

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS April 13, 2021 – BOARD AGENDA

## Government Center Board Room

The public is invited to join the meeting remotely by phone call 1-415-655-0001, (access code): 182 217 6119; (meeting password): 7282

- 9:00 1) **J. Mark Wedel, 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 March 23, 2021 to April 12, 2021
  - B) Approve March 23, 2021 County Board Minutes
  - C) Approve Electronic Funds Transfers
  - D) Approve Commissioner Vouchers
  - E) Approve Auditor's Vouchers – Highway Dept. Capital Purchases
  - F) Approve Auditor's Vouchers – Highway Addition & Renovation Project Payment #5
  - G) Approve Auditor's Vouchers – Certified Court File – Attorney's Office
  - H) Approve Manual Warrants/Voids/Corrections – FSA Claims
  - I) Approve Manual Warrants/Voids/Corrections – Elan paid 3/4/21 Allocated
  - J) Approve Manual Warrants/Voids/Corrections – FSA Claims, Participant Fees
  - K) Approve Manual Warrants/Voids/Corrections – Elan paid 3/18/21 Allocated
  - L) Approve Manual Warrants/Voids/Corrections – Medical FSA Claims
  - M) Approve Manual Warrants/Voids/Corrections – LLCC Credit Card Fees
  - N) Approve Manual Warrants/Voids/Corrections – Mtg Reg & Deed Tax March 2021
  - O) Approve Manual Warrants/Voids/Corrections – FSA Claims
  - P) Approve Certifications of Destroyed Payroll Vendor Checks
  - Q) Approve STS Joint Powers Contract
  - R) Approve LLCC Housing Rental Agreement
  - S) Approve Letter of Support
  - T) Adopt Resolution: Search & Rescue Donation – Haugen Township

- U) Adopt Resolution: K-9 Donation – Dan and Joanne Lastavich
- V) Adopt Resolution: Search & Rescue Donation – Pliny Township
- W) Adopt Resolution: Search & Rescue Donation – Libby Township
- X) Adopt Resolution: Amended Resolution 20201222-104 – 2021 Elected Officials Salaries

- 9:03 3) Kirk Peysar – Auditor
  - A) Adopt Resolution: On and Sunday Sale Liquor License – The Craft House
- 9:05 4) Jessica Seibert – County Administrator
  - A) Information Only: Patty Thielen – DNR Update
- 9:35 5) Bobbie Danielson – HR; John Welle – County Engineer
  - A) Approve Title VI Plan for MnDOT FHWA Subrecipient
- 9:45 6) Rich Courtemanche – Land Commissioner
  - A) Approve Set Land Auction – June 4, 2021
- 10:00 7) Rich Courtemanche – Land Commissioner
  - A) Public Hearing for Land Classification
- 10:10 8) Dennis Thompson – Assistant Land Commissioner
  - A) Adopt Resolution: ECP Grant
- 10:20 9) John Welle – County Engineer
  - A) Adopt Resolution: Award Contract No. 20216
- 10:25 10) Chris Sutch – IT Manager
  - A) Approve Office 365 / Exchange Plan 1
- 10:30 11) Mike Dangers – County Assessor
  - A) Discussion Item: 2021 Assessment Summary
- 10:50 Break
- 11:00 12) Dan Guida – Sheriff
  - A) Information Only: Autopsy Services
  - B) Information Only: MN DOC Facility Inspection Report
- 11:10 13) Committee Updates
- 11:40 14) Dan Guida – Sheriff
  - A) Closed Session Under MN Statute 13D.05 Subd 3d Security Briefing Report
- 11:55 Adjourn

<p>The Aitkin County Board of Commissioners met this 23<sup>rd</sup> day of March, 2021 at 9:00 a.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Anne Marcotte, Brian Napstad, County Administrator Jessica Seibert, and Administrative Assistant Angie Sahr. Commissioner Donald Niemi attended via Webex.</p> <p>Motion made by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all voting yes to approve the March 23, 2021 agenda.</p>	<p><b>Call to Order</b></p> <p><b>Approved Agenda</b></p>
<p style="text-align: center;"><b>AITKIN COUNTY HEALTH &amp; HUMAN SERVICES BOARD MEETING</b></p>	<p><b>Health &amp; Human Services</b></p>
<p><b>Attendance</b></p> <p>The Aitkin County Board of Commissioners met this 23<sup>rd</sup> day of March 2021, at 9:01 a.m. as the Aitkin County Health &amp; Human Services Board, with the following members present: Commissioners Brian Napstad, J. Mark Wedel, Anne Marcotte, Don Niemi (VIA WebEx), and Laurie Westerlund. Others present included: H&amp;HS Director Cynthia Bennett, Accounting Supervisor Carli Goble, Public Health Supervisor Erin Melz, Adult Social Services Supervisor Jessi Schultz (VIA WebEx), Financial Services Supervisor Jessi Goble (VIA WebEx), Child Support Supervisor Julie Herbst (VIA WebEx), County Administrator Jessica Seibert, Assistant to the County Administrator Angie Sahr, Paul Vold, KKIN (VIA WebEx), and Rebecca Fudala, Aitkin Independent Age.</p> <p><b>Agenda</b></p> <p>Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members present voting yes to approve the March 23, 2021 Health &amp; Human Services Board agenda.</p> <p><b>Minutes</b></p> <p>Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members present voting yes to approve the February 23, 2021 Health and Human Services Board minutes.</p> <p><b>Bills</b></p> <p>Carli stated that there was nothing out of the ordinary for the bills this month.</p> <p>Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members present voting yes to approve the bills.</p> <p><b>Director's Update</b></p> <p>Cynthia gave an update on the three key issues going to the legislature this session.</p> <ol style="list-style-type: none"> <li>1. DHS Billing Error – In 2019 DHS realized they had made 3 significant billing errors one was the miscalculation of the county share of services provided to individuals in residential treatment facilities. In December of 2019 Governor Walz addressed</li> </ol>	

the counties saying they should be held harmless for DHS errors. This became a legislative priority in 2020, but due to COVID-19 happening there was not a whole lot done in the legislature besides those things that were directly related to COVID-19. The Governor's 2021 Supplementary Budget proposal does address this and there are bills passing through committees in 2021 legislature to formally resolve this issue. It seems that all involved, the DHS Commissioner, House and Senate Representatives, AMC, MACSSA and the counties are on board with holding the counties harmless in this.

2. Continuation of COVID-19 Waivers into permanent policy/guidelines in regards to using more technology to meet with clients and less face to face meetings due to the cost savings they provided due to less employee travel time and expenses.
3. County Based Purchasing – In county based purchasing counties have the ability to either, by themselves or with other counties, go out and purchase health care services for various populations within their counties for MA, General Assistance Medical Care, and Minnesota Care. DHS is required to conduct a procurement that is done every four years. During procurement, counties are given a long list of survey questions to answer and then DHS takes all of that information and decides who will be providing health care services within each county. The procurement process and evaluation of effectiveness and costs should be conducted in another fashion. Counties who do not choose to implement county based purchasing should have a stronger say in the process of selection. So the issue is not just a county's right to do county based purchasing as allowed in statute, but the process of procurement should be revised to give counties more say in the outcomes.
4. Lastly Cynthia shared that, in preparation of the disbursement of funds from the American Rescue Plan that H&HS was looking into ways to best utilize those funds when they are received. HHS will continue to work closely with Jessica on determining how monies are spent in HHS as well as the county as a whole.

Commissioner Wedel inquired as to when we could expect those funds?

Jessica Seibert responded that we had not yet seen an indication of when they will be making the request process available to us and that once they do our request will be entered and then we will receive our approved funds within 60 days and have until December 31, 2024 to spend those funds.

**COVID-19 Update**

Erin Melz, Public Health Supervisor, went through her presentation to the Commissioners in relation to where Aitkin County is with COVID-19 vaccine disbursement and their plans for future disbursement as more vaccine comes available.

At the time of the meeting she reported 33.8% of the Aitkin County population had received at least one dose of vaccine and 21.9% had completed the series.

67% of those 65+ had received at least one dose and 30.2% of those 50-64 years of age had received at least one dose.

**Committee Reports**

**CARE Report**

Commissioner Westerlund reported that CARE is doing great and that Lynne Jacobs continues to do outstanding work over there.

**NEMOJT Report**

Commissioner Niemi reported that they did meet and that the main topic of discussion was NEMOJT's focus on getting the word out about careers for women in the construction industry and all of the opportunity there is within that industry for them.

**Lakes & Pines Report**

Commissioner Niemi reported that they had applied for a couple of grants. One was \$306,400 to help people pay rent who have not been able to due to COVID-19 circumstances and how much they hope this will help people and their landlords with getting caught up on past due rent. The other was for \$95,000 through the Live Well at Home Grant to help seniors learn more about what services are available to them along with training them how to use things such as online banking and how to connect with friends and family on various video chat services that are out there and much more.

The meeting was adjourned at 10:13 a.m.

Next Meeting – April 27, 2021

There was no Citizens' Public Comment

**Citizens' Public  
Comment**

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

**Consent Agenda**

A) Correspondence File March 8, 2021 to March 22, 2021; B) Approve March 9, 2021 County Board Minutes; C) Approve Electronic Funds Transfers \$1,287,140.09; D) Approve Commissioner Vouchers: General Fund \$82,235.51, Reserves Fund \$8,000.00, Road & Bridge \$58,483.78, Special Revenue (Unorg R&B, Fire \$1,845.16, Health & Human Services \$15,872.73, State \$90.00, Trust \$8,888.91, Forest Development \$847.36, Taxes & Penalties \$110.00, Long Lake Conservation Center \$157.14, Parks \$16,214.13 for a total of \$192,744.72; E) Approve Auditor's Vouchers – Contegrity, Gas Tax: Road & Bridge \$419,080.98, Capital Project \$42,984.13, for a total of \$462,065.11; F) Approve Manual Warrants/Voids/Corrections – Mortgage Registry, Deed Tax: General Fund \$0.04, State \$84,168.65, for a total of \$84,168.69; G) Approve Manual Warrants/Voids/Corrections – FSA Claims, LLCC Credit Card Fees: General Fund \$926.85, Long Lake Conservation Center \$33.20, for a total of \$960.05; H) Approve Manual Warrants/Voids/Corrections – Elan paid 2/18/21: General Fund -\$4,420.50, Road & Bridge \$180.00, Health & Human Services \$1,199.25, Trust \$55.00, Parks -\$13.75, for a total of \$0.00; I) Approve Manual Warrants/Voids/Corrections – FSA Claims: General Fund \$1,086.20; J) Approve Manual Warrants/Voids/Corrections – Camping Refunds: Parks \$30.00; K) Approve Manual Warrants/Voids/Corrections – FSA Claims: General Fund \$640.94; L) Approve Affidavit for Duplicate of Lost Warrant – Shelly Spiegelberg; M) Approve Affidavit for Duplicate of Lost Warrant – Nicholas Ekelund; N) Approve Application to Make Retail Sales of Cigarette & Other Tobacco Products; O) Approve Fire



Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voted to adopt resolution: Award Contract No. 20215.

**Resolution  
#20210323-041  
Award Contract  
No. 20215**

**WHEREAS**, Contract No. 20215 is for the placement of calcium chloride on various county highways and township roads, and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, March 15, 2021 with a total of three bids received, and

**WHEREAS**, EnviroTech Services Inc., Greely, CO was the lowest responsible bidder in the amount of \$336,000.

**NOW THEREFORE, BE IT RESOLVED**, that EnviroTech Services Inc. be awarded Contract 20215.

**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.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members present voted to approve Application to Make Retail Sales of Cigarettes & Other Tobacco Products – Fisherman’s Bay, Commissioner Brian Napstad abstained.

**Application to  
Make Retail Sales  
of Cigarettes &  
Other Tobacco  
Products –  
Fisherman’s Bay**

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members present voted to approve Equipment Purchase – Three Tandem Plow Trucks.

**Equipment  
Purchase – Three  
Tandem Plow  
Trucks**

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members present voted to approve Purchase and Installation of Dump Box, Hydraulics, and Plow Equipment.

**Purchase and  
Installation of  
Dump Box,  
Hydraulics and  
Plow Equipment**

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members present voted to approve Economic Development Coordinator Job Description & Posting.

**Economic  
Development  
Coordinator Job  
Description &  
Posting**

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

**Administrator  
Updates**

- Department Head Meeting
- Docusign Presentation
- Policy Fellows
- MACA Legislative Call
- Blandin Introductory Meeting

# AITKIN COUNTY BOARD

March 23, 2021

- Economic Development Committee Meeting
- American Rescue Plan Update

The Board discussed: Blandin Introductory Meeting, Economic Development Committee, Joint Powers Natural Resource Board, Aquatic Invasive Species (AIS), AMC, Planning Commission, MN Rural Caucus, Toward Zero Deaths.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 12:01 p.m. until Tuesday, April 13, 2021 at the Aitkin County Government Center.

**Board Discussion**

**Adjourn**

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J. Mark Wedel, Board Chair  
Aitkin County Board of Commissioners

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Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

2C

Agenda Item #

**Requested Meeting Date:** 04/13/2021

**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 4/5/2021		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

**ELECTRONIC FUNDS TRANSFER****Thru April 5, 2021 Board Meeting April 13, 2021**

<u>Date</u>	<u>Amount</u>	<u>Reason</u>	<u>Abstract Number</u>
3/15/21	\$30.00	Manual Abstract	20879
3/17/21	\$1,314.72	Auditor Warrants	20878
3/17/21	\$640.94	Manual Abstract	20881
3/18/21	\$3,996.18	Manual Abstract	20884
3/19/21	\$51,040.30	Commissioner Warrants	20880
3/19/21	\$5,461.64	Auditor Warrants	20883
3/23/21	\$13,118.94	Commissioner Warrants	20887
3/24/21	\$1,916.87	Manual Abstract	20888
3/26/21	\$2,577.52	Auditor Warrants	20891
3/26/21	\$581,082.40	Payroll Abstract	20892
3/31/21	\$55.18	Manual Abstract	20894
4/1/21	\$3,517.65	Manual Abstract	20896
4/2/21	\$54,342.97	Commissioner Warrants	20893
4/2/21	\$5,229.01	Auditor Warrants	20897
4/5/21	\$53.15	Manual Abstract	20898

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\$724,377.47

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# Aitkin County

# 2D



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

Page 1

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

Page Break By: 2  
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

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3/29/21 1:45PM

# Aitkin County



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

1 General Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
1	DEPT				Commissioners			
86222	Aitkin Independent Age			173.45	2/23/21 SYNOPSIS	825294	Printing, Publishing & Adv	N
	01-001-000-0000-6230							
<b>86222</b>	<b>Aitkin Independent Age</b>			<b>173.45</b>				
					1 Transactions			
15240	AT&T Mobility			38.65	Cell bill	287298817699	Telephone	N
	01-001-000-0000-6250							
<b>15240</b>	<b>AT&amp;T Mobility</b>			<b>38.65</b>				
					1 Transactions			
6097	Verizon Wireless			35.01	Mifi-Niemi	9874491466	Telephone	N
	01-001-000-0000-6250							
	01-001-000-0000-6250			35.01	Mifi-Marcotte	9874807567	Telephone	N
	01-001-000-0000-6250			33.38	Cell - Wedel	9874863170	Telephone	N
<b>6097</b>	<b>Verizon Wireless</b>			<b>103.40</b>				
					3 Transactions			
1	DEPT Total:			315.50	Commissioners	3 Vendors	5 Transactions	

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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
40	DEPT				Auditor			
86222	<b>Aitkin Independent Age</b>							
	01-040-000-0000-6230			965.00	3/10 2020 DELINQ TAX (1)	824193	Printing, Publishing & Adv	N
	01-040-000-0000-6230			912.50	3/10 2020 DELINQ TAX (2)	824194	Printing, Publishing & Adv	N
	01-040-000-0000-6230			965.00	3/10 2020 DELINQ TAX (3)	824195	Printing, Publishing & Adv	N
	01-040-000-0000-6230			965.00	3/10 2020 DELINQ TAX (4)	824196	Printing, Publishing & Adv	N
	01-040-000-0000-6230			965.00	3/10 2020 DELINQ TAX (5)	824197	Printing, Publishing & Adv	N
	01-040-000-0000-6230			965.00	3/10 2020 DELINQ TAX (6)	824198	Printing, Publishing & Adv	N
<b>86222</b>	<b>Aitkin Independent Age</b>			<b>5,737.50</b>				
					6 Transactions			
86235	<b>The Office Shop Inc</b>							
	01-040-021-0000-6405			9.49	ENVELOPES	315351-0	Office & Computer Supplies	N
<b>86235</b>	<b>The Office Shop Inc</b>			<b>9.49</b>				
					1 Transactions			
40	<b>DEPT Total:</b>			<b>5,746.99</b>	<b>Auditor</b>	<b>2 Vendors</b>	<b>7 Transactions</b>	

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 3/29/21 1:45PM  
 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
42	DEPT				Treasurer			
	4173 Grams/Lori							
	01-042-000-0000-6405			17.79	Laptop Sleeve		Office & Computer Supplies	N
	4173 Grams/Lori			17.79		1 Transactions		
	86235 The Office Shop Inc							
	01-042-000-0000-6405			3.29	AA batteries	315428-0	Office & Computer Supplies	N
	86235 The Office Shop Inc			3.29		1 Transactions		
42	DEPT Total:			21.08	Treasurer	2 Vendors	2 Transactions	

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# Aitkin County



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

1 General Fund

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
43	DEPT					Assessor			
	3018	Marshall & Swift-Boeckh, LLC							
		01-043-000-0000-6405			371.95	Corelogic Renewal	2964201	Office, Film & Computer Supplies	N
	3018	Marshall & Swift-Boeckh, LLC			371.95	1 Transactions			
	4871	Town Of Aitkin Clerk							
		01-043-000-0000-5526			3.00	TOWNSHIP ASSESSMENT OVERPAY	15713	Assessor Township Assessment	N
	4871	Town Of Aitkin Clerk			3.00	1 Transactions			
43	<b>DEPT Total:</b>				<b>374.95</b>	<b>Assessor</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	

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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
44	DEPT			Central Services			
783	Canon Financial Services, Inc						
	01-044-000-0000-6231		248.78	COPIER CONTRACT CHARGE	26373352	Services, Labor, Contracts	N
				03/01/2021 03/31/2021			
783	Canon Financial Services, Inc		248.78	1 Transactions			
4248	Cole Papers, Inc						
	01-044-000-0000-6405		1,007.00	PAPER	9957998	Office & Computer Supplies	N
	01-044-000-0000-6405		2,000.00	PAPER	9961207	Office & Computer Supplies	N
4248	Cole Papers, Inc		3,007.00	2 Transactions			
1181	Crow Wing Co Auditor-Treasurer						
	01-044-000-0000-6231		5,260.73	CMCC RETIREE HEALTH JAN-JUNE	4089	Services, Labor, Contracts	N
				01/01/2021 06/30/2021			
	01-044-000-0000-6231		1,039.98	CMCC CREDIT - 2ND HALF 2020	4089	Services, Labor, Contracts	N
				07/01/2020 12/31/2020			
1181	Crow Wing Co Auditor-Treasurer		4,220.75	2 Transactions			
3336	Office Of MN. IT Services						
	01-044-000-0000-6231		1,300.00	WAN services Feb 2021	DV21020325	Services, Labor, Contracts	N
3336	Office Of MN. IT Services		1,300.00	1 Transactions			
44	DEPT Total:		8,776.53	Central Services	4 Vendors	6 Transactions	

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3/29/21 1:45PM

# Aitkin County



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

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
52	DEPT		Administration			
15240	AT&T Mobility					
	01-052-000-0000-6250		Cell bill	287298817699	Telephone	N
15240	AT&T Mobility			1 Transactions		
52	DEPT Total:		Administration	1 Vendors	1 Transactions	

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3/29/21 1:45PM

# Aitkin County



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

1 General Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
53	DEPT				Human Resources			
86222	<b>Aitkin Independent Age</b>							
	01-053-000-0000-6230			74.00	Help Wanted 02/03/2021 02/06/2021	819025	Printing, Publishing & Adv	N
	01-053-000-0000-6230			83.00	Help Wanted 02/10/2021 02/13/2021	820131	Printing, Publishing & Adv	N
	01-053-000-0000-6230			83.00	Help Wanted 02/17/2021 02/20/2021	821169	Printing, Publishing & Adv	N
	01-053-000-0000-6230			77.00	Help Wanted 02/24/2021 02/27/2021	822335	Printing, Publishing & Adv	N
<b>86222</b>	<b>Aitkin Independent Age</b>			<b>317.00</b>	<b>4 Transactions</b>			
12808	<b>Gallagher Benefit Services, Inc.</b>							
	01-053-000-0000-6231			400.00	JOB EVAL - ENGINEERING TECH	202127424	Services, Labor, Contracts	N
<b>12808</b>	<b>Gallagher Benefit Services, Inc.</b>			<b>400.00</b>	<b>1 Transactions</b>			
3354	<b>Minnesota Safety Council</b>							
	01-053-000-0000-6208			100.00	2020 Safety Conf (A.S.)	3149760	Staff Development/Training	N
<b>3354</b>	<b>Minnesota Safety Council</b>			<b>100.00</b>	<b>1 Transactions</b>			
5551	<b>Unclaimed Freight North</b>							
	01-053-000-0000-6405			39.96	Furniture Dolly (2)		Office & Computer Supplies	N
<b>5551</b>	<b>Unclaimed Freight North</b>			<b>39.96</b>	<b>1 Transactions</b>			
53	<b>DEPT Total:</b>			<b>856.96</b>	<b>Human Resources</b>	<b>4 Vendors</b>	<b>7 Transactions</b>	

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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
90	DEPT				Attorney			
783	Canon Financial Services, Inc							
	01-090-000-0000-6625			326.99	Copier Charge	26373353	Office Equipment	N
					03/01/2021	03/31/2021		
783	Canon Financial Services, Inc			326.99		1 Transactions		
9537	Clearwater County Sheriff							
	01-090-000-0000-6234			66.80	Subpoena Service	202100145	Co Sheriff Services	N
	01-090-000-0000-6234			66.80	Subpoena Service	202100146	Co Sheriff Services	N
9537	Clearwater County Sheriff			133.60		2 Transactions		
4260	St Louis Co Sheriff's Office							
	01-090-000-0000-6234			60.00	Subpoena Service	2100429	Co Sheriff Services	N
4260	St Louis Co Sheriff's Office			60.00		1 Transactions		
90	DEPT Total:			520.59	Attorney	3 Vendors	4 Transactions	

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Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>	
100	DEPT			Recorder			
	10200		403.20	mileage 1/5-3/23		Transportation & Travel	N
	10200		403.20	1 Transactions			
100	DEPT Total:		403.20	Recorder	1 Vendors	1 Transactions	

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

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
110	DEPT		Courthouse Maintenance			
15240	<b>AT&amp;T Mobility</b>					
	01-110-000-0000-6250		49.93	Cell bill	287298817699	Phone N
<b>15240</b>	<b>AT&amp;T Mobility</b>		<b>49.93</b>		1 Transactions	
9692	<b>Minnesota Energy Resources Corporation</b>					
	01-110-000-0000-6254		1,372.29	GAS SERVICE	0506823754-000	Utilities & Heating N
				02/16/2021	03/15/2021	
<b>9692</b>	<b>Minnesota Energy Resources Corporation</b>		<b>1,372.29</b>		1 Transactions	
3950	<b>Public Utilities</b>					
	01-110-000-0000-6254		273.74	50188-00 LA TOOL	AITKIN CO	Utilities & Heating N
	01-110-000-0000-6254		104.57	50186-00 GLARCO	AITKIN CO	Utilities & Heating N
	01-110-000-0000-6254		34.37	509-00 CH	AITKIN CO	Utilities & Heating N
	01-110-000-0000-6254		3,320.77	1430-00 GOV CTR	AITKIN CO	Utilities & Heating N
	01-110-000-0000-6254		109.32	50109-00 STS	AITKIN CO	Utilities & Heating N
	01-110-000-0000-6254		38.89	50202-00 OLD GARAGE	AITKIN CO	Utilities & Heating N
<b>3950</b>	<b>Public Utilities</b>		<b>3,881.66</b>		6 Transactions	
10698	<b>Stericycle,Inc</b>					
	01-110-000-0000-6255		30.10	Steri- Safe	4010000430	Garbage 6
				04/01/2021	04/30/2021	
<b>10698</b>	<b>Stericycle,Inc</b>		<b>30.10</b>		1 Transactions	
110	<b>DEPT Total:</b>		<b>5,333.98</b>	<b>Courthouse Maintenance</b>	<b>4 Vendors</b>	<b>9 Transactions</b>

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Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
120	DEPT				Service Officer			
10452	AT&T Mobility 01-120-000-0000-6250			98.96	Cell bill 01/26/2021 02/25/2021	287298585696	Telephone	N
<b>10452</b>	<b>AT&amp;T Mobility</b>			<b>98.96</b>		<b>1</b> Transactions		
10981	Bakken/Glen A.J. 01-120-000-0000-6350			50.00	Vet Van 2/19		Per Diem	Y
<b>10981</b>	<b>Bakken/Glen A.J.</b>			<b>50.00</b>		<b>1</b> Transactions		
2448	Janzen/Carroll Mark 01-120-000-0000-6350			50.00	Vet Van 2/9		Per Diem	Y
<b>2448</b>	<b>Janzen/Carroll Mark</b>			<b>50.00</b>		<b>1</b> Transactions		
5767	Lamke/Dennis C. 01-120-000-0000-6350			50.00	Vet Van 2/26		Per Diem	Y
<b>5767</b>	<b>Lamke/Dennis C.</b>			<b>50.00</b>		<b>1</b> Transactions		
10234	Miller/Conrad 01-120-000-0000-6350			50.00	Vet Van 2/4		Per Diem	Y
<b>10234</b>	<b>Miller/Conrad</b>			<b>50.00</b>		<b>1</b> Transactions		
10677	Olsen/Gerald D 01-120-000-0000-6350			50.00	Vet Van 2/4		Per Diem	Y
<b>10677</b>	<b>Olsen/Gerald D</b>			<b>50.00</b>		<b>1</b> Transactions		
86235	The Office Shop Inc 01-120-000-0000-6405			14.58	Pack Tape (6)	1093709-0	Office & Computer Supplies	N
<b>86235</b>	<b>The Office Shop Inc</b>			<b>14.58</b>		<b>1</b> Transactions		
9255	Witt/Warren 01-120-000-0000-6350			100.00	Vet Van 2/10 2/25		Per Diem	Y
<b>9255</b>	<b>Witt/Warren</b>			<b>100.00</b>		<b>1</b> Transactions		
9063	Workman/Jeff 01-120-000-0000-6350			50.00	Vet Van 2/26		Per Diem	Y
<b>9063</b>	<b>Workman/Jeff</b>			<b>50.00</b>		<b>1</b> Transactions		

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<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>	
120	DEPT Total:		513.54	Service Officer	9 Vendors	9 Transactions	

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
122	DEPT			Planning & Zoning			
86222	Aitkin Independent Age		55.95	1-yr Subscription	TAA-210478	Printing, Publishing & Adv	N
	01-122-000-0000-6230						
<b>86222</b>	<b>Aitkin Independent Age</b>		<b>55.95</b>		1 Transactions		
783	Canon Financial Services, Inc						
	01-122-000-0000-6231		166.12	Copier Charge	26373350	Services, Labor, Contracts, Programming	N
				03/01/2021	03/31/2021		
<b>783</b>	<b>Canon Financial Services, Inc</b>		<b>166.12</b>		1 Transactions		
15142	Christensen/Charles						
	01-122-000-0000-6350		100.00	PC per diem		Per Diem	Y
	01-122-038-0000-6330		89.04	PC mlg		Boa/Pc Mileage	Y
<b>15142</b>	<b>Christensen/Charles</b>		<b>189.04</b>		2 Transactions		
9992	Gansen/Peter						
	01-122-000-0000-6340		40.73	Meal Reimb SSTS		Meals	N
				02/16/2021	02/17/2021		
<b>9992</b>	<b>Gansen/Peter</b>		<b>40.73</b>		1 Transactions		
14832	Kulifaj / Stephen						
	01-122-000-0000-6350		90.00	PC per diem		Per Diem	Y
	01-122-038-0000-6330		95.20	PC mlg		Boa/Pc Mileage	N
<b>14832</b>	<b>Kulifaj / Stephen</b>		<b>185.20</b>		2 Transactions		
11990	Lange/David						
	01-122-000-0000-6350		100.00	PC per diem		Per Diem	Y
	01-122-038-0000-6330		125.44	PC mlg		Boa/Pc Mileage	N
<b>11990</b>	<b>Lange/David</b>		<b>225.44</b>		2 Transactions		
122	DEPT Total:		862.48	Planning & Zoning	6 Vendors	9 Transactions	

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1 General Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
123	DEPT			Coroner			
3987	Ramsey County Medical Examiner						
	01-123-000-0000-6260		525.00	ME21-0654, Medex 029250	02/26/2021	Autopsies--Pathologist, Xrays, Etc	N
3987	Ramsey County Medical Examiner		525.00	1 Transactions			
123	DEPT Total:		525.00	Coroner	1 Vendors	1 Transactions	

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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 Description On Behalf of Name	1099
200	DEPT			Enforcement			
86022	Aitkin Co Health & Human Service 01-200-000-0000-6272		126.00	Hep B Vacc / Deputy	3/17/21	Physical Examinations	N
<b>86022</b>	<b>Aitkin Co Health &amp; Human Service</b>		<b>126.00</b>	1 Transactions			
657	Aitkin Glass Service 01-200-000-0000-6302		888.16	#219 glass replacement	19024	Car Maintenance	N
<b>657</b>	<b>Aitkin Glass Service</b>		<b>888.16</b>	1 Transactions			
86467	Auto Value Aitkin 01-200-000-0000-6302		10.99	SHRF halogen bulb #206	40175514	Car Maintenance	N
<b>86467</b>	<b>Auto Value Aitkin</b>		<b>10.99</b>	1 Transactions			
10715	Civil Air Patrol Magazine 01-200-000-0000-6230		295.00	ACSO ad	2707147	Printing, Publishing & Adv	N
<b>10715</b>	<b>Civil Air Patrol Magazine</b>		<b>295.00</b>	1 Transactions			
11883	Family Advocacy Center of Northern MN 01-200-000-0000-6231		954.55	SANE exam 21-0282	2021390A	Services & Labor (Incl Contracts)	6
<b>11883</b>	<b>Family Advocacy Center of Northern MN</b>		<b>954.55</b>	1 Transactions			
1775	Galls LLC 01-200-000-0000-6410		226.00	patches	017864478	Clothing Allowance	N
<b>1775</b>	<b>Galls LLC</b>		<b>226.00</b>	1 Transactions			
2880	Long Lake Conservation Ctr 01-200-201-0000-6610		4,000.00	Active Week officer housing	737	Equipment	N
<b>2880</b>	<b>Long Lake Conservation Ctr</b>		<b>4,000.00</b>	1 Transactions			
4010	Rasley Oil Company 01-200-201-0000-6610		98.51	gas Line 3 transports		Equipment	N
<b>4010</b>	<b>Rasley Oil Company</b>		<b>98.51</b>	1 Transactions			
13864	Sandberg/Kristi 01-200-000-0000-6150		1,000.00	HEALTH INS APRIL 2021 04/01/2021	4/1/2021 04/30/2021	Health Insurance-Employer	N
<b>13864</b>	<b>Sandberg/Kristi</b>		<b>1,000.00</b>	1 Transactions			
4681	Streichers						

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	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>	
4681	Strechers		5,125.00	chest, forearm protectors	11488835	Equipment	N
			<b>5,125.00</b>	1 Transactions			
86235	The Office Shop Inc		21.79	paper pads, invisible tape	315413-1	Office Supplies	G
			538.10	final copy count admin copier	315416-0	Services & Labor (Incl Contracts)	N
<b>86235</b>	<b>The Office Shop Inc</b>		<b>559.89</b>	2 Transactions			
13934	The Tire Barn		62.68	oil change, rotate tires #209	56947	Car Maintenance	N
			62.68	oil change, rotate tires#219	56981	Car Maintenance	N
			63.07	oil change #221	57054	Car Maintenance	N
<b>13934</b>	<b>The Tire Barn</b>		<b>188.43</b>	3 Transactions			
11936	TJ Towing		295.00	21-0574 forfeiture	42010	Wrecker Service	N
<b>11936</b>	<b>TJ Towing</b>		<b>295.00</b>	1 Transactions			
9302	WEX Bank		6,260.40	deputy gas	70740539	Gas And Oil	N
<b>9302</b>	<b>WEX Bank</b>		<b>6,260.40</b>	1 Transactions			
<b>200</b>	<b>DEPT Total:</b>		<b>20,027.93</b>	<b>Enforcement</b>	<b>14 Vendors</b>	<b>17 Transactions</b>	

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
202	DEPT		Boat & Water			
	3950 Public Utilities					
	01-202-000-0000-6254		1345-00 B&W	AITKIN CO	Utilities	N
	3950 Public Utilities			1 Transactions		
202	DEPT Total:		39.22 Boat & Water	1 Vendors	1 Transactions	



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
206	DEPT		Forfeitures			
86359	Aitkin Co Attorney					
	01-206-000-0000-6409		59.03 30% 20-1929		Forfeiture Supplies	N
	01-206-000-0000-6409		67.73 30% 20-1486		Forfeiture Supplies	N
	01-206-000-0000-6409		78.15 30% 20-1553		Forfeiture Supplies	N
<b>86359</b>	<b>Aitkin Co Attorney</b>		<b>204.91</b>	<b>3</b>	<b>Transactions</b>	
117	Aitkin County Sheriff					
	01-206-000-0000-6409		25.00 title forfeited vehicle20-1770	03-17-21	Forfeiture Supplies	N
<b>117</b>	<b>Aitkin County Sheriff</b>		<b>25.00</b>	<b>1</b>	<b>Transactions</b>	
206	<b>DEPT Total:</b>		<b>229.91</b>	<b>2</b>	<b>Vendors</b>	<b>4 Transactions</b>

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



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
252	DEPT		Corrections			
87615	<b>Aitkin Medical Supply</b>					
	01-252-000-0000-6262		oxygen gas, concentrator	2810100	Medical Expenses & Supplies - Inmates	N
<b>87615</b>	<b>Aitkin Medical Supply</b>					
		<b>215.00</b>				
				1 Transactions		
783	<b>Canon Financial Services, Inc</b>					
	01-252-000-0000-6231		dispatch copier lease	26373359	Services & Labor (Incl Contracts)	N
<b>783</b>	<b>Canon Financial Services, Inc</b>					
		<b>101.52</b>				
				1 Transactions		
10855	<b>Culligan Water</b>					
	01-252-000-0000-6590		water softener repair	150-10046118	Repair & Maintenance Supplies	N
<b>10855</b>	<b>Culligan Water</b>					
		<b>190.00</b>				
				1 Transactions		
88628	<b>Dalco Enterprises, Inc.</b>					
	01-252-000-0000-6405		gloves	3726898	Office & Computer Supplies	N
	01-252-000-0000-6405		gloves kitchen/jail	3736100	Office & Computer Supplies	N
<b>88628</b>	<b>Dalco Enterprises, Inc.</b>					
		<b>175.00</b>				
		<b>546.09</b>				
				2 Transactions		
1775	<b>Galls LLC</b>					
	01-252-000-0000-6410		patches	017864478	Clothing Allowance	N
	01-252-000-0000-6410		uniform shirts #320	017874072	Clothing Allowance	N
<b>1775</b>	<b>Galls LLC</b>					
		<b>226.00</b>				
		<b>177.74</b>				
				2 Transactions		
5503	<b>Keefe Supply Company</b>					
	01-252-000-0000-6418		snack cakes	1414210	Groceries	N
	01-252-252-0000-6405		commissary supplies	1415547	Prisoner Welfare	N
<b>5503</b>	<b>Keefe Supply Company</b>					
		<b>169.98</b>				
		<b>87.48</b>				
				2 Transactions		
13844	<b>McKesson Medical Surgical</b>					
	01-252-000-0000-6262		antifungal cream	18068703	Medical Expenses & Supplies - Inmates	N
	01-252-000-0000-6262		nail clipper	18068930	Medical Expenses & Supplies - Inmates	N
	01-252-000-0000-6262		mask	18069135	Medical Expenses & Supplies - Inmates	N
	01-252-000-0000-6262		aplisol, syringe, resuscitator	18069187	Medical Expenses & Supplies - Inmates	N
<b>13844</b>	<b>McKesson Medical Surgical</b>					
		<b>4.95</b>				
		<b>29.77</b>				
		<b>14.79</b>				
		<b>414.77</b>				
				4 Transactions		
3160	<b>Mille Lacs Energy Coop-Albert Lea</b>					
	01-252-000-0000-6254		shelter/tower	34-54-015-01	Utilities & Heating	N
<b>3160</b>	<b>Mille Lacs Energy Coop-Albert Lea</b>					
		<b>307.13</b>				
				1 Transactions		

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9692	Minnesota Energy Resources Corporation						
	01-252-000-0000-6254		1,671.71	GAS SERVICE-JAIL	0505221458-000	Utilities & Heating	N
				02/16/2021 03/15/2021			
	01-252-000-0000-6254		228.47	GAS SERVICE	0505399584-000	Utilities & Heating	N
				02/17/2021 03/16/2021			
	01-252-000-0000-6254		114.73	GAS SERVICE-STG	0506726121-000	Utilities & Heating	N
				02/17/2021 03/17/2021			
<b>9692</b>	<b>Minnesota Energy Resources Corporation</b>		<b>2,014.91</b>	<b>3 Transactions</b>			
999999000	Nicholas Ekelund						
	01-252-000-0000-5541		210.00	Duplicate chk #83197		Pay To Stay Incountry Boarding Mn641.12	N
<b>999999000</b>	<b>Nicholas Ekelund</b>		<b>210.00</b>	<b>1 Transactions</b>			
3789	Pan-O-Gold Baking Company						
	01-252-000-0000-6418		125.18	groceries	1000242107008	Groceries	N
	01-252-000-0000-6418		62.48	groceries	10002421077012	Groceries	N
<b>3789</b>	<b>Pan-O-Gold Baking Company</b>		<b>187.66</b>	<b>2 Transactions</b>			
3950	Public Utilities						
	01-252-000-0000-6254		953.14	512-00 NEW JAIL	AITKIN CO	Utilities & Heating	N
	01-252-000-0000-6254		5,351.20	1431-00 NEW JAIL 2	AITKIN CO	Utilities & Heating	N
	01-252-000-0000-6254		79.04	507-00 EMERG STORAGE	AITKIN CO	Utilities & Heating	N
<b>3950</b>	<b>Public Utilities</b>		<b>6,383.38</b>	<b>3 Transactions</b>			
4010	Rasley Oil Company						
	01-252-000-0000-6330		64.97	transport gas		Prisoner Transportation & Travel	N
<b>4010</b>	<b>Rasley Oil Company</b>		<b>64.97</b>	<b>1 Transactions</b>			
11538	RCB Collections Range Credit Bureau Inc						
	01-252-000-0000-6231		45.39	background credit reporting	February	Services & Labor (Incl Contracts)	N
<b>11538</b>	<b>RCB Collections Range Credit Bureau Inc</b>		<b>45.39</b>	<b>1 Transactions</b>			
9295	Reinhart Foodservice						
	01-252-000-0000-6418		1,229.98	groceries	532294	Groceries	N
	01-252-000-0000-6418		17.96	return milk	534521	Groceries	N
	01-252-000-0000-6418		17.96	return milk	536523	Groceries	N
	01-252-000-0000-6418		1,564.09	groceries	539524	Groceries	N
<b>9295</b>	<b>Reinhart Foodservice</b>		<b>2,758.15</b>	<b>4 Transactions</b>			

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 1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
9494	RITZER RDN LD CD/CHRISTINA	01-252-000-0000-6231			120.00	devlp renal lunch/dinner menu		03-17-21		Services & Labor (Incl Contracts)		6
9494	RITZER RDN LD CD/CHRISTINA				120.00		1 Transactions					
999999000	Shelly Spiegelberg	01-252-000-0000-6410			15.80	duplicate chk #83247				Clothing Allowance		N
999999000	Shelly Spiegelberg				15.80		1 Transactions					
86235	The Office Shop Inc	01-252-000-0000-6405			187.05	booking fingerprint toner		1093419-0		Office & Computer Supplies		G
		01-252-000-0000-6405			201.82	Lexmark toner, imaging unit		315413-0		Office & Computer Supplies		G
86235	The Office Shop Inc				388.87		2 Transactions					
9302	WEX Bank	01-252-000-0000-6511			381.59	transport gas		70740539		Gas And Oil		N
9302	WEX Bank				381.59		1 Transactions					
252	DEPT Total:				15,230.94	Corrections		19 Vendors		34 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
257	DEPT			Community Corrections			
14563	<b>Anoka County Corrections</b>						
	01-257-255-0000-6204		3,192.00	Juv Det Fees	825-1000002-1	Juvenile Detention	N
	01-257-255-0000-6204		10,929.81	Juv Det Fees	826-1000002-1	Juvenile Detention	N
<b>14563</b>	<b>Anoka County Corrections</b>		<b>14,121.81</b>		<b>2 Transactions</b>		
84118	<b>Crow Wing County Social Services</b>						
	01-257-255-0000-6204		259.00	Juv Det Fees	1273	Juvenile Detention	N
<b>84118</b>	<b>Crow Wing County Social Services</b>		<b>259.00</b>		<b>1 Transactions</b>		
14198	<b>JOHNNY'S GARAGE</b>						
	01-257-258-0000-6302		78.28	Sobr Court - car maint	03904	Car Maintenance	Y
<b>14198</b>	<b>JOHNNY'S GARAGE</b>		<b>78.28</b>		<b>1 Transactions</b>		
14411	<b>MnATSA</b>						
	01-257-251-0000-6241		250.00	MnATSA Conf Reg	202JVA00B6	Registration Fee	N
<b>14411</b>	<b>MnATSA</b>		<b>250.00</b>		<b>1 Transactions</b>		
87101	<b>North Homes-Standard</b>						
	01-257-255-0000-6204		9,799.41	Juv Det Fees	256317	Juvenile Detention	N
<b>87101</b>	<b>North Homes-Standard</b>		<b>9,799.41</b>		<b>1 Transactions</b>		
9489	<b>Redwood Toxicology Laboratory, Inc</b>						
	01-257-267-0000-6274		68.95	Urinalysis Test	022399202012	Drug Testing Fee	6
<b>9489</b>	<b>Redwood Toxicology Laboratory, Inc</b>		<b>68.95</b>		<b>1 Transactions</b>		
257	<b>DEPT Total:</b>		<b>24,577.45</b>	<b>Community Corrections</b>	<b>6 Vendors</b>	<b>7 Transactions</b>	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
280	DEPT		Emergency Management			
5961	Jacobson Community Center, Inc					
	01-280-201-0000-6610		April Command Ctr Rental		Enbridge Pipeline - Equipment	N
5961	Jacobson Community Center, Inc			1 Transactions		
280	DEPT Total:		1,550.00	Emergency Management	1 Vendors	1 Transactions

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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 Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
391	DEPT		Solid Waste			
2763	Countryside Sanitation 01-391-060-0000-6360		918.50	Feb Recycling		Recycling Contract Y
2763	Countryside Sanitation		918.50	1 Transactions		
1754	Garrison Disposal Company, Inc 01-391-060-0000-6360		8,370.68	Jan Recycling		Recycling Contract N
1754	Garrison Disposal Company, Inc		8,370.68	1 Transactions		
391	DEPT Total:		9,289.18	Solid Waste	2 Vendors	2 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
392	DEPT		Water Wells			
	13679 Thomas Scientific					
	01-392-000-0000-6405		Nitrate Sensing Module	2190063	Office & Film Supplies	N
	01-392-000-0000-6405		Sodium Hydroxide	2210360	Office & Film Supplies	N
	13679 Thomas Scientific		436.50	2 Transactions		
392	DEPT Total:		436.50	1 Vendors	2 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
601	DEPT			Extension			
	11187 Regents Of The University of Minnesota		370.00	4-H STATIONERY PRINTING	0460007623	Office Supplies	N
	11187 Regents Of The University of Minnesota		370.00	1 Transactions			
601	DEPT Total:		370.00	Extension	1 Vendors	1 Transactions	
1	Fund Total:		96,601.75	General Fund		134 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
200	DEPT		Enforcement			
	10703 Besch/Tom					
	02-200-020-0000-6231		33.00 stamps for donation letters	01/28/2021	Sheriff Search & Rescue Reserve Expen	N
	10703 Besch/Tom		33.00	1 Transactions		
200	DEPT Total:		33.00 Enforcement	1 Vendors	1 Transactions	
2	Fund Total:		33.00 Reserves Fund		1 Transactions	

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 3 Road & Bridge

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</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>
0	DEPT			Undesignated		
	15348 ALTHOFF/DOUGLAS					
	03-000-000-0000-5857		500.00	Duplicate chk #79976	79976	Culverts
	15348 ALTHOFF/DOUGLAS		500.00	1 Transactions		N
0	<b>DEPT Total:</b>		<b>500.00</b>	<b>Undesignated</b>	<b>1 Vendors</b>	<b>1 Transactions</b>

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

3 Road & Bridge

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT				R&B Administration			
783	Canon Financial Services, Inc							
	03-301-000-0000-6300			162.82	CONTRACT CHARGE	26373357	Service Contracts	N
783	Canon Financial Services, Inc			162.82	1 Transactions			
10855	Culligan Water							
	03-301-000-0000-6400			29.60	WATER	521867	Supplies And Materials	N
10855	Culligan Water			29.60	1 Transactions			
11406	Innovative Office Solutions, LLC							
	03-301-000-0000-6400			58.90	OFFICE SUPPLIES	IN33030025	Supplies And Materials	N
11406	Innovative Office Solutions, LLC			58.90	1 Transactions			
301	DEPT Total:			251.32	R&B Administration	3 Vendors	3 Transactions	

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3 Road & Bridge

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
302	DEPT			R&B Engineering/Construction			
	8694 Department of Transportation						
	03-302-000-0000-6449		373.16	EQUIPMENT CALIBRATION	P00013003	Rd/Br Engr. Supplies	N
	8694 Department of Transportation		373.16	1 Transactions			
302	DEPT Total:		373.16	R&B Engineering/Construction	1 Vendors	1 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
303	DEPT		R&B Highway Maintenance			
170	<b>Aitkin Motor Company</b>					
	03-303-000-0000-6590		REPAIR PARTS	15696	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	20.03	REPAIR PARTS	15697	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	110.33	OVERAGE REFUND	STMT	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	10.00				
<b>170</b>	<b>Aitkin Motor Company</b>	<b>120.36</b>				
			3 Transactions			
13620	<b>American Door Works</b>					
	03-303-000-0000-6298	234.30	PALISADE SHOP REPAIRS	0238516-IN	Shop Maintenance	N
<b>13620</b>	<b>American Door Works</b>	<b>234.30</b>				
			1 Transactions			
8693	<b>ASV, LLC</b>					
	03-303-000-0000-6590	167.53	REPAIR PARTS	529345	Repair & Maintenance Supplies	N
<b>8693</b>	<b>ASV, LLC</b>	<b>167.53</b>				
			1 Transactions			
163	<b>Charter Communications</b>					
	03-303-000-0000-6254	141.76	PHONE: HWY OFFICE	0-022823031921	Utilities	N
<b>163</b>	<b>Charter Communications</b>	<b>141.76</b>				
			1 Transactions			
14887	<b>Cintas Corporation</b>					
	03-303-000-0000-6298	24.64	SHOP LAUNDRY	4078483337	Shop Maintenance	N
	03-303-000-0000-6298	27.67	SHOP LAUNDRY	4079149009	Shop Maintenance	N
<b>14887</b>	<b>Cintas Corporation</b>	<b>52.31</b>				
			2 Transactions			
173	<b>City Of Hill City</b>					
	03-303-000-0000-6825	3,064.24	2021/2022 MUNICIPAL MAINTENANCE		Maintenance Agreements	N
<b>173</b>	<b>City Of Hill City</b>	<b>3,064.24</b>				
			1 Transactions			
176	<b>City Of Palisade</b>					
	03-303-000-0000-6825	3,592.56	2021-2022 MUNICIPAL MAINT		Maintenance Agreements	N
<b>176</b>	<b>City Of Palisade</b>	<b>3,592.56</b>				
			1 Transactions			
8618	<b>Compass Minerals America</b>					
	03-303-000-0000-6518	1,802.17	DE-ICING SALT	784512	De-Icing Salt	N
	03-303-000-0000-6518	5,297.98	DE-ICING SALT	786436	De-Icing Salt	N
<b>8618</b>	<b>Compass Minerals America</b>	<b>7,100.15</b>				
			2 Transactions			
5893	<b>Consolidated Telecommunications Co.</b>					
	03-303-000-0000-6254	150.00	HIGH SPEED INTERNET	20881021	Utilities	N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula			Service Dates	Paid On Bhf #	On Behalf of Name	
<b>5893</b>	<b>Consolidated Telecommunications Co.</b>		<b>150.00</b>				
				1 Transactions			
7920	Dixon Mechanical Electric, LLP						
	03-303-000-0000-6590		175.00	REPAIR PARTS	4587	Repair & Maintenance Supplies	N
<b>7920</b>	<b>Dixon Mechanical Electric, LLP</b>		<b>175.00</b>				
				1 Transactions			
1491	Dutch's Electric, Inc						
	03-303-000-0000-6521		296.38	REPAIR LIGHT	28228	Maintenance Supplies	N
<b>1491</b>	<b>Dutch's Electric, Inc</b>		<b>296.38</b>				
				1 Transactions			
7935	East Central Energy						
	03-303-000-0000-6254		98.51	FEB/MAR POWER-MCGRATH	35018290	Utilities	N
	03-303-000-0000-6254		42.70	FEB/MAR POWER-STREET LIGHT	35018408	Utilities	N
<b>7935</b>	<b>East Central Energy</b>		<b>141.21</b>				
				2 Transactions			
9158	ELAN CITY INC						
	03-303-000-0000-6516		3,179.00	RADAR SPEED SIGN	20-1981	Signs & Posts	N
<b>9158</b>	<b>ELAN CITY INC</b>		<b>3,179.00</b>				
				1 Transactions			
1754	Garrison Disposal Company, Inc						
	03-303-000-0000-6254		58.50	AITKIN SHOP	835837	Utilities	N
	03-303-000-0000-6521		70.00	PIPELINE PROTESTER CONCRETE	835840	Maintenance Supplies	N
<b>1754</b>	<b>Garrison Disposal Company, Inc</b>		<b>128.50</b>				
				2 Transactions			
1829	Goble's Sewer Service Inc.						
	03-303-000-0000-6298		245.00	MCGRATH SHOP	21941	Shop Maintenance	N
<b>1829</b>	<b>Goble's Sewer Service Inc.</b>		<b>245.00</b>				
				1 Transactions			
1880	Gravelle Plumbing & Heating, Inc						
	03-303-000-0000-6298		70.80	MCGRATH SHOP	85631	Shop Maintenance	N
	03-303-000-0000-6298		257.04	AITKIN SHOP	85759	Shop Maintenance	N
	03-303-000-0000-6590		45.88	REPAIR PARTS	85765	Repair & Maintenance Supplies	N
<b>1880</b>	<b>Gravelle Plumbing &amp; Heating, Inc</b>		<b>373.72</b>				
				3 Transactions			
8101	Kris Engineering Inc						
	03-303-000-0000-6590		1,907.36	REPAIR PARTS	34702	Repair & Maintenance Supplies	N
<b>8101</b>	<b>Kris Engineering Inc</b>		<b>1,907.36</b>				
				1 Transactions			
91187	Lake Country Power						

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Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		03-303-000-0000-6254			236.18	FEB JACOBSON		1400073000		Utilities		N
		03-303-000-0000-6254			132.10	FEB SWATARA		140946401		Utilities		N
		03-303-000-0000-6254			54.00	FEB CSAH 6		143093502		Utilities		N
<b>91187</b>	<b>Lake Country Power</b>				<b>422.28</b>							
												3 Transactions
12927	Midwest Machinery Co.											
		03-303-000-0000-6590			88.13	REPAIR PARTS		2344648		Repair & Maintenance Supplies		N
<b>12927</b>	<b>Midwest Machinery Co.</b>				<b>88.13</b>							
												1 Transactions
3160	Mille Lacs Energy Coop-Albert Lea											
		03-303-000-0000-6254			1,007.18	POWER: PALISADE		18-52-026-01		Utilities		N
		03-303-000-0000-6254			52.66	169 & CSAH 3		19-23-010-01		Utilities		N
		03-303-000-0000-6254			52.00	CSAH 5		27-35-015-02		Utilities		N
		03-303-000-0000-6254			178.57	POWER: MCGREGOR		29-53-003-01		Utilities		N
		03-303-000-0000-6254			52.00	CSAH 8		30-06-012-02		Utilities		N
		03-303-000-0000-6254			52.00	CSAH 4		32-32-007-02		Utilities		N
		03-303-000-0000-6254			2,776.47	POWER: AITKIN		33-52-007-02		Utilities		N
		03-303-000-0000-6254			60.12	169 & CSAH 28		39-62-022-01		Utilities		N
		03-303-000-0000-6254			43.03	CSAH 12		40-06-000-01		Utilities		N
		03-303-000-0000-6254			52.00	CSAH 12		46-56-023-02		Utilities		N
		03-303-000-0000-6254			52.00	CSAH 11		48-09-009-02		Utilities		N
		03-303-000-0000-6254			52.80	47 & CSAH 2		54-51-104-01		Utilities		N
<b>3160</b>	<b>Mille Lacs Energy Coop-Albert Lea</b>				<b>4,430.83</b>							
												12 Transactions
13503	Minnesota Petroleum Service											
		03-303-000-0000-6298			1,135.75	AITKIN SHOP		0-000087558		Shop Maintenance		N
<b>13503</b>	<b>Minnesota Petroleum Service</b>				<b>1,135.75</b>							
												1 Transactions
8446	Northern Star Coop Service											
		03-303-000-0000-6297			669.55	LP: SWATARA SHOP		16167		Shop Fuel		N
<b>8446</b>	<b>Northern Star Coop Service</b>				<b>669.55</b>							
												1 Transactions
10720	Nuss Truck Group Inc											
		03-303-000-0000-6590			221.35	REPAIR PARTS		6135336P		Repair & Maintenance Supplies		N
<b>10720</b>	<b>Nuss Truck Group Inc</b>				<b>221.35</b>							
												1 Transactions
8537	Powerplan OIB											
		03-303-000-0000-6590			136.30	REPAIR PARTS		2028297		Repair & Maintenance Supplies		N

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3 Road & Bridge

# 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 Description On Behalf of Name	1099
<b>8537</b>	<b>Powerplan OIB</b>		<b>136.30</b>		1 Transactions		
3950	<b>Public Utilities</b>						
	03-303-000-0000-6254		46.40	HWY 47 & CR 12	1686-00	Utilities	N
	03-303-000-0000-6254		43.39	HWY 210 & CR 28	59455-00	Utilities	N
	03-303-000-0000-6254		150.74	AITKIN SHOP: WATER	63335-00	Utilities	N
	03-303-000-0000-6254		50.02	HWY 210/169 E & CR 12	63388-00	Utilities	N
<b>3950</b>	<b>Public Utilities</b>		<b>290.55</b>		4 Transactions		
9273	<b>Reichert Enterprises, Inc</b>						
	03-303-000-0000-6590		1,155.00	REPAIR LABOR	109499	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		3,795.97	REPAIR PARTS	109499	Repair & Maintenance Supplies	N
<b>9273</b>	<b>Reichert Enterprises, Inc</b>		<b>4,950.97</b>		2 Transactions		
9176	<b>SPARKY'S TOOLS, LLC</b>						
	03-303-000-0000-6590		167.99	REPAIR PARTS	D 86432	Repair & Maintenance Supplies	N
<b>9176</b>	<b>SPARKY'S TOOLS, LLC</b>		<b>167.99</b>		1 Transactions		
13114	<b>Stepp Manufacturing</b>						
	03-303-000-0000-6590		63.47	REPAIR PARTS	0-58870	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		25.47	REPAIR PARTS	0-58921	Repair & Maintenance Supplies	N
<b>13114</b>	<b>Stepp Manufacturing</b>		<b>88.94</b>		2 Transactions		
8605	<b>Wayne's Sanitation LLC</b>						
	03-303-000-0000-6254		52.73	GARBAGE: MCGRATH	315534	Utilities	N
<b>8605</b>	<b>Wayne's Sanitation LLC</b>		<b>52.73</b>		1 Transactions		
8279	<b>Winzer Franchise Company</b>						
	03-303-000-0000-6298		482.92	AITKIN SHOP SUPPLIES	6825498	Shop Maintenance	N
<b>8279</b>	<b>Winzer Franchise Company</b>		<b>482.92</b>		1 Transactions		
<b>303</b>	<b>DEPT Total:</b>		<b>34,207.67</b>	<b>R&amp;B Highway Maintenance</b>	<b>30 Vendors</b>	<b>56 Transactions</b>	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
307	DEPT		R&B Capital Infrastructure			
	86222 Aitkin Independent Age					
	03-307-000-0000-6230		AD FOR BID	1124157	Printing & Publishing	N
	86222 Aitkin Independent Age					
		104.63				
		104.63				
			1 Transactions			
307	DEPT Total:		R&B Capital Infrastructure	1 Vendors	1 Transactions	
		104.63				
3	Fund Total:		Road & Bridge		62 Transactions	
		35,436.78				

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5 Health & Human Services

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
400	DEPT			Public Health Department			
9553	Aramark Uniform & Career Apparel Group 05-400-440-0410-6422		5.45	Cleaning Supplies 03/23/2021	2201448777	Janitorial Services/Supplies	N
9553	Aramark Uniform & Career Apparel Group		5.45	1 Transactions			
783	Canon Financial Services, Inc 05-400-440-0410-6301		23.74	OSS Contract Charge - Mar '21 03/01/2021 03/31/2021	26373349	Equipment Lease/Space Rental	N
	05-400-440-0410-6301		265.77	PH Contract Charge-Mar '21 03/01/2021 03/31/2021	26373351	Equipment Lease/Space Rental	N
	05-400-440-0410-6301		38.75	Mailroom Contract Charge - Mar 03/01/2021 03/31/2021	26373356	Equipment Lease/Space Rental	N
783	Canon Financial Services, Inc		328.26	3 Transactions			
9692	Minnesota Energy Resources Corporation 05-400-440-0410-6254		66.64	Gas Bill 02/17/2021 03/17/2021	0506533565-000	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		66.64	1 Transactions			
3950	Public Utilities 05-400-440-0410-6254		304.61	Electric Bill 02/16/2021 03/16/2021	1433-00	Utilities-Gas and Electric	N
3950	Public Utilities		304.61	1 Transactions			
10698	Stericycle, Inc 05-400-440-0410-6231		16.86	Steri- Safe 04/01/2021 04/30/2021	4010000430	Services/Labor/Contracts	6
10698	Stericycle, Inc		16.86	1 Transactions			
400	DEPT Total:		721.82	Public Health Department	5 Vendors	7 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
420	DEPT			Income Maintenance			
9553	<b>Aramark Uniform &amp; Career Apparel Group</b> 05-420-600-4800-6422		12.85	Cleaning Supplies 03/23/2021	2201448777	Janitorial Services/Supplies	N
<b>9553</b>	<b>Aramark Uniform &amp; Career Apparel Group</b>		<b>12.85</b>		<b>1</b> Transactions		
783	<b>Canon Financial Services, Inc</b> 05-420-600-4800-6301		55.97	OSS Contract Charge - Mar '21 03/01/2021 03/31/2021	26373349	Equipment Lease/Space Rental	N
	05-420-640-4800-6301		120.14	CS Contract Charge - Mar '21 03/01/2021 03/31/2021	26373355	Equipment Lease/Space Rental	N
	05-420-600-4800-6301		91.34	Mailroom Contract Charge - Mar 03/01/2021 03/31/2021	26373356	Equipment Lease/Space Rental	N
<b>783</b>	<b>Canon Financial Services, Inc</b>		<b>267.45</b>		<b>3</b> Transactions		
11051	<b>Department of Human Services</b> 05-420-640-4800-6231		173.15	CS Monthly Fed Offset Fee 02/01/2021 02/28/2021	A300C107201	Services/Labor/Contracts	N
	05-420-620-4400-6025		140.00	MCRE/GAMC/NONRES ESTATE-02/21 02/01/2021 02/28/2021	A300MM0J011	State Share-GAMC	N
	05-420-620-4400-6025		50.00	MCRE/GAMC/NONRES RECIP-02/21 02/01/2021 02/28/2021	A300MM0J011	State Share-GAMC	N
	05-420-650-4400-6025		1,749.38	MA LTC UN 65 02/01/2021 02/28/2021	A300MM0J011	State/Fed Share - MA	N
	05-420-650-4400-6025		146.39	G8 LTC LT65 CY20 02/01/2021 02/28/2021	A300MM0J011	State/Fed Share - MA	N
<b>11051</b>	<b>Department of Human Services</b>		<b>2,258.92</b>		<b>5</b> Transactions		
9692	<b>Minnesota Energy Resources Corporation</b> 05-420-600-4800-6254		157.10	Gas Bill 02/17/2021 03/17/2021	0506533565-000	Utilities-Gas and Electric	N
<b>9692</b>	<b>Minnesota Energy Resources Corporation</b>		<b>157.10</b>		<b>1</b> Transactions		
3950	<b>Public Utilities</b> 05-420-600-4800-6254		717.99	Electric Bill 02/16/2021 03/16/2021	1433-00	Utilities-Gas and Electric	N
<b>3950</b>	<b>Public Utilities</b>		<b>717.99</b>		<b>1</b> Transactions		
10698	<b>Stericycle, Inc</b>						

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 5 Health & Human Services

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
05-420-600-4800-6231		39.73			
10698 Stericycle, Inc		39.73	4010000430	Services/Labor/Contracts	6
420 DEPT Total:		3,454.04	Income Maintenance	6 Vendors	12 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
430	DEPT			Social Services			
9553	Aramark Uniform & Career Apparel Group		20.63	Cleaning Supplies	2201448777	Janitorial Services/Supplies	N
	05-430-700-4800-6422			03/23/2021			
9553	Aramark Uniform & Career Apparel Group		20.63				
				1 Transactions			
783	Canon Financial Services, Inc		89.89	OSS Contract Charge - Mar '21	26373349	Equipment Lease/Space Rental	N
	05-430-700-4800-6301			03/01/2021 03/31/2021			
	05-430-700-4800-6301		146.70	Mailroom Contract Charge - Mar	26373356	Equipment Lease/Space Rental	N
				03/01/2021 03/31/2021			
783	Canon Financial Services, Inc		236.59				
				2 Transactions			
9692	Minnesota Energy Resources Corporation		252.31	Gas Bill	0506533565-000	Utilities-Gas and Electric	N
	05-430-700-4800-6254			02/17/2021 03/17/2021			
9692	Minnesota Energy Resources Corporation		252.31				
				1 Transactions			
3950	Public Utilities		1,153.14	Electric Bill	1433-00	Utilities-Gas and Electric	N
	05-430-700-4800-6254			02/16/2021 03/16/2021			
3950	Public Utilities		1,153.14				
				1 Transactions			
84172	Riverwood Healthcare Center		220.00	PEP - Soc Work (2)	70016043	New Employee Physical Examinations	N
	05-430-700-4800-6272						
84172	Riverwood Healthcare Center		220.00				
				1 Transactions			
10698	Stericycle, Inc		63.81	Steri- Safe	4010000430	Services/Labor/Contracts	6
	05-430-700-4800-6231			04/01/2021 04/30/2021			
10698	Stericycle, Inc		63.81				
				1 Transactions			
430	DEPT Total:		1,946.48	Social Services	6 Vendors	7 Transactions	
5	Fund Total:		6,122.34	Health & Human Services		26 Transactions	

# 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 Description On Behalf of Name	1099
0	DEPT			Undesignated			
4580	<b>Mn Dept Of Finance</b>						
	09-000-000-0000-2022		708.00	July 2020		Birth/Death Surcharges	N
	09-000-000-0000-2022		868.00	Aug 2020		Birth/Death Surcharges	N
	09-000-000-0000-2022		684.00	Sept 2020		Birth/Death Surcharges	N
	09-000-000-0000-2022		608.00	Oct 2020		Birth/Death Surcharges	N
	09-000-000-0000-2022		1,212.00	Nov 2020		Birth/Death Surcharges	N
	09-000-000-0000-2022		844.00	Dec 2020		Birth/Death Surcharges	N
	09-000-000-0000-2024		84.00	July 2020		St Share Of Birth Cert.-Children	N
	09-000-000-0000-2024		129.00	Aug 2020		St Share Of Birth Cert.-Children	N
	09-000-000-0000-2024		87.00	Sept 2020		St Share Of Birth Cert.-Children	N
	09-000-000-0000-2024		111.00	Oct 2020		St Share Of Birth Cert.-Children	N
	09-000-000-0000-2024		51.00	Nov 2020		St Share Of Birth Cert.-Children	N
	09-000-000-0000-2024		93.00	Dec 2020		St Share Of Birth Cert.-Children	N
	09-000-000-0000-2031		28.50	July 2020		Real Estate Assurance (Was 5874 And €	N
	09-000-000-0000-2031		13.50	Aug 2020		Real Estate Assurance (Was 5874 And €	N
	09-000-000-0000-2031		18.00	Sept 2020		Real Estate Assurance (Was 5874 And €	N
	09-000-000-0000-2031		18.00	Oct 2020		Real Estate Assurance (Was 5874 And €	N
	09-000-000-0000-2031		15.00	Nov 2020		Real Estate Assurance (Was 5874 And €	N
	09-000-000-0000-2031		22.50	Dec 2020		Real Estate Assurance (Was 5874 And €	N
	09-000-000-0000-2036		7,399.00	July 2020		Recording Surcharges (Was 5871 & 6281)N	
	09-000-000-0000-2036		7,097.50	Aug 2020		Recording Surcharges (Was 5871 & 6281)N	
	09-000-000-0000-2036		7,346.00	Sept 2020		Recording Surcharges (Was 5871 & 6281)N	
	09-000-000-0000-2036		7,342.00	Oct 2020		Recording Surcharges (Was 5871 & 6281)N	
	09-000-000-0000-2036		6,690.50	Nov 2020		Recording Surcharges (Was 5871 & 6281)N	
	09-000-000-0000-2036		6,767.50	Dec 2020		Recording Surcharges (Was 5871 & 6281)N	
<b>4580</b>	<b>Mn Dept Of Finance</b>		<b>48,237.00</b>		<b>24</b>	<b>Transactions</b>	
3375	<b>Mn Dept Of Health</b>						
	09-000-000-0000-2027		1,190.00	Well Certificate	10/2020	State Well Cert Fees (Was 5097 & 6203)	N
	09-000-000-0000-2027		1,870.00	Well Certificate	11/2020	State Well Cert Fees (Was 5097 & 6203)	N
	09-000-000-0000-2027		1,062.50	Well Certificate	12/2020	State Well Cert Fees (Was 5097 & 6203)	N
	09-000-000-0000-2027		1,870.00	Well Certificate	7/2020	State Well Cert Fees (Was 5097 & 6203)	N
	09-000-000-0000-2027		1,827.50	Well Certificate	8/2020	State Well Cert Fees (Was 5097 & 6203)	N
	09-000-000-0000-2027		1,445.00	Well Certificate	9/2020	State Well Cert Fees (Was 5097 & 6203)	N
<b>3375</b>	<b>Mn Dept Of Health</b>		<b>9,265.00</b>		<b>6</b>	<b>Transactions</b>	
0	<b>DEPT Total:</b>		<b>57,502.00</b>	<b>Undesignated</b>	<b>2</b>	<b>Vendors</b>	<b>30</b>
						<b>Transactions</b>	

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9 State

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
9 Fund Total:		57,502.00	State		30 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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10 Trust

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
923	DEPT				Forfeited Tax Sales			
90762	Aitkin Co License Center 10-923-000-0000-6374			172.44	LICENSE - UTILITY TRLR	031721	Auto & Trailer License	N
<b>90762</b>	<b>Aitkin Co License Center</b>			<b>172.44</b>	1 Transactions			
86222	Aitkin Independent Age 10-923-000-0000-6230			78.33	SERVICE BIDS	825295	Printing, Publishing & Adv	N
<b>86222</b>	<b>Aitkin Independent Age</b>			<b>78.33</b>	1 Transactions			
783	Canon Financial Services, Inc 10-923-000-0000-6231			158.21	CONTRACT CHG 03/01/2021	26373354 03/31/2021	Services, Labor, Contracts	N
<b>783</b>	<b>Canon Financial Services, Inc</b>			<b>158.21</b>	1 Transactions			
10855	Culligan Water 10-923-000-0000-6254			54.06	WATER SERVICE 02/01/2021	10046456-2 03/31/2021	Utilities	N
<b>10855</b>	<b>Culligan Water</b>			<b>54.06</b>	1 Transactions			
1430	Dotzler Power Equipment 10-923-000-0000-6590			64.99	BAR OIL & FUEL	19571	Repair & Maintenance Supplies	N
<b>1430</b>	<b>Dotzler Power Equipment</b>			<b>64.99</b>	1 Transactions			
1701	Forestry Suppliers Inc 10-923-000-0000-6406			1,295.21	TREE MARKING GUN, PAINT	855775-00	Field Supplies	N
<b>1701</b>	<b>Forestry Suppliers Inc</b>			<b>1,295.21</b>	1 Transactions			
1754	Garrison Disposal Company, Inc 10-923-000-0000-6255			110.30	MARCH BILLING	156321	Garbage	N
	10-923-000-0000-6255			110.30	FEBRUARY BILLING	156321	Garbage	N
<b>1754</b>	<b>Garrison Disposal Company, Inc</b>			<b>220.60</b>	2 Transactions			
4010	Rasley Oil Company 10-923-000-0000-6511			63.61	GAS CAN FILL AITCOL&PS	64080	Gas And Oil	N
<b>4010</b>	<b>Rasley Oil Company</b>			<b>63.61</b>	1 Transactions			
13403	Siggy's Small Engine Repair 10-923-000-0000-6590			1,608.50	2008 POLARIS SPORTSMAN REPAIR	031021	Repair & Maintenance Supplies	Y
	10-923-000-0000-6590			452.95	99 TUNDRA REPAIR	031621	Repair & Maintenance Supplies	Y

# Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

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10 Trust

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
13403	Siggy's Small Engine Repair		2,061.45				
				2 Transactions			
90805	Temco						
	10-923-000-0000-6590		524.00	REPAIR BOBCAT FORKS	25757	Repair & Maintenance Supplies	Y
90805	Temco		524.00				
				1 Transactions			
15229	Thompson/Dennis J						
	10-923-000-0000-6231		133.85	BOAT DISPOSAL	032321	Services, Labor, Contracts	N
15229	Thompson/Dennis J		133.85				
				1 Transactions			
923	DEPT Total:		4,826.75	Forfeited Tax Sales	11 Vendors	13 Transactions	
10	Fund Total:		4,826.75	Trust		13 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT		LLCC Administration			
783	Canon Financial Services, Inc 19-521-000-0000-6231		COPIER 03/20/2021	26373360	Services, Labor, Contracts	N
783	Canon Financial Services, Inc		106.01	04/19/2021 1 Transactions		
1829	Goble's Sewer Service Inc. 19-521-000-0000-6231		MAINT CLEANING	21968	Services, Labor, Contracts	N
1829	Goble's Sewer Service Inc.		275.00	1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea 19-521-000-0000-6254		DIR. RESIDENCE 02/01/2021	27-13-004-01	Utilities	N
	19-521-000-0000-6254		1,436.14	03/01/2021		
	19-521-000-0000-6254		252.04	02/22/2021	27-13-005-02	N
	19-521-000-0000-6254		418.83	02/01/2021	27-13-006-01	N
	19-521-000-0000-6254		46.39	03/01/2021	27-13-007-03	N
	19-521-000-0000-6254		113.52	02/19/2021	27-13-008-01	N
	19-521-000-0000-6254			03/01/2021	27-13-009-01	N
3160	Mille Lacs Energy Coop-Albert Lea		2,328.18	03/01/2021 6 Transactions		
14812	SCI Broadband/Savage Communications 19-521-000-0000-6250		664.04	MARCH PHONE/INTERNET	024-033167	Telephone
14812	SCI Broadband/Savage Communications		664.04	1 Transactions		N
521	DEPT Total:		3,373.23	LLCC Administration	4 Vendors	9 Transactions

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 19 Long Lake Conservation Cer

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
524	DEPT				LLCC Maintenance			
	13725 Beartooth True Value 19-524-000-0000-6590			125.06	MAINTENANCE SUPPLIES 02/17/2021 02/25/2021	1075	Repair & Maintenance Supplies	N
	13725 Beartooth True Value			125.06	1 Transactions			
	3100 McGregor Oil 19-524-000-0000-6511			270.47	GAS/OIL 02/22/2021 02/24/2021	AITKINLA	Gas And Oil	N
	3100 McGregor Oil			270.47	1 Transactions			
524	DEPT Total:			395.53	LLCC Maintenance	2 Vendors	2 Transactions	
19	Fund Total:			3,768.76	Long Lake Conservation Center		11 Transactions	

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21 Parks

# 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 Description On Behalf of Name	1099
520	DEPT			Parks			
3160	Mille Lacs Energy Coop-Albert Lea 21-520-000-0000-6231		50.01	BERGLUND PARK ELEC.	031021	Services, Labor, Contracts	N
3160	Mille Lacs Energy Coop-Albert Lea		50.01	1 Transactions			
3950	Public Utilities						
	21-520-000-0000-6254		33.38	1671-00 MS ACCESS SHOWER	AITKIN CO	Utilities	N
	21-520-000-0000-6254		33.38	1670-00 MISS ACCESS	AITKIN CO	Utilities	N
	21-520-000-0000-6254		227.54	348-00 ACLD	AITKIN CO	Utilities	N
3950	Public Utilities		294.30	3 Transactions			
520	DEPT Total:		344.31	Parks	2 Vendors	4 Transactions	
21	Fund Total:		344.31	Parks		4 Transactions	
	Final Total:		204,635.69	166 Vendors	281 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	96,601.75	General Fund
	2	33.00	Reserves Fund
	3	35,436.78	Road & Bridge
	5	6,122.34	Health & Human Services
	9	57,502.00	State
	10	4,826.75	Trust
	19	3,768.76	Long Lake Conservation Center
	21	344.31	Parks
<b>All Funds</b>		<b>204,635.69</b>	<b>Total</b>

Approved by,

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WLC1  
3/17/21

3:48PM

# Aitkin County

# 2E



Audit List for Board

**AUDITOR'S VOUCHERS ENTRIES**

Page 1

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

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

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

## Highway Dept Capital Purchases

WLC1  
 3/17/21 3:48PM  
 3 Road & Bridge

# 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 Description On Behalf of Name	1099
308	DEPT			R&B Equipment & Facilities			
9482	KAUFMAN TRAILERS OF NE, INC. 03-308-000-0000-6600		6,780.30	Maintenance Trailer	585427	Capital Outlay-Facilities	3
<b>9482</b>	<b>KAUFMAN TRAILERS OF NE, INC.</b>		<b>6,780.30</b>		<b>1 Transactions</b>		
9506	NORTH COUNTRY CHEVROLET 03-308-000-0000-6600		30,433.83	2021 GMC Sierra 150 Pickup	74525	Capital Outlay-Facilities	3
<b>9506</b>	<b>NORTH COUNTRY CHEVROLET</b>		<b>30,433.83</b>		<b>1 Transactions</b>		
9480	TRAILER DELIVERY SERVICE 03-308-000-0000-6600		500.00	Freight Charges (Trailer)	585427	Capital Outlay-Facilities	3
<b>9480</b>	<b>TRAILER DELIVERY SERVICE</b>		<b>500.00</b>		<b>1 Transactions</b>		
9502	TURKMAKER CORPORATION 03-308-000-0000-6600		11,075.00	Turfmaker 325	2021-5743	Capital Outlay-Facilities	3
<b>9502</b>	<b>TURKMAKER CORPORATION</b>		<b>11,075.00</b>		<b>1 Transactions</b>		
<b>308</b>	<b>DEPT Total:</b>		<b>48,789.13</b>	<b>R&amp;B Equipment &amp; Facilities</b>	<b>4 Vendors</b>	<b>4 Transactions</b>	
<b>3</b>	<b>Fund Total:</b>		<b>48,789.13</b>	<b>Road &amp; Bridge</b>		<b>4 Transactions</b>	
	<b>Final Total:</b>		<b>48,789.13</b>	<b>4 Vendors</b>	<b>4 Transactions</b>		

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	48,789.13	Road & Bridge
<b>All Funds</b>	<b>48,789.13</b>	<b>Total</b>

Approved by.

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3/31/21

11:23AM

# Aitkin County

# 2F



Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

Page 1

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

Page Break By: 2  
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

## Highway Addition & Renovation Project Payment #5

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3/31/21 11:23AM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

3 Road & Bridge

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
308	DEPT					R&B Equipment & Facilities						
	9549	PROJECT ONE CONSTRUCTION, INC.			186,790.90	Addition & Renovation		Pmt #5		Capital Outlay-Facilities		N
		03-308-000-0000-6600										
	9549	PROJECT ONE CONSTRUCTION, INC.			186,790.90		1 Transactions					
308	DEPT Total:				186,790.90	R&B Equipment & Facilities		1 Vendors		1 Transactions		
3	Fund Total:				186,790.90	Road & Bridge				1 Transactions		
	Final Total:				186,790.90		1 Vendors	1 Transactions				

# Aitkin County

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



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	186,790.90	Road & Bridge
<b>All Funds</b>	<b>186,790.90</b>	<b>Total</b>

Approved by, .....

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

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

## Certified Court File - Attorney's Office

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  
4/7/21 11:00AM

# Aitkin County



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

1 General Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
90	DEPT			Attorney			
	9585 <b>Champion Town Court</b>						
	01-090-000-0000-6234		5.00	Certified copy #18110002		Co Sheriff Services	N
	<b>9585 Champion Town Court</b>		<b>5.00</b>	1 Transactions			
90	<b>DEPT Total:</b>		<b>5.00</b>	<b>Attorney</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
1	<b>Fund Total:</b>		<b>5.00</b>	<b>General Fund</b>		<b>1 Transactions</b>	
	<b>Final Total:</b>		<b>5.00</b>	<b>1 Vendors</b>	<b>1 Transactions</b>		

# Aitkin County



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	5.00	General Fund
<b>All Funds</b>		<b>5.00</b>	<b>Total</b>

Approved by, .....

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WLC1  
3/17/21 11:04AM

# Aitkin County

# 2H



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

Page 1

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

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

## 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/CORRECTIONS**

WLC1  
3/17/21 11:04AM

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
44	DEPT		Central Services			
	8410 Bremer Bank					
1	01-044-904-0000-6360		Dep Care FSA Claims	39748363	Flex Plan Withdrawals	N
2	01-044-904-0000-6360		Med FSA Claims	39748363	Flex Plan Withdrawals	N
	8410 Bremer Bank			2 Transactions		
44	<b>DEPT Total:</b>		<b>640.94</b>	<b>Central Services</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
1	<b>Fund Total:</b>		<b>640.94</b>	<b>General Fund</b>		<b>2 Transactions</b>
	<b>Final Total:</b>		<b>640.94</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	

WLC1  
3/17/21

11:04AM

# Aitkin County

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



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	640.94	General Fund
All Funds	640.94	Total

Approved by,

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KMR1  
3/22/21

3:35PM

# Aitkin County

# 21



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 1

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

**Elan paid 3/4/21 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/CORRECTIONS**

KMR1  
3/22/21 3:35PM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>					
26	01-040-000-0000-6405		299.96 Shelf Unit - Storage Room		Office & Computer Supplies	N
22	01-049-000-0000-6231		480.00 Lansweeper Helpdesk Agents 5		Programming, Services, Contracts	N
20	01-049-000-0000-6402		54.27 USB Cables		Computer Supplies & Software	N
21	01-049-000-0000-6405		37.24 Doorbell		Office Supplies (Non Computer)	N
38	01-052-000-0000-6405		54.99 Screen Light for Jessica		Office & Computer Supplies	N
29	01-090-000-0000-6625		29.98 Thermometer/Galaxy S9 Case		Office Equipment	N
30	01-090-000-0000-6625		11.95 Phone Shoulder Rest		Office Equipment	N
37	01-090-000-0000-6625		169.99 1080 p Monitor		Office Equipment	N
13	01-200-000-0000-6405		16.58 Office Supplies		Office Supplies	N
15	01-200-000-0000-6405		39.99 Coffee Maker		Office Supplies	N
18	01-200-000-0000-6625		339.98 Monitors (2)		Office Equipment	N
14	01-252-000-0000-6405		16.57 Office Supplies		Office & Computer Supplies	N
9	01-252-000-0000-6424		60.00 Family Dollar-Reading Glasses		Inmate Supplies	N
27	01-252-000-0000-6610		350.00 Heavey Duty Wheelchair		Equipment	N
8	01-252-252-0000-6405		7.95 USPS - Ship to Holmes		Prisoner Welfare	N
31	01-392-000-0000-6405		102.28 Water Lab Supplies		Office & Film Supplies	N
39	01-044-000-0000-6800		6,568.61- ELAN - Paid 03/04/21 Allocated		ELAN - Statement Payment	N
36	01-053-000-0000-6231		15.98 Webex - Monthly Subscription	161-00163593	Services, Labor, Contracts	N
			02/19/2021 03/18/2021			
28	01-043-000-0000-6240		105.00 MAAO Membership Renewal	1798	Dues & License Renewal	N
			01/01/2021 12/31/2021			
7	01-043-000-0000-6240		105.00 MAAO Membership Renewal	1841	Dues & License Renewal	N
			01/01/2021 12/31/2021			
12	01-043-000-0000-6240		105.00 MAAO Membership Renewal	2217	Dues & License Renewal	N
			01/01/2021 12/31/2021			
10	01-043-000-0000-6240		105.00 MAAO Membership Renewal	2282	Dues & License Renewal	N
			01/01/2021 12/31/2021			
34	01-122-000-0000-6231		14.99 Zoom - Monthly Subscription	70082449	Services, Labor, Contracts, Programmi	N
			02/22/2021 03/21/2021			
16	01-257-000-0000-6231		14.99 Zoom - Monthly Subscription	70305527	Services & Contracts	N
			02/23/2021 03/22/2021			
19	01-049-000-0000-6231		2,390.00 Nessus Renewal	73634965962	Programming, Services, Contracts	N
17	01-257-257-0000-6215		329.21 Verizon - Dec/Jan Charges	9871963839	Wireless Telephone Services	N
			12/24/2020 02/23/2021			
11	01-120-000-0000-6231		354.70 Federated Coops-Vet in Need	Donations	Services, Labor, Contracts	N
35	01-053-000-0000-6298		75.00 Employee Recognition	G. Payment	Employee Recognition	N
32	01-122-000-0000-6332		105.96 Lodging - UofM SSTS	P. Gansen	Hotel / Motel Lodging	N
33	01-122-000-0000-6511		31.69 Gas - UofM SSTS	P. Gansen	Gas And Oil	N

# Aitkin County



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

KMR1  
3/22/21 3:35PM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
5462	Bremer Bank (Elan ACH)		744.36-	30 Transactions		
<b>1 Fund Total:</b>			<b>744.36-</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>30 Transactions</b>

# Aitkin County



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

KMR1  
3/22/21 3:35PM  
5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
<b>5462 Bremer Bank (Elan ACH)</b>						
5	05-400-440-0410-6405		6.44 Agency - Dust OFF 02/16/2021		Office Supplies	N
6	05-400-440-0410-6405		14.00 Agency - Power Air Duster 02/16/2021		Office Supplies	N
5	05-420-600-4800-6405		15.17 Agency - Dust OFF 02/16/2021		Office Supplies	N
6	05-420-600-4800-6405		33.00 Agency - Power Air Duster 02/16/2021		Office Supplies	N
3	05-430-700-4800-6241		275.00 SS-MSSA Conf Reg (SN) 02/10/2021		Meeting/Conference Registration Fee	N
4	05-430-700-4800-6241		150.00 SS-MSSA Conf Reg (JM) 02/10/2021		Meeting/Conference Registration Fee	N
5	05-430-700-4800-6405		24.37 Agency - Dust OFF 02/16/2021		Office Supplies	N
6	05-430-700-4800-6405		52.99 Agency - Power Air Duster 02/16/2021		Office Supplies	N
1	05-430-720-3980-6020		40.00 Bckgrd Check - Daycare 02/23/2021	63660828	License And Resource Development	N
2	05-430-760-3980-6020		40.00 Bckgrd Check - Adult FC 02/23/2021	63668857	Licensing & Resource Development	N
<b>5462 Bremer Bank (Elan ACH)</b>			<b>650.97</b>	<b>10 Transactions</b>		
<b>5 Fund Total:</b>			<b>650.97</b>	<b>Health &amp; Human Services</b>	<b>1 Vendors</b>	<b>10 Transactions</b>

# Aitkin County



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

KMR1  
3/22/21 3:35PM  
10 Trust

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	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>
	<b>5462 Bremer Bank (Eian ACH)</b>					
23	10-923-000-0000-6205		11.98	Cell Phone Case-Rich	Postage	N
25	10-923-000-0000-6205		10.65	USPS - Insurance/Postage	Land Exchg	N
	<b>5462 Bremer Bank (Eian ACH)</b>		<b>22.63</b>	<b>2 Transactions</b>		
<b>10 Fund Total:</b>			<b>22.63</b>	<b>Trust</b>	<b>1 Vendors</b>	<b>2 Transactions</b>

# Aitkin County



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

KMR1  
3/22/21 3:35PM  
21 Parks

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
24	5462 Bremer Bank (Elan ACH) 21-520-000-0000-6406		Tee Lights/Kraft Bags	Star Ski	Field Supplies	N
	5462 Bremer Bank (Elan ACH)		1 Transactions			
<b>21 Fund Total:</b>			<b>70.76</b>	<b>Parks</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>Final Total:</b>			<b>0.00</b>	<b>4 Vendors</b>	<b>43 Transactions</b>	

KMR1  
3/22/21

3:35PM

# Aitkin County



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

**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	-744.36	General Fund
5	650.97	Health & Human Services
10	22.63	Trust
21	70.76	Parks
<b>All Funds</b>	<b>0.00</b>	<b>Total</b>

Approved by,

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KMR1  
3/24/21

9:43AM

# Aitkin County

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Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 1

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

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

## FSA Claims Participant Fees

# Aitkin County



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

KMR1  
3/24/21 9:43AM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
<b>8410</b>	<b>Bremer Bank</b>					
4	01-044-904-0000-6231		Participant Fees - March	15596412	Flex Services, Labor, Etc	N
1	01-044-904-0000-6360		Dep Care FSA Claims 2021	39754008	Flex Plan Withdrawals	N
2	01-044-904-0000-6360		Med FSA Claims 2021	39754008	Flex Plan Withdrawals	N
3	01-044-904-0000-6360		Med FSA Claims 2020	39754008	Flex Plan Withdrawals	N
<b>8410</b>	<b>Bremer Bank</b>		<b>1,916.87</b>		<b>4 Transactions</b>	
<b>1 Fund Total:</b>			<b>1,916.87</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>4 Transactions</b>
<b>Final Total:</b>			<b>1,916.87</b>	<b>1 Vendors</b>	<b>4 Transactions</b>	

KMR1  
3/24/21

9:43AM

# Aitkin County

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



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,916.87	General Fund
<b>All Funds</b>	<b>1,916.87</b>	<b>Total</b>

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KMR1  
3/24/21 9:47AM  
1 General Fund

# Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>						
45	01-044-000-0000-6800		3,996.18-	ELAN - Paid 03/18/21 Allocated		ELAN - Statement Payment	N
21	01-049-000-0000-6402		83.95	Labels, Flashdrive, Headphone		Computer Supplies & Software	N
37	01-049-000-0000-6405		311.23	Plantronics Headset		Office Supplies (Non Computer)	N
16	01-053-000-0000-6405		41.30	Post-it, Magnifying Glass		Office & Computer Supplies	N
18	01-053-000-0000-6405		19.00	Rubber Bands		Office & Computer Supplies	N
38	01-090-000-0000-6625		369.98	ScanSnap Scanner		Office Equipment	N
39	01-090-000-0000-6625		96.95	Blueray Burner		Office Equipment	N
40	01-090-000-0000-6625		24.99	Wireless Keyboard&Mouse		Office Equipment	N
31	01-110-000-0000-6422		39.95	Dual Monitor Arms		Janitorial Supplies	N
32	01-110-000-0000-6422		74.80	Circuit Finder		Janitorial Supplies	N
33	01-110-000-0000-6422		66.43	Drill Batteries/Scrub Pads		Janitorial Supplies	N
34	01-110-000-0000-6422		35.62	Doodle Scrub Pads		Janitorial Supplies	N
35	01-110-000-0000-6422		7.64	Utility Blades		Janitorial Supplies	N
23	01-200-003-0000-6241		75.00	BCA - DMT Recert #202		Registration Fee	N
43	01-200-003-0000-6241		75.00	BCA - DMT Recert #224		Registration Fee	N
24	01-200-019-0000-6231		68.49	Nationwide - K-9 Insurance		Services, Labor, Contracts	N
36	01-252-000-0000-6418		46.36	Walmart - Cake Mix		Groceries	N
14	01-252-000-0000-6420		126.45	Dorner - Diet Nutrition Manual		Kitchen Supplies	N
15	01-252-252-0000-6405		624.30	USPS - Prestamped Envelopes		Prisoner Welfare	N
41	01-252-252-0000-6405		86.97	Exercise Balls		Prisoner Welfare	N
42	01-252-252-0000-6405		105.60	Magazines		Prisoner Welfare	N
22	01-280-201-0000-6511		20.00	Gas - L3 Incident Command		Gas & Oil	N
5	01-120-000-0000-6330		68.00	Bus Ticket		Transportation & Travel	N
				02/26/2021 02/26/2021			
17	01-053-000-0000-6231		225.00	ApplicantStack Recruit	135317	Services, Labor, Contracts	N
				03/01/2021 04/01/2021			
25	01-052-000-0000-6231		15.98	Webex Monthly Subscription	161-00179166	Services, Labor, Contracts	N
				03/06/2021 04/05/2021			
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>		<b>1,287.19-</b>	<b>25 Transactions</b>			
<b>1 Fund Total:</b>			<b>1,287.19-</b>	<b>General Fund</b>		<b>1 Vendors</b>	<b>25 Transactions</b>

KMR1  
3/24/21 9:47AM

# Aitkin County



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

**2 Reserves Fund**

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
26	5462 Bremer Bank (Eian ACH) 02-257-000-0000-6357			45.77	Work Boots-Sobriety Crt Partic		Baker Foundation Expenses	N
	5462 Bremer Bank (Eian ACH)			45.77	1 Transactions			
<b>2 Fund Total:</b>				<b>45.77</b>	<b>Reserves Fund</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	

KMR1  
 3/24/21 9:47AM  
 3 Road & Bridge

# Aitkin County



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

Vendor No.	Vendor Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
19	<b>5462</b> Bremer Bank (Elan ACH) 03-302-000-0000-6296			49.00	2021 Frontier Precision TechXp 03/30/2021 04/01/2021	1281-8795	Meeting Expense/Physicals	N
20	03-301-000-0000-6400			180.00	DocuSign 03/03/2021 04/02/2021	24015710	Supplies And Materials	N
	<b>5462</b> Bremer Bank (Elan ACH)			<b>229.00</b>	<b>2 Transactions</b>			
<b>3 Fund Total:</b>				<b>229.00</b>	<b>Road &amp; Bridge</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	

# Aitkin County



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

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
8	5462 Bremer Bank (Elan ACH) 05-400-440-0410-6402			3.22	Admin - USB Speakers (CB) 03/03/2021		Computer/Technology Supplies	N
13	05-400-440-0410-6402			12.34	Colored paper - Grn 03/09/2021		Computer/Technology Supplies	N
9	05-400-440-0410-6405			3.03	Acct - Hanging File Frame 03/03/2021		Office Supplies	N
6	05-400-440-0410-6422			23.05	Covid-19 Alcohol Wipes 02/25/2021		Janitorial Services/Supplies	N
11	05-400-440-0410-6422			13.76	Covid-19 Disinfectant Wipes 03/05/2021		Janitorial Services/Supplies	N
3	05-400-450-0451-6231			138.00	SHIP-WIX Park & Rec 02/23/2021 02/23/2022		Services/Labor/Contracts	N
8	05-420-600-4800-6402			7.59	Admin - USB Speakers (CB) 03/03/2021		Computer/Technology Supplies	N
9	05-420-600-4800-6405			7.15	Acct - Hanging File Frame 03/03/2021		Office Supplies	N
6	05-420-600-4800-6422			54.33	Covid-19 Alcohol Wipes 02/25/2021		Janitorial Services/Supplies	N
11	05-420-600-4800-6422			32.44	Covid-19 Disinfectant Wipes 03/05/2021		Janitorial Services/Supplies	N
7	05-420-640-4800-6402			24.50	CS-Webcam (KP) 02/26/2021		Computer/Technology Supplies	N
8	05-430-700-4800-6402			12.18	Admin - USB Speakers (CB) 03/03/2021		Computer/Technology Supplies	N
9	05-430-700-4800-6405			11.49	Acct - Hanging File Frame 03/03/2021		Office Supplies	N
12	05-430-700-4800-6405			10.00	Pocket Folders, Grn Paper 03/09/2021		Office Supplies	N
6	05-430-700-4800-6422			87.26	Covid-19 Alcohol Wipes 02/25/2021		Janitorial Services/Supplies	N
11	05-430-700-4800-6422			52.10	Covid-19 Disinfectant Wipes 03/05/2021		Janitorial Services/Supplies	N
10	05-400-440-0410-6239			2.80	Availity - Feb '21 02/28/2021	02/01/21	Software Fees/License Fees	N
10	05-420-600-4800-6239			6.60	Availity - Feb '21 02/28/2021	02/01/21	Software Fees/License Fees	N
10	05-430-700-4800-6239			10.60	Availity - Feb '21 02/28/2021	02/01/21	Software Fees/License Fees	N

KMR1  
 3/24/21 9:47AM  
 5 Health & Human Services

# Aitkin County



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

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2	05-430-700-4800-6804			31.00	MH-Trans Bus Ticket 03/08/2021	64576793	Mh Init - Housing Expense	N
4	05-430-700-4800-6804			58.00	MH-Trans Bus Ticket 02/26/2021	64588687	Mh Init - Housing Expense	N
1	05-430-720-3980-6020			20.00	Bckgrd Check - Daycare 03/05/2021	67136180	License And Resource Development	N
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>			<b>621.44</b>				
					<b>22 Transactions</b>			
<b>5 Fund Total:</b>				<b>621.44</b>	<b>Health &amp; Human Services</b>	<b>1 Vendors</b>	<b>22 Transactions</b>	

# Aitkin County



KMR1  
3/24/21 9:47AM

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

10 Trust

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
27	<b>5462 Bremer Bank (Elan ACH)</b> 10-923-000-0000-6208			49.00	2021 Frontier Precision TechXp 03/30/2021 04/01/2021	1443-4968	Training/Education	N
44	10-923-000-0000-6254			194.98	Spectrum Internet 02/20/2021 03/19/2021	45857022021	Utilities	N
	<b>5462 Bremer Bank (Elan ACH)</b>			<b>243.98</b>	<b>2 Transactions</b>			
<b>10 Fund Total:</b>				<b>243.98</b>	<b>Trust</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	

# Aitkin County



KMR1  
3/24/21 9:47AM

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

11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
30	<b>5462 Bremer Bank (Elan ACH)</b> 11-939-000-0000-6208		49.00	2021 Frontier Precision TechXp 03/30/2021 04/01/2021	1358-6785	Staff Development/Training	N
28	11-939-000-0000-6208		49.00	2021 Frontier Precision TechXp 03/30/2021 04/01/2021	1600-6925	Staff Development/Training	N
29	11-939-000-0000-6208		49.00	2021 Frontier Precision TechXp 03/30/2021 04/01/2021	1991-3790	Staff Development/Training	N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>147.00</b>	<b>3 Transactions</b>			
<b>11 Fund Total:</b>			<b>147.00</b>	<b>Forest Development</b>	<b>1 Vendors</b>	<b>3 Transactions</b>	
<b>Final Total:</b>			<b>0.00</b>	<b>6 Vendors</b>	<b>55 Transactions</b>		

# Aitkin County



<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>	
	1	-1,287.19	General Fund	
	2	45.77	Reserves Fund	
	3	229.00	Road & Bridge	
	5	621.44	Health & Human Services	
	10	243.98	Trust	
	11	147.00	Forest Development	
	<b>All Funds</b>	<b>0.00</b>	<b>Total</b>	Approved by, .....
				.....
				.....



KMR1  
3/31/21 10:10AM

# Aitkin County



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

1 General Fund

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
8410 Bremer Bank					
1 01-044-904-0000-6360		55.18 Med FSA Claims 2021	39763996	Flex Plan Withdrawals	N
8410 Bremer Bank		55.18	1 Transactions		
<b>1 Fund Total:</b>		<b>55.18</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>Final Total:</b>		<b>55.18</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	

KMR1  
3/31/21

10:10AM

# Aitkin County

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



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	55.18	General Fund
<b>All Funds</b>	<b>55.18</b>	<b>Total</b>

Approved by, .....

.....  
.....  
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KMR1  
4/5/21

10:12AM

# Aitkin County

2M



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 1

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

## LLCC Credit Card Fees

Explode Dist. Formulas?: Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



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

KMR1  
4/5/21 10:12AM  
19 Long Lake Conservation Cer

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
8410 Bremer Bank					
1 19-521-000-0000-6231		Credit Card Fees	March 2021	Services, Labor, Contracts	N
8410 Bremer Bank			1 Transactions		
<b>19 Fund Total:</b>		<b>53.15</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>Final Total:</b>		<b>53.15</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	

KMR1  
4/5/21

10:12AM

# Aitkin County

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



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
19	53.15	Long Lake Conservation Center
All Funds	53.15	Total

Approved by,

.....  
.....  
.....

KMR1  
4/6/21

2:49PM

# Aitkin County

2N



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 1

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

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

## Mtg Reg & Deed Tax March 2021

# Aitkin County



KMR1  
4/6/21 2:49PM

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

1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
780 Bremer Bank					
3 01-040-000-0000-5081		Mtg Reg - March 2021		Mortgage Registry-3%	N
780 Bremer Bank		1 Transactions			
<b>1 Fund Total:</b>		<b>0.05</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>1 Transactions</b>

KMR1  
4/6/21 2:49PM  
9 State

# Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	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>
	<b>780 Bremer Bank</b>					
2	09-000-000-0000-2025		35,387.04	Deed Tax - March 2021	State's Share Of Deed Tax (97%)	N
1	09-000-000-0000-2026		50,148.92	Mtg Reg - March 2021	State Share Of Mortgage Registry (97%)	N
	<b>780 Bremer Bank</b>		<b>85,535.96</b>	<b>2 Transactions</b>		
<b>9 Fund Total:</b>			<b>85,535.96</b>	<b>State</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
<b>Final Total:</b>			<b>85,536.01</b>	<b>2 Vendors</b>	<b>3 Transactions</b>	

KMR1  
4/6/21

2:49PM

# Aitkin County

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



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	0.05	General Fund
9	85,535.96	State
<b>All Funds</b>	<b>85,536.01</b>	<b>Total</b>

Approved by,

.....  
.....  
.....



# Aitkin County



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

KMR1  
4/7/21 9:57AM  
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
<b>8410 Bremer Bank</b>						
1	01-044-904-0000-6360		247.00	Dep Care FSA Claims 2021	39771794	Flex Plan Withdrawals N
2	01-044-904-0000-6360		1,368.35	Med FSA Claims 2021	39771794	Flex Plan Withdrawals N
3	01-044-904-0000-6360		10.00	Med FSA Claims 2020	39771794	Flex Plan Withdrawals N
<b>8410 Bremer Bank</b>			<b>1,625.35</b>	<b>3 Transactions</b>		
<b>1 Fund Total:</b>			<b>1,625.35</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>3 Transactions</b>
<b>Final Total:</b>			<b>1,625.35</b>	<b>1 Vendors</b>	<b>3 Transactions</b>	

KMR1  
4/7/21

9:57AM

# Aitkin County

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



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,625.35	General Fund
<b>All Funds</b>	<b>1,625.35</b>	<b>Total</b>

Approved by, .....

.....  
.....  
.....



# Board of County Commissioners Agenda Request

**2P**  
Agenda Item #

**Requested Meeting Date:** April 13, 2021

**Title of Item:** Approve Certifications of destroyed payroll vendor checks

<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> Nikki Knutson	<b>Department:</b> HR	
<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b> N/A	
<b>Summary of Issue:</b>  Approve Certifications for Destroyed Aitkin County payroll vendor checks: Check number 17010 dated October 9, 2020, in the amount of \$101.91, Check number 17031 dated October 23, 2020, in the amount of \$398.67, Check number 17052 dated November 6, 2020, in the amount of \$101.91, Check number 17078 dated November 20, 2020, in the amount of \$398.67		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Certifications for destroyed Aitkin county payroll vendor checks: Symantec Corp, payroll vendor check number 17010, dated October 9, 2020 in the amount of \$101.91, check number 17031 dated October 23, 2020 in the amount of \$398.67, check number 17052 dated November 6, 2020 in the amount of \$101.91, check number 17078 dated November 20, 2020 in the amount of \$398.67		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



### Certification

1. Aitkin County, State of Minnesota issued a certain payroll warrant dated 9 October 2020 numbered 17010 to Symantec Corporation in the amount of \$101.91 (the "Check").
2. Symantec Corporation changed its name to NortonLifeLock Inc. on November 4, 2019 as provided in the attached Certificate of Amendment issued by the Secretary of State of the State of Delaware.
3. The Check has been destroyed.
4. The undersigned provide this certification for the purpose of having Aitkin County issue a new check for the same amount of \$101.91 to NortonLifeLock Inc.

For NortonLifeLock Inc.

A handwritten signature in black ink, appearing to read "Philip Reuther", written over a horizontal line.

Name: Philip Reuther

Title: Assistant Secretary

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

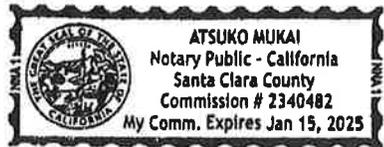
State of California            )  
  )  
County of Santa Clara        )

On March 15, 2021 before me, Atsuko Mukai, Notary Public, personally appeared Philip John Reuther Jr., who proved to me on the basis of satisfactory evidence to be the person, whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature   
Atsuko Mukai , Notary Public





### Certification

1. Aitkin County, State of Minnesota issued a certain payroll warrant dated 23 October 2020 numbered 17031 to Symantec Corporation in the amount of \$398.67 (the "Check").
2. Symantec Corporation changed its name to NortonLifeLock Inc. on November 4, 2019 as provided in the attached Certificate of Amendment issued by the Secretary of State of the State of Delaware.
3. The Check has been destroyed.
4. The undersigned provide this certification for the purpose of having Aitkin County issue a new check for the same amount of \$398.67 to NortonLifeLock Inc.

For NortonLifeLock Inc.

A handwritten signature in black ink, appearing to read "Philip Reuther", written over a horizontal line.

Name: Philip Reuther

Title: Assistant Secretary

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

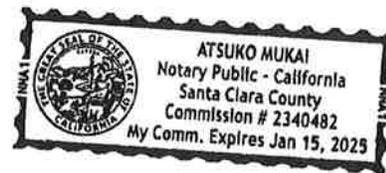
State of California            )  
  )  
County of Santa Clara        )

On March 15, 2021 before me, Atsuko Mukai, Notary Public, personally appeared Philip John Reuther Jr., who proved to me on the basis of satisfactory evidence to be the person, whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature   
Atsuko Mukai , Notary Public





### Certification

1. Aitkin County, State of Minnesota issued a certain payroll warrant dated 6 November 2020 numbered 17052 to Symantec Corporation in the amount of \$101.91 (the "Check").
2. Symantec Corporation changed its name to NortonLifeLock Inc. on November 4, 2019 as provided in the attached Certificate of Amendment issued by the Secretary of State of the State of Delaware.
3. The Check has been destroyed.
4. The undersigned provide this certification for the purpose of having Aitkin County issue a new check for the same amount of \$101.91 to NortonLifeLock Inc.

For NortonLifeLock Inc.

A handwritten signature in black ink, appearing to read "Philip Reuther", written over a horizontal line.

Name: Philip Reuther

Title: Assistant Secretary

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

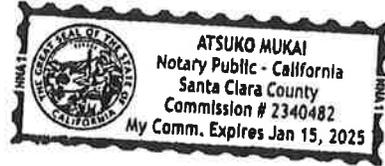
State of California            )  
  )  
County of Santa Clara        )

On March 15, 2021 before me, Atsuko Mukai, Notary Public, personally appeared Philip John Reuther Jr., who proved to me on the basis of satisfactory evidence to be the person, whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature *Atsuko Mukai*  
Atsuko Mukai , Notary Public





### Certification

1. Aitkin County, State of Minnesota issued a certain payroll warrant dated 20 November 2020 numbered 17078 to Symantec Corporation in the amount of \$398.67 (the "Check").
2. Symantec Corporation changed its name to NortonLifeLock Inc. on November 4, 2019 as provided in the attached Certificate of Amendment issued by the Secretary of State of the State of Delaware.
5. The Check has been destroyed.
6. The undersigned provide this certification for the purpose of having Aitkin County issue a new check for the same amount of \$398.67 to NortonLifeLock Inc.

For NortonLifeLock Inc.

A handwritten signature in black ink, appearing to read "Philip Reuther", written over a horizontal line.

Name: Philip Reuther

Title: Assistant Secretary

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

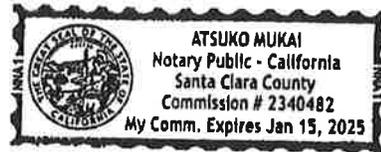
State of California            )  
  )  
County of Santa Clara        )

On March 15, 2021 before me, Atsuko Mukai, Notary Public, personally appeared Philip John Reuther Jr., who proved to me on the basis of satisfactory evidence to be the person, whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature   
Atsuko Mukai , Notary Public





# Board of County Commissioners Agenda Request

2Q

Agenda Item #

**Requested Meeting Date:** April 13, 2021

**Title of Item:** STS Joint Powers Contract

<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> Sheriff Dan Guida	<b>Department:</b> Sheriff's Office
---	--

<b>Presenter (Name and Title):</b> Sheriff Dan Guida	<b>Estimated Time Needed:</b>
---	-------------------------------

**Summary of Issue:**

Attached is a copy of the contract offered by Minnesota Department of Corrections for fiscal years 2021 through 2023. The funds provided through this contract help fund the Aitkin County STS program. This contract goes into effect July 1, 2021, following the conclusion of our current contract on June 30, 2021.

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

**Recommended Action/Motion:**  
Recommend approval of the JPA.

**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:*

budgeted as a revenue item to help offset Aitkin County's STS program expenses

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

# STATE OF MINNESOTA

## ENCUMBRANCE WORKSHEET

State Accounting Information:

SWIFT Contract No. \_\_\_\_\_

PO No.: \_\_\_\_\_

Requestor: \_\_\_\_\_

Agency: P78 Corrections	Fiscal Year(s): 2022/2023	Vendor Number: 206024
Total Amount of Contract:		
Category Code:		
Account Code:		
<b>FY22</b>	<b>FY23</b>	
<b>Accounting Distribution:</b>	<b>Accounting Distribution:</b>	
Fund:	Fund:	
AppropID:	AppropID:	
Fin DeptID:	Fin DeptID:	
Project (3000 fund only):	Project (3000 fund only):	
Amount: 39445.52	Amount: 40786.67	

Contract Start Date: 2021-07-01 | Expiration Date: 2023-06-30

Contractor Name and Address:

Aitkin County  
 Daniel Guida  
 218 1st Street NW  
 Aitkin, MN 56431  
 dguida@co.aitkin.mn.us  
 218-927-7435



# State of Minnesota

## Joint Powers Agreement

SWIFT Contract Number: \_\_\_\_\_

This agreement is between the State of Minnesota, acting through its commissioner of corrections, Field Services Unit, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108 ("State") and Aitkin County, 218 1<sup>st</sup> St NW, Aitkin MN 56431 ("Governmental Unit").

### Recitals

Under Minnesota Statute § 471.59, subdivision 10, the State is empowered to engage such assistance as deemed necessary. The State needs a community work service program called "Sentencing to Service" (STS) and provides support and training for counties who wish to operate similar programs.

### Agreement

#### 1. Term of Agreement

- 1.1. **Effective date:** July 1, 2021, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2. **Expiration date:** June 30, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

#### 2. Agreement between the Parties

##### 2.1. GOVERNMENTAL UNIT DUTIES: Governmental Unit shall:

- 2.1.1. Identify non-dangerous offenders who are sentenced or authorized by the court to do community work service in lieu of a jail sentence, a fine, as a sole sanction, or eligible pursuant to other provisions in state law.
- 2.1.2. Employ 2 crew leader(s) who will supervise up to 10 offenders each approximately 40 hours per week, including the hour's crew leaders spend for daily preparation and communication.
- 2.1.3. Supervise crew leader(s) who shall be responsible for coordination of crew activities and supervision of offenders.
- 2.1.4. Ensure that crew leader(s) have current certification in first aid and Cardio Pulmonary Resuscitation (CPR).
- 2.1.5. Require crew leader(s) to attend a minimum of 40 hours of job-related training annually – 24 hours of this training are mandatory "Advanced Crew Leader Training," consisting of eight hours of chain saw training, plus 16 hours of program related topics all to be provided by the State. The Government Unit must reimburse the State for training fees for other training provided by the State and ensure that crew leaders do not use power equipment until trained by the State.
- 2.1.6. Require new crew leader(s) to attend any skill building training program provided by the State.

- 2.1.7. Ensure that the crew leader provides safety training for each crewmember relevant to the work performed in the STS program. Report all accidents or incidents involving crew leaders and offenders during crew work time to the State STS Supervisor.
  - 2.1.8. Immediately report to the State's Authorized Representative all allegations of misconduct and disciplinary actions regarding crew leaders. Allow the State's Authorized Representative access to all STS crew leader employment and disciplinary records upon request.
  - 2.1.9. Conduct activities to make the public aware of the program and the benefits to the citizens of the state.
  - 2.1.10. Notify state agencies that STS services are available to them and ensure that projects performed under this agreement are divided proportionate to funding participation between the State and Governmental Unit.
  - 2.1.11. Obtain any necessary permits, licenses or easements before beginning work on any project.
  - 2.1.12. Certify in writing to the appropriate bargaining agent, that the work performed by offenders will not result in the displacement of currently employed workers or workers on seasonal layoff or layoff from substantially equivalent position including displacement such as reduction in hours of non-overtime work, wages or other employment benefits.
  - 2.1.13. Submit program activity reports to the States Authorized representative within five working days after the end of each quarter on forms provided by the State.
  - 2.1.14. Assume responsibility for proper disposal of any hazardous materials used in or on any project.
3. Payment. Consideration for all services performed by Governmental Unit pursuant to this agreement shall be paid by the STATE as follows: Compensation in an amount not to exceed \$39,445.52 for FY22 and an amount not to exceed \$40,786.67 for FY23 based on the following method of payment: Payments shall be made by the State promptly after Governmental Unit's presentation of *quarterly* invoices for services performed and acceptance of such services by the STATE'S Authorized Representative or Liaison to Purchaser.
- 3.1. Conditions of Payment: All services provided by Governmental Unit pursuant to this Agreement shall be performed to the satisfaction of the State, as determined at the sole discretion of its Authorized Representative or Liaison to Purchaser, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. Governmental Unit shall not receive payment for work found by the State to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.
    - 3.1.1. Funds available under this agreement are for payment of salary (wages and the Governmental Unit's share of FICA, PERA, and Worker's Compensation costs), fringe benefits, (insurance, vacation, sick leave, training), and current expense items (transportation and small tools) for the crew leader.
  - 3.2. Invoices must be submitted no later than the 30 days following the end of the billing period. The final invoice is due no later than 30 days following the expiration of the date of the agreement. Any remaining funds will be unencumbered 31 days after the expiration of the contract.

The total obligation of the State under this Agreement will not exceed \$81,573.33

**4. Authorized Representatives**

**The State's Authorized Representative is:  
(or his/her successor)**

Dan Traun, Corrections Program Director  
1450 Energy Park Drive, STE 200  
St. Paul, MN 55108  
[dan.traun@state.mn.us](mailto:dan.traun@state.mn.us)  
651-361-7120

**Liaison to Purchaser**

Mark Smith  
104 Northeast 3rd Street, Suite 250  
Grand Rapids, MN 55744  
[Mark.l.smith@state.mn.us](mailto:Mark.l.smith@state.mn.us)  
218-322-2933

**The Purchaser's Authorized Representative is:  
(or his/her successor)**

Aitkin County  
Daniel Guida  
218 1st Street NW  
Aitkin, MN 56431  
[dguida@co.aitkin.mn.us](mailto:dguida@co.aitkin.mn.us)  
218-927-7435

**5. Assignment, Amendments, Waiver, and Contract Complete.**

5.1 Assignment. The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the State and a fully executed assignment agreement, executed and approved by the authorized parties or their successors.

5.2 Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the authorized parties or their successors.

5.2 Waiver. If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

5.3 Contract Complete. This Agreement contains all negotiations and agreements between the State and the Contractor. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

**6. Indemnification.**

6.1 In the performance of this Agreement, the Indemnifying Party must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Indemnifying Party's:

- Intentional, willful, or negligent acts or omissions; or
- Actions that give rise to strict liability; or
- Breach of contract or warranty.

The Indemnifying Party is defined to include the Governmental Unit, the Governmental Unit's reseller, any third party that has a business relationship with the Governmental Unit, or Governmental Unit's agents or employees, and to the fullest extent permitted by law. The indemnification obligations of this section do not

apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Indemnifying Party may have for the State's failure to fulfill its obligation under this Agreement.

6.2 Nothing within this Agreement, whether express or implied, shall be deemed to create an obligation on the part of the State to indemnify, defend, hold harmless or release the Indemnifying Party. This shall extend to all agreements related to the subject matter of this Contract, and to all terms subsequently added, without regard to order of precedence.

#### **7. State Audits.**

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

#### **8. Government Data Practices.**

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

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

#### **9. Venue**

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

#### **10. Termination**

10.1 Termination. The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

10.2 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 Governmental Unit. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit 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 the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

**11. E-Verify Certification (in accordance with Minn. Stat. § 16C.075).**

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

**12. Signatures**

<b>1. STATE ENCUMBRANCE</b> <i>Individual certifies that funds have been encumbered as required by Minnesota Statute §§ 16A.15 and 16C.05.</i>
By _____
Date _____
CFMS Contract No. A-
<b>1. GOVERNMENTAL UNIT</b>
By: _____
Title _____
Date _____
By _____

<b>3. STATE AGENCY</b>
By: Curtis Shanklin, Deputy Commissioner
Date _____
<b>4. COMMISSIONER OF ADMINISTRATION</b> As delegated to Materials Management Division
By _____
Date _____
By _____

Title

Title



# Board of County Commissioners Agenda Request

**2R**  
Agenda Item #

**Requested Meeting Date:** April 13, 2021

**Title of Item:** LLCC Housing Rental Agreement

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

<b>Submitted by:</b> Bobbie Danielson	<b>Department:</b> Human Resources
--	---------------------------------------

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

**Summary of Issue:**  
Request approval of the attached LLCC Housing Rental Agreement.

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

**Recommended Action/Motion:**  
Request approval of the attached LLCC Housing Rental Agreement.

**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:*

**MINNESOTA STANDARD RESIDENTIAL LEASE: SINGLE FAMILY HOUSE**

For leasing an apartment, use Form No. 41, Minnesota Standard Residential Lease: Apartment. For leasing a condominium unit, a town home, or a single family home subject to a declaration, use Form No. 43, Minnesota Standard Lease for Common Interest Community Property.

© Copyright 2017, 2019 by Minnesota State Bar Association, Minneapolis, Minnesota. BEFORE YOU USE OR SIGN THIS LEASE, YOU SHOULD CONSULT WITH A LAWYER TO DETERMINE THAT THIS CONTRACT ADEQUATELY PROTECTS YOUR LEGAL RIGHTS. Minnesota State Bar Association disclaims any liability arising out of use of this form.

**The Office of the Minnesota Attorney General certifies that this contract complies with the requirements of Minn. Stat. §325G.31. CERTIFICATION OF A CONTRACT BY THE MINNESOTA ATTORNEY GENERAL UNDER THE PLAIN LANGUAGE CONTRACT ACT IS NOT OTHERWISE AN APPROVAL OF THE CONTRACT'S LEGALITY OR LEGAL EFFECT.**

1 Landlord and Tenant agree to the following terms.

2

3 **TENANTS.** (Each adult occupant, other than a protected person, must sign this Lease as a "Tenant.")

4 James Bright and Wendie Bright

5 **OTHER OCCUPANTS.** (List children and protected persons.)

6 [names redacted]

7

8 **LANDLORD.** Aitkin County ("Landlord")

9 **LANDLORD LICENSE.** Landlord *[select one]*

10  is a licensed landlord  is not required to be a licensed landlord

11

12 The **Premises** ("Premises") is located at (street address) [redacted]

13 (city) Palisade MN (zip code) 56469

14 *[Landlord: if this Lease is for three years or more, attach the complete legal description of the real*

15 *property.]*

16

17 **NOTICE TO LANDLORD. Complete this section before you sign this Lease. Complete this section**

18 **before you accept rent. Complete this section before you accept a deposit.** Landlord  HAS

19  HAS NOT (check one) received notice of a contract for deed cancellation or a foreclosure notice

20 regarding the Premises. If Landlord has received such a notice, the date on which the contract for deed

21 cancellation or mortgage foreclosure is complete is \_\_\_\_\_

22 (specify date).

23 **NOTICE TO TENANT. The Landlord must complete this section before you sign this Lease. The**

24 **Landlord must complete this section before you pay rent. The Landlord must complete this section before**

25 **you pay a deposit. A contract for deed cancellation or foreclosure might limit the term of this Lease to**

26 **two months or less.**

27 **Minnesota Statutes §504B.151.**

28

29 **Term of Lease.** (Write number of months or "month-to-month.") "Month to Month"

30 **Lease Start Date:** 05/21/2020 **Lease End Date** (if known) 12/31/2021

31

32 **Monthly Rent \$** 600.00 **Security Deposit \$** 0

33 **Late Fee \$** 0 (In no case may the late fee exceed 8.0% of the overdue rent payment.

34 **Minn. Stat. Section 504B.177.)**

35

36 **OTHER CHARGES** (specify) \_\_\_\_\_

37

38 **RENT PRORATED.** (check if applicable)  This Lease requires the Tenant to move in or out of the  
 39 residential unit on a date other than the first or last day of the month, and the rent is prorated.

40 **Prorated First Month Rent** (if applicable) \$ \_\_\_\_\_

41 **Prorated Last Month Rent** (if applicable) \$ \_\_\_\_\_

42

RECEIPT. RECEIVED FROM TENANT BY LANDLORD AT THE SIGNING OF THIS LEASE:	AMOUNT
FIRST MONTH'S RENT PAID IN ADVANCE	0
FIRST MONTH'S UTILITIES PAID IN ADVANCE	0
LAST MONTH'S RENT PAID IN ADVANCE	0
SECURITY DEPOSIT PAID IN ADVANCE	0
PET DAMAGE DEPOSIT PAID IN ADVANCE	0
OTHER (Specify) _____, PAID IN ADVANCE	
<b>TOTAL RECEIVED FROM TENANT:</b>	0

43

44 Utilities and Services will be paid as follows.

UTILITIES:	Included in Rent	Not Included in Rent; Paid or Billed Separately
	Choice No. 1	Choice No. 2
	LANDLORD PAYS SERVICE PROVIDER	TENANT PAYS DIRECTLY TO SERVICE PROVIDER
UTILITY OR SERVICE	(Utilities and services are included in rent.)	
>>>>>> CHECK ONLY <u>ONE</u> COLUMN FOR EACH UTILITY OR SERVICE <<<<<<<<		
Natural Gas	<input type="checkbox"/>	<input type="checkbox"/>
Water & Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fuel Oil	<input type="checkbox"/>	<input type="checkbox"/>
Garbage, Recycling, and Yard Waste Collection	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>
Cable Communication	<input type="checkbox"/>	<input type="checkbox"/>
Other Utility or Service (Specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

45

46

47 CHECK APPLIANCES INCLUDED WITH HOUSE

- |    |                                     |                 |                                     |                             |
|----|-------------------------------------|-----------------|-------------------------------------|-----------------------------|
| 48 | <input checked="" type="checkbox"/> | REFRIGERATOR    | <input checked="" type="checkbox"/> | CLOTHES WASHER              |
| 49 | <input checked="" type="checkbox"/> | KITCHEN STOVE   | <input checked="" type="checkbox"/> | CLOTHES DRYER               |
| 50 | <input type="checkbox"/>            | MICROWAVE       | <input type="checkbox"/>            | WINDOW UNIT AIR CONDITIONER |
| 51 | <input checked="" type="checkbox"/> | DISHWASHER      | <input type="checkbox"/>            | GAS GRILL                   |
| 52 | <input type="checkbox"/>            | TRASH COMPACTOR | <input checked="" type="checkbox"/> | OTHER: Dehumidifer          |

53

54 The person authorized to manage the Premises is

55 Name Rich Courtemanche, Aitkin County Land Commissioner

56 Street Address, (not P.O. Box) 502 Minnesota Avenue N

57 City, State, Zip code Aitkin, MN 56431

58 Telephone 218-927-7364

59 The Landlord or agent authorized to accept service of process and receive and give receipts for notices is;

60 Name Kirk Peysar, Aitkin County Auditor

61 Street Address, (not P.O. Box) 307 2nd Street NW, Room 121

62 City, State, Zip code Aitkin, MN 56431

63 Telephone 218-927-7354 (File note: 5 bedrooms, 3 bathrooms. Tenants have 2 dogs and 1 cat.)

64

65 List any additional agreements here. Attach a copy of each additional agreement to each copy of the  
66 Lease.

67 In exchange for reduced market rent/utilities, tenants serve as caretakers for LLCC and perform a  
68 variety of services including building checks, alarm monitoring, filling wood stoves, snow removal, etc.

69

70 **TERMS OF THIS LEASE.**

71

72 **1. OCCUPANCY AND USE.** Only the Tenants and Occupants listed above may live in the Premises,  
73 except as allowed by law. The Premises, Utilities and Services shall be used only for common residential  
74 uses. Tenant shall use these Premises only as a private residence. Tenant shall not use the Premises in any  
75 way that is unlawful, illegal, or dangerous. Tenant shall not use the Premises in any way that would cause  
76 a cancellation, restriction or increase in premium of Owner's insurance.

77

78 **2. RENT.** Tenant shall pay Rent in advance on or before the first day of every month. Tenant shall  
79 pay the Rent at Aitkin County Auditor's Office, 307 2nd Street NW, Room 121, Aitkin, MN 56431 or  
80 other reasonable place requested by Landlord.

81

82 **3. LATE FEE AND RETURNED CHECK FEE.** If Landlord does not receive the rent by the fifth  
83 day of the month, Tenant must pay any late fee listed above as additional rent if requested in writing by  
84 Landlord. Tenant shall also pay \$20.00 for each unpaid check returned by Tenant's bank. Rent is "paid"  
85 when Landlord receives it, not when mailed or sent by Tenant.

86

87 **4. SECURITY DEPOSIT.** Landlord may use the security deposit  
88 **A.** To cover Tenant's failure to pay rent or other money due Landlord.  
89 **B.** To return the Premises to its condition at the start of the tenancy except for ordinary wear  
90 and tear.

91

92 If Landlord needs to use all or part of the security deposit for an obligation of Tenant's,  
93 Tenant shall have ten (10) days to reimburse Landlord. The ten day period shall begin when  
94 Landlord has given written notice to Tenant. If not timely reimbursed, Landlord may add  
95 it to the next month's Rent.

96

97 Within 21 days after the tenancy ends and Tenant gives Landlord a forwarding address,  
98 Landlord shall return the full security deposit with interest or send a letter explaining what  
99 was withheld and why.

100

- 101 **5. EACH TENANT RESPONSIBLE.** Each Tenant is responsible for all money due to Landlord  
102 under this Lease, not just a proportionate share.  
103
- 104 **6. TENANT PAYS FOR DAMAGE.** Tenant shall pay for all loss, cost, or damage (including  
105 plumbing trouble) caused by the willful or irresponsible conduct of Tenant or by a person under Tenant's  
106 direction or control.
- 107 **7. LANDLORD'S NON-WAIVER.** Payments other than rent are due when Landlord demands them  
108 from Tenant. Landlord's failure or delay in demanding payments is not a waiver. Landlord may demand  
109 payments before or after Tenant vacates the Premises.  
110
- 111 **8. ATTORNEY'S FEES.** The court may award reasonable attorney's fees and costs to the party who  
112 prevails in a lawsuit about the tenancy.  
113
- 114 **9. PREMISES INSPECTION.** Landlord and Tenant inspected the Premises together and signed an  
115 inspection sheet before signing this Lease. A copy is attached. When the Lease ends, Landlord and Tenant  
116 shall inspect again and complete a second inspection sheet.  
117
- 118 **10. LANDLORD'S PROMISES.**
- 119 **A.** The Premises and all common areas are fit for the use intended by Landlord and Tenant.  
120 **B.** Landlord shall make necessary repairs. Landlord need not repair damage caused by the willful  
121 or irresponsible conduct of Tenant, Tenant's guests, or a person under Tenant's direction or  
122 control.  
123 **C.** Landlord shall keep the Premises up to code unless a violation of the codes has been caused by  
124 the willful or irresponsible conduct of Tenant, Tenant's guests, or a person under Tenant's  
125 direction or control.  
126
- 127 **11. TENANT'S PROMISES.**
- 128 **A.** Tenant shall not allow damage to the Premises.  
129 **B.** Tenant shall not allow waste of the Utilities or Services provided by Landlord.  
130 **C.** Tenant shall make no alterations or additions.  
131 **D.** Tenant shall remove no fixtures.  
132 **E.** Tenant shall not paint the Premises without Landlord's written consent.  
133 **F.** Tenant shall keep the Premises clean and tidy.  
134 **G.** Tenant shall not unreasonably disturb the peace and quiet of others.  
135 **H.** Tenant shall not interfere with the management of the property and shall not allow Tenant's  
136 guests to do so.  
137 **I.** Tenant shall use the Premises only as a private residence and shall not operate a business on  
138 the Premises.  
139 **J.** Tenant shall not use the Premises in any way that is unlawful, illegal, or dangerous.  
140 **K.** Tenant shall not use the Premises in any way that would cause a cancellation, restriction or  
141 increase in premium in Landlord's insurance.  
142 **L.** Tenant shall not use or store in or near the Premises any inflammable or explosive substances  
143 in an unsafe manner.  
144 **M.** Tenant shall notify Landlord in writing of any repairs to be made.  
145 **N.** Tenant shall recycle or dispose of trash in the outside containers provided for those purposes.  
146
- 147 **12. TENANT'S TELEPHONE.** Tenant shall give Landlord the Tenant's phone number (land line)  
148 within 2 days after service is started or the phone number is changed. Tenant shall give Landlord the  
149 Tenant's cellular phone number within 2 days after the number has been changed.  
150  
151

**13. RESTRICTIONS.**

**A. WATERBEDS.** Tenant shall not have water beds or other water-filled furniture on the Premises.

**B. PETS.** Tenant shall not have animals or pets on the Premises without Landlord's prior written approval.

**C. LOCKS.** Tenant shall not add or change locks. At Tenant's request, Landlord will change the locks or have the lock cylinders re-keyed at Tenant's expense. If the locks do not meet current municipal codes or regulations, Landlord shall change the locks at Landlord's expense.

**D. VEHICLES.** Tenant may not have any of the following vehicles on the Premises or curtilage of the Premises, except in a garage [check all that are prohibited]:  motor home  camper  trailer  boat  recreational vehicle  unlicensed vehicle  inoperable vehicle  vehicle on blocks or jacks  commercial truck. ["Curtilage" means the grounds surrounding the building in which the Premises is located.] A commercial truck is any truck in commercial service or larger than a pickup truck. Permitted vehicles shall be parked in the garage or on the driveway. Three days after giving notice to Tenant, Landlord may remove and store the offending vehicles. Tenant shall pay reasonable removal and storage expenses as additional Rent.

**14. LANDLORD'S RIGHT TO ENTER.** Landlord may enter the Premises for a reasonable business purpose. Landlord must first make a good faith effort to give Tenant reasonable notice of the intent to enter. Landlord may enter the Premises in an emergency. Landlord must disclose the date, time and purpose of the emergency entry in writing. The writing must be left in a conspicuous place in the Premises.

**15. DAMAGE OR INJURY TO TENANT OR TENANT'S PROPERTY.** Landlord is not responsible for any injury or damage that was not caused by a willful or negligent act or failure to act of Landlord. Tenant may obtain Renter's Insurance

**16. NOTICE OF DANGEROUS CONDITIONS.** Tenant shall promptly notify Landlord of any conditions that might cause damage to the Premises or waste Utilities or Services provided by Landlord. The notice may be oral or in writing.

**17. SUBLETTING.** Tenant shall not sublet part or all of the Premises without Landlord's written consent. Tenant shall not assign this Lease without Landlord's written consent. The consent shall not be unreasonably withheld or delayed.

**18. MOVING OUT OR HOLDING OVER.** Tenant must move out not later than 11:59 p.m. on the Ending Date. If Tenant occupies the Premises after the Ending Date with Landlord's permission and this Lease has not been renewed nor a new Lease made, this Lease becomes a month-to-month lease under its original terms.

**19. NOTICE IF LEASE BECOMES MONTH-TO-MONTH.** If this Lease is or becomes month-to-month, written notice is required by Landlord or Tenant to end the Lease. The notice must end the lease on the last day of a month and must be received before the first day of that month. For example, to end a month-to-month lease on April 30, the notice must be received on March 31 or earlier.

**20. VACATING.** When moving out, Tenant must:

**A.** Leave the Premises in the same condition as at the start of the Lease, except for ordinary wear and tear and fire or casualty loss. The interior of the house and other buildings shall be "broom clean." All rubbish, garbage, and debris shall be removed from the Premises.

**B.** Completely vacate the Premises, including storage units, garage and parking stalls.

**C.** Give Landlord a forwarding address.

**D.** Give Landlord all keys and personal property issued to Tenant for Tenant's use such as garage door openers, and tools. If Tenant does not return all keys within 24 hours of vacating, Landlord may change the locks and charge reasonable costs to Tenant.

- 207 **21. PREMISES DESTROYED, UNINHABITABLE OR UNFIT FOR OCCUPANCY.**  
208 **A.** If the Premises is destroyed or becomes totally uninhabitable or completely unfit for occupancy  
209 through no fault or neglect of Tenant or a person under Tenant's direction or control, either  
210 Landlord or Tenant may end this Lease. To end the lease, Tenant or Landlord shall give prompt  
211 written notice to the other. Rent shall be prorated as of the date the Premises became unfit for  
212 occupancy.  
213 **B.** If the Premises is destroyed or becomes totally uninhabitable or completely unfit for occupancy  
214 through the fault or neglect of Tenant or a person under Tenant's direction or control, Landlord  
215 may end this Lease. Landlord shall give prompt written notice to Tenant.  
216
- 217 **22. BREACH OF LEASE; LANDLORD'S RIGHT OF REENTRY.** Landlord shall have a right of  
218 reentry for Tenant's breach of this Lease. If Tenant materially breaches this Lease, Landlord may do these  
219 things.  
220 **A.** Demand in writing that Tenant immediately give up possession of the Premises. If Tenant does  
221 not give up possession, Landlord may bring an eviction action.  
222 **B.** Demand in writing that Tenant give up possession of the Premises to Landlord at a certain date  
223 in the future. If Tenant does not give up possession on that date, Landlord may bring an eviction  
224 action. Landlord may accept rent for the period up to the date possession is to be transferred  
225 without giving up Landlord's right to evict.  
226 **C.** Bring an eviction action immediately.  
227
- 228 **23. DUTY TO PAY RENT AFTER EVICTION OR SURRENDER.** Rent is due under this Lease  
229 even if Tenant surrenders the Premises or is evicted by Landlord. Landlord shall make good faith efforts to  
230 mitigate damages.  
231
- 232 **24. SUBORDINATION.** This lease is subordinate to any mortgage against the Premises. No new  
233 owner or lender shall disturb Tenant's occupancy but shall have Landlord's remedies if Tenant defaults.  
234 Tenant shall sign documents reasonably requested by Landlord. Tenant appoints Landlord as  
235 attorney-in-fact to sign such documents for any mortgagee.  
236
- 237 **25. EXERCISE OF RIGHTS AND REMEDIES.** Either party may use any or all of its legal rights  
238 and remedies. The use of one or more rights or remedies is not an election of remedies.  
239
- 240 **26. SUBROGATION.** Tenant and Landlord give up all rights of subrogation against the other for loss  
241 or damage covered by insurance.  
242
- 243 **27. TERMS.** Where appropriate, singular terms include the plural and plural terms include the  
244 singular.  
245
- 246 **28. MISREPRESENTATIONS.** Any materially false statement made by either Landlord or Tenant  
247 to the other that induces the signing of this Lease is a breach of this Lease.  
248
- 249 **29. ATTACHMENTS ARE PART OF LEASE. NO ORAL AGREEMENTS.** Attachments to this  
250 Lease, such as Landlord's building rules, if any, are a part of this Lease. No oral agreements have been  
251 made. This Lease with its attachments is the entire agreement between Landlord and Tenant.  
252
- 253 **30. NOTICES.** A notice or demand mailed to or handed to any one of the Tenants named above is  
254 notice to all Tenants.  
255
- 256 **31. NOTICE OF PROHIBITION AGAINST UNLAWFUL ACTIVITIES.**  
257 **A.** Landlord and Tenant shall not unlawfully allow controlled substances in the Premises or in the  
258 common area or curtilage of the Premises. The Premises will not be used by Tenant or persons  
259 under Tenant's control to manufacture, sell, give away, barter, deliver, exchange, distribute or  
260 possess with the intent to sell, give away, barter, deliver, exchange, or distribute a controlled  
261 substance in violation of any local, state or federal law.  
262  
263 **B.** Landlord and Tenant shall not allow prostitution or prostitution-related activity as defined in

264 MINN. STAT. §617.80, Subdivision 4, to occur on the Premises or in the common area and  
265 curtilage of the Premises.

266 C. Landlord and Tenant shall not allow the unlawful use or possession of a firearm in violation of  
267 MINN. STAT. §609.66, Subdivision 1a, §609.67, or §624.713 on the property, its lands, or  
268 common area.  
269

270 The following notice is required by MINN. STAT. §504B.305. A seizure under §609.5317, Subd. 1, for  
271 which there is not a defense under §609.5317, Subd. 3, constitutes unlawful detention by Tenant.  
272

273 **32. LEAD PAINT WARNING AND DISCLOSURE. HOUSING BUILT PRIOR TO 1978.**  
274 Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose  
275 health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant  
276 women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint  
277 and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally-approved pamphlet  
278 on lead poisoning prevention.

279 A. **Hazards Disclosed.** Landlord knows of the following lead-based paint or lead-based paint  
280 hazards on the Premises (If none, state "none.")  
281

282  
283 B. **Reports Disclosed.** Landlord has provided Tenant with the following, which are all records  
284 and reports available to Landlord pertaining to lead-based paint or lead-based paint hazards on  
285 the Premises. (If no such records or reports are available to Landlord, state "none.")  
286

287  
288 **Tenant's Acknowledgment.** Tenant has received the records or reports noted in paragraph B.,  
289 above and a copy of the pamphlet, *Protect Your Family from Lead in Your Home*, EPA  
290 publication EPA747-K-94-001.  
291

292 Tenants' initials \_\_\_\_\_  
293

294 C. **Agent's Acknowledgment.** Agent has informed Landlord of Landlord's obligations under 42  
295 U.S.C. 4852(d) and is aware of agent's responsibility to ensure compliance.  
296

297 Agent's initials \_\_\_\_\_  
298

299 By signing below, Landlord, Tenant and Agent certify the accuracy of the statements in the  
300 above paragraph.  
301

302 Landlord: \_\_\_\_\_ Date: \_\_\_\_\_  
303

304 Tenant: \_\_\_\_\_ Date: \_\_\_\_\_  
305

306 **33. CHANGES TO LEASE.** Landlord and Tenant may change the terms of this Lease in writing.  
307

308 **34. SMOKING.** (check one)  
309

310  Tenant may allow smoking on the Premises.

311  Tenant shall not allow smoking on the Premises  
312

313 "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette,  
314 pipe, or similar object, containing, made, or derived from, nicotine, tobacco, marijuana, or other  
315 plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes the  
316 action or practice of inhaling and exhaling the vapor produced by an electronic cigarette or  
317 similar device. (commonly known as "vaping").  
318

319 **35. MAINTENANCE.** This lease is for the entire house and lot including the entire yard area.  
320 **A. STRUCTURE.** All exterior maintenance and repairs to the structures on the Premises shall be  
321 the responsibility of Landlord.  
322

323 **B. MECHANICAL SYSTEMS, ELECTRIC SYSTEMS, AND APPLIANCES.** All repairs to  
324 Landlord's appliances or to built-in appliances or to the mechanical or electrical systems  
325 serving the Premises shall be the responsibility of the Landlord. Tenant shall provide prompt  
326 notice to Landlord of any maintenance or repair issues. Landlord shall provide a list of  
327 approved maintenance and repair contractors to Tenant, and, in the absence of such list and in  
328 the absence of a prompt response from Landlord, Tenant may hire a contractor to make repairs  
329 and deduct the costs from rents due.  
330

331 **C. LANDSCAPE MAINTENANCE.**  
332 (1) Removal of snow and ice from the driveways and sidewalks shall be the responsibility of:  
333 (select one)  Landlord  Tenant.  
334 (2) Lawn mowing shall be the responsibility of: (select one)  Landlord  Tenant.  
335 (3) Fall clean-up of leaves and yard debris shall be the responsibility of: (select one)  
336  Landlord  Tenant.  
337 (4) Regular watering of the lawn, shrubs and trees shall be the responsibility of: (select one)  
338  Landlord  Tenant.  
339

340 All other landscape maintenance shall be the responsibility of the Landlord.

341 Landlord and Tenant have negotiated the value of the landscape maintenance services to  
342 be performed by Tenant. The rent stated above in this Lease has been reduced to reflect  
343 the value of Tenant's services.  
344

345 **D. INTERIOR MAINTENANCE AND CLEANING.** Tenant shall keep the house clean and  
346 tidy through regular and reasonable housekeeping and through regular maintenance of the  
347 walls, woodwork, floors, furnishings, fixtures, appliances, and interior surfaces of windows.  
348 Tenant shall not make any alternations or additions or remove any fixtures or paint the premises  
349 without the written consent of Landlord.  
350

351 **36. ADDITIONAL TERMS.**

352 In exchange for reduced market rent/utilities, tenants serve as caretakers for LLCC and perform a  
353 variety of services including building checks, alarm monitoring, filling wood stoves, snow removal  
354 on campus, parking lots, driveway, and sidewalks, and other caretaker services as assigned or  
355 apparent. Tenants may use LLCC plow truck and equipment when performing snow removal.  
356 Tenants are required to be employees of Aitkin County while the lease is in effect. If one or both  
357 of the tenants is not a county employee, the lease will terminate immediately. If the tenants  
358 decide they do not want to (or can't) do LLCC caretaker services, the lease will terminate  
359 immediately.  
360  
361

362  
363 **Landlord and Tenant agree to the terms of this Lease.**

364 LANDLORD

TENANTS

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Date

**RECEIPT BY TENANT(S)**

I have received a signed original or copy of this Lease.

TENANTS:

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

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

FIRST INSPECTION (**MOVING IN**) OF [ADDRESS]:

28952 438th Lane, Palisade 56469 (Everything is noted as "OK" at time of agreement.)

		Condition (Check if OK)	Comments
<b>Living Room</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
	<b>Dining Room</b>	Floor	
Ceiling			
Walls			
Doors			
Woodwork			
Light Fixtures			
Windows and Screens			
Drapes or Curtains			
Misc.			
<b>Kitchen</b>		Floor	
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Refrigerator		
	Stove		
	Sink		
	Smoke Detector		
	<b>Entry</b>	Floor	
Ceiling			
Walls			
Doors			
Woodwork			
Light Fixtures			
Windows and Screens			
Drapes or Curtains			
Misc.			
<b>Bedroom #1</b>		Floor	
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Smoke Detector		
	Misc.		

		Condition (Check if OK)	Comments
<b>Bedroom #2</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Smoke Detector		
	Misc.		
<b>Bedroom #3</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Smoke Detector		
	Misc.		
<b>Bedroom #4</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Smoke Detector		
	Misc.		
<b>Bathroom #1</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
<b>Bathroom #2</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		

		Condition (Check if OK)	Comments
<b>Family Room</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
<b>Laundry Room</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
	Washer		
Dryer			
	Fire Extinguisher(s)		
	CO Detector(s)		

*We have inspected the Premises and have found it to be in the condition noted above.*

LANDLORD

TENANTS

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

LAST INSPECTION (**MOVING OUT**) OF [ADDRESS]:

		Condition (Check if OK)	Comments
<b>Living Room</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
<b>Dining Room</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
<b>Kitchen</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Refrigerator		
	Stove		
	Sink		
	Smoke Detector		
<b>Entry</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
<b>Bedroom #1</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Smoke Detector		
Misc.			

		Condition (Check if OK)	Comments
<b>Bedroom #2</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Smoke Detector		
	Misc.		
<b>Bedroom #3</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Smoke Detector		
	Misc.		
<b>Bedroom #4</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Smoke Detector		
	Misc.		
<b>Bathroom #1</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
<b>Bathroom #2</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
Misc.			

		Condition (Check if OK)	Comments
<b>Family Room</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
<b>Laundry Room</b>	Floor		
	Ceiling		
	Walls		
	Doors		
	Woodwork		
	Light Fixtures		
	Windows and Screens		
	Drapes or Curtains		
	Misc.		
	Washer		
	Dryer		
	Fire Extinguisher(s)		
	CO Detector(s)		

*We have inspected the Premises and have found it to be in the condition noted above.*

LANDLORD

TENANTS

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Date Signed \_\_\_\_\_



# Board of County Commissioners Agenda Request

**2S**  
Agenda Item #

**Requested Meeting Date:** April 13, 2021

**Title of Item:** Approve Letter of Support

<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> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Approve letter of support for Aitkin County HRA's POHP Funding Application.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve letter of support.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



## AITKIN COUNTY ADMINISTRATION

---

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

April 13, 2021

Aitkin County Housing and Redevelopment Authority  
215 3<sup>rd</sup> Street SE  
Aitkin, MN 56431

Re: Support of Aitkin County HRA's POHP Funding Application

Dear Aitkin County HRA:

The Aitkin County Board of Commissioners has voted to support the Aitkin County HRA's application for funding from the Minnesota Housing Publicly Owned Housing Program (POHP).

With funding from Minnesota Housing, the Aitkin County HRA will be able to install ADA compliant entrance doors with a push to enter/exit system, replace failing interior fire doors and replace the non-code compliant fire system at both the Pioneer Villa Apartments in McGregor and the Hill Lake Manor Apartments in Hill City. These updates will greatly benefit the residents of these two apartment complexes and keep them safe.

The Aitkin County HRA provides a very valuable public service; providing housing for people who would not otherwise be able to afford a place to live.

For these reasons, the Aitkin County Board of Commissioners strongly supports the Aitkin County HRA's application and urges Minnesota Housing to grant the requested funds.

Sincerely,

Mark J. Wedel  
Board Chair  
Aitkin County



# Board of County Commissioners Agenda Request

**2T**  
Agenda Item #

**Requested Meeting Date:** 04/13/2021

**Title of Item:** Search & Rescue Donation - Haugen Township

<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) <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> Sheriff Dan Guida		<b>Department:</b> Sheriff's Office
<b>Presenter (Name and Title):</b> Sheriff Dan Guida		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Haugen Township has made a donation of \$150.00 to the all volunteer Aitkin County Search & Rescue Group.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend accepting the donation.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 100px;">Please Explain:</span>		





# Board of County Commissioners Agenda Request

**2U**  
Agenda Item #

**Requested Meeting Date:** 04/13/2021

**Title of Item:** K-9 Donation - Dan and Joanne Lastavich

<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> Sheriff Dan Guida		<b>Department:</b> Sheriff's Office
<b>Presenter (Name and Title):</b> Sheriff Dan Guida		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  <p>Dan and Joanne Lastavich of McGregor have generously donated \$5,000 to our K9 unit. This extraordinary gift will help the Aitkin County Sheriff's Office obtain a replacement for Loki, who is reaching the twilight of his law enforcement career.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend accepting the donation.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED April 13, 2021

By Commissioner: xxxx

20210413-xxx

**K-9 Donation – Dan and Joanne Lastavich**

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

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

Dan and Joanne Lastavich \$5,000.00

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

Dan and Joanne Lastavich Aitkin County Sheriff's Office K9 Program

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

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

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

Witness my hand and seal this 13<sup>th</sup> day of April, 2021

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



# Board of County Commissioners Agenda Request

**2V**  
Agenda Item #

**Requested Meeting Date:** 04/13/2021

**Title of Item:** Search & Rescue Donation - Pliny Township

<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> Sheriff Dan Guida		<b>Department:</b> Sheriff's Office
<b>Presenter (Name and Title):</b> Sheriff Dan Guida		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Pliny Township has made a donation of \$100.00 to the all volunteer Aitkin County Search & Rescue Group.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend accepting the donation.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

By Commissioner: xxxx

20210413-xxx

**Search & Rescue Donation – Pliny Township**

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

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

Pliny Township \$100.00

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

Pliny Township Aitkin County Search & Rescue

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

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

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

Witness my hand and seal this 13<sup>th</sup> day of April, 2021

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



# Board of County Commissioners Agenda Request

**2W**  
Agenda Item #

**Requested Meeting Date:** 04/13/2021

**Title of Item:** Search & Rescue Donation - Libby Township

<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) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>	
<b>Submitted by:</b> Sheriff Dan Guida	<b>Department:</b> Sheriff's Office	
<b>Presenter (Name and Title):</b> Sheriff Dan Guida		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>		
Libby Township has made a donation of \$50.00 to the all volunteer Aitkin County Search & Rescue Group.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
Recommend accepting the donation.		
<b>Financial Impact:</b>		
<i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<i>What is the total cost, with tax and shipping? \$</i>		
<i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED April 13, 2021

By Commissioner: xxxx

20210413-xxx

**Search & Rescue Donation – Libby Township**

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

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

Libby Township \$50.00

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

Libby Township Aitkin County Search & Rescue

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

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

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

Witness my hand and seal this 13<sup>th</sup> day of April, 2021

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



# Board of County Commissioners Agenda Request

**2X**  
Agenda Item #

**Requested Meeting Date:** April 13, 2021

**Title of Item:** Amended Resolution: 20201222-104 - 2021 Elected Officials Salaries

<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> Angie Sahr	<b>Department:</b> Administration/HR	
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  On the Agenda Request dated 12/22/20 - 2021 Elected Officials Salaries there was a one time \$339.88 lump sum payment listed. This was not included on the Resolution. Seeking approval to Amend Resolution 20201222-104 dated 12/22/21 and add "the amounts listed below, plus a one time \$339.88 lump sum payment".  Copies of the 12/22/20 Agenda Request & Resolution are attached.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt amended 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>		

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

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

ADOPTED April 13, 2021

By Commissioner: xxxx

20210413-xxx

**Amended 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 the amounts listed below, plus a one-time \$339.88 lump sum:

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.

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

Witness my hand and seal this 13<sup>th</sup> day of April, 2021

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



# Board of County Commissioners Agenda Request

48  
Agenda Item #

Requested Meeting Date: 12/22/2020

Title of Item: Adopt Resolutions - 2021 Elected Officials Salaries

<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* <i>*provide copy of hearing notice that was published</i>

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
---	--------------------------------------

<b>Presenter (Name and Title):</b> Jessica Seibert	<b>Estimated Time Needed:</b> 10
---	-------------------------------------

**Summary of Issue:**  
Resolutions are attached.

2020 Salaries  
Treasurer \$81,911.18  
Sheriff \$101,920.00  
Recorder \$73,566.19  
Auditor \$95,358.20  
Attorney \$128,623.51

Recommending pattern settlement. 3 1/2% increase, plus one-time \$339.88 lump sum, effective 1/1/2021, not to exceed the wage scale maximum.  
2021 Salaries, proposed (plus \$339.88 lump sum):  
Treasurer \$84,778.07  
Sheriff \$105,487.20  
Recorder \$76,141.01  
Auditor \$98,695.74  
Attorney \$133,125.33

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

**Recommended Action/Motion:**  
Motion to adopt the 2021 elected official salary resolutions as presented.

**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:*

This is included in the 2021 budget.

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

ADOPTED December 22, 2020

By Commissioner: Westerlund

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.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 22<sup>nd</sup> day of December, 2020 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22<sup>nd</sup> day of December, 2020

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



# Board of County Commissioners Agenda Request

**3A**  
Agenda Item #

**Requested Meeting Date:** April 13, 2021

**Title of Item:** On and Sunday Sale Liquor License - The Craft House

<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> Kirk Peysar		<b>Department:</b> Auditor's
<b>Presenter (Name and Title):</b> Kirk Peysar, Auditor		<b>Estimated Time Needed:</b> 2 minutes
<b>Summary of Issue:</b>  <p>"On and Sunday Sale" - Liquor License for          Cocktails Drafts &amp; Eats, Inc. d/b/a The Craft House          (Previously - "Growlers")</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>  See attached proposed Resolution to approve Liquor License (Subject to completion of all documents and required signatures)		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED April 13, 2021

By Commissioner: xxxx

20210413-xxx

**On and Sunday Sale Liquor License – The Craft House**

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

**“ON” and “SUNDAY” Sale:**

Cocktails Drafts & Eats, Inc., d/b/a **The Craft House** – Shamrock Township

This establishment has an address of 19037 Goshawk Street, McGregor, MN 55760

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

Witness my hand and seal this 13<sup>th</sup> day of April, 2021

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



# Board of County Commissioners Agenda Request

**4A**  
Agenda Item #

**Requested Meeting Date:** April 13, 2021

**Title of Item:** DNR Update

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input checked="" type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <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> Patty Thielen, DNR Regional Director		<b>Estimated Time Needed:</b> 30 min.
<b>Summary of Issue:</b> A presentation will be made updating the Board on DNR activities.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<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.



# Board of County Commissioners Agenda Request

## 5A

Agenda Item #

**Requested Meeting Date:** 4/13/2021

**Title of Item:** Title VI Plan for MnDOT FHWA Subrecipient

<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 and John Welle		<b>Department:</b> HR / Highway
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director, and/or John Welle, County Engineer		<b>Estimated Time Needed:</b> 5-10 minutes
<b>Summary of Issue:</b>  Title VI of the Civil Rights Act of 1964, prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance. Title VI compliance is a condition of receipt of federal funds.		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Motion to adopt the attached Title VI Plan for MnDOT FHWA Subrecipient as proposed.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

**Title VI Plan for MnDOT FHWA Subrecipient**

Aitkin County Highway Department

April 13, 2021

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## **I. Non-Discrimination Policy Statement**

It is the policy of Aitkin County Highway Department that no person shall on the grounds of race, color, national origin, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of Aitkin County Highway Department as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

In addition, Executive Order No. 12898, 59 Fed. Reg. 7629 (Feb. 11, 1994) requires Aitkin County Highway Department to ensure fair treatment and meaningful involvement of low income populations in all programs and activities, and Executive Order No. 13166, 65 Fed. Reg. 50121 (Aug. 11, 2000) requires agency programs to incorporate access for people with limited English proficiency.

This policy applies to all operations of Aitkin County Highway Department, including its contractors and anyone who acts on behalf of Aitkin County Highway Department. This policy also applies to the operations of any department or agency to which Aitkin County Highway Department extends federal financial assistance. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance.

Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, national origin, sex, disability, or age include: Denial to an individual any service, financial aid, or other benefit; Distinctions in the quality, quantity, or manner in which a benefit is provided; Segregation or separate treatment; Restriction in the enjoyment of any advantages, privileges, or other benefits provided; Discrimination in any activities related to highway and infrastructure or facility built or repaired; and Discrimination in employment.

Title VI compliance is a condition of receipt of federal funds. The Title VI Coordinator is authorized to ensure compliance with this policy, Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.* and related statutes, and the requirements of 23 C.F.R.) Part 200 and 49 C.F.R. Part 21.

## **II. Organization, Staffing, and Structure**

The Aitkin County Engineer is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all agency employees, contractors, and agents pursuant to 23 C.F.R. Part 200 and 49 C.F.R. Part 21.

Aitkin County Highway Department's Title VI Coordinator is listed as follows:

Ms. Bobbie Danielson  
Aitkin County Human Resources Director  
307 Second Street Northwest  
Aitkin, MN 56431  
Phone (218) 927-7277  
[bobbie.danielson@co.aitkin.mn.us](mailto:bobbie.danielson@co.aitkin.mn.us)

The Title VI Coordinator is responsible for:

- Submitting a Title VI plan and annual reports on the agency's behalf;
- Ensuring relevant agency staff receive necessary Title VI training;
- Developing procedures for the prompt processing and disposition of complaints;
- Investigating complaints, compiling a complaint log, and reporting to MnDOT;
- Developing procedures for the collection and analysis of statistical data;
- Developing a program to conduct Title VI reviews of program areas;
- Conducting annual Title VI assessments of pertinent program areas;
- Developing Title VI information for dissemination;
- Establishing procedures for resolving deficiency status and reducing to writing the remedial action agreed to be necessary.

### III. Primary Program Area Descriptions & Review Procedures

The Aitkin County Highway Department engages in the following program areas:

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
Right of Way	Issues public right of way permits for construction, transportation, business, and other activities.	Public right of way permits should not create unfair burdens for communities.	Reviewing permits to ensure nondiscrimination.
Planning	Short-term and long-term planning of transportation projects.	Using data-based analysis as part of planning process. Soliciting comprehensive public participation.	Review planning decisions to ensure nondiscrimination. Reviewing public engagement activities periodically to determine whether engagement opportunities were offered to all communities.

#### **IV. Title VI Complaint Procedures**

Federal law prohibits discrimination on the basis of race, color, national origin, age, sex, or disability in any Aitkin County Highway Department program or activity. This prohibition applies to all branches of Aitkin County Highway Department, its contractors, consultants, and anyone else who acts on behalf of Aitkin County Highway Department.

Federal law requires that Aitkin County Highway Department investigate, track, and report discrimination complaints. Complaints must be filed in writing and will be investigated within sixty (60) days of submission. If you need assistance to file your complaint or need interpretation services, please contact Ms. Bobbie Danielson, Title VI Coordinator.

##### Who is eligible to file a complaint?

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Aitkin County Highway Department program or activity because their race, color, national origin, age, sex, or disability may file a complaint. These categories are referred to as “protected classes.” The terms defined below outline ways in which you may have been denied participation in, or the benefits of, a Aitkin County Highway Department program or activity.

**Discrimination** includes, but is not limited to, lack of access, harassment, retaliation and disparate impacts from a program or activity.

**Lack of access** means being denied the opportunity to utilize eligible programs or services or being excluded from agency activities to which others have access.

**Harassment** includes a wide range of abusive and humiliating verbal or physical behaviors.

**Retaliation** includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated in a discrimination investigation.

**Disparate impacts** are adverse outcomes for a particular protected class that others do not experience in regards to an agency program or activity, regardless of whether the adverse outcome was intentional.

##### How do you file a complaint?

Complaints must be filed in writing within 180 days from the last date of the alleged discrimination. However, contact Ms. Bobbie Danielson, Title VI Coordinator, if you believe your complaint may fall outside this deadline.

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, please contact Ms. Bobbie Danielson, Title VI Coordinator.

Complaints may be submitted via mail, email, fax or in person to:

Ms. Bobbie Danielson  
Aitkin County Human Resources Director  
307 Second Street Northwest  
Aitkin, MN 56431  
Phone (218) 927-7277  
[bobbie.danielson@co.aitkin.mn.us](mailto:bobbie.danielson@co.aitkin.mn.us)

Complaints may also be filed directly with the following agencies:

Minnesota Department of Transportation  
Office of Civil Rights  
395 John Ireland Blvd, Mail Stop 170  
St. Paul, MN 55155  
Phone: (651)-366-3073  
Fax: (651)-366-3129  
Online Complaint Form: <https://www.dot.state.mn.us/civilrights/titlevi-complaint.html>

Federal Highway Administration, Minnesota Division  
380 Jackson Street, Suite 500  
St. Paul, MN 55101  
Phone: (651) 291-6100  
Fax: (651) 291-6000

#### What happens after a complaint is filed?

Title VI complaints must be investigated within sixty (60) days. Investigating a complaint includes interviewing all parties involved and key witnesses. The investigator may also request relevant information such as books, records, electronic information, and other sources of information from all involved parties. You may specify if there is a particular individual or

individuals that you feel should not investigate your complaint due to conflict of interest or other reasons.

In some cases, complaints will be forwarded to either the Minnesota Department of Transportation or the Federal Highway Administration for investigation. If your complaint is forwarded to one of these agencies, you will be provided the name and contact information of the employee handling your complaint.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

## Title VI Complaint Form

Please complete this form to the best of your ability. If you need translation or other assistance, contact \_\_\_\_\_.

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_  
Email: \_\_\_\_\_

*Basis of Complaint (circle all that apply):*

- |                               |                                     |  |                                |
|-------------------------------|-------------------------------------|--|--------------------------------|
| <input type="checkbox"/> Race | <input type="checkbox"/> Color      | <input type="checkbox"/> National Origin | <input type="checkbox"/> Sex   |
| <input type="checkbox"/> Age  | <input type="checkbox"/> Disability | <input type="checkbox"/> Retaliation     | <input type="checkbox"/> Other |

*Who discriminated against you?*

Name \_\_\_\_\_  
Name of Organization \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

*How were you discriminated against? (Attach additional pages if more space is needed)*

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*Where did the discrimination occur?*

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*When did the discrimination occur?*

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*Were there any other witnesses to the discrimination?*

Name	Organization/Title	Work Telephone	Home Telephone

*How would you like to see this situation resolved?*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Have you filed your complaint, grievance, or lawsuit with any other agency or court?*

Who \_\_\_\_\_ When \_\_\_\_\_  
Status (pending, resolved, etc.) \_\_\_\_\_ Result, if known \_\_\_\_\_  
Complaint or case number, if known \_\_\_\_\_

*If you have an attorney in this matter, please provide their contact information:*

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **V. Public Participation**

The Aitkin County Board of Commissioners meets twice each month to conduct the required business of Aitkin County. Each of these meetings contains a public comment period to receive comments from any member of the public on any topic.

No solicitation of public participation in response to the requirements of Title VI has been conducted.

## **VI. Limited English Proficiency (LEP) & Language Access**

United States Census data is reviewed for limited English proficiency within Aitkin County and is used to determine language access needs. To date, language access has not been identified as a public concern. Access to written translation and oral interpretation services will be provided based on public need.

## **VII. Notice of Rights**

The following notice is posted in the lobby of the Aitkin County Highway Department Office.

### **Your Rights Against Discrimination under Title VI of the Civil Rights Act of 1964**

The Aitkin County Highway Department is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, sex, age, disability, limited English proficiency or income status in any and all programs, activities, or services administered by the department in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination legal authorities.

Any person who believes that they, individually, or as a member of any specific class of persons, have been subjected to discrimination on the basis of race, color, national origin, sex, age, disability, limited English proficiency, or income status may file a discrimination complaint with either agency listed below.

Ms. Bobbie Danielson  
Aitkin County Human Resources Director  
307 Second Street Northwest  
Aitkin, MN 56431  
Phone: (218) 927-7277  
[bobbie.danielson@co.aitkin.mn.us](mailto:bobbie.danielson@co.aitkin.mn.us)

Minnesota Department of Transportation  
Office of Civil Rights  
395 John Ireland Blvd, Mail Stop 170  
St. Paul, MN 55155  
Phone: (651) 366-3073  
Fax (651) 366-3129



# Board of County Commissioners Agenda Request

## 6A

Agenda Item #

**Requested Meeting Date:** April 13, 2021

**Title of Item:** Set Land Auction - June 4, 2021

<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> Rich Courtemanche		<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Rich Courtemanche - Land Commissioner		<b>Estimated Time Needed:</b> 10 min
<b>Summary of Issue:</b> <p>The attached resolution sets the next tax forfeited land auction sale for June 4, 2021 @ 1:00 PM at the Aitkin County Fairgrounds. This auction consists of 18 properties (attached list).</p> <p>MN Chapter 282.01 Sub 3. non-conservation lands; appraisal and sale states that, "any parcels of land proposed to be sold shall be first appraised by the county board of the county in which the parcels lie. The parcels may be reappraised whenever the county board deems it necessary to carry out the intent of sections 282.01 to 282.13"</p> <p>ACLD proposes to offer several of these properties at a discount as an incentive to cleanup existing structures and debris.</p> <p>Properties not sold at the auction will be available for the appraised price set by the county board on a first come first serve basis at the Aitkin County Land Department office at 502 Minnesota Ave N. Aitkin, MN during regular business hours until 4:30pm on September 7, 2021. At that time the properties will be withdrawn from available listing with the exception of the following parcels which would be continuously offered until sold or removed from sale by the County Land Commissioner later subject to the approval of the County Board: Parcel 1 (05-0-021702), Parcel 3 (15-1-064600, 15-1-065500, 15-1-065500), Parcel 5 (20-0-016300), Parcel 11 (29-1-208800, 29-1-208900), and Parcel 18 (58-1-005200).</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> To approve the attached motion to set the date and land prices for the land sale June 4, 2021 - 1:00 PM at the Aitkin County Fairgrounds		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain:		

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

## Aitkin County Tax-Forfeited Land Sale

Friday, June 4, 2021 at 1:00pm

Aitkin County Fair Grounds - 632 Minnesota Ave N, Aitkin, MN

Parcel #	PIN	Sec	Twp	Rge	Legal	Address	Access	Acres	Starting Bid
1	05-0-021702	17	48	22	E 1/2 of E 1/2 of E 1/2 of NE SE less .38 ac and less BN RR ROW	CLARK TOWNSHIP	*	4.22	\$ 2,300.00
2	08-0-058502	35	48	25	S 568 FT OF W 460 FT OF SW OF SE IN DOC 174949	40088 Nature Ave, Aitkin	*	6	\$17,000.00
3	15-1-064600 15-1-065500 15-1-065600	14	47	25	Oppegads Original Townsite Kimberly S 75 ft Lots 1, 2, 3 blk 1. Lot 11 blk 1, Lot 12 blk 1	30015 380th Ave, Aitkin	*	0.59	\$ 3,100.00
4	16-0-017600	12	44	25	SW SW	LAKESIDE TOWNSHIP	no	40	\$32,500.00
5	20-0-016300	11	51	26	SW NE	MACVILLE TWP	no	40	\$ 6,700.00
6	21-0-009400	6	45	25	S 1/2 NE	MALMO TOWNSHIP	no	78	\$27,000.00
7	20-1-063100 20-1-063200 20-1-063300 20-1-063400 20-1-063500	20	51	26	County Auditors Plat of Swatara Lot 3 Blk 4	38881 510th St, Swatara	*	0.7	\$10,000.00
8	20-1-065800 20-1-065900	20	51	26	County Auditors Plat of Swatara Lots 11 & 12 Blk 5	Swatara	*	0.28	\$ 1,500.00
9	25-0-057901	35	44	23	W 1/2 OF NW SE	PLINY TOWNSHIP	no	19.8	\$ 3,200.00
10	29-1-095600	20	49	23	INDIAN PORTAGE PLAT 1, LOT 1 BLK 15	SHAMROCK TWP	***	0.17	\$ 2,300.00
11	29-1-208800 29-1-208900	22	49	23	Sheshebe Point 2nd Addition, Lot 61 and 62	SHAMROCK TWP	***	1.36	\$23,200.00
12	29-1-283700	27	49	23	Sheshebe Point Third Addition, Lot 5 Block 40	SHAMROCK TWP	*	0.22	\$ 1,500.00
13	29-1-308900 29-1-308800	27	49	23	Sheshebe Point Third Addition	SHAMROCK TWP	*	0.45	\$ 4,000.00
14	30-0-016405	10	47	23	SE SW LYING S OF RD & NE OF SOO R/W	SPALDING TWP	*	2.12	\$11,000.00
15	38-0-031905	20	43	23	N 1/2 NE OF NW SW DOC 369425	WILLIAMS TWP	*	4.95	\$11,900.00
16	57-1-016301	14	52	26	Buck's Add to Hill City Plat 1; Lots 10, 11, 12; Blk 12	301 Main St N, Hill City	*	0.489	\$28,500.00
17	57-1-048600	14	52	26	HILL CITY REALTY COS ADD 2, PLAT 4, LOT 7, BLK 4	City of Hill City	*	0.163	\$ 5,600.00
18	58-1-005200	5	43	23	McGrath Plat 1, Lots 1-2 Block 5	202 N 4th St, McGrath	*	0.32	\$ 2,400.00

"no" = Access - none    \* = Access - maintained public road    \*\* = Access - unmaintained public road    \*\*\* = Access - road easement

Further details on the parcels of land on this sale are available here: [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us) "Tax-Forfeited Land for Sale" or contact:

Aitkin County Land Department

aofd@co.aitkin.mn.us    502 Minnesota Ave N, Aitkin MN 56431    218-927-7364

**Sale parcels are subject to change, please check the web page for the most up-to-date information.**

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

ADOPTED April 13, 2021

By Commissioner: xxxx

20210413-xxx

**Set Land Auction – June 4, 2021**

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

**WHEREAS**, public hearings were held on March 6, 2012, November 24, 2015, September 12, 2017, March 13, 2018, May 14, 2019, April 28, 2020, and on April 13, 2021 at 10:00am in Aitkin County regarding the classification of the attached lands and classified them to dispose of, and

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

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

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

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

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

**BE IT FURTHER RESOLVED**, that notice of such sale of lands, timber and buildings be given by publication in the official newspaper of the County as provided by law; that the County Auditor of Aitkin County offer such parcels of land for sale in the order in which they appear in said NOTICE OF SALE, and that such sale shall commence at 1:00 P.M. on Friday, the 4<sup>th</sup> day of June 2021 and continue until all parcels classified as non- conservation and timber only, buildings on parcels not classified, are offered to the highest bidder for sale. This sale will be held at the Aitkin County Fairgrounds in Aitkin, Minnesota – 632 Minnesota Ave N, Aitkin, MN 56431.

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

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

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

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

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

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

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

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

**BE IT FURTHER RESOLVED**, that properties not sold at the auction will be available for the appraised price set by the county board on a first come first serve basis at the Aitkin County Land Department office at 502 Minnesota Ave N. Aitkin, MN during regular business hours until 4:30pm on September 7, 2021. At that time the properties will be withdrawn from available listing with the exception of the following parcels which would be continuously offered until sold or removed from sale by the County Land Commissioner later subject to the approval of the County Board: Parcel 1 (05-0-021702), Parcel 3 (15-1-064600, 15-1-065500, 15-1-065500), Parcel 5 (20-0-016300), Parcel 11 (29-1-208800, 29-1-208900), and Parcel 18 (58-1-005200).

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

<b>Aitkin County Tax-Forfeited Land Sale</b>									
Friday, June 4, 2021 at 1:00pm									
Aitkin County Fair Grounds - 632 Minnesota Ave N, Aitkin, MN									
Parcel #	PIN	Sec	Twp	Rge	Legal	Address	Access	Acres	Starting Bid
1	05-0-021702	17	48	22	E 1/2 of E 1/2 of E 1/2 of NE SE less .38 ac and less BN RR ROW	CLARK TOWNSHIP	*	4.22	\$ 2,300.00
2	08-0-058502	35	48	25	S 568 FT OF W 460 FT OF SW OF SE IN DOC 174949	40088 Nature Ave, Aitkin	*	6	\$17,000.00
3	15-1-064600 15-1-065500 15-1-065600	14	47	25	Oppegads Original Townsite Kimberly S 75 ft Lots 1, 2, 3 blk 1. Lot 11 blk 1, Lot 12 blk 1	30015 380th Ave, Aitkin	*	0.59	\$ 3,100.00

4	16-0-017600	12	44	25	SW SW	LAKESIDE TOWNSHIP	no	40	\$32,500.00
5	20-0-016300	11	51	26	SW NE	MACVILLE TWP	no	40	\$ 6,700.00
6	21-0-009400	6	45	25	S 1/2 NE	MALMO TOWNSHIP	no	78	\$27,000.00
7	20-1-063100 20-1-063200 20-1-063300 20-1-063400 20-1-063500	20	51	26	County Auditors Plat of Swatara Lot 3 Blk 4	38881 510th St, Swatara	*	0.7	\$10,000.00
8	20-1-065800 20-1-065900	20	51	26	County Auditors Plat of Swatara Lots 11 & 12 Blk 5	Swatara	*	0.28	\$ 1,500.00
9	25-0-057901	35	44	23	W 1/2 OF NW SE	PLINY TOWNSHIP	no	19.8	\$ 3,200.00
10	29-1-095600	20	49	23	INDIAN PORTAGE PLAT 1, LOT 1 BLK 15	SHAMROCK TWP	***	0.17	\$ 2,300.00
11	29-1-208800 29-1-208900	22	49	23	Sheshebe Point 2nd Addition, Lot 61 and 62	SHAMROCK TWP	***	1.36	\$23,200.00
12	29-1-283700	27	49	23	Sheshebe Point Third Addition, Lot 5 Block 40	SHAMROCK TWP	*	0.22	\$ 1,500.00
13	29-1-308900 29-1-308800	27	49	23	Sheshebe Point Third Addition	SHAMROCK TWP	*	0.45	\$ 4,000.00
14	30-0-016405	10	47	23	SE SW LYING S OF RD & NE OF SOO R/W	SPALDING TWP	*	2.12	\$11,000.00
15	38-0-031905	20	43	23	N 1/2 NE OF NW SW DOC 369425	WILLIAMS TWP	*	4.95	\$11,900.00
16	57-1-016301	14	52	26	Buck's Add to Hill City Plat 1; Lots 10, 11, 12; Blk 12	301 Main St N, Hill City	*	0.489	\$28,500.00
17	57-1-048600	14	52	26	HILL CITY REALTY COS ADD 2, PLAT 4, LOT 7, BLK 4	City of Hill City	*	0.163	\$ 5,600.00
18	58-1-005200	5	43	23	McGrath Plat 1, Lots 1-2 Block 5	202 N 4th St, McGrath	*	0.32	\$ 2,400.00

"no" = Access - none    \* = Access - maintained public road    \*\* = Access - unmaintained public road    \*\*\* = Access - road easement

Further details on the parcels of land on this sale are available here: [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us) "Tax-Forfeited Land for Sale" or contact:

**Aitkin County Land Department**

**acd@co.aitkin.mn.us    502 Minnesota Ave N, Aitkin MN 56431    218-927-7364**

***Sale parcels are subject to change, please check the web page for the most up-to-date information.***

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

**Witness my hand and seal this 13<sup>th</sup> day of April, 2021**

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



# Board of County Commissioners Agenda Request

**7A**  
Agenda Item #

**Requested Meeting Date:** April 13, 2021

**Title of Item:** Public Hearing for Land Classification

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

<b>Submitted by:</b> Rich Courtemanche	<b>Department:</b> Land
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<b>Presenter (Name and Title):</b> Rich Courtemanche - Land Commissioner	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

MS 282,01 requires that tax forfeited land be classified by the County Board after a public meeting is held for input. At the February 9, 2021 County Board meeting the date/time for the public meeting was set for April 13, 2021 @ 10:00 AM. Attached are the recommended classifications from Land Department staff and the Natural Resources Advisory Committee.

Attached is the proposed resolution with the list of parcels and their recommended classification, and the notice of the public hearing.

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

**Recommended Action/Motion:**

Adopt the resolution accepting the classification with comments received at the meeting.

**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:*

#	PID	Name	Legal	Sec	Twp	Rg	Classification Recommendation
1	01-1-127200	Aitkin County	Riverside Point Plat 9, Lot 64	16	47	27	Non-Conservation
2	01-1-127300	Aitkin County	Riverside Point Plat 9, Lot 65	16	47	27	Non-Conservation
3	01-1-127400	Aitkin County	Riverside Point Plat 9, Lot 66	16	47	27	Non-Conservation
4	01-1-127500	Lofgren	Riverside Point Plat 9, Lot 67	16	47	27	Non-Conservation
5	01-1-127600	Lofgren & Terry	Riverside Point Plat 9, Lot 68	16	47	27	Non-Conservation
6	01-1-127700	Aitkin County	Riverside Point Plat 9, Lot 69	16	47	27	Non-Conservation
7	01-1-127800	Aitkin County	Riverside Point Plat 9, Lot 70	16	47	27	Non-Conservation
8	01-1-127900	Aitkin County	Riverside Point Plat 9, Lot 71	16	47	27	Non-Conservation
9	01-1-152900	Aitkin County	Riverside Point 2nd Addition, Lot 68	25	136	25	Non-Conservation
10	01-1-153000	Aitkin County	Riverside Point 2nd Addition, Lot 69	25	136	25	Non-Conservation
11	02-0-019001	Thompson	(SE NW) Lot 5 lying S&E of Rds Less the S 420' of the W 1/2	10	52	23	Non-Conservation
12	08-0-055101	Metzger	S1/2 or E1/2 of SW SE	33	48	25	Non-Conservation
13	09-0-032505	Aitkin County	N 1/2 OF S 1/2 OF S 1/2 OF LOT 6	19	46	25	Conservation
14	09-0-032507	Aitkin County	S 1/2 OF N 1/2 OF N 1/2 OF LOT 6	19	46	25	Conservation
15	09-0-032508	Kolar	N1/2 of N1/2 of N1/2 of Lot 6	19	46	25	Conservation
16	20-1-065800	O'Hotto	Plat of Swatara, Plat 1, Lot 11, Blk 5	20	51	26	Non-Conservation
17	23-0-017601	Petrick	N 165' of S 265' less E 2400' of Lot 2 in DOC 293587	11	48	26	Non-Conservation
18	29-1-169900	Gibson	Sheshebe Pt. Plat 5, Lot 270	21	49	23	Non-Conservation
19	29-1-170000	Gibson	Sheshebe Pt. Plat 5, Lot 271	21	49	23	Non-Conservation
20	29-1-181000	Gibson	Sheshebe Pt. Plat 5, Lot 381	21	49	23	Non-Conservation
21	29-1-181100	Gibson	Sheshebe Pt. Plat 5, Lot 382	21	49	23	Non-Conservation
22	29-1-308800	Quintana	Sheshebe Pt. 3rd Add. Plat 7, Lot 4, Blk 54	27	49	23	Non-Conservation
23	29-1-308900	Quintana	Sheshebe Pt. 3rd Add. Plat 7, Lot 8, Blk 54	27	49	23	Non-Conservation
24	29-1-365601	Bodway	Big Sandy Lk Highlands, Plat 15, Lot 158	3	49	23	Non-Conservation
25	31-1-076400	Kuennen	Miss R. Plat 2, Lot 15, Blk 1	5	47	26	Non-Conservation
26	31-1-076500	Kuennen	Miss R. Plat 2, Lot 16, Blk 1	5	47	26	Non-Conservation
27	34-0-030901	Miller & Lockman	S1/2 of SE NE	19	43	22	Non-Conservation
28	35-0-059705	Harroun	N1/2 of N1/2 of N1/2 of SE of SW	35	49	26	Non-Conservation
29	35-0-059706	Harroun	N1/2 of N1/2 of N1/2 of SE of SW	35	49	26	Non-Conservation
30	35-1-065500	Rhodes	Waukenabo Beach, Plat 2, Lot 18	11	49	26	Non-Conservation
31	51-1-040100	Amato c/o Carriger	Skyline Acres, Plat 1, Lot 34	15	48	27	Non-Conservation
32	51-1-040200	Amato	Skyline Acres, Plat 1, Lot 35	15	48	27	Non-Conservation
33	56-1-118100	Grapp	Knoxs Irregular Lots NW NW Plat 15, Lot 3 as in DOC 351384	25	47	27	Non-Conservation
34	57-1-016301	Bischoff	Bucks Add to Hill City Plat 1; Lots 10, 11, 12; Blk 12	14	52	26	Non-Conservation
35	57-1-060101	Stowe	McLains Add to Hill City Plat 6; Lot 3; Blk 3	14	52	26	Non-Conservation
36	57-1-061000	Bischoff	McLains Add to Hill City Plat 6; Lot 3; Blk 3	14	52	26	Non-Conservation
37	57-1-061100	Bischoff	McLains Add to Hill City Plat 6; Lot 11; Blk 3	14	52	26	Non-Conservation
38	61-1-019802	Laucamp	Tingdales Orig Townsite of Tamarack Plt 2; 50'x50' in Lot C in DOC #177856	15	48	22	Non-Conservation

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

ADOPTED February 9, 2021

By Commissioner: Napstad

20210209-015

Set Public Hearing Date for Land Classification April 13, 2021

**WHEREAS**, MN Statute 282.01 allows the County Board to classify tax-forfeited lands either to be retained in public ownership for public benefits or returned to private ownership, and

**WHEREAS**, MN Statute 282.01 requires that a public hearing be held to receive comments and recommendations about the pending classifications.

**THEREFORE, BE IT RESOLVED**, the Aitkin County Board of Commissioners hereby sets a public hearing for April 13, 2021 at 10:00 AM at the Aitkin County Board of Commissioners Meeting to be held at the Government Center Board Meeting for the classification of the following parcels of tax-forfeited lands.

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

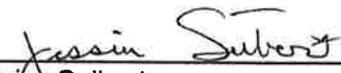
FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 9<sup>th</sup> day of February, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 9<sup>th</sup> day of February, 2021

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

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

ADOPTED April 13, 2021

By Commissioner: xxxx

20210413-xxx

**Public Hearing for Land Classification**

**WHEREAS**, a public meeting was held on April 13, 2021 at 10:00 am at the regular county board meeting and that prior to meeting for the purpose of classifying or reclassifying tax-forfeited lands, the county board gave notice of its intent to meet for that purpose in postings, on the web site, and in the local newspaper, in addition to sending letters to any township, city, and school district in which the properties were located, and

**WHEREAS**, at the meeting, no objections were raised on any of the attached parcels.

**THEREFORE, BE IT RESOLVED**, that the Aitkin County tax forfeited parcels be classified as per below.

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

Witness my hand and seal this 13<sup>th</sup> day of April, 2021

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



# Board of County Commissioners Agenda Request

## 8A

Agenda Item #

**Requested Meeting Date:** April 13, 2021

**Title of Item:** Resolution for ECP grant

<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> Dennis Thompson	<b>Department:</b> Land
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<b>Presenter (Name and Title):</b> Dennis Thompson, Assistant Land Commissioner	<b>Estimated Time Needed:</b> 10 minutes
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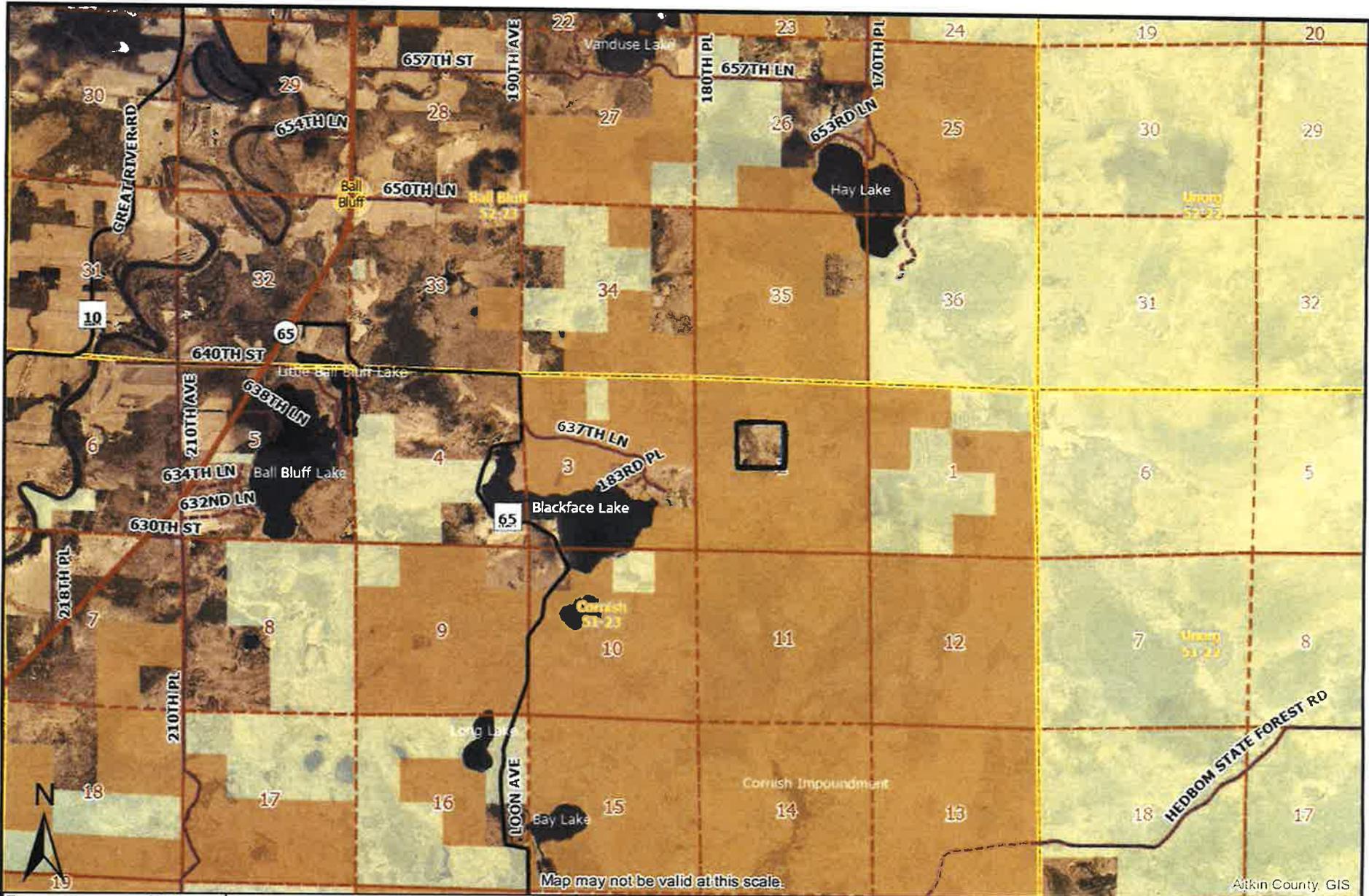
**Summary of Issue:**  
 Aitkin County Land Department desires to apply for an Expedited Conservation Projects (ECP) Grant from the Minnesota Department of Natural Resources to purchase a property that is land-locked in an important management zone within the county. The landowner is not interested in a land exchange.

The Land Department would apply for an ECP grant to help purchase this property fee title. The Land Department would furnish the 10% match of non-state funds or in-kind resources. Owning the property will simplify management and alleviate access issues.

**Alternatives, Options, Effects on Others/Comments:**  
 A deny of the resolution will result in land-locked properties remaining in private ownership. Access and boundary issues would remain. Land management would be fragmented due to mixed ownership.

**Recommended Action/Motion:**  
 Adopt Resolution

**Financial Impact:**  
*Is there a cost associated with this request?*      Yes      No  
*What is the total cost, with tax and shipping?* \$ 5,000 (In-kind and/or cash)  
*Is this budgeted?*      Yes      No     *Please Explain:*  
 Funds from Memorial Forests. MS 459.06 Subdivision 2 - Development of dedicated forest.  
 Approximately 50% Cash and 50% In-Kind



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.

1:70,929		1 inch = 5,911 feet
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Aitkin County

Date: 3/31/2021

Map may not be valid at this scale.

Aitkin County GIS



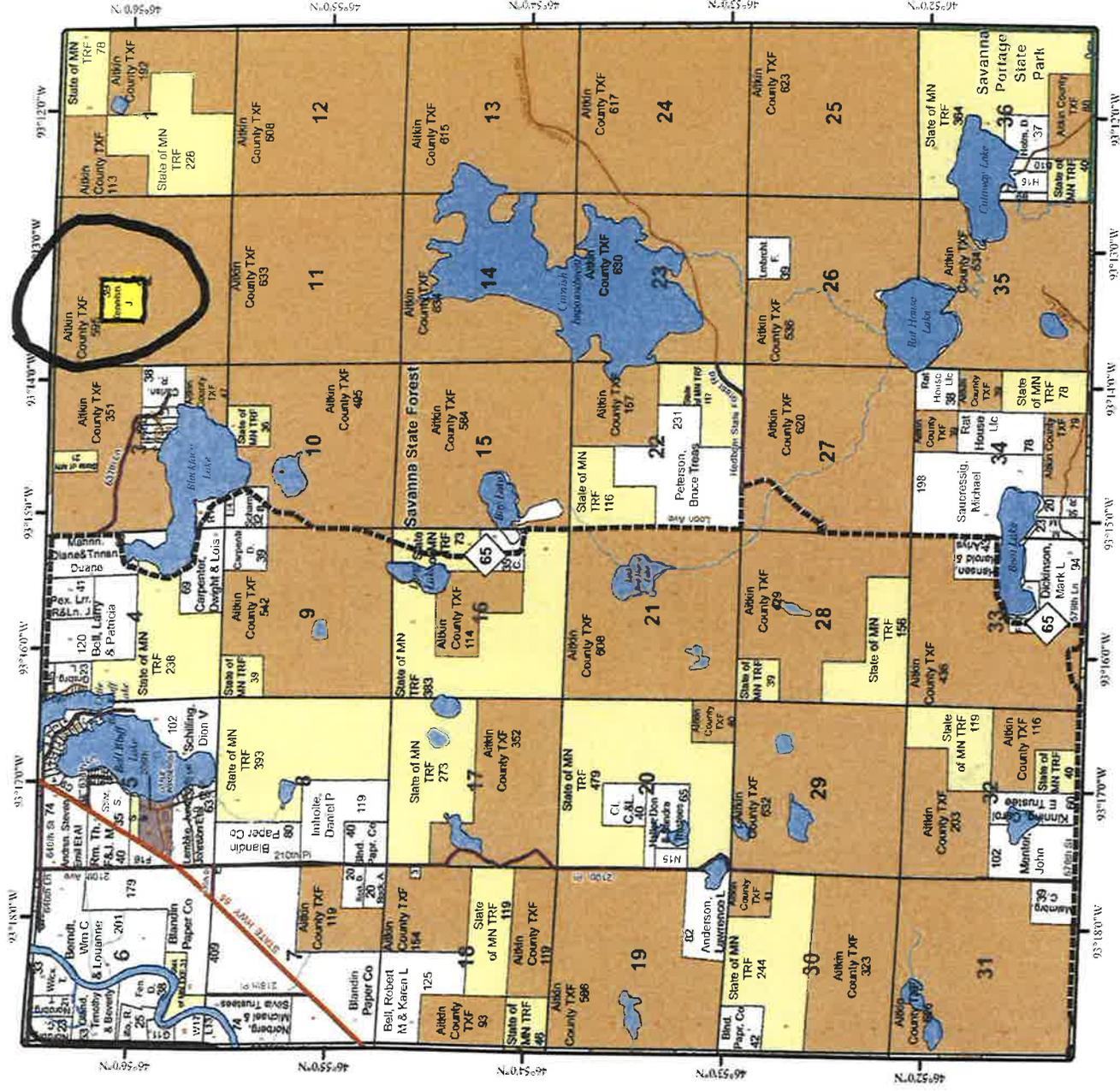
# CORNISH T51N-R23W



Acres shown are approximate.

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See (BALL BLUFF T52N-R23W) Page 66



See (VERDON T51N-R24W) Page 59

See (UNORGANIZED T51N-R22W) Page 61

See (TURNER T50N-R23W) Page 54

**Penny Harms**  
County Veterans Services Officer

Government Center • 307 2nd St. NW, Rm. 114 • Aitkin, MN 56431

☎ 218-927-7320  
888-404-7320  
☎ 218-927-7309

✉ penny.harms@co.aitkin.mn.us    🌐 www.co.aitkin.mn.us/

**Veterans Services**

**AITKIN COUNTY**

**St Cloud VAMC**..... 800-247-1739 or 320-252-1670  
Automated Pharmacy Refills & Appointments ..... 855-560-1724  
Brainerd VA Clinic..... 218-855-1115  
**Minneapolis VAMC**..... 866-414-5058 or 612-725-2000  
Automated Pharmacy Refills & Appointments ..... 855-560-1721  
VA Regional Office..... 800-827-1000  
Veterans Linkage Line ..... 888-546-5838

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

ADOPTED April 13, 2021

By Commissioner: xxxx

20210413-xxx

**Expedited Conservation Projects (ECP) grant**

**WHEREAS**, the Aitkin County Board of Commissioners supports the grant application made to the Minnesota Department of Natural Resources for the Expedited Conservation Projects Grant Program. The application is to acquire an important landlocked property, and

**WHEREAS**, the Aitkin County Board of Commissioners adopted Road Easement Policy (080106-112) where it states, "... there are instances involving property in remote areas adjacent to large blocks of Aitkin County tax forfeited lands, the County may consider purchase of a remote land locked property if an easement is not deemed advisable and an exchange is not desirable to the landowner," and

**WHEREAS**, Aitkin County has the financial capability to meet the 10% match of non-state funds or in-kind resources.

**THEREFORE, BE IT RESOLVED, IF** Aitkin County is awarded the grant by the Minnesota Department of Natural Resources, Aitkin County agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced acquisition. Aitkin County will comply with all applicable laws, environmental requirements, and regulations as stated in the grant agreement.

**BE IT FURTHER RESOLVED**, that the Aitkin County Land Commissioner is hereby authorized to execute such agreements as are necessary to implement the project on behalf of Aitkin County.

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13<sup>th</sup> day of April, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13<sup>th</sup> day of April, 2021

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



# Board of County Commissioners Agenda Request

## 9A

Agenda Item #

**Requested Meeting Date:** 4-13-21

**Title of Item:** Award Contract No. 20216

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway Department
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> Bids were opened on Monday, March 22, 2021, for Contract No. 20216 which includes the following three projects:  SAP 001-605-013 - Placement of corrugated metal culverts on CSAH 5 in an unnamed tributary to Fleming Lake with a concrete box culvert, Bridge #01J45  SAP 001-614-014 - Replacement of Bridge #01503 on CSAH 14 over the Savanna River with a concrete box culvert structure, Bridge #01J43  SAP 001-636-004 - Replacement of a corrugated metal culvert on CSAH 36 in an unnamed tributary to Big Sandy Lake with a concrete box culvert  As shown on the attached abstract of bids, eight bids were received, with Gladen Constrution, Laporte, MN submitting the low bid in the amount of \$592,485.65. With the cost of this contract estimated at \$691,721.50, the low bid is 14.35% below the estimated amount.		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Approve award resolution.		
<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? \$ 592,485.65 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">Please Explain:</span>		

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

**Aitkin County  
Contract Bid Abstract**

**Contract No.:** 20216  
**Project No.:** SAP 001-605-013, SAP 001-614-014, SAP 001-636-004

**Bid Opening:** March 22, 2021 at 2:00 PM  
**Project Name:** Box Culvert Installation

Line No.	Item	Units	Quantity	Engineers Estimate		Gladen Construction - Laporte, MN		Landwehr Construction - St. Cloud, MN		Marvin Tretter, Inc - Pierz, MN	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
18	2021.501 MOBILIZATION	LS	1	\$5,000.00	\$5,000.00	\$10,500.00	\$10,500.00	\$9,750.00	\$9,750.00	\$20,000.00	\$20,000.00
1	2051.501 MAINT & RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$100.00	\$100.00	\$500.00	\$500.00	\$1.00	\$1.00
2	2104.503 REMOVE PIPE CULVERTS	LF	212	\$15.00	\$3,180.00	\$28.00	\$5,936.00	\$16.00	\$3,392.00	\$35.00	\$7,420.00
3	2104.504 REMOVE BITUMINOUS PAVEMENT	SY	423	\$6.00	\$2,538.00	\$8.75	\$3,701.25	\$5.40	\$2,284.20	\$3.00	\$1,269.00
4	2105.507 COMMON EXCAVATION (P)	CY	148	\$12.00	\$1,776.00	\$12.00	\$1,776.00	\$6.00	\$888.00	\$7.50	\$1,110.00
5	2118.507 AGGREGATE SURFACING (LV), CLASS 5	CY	116	\$30.00	\$3,480.00	\$50.00	\$5,800.00	\$26.00	\$3,016.00	\$21.00	\$2,436.00
6	2211.507 AGGREGATE BASE (LV) CLASS 5	CY	289	\$20.00	\$5,780.00	\$28.00	\$8,092.00	\$32.00	\$9,248.00	\$32.00	\$9,248.00
7	2232.504 MILL BITUMINOUS SURFACE (2.0")	SY	860	\$5.00	\$4,300.00	\$7.50	\$6,450.00	\$2.25	\$1,935.00	\$5.00	\$4,300.00
8	2357.506 BITUMINOUS MATERIAL FOR TACK COAT	GAL	104	\$2.00	\$208.00	\$5.00	\$520.00	\$5.50	\$572.00	\$6.00	\$624.00
9	2360.509 TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	199	\$110.00	\$21,890.00	\$130.00	\$25,870.00	\$140.00	\$27,860.00	\$135.00	\$26,865.00
19	2412.502 10X8 PRECAST CONCRETE BOX CULV END SECT	EACH	2	\$13,500.00	\$27,000.00	\$11,463.00	\$22,926.00	\$12,215.00	\$24,430.00	\$14,500.00	\$29,000.00
20	2412.503 10X8 PRECAST CONCRETE BOX CULVERT	LF	60	\$1,050.00	\$63,000.00	\$855.00	\$51,300.00	\$1,040.00	\$62,400.00	\$875.00	\$52,500.00
21	2451.507 STRUCTURE EXCAVATION CLASS U (P)	CY	1208	\$12.00	\$14,496.00	\$8.50	\$10,268.00	\$13.00	\$15,704.00	\$7.50	\$9,060.00
22	2451.507 GRANULAR BACKFILL (LV)	CY	1036	\$20.00	\$20,720.00	\$14.00	\$14,504.00	\$15.00	\$15,540.00	\$15.00	\$15,540.00
23	2451.507 COARSE AGGREGATE BEDDING (CV)	CY	52	\$50.00	\$2,600.00	\$52.00	\$2,704.00	\$44.50	\$2,314.00	\$45.00	\$2,340.00
24	2511.507 RANDOM RIPRAP CLASS III	CY	34	\$85.00	\$2,890.00	\$115.00	\$3,910.00	\$75.00	\$2,550.00	\$80.00	\$2,720.00
25	2563.601 TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00	\$3,355.00	\$3,355.00	\$25,000.00	\$25,000.00
10	2573.503 SILT FENCE, TYPE HI	LF	260	\$5.00	\$1,300.00	\$3.00	\$780.00	\$3.30	\$858.00	\$3.25	\$845.00
11	2573.503 FLOTATION SILT CURTAIN TYPE STILL WATER	LF	40	\$25.00	\$1,000.00	\$16.50	\$660.00	\$18.50	\$740.00	\$18.00	\$720.00
12	2574.507 COMMON TOPSOIL BORROW	CY	36	\$35.00	\$1,260.00	\$40.00	\$1,440.00	\$21.50	\$774.00	\$35.00	\$1,260.00
13	2575.501 TURF ESTABLISHMENT	LS	1	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00	\$1,675.00	\$1,675.00	\$1,700.00	\$1,700.00
14	2575.504 EROSION CONTROL BLANKETS CATEGORY 3N	SY	134	\$2.50	\$335.00	\$5.00	\$670.00	\$4.50	\$603.00	\$4.00	\$536.00
15	2575.523 RAPID STABILIZATION METHOD 3	MGAL	2	\$500.00	\$1,000.00	\$500.00	\$1,000.00	\$530.00	\$1,060.00	\$500.00	\$1,000.00
16	2582.503 4" SOLID LINE PAINT	LF	800	\$1.00	\$800.00	\$0.50	\$400.00	\$0.50	\$400.00	\$0.55	\$440.00
17	2582.503 4" BROKEN LINE PAINT	LF	80	\$1.00	\$80.00	\$0.50	\$40.00	\$0.50	\$40.00	\$0.55	\$44.00
	Totals for Project SAP 001-605-013				\$195,633.00		\$184,347.25		\$191,888.20		\$215,978.00
	% of Estimate for Project SAP 001-605-013						-5.77%		-1.91%		10.40%

Project: SAP 001-614-014 - Box Culvert Installation				Engineers Estimate		Gladden Construction - Laporte, MN		Landwehr Construction - St. Cloud, MN		Marvin Tretter, Inc - Pierz, MN		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
19	2021.501 MOBILIZATION	LS	1	\$10,000.00	\$10,000.00	\$10,500.00	\$10,500.00	\$4,705.00	\$4,705.00	\$25,000.00	\$25,000.00	
1	2051.501 MAINT & RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$100.00	\$100.00	\$500.00	\$500.00	\$1.00	\$1.00	
2	2101.501 CLEARING & GRUBBING	LS	1	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$3,625.00	\$3,625.00	\$2,000.00	\$2,000.00	
3	2104.504 REMOVE BITUMINOUS PAVEMENT	SY	1003	\$6.00	\$6,018.00	\$4.55	\$4,563.65	\$2.60	\$2,607.80	\$3.00	\$3,009.00	
4	2105.507 COMMON EXCAVATION (P)	CY	173	\$12.00	\$2,076.00	\$12.00	\$2,076.00	\$7.10	\$1,228.30	\$7.50	\$1,297.50	
5	2118.507 AGGREGATE SURFACING (LV), CLASS 5	CY	73	\$30.00	\$2,190.00	\$50.00	\$3,650.00	\$25.00	\$1,825.00	\$21.00	\$1,533.00	
6	2211.507 AGGREGATE BASE (LV) CLASS 5	CY	400	\$30.00	\$12,000.00	\$19.00	\$7,600.00	\$24.00	\$9,600.00	\$32.00	\$12,800.00	
7	2232.504 MILL BITUMINOUS SURFACE (2.0")	SY	501	\$5.00	\$2,505.00	\$10.65	\$5,335.65	\$2.25	\$1,127.25	\$5.00	\$2,505.00	
8	2357.506 BITUMINOUS MATERIAL FOR TACK COAT	GAL	125	\$2.00	\$250.00	\$5.00	\$625.00	\$5.60	\$700.00	\$6.00	\$750.00	
9	2360.509 TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	313	\$110.00	\$34,430.00	\$130.00	\$40,690.00	\$140.00	\$43,820.00	\$135.00	\$42,255.00	
20	2412.502 18X8 PRECAST CONCRETE BOX CULV END SEC	EACH	2	\$27,000.00	\$54,000.00	\$14,314.00	\$28,628.00	\$14,850.00	\$29,700.00	\$18,500.00	\$37,000.00	
21	2412.503 18X8 PRECAST CONCRETE BOX CULVERT	LF	52	\$2,175.00	\$113,100.00	\$1,619.00	\$84,188.00	\$1,575.00	\$81,900.00	\$1,400.00	\$72,800.00	
10	2442.501 REMOVE EXISTING BRIDGE	LS	1	\$15,000.00	\$15,000.00	\$6,000.00	\$6,000.00	\$4,400.00	\$4,400.00	\$5,000.00	\$5,000.00	
22	2451.507 STRUCTURE EXCAVATION CLASS U (P)	CY	844	\$12.00	\$10,128.00	\$6.00	\$5,064.00	\$15.60	\$13,166.40	\$7.50	\$6,330.00	
23	2451.507 GRANULAR BACKFILL (LV)	CY	964	\$20.00	\$19,280.00	\$14.00	\$13,496.00	\$15.50	\$14,942.00	\$15.00	\$14,460.00	
24	2451.507 COARSE AGGREGATE BEDDING (CV)	CY	70	\$50.00	\$3,500.00	\$24.00	\$1,680.00	\$32.50	\$2,275.00	\$45.00	\$3,150.00	
25	2511.507 RANDOM RIPRAP CLASS III	CY	54	\$85.00	\$4,590.00	\$115.00	\$6,210.00	\$75.00	\$4,050.00	\$80.00	\$4,320.00	
26	2563.601 TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00	\$2,685.00	\$2,685.00	\$7,500.00	\$7,500.00	
11	2573.503 SILT FENCE, TYPE HI	LF	505	\$5.00	\$2,525.00	\$3.00	\$1,515.00	\$3.30	\$1,666.50	\$3.25	\$1,641.25	
12	2573.503 FLOTATION SILT CURTAIN TYPE STILL WATER	LF	40	\$25.00	\$1,000.00	\$16.50	\$660.00	\$18.50	\$740.00	\$18.00	\$720.00	
13	2574.507 COMMON TOPSOIL BORROW	CY	36	\$35.00	\$1,260.00	\$40.00	\$1,440.00	\$27.50	\$990.00	\$29.00	\$1,044.00	
14	2575.501 TURF ESTABLISHMENT	LS	1	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00	\$1,675.00	\$1,675.00	\$1,700.00	\$1,700.00	
15	2575.504 EROSION CONTROL BLANKETS CATEGORY 3N	SY	569	\$2.50	\$1,422.50	\$5.00	\$2,845.00	\$4.40	\$2,503.60	\$4.00	\$2,276.00	
16	2575.523 RAPID STABILIZATION METHOD 3	MGAL	3	\$500.00	\$1,500.00	\$500.00	\$1,500.00	\$530.00	\$1,590.00	\$500.00	\$1,500.00	
17	2582.503 4" SOLID LINE PAINT	LF	1500	\$1.00	\$1,500.00	\$0.50	\$750.00	\$0.50	\$750.00	\$0.55	\$825.00	
18	2582.503 4" BROKEN LINE PAINT	LF	100	\$1.00	\$100.00	\$0.50	\$50.00	\$0.50	\$50.00	\$0.55	\$55.00	
Totals for Project SAP 001-614-014						\$314,374.50		\$236,666.30		\$232,821.85		\$251,471.75
% of Estimate for Project SAP 001-614-014								-24.72%		-25.94%		-20.01%

Project: SAP 001-636-004 - Box Culvert Installation				Engineers Estimate		Gladen Construction - Laporte, MN		Landwehr Construction - St. Cloud, MN		Marvin Tretter, Inc - Pierz, MN	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501 MOBILIZATION	LS	1	\$5,000.00	\$5,000.00	\$10,500.00	\$10,500.00	\$4,850.00	\$4,850.00	\$20,000.00	\$20,000.00
2	2051.501 MAINT & RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$100.00	\$100.00	\$500.00	\$500.00	\$1.00	\$1.00
3	2104.503 REMOVE PIPE CULVERTS	LF	118	\$15.00	\$1,770.00	\$45.00	\$5,310.00	\$9.50	\$1,121.00	\$25.00	\$2,950.00
4	2104.504 REMOVE BITUMINOUS PAVEMENT	SY	463	\$6.00	\$2,778.00	\$8.10	\$3,750.30	\$2.50	\$1,157.50	\$3.00	\$1,389.00
5	2105.507 COMMON EXCAVATION (P)	CY	218	\$12.00	\$2,616.00	\$12.00	\$2,616.00	\$8.00	\$1,744.00	\$7.50	\$1,635.00
6	2118.507 AGGREGATE SURFACING (LV), CLASS 5	CY	70	\$30.00	\$2,100.00	\$50.00	\$3,500.00	\$25.00	\$1,750.00	\$21.00	\$1,470.00
7	2211.507 AGGREGATE BASE (CV) CLASS 5	CY	221	\$20.00	\$4,420.00	\$24.00	\$5,304.00	\$35.00	\$7,735.00	\$32.00	\$7,072.00
8	2232.504 MILL BITUMINOUS SURFACE (2.0")	SY	1204	\$5.00	\$6,020.00	\$6.20	\$7,464.80	\$2.25	\$2,709.00	\$5.00	\$6,020.00
9	2357.506 BITUMINOUS MATERIAL FOR TACK COAT	GAL	143	\$2.00	\$286.00	\$5.00	\$715.00	\$5.60	\$800.80	\$6.00	\$858.00
10	2360.509 TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	251	\$110.00	\$27,610.00	\$130.00	\$32,630.00	\$140.00	\$35,140.00	\$135.00	\$33,885.00
14	2412.502 6X4 PRECAST CONCRETE BOX CULV END SECT	EACH	2	\$5,000.00	\$10,000.00	\$3,505.00	\$7,010.00	\$3,805.00	\$7,610.00	\$5,250.00	\$10,500.00
15	2412.503 6X4 PRECAST CONCRETE BOX CULVERT	LF	94	\$575.00	\$54,050.00	\$506.00	\$47,564.00	\$580.00	\$54,520.00	\$575.00	\$54,050.00
11	2451.507 STRUCTURE EXCAVATION CLASS U (P)	CY	1397	\$12.00	\$16,764.00	\$6.50	\$9,080.50	\$11.00	\$15,367.00	\$7.50	\$10,477.50
12	2451.507 GRANULAR BACKFILL (LV)	CY	1245	\$20.00	\$24,900.00	\$16.50	\$20,542.50	\$16.00	\$19,920.00	\$15.00	\$18,675.00
13	2451.507 COARSE AGGREGATE BEDDING (CV)	CY	45	\$50.00	\$2,250.00	\$29.00	\$1,305.00	\$30.50	\$1,372.50	\$45.00	\$2,025.00
16	2511.507 RANDOM RIPRAP CLASS III	CY	34	\$85.00	\$2,890.00	\$115.00	\$3,910.00	\$77.00	\$2,618.00	\$80.00	\$2,720.00
17	2563.601 TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$7,250.00	\$7,250.00	\$7,000.00	\$7,000.00
18	2573.503 SILT FENCE, TYPE HI	LF	585	\$5.00	\$2,925.00	\$3.00	\$1,755.00	\$3.40	\$1,989.00	\$3.25	\$1,901.25
19	2573.503 FLOTATION SILT CURTAIN TYPE STILL WATER	LF	30	\$25.00	\$750.00	\$16.50	\$495.00	\$18.50	\$555.00	\$18.00	\$540.00
20	2574.507 COMMON TOPSOIL BORROW	CY	50	\$35.00	\$1,750.00	\$40.00	\$2,000.00	\$27.50	\$1,375.00	\$35.00	\$1,750.00
21	2575.501 TURF ESTABLISHMENT	LS	1	\$4,000.00	\$4,000.00	\$1,500.00	\$1,500.00	\$1,675.00	\$1,675.00	\$1,700.00	\$1,700.00
22	2575.504 EROSION CONTROL BLANKETS CATEGORY 3N	SY	134	\$2.50	\$335.00	\$5.00	\$670.00	\$4.40	\$589.60	\$4.00	\$536.00
23	2575.523 RAPID STABILIZATION METHOD 3	MGAL	2	\$500.00	\$1,000.00	\$500.00	\$1,000.00	\$530.00	\$1,060.00	\$500.00	\$1,000.00
24	2582.503 4" SOLID LINE PAINT	LF	1400	\$1.00	\$1,400.00	\$0.50	\$700.00	\$0.50	\$700.00	\$0.55	\$770.00
25	2582.503 4" BROKEN LINE PAINT	LF	100	\$1.00	\$100.00	\$0.50	\$50.00	\$0.50	\$50.00	\$0.55	\$55.00

Totals for Project SAP 001-636-004				\$181,714.00		\$171,472.10		\$174,158.40		\$188,979.75
% of Estimate for Project SAP 001-636-004						-5.64%		-4.16%		4.00%

Totals for Contract 20216				\$691,721.50		\$592,485.65		\$598,868.45		\$656,429.50
% of Estimate for Contract 20216						-14.35%		-13.42%		-5.10%

Project: SAP 001-605-013 - Box Culvert Replacement on CSAH 5				Engineers Estimate		KGM - Angora, MN		R.C. Habeck Excavating, LLC Wahkon, MN		Kern & Tabery Inc - Wadena, MN	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
18	2021.501 MOBILIZATION	LS	1	\$5,000.00	\$5,000.00	\$36,000.00	\$36,000.00	\$15,500.00	\$15,500.00	\$30,108.00	\$30,108.00
1	2051.501 MAINT & RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$100.00	\$100.00	\$100.00	\$100.00
2	2104.503 REMOVE PIPE CULVERTS	LF	212	\$15.00	\$3,180.00	\$14.50	\$3,074.00	\$25.00	\$5,300.00	\$20.00	\$4,240.00
3	2104.504 REMOVE BITUMINOUS PAVEMENT	SY	423	\$6.00	\$2,538.00	\$5.25	\$2,220.75	\$5.00	\$2,115.00	\$20.00	\$8,460.00
4	2105.507 COMMON EXCAVATION (P)	CY	148	\$12.00	\$1,776.00	\$18.00	\$2,664.00	\$15.00	\$2,220.00	\$23.00	\$3,404.00
5	2118.507 AGGREGATE SURFACING (LV), CLASS 5	CY	116	\$30.00	\$3,480.00	\$36.00	\$4,176.00	\$55.00	\$6,380.00	\$50.00	\$5,800.00
6	2211.507 AGGREGATE BASE (LV) CLASS 5	CY	289	\$20.00	\$5,780.00	\$36.00	\$10,404.00	\$25.00	\$7,225.00	\$50.00	\$14,450.00
7	2232.504 MILL BITUMINOUS SURFACE (2.0")	SY	860	\$5.00	\$4,300.00	\$5.50	\$4,730.00	\$10.00	\$8,600.00	\$10.00	\$8,600.00
8	2357.506 BITUMINOUS MATERIAL FOR TACK COAT	GAL	104	\$2.00	\$208.00	\$4.50	\$468.00	\$5.00	\$520.00	\$2.50	\$260.00
9	2360.509 TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	199	\$110.00	\$21,890.00	\$93.00	\$18,507.00	\$130.00	\$25,870.00	\$130.00	\$25,870.00
19	2412.502 10X8 PRECAST CONCRETE BOX CULV END SECT	EACH	2	\$13,500.00	\$27,000.00	\$14,125.00	\$28,250.00	\$12,587.50	\$25,175.00	\$14,000.00	\$28,000.00
20	2412.503 10X8 PRECAST CONCRETE BOX CULVERT	LF	60	\$1,050.00	\$63,000.00	\$1,000.00	\$60,000.00	\$1,326.32	\$79,579.20	\$862.00	\$51,720.00
21	2451.507 STRUCTURE EXCAVATION CLASS U (P)	CY	1208	\$12.00	\$14,496.00	\$14.00	\$16,912.00	\$15.00	\$18,120.00	\$21.50	\$25,972.00
22	2451.507 GRANULAR BACKFILL (LV)	CY	1036	\$20.00	\$20,720.00	\$22.00	\$22,792.00	\$20.00	\$20,720.00	\$25.00	\$25,900.00
23	2451.507 COARSE AGGREGATE BEDDING (CV)	CY	52	\$50.00	\$2,600.00	\$46.00	\$2,392.00	\$80.00	\$4,160.00	\$55.00	\$2,860.00
24	2511.507 RANDOM RIPRAP CLASS III	CY	34	\$85.00	\$2,890.00	\$70.00	\$2,380.00	\$100.00	\$3,400.00	\$75.00	\$2,550.00
25	2563.601 TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$3,100.00	\$3,100.00	\$2,800.00	\$2,800.00
10	2573.503 SILT FENCE, TYPE HI	LF	260	\$5.00	\$1,300.00	\$5.25	\$1,365.00	\$4.00	\$1,040.00	\$3.00	\$780.00
11	2573.503 FLOTATION SILT CURTAIN TYPE STILL WATER	LF	40	\$25.00	\$1,000.00	\$21.00	\$840.00	\$4.00	\$160.00	\$16.50	\$660.00
12	2574.507 COMMON TOPSOIL BORROW	CY	36	\$35.00	\$1,260.00	\$30.00	\$1,080.00	\$20.00	\$720.00	\$100.00	\$3,600.00
13	2575.501 TURF ESTABLISHMENT	LS	1	\$5,000.00	\$5,000.00	\$2,625.00	\$2,625.00	\$1,650.00	\$1,650.00	\$1,500.00	\$1,500.00
14	2575.504 EROSION CONTROL BLANKETS CATEGORY 3N	SY	134	\$2.50	\$335.00	\$5.25	\$703.50	\$4.00	\$536.00	\$3.90	\$522.60
15	2575.523 RAPID STABILIZATION METHOD 3	MGAL	2	\$500.00	\$1,000.00	\$500.00	\$1,000.00	\$500.00	\$1,000.00	\$475.00	\$950.00
16	2582.503 4" SOLID LINE PAINT	LF	800	\$1.00	\$800.00	\$0.45	\$360.00	\$1.50	\$1,200.00	\$0.42	\$336.00
17	2582.503 4" BROKEN LINE PAINT	LF	80	\$1.00	\$80.00	\$0.45	\$36.00	\$1.50	\$120.00	\$0.42	\$33.60
Totals for Project SAP 001-605-013					\$195,633.00		\$227,979.25		\$234,510.20		\$249,476.20
% of Estimate for Project SAP 001-605-013							16.53%		19.87%		27.52%

Project: SAP 001-614-014 - Box Culvert Installation				Engineers Estimate		KGM - Angora, MN		R.C. Habeck Excavating, LLC Wahkon, MN		Kern & Tabery Inc - Wadena, MN		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
19	2021.501 MOBILIZATION	LS	1	\$10,000.00	\$10,000.00	\$30,000.00	\$30,000.00	\$15,500.00	\$15,500.00	\$25,858.00	\$25,858.00	
1	2051.501 MAINT & RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$100.00	\$100.00	\$100.00	\$100.00	
2	2101.501 CLEARING & GRUBBING	LS	1	\$5,000.00	\$5,000.00	\$5,500.00	\$5,500.00	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00	
3	2104.504 REMOVE BITUMINOUS PAVEMENT	SY	1003	\$6.00	\$6,018.00	\$5.25	\$5,265.75	\$5.00	\$5,015.00	\$10.00	\$10,030.00	
4	2105.507 COMMON EXCAVATION (P)	CY	173	\$12.00	\$2,076.00	\$18.00	\$3,114.00	\$15.00	\$2,595.00	\$17.00	\$2,941.00	
5	2118.507 AGGREGATE SURFACING (LV), CLASS 5	CY	73	\$30.00	\$2,190.00	\$36.00	\$2,628.00	\$55.00	\$4,015.00	\$50.00	\$3,650.00	
6	2211.507 AGGREGATE BASE (LV) CLASS 5	CY	400	\$30.00	\$12,000.00	\$32.00	\$12,800.00	\$20.00	\$8,000.00	\$50.00	\$20,000.00	
7	2232.504 MILL BITUMINOUS SURFACE (2.0")	SY	501	\$5.00	\$2,505.00	\$5.10	\$2,555.10	\$10.00	\$5,010.00	\$10.00	\$5,010.00	
8	2357.506 BITUMINOUS MATERIAL FOR TACK COAT	GAL	125	\$2.00	\$250.00	\$4.50	\$562.50	\$2.50	\$312.50	\$2.50	\$312.50	
9	2360.509 TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	313	\$110.00	\$34,430.00	\$93.00	\$29,109.00	\$130.00	\$40,690.00	\$130.00	\$40,690.00	
20	2412.502 18X8 PRECAST CONCRETE BOX CULV END SEC	EACH	2	\$27,000.00	\$54,000.00	\$21,000.00	\$42,000.00	\$17,810.00	\$35,620.00	\$18,500.00	\$37,000.00	
21	2412.503 18X8 PRECAST CONCRETE BOX CULVERT	L F	52	\$2,175.00	\$113,100.00	\$1,680.00	\$87,360.00	\$1,761.00	\$91,572.00	\$1,375.00	\$71,500.00	
10	2442.501 REMOVE EXISTING BRIDGE	LS	1	\$15,000.00	\$15,000.00	\$5,500.00	\$5,500.00	\$20,000.00	\$20,000.00	\$32,000.00	\$32,000.00	
22	2451.507 STRUCTURE EXCAVATION CLASS U (P)	CY	844	\$12.00	\$10,128.00	\$13.00	\$10,972.00	\$15.00	\$12,660.00	\$17.00	\$14,348.00	
23	2451.507 GRANULAR BACKFILL (LV)	CY	964	\$20.00	\$19,280.00	\$21.00	\$20,244.00	\$15.00	\$14,460.00	\$27.00	\$26,028.00	
24	2451.507 COARSE AGGREGATE BEDDING (CV)	CY	70	\$50.00	\$3,500.00	\$50.00	\$3,500.00	\$75.00	\$5,250.00	\$70.00	\$4,900.00	
25	2511.507 RANDOM RIPRAP CLASS III	CY	54	\$85.00	\$4,590.00	\$70.00	\$3,780.00	\$100.00	\$5,400.00	\$115.00	\$6,210.00	
26	2563.601 TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$3,100.00	\$3,100.00	\$2,800.00	\$2,800.00	
11	2573.503 SILT FENCE, TYPE HI	L F	505	\$5.00	\$2,525.00	\$5.25	\$2,651.25	\$4.00	\$2,020.00	\$3.00	\$1,515.00	
12	2573.503 FLOTATION SILT CURTAIN TYPE STILL WATER	L F	40	\$25.00	\$1,000.00	\$21.00	\$840.00	\$20.00	\$800.00	\$16.50	\$660.00	
13	2574.507 COMMON TOPSOIL BORROW	CY	36	\$35.00	\$1,260.00	\$30.00	\$1,080.00	\$20.00	\$720.00	\$100.00	\$3,600.00	
14	2575.501 TURF ESTABLISHMENT	LS	1	\$5,000.00	\$5,000.00	\$2,625.00	\$2,625.00	\$1,650.00	\$1,650.00	\$1,500.00	\$1,500.00	
15	2575.504 EROSION CONTROL BLANKETS CATEGORY 3N	SY	569	\$2.50	\$1,422.50	\$3.15	\$1,792.35	\$4.00	\$2,276.00	\$3.90	\$2,219.10	
16	2575.523 RAPID STABILIZATION METHOD 3	MGAL	3	\$500.00	\$1,500.00	\$500.00	\$1,500.00	\$500.00	\$1,500.00	\$475.00	\$1,425.00	
17	2582.503 4" SOLID LINE PAINT	L F	1500	\$1.00	\$1,500.00	\$0.45	\$675.00	\$1.50	\$2,250.00	\$0.42	\$630.00	
18	2582.503 4" BROKEN LINE PAINT	L F	100	\$1.00	\$100.00	\$0.45	\$45.00	\$1.50	\$150.00	\$0.42	\$42.00	
Totals for Project SAP 001-614-014						\$314,374.50		\$281,098.95		\$283,665.50		\$319,968.60
% of Estimate for Project SAP 001-614-014								-10.58%		-9.77%		1.78%

Project: SAP 001-636-004 - Box Culvert Installation				Engineers Estimate		KGM - Angora, MN		R.C. Habeck Excavating, LLC Wahkon, MN		Kern & Tabery Inc - Wadena, MN	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501 MOBILIZATION	LS	1	\$5,000.00	\$5,000.00	\$17,000.00	\$17,000.00	\$15,500.00	\$15,500.00	\$54,603.00	\$54,603.00
2	2051.501 MAINT & RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$100.00	\$100.00	\$5,000.00	\$5,000.00
3	2104.503 REMOVE PIPE CULVERTS	LF	118	\$15.00	\$1,770.00	\$10.00	\$1,180.00	\$20.00	\$2,360.00	\$15.00	\$1,770.00
4	2104.504 REMOVE BITUMINOUS PAVEMENT	SY	463	\$6.00	\$2,778.00	\$5.25	\$2,430.75	\$10.00	\$4,630.00	\$19.00	\$8,797.00
5	2105.507 COMMON EXCAVATION (P)	CY	218	\$12.00	\$2,616.00	\$18.00	\$3,924.00	\$15.00	\$3,270.00	\$15.00	\$3,270.00
6	2118.507 AGGREGATE SURFACING (LV), CLASS 5	CY	70	\$30.00	\$2,100.00	\$41.00	\$2,870.00	\$55.00	\$3,850.00	\$50.00	\$3,500.00
7	2211.507 AGGREGATE BASE (CV) CLASS 5	CY	221	\$20.00	\$4,420.00	\$38.00	\$8,398.00	\$25.00	\$5,525.00	\$50.00	\$11,050.00
8	2232.504 MILL BITUMINOUS SURFACE (2.0")	SY	1204	\$5.00	\$6,020.00	\$5.00	\$6,020.00	\$10.00	\$12,040.00	\$8.00	\$9,632.00
9	2357.506 BITUMINOUS MATERIAL FOR TACK COAT	GAL	143	\$2.00	\$286.00	\$4.50	\$643.50	\$5.00	\$715.00	\$2.50	\$357.50
10	2360.509 TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	251	\$110.00	\$27,610.00	\$93.00	\$23,343.00	\$130.00	\$32,630.00	\$130.00	\$32,630.00
14	2412.502 6X4 PRECAST CONCRETE BOX CULV END SECT	EACH	2	\$5,000.00	\$10,000.00	\$5,800.00	\$11,600.00	\$6,400.00	\$12,800.00	\$5,500.00	\$11,000.00
15	2412.503 6X4 PRECAST CONCRETE BOX CULVERT	LF	94	\$575.00	\$54,050.00	\$615.00	\$57,810.00	\$570.00	\$53,580.00	\$545.00	\$51,230.00
11	2451.507 STRUCTURE EXCAVATION CLASS U (P)	CY	1397	\$12.00	\$16,764.00	\$13.00	\$18,161.00	\$15.00	\$20,955.00	\$18.00	\$25,146.00
12	2451.507 GRANULAR BACKFILL (LV)	CY	1245	\$20.00	\$24,900.00	\$18.00	\$22,410.00	\$15.00	\$18,675.00	\$1.00	\$1,245.00
13	2451.507 COARSE AGGREGATE BEDDING (CV)	CY	45	\$50.00	\$2,250.00	\$40.00	\$1,800.00	\$75.00	\$3,375.00	\$70.00	\$3,150.00
16	2511.507 RANDOM RIPRAP CLASS III	CY	34	\$85.00	\$2,890.00	\$70.00	\$2,380.00	\$100.00	\$3,400.00	\$115.00	\$3,910.00
17	2563.601 TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$6,700.00	\$6,700.00	\$6,650.00	\$6,650.00
18	2573.503 SILT FENCE, TYPE HI	LF	585	\$5.00	\$2,925.00	\$4.20	\$2,457.00	\$4.00	\$2,340.00	\$3.00	\$1,755.00
19	2573.503 FLOTATION SILT CURTAIN TYPE STILL WATER	LF	30	\$25.00	\$750.00	\$21.00	\$630.00	\$20.00	\$600.00	\$16.50	\$495.00
20	2574.507 COMMON TOPSOIL BORROW	CY	50	\$35.00	\$1,750.00	\$35.00	\$1,750.00	\$20.00	\$1,000.00	\$100.00	\$5,000.00
21	2575.501 TURF ESTABLISHMENT	LS	1	\$4,000.00	\$4,000.00	\$2,625.00	\$2,625.00	\$1,650.00	\$1,650.00	\$1,500.00	\$1,500.00
22	2575.504 EROSION CONTROL BLANKETS CATEGORY 3N	SY	134	\$2.50	\$335.00	\$5.25	\$703.50	\$4.00	\$536.00	\$3.90	\$522.60
23	2575.523 RAPID STABILIZATION METHOD 3	MGAL	2	\$500.00	\$1,000.00	\$500.00	\$1,000.00	\$500.00	\$1,000.00	\$475.00	\$950.00
24	2582.503 4" SOLID LINE PAINT	LF	1400	\$1.00	\$1,400.00	\$0.45	\$630.00	\$1.50	\$2,100.00	\$0.42	\$588.00
25	2582.503 4" BROKEN LINE PAINT	LF	100	\$1.00	\$100.00	\$0.45	\$45.00	\$1.50	\$150.00	\$0.42	\$42.00
Totals for Project SAP 001-636-004					\$181,714.00		\$194,810.75		\$209,481.00		\$243,793.10
% of Estimate for Project SAP 001-636-004							7.21%		15.28%		34.16%
Totals for Contract 20216					\$691,721.50		\$703,888.95		\$727,656.70		\$813,237.90
% of Estimate for Contract 20216							1.76%		5.20%		17.57%

Project: SAP 001-605-013 - Box Culvert Replacement on CSAH 5				Engineers Estimate		Central Specialities Inc - Alexandria, MN		J.R. Ferche, Inc - Rice, MN	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
18	2021.501 MOBILIZATION	LS	1	\$5,000.00	\$5,000.00	\$30,000.00	\$30,000.00	\$47,000.00	\$47,000.00
1	2051.501 MAINT & RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$1.00	\$1.00	\$0.01	\$0.01
2	2104.503 REMOVE PIPE CULVERTS	L F	212	\$15.00	\$3,180.00	\$35.00	\$7,420.00	\$50.00	\$10,600.00
3	2104.504 REMOVE BITUMINOUS PAVEMENT	S Y	423	\$6.00	\$2,538.00	\$15.00	\$6,345.00	\$7.00	\$2,961.00
4	2105.507 COMMON EXCAVATION (P)	C Y	148	\$12.00	\$1,776.00	\$10.00	\$1,480.00	\$25.00	\$3,700.00
5	2118.507 AGGREGATE SURFACING (LV), CLASS 5	C Y	116	\$30.00	\$3,480.00	\$60.00	\$6,960.00	\$35.00	\$4,060.00
6	2211.507 AGGREGATE BASE (LV) CLASS 5	C Y	289	\$20.00	\$5,780.00	\$40.00	\$11,560.00	\$38.00	\$10,982.00
7	2232.504 MILL BITUMINOUS SURFACE (2.0")	S Y	860	\$5.00	\$4,300.00	\$15.00	\$12,900.00	\$6.00	\$5,160.00
8	2357.506 BITUMINOUS MATERIAL FOR TACK COAT	GAL	104	\$2.00	\$208.00	\$5.00	\$520.00	\$6.00	\$624.00
9	2360.509 TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	199	\$110.00	\$21,890.00	\$125.00	\$24,875.00	\$140.00	\$27,860.00
19	2412.502 10X8 PRECAST CONCRETE BOX CULV END SECT	EACH	2	\$13,500.00	\$27,000.00	\$20,000.00	\$40,000.00	\$20,000.00	\$40,000.00
20	2412.503 10X8 PRECAST CONCRETE BOX CULVERT	L F	60	\$1,050.00	\$63,000.00	\$1,200.00	\$72,000.00	\$1,500.00	\$90,000.00
21	2451.507 STRUCTURE EXCAVATION CLASS U (P)	C Y	1208	\$12.00	\$14,496.00	\$14.00	\$16,912.00	\$10.00	\$12,080.00
22	2451.507 GRANULAR BACKFILL (LV)	C Y	1036	\$20.00	\$20,720.00	\$22.00	\$22,792.00	\$20.00	\$20,720.00
23	2451.507 COARSE AGGREGATE BEDDING (CV)	C Y	52	\$50.00	\$2,600.00	\$80.00	\$4,160.00	\$85.00	\$4,420.00
24	2511.507 RANDOM RIPRAP CLASS III	C Y	34	\$85.00	\$2,890.00	\$120.00	\$4,080.00	\$110.00	\$3,740.00
25	2563.601 TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$2,800.00	\$2,800.00	\$4,000.00	\$4,000.00
10	2573.503 SILT FENCE, TYPE HI	L F	260	\$5.00	\$1,300.00	\$3.00	\$780.00	\$4.00	\$1,040.00
11	2573.503 FLOTATION SILT CURTAIN TYPE STILL WATER	L F	40	\$25.00	\$1,000.00	\$16.50	\$660.00	\$20.00	\$800.00
12	2574.507 COMMON TOPSOIL BORROW	C Y	36	\$35.00	\$1,260.00	\$38.00	\$1,368.00	\$40.00	\$1,440.00
13	2575.501 TURF ESTABLISHMENT	LS	1	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00	\$3,000.00	\$3,000.00
14	2575.504 EROSION CONTROL BLANKETS CATEGORY 3N	S Y	134	\$2.50	\$335.00	\$3.90	\$522.60	\$4.50	\$603.00
15	2575.523 RAPID STABILIZATION METHOD 3	MGAL	2	\$500.00	\$1,000.00	\$475.00	\$950.00	\$600.00	\$1,200.00
16	2582.503 4" SOLID LINE PAINT	L F	800	\$1.00	\$800.00	\$0.42	\$336.00	\$0.50	\$400.00
17	2582.503 4" BROKEN LINE PAINT	L F	80	\$1.00	\$80.00	\$0.42	\$33.60	\$0.50	\$40.00
Totals for Project SAP 001-605-013					\$195,633.00		\$270,955.20		\$296,430.01
% of Estimate for Project SAP 001-605-013							38.50%		51.52%

Project: SAP 001-614-014 - Box Culvert Installation				Engineers Estimate		Central Specialities Inc - Alexandria, MN		J.R. Ferche, Inc - Rice, MN	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
19	2021.501 MOBILIZATION	LS	1	\$10,000.00	\$10,000.00	\$25,000.00	\$25,000.00	\$62,000.00	\$62,000.00
1	2051.501 MAINT & RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$1.00	\$1.00	\$0.01	\$0.01
2	2101.501 CLEARING & GRUBBING	LS	1	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00
3	2104.504 REMOVE BITUMINOUS PAVEMENT	SY	1003	\$6.00	\$6,018.00	\$15.00	\$15,045.00	\$6.00	\$6,018.00
4	2105.507 COMMON EXCAVATION (P)	CY	173	\$12.00	\$2,076.00	\$10.00	\$1,730.00	\$25.00	\$4,325.00
5	2118.507 AGGREGATE SURFACING (LV), CLASS 5	CY	73	\$30.00	\$2,190.00	\$44.00	\$3,212.00	\$35.00	\$2,555.00
6	2211.507 AGGREGATE BASE (LV) CLASS 5	CY	400	\$30.00	\$12,000.00	\$25.00	\$10,000.00	\$38.00	\$15,200.00
7	2232.504 MILL BITUMINOUS SURFACE (2.0")	SY	501	\$5.00	\$2,505.00	\$15.00	\$7,515.00	\$6.00	\$3,006.00
8	2357.506 BITUMINOUS MATERIAL FOR TACK COAT	GAL	125	\$2.00	\$250.00	\$5.00	\$625.00	\$6.00	\$750.00
9	2360.509 TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	313	\$110.00	\$34,430.00	\$125.00	\$39,125.00	\$140.00	\$43,820.00
20	2412.502 18X8 PRECAST CONCRETE BOX CULV END SEC	EACH	2	\$27,000.00	\$54,000.00	\$28,000.00	\$56,000.00	\$28,500.00	\$57,000.00
21	2412.503 18X8 PRECAST CONCRETE BOX CULVERT	LF	52	\$2,175.00	\$113,100.00	\$2,000.00	\$104,000.00	\$2,100.00	\$109,200.00
10	2442.501 REMOVE EXISTING BRIDGE	LS	1	\$15,000.00	\$15,000.00	\$16,000.00	\$16,000.00	\$12,000.00	\$12,000.00
22	2451.507 STRUCTURE EXCAVATION CLASS U (P)	CY	844	\$12.00	\$10,128.00	\$10.00	\$8,440.00	\$14.00	\$11,816.00
23	2451.507 GRANULAR BACKFILL (LV)	CY	964	\$20.00	\$19,280.00	\$14.00	\$13,496.00	\$20.00	\$19,280.00
24	2451.507 COARSE AGGREGATE BEDDING (CV)	CY	70	\$50.00	\$3,500.00	\$80.00	\$5,600.00	\$75.00	\$5,250.00
25	2511.507 RANDOM RIPRAP CLASS III	CY	54	\$85.00	\$4,590.00	\$125.00	\$6,750.00	\$110.00	\$5,940.00
26	2563.601 TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$2,800.00	\$2,800.00	\$5,000.00	\$5,000.00
11	2573.503 SILT FENCE, TYPE HI	LF	505	\$5.00	\$2,525.00	\$3.00	\$1,515.00	\$4.00	\$2,020.00
12	2573.503 FLOTATION SILT CURTAIN TYPE STILL WATER	LF	40	\$25.00	\$1,000.00	\$16.50	\$660.00	\$20.00	\$800.00
13	2574.507 COMMON TOPSOIL BORROW	CY	36	\$35.00	\$1,260.00	\$32.00	\$1,152.00	\$40.00	\$1,440.00
14	2575.501 TURF ESTABLISHMENT	LS	1	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00	\$5,000.00	\$5,000.00
15	2575.504 EROSION CONTROL BLANKETS CATEGORY 3N	SY	569	\$2.50	\$1,422.50	\$3.90	\$2,219.10	\$4.50	\$2,560.50
16	2575.523 RAPID STABILIZATION METHOD 3	MGAL	3	\$500.00	\$1,500.00	\$475.00	\$1,425.00	\$600.00	\$1,800.00
17	2582.503 4" SOLID LINE PAINT	LF	1500	\$1.00	\$1,500.00	\$0.42	\$630.00	\$0.50	\$750.00
18	2582.503 4" BROKEN LINE PAINT	LF	100	\$1.00	\$100.00	\$0.42	\$42.00	\$0.50	\$50.00
Totals for Project SAP 001-614-014					\$314,374.50		\$326,982.10		\$382,580.51
% of Estimate for Project SAP 001-614-014							4.01%		21.70%

Project: SAP 001-636-004 - Box Culvert Installation				Engineers Estimate		Central Specialities Inc - Alexandria, MN		J.R. Ferche, Inc - Rice, MN	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501 MOBILIZATION	LS	1	\$5,000.00	\$5,000.00	\$25,000.00	\$25,000.00	\$47,000.00	\$47,000.00
2	2051.501 MAINT & RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$1.00	\$1.00	\$0.01	\$0.01
3	2104.503 REMOVE PIPE CULVERTS	LF	118	\$15.00	\$1,770.00	\$35.00	\$4,130.00	\$50.00	\$5,900.00
4	2104.504 REMOVE BITUMINOUS PAVEMENT	SY	463	\$6.00	\$2,778.00	\$15.00	\$6,945.00	\$8.00	\$3,704.00
5	2105.507 COMMON EXCAVATION (P)	CY	218	\$12.00	\$2,616.00	\$10.00	\$2,180.00	\$25.00	\$5,450.00
6	2118.507 AGGREGATE SURFACING (LV), CLASS 5	CY	70	\$30.00	\$2,100.00	\$48.00	\$3,360.00	\$35.00	\$2,450.00
7	2211.507 AGGREGATE BASE (CV) CLASS 5	CY	221	\$20.00	\$4,420.00	\$30.00	\$6,630.00	\$38.00	\$8,398.00
8	2232.504 MILL BITUMINOUS SURFACE (2.0")	SY	1204	\$5.00	\$6,020.00	\$15.00	\$18,060.00	\$6.00	\$7,224.00
9	2357.506 BITUMINOUS MATERIAL FOR TACK COAT	GAL	143	\$2.00	\$286.00	\$5.00	\$715.00	\$6.00	\$858.00
10	2360.509 TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	251	\$110.00	\$27,610.00	\$125.00	\$31,375.00	\$140.00	\$35,140.00
14	2412.502 6X4 PRECAST CONCRETE BOX CULV END SECT	EACH	2	\$5,000.00	\$10,000.00	\$5,500.00	\$11,000.00	\$10,000.00	\$20,000.00
15	2412.503 6X4 PRECAST CONCRETE BOX CULVERT	LF	94	\$575.00	\$54,050.00	\$620.00	\$58,280.00	\$990.00	\$93,060.00
11	2451.507 STRUCTURE EXCAVATION CLASS U (P)	CY	1397	\$12.00	\$16,764.00	\$15.00	\$20,955.00	\$10.00	\$13,970.00
12	2451.507 GRANULAR BACKFILL (LV)	CY	1245	\$20.00	\$24,900.00	\$14.00	\$17,430.00	\$20.00	\$24,900.00
13	2451.507 COARSE AGGREGATE BEDDING (CV)	CY	45	\$50.00	\$2,250.00	\$80.00	\$3,600.00	\$85.00	\$3,825.00
16	2511.507 RANDOM RIPRAP CLASS III	CY	34	\$85.00	\$2,890.00	\$125.00	\$4,250.00	\$110.00	\$3,740.00
17	2563.601 TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$1,900.00	\$1,900.00	\$3,000.00	\$3,000.00
18	2573.503 SILT FENCE, TYPE HI	LF	585	\$5.00	\$2,925.00	\$3.00	\$1,755.00	\$4.00	\$2,340.00
19	2573.503 FLOTATION SILT CURTAIN TYPE STILL WATER	LF	30	\$25.00	\$750.00	\$16.50	\$495.00	\$20.00	\$600.00
20	2574.507 COMMON TOPSOIL BORROW	CY	50	\$35.00	\$1,750.00	\$30.00	\$1,500.00	\$40.00	\$2,000.00
21	2575.501 TURF ESTABLISHMENT	LS	1	\$4,000.00	\$4,000.00	\$1,500.00	\$1,500.00	\$3,000.00	\$3,000.00
22	2575.504 EROSION CONTROL BLANKETS CATEGORY 3N	SY	134	\$2.50	\$335.00	\$3.90	\$522.60	\$4.50	\$603.00
23	2575.523 RAPID STABILIZATION METHOD 3	MGAL	2	\$500.00	\$1,000.00	\$475.00	\$950.00	\$600.00	\$1,200.00
24	2582.503 4" SOLID LINE PAINT	LF	1400	\$1.00	\$1,400.00	\$0.42	\$588.00	\$0.50	\$700.00
25	2582.503 4" BROKEN LINE PAINT	LF	100	\$1.00	\$100.00	\$0.42	\$42.00	\$0.50	\$50.00
Totals for Project SAP 001-636-004					\$181,714.00		\$223,163.60		\$289,112.01
% of Estimate for Project SAP 001-636-004							22.81%		59.10%
Totals for Contract 20216					\$691,721.50		\$821,100.90		\$968,122.53
% of Estimate for Contract 20216							18.70%		39.96%

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

Certified By: John Welle Digitally signed by John Welle  
Date: 2021.03.23 12:43:08 -0500 License No. 24340

Date: 3-23-21

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

ADOPTED April 13, 2021

By Commissioner: xxxx

20210413-xxx

**Award Contract No. 20216**

**WHEREAS**, Contract No. 20216 is for construction of S.A.P 001-605-013, S.A.P. 001-614-014, S.A.P. 001-636-004, and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, March 22, 2021 with a total of eight bids received, and

**WHEREAS**, Gladen Construction, Laporte, MN was the lowest responsible bidder in the amount of \$592,485.65.

**THEREFORE, BE IT RESOLVED**, that Gladen Construction is awarded Contract No. 20216.

**BE IT FURTHER RESOLVED**, that the chairperson of the Aitkin County Board and the Aitkin County Administrator 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 13<sup>th</sup> day of April, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13<sup>th</sup> day of April, 2021

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



# Board of County Commissioners Agenda Request

**10A**  
Agenda Item #

**Requested Meeting Date:** 13 April 2021

**Title of Item:** Office 365 / Exchange Plan 1

<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> Christian Sutch		<b>Department:</b> IT
<b>Presenter (Name and Title):</b> Christian Sutch IT Manager		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> This is our yearly subscription to Office 365 / Exchange Online County email system.  IT budgeted 23,190.00 for the Exchange plan one. In January of 2021 Land/Road&Bridge/IT upgraded their licenses to O365 G3 license. 30 licenses were purchased for these depts. Land responsible for \$3210 R&B for \$2140 IT software budget for \$1070		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve yearly purchase		
<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? \$ 29,610 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Partially budgeted. 23,190 budgeted by IT for whole County; Remainder to be allocated to Land Department, Road & Bridge, and IT software budgets.		

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



# Board of County Commissioners Agenda Request

**11A**  
Agenda Item #

**Requested Meeting Date:** April 13, 2021

**Title of Item:** 2021 Assessment Summary

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Mike Dangers	<b>Department:</b> County Assessor	
<b>Presenter (Name and Title):</b> Mike Dangers, County Assessor		<b>Estimated Time Needed:</b> 20 minutes
<b>Summary of Issue:</b>  Please see attached documents.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



## AITKIN COUNTY ASSESSOR

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

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

## MEMO

April 7, 2021

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

From: Mike Dangers, County Assessor

Re: 2021 Assessment Summary and 2022 Assessment Preview

It's that time of the year again when we're getting ready for the spring appeal meetings. The valuation notices were mailed with property tax statements on March 29. This memo, along with the attached charts and schedules, summarize the assessment changes made this year. Historical comparisons are also made between this year and the past. If anything is unclear or you have any questions, please contact me.

Generally, we did increase many property values this year but the increases are based on historical data from late 2019 into 2020. Many of our values are therefore lower than what properties would sell for on the current market. We hear many stories of people selling their properties in a matter of hours with multiple interested buyers for more than the listed price.

Turning to the attached documents, page 3 shows a comparison of the 2020 and 2021 assessments. The overall estimated market value of the County has increased 4.1% which is a lesser increase than last year. Part of the reason why this overall number is not more than the prior year is due to a substantial reduction in acreage values for off-road properties. Recent sales trends have shown us that our values were getting too high for remote acreages. Even looking at acreage land sales that have good road access, we did not see evidence of increasing values in that portion of the market, which is a stark contrast to the residential and seasonal markets.

The main class driving the increases to the County's value this year are the residential homestead properties. Homestead numbers are up and we hear stories of people moving to our area from the Twin Cities area. Commercial values decreased substantially this year primarily due to changing short term vacation rental properties to the new short term rental classification which is a residential classification.

On page 4 is a pie chart that shows the sizes of the property classes in the County. Residential Homestead, Seasonal, and Residential Non-Homestead all increased in size this year with Rural Vacant Land decreasing from last year.

Page 5 shows a ten-year history of overall estimated market value, net tax capacity, and new construction value. We now have the highest overall county Estimated Market Value of all time, even higher than back in the housing boom about 15 years ago. New construction values continue on an upward climb but have not reached the highs of years past.

Page 6 is the ten-year history of the sales ratio study for the residential and seasonal class properties in the County. The sales ratio is a measure of the assessment level when the property sells and is calculated by dividing the estimated market value by the sales price. A 100% ratio is perfect. Assessors around Minnesota attempt to attain a final median ratio in the 90% to 105% range in areas with enough sales. The chart on the right side of the page shows how the sales numbers of our largest property classes have changed in recent years. While sales numbers are up, our median ratios are generally as low as they've been in the past 10 years. This means that our value increases are struggling to keep up with the market. If present value trends continue, we will need to make additional increases in future years to get the median numbers closer to the full value.

Page 7 is a collection of several assessment statistics. The gradual decline of ag properties in the county is shown by the lower number of agricultural acres. Also, there is a long term decline in the number of ag homesteads. The number of overall homesteads is higher than it's been for years and that may reflect changes in how people are working and possibly increased retirements. Also the disabled veterans value exclusion continues a rapid increase, with more properties qualifying and on higher values.

Page 8 shows a detailed view of the sales statistics for the 2021 assessment for the property classes that have at least 6 sales. The median sales prices and median EMV's shown on this page just represent the specific property sales from each of these property types for this year. The bottom row on the chart shows sales statistics for all good sales in the County during this period. The overall median ratio for all good sales of 92.0% means that the assessment is about 8% lower than full market value as of the assessment date.

Page 9 is the foreclosure report for Aitkin County in 2020. The numbers of these distressed sales are still much lower than in the past, even with the effects of COVID-19.

Pages 10 through 14 show an itemized list of the major changes to the 2021 assessment. The large number of changes may make it difficult to pinpoint a single reason why a property changed in value. Changes are made to keep our valuations consistent and close to full market value.

Page 15 is the acreage schedule for the whole county that includes the base rates of the different land types for each area. We have a new land zone this year and several townships shifting to one zone from another. Most of these changes happened due to the 5-year history of acreage values trending too high or low in certain places.

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

The Assessor's Office is reassessing the following areas for the 2022 Assessment: Ball Bluff Township, Balsam Township, Fleming Township, Hazelton Township, Hill City, Jevne Township, Macville Township, Malmo Township, Tamarack City, Turner Township, Unorganized Townships 49-27, 51-22, 52-24, 52-25.

Please contact Mike if you have any questions.



**Countywide Value Changes 2021 Assessment**  
Taxable Property Only

	2020		2021	% Change
Overall Estimated Market Value	\$ 3,297,267,900		\$ 3,430,983,100	4.1%
New Construction EMV	\$ 23,983,700		\$ 25,849,900	7.8%
Agricultural Homestead EMV	\$ 252,661,355		\$ 254,605,400	0.8%
Residential Homestead EMV	\$ 958,549,514		\$ 1,030,970,000	7.6%
Seasonal Recreational EMV	\$ 1,363,927,900		\$ 1,430,208,700	4.9%
Commercial/Industrial EMV	\$ 101,013,800		\$ 96,835,800	-4.1%
Apartment EMV	\$ 19,754,900		\$ 19,816,200	0.3%
Rural Vacant Land EMV	\$ 426,589,700		\$ 397,254,900	-6.9%

**Notes:**

Overall Estimated Market Value is a new all-time high.

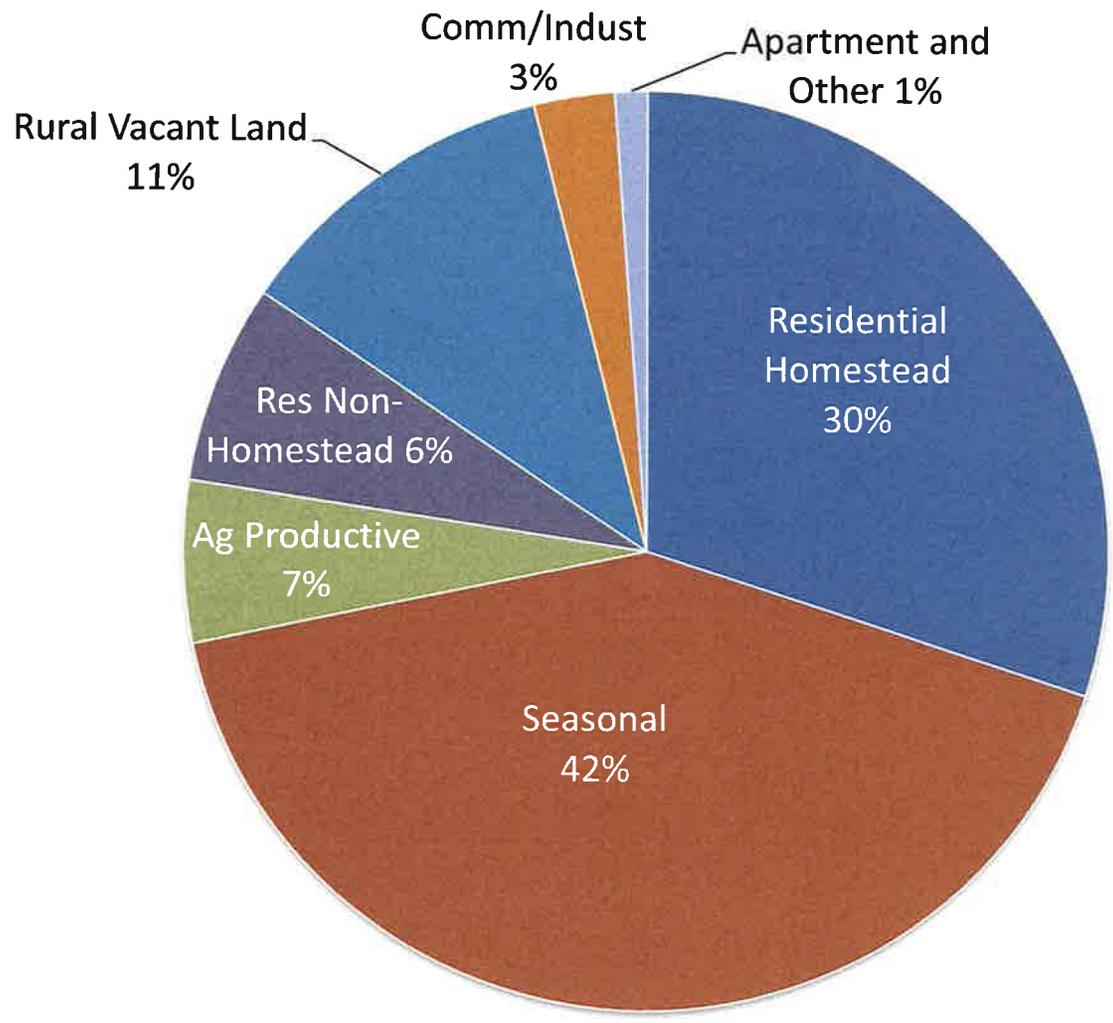
Big Commercial/Industrial reduction due to Short Term Rental/VRBO Property changing classification

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

Big Rural Vacant Land reduction due to large tract and off road value reductions.

Figures taken from the Assessment Summary Reports in Spring 2020 and 2021.

**Aitkin County**  
**2021 Assessment % Share of Estimated Market Value**





## Ten Year History of Aitkin County Total Valuation

2012 through 2021 Assessment

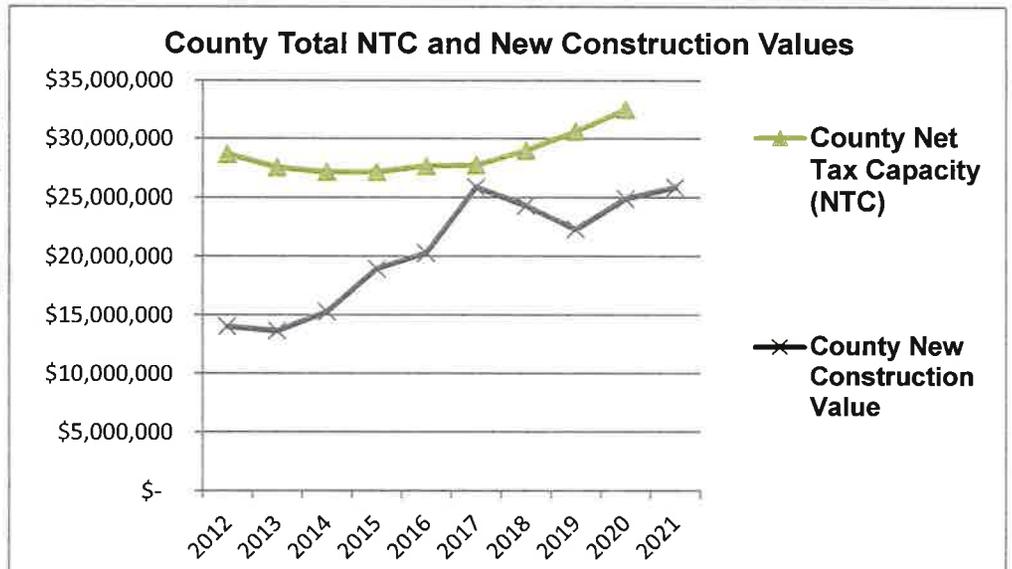
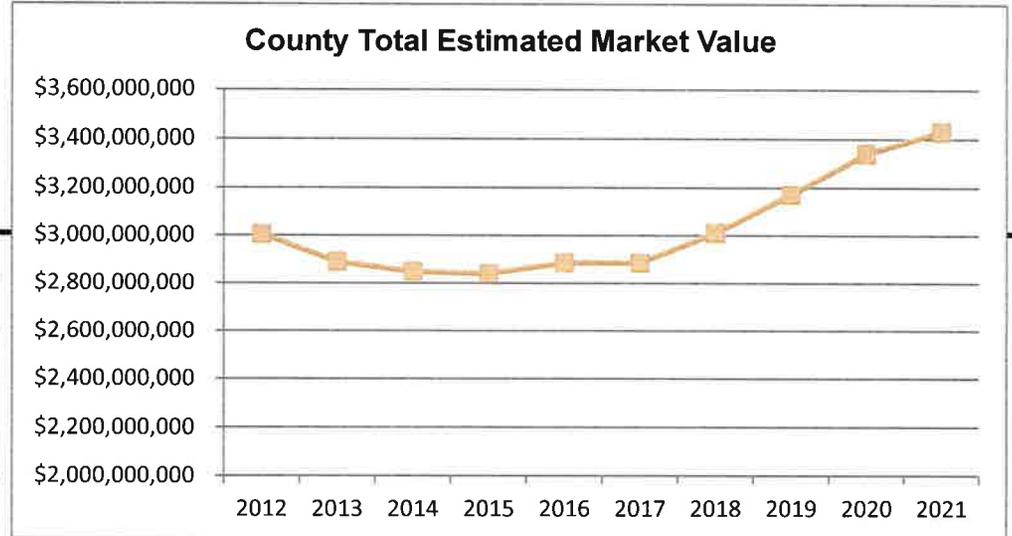
Asmt Year	County Estimated Market Value	County Net Tax Capacity (NTC)	County New Construction Value
2012	\$ 3,005,641,600	\$ 28,682,414	\$ 14,051,400
2013	\$ 2,890,442,200	\$ 27,554,916	\$ 13,657,200
2014	\$ 2,848,672,500	\$ 27,155,251	\$ 15,297,200
2015	\$ 2,840,753,800	\$ 27,168,379	\$ 18,953,500
2016	\$ 2,887,027,200	\$ 27,685,475	\$ 20,302,400
2017	\$ 2,887,138,695	\$ 27,747,676	\$ 25,869,350
2018	\$ 3,011,228,900	\$ 28,990,544	\$ 24,335,000
2019	\$ 3,171,999,100	\$ 30,626,879	\$ 22,317,600
2020	\$ 3,340,653,300	\$ 32,511,167	\$ 24,883,900
2021	\$ 3,430,983,100		\$ 25,849,900

All-time high figures for comparison

	\$ 3,430,983,100	\$ 33,663,138	\$ 52,973,700
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**Notes:**

Figures taken from the year end abstracts except for 2020 & 2021. 2020/21 Asmt data from the asmt summary report.

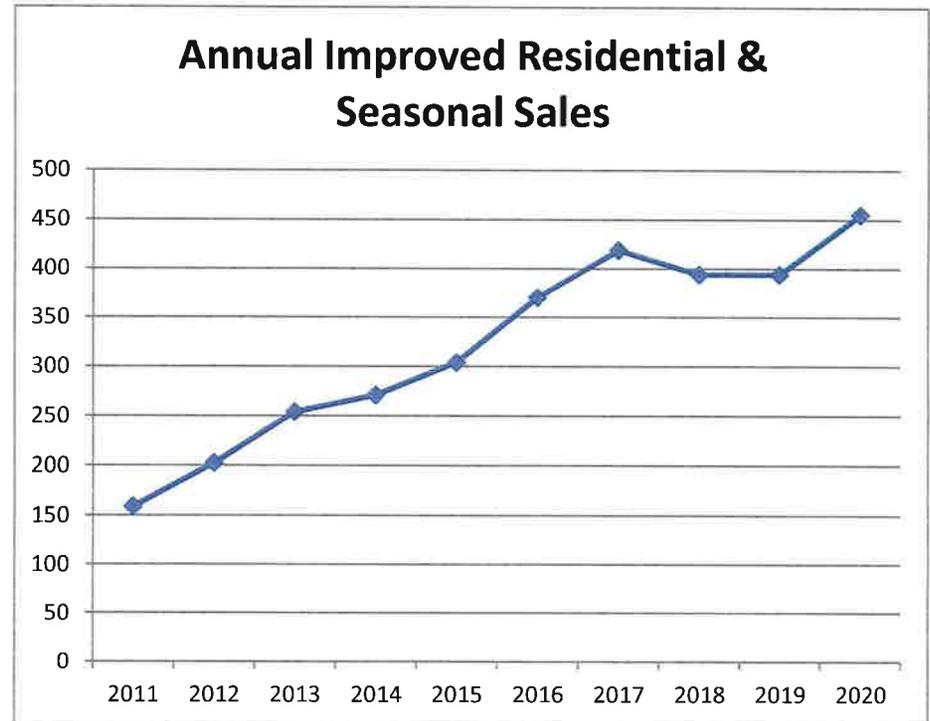




## Aitkin County Sales Ratio Study and Assessment Quality Information

### Ten Year History of Residential and Seasonal Improved Sales

Study Year	# of Residential and Seasonal Sales	Residential Median Sales Ratio	Seasonal Median Sales Ratio	Residential COD	Seasonal COD
2011	159	104.4	106.5	13.3	14.9
2012	203	101.0	99.1	15.4	18.7
2013	254	98.0	101.0	14.1	13.1
2014	271	94.5	93.3	14.3	14.2
2015	304	97.1	97.3	14.4	16.3
2016	370	96.3	94.8	13.8	16.2
2017	419	93.1	96.0	15.8	18.5
2018	394	92.9	91.1	18.5	17.2
2019	394	95.4	91.6	15.8	14.9
2020	455	93.5	90.6	14.9	14.6



**Notes:**

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

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

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

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

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

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



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

	2016	2017	2018	2019	2020
Number of Ad Valorem Parcels	34,103	34,204	34,094	34,120	34,170
Taxable Parcels Reassessed	8,174	7,478	6,779	5,654	6,838
Number of CRV's (total sales over \$1000 or \$3000)	947	1026	926	886	1116
Total Residential Homesteads	4,929	5,053	5,068	5,084	5,111
Total Ag Homesteads	829	830	822	820	816
Total Ag Productive Acreage (2a)	96,405	96,064	95,380	95,058	94,497
SFIA Enrolled Acres	39,451	44,483	46,977	49,946	51,798
Average Residential Homestead Market Value	166,900	167,600	172,500	188,400	197,700
Average Agricultural Homestead Market Value	283,900	277,500	291,000	299,600	313,000
Average Seasonal Residential Parcel Market Value	90,106	91,100	95,500	101,200	106,900
Average Commercial/Industrial Parcel Market Value	123,074	129,582	132,400	132,100	142,000
Total Disabled Veterans Exclusion Value	\$ 15,652,900	\$ 17,292,300	\$ 19,507,900	\$ 22,113,770	\$ 25,146,066
Local Board Appeals	85	52	104	88	75
New Tax Court Appeals	7	1	0	0	0

**Notes:**

Number of Parcels does not include personal property.

There are approx 450 personal property parcels not included in the total above.



## Aitkin County Assessor's Office Detailed Sales Ratio Study Data - 2021 Assessment

Property Group #	Property Type	Median Ratio	COD	PRD	Number of Sales	Median EMV	Median Price
1	Residential Improved	93.50	14.9	1.02	227	\$ 184,200	\$ 197,100
3	Seasonal Improved	90.60	14.6	1.01	228	\$ 74,700	\$ 82,400
21	Residential Land Only	78.70			10	\$ 35,100	\$ 44,900
23	Seasonal Land Only	88.80	25.5	0.97	59	\$ 27,200	\$ 30,600
34	Rural Vacant Land Only 34+ Acres	94.60	14.6	1.02	42	\$ 64,200	\$ 67,800
39	Rural Vacant Land Only <34 Acres	94.00	31.2	1.04	40	\$ 55,400	\$ 60,500
95	Rural 34.5+ Acres Land and Buildings	95.00	16.1	1.01	61	\$ 161,200	\$ 169,800
99	All Good Sales	92.00	17.1	1.02	634	\$ 125,600	\$ 136,400

**Notes and Definitions:**

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



## Aitkin County Foreclosures by Property Type - 2020

Based on Aitkin County Sheriff's Department Data

Property Class	Number of properties	Percent of total
Residential Homestead	5	38.5%
Residential Non-homestead	4	30.8%
Seasonal Recreational	3	23.1%
Agricultural Homestead	1	7.7%
Agricultural Non-Homestead	0	0.0%
Commercial	0	0.0%
Total Homestead	6	46.2%
Total Non-Homestead	7	53.8%
Total Foreclosures in 2020	13	100.0%

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

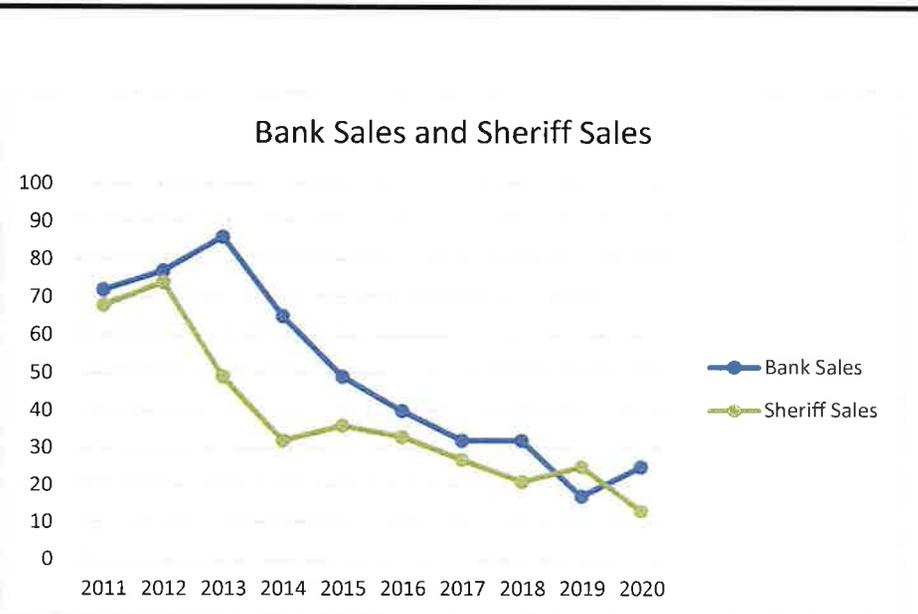
	Bank Sales	Sheriff Sales
2011	72	68
2012	77	74
2013	86	49
2014	65	32
2015	49	36
2016	40	33
2017	32	27
2018	32	21
2019	17	25
2020	25	13

**Notes:**

>Multiple parcels owned by a common owner counted as one foreclosure

>Sheriff Sales are when properties are sold to the banks.

>Bank Sales are when banks re-sell properties to new owners.



>Fewer Bank Sales tend to support increased market values..

Report prepared by Aitkin County Assessor's Office

## 2021 Assessment Changes List - Revised

Item	Name	Appraiser	Major Changes For Each Area
A	COUNTYWIDE LAND		Changed lakeshore size adjustments for frontages from 171 to 205 front feet so that these land values are reduced by about 5%. This does not apply to Mille Lacs Lake.
B	COUNTYWIDE LAND		Made a new land zone for acreage, Zone E that covers Williams, Pliny, and Salo Townships. This reduces acreage values by 5.6%. This was done due to high ratios for the 5 year history.
C	COUNTYWIDE LAND		Off-Road land types for HWD, LWD, and SWP are now the only land types to receive an off-road land value reduction. The reduction on these types changed from <b>-10% to -25%</b> off the base value.
E	COUNTYWIDE LAND		Reduced Zone C acreage land values by about 10%.
F	COUNTYWIDE LAND		Increased Zone B acreage land values by about 5.6%.
G	COUNTYWIDE LAND		Reduced HWD land type base rate from \$1700 to \$1650 per acre.
H	COUNTYWIDE LAND		Reduced LWD land type base rate from \$1300 to \$1200 per acre.
I	COUNTYWIDE LAND		Reduced OPN and TIL land type base rates from \$1600 to \$1550 per acre.
J	COUNTYWIDE LAND		Reduced LOP and LTL land type base rates from \$1150 to \$1100 per acre.
K	COUNTYWIDE LAND		Changed size discount of 1-3 acre off water land so values are increased up to 6% in this size range.
L	COUNTYWIDE BUILDING		All D7 and higher grade homes that are not on or near lakes received a -15% building value adjustment. This lowered some by 15% but others already had adjustments and received lower reductions. Homes in cities not included.
M	COUNTYWIDE BUILDING		Size adjustment on D graded homes over 2000 square feet of ground floor area was increased so most values decreased about 5%.
N	COUNTYWIDE BUILDING		Increased Pole and Steel building rates for electric, interior lining, insulation, and heating from \$1 to \$1.50 per square foot for each item.
1	AITKIN TWP		Increased Cedar Lake lakeshore base rate from \$1800 to \$1900 (5.6%) per foot. Increased building values 6.8%.
2	BALL BLUFF		Reduced building values by 10%.
3	BALSAM		No major changes.
4	BEAVER		Increased building values 11.1%.

## 2021 Assessment Changes List - Revised

Item	Name	Appraiser	Major Changes For Each Area
5	CLARK		Increased building values 12.5%.
6	CORNISH		No major changes.
7	FARM ISLAND		Increased Farm Island Lake lakeshore base rate from \$1850 to \$2000 (8%) per foot. Increased Cedar Lake lakeshore base rate from \$1800 to \$1900 (5.6%) per foot. Increased Spirit Lake lakeshore base rate from \$1100 to \$1200 (9.1%) per foot. Increased Hammal Lake lakeshore base rate from \$800 to \$900 (12.5%) per foot. Increased Hanging Kettle Lake lakeshore base rate from \$1100 to \$1200 (9.1%) per foot. Increased Diamond Lake lakeshore base rate from \$800 to \$900 (12.5%) per foot. Increased Sunset Lake lakeshore base rate from \$800 to \$900 (12.5%) per foot. Increased Little Pine Lake lakeshore base rate from \$1050 to \$1150 (9.5%) per foot. Increased building values 9.5%.
8	FLEMING		Increased Fleming Lake from \$600 to \$700 (16.7%) per foot. Increased Gun Lake from \$975 to \$1050 (7.7%) per foot. Increased Whispering Lake from \$550 to \$625 (13.6%) per foot. Increased building values 4.8%.
9	GLEN		Changed acreage land zone from Zone A to Zone D which increased acreage values by about 10%. Increased Rabbit Lake lakeshore base rate from \$675 to \$725 (7.4%) per foot. Increased Long Lake lakeshore base rate from \$800 to \$900 (12.5%) per foot. Increased Dam Lake lakeshore base rate from \$675 to \$875 (29.6%) per foot. Increased building values 4.6%.
10	HAUGEN		Reassessment. Increased Round Lake lakeshore base rate from \$1100 to \$1150 (4.6%) per foot. Increased Island Lake lakeshore base rate from \$325 to \$350 (15.4%) per foot. Increased building values 11.8%. Changed acreage land zone from Zone C to Zone A and this results in no value change for this year.
11	HAZELTON		Increased Camp and Spectacle Lakes lakeshore base rate from \$175 to \$225 (28.6%) per front foot. Increased Mille Lacs Lake lakeshore base rate from \$1550 to \$1625 (4.8%) per foot. Increased Round Lake lakeshore base rate from \$1300 to \$1350 (3.8%) per foot. Increased Big Pine Lake lakeshore base rate from \$1250 to \$1350 (8%) per foot. Increased Farm Island Lake lakeshore base rate from \$1850 to \$2000 (8%) per foot. Increased building values 4.8%. Increased Myr Mar Condo building values 5.3%.
12	HILL LAKE		No major changes.
13	IDUN		Increased Bear Lake lakeshore base rate from \$425 to \$475 (11.8%) per foot. Increased Cedar lake lakeshore base rate from \$825 to \$900 (9.1%) per foot. Increased building values 5.3%.
14	JEVNE		Increased Portage Lake lakeshore base rate from \$600 to \$700 (16.7%) per foot. Increased Rock Lake lakeshore base rate from \$500 to \$600 (20%) per foot. Increased Davis, Round, and Bass Lake lakeshore base rates from \$525 to \$600 (14.2%) per foot. Increased building values 18.8%.

## 2021 Assessment Changes List - Revised

Item	Name	Appraiser	Major Changes For Each Area
15	KIMBERLY		Increased Dam Lake lakeshore base rate from \$675 to \$875 (29.6%) per foot. Increased building values 22%.
16	LAKESIDE		Increased Mille Lacs Lake lakeshore base rate from \$1550 to \$1625 (4.8%) per foot. Increased building values 4.8%.
17	LEE		Increased building values 6.7%
18	LIBBY		Increased building values 16.7%. Increased Big Sandy Lake lakeshore base rate from \$1600 to \$1700 (6.3%) per foot.
19	LOGAN		Increased building values 5.3%.
20	MACVILLE		Increased building values 6.3%.
21	MALMO		Increased Mille Lacs Lake lakeshore base rate from \$1550 to \$1625 (4.8%) per foot.
22	MCGREGOR TWP		Increased building values 6.3%.
23	MORRISON		Changed acreage land zone from Zone A to Zone B which decreases acreage land values by about 10%. Increased building values 15.8%.
24	NORDLAND		Increased Ripple Lake lakeshore base rate from \$800 to \$850 (6.3%) per foot. Increased Elm Island Lake lakeshore base rate from \$700 to \$800 (14.3%) per foot. Increased Lone Lake lakeshore base rate from \$1400 to \$1450 (3.4%) per foot. Increased Sissabagamah Lake lakeshore base rate from \$650 to \$700 (7.7%) per foot. Increased Section 12 Lake lakeshore base rate from \$600 to \$700 (16.7%) per foot. Increased building values by 15%.
25	PLINY		Changed acreage land zone from Zone B to Zone E which decreases acreage land values by about 5.6%. Increased building values 6.7%.
26	RICE RIVER		Increased building values 15.8%.
27	SALO		Changed acreage land zone from Zone B to Zone E which decreases acreage land values by about 5.6%. Increased building values 6.7%.
28	SEAVEY		Increased building values 6.3%.

## 2021 Assessment Changes List - Revised

Item	Name	Appraiser	Major Changes For Each Area
29	SHAMROCK		Reassessment. Increased Big Sandy Lake lakeshore base rate from \$1600 to \$1700 (6.3%) per foot. Increased Round Lake lakeshore base rate from \$1100 to \$1150 (4.6%) per foot. Increased Big Sandy River north of County Road 3 from \$700 to \$800 (14.3%) per foot. Increased Island Lake lakeshore base rate from \$325 to \$350 (15.4%) per foot. Increased building values of all buildings except Big Sandy frontage parcels by 11.8%.
30	SPALDING		Increased building values 5.3%.
31	SPENCER		Increased Sissabagamah Lake lakeshore base rate from \$650 to \$700 (7.7%) per foot. Increased Hanson Lake lakeshore base rate from \$150 to \$175 (16.7%) per foot. Increased building values 16.7%.
32	TURNER		Increased Big Sandy Lake lakeshore base rate from \$1600 to \$1700 (6.3%) per foot. Changed acreage land zone from Zone C to Zone A and this results in no change in value this year.
33	VERDON		No major changes.
34	WAGNER		Changed acreage land zone from Zone A to Zone D which increased acreage values by about 10%. Increased building values 15.8%. Increased Pine Lake and Big Pine Lake lakeshore frontage base rate from \$1200 to \$1350 (12.5%) per foot.
35	WAUKENABO		Reassessment. Increased building values 4.8%.
36	WEALTHWOOD		Increased Mille Lacs Lake lakeshore base rate from \$1550 to \$1625 (4.8%) per foot. Increased building values by 5.6%.
37	WHITE PINE		Increased building values 6.7%.
38	WILLIAMS		Changed acreage land zone from Zone B to Zone E which decreases acreage land values by about 5.6%. Increased building values 12.5%.
39	WORKMAN		Increased Big Sandy River north of County Road 3 from \$700 to \$800 (14.3%) per foot. Increased Big Sandy Lake lakeshore base rate from \$1600 to \$1700 (6.3%) per foot. Increased building values 10.5%.
41	MILLWARD		Increased building values 6.3%.
42	UNORG 51-22		Increased building values 6.3%.
43	UNORG 52-22		No major changes.
44	UNORG 45-24		Reassessment. Increased building values 6.3%.

## 2021 Assessment Changes List - Revised

Item	Name	Appraiser	Major Changes For Each Area
45	UNORG 47-24		Increased Portage Lake lakeshore base rate from \$600 to \$700 (16.7%) per foot.
46	UNORG 52-24		Increased building values by 6.3%.
47	UNORG 50-25		Reassessment.
48	UNORG 51-25		Reassessment. Increased building values by 6.3%.
49	UNORG 52-25		No major changes.
50	UNORG 50-26		Increased building values 6.3%.
51	UNORG 48-27		Increased building values 16.7%
52	UNORG 49-27		No major changes.
53	UNORG 50-27		Increased building values 6.3%.
54	UNORG 51-27		Reassessment. Increased building values 6.3%. Increased McKinney Lake lakeshore base rate from \$150 to \$200 (33.3%) per foot.
55	UNORG 52-27		Increased building values 6.3%.
56	AITKIN CITY		Increased residential building values as follows: central neighborhood 16.7%, east neighborhood 11.8%, floodplain neighborhood 7.7%, northeast neighborhood 6.7%, northwest neighborhood 5.9%, south neighborhood 10.5%, blackrock area 5%. Increased residential land values in the central, east, and south neighborhoods by 10.5%.
57	HILL CITY		Increased non-quadna building values 5.9%. Increased quadna building values 8.3%.
58	MCGRATH CITY		Reassessment.
59	MCGREGOR CITY		Increased building values 13.3%.
60	PALISADE CITY		Reassessment. Increased building values 12.5%
61	TAMARACK CITY		Increased building values 7.7%

(Last Updated on 3/15/21)

**Aitkin County Acreage Land Schedule 2021 Assessment**

<u>Unorg 52-27</u>	<u>Hill Lake</u>	<u>Unorg 52-25</u>	<u>Unorg 52-24</u>	<u>Ball Bluff</u>	<u>Unorg 52-22</u>
<u>Unorg 51-27</u>	<u>Macville</u>	<u>Unorg 51-25</u> GA/RP HWD 1485 1040 LWD 1080 760 OPN/HPS 1395 1395 LOP/LPS 990 990 SWP 295 210 TIL 1395 1395 LTL 990 990 SITE 17000	<u>Verdon</u>	<u>Cornish</u>	<u>Unorg 51-22</u>
<u>Unorg 50-27</u>	<u>Unorg 50-26</u>	<u>Unorg 50-25</u>	<u>Libby</u>	<u>Turner</u>	<u>Balsam</u>
<u>Unorg 49-27</u>	<u>Waukenabo</u>	<u>Logan</u>	<u>Workman</u>	<u>Shamrock</u>	<u>Haugen</u>
<u>Unorg 48-27</u>	<u>Morrison</u>	<u>Fleming</u>	<u>Jevne</u>	<u>McGregor</u>	<u>Clark</u>
<u>Aitkin</u>	<u>Spencer</u>	<u>Kimberly</u> GA/RP HWD 1650 1155 LWD 1200 840 OPN/HPS 1550 1550 LOP/LPS 1100 1100 SWP 325 230 TIL 1550 1550 LTL 1100 1100 SITE 17000	<u>Unorg 47-24</u>	<u>Spaulding</u>	<u>Salo</u>
<u>Farm Island</u>	<u>Nordland</u>	<u>Glen</u>	<u>Lee</u>	<u>Rice River</u>	<u>Beaver</u> GA/RP HWD 1570 1100 LWD 1140 800 OPN/HPS 1475 1475 LOP/LPS 1045 1045 SWP 310 220 TIL 1475 1475 LTL 1045 1045 SITE 17000
<u>Hazleton</u> GA/RP HWD 1815 1270 LWD 1320 925 OPN/HPS 1705 1705 LOP/LPS 1210 1210 SWP 360 250 TIL 1705 1705 LTL 1210 1210 SITE 17000	<u>Wealthwood</u>	<u>Malmö</u>	<u>Unorg 45-24</u>	<u>White Pine</u>	<u>Millward</u>
<b>Land Type Definitions:</b> HWD: High Wooded LWD: Low Wooded OPN: High Open Meadow HPS: High Pasture LOP: Low Open Meadow LPS: Low Pasture SWP: Swamp/Waste TIL: High Tillable LTL: Low Tillable/Rice Paddy SITE: Full Building Site Value (Access \$1700, Electric \$2550, Septic \$6800, Well \$5950)		<u>Lakeside</u>	<u>Seavey</u>	<u>Pliny</u> GA/RP HWD 1400 980 LWD 1020 715 OPN/HP 1320 1320 LOP/LPS 935 935 SWP 275 195 TIL 1320 1320 LTL 935 935 SITE 17000	
			<u>Idun</u>	<u>Williams</u>	<u>Wagner</u>

Green Zone C Values →

Blue Zone A Values →

Red Zone B Values →

← Orange Zone D Values

Purple Zone E Values →

Values listed above are per acre values.  
**Green Acres and Rural Preserve program values are listed in the second columns above.**  
 Off public road HWD, LWD, or SWP values are typically 25% less than values listed.  
 Tracts under 31 acres carry a positive size adjustment.  
 Tracts over 100 acres carry a size discount of up to 10%.

(updated 3/16/21)

## 2021 Board of Appeal and Equalization Schedule

Date	Twp/City	Time	Meeting Location	
Monday	4/19/2021	Turner Township	11:00	Turner Town Hall
		Jevne Township	1:00	Jevne Town Hall
		Lakeside Township	2:00	Lakeside Town Hall
Tuesday	4/20/2021	Salo Township	9:00	Salo Town Hall
		Spalding Township	11:00	Spalding Town Hall
		Rice River Township	1:00	Rice River Town Hall
Wednesday	4/21/2021	McGregor Township	9:00	McGregor Town Hall
		Kimberly Township	11:00	Glen/Kimberly Town Hall
		<b>Waukenabo Township</b>	1:00	Waukenabo Town Hall
Thursday	4/22/2021	Verdon Township	9:00	Verdon Town Hall
		Ball Bluff Township	11:00	Jacobson Fire Hall
		Morrison Township	2:00	Morrison Town Hall
Friday	4/23/2021	Farm Island Township	9:00	Farm Island Town Hall
		Malmo Township	1:00	Malmo Town Hall
Monday	4/26/2021	<b>Shamrock Township</b>	9:00	Shamrock Town Hall
Tuesday	4/27/2021	Macville Township	9:00	Swatara Town Hall
		City of Hill City	11:00	Hill City Community Room
Wednesday	4/28/2021	Wealthwood Township	9:00	Wealthwood Town Hall
		Idun Township	10:00	Holden Lutheran Church
Thursday	4/29/2021	Clark Township	9:00	Clark Town Hall
		<b>Haugen Township</b>	10:30	Haugen Town Hall
		Glen Township	1:00	Glen/Kimberly Town Hall
Friday	4/30/2021	Fleming Township	1:00	Fleming Town Hall
Monday	5/3/2021	Hazelton Township	9:00	Hazelton Town Hall
Tuesday	5/4/2021	Seavey Township	9:00	Seavey Town Hall
		Williams Township	10:30	McGrath Fire Hall
		Wagner Township	1:00	Wagner Town Hall
Wednesday	5/5/2021	Nordland Township	9:00	Bethlehem Lutheran Church
		Spencer Township	3:00	Spencer Town Hall
Thursday	5/6/2021	<b>OPEN BOOK MEETING</b>	9:00am TO 7:00 pm	Assessor's Office
Friday	5/7/2021	City of McGregor	9:00	McGregor Fire Hall
		Aitkin Township	1:00	Aitkin Public Library
Tuesday	6/22/2021	County Board of Equalization	Call for Appointment	Aitkin County Boardroom
2021 Reassessment Areas in <b>Blue</b> :	<b>Haugen Twp, McGrath, Palisade, Shamrock Twp, Unorg 45-24, Unorg 50-25, Unorg 51-25, Unorg 51-27, Waukenabo Twp</b>			
Open Book Meeting Areas in <b>Red</b> :	Aitkin City, Balsam Twp, Beaver Twp, Cornish Twp, Hill Lake Twp, Lee Twp, Libby Twp, Logan Twp, McGrath, Millward Twp, Pliny Twp, Palisade, Tamarack, All Unorganized, Workman Twp, White Pine Twp			
				(last revised on 2/25/2021)



# Board of County Commissioners Agenda Request

**12A**  
Agenda Item #

**Requested Meeting Date:** 04/13/2021

**Title of Item:** Autopsy Services

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

<b>Submitted by:</b> Sheriff Dan Guida	<b>Department:</b> Sheriff's Office
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<b>Presenter (Name and Title):</b> Sheriff Dan Guida	<b>Estimated Time Needed:</b> 5 minutes
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**Summary of Issue:**

2020 review of River Valley Forensic Services performed for Aitkin County.

**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:**

February 8, 2021

Sheriff Dan Guida  
218 1<sup>st</sup> St NW  
Aitkin, MN 56431

Re: Medical Examiner statistics for 2020.

Dear Sheriff Guida,

This letter will provide a summary of the medical examiner statistics for 2020.

A total of 72 deaths were reported. Of this number, 36 were accepted as medical examiner cases with the remaining 36 released with the private physician responsible for signing the death certificate. Examinations performed on the accepted medical examiner cases were as follows:

Complete autopsy with toxicology-21  
External examination with toxicology-4  
Death certificate signed without examination-11  
Total cases accepted-36

A breakdown of all reported cases by manner included:

Natural -52  
Accident-16  
Suicide-4  
Homicide-0  
Undetermined-0  
Pending-0

As of 2/8/2021, there were a total of 191 cremation approvals and 51 terminal registrations from the County.

Aitkin County had a slight increase in the number of cases signed by the medical examiner with a specific increase in the number of accidents including motor vehicles and overdoses increased in numbers as compared to 2019.

If you should have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Mills", with a long horizontal flourish extending to the right.

Kelly Mills, M.D.  
Medical Examiner



# Board of County Commissioners Agenda Request

**12B**  
Agenda Item #

**Requested Meeting Date:** 04/13/2021

**Title of Item:** MN DOC Facility Inspection Report

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

<b>Submitted by:</b> Sheriff Dan Guida	<b>Department:</b> Sheriff's Office
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<b>Presenter (Name and Title):</b> Sheriff Dan Guida	<b>Estimated Time Needed:</b> 5 minutes
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**Summary of Issue:**

Minnesota Department of Corrections Facility Inspection Report for review.

**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:*



**Facility Inspection Report Issued By The Minnesota Department of Corrections Pursuant to MN Statute 241.021, Subdivision 1**

Inspection and Enforcement Unit, 1450 Energy Park Drive, Suite 200, St.Paul MN 55108  
Telephone: 651-361-7146 Fax: 651-642-0314 Email: ie-support.doc@state.mn.us

**INSPECTION DETAILS**      **Aitkin County Jail**  
**FOR:**

**Address:**      217 Second Street, ROOM 185, Aitkin, MN 56431

**MN Governing Rule:**      2911 Local Adult Detention Facilities

**Inspection Type:**      Biennial                      **Inspected By:**      Chris Thoma – Detention Facility Inspector                      **Inspected on:**      12/16/2020 to 12/16/2020

**Inspection Method:**      Facility tour, staff interviews, employee and resident file reviews, video footage review and related documentation reviews.

**Officials Present During Inspection:**      Assistant Jail Administrator Scott Malloy; Jail Administrator Karla White

**Officials Present for Exit Interview:**      Assistant Jail Administrator Scott Malloy; Chief Deputy Heidi Lenk; Jail Administrator Karla White; Sheriff Dan Guida

**Issued Inspection Report to:**      Assistant Jail Administrator Scott Malloy; Chief Deputy Heidi Lenk; Jail Administrator Karla White; Sheriff Dan Guida; County Administrator Jessica Seibert; Regional Manager Dayna Burmeister

**RULE COMPLIANCE SUMMARY**

Rule Chapter	Requirement Type	Total Applicable	Total Compliance	Total Non Compliance	Total Compliance With Concerns	Compliance Rating	Substantial Compliance Result/Criteria
2911	Mandatory	121	118	1	2	99.17%	Compliance rating of 100%
2911	Essential	96	95	1	0	98.96%	Compliance rating of 90%

**TERMS OF OPERATION**

**Authority to Operate:**      conditional approval      **Begins On:**      01/01/2021      **Ends On:**      12/31/2022      **Facility Type:**      Jail

**Placed on Biennial Status:**      Yes                      **Biennial Status Annual Compliance Form Due On:**      12/31/2021

**Delinquent Juvenile Hold Approval:**      24 hrs exclusive of weekends and holidays                      **Certificate Holder:**      Aitkin County Sheriff's Department

**Special Conditions:**      None.

**Approved Capacity Details** \*Operational Capacity is calculated as a percent of Approved Capacity beds.

Bed Type	Gender	Approved Capacity	%Operating Capacity	Operational Capacity	Bed Details	Conditions
Secure	Coed	89	90	80.10	None.	None.

**RULE COMPLIANCE DETAILS**

## Chapter 2911 - Mandatory Rules Not In Compliance

Total: 1

## 1. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 1. Emergency plan.

A facility shall have a written disaster plan. The plan shall include policies and procedures designed to protect the public by securely detaining inmates who represent a danger to the community or to themselves when the facility must be evacuated in total. The plan shall also include: A. location of alarms and fire fighting equipment; B. an emergency drill policy as follows: (1) at least annual drills at all facility locations; and (2) drills shall be conducted even when evacuation of extremely dangerous inmates may not be included; C. specific assignments and tasks for personnel; D. persons and emergency departments to be notified; E. procedure for evacuation of inmates; and F. arrangements for temporary confinement of inmates.

**Inspection Findings:**

Evacuation drills are not being completed as called for in subpart 1.B.(1).

**Corrective Actions:**

**Evacuation drills shall be conducted and documented at least annually.**

**It is recommended that the fire department participate in this drill or at a minimum tour the jail so they are aware of the layout and location of emergency equipment.**

**Response Needed By: 06/01/2021**

## Chapter 2911 - Essential Rules Not In Compliance

Total: 1

## 1. 2911.1200 CLERICAL AND SUPPORT EMPLOYEES WITH REGULAR OR DAILY INMATE CONTACT: TRAINING. Subpart 2. Regular or daily inmate contact.

A facility shall have a written policy and procedure that provides that all new clerical and support employees who have regular or daily inmate contact receive 40 hours of orientation and training during their first year of employment. These hours are to be completed before being independently assigned to a particular job. The employees are given an additional 16 hours of training each subsequent year of employment. At a minimum, this training covers the following areas: A. security procedures and regulations; B. rights and responsibilities of inmates; C. all applicable emergency procedures; D. interpersonal relations and communication skills; and E. first aid.

**Inspection Findings:**

A review of training records showed that the medical and kitchen staff with regular inmate contact are not meeting the provisions of this part.

**Corrective Actions:**

**Provide medical and kitchen staff with all mandatory training to include: security procedures and regulations of the facility, rights and responsibilities of inmates, interpersonal communication skills, and first aid.**

**Ensure that quarterly review of emergency procedures are completed and documented for these staff members.**

**Response Needed By: 06/01/2021**

## Chapter 2911 - Mandatory Rules In Compliance With Concerns

Total: 2

## 1. 2911.4000 ANNUAL FOOD SERVICE REVIEW.

A facility's menu content and cycle shall be reviewed at least once annually by a registered dietitian or nutritionist to ensure compliance with part 2911.3900. The review the findings shall be documented and on file.

**Inspection Findings:**

The dietitian review of the approved menu has an incorrect rule reference.

**Corrective Actions:**

**This was corrected prior to the writing of this report. No further action needed.**

**Response Needed By:****2. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 5. Well-being.**

A facility shall have a system providing for well-being checks of inmates. A written policy and procedure shall provide that all inmates are personally observed by a custody staff person at least once every 30 minutes. Thirty-minute checks should be staggered. If a well-being check does not occur due to an emergency, it must be documented in the jail log and have supervisory review and approval. More frequent observation is required for those inmates of a special need classification who may be harmful to themselves. Examples of inmates of a special need classification include those classified as potentially suicidal, or as mentally ill, or those experiencing withdrawal from drugs or alcohol.

**Inspection Findings:**

The well-being check logs reviewed showed one check at 39 minutes. Review of the video footage showed a well-being check was completed but not logged. Video footage is not kept for more than 28 to 30 days. After that time, there would be no proof that the check took place.

**Corrective Actions:**

**Ensure staff are logging all well-being checks at the time they are completed.**

**Response Needed By:**

**INSPECTION COMMENTS****Operations:**

The facility is transitioning to the Lexipol platform for its policies. This is scheduled to be completed in Spring of 2021.

Nursing hours were increased to 32 hours a week since the last inspection.

Inmate programming is taking advantage of technology to continue to provide inmates with constructive and worthwhile programming during the COVID-19 pandemic.

**Physical Plant:**

- 1) The facility appeared very clean and well maintained.
- 2) The design of the facility does not provide for a secure, sally-ported, exit in all areas. The kitchen and intake garage have a single door between the secure and non-secure areas. Perimeter door 129A is deteriorating and in need of replacement.
- 3) The shower curtain rails in all units are in need of repair or replacement with a ligature resistant system.
- 4) Medical space in the facility is lacking. The Nurse has an office that is also used for inmate exams as well as storage of medical tools, equipment, medications, and records.
- 5) Microwaves in several housing units were found to be plugged into auxiliary splitters. These need to be plugged into an arch fault outlet. The use of splitters should be discontinued. It is recommended that surface mounted conduit and outlets be added to accommodate electrical needs in the units. The conduit should be security caulked to the wall and anchored every foot. Cover plates should be installed with tamperproof security screws.
- 6) The cables and cords behind the TV's mounted in the general population and special management units should be secured. These can be used as weapons or ligatures and pose a significant risk.
- 7) Additional cameras are recommended for the kitchen area.

The Aitkin County Jail was constructed in 1984 with an addition and partial remodel in 2001. According to the National Institute of Corrections, the average life expectancy of a jail facility operated 24 hours per day, seven days per week, is approximately 30 years, depending on usage. Given the physical plant issues identified, and the age of the facility infrastructure including plumbing, electrical and HVAC, the County's elected officials are encouraged to begin discussions on a course of action to address long term public safety needs.

Based on a high level of compliance, the Aitkin County Jail will remain on a biennial inspection cycle.

**JJDPA Compliance**

On December 16, 2020, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Aitkin County Jail has received a "Rural Exception" to the Juvenile Justice and Delinquency Prevention Act (JJDP). This allows the facility to hold a delinquent juvenile up to 24 hours, excluding weekends and holiday. There are three core requirements that are looked at during our facility review. Those core requirements are Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jail and Adult Lockups (Jail Removal), and Sight and Sound separation.

The Aitkin County Jail did not hold or process any juveniles from October 2020 to the day of inspection.

The facility does not participate in any "Scared straight" programs for any youth that are under public authority.

I found no violations of the JJDP act during the Aitkin County Jail inspection.

**Report completed By:** Chris Thoma – Detention Facility Inspector

**Signature:**





# Aitkin County Board of Commissioners

## Agenda Request Form

# 13

Agenda Item #

**Requested Meeting Date:** April 13, 2021

**Title of Item:** Committee Reports

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested by:</b> County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner 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	Marcotte and Napstad
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	Westerlund 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, Alt. Niemi
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



# Board of County Commissioners Agenda Request

**14A**  
Agenda Item #

**Requested Meeting Date:** April 13, 2021

**Title of Item:** Closed Session Under MN Statute 13D.05 Subd 3d Security Briefing Report

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

<b>Submitted by:</b> Dan Guida	<b>Department:</b> Sheriff
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<b>Presenter (Name and Title):</b> Dan Guida, Sheriff	<b>Estimated Time Needed:</b> 15 Mins
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**Summary of Issue:**  
Sheriff Guida will be on hand to provide security briefing report.

**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:*