**

**Desktop Software and Extensions (Single Use)**

ArcGIS Desktop Advanced  
 ArcGIS Desktop Standard  
 ArcGIS Desktop Basic  
 ArcGIS Desktop Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Publisher, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager, ArcGIS Data Reviewer

**Enterprise Software and Extensions**

ArcGIS Enterprise and Workgroup (Advanced and Standard)  
 ArcGIS Monitor  
 ArcGIS Enterprise Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager

**Enterprise Additional Capability Servers**

ArcGIS Image Server

**Developer Tools**

ArcGIS Engine  
 ArcGIS Engine Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Engine Geodatabase Update, ArcGIS Network Analyst, ArcGIS Schematics  
 ArcGIS Runtime (Standard)  
 ArcGIS Runtime Analysis Extension

**Limited Quantities**

One (1) Professional subscription to ArcGIS Developer  
 Two (2) ArcGIS CityEngine Single Use Licenses  
 50 ArcGIS Online Viewers  
 50 ArcGIS Online Creators  
 10,000 ArcGIS Online Service Credits  
 50 ArcGIS Enterprise Creators  
 2 ArcGIS Insights in ArcGIS Enterprise  
 2 ArcGIS Insights in ArcGIS Online  
 5 ArcGIS Tracker for ArcGIS Enterprise  
 5 ArcGIS Tracker for ArcGIS Online  
 2 ArcGIS Parcel Fabric User Type Extensions (Enterprise)  
 2 ArcGIS Utility Network User Type Extensions (Enterprise)

**OTHER BENEFITS**

Number of Esri User Conference registrations provided annually	<b>2</b>
Number of Tier 1 Help Desk individuals authorized to call Esri	<b>2</b>
Maximum number of sets of backup media, if requested*	<b>2</b>
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

\*Additional sets of backup media may be purchased for a fee

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("Ordering Document"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("Effective Date").

**Term of Agreement:** Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

\_\_\_\_\_

(Customer)

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

Authorized Signature

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

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

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

#### CUSTOMER CONTACT INFORMATION

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Fax: \_\_\_\_\_

City, State, Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Country: \_\_\_\_\_

Quotation Number (if applicable): \_\_\_\_\_

## 1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

**"Case"** means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

**"Deploy", "Deployed" and "Deployment"** mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

**"Fee"** means the fee set forth in the Quotation.

**"Maintenance"** means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

**"Master Agreement"** means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

**"Product(s)"** means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

**"Quotation"** means the offer letter and quotation provided separately to Customer.

**"Technical Support"** means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

**"Tier 1 Help Desk"** means Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

**"Tier 1 Support"** means the Technical Support provided by the Tier 1 Help Desk.

**"Tier 2 Support"** means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

## 2.0—ADDITIONAL GRANT OF LICENSE

**2.1 Grant of License.** Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

**2.2 Consultant Access.** Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

## 3.0—TERM, TERMINATION, AND EXPIRATION

**3.1 Term.** This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

**3.2 No Use upon Agreement Expiration or Termination.** All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

**3.3 Termination for a Material Breach.** Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

**3.4 Termination for Lack of Funds.** For an Agreement with government or government-

owned entities, either party may terminate this Agreement before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.

**3.5 Follow-on Term.** If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

#### 4.0—PRODUCT UPDATES

**4.1 Future Updates.** Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

**4.2 Product Life Cycle.** During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

#### 5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other

than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

##### a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

##### b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to

supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.
5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

## 6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

## 7.0—ADMINISTRATIVE REQUIREMENTS

**7.1 OEM Licenses.** Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

**7.2 Annual Report of Deployments.** At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

## 8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

### 8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download,

operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.

- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.

- c. Esri's federal ID number is 95-2775-732.

- d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

**8.2 Order Requirements.** Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.

- b. The following information will be included in each Ordering Document:

- (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
- (2) Order number
- (3) Applicable annual payment due

## **9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES**

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

**9.1** If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.

**9.2** If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.

**9.3** This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.



# Board of County Commissioners Agenda Request

lob  
 Agenda Item #

**Requested Meeting Date:** January 5, 2021

**Title of Item:** Conveyance of Tax Forfeited Land to Hill City

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

The Aitkin County Land Department offered a lot for public sale at the last land auction on October 2, 2020. The lot has not sold. The lot is described as a: 30ft strip in SW NE Doc 175875 Less Part in Doc 403753 (PID 57-0-002304). Hill City desires for this land to be conveyed to the city to be used as a road (Pine St.).

The laws that govern tax forfeited lands (282.01 Sub1a 2e) states that "Nonconservation tax forfeited land held in trust.. may be conveyed by the commissioner revenue...to a governmental subdivision for an authorized public use if an application is submitted to the commissioner includes a statement of facts as to the use to be made of the tract and the favorable recommendation of the county board... Authorized public uses defined in this paragraph are limited to:(1) a road, or road right-of-way for a road"

The request to the commissioner of revenue needs a favorable recommendation by the Aitkin County Board.

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

The lot is substandard in width and is unlikely to sell except to adjoining land owners. The lot is configured to serve as a road. The lot would serve as public access to Hill City school property.

**Recommended Action/Motion:**

Approve the attached resolution for the conveyance of the listed parcel to the city of Hill City

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ \$2,600

Is this budgeted?  Yes  No Please Explain:



**City of Hill City**  
**Regular Council Meeting Minutes**  
**October 8, 2020**  
**Location: Hill City Fire Hall**  
**111 Henrietta Ave.**

Call to Order/Pledge of Allegiance

Mayor Kingsley called the Regular City Council Meeting to order at 6:00 pm. Everyone joined in the Pledge of Allegiance. Council present: Mayor Dan Kingsley, Council Members; Lin Benson, Wayne Lindquist, and Sean Lathrop. Employees present: Jeremy Nelson, Fire Chief, Ron Saxton, Assistant Fire Chief, George Casper, Head of Maintenance and Part-time Police Officer Jeff Madsen.

Additions or Corrections to the Agenda

Motion by Lindquist to add to Old Business: - f. Blight second by Benson. MPU

Public Forum – No comment from public

Consent Agenda

Motion made by Benson to approve the Consent Agenda as follows: minutes Regular Council meetings of September 22, 2020, Treasurer's Report - Bills \$38,216.85, EFT's \$7,205.95, Transfers \$0 and Payroll \$8,522.16 for a total of \$53,944.96 second by Lathrop. MPU

Reports:

Maintenance

- Landscaping in front of City Hall is in progress.
- Cementing is done at City Hall.
- The motor went out on the crane for pulling sewer pumps, new one is ordered

Water

- Nothing to Report

Sewer

- Update on Cattails. \$75/gallon and need 20 gallons. This will treat 200 gallons for water for spraying.

Parks

- The light poles are in progress.
- Closing the park on October 22<sup>nd</sup>

Airport

- Posting No Trespassing here and working on getting them up.

Streets

- 3 of the new streetlights are up. The 4<sup>th</sup> one they want an extra \$500 because there is no transformer.
- The ditching is done on Cedar St. across from the City Shop.
- The culvert in the alley behind the motel is done.
- The new barricades are in place on Lake Ave. and Ione Ave.
- Been picking leaves up from the curb and gutters

Trail

- Nothing to report.

Mayor Kingsley asked when the Dump Station gets winterized. Casper stated there is no specific date to winterize it. He tries to wait as late as possible, but it depends on the weather.

## Blight

Council Member Lathrop was wondering where we were at with the blight letters/fines. Council Member Benson will follow up with Police Chief Kimball about citations.

## New Business

### Fire Relief Association raising the retirement amount - Jeremy

Fire Chief Nelson asked the Council about raising the Retirement level for the Fire Relief Association to \$1,200.00. There would be no additional cost to the City if they approved the raise.

Motion made by Lindquist to increase the retirement level to \$1,200.00 with no municipal contribution effective January 1, 2021 second by Lathrop. Lathrop voted yes, Benson voted yes, Lindquist voted yes, and Kingsley abstained. MPU

### Park Committee's Recommendation for 2021 Park Host

No action will follow up with them in January.

### Police Schedule

With the Chief being out on medical. Officer Saxton will cover a couple of early morning shifts. Officer Madsen will work some evening shifts.

Council Member Benson will work with Chief Kimball on developing the schedule. The Council does not want to get rid of the Police Dept. but wants to see more visibility and productivity. When given a directive they expect it to be followed.

Part-time Officer Kniefel should be tested since he was working closely with someone who tested positive. He needs a negative test or be quarantined for 14 days from exposure before returning to work.

Maki Auto Body called and said Police SUV repairs should be done tomorrow.

When a City vehicle is in an accident the City Council to be notified prior to repairs being done to decide what should be done.

### Police Coverage Area

Hill City Police Department should be patrolling within City Limits not 2 – 3 miles out of town. This needs to be reiterated with the part-time officers.

### Lake Ave. and Pine St.

Mayor Kingsley would like support from council to contact the property owners on the corner of HWY 169 and Lake Ave. West about getting a 30' x 100' piece of ROW that was previously vacated back. The Council supports him contacting the owners.

There is a strip of property on Pine St. going North towards Maple Ave. that is not developed, next to baseball field, that was on the County Land sale that did not sell. Mayor Kingsley asked the Council to talk to Aitkin County about acquiring this piece of property for possible future development of Pine Street. The City Council gave Mayor Kingsley permission to move forward.

### Budget Comparison

Council Member Lindquist asked about fund balances for departments and investments for the past 4 or 5 years. Looking at unallocated funds and has this increased over the past few years. Deputy Clerk Meyer is working on getting the numbers for him and the rest of the Council. Looking at to figure out where fund balance came from.

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

ADOPTED January 5, 2021

By Commissioner: xxxx

20210105-xxx

Conveyance of Tax Forfeited Land to Hill City

**WHEREAS**, the parcel of land described as a 30 ft strip in SW NE Doc 175875 less part in Doc 403753 located in Section 14, of Township 52N Range 26W went tax forfeited in 2019.

**WHEREAS**, the Aitkin County Board of Commissioners classified this parcel of land as nonconservation at a public hearing on April 28, 2020 at 10:00am at the Aitkin County Library for the classification of parcels of tax-forfeited lands,

**WHEREAS**, the parcel of land was offered at public land auction on October 2, 2020 at 1:00pm at the Aitkin County Fairgrounds,

**WHEREAS**, the parcel of land remains unsold,

**WHEREAS**, the city council of Hill City has made a formal intention for the parcel to be conveyed to the city to be used as a road at the October 8, 2020 regular city council meeting at the Hill City Fire Hall

**WHEREAS**, the lot is suitable in width and location to serve as a public road

**WHEREAS**, the Aitkin County land commissioner finds no objection to the request

**WHEREAS**, the laws that govern tax forfeited lands (282.01 Sub 1a 2e) states that Nonconservation tax forfeited land held in trust may be conveyed by the commissioner revenue to a governmental subdivision for an authorized public use if an application is submitted to the commissioner includes a statement of facts as to the use to be made of the tract and the favorable recommendation of the county board

**THEREFORE, BE IT RESOLVED** that the Aitkin County Board of Commissioners agrees with the statement of facts and

**BE IT FURTHER RESOLVED**, declares a favorable opinion that the Commissioner of Revenue should proceed with the application of conveyance of this parcel to the city of Hill City for use as a road

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 5<sup>th</sup> day of January, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 5<sup>th</sup> day of January, 2021

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



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** January 5, 2021

**Title of Item:** City of Palisade Request for Parcel in City Limits

<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 checked="" type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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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 Commssioner	<b>Estimated Time Needed:</b> 10 min
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**Summary of Issue:**

The City of Palisade requests three tax forfeited properties to be conveyed to the city to be used to construct senior housing (attached letter).

The laws that govern tax forfeited lands (MS 282.01 Sub1a) allow "Conveyances to Public Entities" for such a purpose:

ACLD is seeking County Board direction

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

Options: a) Sell the property for a reduced amount (e.g., \$1), b) sell the property directly to the city for the appraised value of \$12,400, or c) reject the city's request and sell the property on the next public land auction.

**Recommended Action/Motion:**

Provide direction to ACLD on for how the County Board wishes to proceed.  
 Land Commissioner recommends: Sell the property to the City of Palisade for a County Board determined amount such as one dollar (\$1).  
 Formal request and resolution to follow at a later County Board meeting.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No Please Explain:

Donation of the property would provide financial impact as a possible loss to the tax forfeited trust fund



## AITKIN COUNTY LAND DEPARTMENT

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502 Minnesota Ave N.  
Aitkin, MN 56431

acld@co.aitkin.mn.us  
phone: 218-927-7364

December 29, 2020

Aitkin County Board of Commissioners

Re: Conveyance of Tax Forfeited Property  
to the City of Palisade; County Board  
Request for Direction

The Aitkin County Land Department (ACLD) has worked with the city of Palisade to clean up a burned and blighted structure on tax forfeited lots in the City of Palisade (Parcels 60-1-007900, 008000, and 008200). In 2017, ACLD paid \$26,408 to demolish the structure and to clean up the lot.

The current 2020 assessed value of the properties is \$12,400 (Aitkin County GIS Map: [Link](#)).

The City of Palisade requests this land to be conveyed to the city to be used to construct senior housing (attached letter).

The laws that govern tax forfeited lands (MS 282.01 Sub1a) states that:  
Subd. 1a. Conveyance to public entities.

(d) Non-conservation tax-forfeited lands may be sold by the county board to an organized or incorporated governmental subdivision of the state or state agency for less than their market value if:  
(1) the county board determines that a sale at a reduced price is in the public interest because ... the reduced price will lead to the development of affordable housing; and  
(2) the governmental subdivision or state agency has documented its specific plans ... developing affordable housing, and the specific law or laws that empower it to acquire real property in furtherance of the plans.

The City of Palisade would have three years to put the land to the intended use or the property reverts back to the County: MS 282. Sub1d (a)

ACLD is seeking County Board direction on how it wishes to proceed.

Sincerely,

Rich Courtemanche  
Land Commissioner



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

VFW Property Palisade

rpc



Date: 12/29/2020



# City of Palisade

## Resolution for Use of Former VFW Property

December 7, 2020

The City of Palisade does hereby request the property formerly know as the VFW Property in the City of Palisade be transferred to the City for the purpose of developing housing for at risk elderly individuals.

The need for Senior Housing was identified via a five year plan adopted by the City of Palisade in 2019 with the assistance of the Arrowhead Regional Development Corporation. Planning was a series of meetings over months with an active group of individuals, business owners, City Council, neighboring townships and support professionals.

The City of Palisade does hereby resolve to pursue Senior Housing with the possibility of adding office space which would support social, legal, medical, advocacy services to the residents and community at large.

The City Council of the City of Palisade met on December 7, 2020 to approve the request and resolve to commit to actively pursuing the above work within the 2 year deadline.

Signed and witnessed on this date by"

Pamela Nordstrom, Mayor

Maureen M. Mishler –

City Clerk - Treasurer



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** 1-5-21

**Title of Item:** 2019/2020 Highway Contract Summary

<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
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<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer	<b>Estimated Time Needed:</b> 15 minutes
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**Summary of Issue:**  
The attached 2019 and 2020 Highway Contract Summaries will be reviewed to give a status update on the 2019 and 2020 Highway Maintenance/Construction contracts.

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

**Recommended Action/Motion:**

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

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

### 2019 Highway Contract Summary

Line	Contract Number	Road Number	Project Number	Project Description	Project Location	Project Length (miles)	Bid Opening Date	Cost Estimate	Actual Bid	Status
<b>Maintenance:</b>										
1	NA		NA	Application of pavement markings	various locations		3/25/2019	\$ 44,028.00	\$ 46,396.53	Completed
2	20191		NA	Application of calcium chloride	various locations		3/25/2019	\$ 252,000	\$ 251,720.00	Completed
3	20192		CP 001-090-031	Crack Sealing	CH 1, 10, 15, 28	28.74	4/29/2019	\$ 178,980	\$ 97,160.00	Completed
4	20193		CP 001-090-032	Aggregate Crushing	Gun Lake, Fish Trap, and Ball Bluff Pits		4/29/2019	\$ 230,700	\$ 205,800.00	Completed Includes \$34,300 stockpile for Land Dept
<b>Total:</b>								\$ 705,708	\$ 601,077	
<b>Construction:</b>										
5		CH 41	SAP 001-641-002	Reconstruction	1st Street to 2nd Street (TH 210)	0.1	3/26/2019	\$ 159,725	\$ 159,725.00	Bid as part of City Project - Completed
6	20194	CH 3	SAP 001-603-019	Pavement Resurfacing	CH 29 to US Hwy 169	4.15	6/3/2019	\$ 640,939.53	\$ 715,563.73	Completed
		CH 10	SAP 001-610-030	Pavement Resurfacing	TH 200 to Itasca County Line	2.25	6/3/2019	\$ 373,190.76	\$ 466,232.13	Completed
		CH 16	SAP 001-616-007	Pavement Resurfacing	CH 13 to TH 210	6.9	6/3/2019	\$ 1,257,721.72	\$ 1,283,064.80	Completed
		CH 70	CP 001-070-001	Pavement Resurfacing	TH 65 to TH 65	1.08	6/3/2019	\$ 199,888.00	\$ 228,870.43	Completed
			CP 001-090-033	Aggregate Shouldering	CH 3, 4, 10	46.2	6/3/2019	\$ 212,041.00	\$ 226,157.90	Completed
7	20195		SP 001-070-005	HSIP Pavement Markings	CH 1, 3, 6, 11, 14, 39		6/24/2019	\$ 231,431.80	\$ 145,023.55	Completed
8	20196		SP 001-070-006	HSIP Interection Lighting	CH 2, 4, 5, 6, 8, 10, 11, 12		7/29/2019	\$ 112,000.00	\$ 129,477.00	Completed
9	20197	CH 3	SAP 001-603-020	Clearing and Grubbing	6 miles east of CH 5 to TH 65		9/30/2019	\$ 176,386.00	\$ 243,107.50	Completed
10	20198	CH 25	SAP 001-625-001	Reconstruction (Grading and Agg. Base)	Kanabec County Line to CH 23	3.3	10/28/2019	\$ 1,602,894.25	\$ 1,855,752.80	Completed
11		CH 76	CP 001-076-001	Culvert Replacements	US Hwy 169 to US Hwy 169	2.62		\$ 200,000		Delayed to 2020.
12		CH 3	SAP 001-603-018	Reconstruction	6 miles east of CH 5 to TH 65	3.2		\$ 3,200,000		Delayed to 2020.
13		CH 5	SAP 001-605-013	Bridge (Culvert) Replacement	CH 5 over Fleming Lake inlet			\$ 179,182		Delayed until funding is available
<b>Total:</b>								\$ 8,545,400	\$ 5,452,975	

### 2020 Highway Contract Summary

Line	Contract Number	Road Number	Project Number	Project Description	Project Location	Project Length (miles)	Brd Opening Date	Cost Estimate	Actual Bid	Status
<b>Maintenance:</b>										
1	NA		NA	Application of pavement markings	various locations		3/16/2020	\$ 50,608.13	\$ 49,408.13	Completed
2	20203		NA	Application of calcium chloride	various locations		3/16/2020	\$ 266,800.00	\$ 298,700.00	Completed
3	20202		CP 001-090-034	Crack Sealing	CH 4, 6, 8, 10, 14, 36, 38	40.74	3/16/2020	\$ 166,174.00	\$ 128,032.00	Completed
4	NA			Chip Seal	CH B1	1.05	3/16/2020	\$ 41,449.00	\$ 58,839.99	Completed
<b>Total:</b>								<b>\$ 525,029.13</b>	<b>\$ 534,978</b>	
<b>Construction:</b>										
5	20201	CH 1	SAP 001-601-021	Bridge Rehabilitation	Bridge 01506 over the Mississippi River	0.2	3/2/2020	\$ 395,563.00	\$ 449,337.00	Completed
6	20204	CH 3	SAP 001-603-018	Reconstruction	6 miles east of CSAH 5 to TH 65	3.2	5/4/2020	\$ 3,627,383.20	\$ 3,608,544.44	70% Complete Anticipated Completion 7-2-21
7	20205	CR 76 Div. Chan	CP 001-076-001 CP 001-090-035	Culvert Replacements Mississippi River Diversion Channel culverts	US Hwy 169 to US Hwy 169 Replace two culverts	2.82 0.1	6/1/2020 6/1/2020	\$ 566,652.20 \$ 24,508.00	\$ 612,172.61 \$ 25,374.00	Completed Completed
8	2020		SAP 001-599-042	Waukenabo Township Bridge Replacement	Bridge I.2357 over Waukenabo Lake outlet		7/6/2020	\$ 150,000.00		Delayed to 2021
9	2020	CH 5 CH 14 CH 36	SAP 001-605-013 SAP 001-614-014 SAP 001-836-004	Bridge (Culvert) Replacement Bridge Replacement Culvert Replacement	CH 5 over Fleming Lake inlet Bridge 01503 over Savanna River CH 36 over unnamed inlet to Big Sandy	0.1 0.2 0.01	9/21/2020 9/21/2020 9/21/2020	\$ 179,182.00 \$ 284,000.00 \$ 40,000.00		Delayed to 2021 - funding Delayed to 2021 - funding Delayed to 2021 - funding
10	2020	CR 27	CP 001-027-001	Partial Regrade, aggregate surfacing	TH 27 to CSAH 13 in Lawier	6.6	10/5/2020	\$ 800,000.00		Delayed to 2021
<b>Total:</b>								<b>\$ 6,067,288</b>	<b>\$ 4,695,428</b>	



# Board of County Commissioners Agenda Request

7B  
Agenda Item #

**Requested Meeting Date:** 1-5-21

**Title of Item:** 2021 Highway Contract Schedule

<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*

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

<b>Submitted by:</b> John Welle	<b>Department:</b> Highway
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<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer	<b>Estimated Time Needed:</b> 15 minutes
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**Summary of Issue:**  
The attached 2021 Highway Contract Schedule will be reviewed to give an outline of contracts anticipated to be executed during the 2021 construction season.

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

**Recommended Action/Motion:**  
Motion to approve 2021 Highway Contract Schedule

**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 Contract Schedule

Line	Contract Number	Road Number	Project Number	Project Description	Project Location	Project Length (miles)	Bid Opening Date	Cost Estimate	Actual Bid	Comments
<b>Maintenance:</b>										
1	20211		CP 001-090-036	Aggregate Crushing	Gun Lake Pit, Pliny Pit		12/21/2020	\$ 225,250.00	\$ 231,150.00	Includes \$68,750 stockpile for MnDNR
2			CP 001-090-03	Crack Sealing	various locations	35	2/15/2021	\$ 120,000.00		
3	NA		NA	Application of pavement markings	various locations		3/15/2021	\$ 48,954.00		
4			NA	Application of calcium chloride	various locations		3/15/2021	\$ 334,635.00		includes \$189,000 for townships
<b>Total:</b>								<b>\$ 728,839.00</b>	<b>\$ -</b>	
<b>Construction:</b>										
5	20212	CH 12 CH 62	SAP 001-612-023 SAP 001-598-014	Bridge Replacement Bridge Replacement	Bridge 01507 over Ripple River Bridge 01510 over Sandy River		1/25/2021 1/25/2021	\$ 713,688.00 \$ 679,990.00		
6	2021	CH 39	SAP 001-638-077	Chip Seal		5.1	3/1/2021	\$ 255,000.00		
7	2021_	CH 5 CH 14 CH 36	SAP 001-605-013 SAP 001-614-014 SAP 001-636-004	Bridge (Culvert) Replacement Bridge Replacement Culvert Replacement	CH 5 over Fleming Lake inlet Bridge 01503 over Savanna River CH 36 over unnamed inlet to Big Sandy	0.1 0.2 0.01	3/1/2021 3/1/2021 3/1/2021	\$ 179,182.00 \$ 284,000.00 \$ 181,650.00		
8	2021_	CH 25 CH 9 CH 79 CH 22,23,24, 60	SAP 001-625-002 SAP 001-609-004 CP 001-079-002 CP 001-09-	Bituminous Paving Bituminous Resurfacing Bituminous Resurfacing Bituminous Patches/Shouldering		3.3 0.8 0.5	3/15/2021 3/15/2021 3/15/2021 3/15/2021	\$ 1,100,000.00 \$ 130,000.00 \$ 130,000.00 \$ 80,000.00		
9	2021	CH 27	CP 001-027-001	Partial Regrade, Aggregate Surfacing	TH 27 to CSAH 13 in Lawler	6.6	3/29/2021	\$ 800,000.00		
10	2021		SAP 001-599-042	Waukenabo Township Bridge Replacement	Bridge L2357 over Waukenabo Lake outlet		4/5/2021	\$ 150,000.00		to be constructed after 9-14-21
11	2021		SP 001-070-008	HSIP Chevron Signing	various locations		4/12/2021	\$ 101,000.00		
<b>Total:</b>								<b>\$ 4,784,510</b>	<b>\$ -</b>	



# Board of County Commissioners Agenda Request



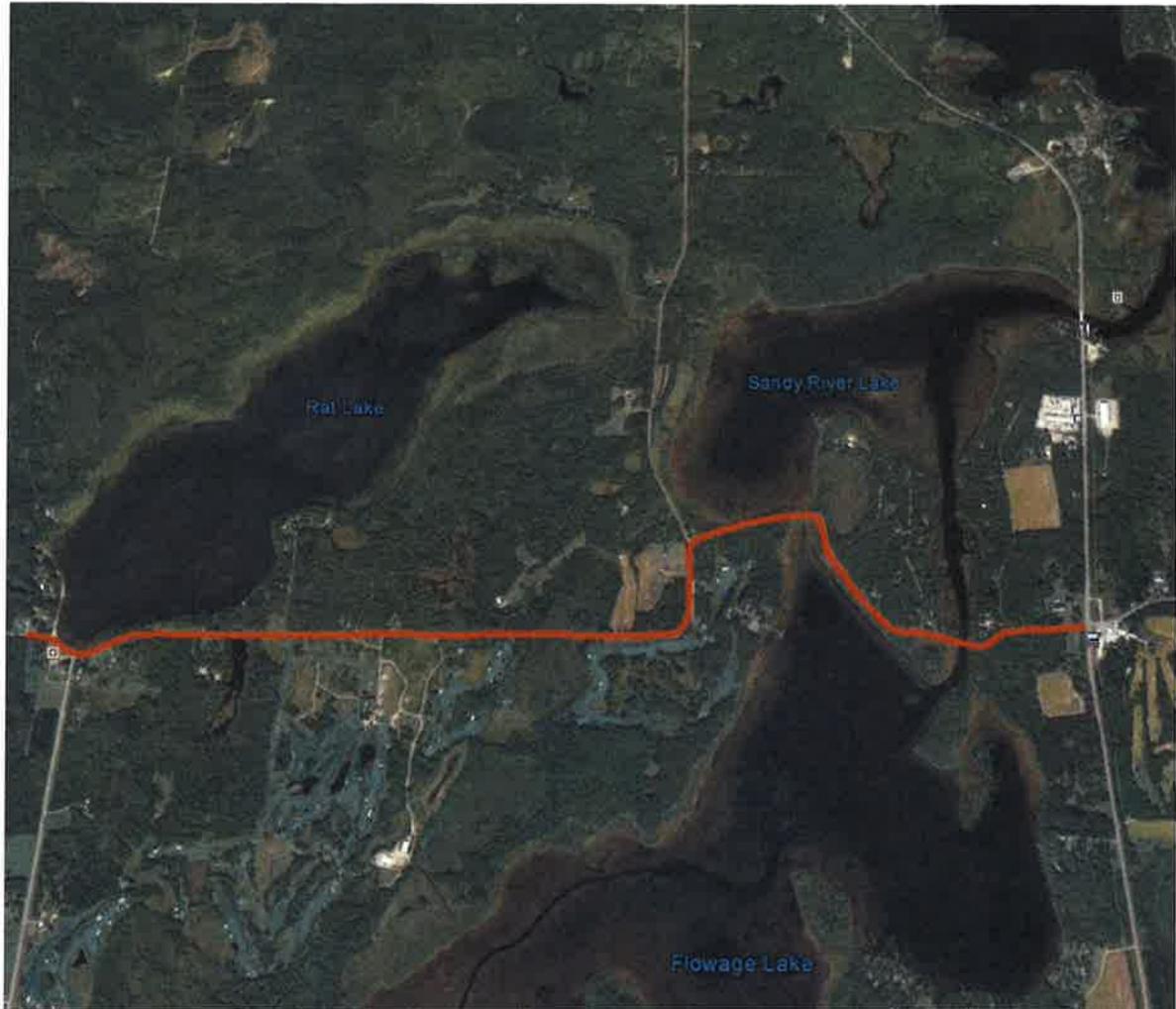
**Requested Meeting Date:** 1-5-21

**Title of Item:** Speed Zone Studies - CSAH 3 and CSAH 10

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <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> John Welle	<b>Department:</b> Highway Department	
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> Authorization by the following resolution is requested for speed zone studies to be conducted by the Minnesota Department of Transportation on the following segments as shown on the attached maps.  1. County State-Aid Highway (CSAH) 3 from State Highway 65 to 3.2 miles west of State Highway 65 2. CSAH 10 from CSAH 3 to 1.2 miles southwest of CSAH 3		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve resolution.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

# County Highway 3 Proposed Speed Study Area



**County Highway 10 Proposed Speed Study Area**



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

ADOPTED January 5, 2021

By Commissioner: xxxx

20210105-xxx

**Speed Zone Studies – CSAH 2 and CSAH 10**

**WHEREAS**, Aitkin CSAH 3 from Trunk Highway 65 to 3.2 miles west is located in a developed residential/commercial area near Big Sandy Lake and has an alignment that consists of a series of 40 mile per hour horizontal curves, and

**WHEREAS**, Aitkin CSAH 10 from Aitkin CSAH 3 to 1.2 miles southwest is located in a residential area directly adjacent to and within the city limits of Palisade and has an alignment that consists of a series of 40 mile per hour horizontal curves.

**NOW THEREFORE, BE IT RESOLVED**, that the Commissioner of Transportation is hereby requested to make traffic engineering studies on the 3.2 mile segment of Aitkin CSAH 3 and the 1.2 mile segment of Aitkin CSAH 10 to determine if reduced regulatory speed zones are needed on these segments.

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}**

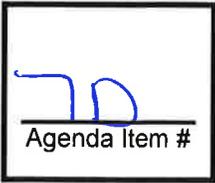
I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 5<sup>th</sup> day of January, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 5<sup>th</sup> day of January, 2021

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



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** 1-5-21

**Title of Item:** TH 210 Detour Agreement

<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 type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input checked="" 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> 5 minutes
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**Summary of Issue:**  
MnDOT will be replacing a box culvert on Trunk Highway (TH) 210 approximately 4.5 miles west of the City of McGregor beginning in early July, 2021. During the anticipated 20-day construction period, TH 210 will be closed with traffic detoured using TH 65, County State-Aid Highway (CSAH) 3, and CSAH 5 as shown on the attached map.

To allow MnDOT to pay the estimated \$8,581.46 for use of CSAH 3 and CSAH 5 as part of these detours, they have provided the attached agreement and the following resolution.

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

**Recommended Action/Motion:**  
Approve attached 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:*



Palisade

23 miles

Aitkin

McGregor

65

162 163 164 165 166 167 168 169 170 171 172 173 174

**STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
And  
AITKIN COUNTY  
DETOUR AGREEMENT  
For Trunk Highway No. 210 Detour**

State Project Number (S.P.):	<u>0120-25</u>	Original Amount Encumbered
Trunk Highway Number (T.H.):	<u>210=002</u>	<u>\$8,581.46</u>
Federal Project Number:	<u>STPF 0121 (072)</u>	

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

**Recitals**

1. The State is about to perform construction upon, along, and adjacent to Trunk Highway (T.H.) No. 210 from 4.43 miles west of Trunk Highway No. 65 to 4.35 miles west of Trunk Highway No. 65 under State Project No. 0120-25 (T.H. 210=002); and
2. The State requires a detour to carry Trunk Highway No. 210 traffic on County State Aid Highway (C.S.A.H.) No. 5 and County State Aid Highway No. 3 during the construction; and
3. The County is willing to maintain the Trunk Highway No. 210 detour; and
4. The State is willing to reimburse the County for the road life consumed by the detour and detour maintenance as hereinafter set forth; and
5. Minnesota Statutes § 471.59, subdivision 10, § 161.25, and § 161.20, subdivision 2(b), authorize the parties to enter into this Agreement.

**Agreement**

**1. Term of Agreement**

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

**2. Agreement Between the Parties**

**2.1. Detour.**

- A. **Location(s).** The State will establish the T.H. 210 detour route on the following County roads as detailed in the project plans or Special Provisions:  
  
C.S.A.H. 5 and C.S.A.H. 3 for a total distance of 16.4 miles.
- B. **Modification of the Detour Route.** The State may modify the detour route or may add additional roadways to the official detour during construction. The State will request concurrence from the County for changes to the detour route. If such change increases the State's total payment amount over the maximum obligation in Article 3.2, the Agreement will be amended.

- C. **Axle Loads and Over-Dimension Loads.** The County will permit 10-ton axle loads on the detour route. Over-dimension loads will be allowed by MnDOT permit.
- D. **Traffic Control Devices.** The State may install, maintain, and remove any traffic control devices it considers necessary to properly control the detoured traffic. The State may paint roadway markings, such as the centerline, edge lines, and necessary messages.
- E. **Duration.** The State will provide the County with advance notice identifying the dates the State intends to place and remove the detour signing.

**2.2. Maintenance.**

- A. The County will maintain the portion of the detour that is on County roads, and furnish all necessary labor and materials, to the satisfaction of the State's District Maintenance Engineer in Duluth.
- B. **County's Failure to Adequately Maintain.** If the County fails to adequately maintain the detour as provided in Section 2.2.A. of this Agreement, of which failure the State will be the sole judge, the State may perform such work or cause it to be performed, as the State's District Maintenance Engineer considers necessary, to properly and adequately maintain the T.H. 210 detour. The State may retain the cost of such maintenance from any moneys then due, or thereafter becoming due, to the County under this Agreement. This paragraph will not be construed to relinquish any rights of action that may accrue on behalf of the State against the County for any breach of agreement.

**2.3. Basis of State Cost.**

- A. **Road Life Consumed.** The State will reimburse the County for the road life consumed by the detour using the following methods, as set forth in the Detour Management Study Final Report dated January 1991, and updated by MnDOT's Policy on Cost Participation for Cooperative Construction Projects and Maintenance Responsibilities between MnDOT and Local Units of Government.
  - i. The "Gas Tax Method" formula, multiplies the Combined Tax Factor per mile times the Average Daily Traffic ("ADT") count of vehicles diverted from the Trunk Highway times the county road length in miles times the duration of the detour in days to determine the State's cost for the road life consumed by the detour. If an ADT changes, the parties will amend the Agreement.
  - ii. The County may, at its option, perform an "Equivalent Overlay Method" analysis. A State-approved firm, at no cost or expense to the State, must perform the testing and analysis. The County will keep records and accounts to verify any claim it might bring against the State for additional costs using the "Equivalent Overlay Method".
- B. **Maintenance Costs.** The State's detour maintenance cost will be equal to the amount computed by using the "Gas Tax Method" formula under Section 2.3.A.

**3. Payment**

The State's payment consists of the sum of the road life consumed and maintenance amounts.

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

The State's estimated cost for the road life consumed by the detour is based on the data below:

<u>C.S.A.H.</u>	<u>Tax Factor</u>	<u>ADT</u>	<u>Road Length (Miles)</u>	<u>Duration (Days)</u>	<u>Cost</u>
5	0.00513	3000	7.45	17	\$1,949.14
3	0.00513	3000	8.95	17	\$2,341.59
Road Life Consumed Amount:					<u>\$4,290.73</u>

**3.2. For Maintenance.** \$4,290.73 is the State's estimated cost for detour maintenance based on the "Gas Tax Method" amount.

The State may retain the cost of State performed detour maintenance, as provided for in Section 2.2 of this Agreement, from any moneys then due, or thereafter becoming due, to the County under this Agreement.

**3.3. Total Payment and Maximum Obligation.**

A. \$8,581.46 is the State's estimated payment for road life consumed (\$4,290.73) and maintenance (\$4,290.73).

B. \$16,000.00 is the maximum obligation of the State under this Agreement and must not be exceeded unless the maximum obligation is increased by execution of an amendment to this Agreement.

**3.4. Conditions of Payment.** The State will pay the County the State's total road life consumed and maintenance payment amount after performing the following conditions.

A. Execution of this Agreement and the County's receipt of the executed Agreement.

B. State's encumbrance of the State's total payment amount.

C. State's removal of all detour signs.

D. State notifies the County of the removal of the detour signs, and the number of days the detour was in effect.

E. State's receipt of a written request from the County for payment.

**4. Release of Road Restoration Obligations**

By accepting the State's road life consumed and maintenance payment plan and total payment amount, the County releases the State of its obligation, under Minnesota Statutes § 161.25, to restore the County roads used as a T.H. 210 detour to as good condition as they were before designation as temporary trunk highways.

**5. Authorized Representatives**

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

**5.1. The State's Authorized Representative will be:**

Name, Title: Morris Luke, Assistant District Traffic Engineer (or successor)  
Address: 1123 Mesaba Avenue, Duluth, MN 55811  
Telephone: (218) 725-2778  
E-Mail: morris.luke@state.mn.us

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

**5.2.** The County's Authorized Representative will be:

Name, Title: John Welle, Aitkin County Engineer  
Address: 1211 Airpark Drive, Aitkin, MN 56431  
Telephone: 218-927-7469  
E-Mail: john.welle@co.aitkin.mn.us

**6. Assignment; Amendments, Waiver; Contract Complete**

- 6.1. *Assignment.*** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 6.2. *Amendments.*** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 6.3. *Waiver.*** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 6.4. *Contract Complete.*** This Agreement contains all prior negotiations and agreements between the State and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

**7. Liability**

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

**8. State Audits**

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

**9. Government Data Practices**

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

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

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

**11. Termination; Suspension**

- 11.1. *By Mutual Agreement.*** This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.
- 11.2. *Termination for Insufficient Funding.*** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued

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

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

**12. Force Majeure**

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

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**STATE ENCUMBRANCE VERIFICATION**

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

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

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

SWIFT Purchase Order: PO 3000556843

**AITKIN COUNTY**

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

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

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

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

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

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

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

**DEPARTMENT OF TRANSPORTATION**

Approved:

**Duane Hill**

Digitally signed by Duane Hill  
Date: 2020.12.17 11:56:23  
-06'00'

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

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

**COMMISSIONER OF ADMINISTRATION**

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

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

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

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

ADOPTED January 5, 2021

By Commissioner: xxxx

20210105-xxx

TH 210 Detour Agreement

**BE IT RESOLVED**, that Aitkin County enter into MnDOT Agreement No. 1044931 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use and maintenance of County State-Aid Highway No. 3 and County State Aid Highway No. 5 as a detour route during the contract construction to be performed upon, along and adjacent to Trunk Highway No. 210 from 4.43 miles west of Trunk Highway 65 to 4.35 miles west of TH 65 under State Project No. 0120-25 (T.H. 210=002).

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

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 5<sup>th</sup> day of January, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 5<sup>th</sup> day of January, 2021

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



# Board of County Commissioners Agenda Request



Requested Meeting Date: 1/05/2021

Title of Item: Personnel Committee Recommendations

<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> Bobbie Danielson	<b>Department:</b> HR
--	--------------------------

<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director	<b>Estimated Time Needed:</b> 10 minutes
---	---

**Summary of Issue:**

The Personnel Committee unanimously recommends:

1. Update the Interim COVID-19 policy, as attached. This includes 80 hours County emergency paid sick leave for employees who qualify due to Covid matters from 1/1/2021 - 3/31/2021.
2. Authorize a temporary hire (part-time/temp employee) to administer the State COVID relief package that passed on 12/14/2020. The economic development committee is meeting on this agenda deadline date, so more information will be available at the 1/5/2021 board meeting. The cost will not exceed \$7k which is the amount we will receive in administrative fee dollars from the state for this purpose.

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

**Recommended Action/Motion:**

Motion to approve the Interim COVID-19 policy as presented.  
 Motion to authorize hiring a temporary part-time employee to administer the State COVID relief package.

**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:*

Noted above.

County Board adopted 4/28/2020, last revised 6/25/2020, 1/5/2021



**Interim Policy:  
COVID-19 Program for Employees**

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Appendix A EMERGENCY RESPONDER AND HEALTHCARE PROVIDER LIST 11¶  
¶  
Appendix B FFCRA AND ORDER 20-02 DEFINITION OF EMERGENCY 12¶  
RESPONDER/WORKERS AND HEALTHCARE PROVIDER¶

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**Aitkin County  
Interim Policy: COVID-19 Program for Employees**

**Article I. PURPOSE:**

Section 1. Aitkin County believes in the importance of a healthy workplace and wellness and wants to work together with employees to ensure essential functions are operational, services can be provided, and employees are supported. In order to assist employees with health concerns and issues related to the current public health environment, this COVID-19 Policy will be in place until abolished by the County Administrator.

We recognize that the evolving nature of the pandemic will likely create the need for this policy to be amended, updated, and replaced. This policy is dated in order to identify the most current policy.

Section 2. Paid Leave under the Federal Families First Coronavirus Response Act (FFCRA) ended on December 31, 2020. Aitkin County is extending emergency paid sick leave (EPSL) to employees who are unable to work (or telework) due to a need for leave because of the Covid-related matters listed below.

These provisions go into effect January 1, 2021.

**(A) Aitkin County Emergency Paid Sick Leave (EPSL):**

Emergency Paid Sick Leave (EPSL) is available for employees who are unable to work (or telework) due to a need for leave because:

- 1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- 2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 3) The employee is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- 4) The County will also provide up to two weeks of paid sick leave at partial pay, (2/3 rate), up to a specified cap, when an employee is unable to work because of a need to care for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 5) The County will also provide up to two weeks of paid sick leave at partial pay, up to a specified cap, when an employee needs to care for the employee's son or daughter whose school or place of care is closed, or whose child care provider is unavailable, due to COVID-19 related reasons.

Documentation from the clinic or healthcare provider, supporting the request, including the employee's name and date, is required in order to qualify for emergency paid sick leave (EPSL).

**Deleted:** Aitkin County is charged with implementing the requirements of the Families First Coronavirus Response Act, which includes the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act. The following are a general summary of each of the Acts.

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Emergency Paid Sick Leave

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Full-time employees may not exceed 80 hours of emergency paid sick leave April 1, 2020 – March 31, 2021 (FFCRA and County EPSL, combined), pro-rated for part-time employees.

Aitkin County emergency paid sick leave (EPSL) will sunset on March 31, 2021.

Full-time employees will be paid for up to 80 hours of work. Part-time employees who have a normal weekly schedule are entitled up to the number of hours of Paid Sick Leave equal to the number of hours that the employee is normally scheduled to work over two workweeks. Part-time employees who lack a normal weekly schedule will be paid up to the number of hours they worked on their last pay period.

Paid emergency sick leave is paid at 100% for an employee's own isolation, diagnosis, or treatment and at 2/3 pay for any other qualifying reason. An employee may choose to supplement their paycheck with available paid leave hours.

Emergency Paid Sick Leave (EPSL) will be utilized prior to other leaves that may be available.

Aitkin County's emergency paid sick leave (EPSL) will run concurrent with FMLA.

**Article II. UTILIZATION OF PAID LEAVE DURING A PUBLIC HEALTH EMERGENCY**  
*Board adopted 3/18/2020. County Administrator Jessica Seibert declared this policy to be active on March 18, 2020.*

**Section 1. Policy**

Conditions may occur where a disease, such as influenza, respiratory illness or other contagious disease, has been declared by the World Health Organization (WHO), Centers for Disease Control (CDC), or Minnesota Department of Health (MDH) to be a public health emergency, indicating widespread human infection. When one or more of the above declarations have been enacted, the County Administrator shall have discretion to declare this policy as active.

If the County Administrator declares this policy to be active, exceptions to the collectively bargained paid leave benefits and related county policies would be permitted to the benefit of employees, as follows:

- A. Full-time employees who have exhausted all paid leave will be allowed to go into the negative of up to 15 days of paid leave (up to a maximum of 120 hours, unless a greater amount is approved at the discretion of the County Administrator) for absence from work due to an infection of the public health emergency or to care for an immediate family member due to an infection of the public health emergency. Pro-rated for part-time employees, see attached form. Refer to the policy manual or applicable contract for definition of immediate family member under the sick leave provision.
- B. Full-time employees may use any available paid leave (and go into the negative up to 120 hours), in the event where a child's school or place of daycare has been closed due to public health

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**Deleted:** Intermittent Emergency Paid Sick Leave may be authorized with approval of the department head.¶  
¶ (B) **Expanded Family and Medical Leave Act:** ¶  
¶  
The Expanded Family and Medical Leave Act is available for employees who are unable to work (or telework) to take care of children due to school or childcare closings. Prior to approval of this leave, every effort will be made to allow the employee to work from home. The Bill expanded application of the Family and Medical Leave Act to cover employees who have been employed for the previous 30 days. This expansion of FMLA allows up to 12 weeks of paid time off for an employee caring for a son or daughter if the school or place of care of the son or daughter has been closed. In the event that the employee takes time off for a school closing, the first 10 days is unpaid, but the employee may elect to use Emergency Paid Sick Leave (2/3 pay), as stated above, or with available paid leave hours. The remaining leave must be paid at 2/3 of the employee's hourly salary up to \$200 per day and \$10,000 in the aggregate.¶  
¶  
An employee may choose to supplement their paycheck with available paid leave hours.¶  
Please note that these benefits and requirements as outlined in federal law are intended to be limited in time. They are intended to expire at the end of the year, December 31, 2020. Pursuant to federal law, these bene...

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County Board adopted 4/28/2020, last revised 6/25/2020, 1/5/2021

emergency and their presence is required to provide care for the family member. Pro-rated for part-time employees, see attached form.

- C. Up to a maximum of 120 hours negative balance may be arrived at in combination between reasons (A) and (B) above, but shall not exceed 120 hours when combined for a full-time employee. Pro-rated for part-time employees.

All other provisions of the collective bargaining agreements remain intact, including but not limited to those pertaining to paid leave benefits.

#### Section 2. Scope

This policy applies to all County employees and is only in effect upon declaration by the County Administrator and it will remain in effect until the County Administrator declares it to be inactive. In making the decisions to invoke and end this policy, the County Administrator will consult with the Directors of Public Health & Human Services and Human Resources.

#### Section 3. Responsibilities

Employees will receive a copy of this policy at the time that a declaration is made by the County Administrator that the policy is being activated. Supervisors will be asked to discuss the policy with their employees.

#### Section 4. Background

Among prevention strategies associated with influenza and respiratory illnesses, some of the best ways to prevent infection is to avoid being exposed to the virus that causes it. The Minnesota Department of Health strongly encourages people to stay home if they are feeling sick, especially if they are experiencing influenza-like or respiratory symptoms associated with widespread transmission.

Unique circumstances may exist during a declared public health emergency that our collectively bargained agreements and policies do not provide adequate guidance. An example of this may be an immediate family member's school or care provider being closed due to a declared public health emergency.

#### Section 5. Procedures

An employee can go into the negative up to 15 days (120 hours) of paid leave who meet the criteria below. The actual number of paid leave hours will be based on the employee's usual work schedule exclusive of overtime and may not exceed 120 hours, unless a higher level is approved by the County Administrator.

- A. County Administrator has declared activation of this policy consistent with a public health emergency declaration by the World Health Organization, Centers for Disease Control or by the Minnesota Department of Health; and
- B. Employee has an immediate family member affected as a result when a school or place of care has been closed due to public health emergency and their presence is required to provide care for the family member; or

County Board adopted 4/28/2020, last revised 6/25/2020, 1/5/2021

- C. Employee is experiencing symptoms consistent with the public health emergency, or is caring for an immediate family member experiencing these symptoms; and
- D. Employee is within the time period the County Administrator has declared this policy to be active; and
- E. Employee has exhausted all of his/her accumulated sick leave, vacation leave, personal leave, PTO, and compensatory time; and
- F. Employee has not already received the maximum balance allowed under this policy; and
- G. Employee has requested the paid leave hours to go into the negative in writing using the attached form.

The negative hours will automatically be taken from the employee's future accruals. This shall be accomplished by employees receiving half their paid leave accrual for available use while the other half is applied towards the advanced paid leave hours. Once the negative hours are paid back, all leave accruals will again be credited to the employee's balance at their full accrual rate. In the event the employee separates from Aitkin County before the negative hours have been repaid, the county will deduct the value of the remaining hours (number of hours owed times the employee's hourly rate of pay at separation) from the employee's last pay check.

[THIS SECTION INTENTIONALLY BLANK – SEE FORM ON NEXT PAGE]

**Aitkin County**  
**Request for Negative Sick Leave (or PTO) during a declared Public Health Emergency**

Name (print): \_\_\_\_\_ Department: \_\_\_\_\_

I am requesting negative sick leave (or PTO) accrual because:

- I am experiencing symptoms consistent with the declared public health emergency, or am needed to care for an immediate family member experiencing these symptoms; or my child's school or daycare has been closed and I am needed to provide care; *and*,
- I am within the period the County Administrator has declared this policy to be active; *and*
- I have exhausted all of my accumulated sick leave, vacation leave, personal leave, PTO, extended sick leave, and compensatory time; *and*
- I have not already received the maximum allowed of 120 hours (or pro-rated hours, if a part-time employee) based on my regular work schedule.

The number of negative sick leave hours I am requesting is:

Select one:

- A maximum of 120 hours. I normally work full-time, 40 hours per week on average, excluding overtime, or 80 hours per pay period.
- A maximum of \_\_\_\_\_ pro-rated hours based on Policy / Union Contract. I normally work part-time. E.g. A maximum of 87 hours for an employee who works 29 hours per week on average, or a maximum of 60 hours for an employee who works 20 hours per week on average.
- Other, specify: A maximum of \_\_\_\_\_ hours (not to exceed 120 hours for full-time employees, or pro-rated for part-time employees).

I agree that the actual number of hours within the maximum specified above will be limited to the actual number of hours needed for this purpose and that they may not be accumulated, transferred, or used for any other purpose.

I agree that negative hours will automatically be taken from my paid leave (vacation/sick or PTO) accruals. This shall be accomplished by having half of my paid leave accruals available for use while the other half is applied towards the advanced paid leave hours. Once the negative hours are paid back, all leave accruals will again be credited to my balance at the full accrual rate.

I agree that if I separate from Aitkin County employment before the negative hours are fully paid back, Payroll will deduct the value of those hours (number of hours owed times my hourly rate of pay at separation) from my last pay check(s). I agree to immediately pay any additional amount owed that is not covered by the final payroll withholding to Aitkin County.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  Approved  Denied, reason \_\_\_\_\_  
Department Head: \_\_\_\_\_  Approved  Denied, reason \_\_\_\_\_

Internal Use Only: HR/Payroll Comments:

[Full Paid leave accruals: \_\_\_\_\_ Vac, \_\_\_\_\_ Sick, \_\_\_\_\_ PTO]

[Half applied towards pay back: \_\_\_\_\_ Vac, \_\_\_\_\_ Sick, \_\_\_\_\_ PTO]

**Article III. SCHEDULE CHANGES AND WORKING REMOTELY FROM HOME**

Section 1.

Department Heads will make arrangements to ensure critical/essential functions will continue. Telecommuting and working from home is not appropriate for all positions, and no employee is guaranteed the opportunity to work from home. Based on business need, staff will be given assignments and may be required to have Virtual Private Network (VPN) access in order to work from home or another remote location when assigned by their supervisor. This may include staff who are subject to quarantine. Staff may be reassigned to perform other duties remotely as needed. Schedules, approved leave, and other situations may require changes or adjustments based on essential business needs.

Any work done remotely must meet business needs, follow the Aitkin County Personnel Policies, Remote Access Agreement, and any applicable departmental policies, and be approved in advance by the Supervisor, Department Head, and/or designee. (Remote Access requires approval of IT and the County Administrator.)

**Article IV. SENDING EMPLOYEES HOME WHO APPEAR TO BE SICK**

*Board adopted 3/18/2020. Revised below.*

Section 1

- A. To minimize the spread of the COVID-19 virus, supervisors may send employees home who exhibit COVID-19 symptoms at work, after consultation between the employee, supervisor or department head, HR Director, and a health care professional. To be eligible for Aitkin County emergency paid sick leave (EPSL), a health care professional must be consulted. If the employee does not wish to contact a healthcare provider, they may consult with an Aitkin County Public Health Nurse who will conduct a screening of symptoms prior to making a final determination. When the public health nurse screening is utilized, the employee is not eligible for paid emergency sick leave, but may utilize their accrued time as stated below. See also Appendix B.
- B. Aitkin County Public Health Nurses or healthcare providers who conduct the screening will state to the employer whether their assessment indicates the employee can remain at work or should go home.
- C. Remote work may be available to employees who are sent home, but are still well enough to work, or the employee may use paid leave until authorized by an Aitkin County Public Health Nurse or healthcare provider to return to work. For the purposes of this section (c), paid leave is defined as comp time, PTO, vacation, sick leave, or personal leave. Return to work will be dependent on duration and severity of the employee's symptoms, and could be 7 calendar days or more. This return-to-work determination will be made in consultation with the employee, supervisor or department head, HR Director and/or a health care provider (or public health nurse as noted in Section 1A above). Household members who work for Aitkin County may also be required to isolate for 14 calendar days (includes incubation period).

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**Article V. POST-TRAVEL MONITORING as revised by Administrator Seibert 6/25/2020:**

*Board adopted 3/18/2020, revised 4/28/2020, revised. This revised policy will be in effect until declared inactive by the County Administrator.*

Section 1

- A. Employees who travel out-of-state are required to notify their department head to determine if they will be required to remain at home for 14 calendar days after return, for post-travel monitoring. Department heads will take into consideration the location of travel and precautions being taken to minimize exposure to COVID-19. Refer to the COVID Preparedness Plan, page 3, for practices asymptomatic employees should follow prior to and during their work shift (pre-screen, regular monitoring, wear a mask, social distance, disinfect and clean work spaces).
- B. When quarantined, every effort will be made to allow for remote work. If remote work is not an option, the employee shall utilize paid leave balances. For the purposes of this section (b), paid leave is defined as comp time, PTO, vacation, or personal leave. Utilization of sick leave is not authorized under this section (b), unless or until the sick leave utilization criteria contained in policy or collective bargaining agreement language is met.

**Article VI. NOTIFYING OTHER EMPLOYEES OF A CONFIRMED CASE OF COVID-19**

Section 1

Department heads and immediate supervisors are required to notify the HR Director when employees are experiencing Covid-19 related matters.

Employees who test positive for COVID-19 are required to immediately (within 2 hours of results notice) notify their immediate supervisor and report their close contacts to the Aitkin County HR Director via 24-hour phone, voicemail, or text at \_\_\_\_\_. As recommended by the CDC, if an employee is confirmed to have COVID-19, Aitkin County will inform close contacts, including fellow employees, of their possible exposure to COVID-19 in the workplace, but protect privacy as required by state and federal law. Aitkin County will not identify by name an individual who has contracted the disease. Employees exposed to co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. Aitkin County will work closely with healthcare providers and rely on guidance from federal and local authorities about transmission risk and containment.

**Article VII. WORKERS COMPENSATION**

Section 1

COVID-19 will be treated the same as other illness or injury. If an employee contracts COVID-19 from exposure at work, the supervisor must be notified and a First Report of Injury will be filed and submitted. The insurer will review the information to make a compensability determination.

~~Deleted: POST-TRAVEL MONITORING~~  
~~Board adopted 3-18-2020. This revised policy will be in effect until declared inactive by the County Administrator.~~  
~~¶~~  
~~Section 1~~  
~~Non-essential out-of-state travel is not recommended. Employees who travel out-of-state by airline will be required to remain at home for 14 calendar days after return, for post-travel monitoring. Every effort will be made to allow for remote work. If remote work is not an option, the employee shall utilize paid leave balances. For the purposes of this section (b), paid leave is defined as comp time, PTO, vacation, or personal leave. Utilization of sick leave is not authorized under this section (b), unless or until the sick leave utilization criteria contained in policy or collective bargaining agreement language is met. ¶~~  
~~Department heads may make exceptions to this post-travel monitoring policy in instances where employees need to drive out-of-state and they will be in limited contact with others. ¶~~  
~~¶~~  
~~Article V.~~

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County Board adopted 4/28/2020, last revised 6/25/2020, 1/5/2021

Effective January 1, 2021, First Reports of Injury will automatically be submitted on the MCIT portal for Covid-positive employees covered by the temporary COVID-19 Presumption under the Minnesota Workers' Compensation Act. County employees covered by the presumption include licensed peace officer, nurse, corrections officer and jail sergeant working in the secure detention facility. This submittal is not a guarantee of coverage; MCIT makes coverage determinations on a case-by-case basis. For non-presumption employees who contract COVID-19, a First Report of Injury will not be submitted to MCIT unless the employer knows the employee contracted it from employment or the employee alleges they contracted it from work.

BY: Aitkin County COVID-19 Unified Command Center

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Board Chair \_\_\_\_\_ Date \_\_\_\_\_  
*Aitkin County Board of Commissioners*

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Jessica Seibert \_\_\_\_\_ Date \_\_\_\_\_  
*Aitkin County Administrator*

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 **Interim Policy COVID-19 Program for Employees bo**

William Pratt, ¶

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¶ **Appendix A¶**  
**EMERGENCY RESPONDER AND HEALTHCARE PROVIDER LIST¶**

¶ Emergency responders and healthcare providers are critical to the State's response to COVID-19. The MN Governor's Executive Order 20-02 and US Department of Labor issued guidance on the definition these, see Appendix C. ¶

¶ List of emergency responders and healthcare providers exempt from the Expanded Family and Medical Leave Act under this policy include:¶

¶ Aitkin County has opted not to exempt any job classifications from the FFCRA paid emergency sick leave provision

**Moved up [1]:** ¶  
¶ Aitkin County

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¶  
¶

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¶ **Appendix B¶**  
**FFCRA AND ORDER 20-02 DEFINITION OF EMERGENCY RESPONDER AND HEALTHCARE PROVIDER¶**

¶ FFCRA definition of emergency responder and healthcare provider [as of 4/8/2020]:¶

¶



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** January 5, 2021

**Title of Item:** 2021 Board of Commissioners Meeting Procedures

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> <p>Each year the County Board adopts a resolution for the Board of Commissioners Meeting Procedures &amp; Rules of Business.</p> <p>The modifications made for 2021 are highlighted in yellow. The Chair and Vice Chair will have to be identified (Page 2).</p> <p>The meeting schedule for 2021 (Page 3) is proposed to be the same as it has been since 2013, with the County Board meeting on the 2nd and 4th Tuesdays of each month.</p> <p>The location of Board Meetings have been updated to Government Center on pages 3 and 11.</p> <p>On Page 12, one Department Head has been updated.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt resolution		
<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>		



**BOARD OF COMMISSIONERS  
MEETING PROCEDURES and  
RULES OF BUSINESS**

Revised January 5, 2021

Welcome to this meeting of the Aitkin County Board of Commissioners. We are extremely pleased that you have shown your interest in Aitkin County affairs by attending this meeting. It is the wish of the Board of Commissioners that interested citizens participate in the deliberations of its meetings and that residents of the county become aware of the procedures to be followed.

This pamphlet has been prepared to familiarize you with the function and the organization of the Aitkin County Board of Commissioners and to outline for you the procedures that must be followed if you wish to actively participate in the meeting. We are pleased that you have decided to attend a meeting and we wish to invite you to attend our future meetings.

The Aitkin County Board of Commissioners

**Board Members**

Your Board of Commissioners is composed of five members elected to serve over-lapping terms. The County Administrator serves as the recording clerk to the Board and prepares the agendas for consideration. The election of the Board members takes place on the first Tuesday in November of even numbered years and all members are elected by district. New Board members take office on the first Monday in January.

Your Board members this year are:

District I	J. Mark Wedel	(218) 927-6500
District II	Laurie Westerlund	(320) 684-2652
District III	Donald Niemi, <del>Vice Chair</del>	(218) 927-9947
District IV	Brian Napstad, <del>Chair</del>	(218) 485-1528
District V	Anne Marcotte	(218) 256-0277

## **Board Meeting**

The Aitkin County Board of Commissioners meets the 2<sup>nd</sup> and 4<sup>th</sup> Meeting dates, places and times are subject to change. Changes will be posted at least three business days prior to the Board meeting, as required by statute.

Each Tuesday meeting begins at 9:00 a.m., at the **Government Center Board Room**. The Health & Human Services Board meets the fourth Tuesday each month. On the fourth Tuesday of each month, the Health & Human Services Board meeting will convene following approval of the regular agenda.

The Chair or three members of the County Board may call special meetings. Such meetings shall be called with a twelve-hour advance notice to all available County Board members and members of the news media. If time will allow, published notice in the official newspaper shall also be given to the public. Notwithstanding any other requirements, notice shall be posted next to the County Boardroom on the third floor of the Government Center, along with the County's website, [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us). Notices shall specify 1) the specific item or items to be considered at the special meeting, and (2) the date, times, and places of the meeting. Special meetings of the County Board shall be held in the **Government Center Board Room** unless the County Board has determined that other facilities are to be used. All special meetings of the County Board shall be limited to the specific item or items set forth in the notice.

In the event that an emergency meeting is needed, the Board will make a good faith effort to provide notice of the meeting to the media, as required by M.S. 13D.04, Subd. 3.

All meetings of the full Board (regular, special, emergency and adjourned) are open to the public. In fact, the public is urged to attend.

### **Board Actions**

A majority of the members of the County Board shall constitute a quorum for the transaction of business. The Chair shall be a member of the County Board and shall have the right to vote on all matters coming before it, but shall have no veto power. If the vote of the Chair creates a tie, the motion shall fail.

The Board of Commissioners has complete and final control over County matters subject only to the limitation imposed by law, and of course, ultimately the will of the local residents.

### **Public Participation at Board Meetings**

Meetings of the Board of Commissioners will follow a standard agenda. Items not placed on the agenda may be considered at the meeting upon agreement of the members of the Board present. To place an item on the agenda, the following procedures should be used:

The applicant should file a written request with the County Administrator's Office at least seven days prior to the scheduled meeting. The request should include the name, address and telephone number of the person or persons making the request; a statement describing the action the applicant wishes the Board to take and background information outlining the reasons for the request. The County Administrator shall enter the item on the County Board agenda in a work summary adequate to alert the public as to the nature of the matter to be discussed. If the County Administrator is unable to prepare a summary from the information received, the County Administrator may refuse to place the matter on the agenda.

The Board of Commissioners desires public participation at its meetings but at the same time has the responsibility for conducting its business in an orderly fashion. The Board Chair will provide the audience with an opportunity to provide their comments or propose an agenda item for future consideration. This will be done at the beginning of the meeting.

After presentation of the comments, the Board may discuss the comments. After Board discussion, members of the audience shall have an opportunity to be heard prior to Board action.

Each speaker will be allowed 5 minutes for his/her presentation unless the time limit is waived by a majority of the Board members present. When there are a large number of speakers to be heard, the Board of Commissioners may shorten this time. Interruption or other interference with the orderly conduct of Board of Commissioners' business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer (Chair) may terminate the speaker's privilege of address, if after being called to order, he/she persists in improper conduct or remarks.

At a public meeting of the Board, no person shall orally initiate charges or complaints against individual employees of the County (due to laws governing data practices) or debate any subjects under jurisdiction of the courts. All such charges, if presented to the Board directly, shall be referred to the County Administrator's Office for investigation and report.

No action will be taken on any item not considered a part of the agenda on the same day it is presented unless action is considered necessary by a majority of the Board.

## **AITKIN COUNTY BOARD RULES OF BUSINESS**

### **Rule 1. Presiding Officer. Roll Call.**

The Chair, or in the Chair's absence, the Vice Chair of the County Board shall take the chair at the time appointed for the meeting and call the County Board to order.

### **Rule 2. Quorum.**

A majority of the members of the County Board shall constitute a quorum for the transaction of business.

### **Rule 3. Minutes.**

The County Administrator shall prepare written copies of the minutes of the preceding session or sessions of the County Board and distribute them to its members no later than the start of its current session, unless otherwise notified. One or more copies of the minutes shall be available in the Office of the County Administrator for examination by members of the public. Upon the appearance of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove, or amend the minutes of the previous session or sessions of the County Board as prepared by the County Administrator. Any mistake or omission in the minutes may then be corrected by the County Board. Meetings may be recorded, and if so, recordings will be kept securely by the office of the County Administrator.

### **Rule 4. Order of Business.**

The Chair or presiding officer of the County Board shall preserve order and decorum. Upon the appearance of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove,

or amend the agenda as prepared by the County Administrator.

**Agenda Preparation:** The County Administrator shall prepare a written agenda in advance of all regular County Board meetings in consultation with the Board Chair and shall place Call to Order, Pledge of Allegiance, Board of Commissioners Meeting Procedures, Approval of Agenda, and Citizens' Public Comment as the first five items; thereafter, other items of business shall be presented in the order deemed best by the County Administrator or as directed by the County Board.

**Rule 5. Recognition by Chair.**

Every County Board member or member of the public shall respectfully address the Chair by the appellation of "Chair" followed by the Chair's surname, and shall not speak further until recognized by the Chair. Once a member of the audience has been recognized by the Chair as requesting to address the County Board, the Chair shall require the individual to identify themselves by stating their name and address.

**Rule 6. Designation by Chair.**

When two or more members request to speak, the Chair or presiding officer shall designate who is first to speak, but in all cases the member who shall first address the Chair shall speak first.

**Rule 7. Presentment of Petitions and Communication.**

Petitions and communications on the agenda may be presented by a member of the County Board or by either the Secretary or County Administrator.

**Rule 8. Voting. Excuse. Failure.**

When a question is put by the Chair, every member present shall vote; unless the County Board, for special reason, shall excuse a member prior to the calling of the roll or a legal conflict of interest prohibits a member from voting. Any member, who being present when his or her name is called, fails to vote upon any then pending proposition, unless previously excused by the County Board, shall be counted as having voted in the positive. The Chair will conduct a roll call vote at the request of any member of the Board.

**Rule 9. Calling Vote.**

The ayes and nays shall be called upon the passage of ordinances. Unless a member requests, or is designated by Statute, other items will be by voice vote. When a vote is called for and a County Board member is silent, the County Board will be recorded as voting in the affirmative on the question. A member may demand a roll call vote at any time prior to the assumption of other business.

**Rule 10. Public Hearing Procedure.**

Prior to any public hearing, the Chair or presiding officer shall establish the following rules as part of their introduction to the hearing:

- 1) The Chair will remind all parties of the County Board Rules of Business.
- 2) The presenter of the issue/item/proposal will present the entire issue/item/proposal and any proposed amendments prior to taking any testimony by the citizens or the County Board.
- 3) The County Board shall have the opportunity to discuss the issue/item/proposal and ask any questions they may have of the presenter

immediately after the presentation of the issue/item/proposal.

- 4) There will be a public comment period where the audience will have the opportunity to provide comments or questions on the issue/item/proposal after the County Board has discussed the issue/item/proposal. Time limits may be set as to allow for appropriate public comment. Repetitive comments will be discouraged.
- 5) After the public comment period the County Board will discuss the issue/item/proposal and select the appropriate action for the issue/item/proposal.

**Rule 11. Ordinances. Procedure.**

Every proposed ordinance shall be considered at two separate regular sessions of the County Board. Amendments may be offered at either meeting when the ordinance is under consideration. Amendment to any section may be made and acted upon at any time up to the final passage. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken. Approval of the second reading of the ordinance shall constitute final adoption of said ordinance. When a proposed ordinance fails to pass, a motion to reconsider the same may be made, but such motion must be made at the session at which the same failed to pass and action thereupon shall be postponed to the next regular session.

**Rule 12. Absent Member.**

Every member of the County Board who anticipates being absent during a County Board meeting shall notify the County Administrator.

**Rule 13. Journal.**

It shall be the duty of the County Administrator to serve as Clerk to the County Board, and as such keep the journal of the proceedings of the County Board and perform such duties as may be required by Minnesota Statutes. The County Administrator shall not allow the official journal of the County to be taken from the custody of the County Administrator without the knowledge and consent of the County Board. The approved minutes will be the official record of the County Board meetings. In addition, any recorded copies of the proceeding will be securely kept by the Office of the County Administrator for a period of four years.

**Rule 14. Robert's Rules of Order.**

The rules of parliamentary practice, embraced in Robert's Rules of Order shall govern the County Board in all cases in which they are applicable, and in which they are not inconsistent with the Standing Rules of the County Board.

**Rule 15. Conduct.**

Any County Board member, employee, or citizen may be asked to cease their comments, sit down, leave the premises, leave by law enforcement escort, or get arrested for not following the County's policies of mutual respect, harassment, and violence in the workplace. The Chair, or presiding officer shall enforce the conduct policy. Any member of the County Board, or the County Administrator can ask for the enforcement of this policy or recess in the meeting when it becomes apparent that the policies are not being followed. Some general things for which the policy may be enforced include, but are not limited to:

- 1) Being in attendance under the influence of intoxicant or non-prescription illegal drugs, or using such substances while on County property.
- 2) Conduct which violated the common decency or morality of individuals.
- 3) Commission of a felony or gross misdemeanor.
- 4) Violating safety rules and regulations.
- 5) Speaking or making derogatory or false accusations so as to discredit other individuals.
- 6) The use of profanity or abusive language towards any individual.
- 7) Harassment or discrimination.
- 8) Speaking without being recognized by the Chair.

**Rule 16. Suspension or Amendment of Rules.**

No rule of the County Board shall be suspended, altered, or rescinded except upon the affirmation vote of a 2/3 majority of the County Board, unless notice of such change shall have been given at a previous meeting in which case only a majority shall be required.

**Rule 17. Notice of Agenda.**

The regular County Board meeting agendas shall be provided to the official County newspaper, posted outside the **Government Center Board Room**, and posted on the County's website [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us) to provide the public with timely and accurate notice of regular County Board meetings.

***THESE RULES SHALL TAKE EFFECT*** and be in force from and after their adoption by the County Board, and any and all prior rules are hereby rescinded.

**Aitkin County Department Heads**

Administrator	Jessica Seibert	927-7276
Assessor	Mike Dangers	927-7327
Attorney	Jim Ratz	927-7347
Auditor	Kirk Peysar	927-7354
Community Corrections	Kami Genz	927-7281
Engineer	John Welle	927-3741
Environmental Services	Terry Neff	927-7342
Health & Human Services	Cynthia Bennett	927-7200
Human Resources	Bobbie Danielson	927-7306
Land Commissioner	Rich Courtemanche	927-7364
Information Technology	Chris Sutch	927-7345
Recorder	Mick Moriarty	927-7336
Sheriff	Dan Guida	927-7400
Treasurer	Lori Grams	927-7325

Send Inquiries to:

Aitkin County Administrator's Office  
Attn: County Administrator – Jessica Seibert  
307 2<sup>nd</sup> St. NW – Room 310  
Aitkin, MN 56431

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

ADOPTED January 5, 2021

By Commissioner: xxxx

20210105-xxx

**2021 Board of Commissioners Meeting Procedures & Rules of Business**

**WHEREAS**, the Aitkin County Board of Commissioners sees it prudent and necessary to review and adopt rules of procedure governing the conduct of County Board Meetings; and

**WHEREAS**, the Aitkin County Board has adopted and utilized rules of business, board procedures, and Robert's Rules of Order; and

**WHEREAS**, the Aitkin County Board of Commissioners believes it is important to annually reaffirm the rules; and

**THEREFORE, BE IT RESOLVED**, that the "Aitkin County Board of Commissioners Meeting Procedures and Rules of Business" is hereby amended and reaffirmed.

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 5<sup>th</sup> day of January, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 5<sup>th</sup> day of January, 2021

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



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** January 5, 2021

**Title of Item:** Designation of Official County Newspaper

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <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> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> <p>At the first meeting of the year, the County Board must designate an official newspaper. The County Board authorized the bid forms and procedures at the November 24, 2020 County Board Meeting. Attached for your review are the following:</p> <ol style="list-style-type: none"> <li>1. The Bid Specifications that were sent to the Aitkin Independent Age, Voyageur Press, and the NewsHopper.</li> <li>2. The submitted bids.</li> <li>3. The 2021 Bid Comparison Form.</li> <li>4. A proposed resolution.</li> </ol> <p>The County Auditor has also reviewed the bids and supports the proposed resolution.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt the proposed resolution.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



## AITKIN COUNTY ADMINISTRATION

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

jessica.seibert@co.aitkin.mn.us  
Phone: 218-927-3093  
Fax: 218-927-7374

November 25, 2020

Aitkin Independent Age  
213 Minnesota Avenue N.  
Aitkin, MN 56431

Voyageur Press  
PO Box 59  
McGregor, MN 55760

NewsHopper  
PO Box 563  
Ironton, MN 56455

Re: 2021 Newspaper Bid Specifications

Please see the attached information requesting 2021 newspaper advertising bids.

The deadline for submitting your bid is Noon on Thursday, December 17, 2020. We look forward to receiving your bid.

Please contact Jessica Seibert, County Administrator at 218-927-3093 if you have any questions or concerns.

Sincerely,

Angie Sahr  
Administrative Assistant  
Aitkin County Administration



## **CALENDAR YEAR 2021 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES**

### **I. GENERAL INFORMATION FOR BIDDERS**

- A. Sealed bids for newspaper publication of Aitkin County legal notices for 2021 will be received in the **Aitkin County Administrator's Office**, 307 2<sup>nd</sup> Street NW - Room 310, Aitkin, MN 56431, until **Noon on Thursday, December 17, 2020** at which time they will be opened, read and tabulated.
- B. All bids must be typewritten or written legibly in ink, sealed in an envelope, and bear the inscription "2021 NEWSPAPER PUBLISHING BID" together with the name and address of the publisher.
- C. Bidders must use the attached form when submitting a bid.
- D. Bids received after the time set for bid opening will be returned to the bidder unopened.
- E. Bids will be considered at the Aitkin County Board of Commissioners meeting on **January 5, 2021**.
- F. Copies of all bids received will be available for inspection in the Aitkin County Administrator's Office at Noon on Thursday, December 17, 2020.
- G. Aitkin County will send written notice of bid awards to the successful publishers.
- H. Aitkin County reserves the right to waive any irregularities in the bids, to reject any or all bids and to make any award which it considers to be in the best interest of the County.
- I. Aitkin County does not discriminate on the basis of disability, race, color, national origin, sex, religion, age or handicapped status in employment or the provision of services. If you need assistance due to disability or language barrier please call (218) 927-3093.

### **II. SPECIFIC REQUIREMENTS FOR BIDDERS**

- A. Separate bids are required for each type of publication notice, no joint bids will be accepted.
- B. Bids must be submitted using the attached form.
- C. Bidders are required to provide circulation statistics by zip code.
- D. Types of legal notices to which bids are requested.
  - (1) **PUBLICATION OF OFFICIAL PROCEEDINGS IN SUMMARY FORM:** (Minnesota Statute 375.12 refers.) The County will provide all official proceedings in digital format and may specify font, point size and leading.
  - (2) **PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS:** (Minnesota Statute 331A.01 subd. 7 and 331A.05 - .07 refer.) The County will provide all legal notices and miscellaneous advertisements in digital format and may specify font, point size and leading.

**CALENDAR YEAR 2021 BID SPECIFICATIONS  
NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES**

(3) **PUBLICATION OF DELINQUENT REAL ESTATE NOTICE AND LIST:** Minnesota Statute 279.08 refers.) The list of real estate taxes remaining delinquent on the first Monday of January 2020 shall be published once in each of two non-consecutive weeks. The county will provide the Real Estate List in digital format and may specify font, point size and leading.

(4) **FIRST PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication to be done in a newspaper located in a different municipality. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit, and first publisher may be asked to provide copies of Financial Statement **insert** for second publication. The County will provide the Financial Statement in camera ready format.

(5) **SECOND PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication of the financial statement to be done in one other newspaper, if one of general circulation is located in a different municipality in the county than the official newspaper. Per MN statute the county board shall call for separate bids for each publication. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit. To be considered for award of the bid for second publication of the financial statement, bidders must include a specific bid for the second publication of the Financial Statement. The County will provide the Financial Statement in camera ready format.

**III. BID AWARD CRITERIA**

- A. A successful bidder will be designated by the County Board as the "Official County Newspaper" for calendar year 2021 and will be required to publish all legal notices and advertisements as required by law to be published in the official newspaper.
- B. A successful bidder will be designated by the County Board for publication of the "Second Publication of the County Financial Statement." That bidder must be other than the bidder designated as the official county newspaper and located in a municipality other than the official newspaper per MN Statue 375.17 subd. 3.
- C. Bidder must certify by signature they meet the requirements of a qualified newspaper pursuant to MN Statute Chapter 331A.
- D. In determining the lowest bidder, the cost per media impression provided to the public within the boundaries of Aitkin County will be considered.
- E. The board may reject any offer if, in its judgment, the public interests require, and may then designate a newspaper without regard to any rejected offer.
- F. Bidder's adherence to all bid submission instructions and requirements. Failure to properly fill out the bid form may result in that bid being disqualified. Failure to enter a bid amount for each of item designated as "Official Newspaper" (Items 1-4) on the bid form may result in rejection of the entire bid with respect to designation the official newspaper.

# AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2021

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ \_\_\_\_\_ per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ \_\_\_\_\_ per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ \_\_\_\_\_ per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ \_\_\_\_\_ per column inch
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ \_\_\_\_\_ per column inch

Size in inches of newspaper single page sheet = \_\_\_\_\_ by \_\_\_\_\_

Maximum number of columns per page in legal notice section = \_\_\_\_\_

Newspaper circulation within the boundaries of Aitkin County = \_\_\_\_\_

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 \_\_\_\_\_ 56469 \_\_\_\_\_ 55748 \_\_\_\_\_ 55760 \_\_\_\_\_ 55787 \_\_\_\_\_ 56350 \_\_\_\_\_

Subscription cost per individual customer within Aitkin County for 1 year = \_\_\_\_\_

**(Please Print Clearly)**

Name of Bidding Newspaper: \_\_\_\_\_

Official Address: \_\_\_\_\_

Printed Name of Submitter \_\_\_\_\_ Title \_\_\_\_\_

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

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

\_\_\_\_\_  
Signature in Ink of Submitter

\_\_\_\_\_  
Date

# AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2021

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ 7.75 per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ 7.75 per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ 7.75 per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 7.75 per column inch
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 7.75 per column inch

Size in inches of newspaper single page sheet = 9.88" by 21"

Maximum number of columns per page in legal notice section = 6

Newspaper circulation within the boundaries of Aitkin County = 2433

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 1872 56469 99 55748 45 55760 364 55787 30 56350 23

Subscription cost per individual customer within Aitkin County for 1 year = \$45

**(Please Print Clearly)**

Name of Bidding Newspaper: Aitkin Independent Age

Official Address: 213 Mn Ave N. - P.O. Box 259

Aitkin, Mn. 56431

Printed Name of Submitter RoxAnne Bowby Title Operations Manager

Phone: 218-927-3761

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

RoxAnne Bowby  
Signature in Ink of Submitter

12/11/20  
Date



# Aitkin Independent Age

## LEGAL PUBLICATION RATES

Effective January 1, 2021

The following column inch rates apply for the publishing of legal notices by our office for the year 2021:

	<b>First Time (C1 rate) Publication</b>	<b>Subsequent (-15%) Publications</b>
<b>Column Inch Rate</b>	<b>\$11.53</b>	<b>\$9.80</b>

In addition, the following special per column inch rates apply:

Aitkin County Legals .....\$7.75 per col inch

School District.....\$7.75 per col inch

All Townships .....\$7.75 per col inch

Certificates of Assumed Name.....\$90.00 flat fee/two weeks  
(\$10.00 for each addl. name)

Set-up - Typing Fee .....\$20.00



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

ADOPTED January 5, 2021

By Commissioner: xxxx

20210105-xxx

2021 Official County Newspaper

**BE IT RESOLVED**, that the *Aitkin Independent Age* is hereby designated by the Aitkin County Board of Commissioners as the official county newspaper in which all official business shall be published.

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 5<sup>th</sup> day of January, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 5<sup>th</sup> day of January, 2021

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



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** January 5, 2021

**Title of Item:** 2021 Committee Appointments

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <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> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b>
---	-------------------------------

**Summary of Issue:**

Each year the County Board updates committee appointments. The following items are attached.

1. A draft proposed resolution. Known changes are indicated in red.
2. 2021 AMC Policy Committees & Voting Delegate Appointments.
3. 2020 Aitkin County Board of Commissioners Committees. Known changes are indicated in red.

Once the committee appointments have been made, the resolution will be updated accordingly.

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

**Recommended Action/Motion:**  
Make appointments and adopt resolution.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No Please Explain:

By Commissioner: xxxx

20210105-xxx

2021 Committee Appointments

BE IT HEREBY RESOLVED, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2020:

Aitkin Airport Commission (2)	J. Mark Wedel John Welle
Aitkin County Care Board	Laurie Westerlund
Aitkin County Community Corrections Advisory Board (2)	J. Mark Wedel Anne Marcotte
Aitkin County Water Planning Task Force	J. Mark Wedel
Aitkin Economic Development Administration (AEDA)	J. Mark Wedel
AMC Delegates (8)	Commissioner District 2 Commissioner District 3 Commissioner District 4 Commissioner District 5 County Administrator County Engineer Environmental Services Director HHS Director
Aquatic Invasive Species (AIS)	J. Mark Wedel Brian Napstad
Arrowhead Counties Association (2)	Don Niemi Laurie Westerlund
Arrowhead Economic Opportunity Agency	Laurie Westerlund Don Niemi, Alt.
Arrowhead Regional Development Center (ARDC)	Don Niemi Laurie Westerlund, Alt.
Assessor for Unorganized Townships	Mike Dangers
ATV Committee (2)	Brian Napstad Laurie Westerlund
Big Sandy Lake Management Plan (1+Alternate)	Brian Napstad Anne Marcotte, Alt.
Budget Committee 2020 (2)	J. Mark Wedel ??
Development Achievement Center (Liaison) (1+Alternate)	Laurie Westerlund Don Niemi, Alt.
East Central Regional Library Board	Don Niemi Brian Napstad, Alt.

Economic Development (2)	Brian Napstad Don Niemi
Emergency Management	J. Mark Wedel
Environmental Assessment Worksheet (2)	Anne Marcotte Brian Napstad
Extension Committee (1 + Alternate)	Anne Marcotte, Laurie Westerlund, Alt
Facilities/Technology Committee (2)	J. Mark Wedel Laurie Westerlund
Fairgrounds Custodian	Kirk Peysar
H&HS Advisory Committee (Liaison) (2)	J. Mark Wedel Laurie Westerlund
Historical Society (Liaison)	J. Mark Wedel
Housing & Redevelopment Authority of Aitkin County (HRA) (Liaison)	Laurie Westerlund
Investment Committee	County Board
Joint Powers Natural Resources Board (2)	Brian Napstad, Anne Marcotte, Alt. Rich Courtemanche
Lakes & Pines (1+Alternate)	Don Niemi Anne Marcotte, Alt.
Law Library	Ann Marcotte, Don Niemi, Alt.
McGregor Airport Commission (2)	Brian Napstad William Bedor
MCIT Representative (1 + Alternate)	Laurie Westerlund Jessica Seibert, Alt.
Mille Lacs Fisheries Input Group	Laurie Westerlund
Mille Lacs Watershed (1 + Alternate)	Laurie Westerlund Don Niemi, Alt.
Mississippi Headwaters Board (1+Alternate)	Anne Marcotte Brian Napstad, Alt.
MN Rural Counties (1+Alternate)	Don Niemi Laurie Westerlund, Alt.
Natural Resources Advisory Committee (2)	Anne Marcotte Brian Napstad
NE MN Office Job Training	Don Niemi
Northeast MN ATP (2)	Brian Napstad John Welle Don Niemi, Alt.

Northeast MN Emergency Communications Board (ECB)	Brian Napstad Dan Guida, Alt.
Northeast MN Regional Advisory Committee (RAC)	Patrice Erickson Dan Guida, Alt.
Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	Brian Napstad Laurie Westerlund, Alt.
Northern Counties Land Use Coordinating Board (NCLUCB) (1+Alternate)	Anne Marcotte Brian Napstad, Alt.
Ordinance Committee (2)	Brian Napstad Anne Marcotte
Personnel/Insurance Committee (2)	J. Mark Wedel Anne Marcotte
Planning Commission	Anne Marcotte Laurie Westerlund, Alt.
Rum 1W1P Policy Committee	Laurie Westerlund Don Niemi, Alt.
Snake River Watershed Management Board	Brian Napstad
Snake River 1W1P Policy	Brian Napstad Don Niemi, Alt.
Sobriety Court	J. Mark Wedel
Solid Waste Task Force (2)	Laurie Westerlund Brian Napstad
Toward Zero Deaths	J. Mark Wedel
Tri-County Community Health Services Board	Laurie Westerlund

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 5<sup>th</sup> day of January, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 5<sup>th</sup> day of January, 2021

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Jessica Seibert  
County Administrator

# AMC 2021 POLICY COMMITTEE & VOTING DELEGATE APPOINTMENTS

## 2021 AMC POLICY COMMITTEE APPOINTMENTS

Counties must appoint at least one commissioner or county official to each of the five AMC policy committees. Individuals may not serve as a voting member on more than one policy committee.

<b>2021 County Board Chair</b>	
--------------------------------	--

<b>Policy Committee</b>	<b>2021 Policy Committee Member</b>
Environment & Natural Resources Policy Committee	
General Government Policy Committee	
Health & Human Services Policy Committee	
Public Safety Policy Committee	
Transportation & Infrastructure Policy Committee	

## 2021 AMC VOTING DELEGATE APPOINTMENTS

Please type (or clearly print) the names of your county's appointed AMC Voting Delegates for 2021 in the spaces below. Voting delegates are permitted to cast votes on behalf of one's county during official AMC meetings/business.

1	
2	
3	
4	
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7	
8	

**ARTICLE 8: ASSOCIATION DELEGATES & DISTRICTS**  
**Section 1. Association Delegates** Each member county shall be entitled to a number of delegates equal to three more than the number of persons on the board of county commissioners of the member county. Delegates shall be appointed annually by the county board from among the officials and employees of the county. Each delegate so appointed shall be eligible to vote at any meeting of the Association or to be elected an officer or director of the Association. The right to vote at any meeting of the Association or to hold an office or directorship in the Association shall terminate when such person ceases to be a delegate from a member county or the county that delegate represents ceases to be a member of the Association. A vacancy in the office of delegate shall be filled unexpired term.

Please return to Laurie Klupacs @ [lkupacs@mncounties.org](mailto:lkupacs@mncounties.org)

**2020 Aitkin County Board of Commissioners Committees**

<b>Committee</b>	<b>Freq</b>	<b>Scheduled</b>	<b>Representative</b>	<b>Time</b>	<b>Location</b>	<b>Length</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
Environment & Natural Resources Policy Health & Human Services Indian Affairs	AMC		Commissioner Anne Marcotte						
General Government	AMC		Commissioner Don Niemi						
Health & Human Services	AMC		HHS Director Cynthia Bennett						
Indian Affairs Task Force	AMC		Commissioner Laurie Westerlund						
Public Safety Committee	AMC		Commissioner Laurie Westerlund						
Transportation Policy	AMC		Commissioner Bill Pratt <b>Brian Napstad</b>						
Aitkin Airport Commission	Monthly	1st Thursday Wednesday	Wedel	4:00 PM	Aitkin Public Library		City Administrator- Rose Beverly	218-927-2527	<a href="mailto:cityadmin@ci.aitkin.mn.us">cityadmin@ci.aitkin.mn.us</a>
Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	Wedel and Pratt <b>Napstad</b>	1:00 PM	Aitkin		Steve Hughes	218-927-6565	<a href="mailto:hughes.aitkinswcd@gmail.com">hughes.aitkinswcd@gmail.com</a>
Aitkin County CARE Board	Monthly	3rd Tuesday	Westerlund	7:00 AM	Aitkin	1-2 hrs.	Lynne Jacobs	218-927-1383	<a href="mailto:aitkincountycare@gmail.com">aitkincountycare@gmail.com</a>
Aitkin County Community Corrections	Quarterly	Varies	Wedel, Marcotte	8:30 AM	Aitkin	1 hour	Kami Genz	218-927-7394	<a href="mailto:kami.genz@co.aitkin.mn.us">kami.genz@co.aitkin.mn.us</a>
Aitkin County Water Planning Task Force	Bi-monthly	3rd Wednesday	Wedel	2:00 PM	Aitkin/ MLEC		Steve Hughes	218-927-6565	<a href="mailto:hughes.aitkinswcd@gmail.com">hughes.aitkinswcd@gmail.com</a>
Aitkin Economic Development Administration	Monthly- Quarterly	3rd Thursday	Wedel	4:00 PM	Aitkin City Hall Public Library		City Administrator- Rose Beverly	218-927-2527	<a href="mailto:cityadmin@ci.aitkin.mn.us">cityadmin@ci.aitkin.mn.us</a>
Arrowhead Counties Association	8 or 9x yearly Sept. to May	1x a month, 3rd Wed.	Niemi and Westerlund	6-8 PM	Duluth	2 Hrs.			
Arrowhead Economic Opportunity Agency	Bi-monthly (begin Feb.)	3rd Wednesday	Westerlund, Alt. Niemi	1:00 PM	Virginia AEOA	2 Hrs.	Diane Krukemeyer Paul Carlson	800-662-5711 ext. 7322 800-662-5711 ext. 7319	<a href="mailto:Diane.krukemeyer@aeoa.org">Diane.krukemeyer@aeoa.org</a>
Arrowhead Regional Development Comm.	Quarterly	3rd Thursday	Niemi, Alt. Westerlund	10:00 AM	Varies	2 Hrs.	Mary Zaroni	800-232-0707	<a href="mailto:mzaroni@ardc.org">mzaroni@ardc.org</a>
ATV Committee	As needed- Monthly		Pratt <b>Napstad</b> and Westerlund		Aitkin	2-3 Hrs.	Rich Courtemanche	218-927-7364	<a href="mailto:rich.courtemanche@co.aitkin.mn.us">rich.courtemanche@co.aitkin.mn.us</a>
Big Sandy Lake Management Plan	Monthly	2nd Wednesday	Pratt <b>Napstad</b> , Alt. Marcotte	2:30 PM	Tam/ Cromwell	2 Hrs.	Janet Smude	218-927-6565 ext 110	<a href="mailto:smude.aitkinswcd@gmail.com">smude.aitkinswcd@gmail.com</a>
Budget Committee	Monthly	1st Tuesday	Wedel and Pratt <b>Napstad</b> , Marcotte	10:00 AM	Aitkin	2 Hrs.	Jessica Seibert	218-927-3093	<a href="mailto:jessica.seibert@co.aitkin.mn.us">jessica.seibert@co.aitkin.mn.us</a>
Development Achievement Center	Monthly	3rd or 4th Thursday	Westerlund, Alt. Niemi	3:30 PM	Aitkin/ Mcgregor	2 Hrs.	Tammy Jo Johnson	218-768-4031	<a href="mailto:tjacdac@frontier.com">tjacdac@frontier.com</a>
East Central Regional Library Board	Monthly	2nd Monday	Niemi, Alt. Pratt <b>Napstad</b>	10:00 AM	Cambridge			763-689-7390 ECRL Office	
Economic Development	Monthly	1st Wednesday	Pratt <b>Napstad</b> and Niemi	1:30 PM	Aitkin		Ross Wagner	218-927-7305	<a href="mailto:rwagner@co.aitkin.mn.us">rwagner@co.aitkin.mn.us</a>

Emergency Management	As needed		Wedel		Aitkin		Dan Guida	218-927-7420	<a href="mailto:dan_guida@co.aitkin.mn.us">dan_guida@co.aitkin.mn.us</a>
Environmental Assessment Worksheet	As needed		Marcotte and Pratt- Napstad		Aitkin		J. Welle/ T. Neff	218-927-7469 Welle 218-927-7352 Neff	<a href="mailto:jwelle@co.aitkin.mn.us">jwelle@co.aitkin.mn.us</a> <a href="mailto:tneff@co.aitkin.mn.us">tneff@co.aitkin.mn.us</a>
Extension	4x year	Monday	Marcotte, Alt. Westerlund	5:30 PM	Aitkin		Susanne Hinrichs	218-828-2286	<a href="mailto:susanneh@umn.edu">susanneh@umn.edu</a>
Facilities/Technology	As needed		Wedel and Westerlund		Aitkin		Jessica Seibert	218-927-3093	<a href="mailto:jessica.seibert@co.aitkin.mn.us">jessica.seibert@co.aitkin.mn.us</a>
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and Westerlund	3:30 PM	Aitkin		Cynthia Bennett	218-927-7225	<a href="mailto:cynthia.bennett@co.aitkin.mn.us">cynthia.bennett@co.aitkin.mn.us</a>
Historical Society (Liaison)	Monthly	4th Wednesday	Wedel	10:00 AM	Aitkin			218-927-3348	<a href="mailto:achs3348@embarqmail.com">achs3348@embarqmail.com</a>
HRA (Liaison)	Monthly	4th Wednesday	Westerlund	9:30 AM			Teresa Smude	218-927-2151	<a href="mailto:teresa@aitkinhra.org">teresa@aitkinhra.org</a>
Investment	As needed		All Commissioners		Aitkin				
Joint Powers Natural Resource Board	Odd Months	4th Monday	Pratt Napstad and Land Cmr Courtemanche Alt. Marcotte	10:00 AM	Bemidji	2 Hrs.	Kallie Briggs	Cell: 218-417-0358	<a href="mailto:kalliebriggs@gmail.com">kalliebriggs@gmail.com</a>
Lakes and Pines	Monthly	3rd Monday	Niemi, Alt. Marcotte	10:00 AM	Mora		Bob Benes	320-679-1800	<a href="mailto:bob.benes@lakesandpines.org">bob.benes@lakesandpines.org</a>
Law Library	Quarterly	Set by Judge	Marcotte, Alt. Niemi		Aitkin				
MCIT			Westerlund, Seibert						
McGregor Airport Commission	Monthly	Last Wednesday	Pratt Napstad	6:30 PM	McGregor	2 Hrs.	Bill Bedor	952-941-5147 or cell 612-810-7219	<a href="mailto:bbedor@comcast.net">bbedor@comcast.net</a>
Mille Lacs Fisheries Input Group	Monthly <sup>2-8-10x</sup> yr		Westerlund	5:30 PM		3 hrs.			
Mille Lacs Watershed	10x year	3rd Monday	Westerlund, Alt. Niemi	10:00 AM		2 Hrs.	Steve Hughes	218-927-6565	<a href="mailto:hughes.aitkinswcd@gmail.com">hughes.aitkinswcd@gmail.com</a>
Mississippi Headwaters Board	Monthly	4th Friday	Marcotte, Alt. Pratt- Napstad	10:00 AM	Cass County	2 hrs.	Tim Terrill	218-824-1189	<a href="mailto:timt@mississippiheadwaters.org">timt@mississippiheadwaters.org</a>
MN Rural Counties	8x year	Varies	Niemi, Alt. Westerlund	10:00 AM/ varies	ITV/ varies	2 hrs.	Dan Larson	612-210-2493	<a href="mailto:dan27@frontiernet.net">dan27@frontiernet.net</a>
Natural Resources Advisory Committee	8-10x yr	2nd Monday	Marcotte and Pratt- Napstad	6:30 PM	LLCC	2-3 Hrs.	Rich Courtemanche	218-927-7364	<a href="mailto:rich.courtemanche@co.aitkin.mn.us">rich.courtemanche@co.aitkin.mn.us</a>
NE MN Office Job Training	As called		Niemi				Marie Domiano	218-735-3740 Headquarters	
Northeast MN ATP	Quarterly	2nd Wednesday	Pratt Napstad, (Niemi, Alt.) and Engineer Welle	10:00 AM	Varies		Russell Habermann	218-529-7552	<a href="mailto:rhabermann@ardc.org">rhabermann@ardc.org</a>
Northeast MN Emergency Communications Board (ECB)	5-6x yr	4th Thursday	Pratt Napstad (Sheriff Guida Alt.)	10:00 AM	ITV/ varies		Holly Olson	218-726-2921	<a href="mailto:olsonh@stlouiscountymn.gov">olsonh@stlouiscountymn.gov</a>

Northeast Waste Advisory Council	Quarterly	2nd Monday	Pratt Napstad, Alt. Westerlund	10:00 AM	Duluth	2 Hrs.	Heather Cunningham	218-384-9174	<a href="mailto:Heather.Cunningham@co.carlton.mn.us">Heather.Cunningham@co.carlton.mn.us</a>
Northern Counties Land Use Coordinating Board	Monthly	1st Thursday	Marcotte, Alt. Pratt Napstad would like to attend regularly	9:30 AM	Varies		John Chell	218-259-4628	<a href="mailto:info@nclucb.org">info@nclucb.org</a>
Ordinance	As needed		Pratt Napstad and Marcotte		Aitkin		Jessica Seibert	218-927-3093	<a href="mailto:jessica.seibert@co.aitkin.mn.us">jessica.seibert@co.aitkin.mn.us</a>
Personnel/Insurance	As needed	2nd Tuesday	Marcotte and Wedel	1:30 PM	Aitkin		Jessica Seibert	218-927-3093	<a href="mailto:jessica.seibert@co.aitkin.mn.us">jessica.seibert@co.aitkin.mn.us</a>
Planning Commission	Monthly	3rd Monday	Westerlund Marcotte, Alt. Marcotte Westerlund	4:00 PM	Aitkin		Terry Neff	218-927-7352	<a href="mailto:tneff@co.aitkin.mn.us">tneff@co.aitkin.mn.us</a>
Rum 1W1P Policy Committee	Quarterly-Monthly	Unknown	Westerlund, Alt. Niemi	??	??	??	Tiffany Determan	763-689-3271	<a href="mailto:tiffany.determan@mn.nacdnet.net">tiffany.determan@mn.nacdnet.net</a>
Snake River Watershed	Monthly	4th Monday	Pratt Napstad	9:00 AM	Mora		Teresa Wickeham	320-679-6456	<a href="mailto:Teresa.Wickeham@co.kanabec.mn.us">Teresa.Wickeham@co.kanabec.mn.us</a>
Snake River 1W1P Policy			Pratt Napstad, Alt. Niemi						
Sobriety Court	Bi-Monthly	3rd Thursday	Wedel	12:00 PM	Aitkin/Birchwood		kami.genz	218-927-7394	<a href="mailto:kami.genz@co.aitkin.mn.us">kami.genz@co.aitkin.mn.us</a>
Solid Waste Advisory	As needed		Pratt Napstad and Westerlund		Aitkin		Terry Neff	218-927-7352	<a href="mailto:tneff@co.aitkin.mn.us">tneff@co.aitkin.mn.us</a>
Toward Zero Deaths	Monthly	2nd Wednesday	Wedel	1:00 PM	Aitkin		Amy Dotzler	218-927-2133	<a href="mailto:adotzler@aitkinpolice.com">adotzler@aitkinpolice.com</a>
Tri-County Community Health Services	Bi-Monthly	2nd Thursday	Westerlund		Itasca County				



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** January 5, 2021

**Title of Item:** Set 2021 Board Meeting Schedule

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b>  <p>Each year the County Board sets the year's scheduled meeting dates. Since 2013 the Board has primarily been meeting on the second and fourth Tuesday's of each month. Based on past practices, staff has prepared a Proposed 2021 County Board Calendar. The dates proposed are again the second and fourth Tuesday's of each month.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Set 2021 Board Meeting Schedule		
<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>		

# 2021

## Aitkin County Board Calendar

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
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21	22	23	24	25	26	27
28	29	30	31			

April						
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25	26	27	28	29	30	

May						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
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27	28	29	30			

July						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
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22	23	24	25	26	27	28
29	30	31				

September						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

-  Proposed Board Meeting Dates
-  AMC Meeting Dates (District Meeting dates not set yet)
-  Holidays



# Aitkin County Board of Commissioners

## Agenda Request Form

10  
 Agenda Item #

**Requested Meeting Date:** January 5, 2021

**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 Brian Napstad
Aitkin Airport Commission	Monthly	1 <sup>st</sup> Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 <sup>rd</sup> Thursday	Wedel and Napstad
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	Quarterly	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	Monthly		Napstad and Westerlund
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Wednesday	Napstad, Alt. Marcotte
Budget Committee	Most months	1 <sup>st</sup> Tuesday	Wedel and
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. Napstad
Economic Development	Monthly	1 <sup>st</sup> Wednesday	Napstad and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Napstad
Extension	4x year	Monday	Marcotte, Alt. Westerlund
Facilities/Technology	As needed		Wedel and Westerlund
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	Napstad and Land Cmr Courtemanche
Lakes and Pines	Monthly	3 <sup>rd</sup> Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Marcotte, Alt. Niemi
McGregor Airport Commission	Monthly	Last Wednesday	Napstad
Mille Lacs Fisheries Input Group	8-10x year		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. Napstad
MN Rural Caucus	8x year	Varies	Niemi, Alt. Westerlund
Natural Resources Advisory Committee	8-10x year	2 <sup>nd</sup> Monday	Marcotte and Napstad
NE MN Office Job Training	As called		Niemi
Northeast MN ATP	Quarterly	Varies	Napstad and Engineer Welle, Niemi Alt.
Northeast MN ECB	5-6x year	4 <sup>th</sup> Thursday	Napstad, Alt. Sheriff
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Napstad, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Marcotte, Alt. Napstad
Ordinance	As needed		Napstad and Marcotte
Personnel/Insurance	As needed	2 <sup>nd</sup> Tuesday	Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Marcotte, Alt. Westerlund
Rum 1W1P Policy Committee	Quarterly		Westerlund, Alt. Niemi
Snake River Watershed	Monthly	4 <sup>th</sup> Monday	Napstad
Snake River 1W1P Policy			Napstad, Alt. Niemi
Sobriety Court	Bi-Monthly	3 <sup>rd</sup> Thursday	Wedel
Solid Waste Advisory	As needed		Napstad 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