

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS August 24, 2021 – BOARD AGENDA

1

Government Center Board Room

The public is invited to join the meeting remotely by phone call 1-415-655-0001, (access code): 2551 694 4443; (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
- 9:05** E) **Health & Human Services (see separate HHS agenda)**
- 9:50** Break
- 10:00** F) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting. 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 August 10, 2021 to August 23, 2021**
 - B) **Approve August 10, 2021 County Board Minutes**
 - C) **Approve Electronic Funds Transfers**
 - D) **Approve Commissioner's Vouchers**
 - E) **Approve Auditor's Vouchers – Real Estate Assurance**
 - F) **Approve Auditor's Vouchers – R&B Contract Payment**
 - G) **Approve Auditor's Vouchers – Hwy Dept Contract Payments 8/13/21**
 - H) **Approve Auditor's Vouchers – Sales/Use and Diesel Tax: July 2021**
 - I) **Approve Manual Warrants/Voids/Corrections – Camping Refunds**
 - J) **Approve Manual Warrants/Voids/Corrections – Mtg Reg & State Deed Tax**
 - K) **Approve Manual Warrants/Voids/Corrections – Elan Paid 07-22-21 Allocated**
 - L) **Approve Manual Warrants/Voids/Corrections – FSA Claims #39918402**
 - M) **Approve Appoint Kevin Stromberg for District 1 Board of Adjustment**
 - N) **Approve CCA Subsidy Increase**
 - O) **Approve Use of County Property**
 - P) **Approve Affidavit for Duplicate of Lost Warrant**
 - Q) **Adopt Resolution: Large Assembly License – White Pine Logging**

- R) Adopt Resolution: Airport Improvement Program Project**
- S) Adopt Resolution: MHFA Grant for Lakes & Pines CAC**
- T) Adopt Resolution: Set Unorganized Township Levies for 2022**
- U) Adopt Resolution: ACSWCD Appropriations Transfer**

- 10:05 3) Sheriff Guida – County Sheriff**
 - A) Presentation of Sheriff’s Office 2022 Budget**

- 10:35 4) Rich Courtemanche - Land Commissioner**
 - A) Adopt Resolution Great River Energy Land Sale**
 - B) Adopt Resolution County Surveyor Reappointment**
 - C) 2022 Land Department Budget Review**

- 10:50 Break**

- 11:00 5) John Welle – County Engineer**
 - A) Facility Improvement – Security Gate**
 - B) 2022 Budget Presentation**

- 11:45 6) Jessica Seibert – County Administrator**
 - A) Personnel Committee Recommendations (HWY Job Reclassifications)**
 - B) Administrator Updates**

- 12:00 7) Committee Updates**

- 12:30 Adjourn**

AITKIN COUNTY BOARD

August 10, 2021

<p>The Aitkin County Board of Commissioners met this 10th day of August, 2021 at 9:03 a.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Donald Niemi, Anne Marcotte, Brian Napstad, County Administrator Jessica Seibert, Payroll Specialist Nikki Knutson, and Administrative Assistant Katie Gonzalez.</p>	<p>Call to Order</p>
<p>Motion made by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all voting yes to approve the August 10th, 2021 agenda, as amended noting a change in the proposed ATV ordinance 7) A) and updating 9) A) to reflect 11 a.m. public hearing time.</p>	<p>Approved Agenda</p>
<p>There was no Citizens' Public Comment</p>	<p>Citizens' Public Comment</p>
<p>Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the Consent Agenda as follows.</p>	<p>Consent Agenda</p>
<p>A) Correspondence File July 27, 2021 to August 9, 2021; B) Approve July 27, 2021 County Board Minutes; C) Approve Electronic Funds Transfers \$828,886.47; D) Approve Commissioner Vouchers: General Fund \$319,614.46, Reserves \$3,882.97, Road & Bridge \$55,845.72, Health & Human Services \$7,268.82, Trust \$357.49, Forest Development \$14,225.00, Taxes & Penalties \$58.00, Long Lake Conservation Center \$357.01, Parks \$12,841.11 for a total of \$414,450.58; E) Approve Auditor's Vouchers – I.T. and Hwy Dept: General Fund \$11,915.60, Road & Bridge \$331,510.28, Health & Human Services \$5,467.00, for a total of \$348,892.88; F) Approve Auditor's Vouchers – Enbridge Replacement Check 7-30-21: Road & Bridge \$122,395.66, Taxes & Penalties \$89,133.88, for a total of \$211,529.54; G) Approve Auditor's Vouchers – Enbridge and R&B Contract 7-30-21: Taxes & Penalties \$146,483.39; H) Approve Manual Warrants/Voids/Corrections – LLCC Refund and FSA Claims 2021: General Fund \$497.12, Long Lake Conservation Center \$89.03, for a total of \$586.15; I) Approve Manual Warrants/Voids/Corrections – Participant Fees and ELAN Pd 7/22/21: General Fund \$6,819.17; J) Approve Manual Warrants/Voids/Corrections – Camping Refunds 7/20/21: Parks \$130.00; K) Approve Manual Warrants/Voids/Corrections – LLCC Refund, Rovers Event: Long Lake Conservation Center \$67.67; L) Approve Manual Warrants/Voids/Corrections – FSA Claims 2021 and 2021 Est. MNCare Tax: General Fund \$455.96, Health & Human Services \$185.40, for a total of \$641.36; M) Approve Manual Warrants/Voids/Corrections – LLCC Refund, MAS Event: Long Lake Conservation Center \$10.69; N) Approve Manual Warrants/Voids/Corrections – Credit Card Fees, LLCC: Long Lake Conservation Center \$33.20; O) Approve Manual Warrants/Voids/Corrections – FSA Claims: General Fund \$204.53 P) Approve Assureon Storage Server Q) Approve Business Development and Recreation Grant (formerly Tourism Grant); R) Adopt Resolution: Aitkin County Search & Rescue Donation; S) Adopt Resolution: LG220 Application for Exempt Permit – The Ruffed Grouse Society; T) Adopt Resolution: County VSO Operational Enhancement Grant Program; U) Adopt Resolution: Approve MnDOT Agreement No. 1045716;</p>	
<p>Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voted to approve – Assureon Storage Server.</p>	<p>Assureon Storage Server</p>

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voted to adopt approve – Business Development and Recreation Grant.

Business Development and Recreation Grant

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – Aitkin County Search & Rescue Donation.

Resolution #20210810-090 Aitkin County Search & Rescue Donation

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:

Palisade Fire Department \$500.00

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

Palisade Fire Department 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.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – LG 220 Application for Exempt Permit – The Ruffed Grouse Society.

Resolution #20210810-091 LG220 Application for Exempt Permit – The Ruffed Grouse Society

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Ruffed Grouse Society / Aitkin Chapter, at the following location – The Landing, which has an address of 170 Southgate Drive, Aitkin, MN 56431 – Aitkin Township. (Note: Date of activity for Raffle – September 14, 2021)

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – County VSO Operational Enhancement Grant Program

Resolution #20210810-092 County VSO Operational Enhancement Grant Program

BE IT RESOLVED, by Aitkin County that the County enter in to the attached B with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Improvement Grant Program.** The

grant must be used to provide outreach to the county’s veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Statutes 197.608 and Minnesota Laws 20021, 1st Special Session, Chapter 12, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

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

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – Approve MnDOT Agreement No. 1045716.

WHEREAS, the County of Aitkin has applied to the Commissioner of Transportation for a Grant from the Minnesota State Transportation Fund for construction of SAP 001-605-013, and

WHEREAS, the Commissioner of Transportation has given notice that funding for this local road improvement project is available, and

WHEREAS, the amount of the Grant has been determined to be \$59,806.

NOW, THEREFORE BE IT RESOLVED, That the County of Aitkin does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.52 and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the road project, but not required.

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

Steve Hughes – SWCD District Manager presented Snake River 1W1P Organizational Options.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members present voted to approve New Freedom Clinical Supervision Contract.

Carli Goble – Fiscal Supervisor, presented Draft 2022 Public Health and Human Services Budget.

**Resolution
#20210810-093
Approve mnDOT
Agreement No.
1045716**

**Snake River 1W1P
Organizational
Options**

**New Freedom
Clinical
Supervision
Contract**

**Draft 2022 Public
Health and
Human Services
Budget**

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voted to approve Public Hearing for New Off Sale Liquor License – Ukura’s – request for public hearing set for September 14th, at 10 a.m. in the Government Center Boardroom.

Set Public Hearing for New Off Sale Liquor License – Ukura’s

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voted to approve Class 1 All Terrain Vehicle Ordinance Revision;

Class 1 All Terrain Vehicle Ordinance Revision

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to approve Personnel Policy Update (Recruitment RE: Temporary Positions).

Personnel Policy Update (Recruitment RE: Temporary Positions)

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to approve Updated Job Description for Dispatcher/Jailer position.

Updated Job Description, Dispatcher/Jailer

At 11:00 a.m. Mark Jeffers, Economic Development Coordinator, presented on the NTIA Broadband Development Grant Program. A Public Hearing was opened at 11:05 and closed at 11:07 a.m. There was no public comment.

Public Hearing for NTIA Broadband Development Grant Application

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – NTIA Broadband Development Grant Application.

Resolution 20210810-094 NTIA Broadband Development Grant Application

WHEREAS, The importance of Broadband development is a top priority for economic development in Aitkin County, and

WHEREAS, The National Telecommunications and Information Administration Broadband Infrastructure Development Grant application has been completed by the Economic Development Coordinator and Mille Lacs Energy Cooperative, and

WHEREAS, A public hearing was held on August 10, 2021 at 11:00 a.m.

BE IT RESOLVED, That Aitkin County has the legal authority to apply for financial assistance, and

NOW, THEREOFRE BE IT RESOLVED, That the Board of Commissioners of Aitkin County have authorized the submission of this grant, and

BE IT FURTHER RESOLVED, That the Board of Commissioners have authorized the Economic Development Coordinator to fully execute the submission of this application.

AITKIN COUNTY BOARD

August 10, 2021

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to award the bid to Rice Lake Construction in the amount of \$228,400.

Bids for Judicial Center Step Repairs

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to approve Committee of the Whole Meeting. Committee of the Whole Meeting set for August 31st, 2021 at 2:00 p.m.

Committee of the Whole Meeting

Jessica Seibert, County Administrator, presented the 2022 General Government Preliminary Budget.

2022 General Government Preliminary Budget Presentation

Jessica Seibert, County Administrator, presented on the 2022 Appropriations Discussion.

2022 Appropriations Discussion

Jessica Seibert, County Administrator updated the Board on the following

- Economic Development
- Budget Committee
- ATV Committee
- Regional Fiscal Recovery Funds Call
- Minnesota Counties Connect
- AMC
- MCIT

Administrator Updates

The Board discussed: Budget Committee, Natural Resources Advisory Committee, ATV Committee, NCLUB, McGregor Airport, Economic Development, Aitkin Airport, Central Regional Library Board

Board Discussion

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to adjourn the meeting at 11:59 a.m. until Tuesday, August 24, 2021 at the Aitkin County Government Center.

Adjourn

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

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2C
Agenda Item #

Requested Meeting Date: 08/24/2021

Title of Item: Electronic Funds Transfer

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Lori Grams	Department: County Treasurer	
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: Electronic Funds Transfer thru 8/16/2021		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <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>		

ELECTRONIC FUNDS TRANSFER**Thru August 16, 2021 Board Meeting August 24, 2021**

<u>Abstract Number</u>	<u>Date</u>	<u>Amount</u>	<u>Reason</u>
21037	8/3/21	\$33.20	Manual Abstract
21038	8/4/21	\$204.53	Manual Abstract
21039	8/6/21	\$47,151.50	Commissioner Abstract
21040	8/4/21	\$130.00	Manual Abstract
21041	8/5/21	\$116,279.24	Manual Abstract
21042	8/6/21	\$182,874.81	Auditor Abstract
21043	8/5/21	\$4,727.64	Manual Abstract
21044	8/6/21	\$4,863.91	Auditor Abstract
21045	8/10/21	\$17,034.03	Commissioner Abstract
21046	8/11/21	\$131.73	Manual Abstract
21048	8/13/21	\$585,726.28	Payroll Abstract
21049	8/13/21	\$22,165.84	Auditor Abstract Auditor Abstract Payroll Abstract Manual Abstract

\$0
21047

\$981,322.71

KMR1
8/16/21

2:16PM

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

KMR1
8/16/21 2:16PM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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
1	DEPT			Commissioners			
86222	Aitkin Independent Age 01-001-000-0000-6230		162.26	JULY 13 SYNOPSIS	848811	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		162.26		1 Transactions		
9048	Napstad/Brian 01-001-000-0000-6330		1,615.60	1/5/21-8/9/21 Mileage		Transportation/Travel/Parking	N
9048	Napstad/Brian		1,615.60		1 Transactions		
6097	Verizon Wireless 01-001-000-0000-6250		35.01	NIEMI MIFI (1545) 07/02/2021	9885251345 08/01/2021	Telephone	N
	01-001-000-0000-6250		35.01	MARCOTTE MIFI (2245) 07/05/2021	9885566139 08/04/2021	Telephone	N
	01-001-000-0000-6250		33.37	WEDEL - CELL PHONE 07/07/2021	9885622481 08/06/2021	Telephone	N
6097	Verizon Wireless		103.39		3 Transactions		
1	DEPT Total:		1,881.25	Commissioners	3 Vendors	5 Transactions	

KMR1
8/16/21 2:16PM

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	
12	DEPT		Court Administration			
2810	Larson/Shari S 01-012-000-0000-6232		Legal Fees		Attorney Services	Y
		1,647.15	05/01/2021	07/29/2021		
2810	Larson/Shari S			1 Transactions		
		1,647.15				
9046	Loffler Companies, Inc. 01-012-000-0000-6250		Aug phone bill		Telephone	N
		27.20	08/01/2021	08/30/2021		
9046	Loffler Companies, Inc.			1 Transactions		
		27.20				
12	DEPT Total:		1,674.35	Court Administration	2 Vendors	2 Transactions

Aitkin County



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

1 General 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
40	DEPT				Auditor			
9561	Amazon Business 01-040-000-0000-6625			27.93	WIRELESS KEYBOARD,MOUSE,PEN	1GDK-G4QL-4X7D	Capital - Office & Other Equipment	N
9561	Amazon Business			27.93	1 Transactions			
9046	Loffler Companies, Inc. 01-040-000-0000-6250			32.64	Aug phone bill 08/01/2021 08/30/2021	IN-80010460387	Telephone	N
	01-040-021-0000-6250			27.20	Aug phone bill 08/01/2021 08/30/2021	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.			59.84	2 Transactions			
86290	Mn Counties Information Systems 01-040-000-0000-6231			4,977.00	CTYPAYQTR PAYROLL 2021	2056	Services, Labor, Contracts	N
86290	Mn Counties Information Systems			4,977.00	1 Transactions			
9014	PAPER STORM 01-040-021-0000-6231			88.40	PAPER SHREDDING 8/5	16984	Services, Labor, Contracts	N
9014	PAPER STORM			88.40	1 Transactions			
86235	The Office Shop Inc 01-040-000-0000-6405			17.53	RED GEL PENS	1099528-0	Office Supplies	N
	01-040-000-0000-6405			63.71	POCKET FILE FOLDERS	1099528-1	Office Supplies	N
	01-040-000-0000-6405			9.70	OFFICE SUPPLIES	1099655-1	Office Supplies	N
86235	The Office Shop Inc			90.94	3 Transactions			
40	DEPT Total:			5,244.11	Auditor	5 Vendors	8 Transactions	

KMR1
8/16/21 2:16PM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

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>	
42	DEPT		Treasurer				
607	GOVERNMENT FORMS & SUPPLIES						
	01-042-000-0000-6405		157.90	URGENT stamp / seal emboss	0329039	Office Supplies	N
607	GOVERNMENT FORMS & SUPPLIES		157.90	1 Transactions			
9046	Loffler Companies, Inc.						
	01-042-000-0000-6250		16.32	Aug phone bill	IN-80010460387	Telephone	N
				08/01/2021 08/30/2021			
9046	Loffler Companies, Inc.		16.32	1 Transactions			
14330	US Bank						
	01-042-000-0000-6231		117.53	Ricoh MP 5054SP Copier	450126537	Services, Labor, Contracts	N
14330	US Bank		117.53	1 Transactions			
42	DEPT Total:		291.75	Treasurer	3 Vendors	3 Transactions	

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	
43	DEPT		Assessor			
9561	Amazon Business					
	01-043-000-0000-6405		19.99	WIRELESS MOUSE - SP	1DCL-QW6Y-QC91	Office Supplies
9561	Amazon Business		19.99	1 Transactions		N
10452	AT&T Mobility					
	01-043-000-0000-6250		317.53	WIRELESS PHONE AND IPADS	287298660812	Telephone
				06/26/2021 07/25/2021		
10452	AT&T Mobility		317.53	1 Transactions		N
4641	Holiday Credit Office					
	01-043-000-0000-6511		546.92	JULY FUEL & CARWASH	1400000147443	Gas And Oil
				07/01/2021 07/31/2021		
4641	Holiday Credit Office		546.92	1 Transactions		N
9046	Loffler Companies, Inc.					
	01-043-000-0000-6250		65.29	Aug phone bill	IN-80010460387	Telephone
				08/01/2021 08/30/2021		
9046	Loffler Companies, Inc.		65.29	1 Transactions		N
9686	MAAP					
	01-043-000-0000-6208		55.00	MAAP VIRTUAL WORKSHOP 2021 CO		Training/Education
	01-043-000-0000-6240		10.00	MAAP MEMBERSHIP RENEWAL CATHY		Dues & License Renewal
9686	MAAP		65.00	2 Transactions		N
6097	Verizon Wireless					
	01-043-000-0000-6250		35.01	MIFI CARD	9885305591	Telephone
				07/02/2021 08/01/2021		
6097	Verizon Wireless		35.01	1 Transactions		N
43	DEPT Total:		1,049.74	Assessor	6 Vendors	7 Transactions

KMR1
8/16/21 2:16PM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General 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
44	DEPT				Central Services			
783	Canon Financial Services, Inc 01-044-000-0000-6231			248.78	JULY CANON RENT 07/01/2021 07/31/2021	27021992	Services, Labor, Contracts	N
783	Canon Financial Services, Inc			248.78	1 Transactions			
9046	Loffler Companies, Inc. 01-044-000-0000-6250			27.20	Aug phone bill 08/01/2021 08/30/2021	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.			27.20	1 Transactions			
3334	MCIT 01-044-000-0000-6231			236.00	EDP #1 COVERAGE INCREASE	5940	Services, Labor, Contracts	N
3334	MCIT			236.00	1 Transactions			
89081	North Ambulance Brainerd 01-044-000-0000-6841			2,925.00	JULY 2021 AMBULANCE	7/2021	Ambulance Appropriations	N
89081	North Ambulance Brainerd			2,925.00	1 Transactions			
44	DEPT Total:			3,436.98	Central Services	4 Vendors	4 Transactions	

KMR1
8/16/21 2:16PM

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	
45	DEPT		Motor Pool			
	50 Aitkin Body Shop, Inc					
	01-045-000-0000-6302		1,838.98 Motor Pool Car Repairs #61	13233	Car Maintenance	N
			07/26/2021			
	50 Aitkin Body Shop, Inc		1,838.98	1 Transactions		
45	DEPT Total:		1,838.98 Motor Pool	1 Vendors	1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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
49	DEPT			Information Technologies			
9561	Amazon Business						
	01-049-000-0000-6402		39.32	SSK ALUMINUM M.2 NVME SSD ENCL	16VG-799P-TCTP	Computer/Technology Supplies	N
	01-049-000-0000-6402		45.64	QTY = 2 / GE 6-OUTLET SURGE PR	1LCT-F79F-CKR3	Computer/Technology Supplies	N
9561	Amazon Business		84.96	2 Transactions			
9046	Loffler Companies, Inc.						
	01-049-000-0000-6250		32.64	Aug phone bill	IN-80010460387	Telephone	N
				08/01/2021 08/30/2021			
9046	Loffler Companies, Inc.		32.64	1 Transactions			
3195	MCCC LOCKBOX						
	01-049-000-0000-6208		385.00	LINKEDIN LEARNING1 YEAR LICENS	2107114	Training/Education	N
3195	MCCC LOCKBOX		385.00	1 Transactions			
86290	Mn Counties Information Systems						
	01-049-000-0000-6231		7,960.00	CTYTAXQTR35 PROPERTY TAX 2021	2056	Programming, Services, Contracts	N
	01-049-000-0000-6231		17,401.00	CTYTAXQTR65 PROPERTY TAX 2021	2056	Programming, Services, Contracts	N
	01-049-000-0000-6231		50.00	CTYTAXADJ35 PROPERTY TAX 2019	2056	Programming, Services, Contracts	N
	01-049-000-0000-6231		621.00	2021 PRESTO ANNUAL SUPPORT	2067	Programming, Services, Contracts	N
	01-049-000-0000-6231		1,277.00	CTYHOSTMNT-3RD QTR 2021	2078	Programming, Services, Contracts	N
	01-049-000-0000-6231		2,550.00	CTYHOSTLV2-3RD QTR 2021	2078	Programming, Services, Contracts	N
	01-049-000-0000-6231		859.00	CTYHOSTRES-3RD QTR 2021	2078	Programming, Services, Contracts	N
86290	Mn Counties Information Systems		30,618.00	7 Transactions			
49	DEPT Total:		31,120.60	Information Technologies	4 Vendors	11 Transactions	

KMR1
 8/16/21 2:16PM
 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	Service Dates	Paid On Bhf #	On Behalf of Name	
52	DEPT		Administration			
248	Association of Mn Counties					
	01-052-000-0000-6241		MACA TECH TRAINING 2021	59013	Registration Fee	N
248	Association of Mn Counties		1 Transactions			
9046	Loffler Companies, Inc.					
	01-052-000-0000-6250		Aug phone bill	IN-80010460387	Telephone	N
			08/01/2021 08/30/2021			
9046	Loffler Companies, Inc.		1 Transactions			
52	DEPT Total:		Administration	2 Vendors	2 Transactions	
			138.08			

KMR1
 8/16/21 2:16PM
 1 General Fund

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	
53	DEPT				Human Resources			
9046	Loffler Companies, Inc.			16.32	Aug phone bill	IN-80010460387	Telephone	N
	01-053-000-0000-6250				08/01/2021 08/30/2021			
9046	Loffler Companies, Inc.			16.32	1 Transactions			
12048	McDowell Agency, Inc./The			824.00	BACKGROUND CHECK FEES JULY	131732	Background Check Fees	N
	01-053-000-0000-6234				1 Transactions			
12048	McDowell Agency, Inc./The			824.00	1 Transactions			
13412	Pemberton, Sorlie, Rufer & Kershner PLLP			181.50	PEMBERTON THROUGH 7/31/21	79	Services, Labor, Contracts	Y
	01-053-000-0000-6231				1 Transactions			
13412	Pemberton, Sorlie, Rufer & Kershner PLLP			181.50	1 Transactions			
53	DEPT Total:			1,021.82	Human Resources	3 Vendors	3 Transactions	

KMR1
8/16/21 2:16PM

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		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
60	DEPT				Elections			
	11372 DS Solutions, Inc.			500.00	E.J. LEARNING SYSTEM MAINT	12802	Services, Labor, Contracts	N
	01-060-000-0000-6231							
	11372 DS Solutions, Inc.			500.00	1 Transactions			
60	DEPT Total:			500.00	Elections	1 Vendors	1 Transactions	

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	
90	DEPT		Attorney			
10452	AT&T Mobility					
	01-090-000-0000-6250		CELL PHONES FOR ATTORNEYS	287301408597	Telephone	N
10452	AT&T Mobility					
				1 Transactions		
10855	Culligan Water					
	01-090-000-0000-6213		MONTHLY CULLIGAN WATER	150X01240308	Drug & Forfeiture Ms387.213	N
			07/01/2021 07/31/2021			
10855	Culligan Water					
				1 Transactions		
9046	Loffler Companies, Inc.					
	01-090-000-0000-6250		Aug phone bill	IN-80010460387	Telephone	N
			08/01/2021 08/30/2021			
9046	Loffler Companies, Inc.					
				1 Transactions		
3150	Mille Lacs Co Sheriff					
	01-090-000-0000-6234		SUBPOENA SERVICE	10571	Co Sheriff Services	N
3150	Mille Lacs Co Sheriff					
				1 Transactions		
10879	Shred-It					
	01-090-000-0000-6231		SHRED-IT MONTHLY BILL	8182500182	Services, Labor, Contracts	N
			07/01/2021 07/31/2021			
10879	Shred-It					
				1 Transactions		
86235	The Office Shop Inc					
	01-090-000-0000-6405		OFFICE SUPPLIES	1099655-0	Office Supplies	N
86235	The Office Shop Inc					
				1 Transactions		
5173	Thomson Reuters-West Publishing					
	01-090-000-0000-6406		MONTHLY ONLINE SUBSCRIPTION	844767540	Law Publ. & Subscriptions	N
			08/01/2021 08/31/2021			
	01-090-000-0000-6406		LIBRARY PLAN CHARGES	844861297	Law Publ. & Subscriptions	N
			08/01/2021 08/31/2021			
5173	Thomson Reuters-West Publishing					
				2 Transactions		
90	DEPT Total:		2,464.22	Attorney	7 Vendors	8 Transactions

KMR1
 8/16/21 2:16PM
 1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
100	DEPT			Recorder			
5398	CDW Government, Inc 01-100-196-0000-6625		167.39	Viewsonic Monitor VG2448	D785778	Office & Other Equipment-Recorder's	N
5398	CDW Government, Inc		167.39	1 Transactions			
9046	Loffler Companies, Inc. 01-100-000-0000-6250		16.32	Aug phone bill 08/01/2021	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.		16.32	1 Transactions			
100	DEPT Total:		183.71	Recorder	2 Vendors	2 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
110	DEPT			Courthouse Maintenance			
9561	Amazon Business						
	01-110-000-0000-6422		288.06	FLOOR SCRUB PADS	17D1-JJTG-37YP	Janitorial Supplies	N
	01-110-000-0000-6422		59.95	PHONE CASE	1K6C-LX3F-D66M	Janitorial Supplies	N
	01-110-000-0000-6422		34.58	CABLE GROMMETS	1TL6-XPNY-TC1D	Janitorial Supplies	N
9561	Amazon Business		382.59	3 Transactions			
9085	Climate Makers Inc						
	01-110-000-0000-6231		320.00	CHILLER CLEANING - COURTHOUSE	104318	Services, Labor, Contracts	N
9085	Climate Makers Inc		320.00	1 Transactions			
88628	Dalco Enterprises, Inc.						
	01-110-000-0000-6422		573.52	DISINFECTANT AND TOWELS	3809332	Janitorial Supplies	N
	01-110-000-0000-6422		73.15	MOP HEADS	3812198	Janitorial Supplies	N
88628	Dalco Enterprises, Inc.		646.67	2 Transactions			
88880	Datacomm Computers & Networks Inc						
	01-110-000-0000-6231		65.00	UPS BACKUP	14121	Services, Labor, Contracts	N
88880	Datacomm Computers & Networks Inc		65.00	1 Transactions			
1754	Garrison Disposal Company, Inc						
	01-110-000-0000-6255		458.50	MONTHLY GARBAGE SERVICE	173454	Garbage	N
1754	Garrison Disposal Company, Inc		458.50	1 Transactions			
2340	Hyytinen Hardware Hank						
	01-110-000-0000-6422		6.99	SPRAY PAINT	1657000	Janitorial Supplies	N
2340	Hyytinen Hardware Hank		6.99	1 Transactions			
9046	Loffler Companies, Inc.						
	01-110-000-0000-6250		10.88	Aug phone bill	IN-80010460387	Telephone	N
				08/01/2021	08/30/2021		
9046	Loffler Companies, Inc.		10.88	1 Transactions			
89765	Minnesota Elevator, Inc						
	01-110-000-0000-6231		160.48	MONTHLY INSPECTION	920716	Services, Labor, Contracts	N
89765	Minnesota Elevator, Inc		160.48	1 Transactions			
9692	Minnesota Energy Resources Corporation						
	01-110-000-0000-6254		570.11	GAS SERVICE	0506823754	Utilities-Gas and Electric	N

KMR1
8/16/21 2:16PM
1 General Fund

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	
9692	Minnesota Energy Resources Corporation		570.11	06/17/2021 07/16/2021			
					1 Transactions		
3950	Public Utilities						
	01-110-000-0000-6254		5,543.45	UTILITIES-GOV'T CENTER	1430-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254		93.58	UTILITIES-GLARCO	50186-00	Utilities-Gas and Electric	N
3950	Public Utilities		5,637.03		2 Transactions		
13934	The Tire Barn						
	01-110-000-0000-6231		49.06	OIL CHANGE ON TRUCK	58924	Services, Labor, Contracts	N
13934	The Tire Barn		49.06		1 Transactions		
110	DEPT Total:		8,307.31	Courthouse Maintenance	11 Vendors	15 Transactions	

KMR1
8/16/21 2:16PM

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	
111	DEPT		Buildings			
86222	Aitkin Independent Age					
	01-111-000-0000-6231					
	299.75		AD-RFP FRONT STEPS REPAIR	846592	Services, Labor, Contracts	Y
86222	Aitkin Independent Age					
	299.75			1 Transactions		
111	DEPT Total:		299.75	Buildings	1 Vendors	1 Transactions

KMR1
8/16/21 2:16PM
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
120	DEPT		Service Officer			
10452	AT&T Mobility		99.84	AT&T FIRSTNET	287298585696	Telephone
	01-120-000-0000-6250			06/26/2021	07/25/2021	N
10452	AT&T Mobility		99.84		1 Transactions	
4641	Holiday Credit Office		171.56	HOLIDAY GAS JULY	1400000136034	Gas And Oil
	01-120-000-0000-6511			07/02/2021	08/01/2021	N
4641	Holiday Credit Office		171.56		1 Transactions	
2448	Janzen/Carroll Mark		50.00	VET VAN 1 TRIP	071921	Per Diem
	01-120-000-0000-6350					Y
2448	Janzen/Carroll Mark		50.00		1 Transactions	
9046	Loffler Companies, Inc.		16.32	Aug phone bill	IN-80010460387	Telephone
	01-120-000-0000-6250			08/01/2021	08/30/2021	N
9046	Loffler Companies, Inc.		16.32		1 Transactions	
11362	Roscoe/Bernie		50.00	VET VAN 1 TRIP	071921	Per Diem
	01-120-000-0000-6350					Y
11362	Roscoe/Bernie		50.00		1 Transactions	
15126	Timinski/Matt		100.00	VET VAN 2 TRIPS	070721	Per Diem
	01-120-000-0000-6350					Y
15126	Timinski/Matt		100.00		1 Transactions	
9615	WEX BANK		70.65	FLEET JULY - AUG 7	73344166	Gas And Oil
	01-120-000-0000-6511			07/08/2021	07/08/2021	Y
9615	WEX BANK		70.65		1 Transactions	
9255	Witt/Warren		50.00	VET VAN 1 TRIP	070921	Per Diem
	01-120-000-0000-6350					Y
9255	Witt/Warren		50.00		1 Transactions	
120	DEPT Total:		608.37	Service Officer	8 Vendors	8 Transactions

KMR1
8/16/21 2:16PM
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	Service Dates	Paid On Bhf #	On Behalf of Name	
122	DEPT		Planning & Zoning			
86222	Aitkin Independent Age					
	01-122-000-0000-6230		44.76	AUG 4 BOA	845591	Printing, Publishing & Adv Y
	01-122-000-0000-6230		78.13	AUG 16 PC	846594	Printing, Publishing & Adv Y
86222	Aitkin Independent Age		122.89	2 Transactions		
10452	AT&T Mobility					
	01-122-000-0000-6250		87.18	MONTHLY CELLULAR CHARGES	287301120814	Telephone N
				06/26/2021 07/25/2021		
10452	AT&T Mobility		87.18	1 Transactions		
14320	Benson/Lin					
	01-122-000-0000-6350		60.00	BOA AUG 4	080421	Per Diem Y
	01-122-038-0000-6330		86.24	BOA AUG 4	080421	BOA/PC Mileage Y
14320	Benson/Lin		146.24	2 Transactions		
5398	CDW Government, Inc					
	01-122-000-0000-6405		334.78	VIEWSONIC VG2448 MONITOR X2	D786088	Office, Film, & Field Supplies N
5398	CDW Government, Inc		334.78	1 Transactions		
15142	Christensen/Charles					
	01-122-000-0000-6350		60.00	PC SPECIAL MTG AUG 2	080221	Per Diem Y
	01-122-038-0000-6330		19.04	PC SPECIAL MTG AUG 2	080221	BOA/PC Mileage Y
	01-122-000-0000-6350		60.00	BOA AUG 4	080421	Per Diem Y
	01-122-038-0000-6330		39.20	BOA AUG 4	080421	BOA/PC Mileage Y
15142	Christensen/Charles		178.24	4 Transactions		
4641	Holiday Credit Office					
	01-122-000-0000-6511		71.06	MONTHLY FUEL CHARGES	81121	Gas And Oil N
4641	Holiday Credit Office		71.06	1 Transactions		
14832	Kulifaj / Stephen					
	01-122-000-0000-6350		60.00	PC SPECIAL MTG AUG 2	080221	Per Diem Y
	01-122-038-0000-6330		43.68	PC SPECIAL MTG AUG 2	080221	BOA/PC Mileage Y
14832	Kulifaj / Stephen		103.68	2 Transactions		
11990	Lange/David					
	01-122-000-0000-6350		60.00	PC SPECIAL MTG AUG 2	080221	Per Diem Y
	01-122-038-0000-6330		40.32	PC SPECIAL MTG AUG 2	080221	BOA/PC Mileage Y

KMR1
8/16/21 2:16PM
1 General Fund

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	
11990	Lange/David			100.32				
					2 Transactions			
9046	Loffler Companies, Inc.			27.20	Aug phone bill	IN-80010460387	Telephone	N
	01-122-000-0000-6250				08/01/2021			
					08/30/2021			
9046	Loffler Companies, Inc.			27.20				
					1 Transactions			
4010	Rasley Oil Company			44.56	MONTHLY FUEL CHARGES	81121	Gas And Oil	N
	01-122-000-0000-6511							
4010	Rasley Oil Company			44.56				
					1 Transactions			
13424	Sonnee/Dennise J			60.00	PC SPECIAL MTG AUG 2	080221	Per Diem	Y
	01-122-000-0000-6350							
	01-122-038-0000-6330			28.00	PC SPECIAL MTG AUG 2	080221	BOA/PC Mileage	Y
13424	Sonnee/Dennise J			88.00				
					2 Transactions			
12077	Stromberg/Kevin			60.00	BOA AUG 4	080421	Per Diem	Y
	01-122-000-0000-6350							
	01-122-038-0000-6330			25.76	BOA AUG 4	080421	BOA/PC Mileage	Y
12077	Stromberg/Kevin			85.76				
					2 Transactions			
86235	The Office Shop Inc			10.99	11X17 PAPER	1099550	Office, Film, & Field Supplies	N
	01-122-000-0000-6405							
86235	The Office Shop Inc			10.99				
					1 Transactions			
13934	The Tire Barn			260.20	2017 FORD ESCAPE - NEW BRAKES	58964	Car Maintenance	N
	01-122-000-0000-6302							
13934	The Tire Barn			260.20				
					1 Transactions			
8612	Veenker/Thomas H			60.00	BOA AUG 4	080421	Per Diem	N
	01-122-000-0000-6350							
	01-122-038-0000-6330			64.96	BOA AUG 4	080421	BOA/PC Mileage	N
8612	Veenker/Thomas H			124.96				
					2 Transactions			
122	DEPT Total:			1,786.06	Planning & Zoning	15 Vendors	25 Transactions	

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		
200	DEPT		Enforcement				
50	Aitkin Body Shop, Inc						
	01-200-000-0000-6231		4,003.57	#212 squad repair	13120	Services, Labor, Contracts	N
	01-200-000-0000-6231		3,431.26	#2121 squad repair (2nd deer)	13286	Services, Labor, Contracts	N
50	Aitkin Body Shop, Inc		7,434.83	2 Transactions			
117	Aitkin County Sheriff						
	01-200-000-0000-6374		44.25	#217 tab renewal 329XZW	08/12/21	Auto & Trailer License	N
117	Aitkin County Sheriff		44.25	1 Transactions			
9561	Amazon Business						
	01-200-000-0000-6409		29.39	laptop car charger #222	1K4X-L4NG-4LMN	Deputy Supplies	N
9561	Amazon Business		29.39	1 Transactions			
9138	ASAP Towing						
	01-200-000-0000-6359		210.00	21002092 forfeiture	8964	Wrecker Service	Y
9138	ASAP Towing		210.00	1 Transactions			
9203	AT&T Mobility						
	01-200-000-0000-6250		1,531.72	deputy cells, squad PCs	287297906116	Telephone	N
9203	AT&T Mobility		1,531.72	1 Transactions			
14568	Axon Enterprise, Inc						
	01-200-000-0000-6409		901.57	X26P x2	INUS005008	Deputy Supplies	N
14568	Axon Enterprise, Inc		901.57	1 Transactions			
13717	CovertTrack Group, Inc.						
	01-200-000-0000-6231		1,200.00	9/28/21-9/27/22 x2	45468	Services, Labor, Contracts	N
13717	CovertTrack Group, Inc.		1,200.00	1 Transactions			
1775	Galls LLC						
	01-200-000-0000-6410		61.99	#210 SS shirt	018807051	Clothing Allowance	N
	01-200-000-0000-6410		212.81	#210 uniform shirts	018863139	Clothing Allowance	N
1775	Galls LLC		274.80	2 Transactions			
4641	Holiday Credit Office						
	01-200-000-0000-6511		192.27	#221 gas	1400000288942	Gas And Oil	N
4641	Holiday Credit Office		192.27	1 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		
6121	Identisys						
	01-200-039-0000-6425		194.13	color ribbon g permit printer	529395	Gun Permit Expenses	N
6121	Identisys		194.13		1 Transactions		
3263	K&M Signs Inc.						
	01-200-000-0000-6302		150.00	#207, #202 decals	13960	Car Maintenance	N
3263	K&M Signs Inc.		150.00		1 Transactions		
9046	Loffler Companies, Inc.						
	01-200-000-0000-6250		157.78	Aug phone bill	IN-80010460387	Telephone	N
				08/01/2021	08/30/2021		
9046	Loffler Companies, Inc.		157.78		1 Transactions		
2880	Long Lake Conservation Ctr						
	01-200-201-0000-6610		17,400.00	Assisting agency housing	822	Equipment	N
2880	Long Lake Conservation Ctr		17,400.00		1 Transactions		
2991	Malmo Market						
	01-200-000-0000-6511		34.90	#211 gas	1021146	Gas And Oil	N
2991	Malmo Market		34.90		1 Transactions		
1652	Northland Fire Protection, LLC						
	01-200-000-0000-6231		1,137.95	deputy extinguisher inspection	45794	Services, Labor, Contracts	N
1652	Northland Fire Protection, LLC		1,137.95		1 Transactions		
10412	O'Reilly Auto Parts						
	01-200-000-0000-6302		7.35	headlight bulb	1878-494000	Car Maintenance	N
	01-200-000-0000-6302		0.04	exchange headlight bulb	1878-494005	Car Maintenance	N
10412	O'Reilly Auto Parts		7.31		2 Transactions		
12110	Revelin Vehicle Solutions, LLC						
	01-200-000-0000-6231		3,420.00	Outfit #202 K-9 squad	244	Services, Labor, Contracts	Y
	01-200-000-0000-6231		4,125.00	install new cam system x17	245	Services, Labor, Contracts	Y
12110	Revelin Vehicle Solutions, LLC		7,545.00		2 Transactions		
84172	Riverwood Healthcare Center						
	01-200-000-0000-6272		880.00	PRE-EMPLOYMENT PHYSICAL	CY5-DLK-F5S	Physical Examinations	6
	01-200-000-0000-6272		880.00	PRE-EMPLOYMENT PHYSICAL	G4R-YDN-J38	Physical Examinations	6

KMR1
8/16/21 2:16PM

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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
84172	Riverwood Healthcare Center		1,760.00	2 Transactions		
4135	Roadside Market					
	01-200-201-0000-6610		761.74	command center supplies	8060, 0857	Equipment G
4135	Roadside Market		761.74	1 Transactions		
13864	Sandberg/Kristi					
	01-200-000-0000-6150		1,000.00	AUGUST INSURANCE	8/1/21	Health Insurance-Employer N
13864	Sandberg/Kristi		1,000.00	1 Transactions		
4681	Streichers					
	01-200-000-0000-6409		10,177.93	ballistic vests x7	11511628	Deputy Supplies N
4681	Streichers		10,177.93	1 Transactions		
4711	Sunny's					
	01-200-201-0000-6610		138.00	command center supplies	1016726	Equipment G
4711	Sunny's		138.00	1 Transactions		
86235	The Office Shop Inc					
	01-200-000-0000-6405		82.87	office supplies	1099252-0	Office Supplies N
86235	The Office Shop Inc		82.87	1 Transactions		
13934	The Tire Barn					
	01-200-000-0000-6302		62.68	oil change, rotate #202	58855	Car Maintenance N
	01-200-000-0000-6302		62.68	oil change, rotate #223	58858	Car Maintenance N
	01-200-000-0000-6302		48.68	oil change #210	58908	Car Maintenance N
	01-200-000-0000-6302		72.94	pair wiper blades #224	58952	Car Maintenance N
13934	The Tire Barn		246.98	4 Transactions		
13848	WYATT'S TOWING & Recovery 24-7					
	01-200-000-0000-6359		237.00	21-1756 forfeiture	07-10-21	Wrecker Service Y
	01-200-000-0000-6359		220.00	20-2515 recovered	07-28-21	Wrecker Service Y
13848	WYATT'S TOWING & Recovery 24-7		457.00	2 Transactions		
200	DEPT Total:		53,070.42	Enforcement	25 Vendors	34 Transactions

KMR1
8/16/21 2:16PM

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	
202	DEPT		Boat & Water			
9203	AT&T Mobility					
	01-202-000-0000-6250		#208 cell, squad PC	287297906116	Telephone	N
9203	AT&T Mobility			1 Transactions		
13725	Beartooth True Value					
	01-202-000-0000-6405		bulk chain	A101043	Office Supplies	N
13725	Beartooth True Value			1 Transactions		
2340	Hyytinen Hardware Hank					
	01-202-000-0000-6405		trailer light kit	1652908	Office Supplies	N
	01-202-000-0000-6405		cable clamps	1656325	Office Supplies	N
	01-202-000-0000-6405		coil shut (x10)	1656831	Office Supplies	N
2340	Hyytinen Hardware Hank			3 Transactions		
13934	The Tire Barn					
	01-202-000-0000-6302		tire repair, RR nail	58826	B&W Maintenance	N
	01-202-000-0000-6302		'12 Chev oil change, rotate	58974	B&W Maintenance	N
13934	The Tire Barn			2 Transactions		
202	DEPT Total:		409.70 Boat & Water	4 Vendors	7 Transactions	

KMR1
8/16/21 2:16PM

Aitkin County



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

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.</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>	
206	DEPT				Forfeitures			
	117 Aitkin County Sheriff							
	01-206-000-0000-6409			25.00	title forfeited vehicle	07/29/2021	Forfeiture Supplies	N
	117 Aitkin County Sheriff			25.00		1 Transactions		
206	DEPT Total:			25.00	Forfeitures	1 Vendors	1 Transactions	

KMR1
8/16/21 2:16PM
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
252	DEPT		Corrections			
14005	American Tower Corporation					
	01-252-000-0000-6231		367.13	Jacobson tower lease	408539675	Services, Labor, Contracts N
14005	American Tower Corporation		367.13	1 Transactions		
9203	AT&T Mobility					
	01-252-000-0000-6250		99.87	dispatch, xport cells	287297906116	Telephone N
9203	AT&T Mobility		99.87	1 Transactions		
5398	CDW Government, Inc					
	01-252-000-0000-6405		502.17	monitors (x3)	D785797	Office Supplies N
5398	CDW Government, Inc		502.17	1 Transactions		
15080	Charm-Tex, Inc.					
	01-252-000-0000-6590		447.25	mops, brooms, handles	0257069-IN	Repair & Maintenance Supplies N
15080	Charm-Tex, Inc.		447.25	1 Transactions		
163	Charter Communications Holdings LLC					
	01-252-252-0000-6405		199.76	inmate cable	6081072821	Prisoner Welfare N
163	Charter Communications Holdings LLC		199.76	1 Transactions		
10855	Culligan Water					
	01-252-000-0000-6231		55.00	monthly cooler rental	150X01245109	Services, Labor, Contracts N
10855	Culligan Water		55.00	1 Transactions		
88628	Dalco Enterprises, Inc.					
	01-252-000-0000-6422		285.87	janitorial supplies	3809330	Janitorial Supplies N
	01-252-000-0000-6422		11.16	lined glove	3815305	Janitorial Supplies N
	01-252-000-0000-6422		530.60	janitorial supplies	3815322	Janitorial Supplies N
88628	Dalco Enterprises, Inc.		827.63	3 Transactions		
1775	Galls LLC					
	01-252-000-0000-6410		120.43	Tori pant	018807051	Clothing Allowance N
	01-252-000-0000-6409		71.97	cuff keys	018893162	Jail Supplies N
1775	Galls LLC		192.40	2 Transactions		
15362	GuidePoint Pharmacy #114 Aitkin					
	01-252-000-0000-6262		1,655.64	inmate meds	Acct #30	Medical Expenses & Supplies - Inmates N

KMR1
8/16/21 2:16PM
1 General Fund

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
15362	GuidePoint Pharmacy #114 Aitkin		1,655.64		1 Transactions		
2340	Hyytinen Hardware Hank 01-252-000-0000-6420		17.96	kitchen 11 inch matches	1656947	Food Service Supplies	N
2340	Hyytinen Hardware Hank		17.96		1 Transactions		
9046	Loffler Companies, Inc. 01-252-000-0000-6250		76.17	Aug phone bill 08/01/2021	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.		76.17		1 Transactions		
13691	MEnd Correctional Care, PLLC 01-252-000-0000-6262		7,668.85	August healthcare services	5913	Medical Expenses & Supplies - Inmates	6
	01-252-000-0000-6262		2,250.00	August add'l nursing services	5913	Medical Expenses & Supplies - Inmates	6
13691	MEnd Correctional Care, PLLC		9,918.85		2 Transactions		
89765	Minnesota Elevator, Inc 01-252-000-0000-6231		191.91	August monthly service	920429	Services, Labor, Contracts	N
89765	Minnesota Elevator, Inc		191.91		1 Transactions		
1652	Northland Fire Protection, LLC 01-252-000-0000-6231		651.85	jail extinguisher inspection	45792	Services, Labor, Contracts	N
1652	Northland Fire Protection, LLC		651.85		1 Transactions		
3789	Pan-O-Gold Baking Company 01-252-000-0000-6418		114.78	groceries	10002421210011	Groceries	N
	01-252-000-0000-6418		78.78	groceries	10002421217015	Groceries	N
3789	Pan-O-Gold Baking Company		193.56		2 Transactions		
11538	RCB Collections Range Credit Bureau Inc 01-252-000-0000-6231		15.00	background credit reports	24933	Services, Labor, Contracts	N
11538	RCB Collections Range Credit Bureau Inc		15.00		1 Transactions		
9295	Reinhart Foodservice 01-252-000-0000-6418		2,266.35	groceries	694639	Groceries	N
	01-252-000-0000-6418		2,060.10	groceries	703385	Groceries	N
	01-252-000-0000-6418		41.78-	return pork fritters	706737	Groceries	N
	01-252-000-0000-6418		41.78-	return groceries	710574	Groceries	N

KMR1
8/16/21 2:16PM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rot	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9295	Reinhart Foodservice		4,242.89		4 Transactions		
86235	The Office Shop Inc 01-252-000-0000-6405		82.87	office supplies	1099252-0	Office Supplies	N
86235	The Office Shop Inc		82.87		1 Transactions		
252	DEPT Total:		19,737.91	Corrections	18 Vendors	26 Transactions	

KMR1
8/16/21 2:16PM

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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
253	DEPT			Sentence to Serve			
9203	AT&T Mobility						
	01-253-000-0000-6250		38.23	STS laptop	287297906116	Telephone	N
9203	AT&T Mobility		38.23	1 Transactions			
7525	Hometown Bldg Supply						
	01-253-000-0000-6405		69.22	treated lumber	2107-041557	Operating Supplies	N
7525	Hometown Bldg Supply		69.22	1 Transactions			
2340	Hyytinen Hardware Hank						
	01-253-000-0000-6405		3.99	STS lithium batteries	1655810	Operating Supplies	N
2340	Hyytinen Hardware Hank		3.99	1 Transactions			
9046	Loffler Companies, Inc.						
	01-253-000-0000-6250		5.44	Aug phone bill	IN-80010460387	Telephone	N
				08/01/2021	08/30/2021		
9046	Loffler Companies, Inc.		5.44	1 Transactions			
86235	The Office Shop Inc						
	01-253-000-0000-6405		65.52	toner STS printer	65.52	Operating Supplies	N
86235	The Office Shop Inc		65.52	1 Transactions			
253	DEPT Total:		182.40	Sentence to Serve	5 Vendors	5 Transactions	

KMR1
8/16/21 2:16PM

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	
255	DEPT		General Crime Victim Grant			
	9046 Loffler Companies, Inc.					
	01-255-000-0000-6250		5.44 Aug phone bill	IN-80010460387	Telephone	N
			08/01/2021 08/30/2021			
	9046 Loffler Companies, Inc.		5.44 1 Transactions			
255	DEPT Total:		5.44 General Crime Victim Grant	1 Vendors	1 Transactions	

KMR1
8/16/21 2:16PM

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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
257	DEPT		Community Corrections			
783	Canon Financial Services, Inc 01-257-000-0000-6342		129.86	CANON COPIER CONTRACT 07/20/2021 08/19/2021	27140767	Office Equipment Rental/Contracts N
783	Canon Financial Services, Inc		129.86	1 Transactions		
9046	Loffler Companies, Inc. 01-257-000-0000-6220		54.40	Aug phone bill 08/01/2021 08/30/2021	IN-80010460387	Telephone N
9046	Loffler Companies, Inc.		54.40	1 Transactions		
11997	Minnesota Monitoring, Inc 01-257-000-0000-6342		2,658.75	PROBATION EHM COST 07/01/2021 07/31/2021	13314; 13327	Office Equipment Rental/Contracts N
	01-257-258-0000-6342		24.00	SOBRIETY COURT EHM COST 07/01/2021 07/31/2021	13314; 13327	Equipment Rental/Contracts-Home Moni N
11997	Minnesota Monitoring, Inc		2,682.75	2 Transactions		
9615	WEX BANK 01-257-257-0000-6335		74.97	ADULT PROBATION- FUEL 07/07/2021 08/06/2021	73333474	Gas/Vehicle Fuel Charges Y
	01-257-258-0000-6335		194.48	SOBRIETY COURT- FUEL 07/07/2021 08/06/2021	73333474	Gas/Vehicle Fuel Charges Y
9615	WEX BANK		269.45	2 Transactions		
257	DEPT Total:		3,136.46	Community Corrections	4 Vendors	6 Transactions

KMR1
 8/16/21 2:16PM
 1 General Fund

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	
390	DEPT				Environmental Health (FBL)			
4641	Holiday Credit Office							
	01-390-000-0000-6511			91.51	MONTHLY FUEL CHARGES	81121	Gas And Oil	N
4641	Holiday Credit Office			91.51	1 Transactions			
9046	Loffler Companies, Inc.							
	01-390-000-0000-6250			27.20	Aug phone bill	IN-80010460387	Telephone	N
					08/01/2021 08/30/2021			
9046	Loffler Companies, Inc.			27.20	1 Transactions			
390	DEPT Total:			118.71	Environmental Health (FBL)	2 Vendors	2 Transactions	

KMR1
8/16/21 2:16PM

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		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
391	DEPT				Solid Waste			
	10452	AT&T Mobility						
		01-391-000-0000-6250		44.89	MONTHLY CELLULAR CHARGES	287301120814	Telephone	N
					06/26/2021 07/25/2021			
	10452	AT&T Mobility		44.89	1 Transactions			
	9046	Loffler Companies, Inc.						
		01-391-000-0000-6250		10.88	Aug phone bill	IN-80010460387	Telephone	N
					08/01/2021 08/30/2021			
	9046	Loffler Companies, Inc.		10.88	1 Transactions			
	4010	Rasley Oil Company						
		01-391-000-0000-6511		23.37	MONTHLY FUEL CHARGES	81121	Gas And Oil	N
	4010	Rasley Oil Company		23.37	1 Transactions			
	11507	Waste Management of Minnesota, Inc						
		01-391-060-0000-6360		8,854.86	MONTHLY RECYCLING CONTRACT	008431628083	Recycling Contract	N
					07/01/2021 07/31/2021			
	11507	Waste Management of Minnesota, Inc		8,854.86	1 Transactions			
391	DEPT Total:			8,934.00	Solid Waste	4 Vendors	4 Transactions	

KMR1
8/16/21 2:16PM

Aitkin County



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

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
601	DEPT			Extension			
89471	Aitkin Co 4-H Council 01-601-551-0000-5840		360.00	9 PLAT BOOKS (#461-#469)	16288	4-H Plat Book Sales	N
89471	Aitkin Co 4-H Council		360.00	1 Transactions			
9046	Loffler Companies, Inc. 01-601-000-0000-6250		5.44	Aug phone bill 08/01/2021 08/30/2021	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.		5.44	1 Transactions			
11187	Regents Of The University of Minnesota 01-601-000-0000-6262		1,473.40	JULY 2021 SUMMER INTERN	03000027604	Univ Of Minn Contracts	N
	01-601-000-0000-6262		423.66	FED PORTION OF JUNE INTERN 05/10/2021 06/20/2021	0300027259	Univ Of Minn Contracts	N
11187	Regents Of The University of Minnesota		1,897.06	2 Transactions			
86235	The Office Shop Inc 01-601-000-0000-6405		10.20	CARD STOCK & COLOR PAPER	317228-0	Office Supplies	N
86235	The Office Shop Inc		10.20	1 Transactions			
601	DEPT Total:		2,272.70	Extension	4 Vendors	5 Transactions	

KMR1
 8/16/21 2:16PM
 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	Service Dates	Paid On Bhf #	On Behalf of Name	
700	DEPT		Promotion,AEOA Tran,Airport,RC&D,Touris			
9612	Discovery Publishing, Inc.					
	01-700-909-0000-6801		AD - MN WHEELIN	2533	Appropriations-Grant	Y
9612	Discovery Publishing, Inc.		1 Transactions			
700	DEPT Total:		Promotion,AEOA Tran,Airport,RC&D,Tou	1 Vendors	1 Transactions	

KMR1
8/16/21 2:16PM

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	
711	DEPT		Economic Development			
248	Association of Mn Counties 01-711-000-0000-6240		MAPCED DUES	12966	Membership/Dues/Association Fees	N
248	Association of Mn Counties		250.00	1 Transactions		
9046	Loffler Companies, Inc. 01-711-000-0000-6250		Aug phone bill 08/01/2021	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.		5.44	1 Transactions		
3195	MCCC LOCKBOX 01-711-000-0000-6405		ADOBE ACROBAT PRO	2107180	Office Supplies	N
3195	MCCC LOCKBOX		34.77	1 Transactions		
711	DEPT Total:		290.21	Economic Development	3 Vendors	3 Transactions
1	Fund Total:		152,590.98	General Fund		203 Transactions

KMR1
8/16/21 2:16PM

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

2 Reserves Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
49	DEPT		Information Technologies			
14071	Marco Technologies LLC					
	02-049-190-0000-6402					
	2,537.46		CISCO 48 PORT NW & DNA 0.0 EA	INV8980797	Network Equipment Reserve Expense - ITN	
14071	Marco Technologies LLC					
	2,537.46		1 Transactions			
49	DEPT Total:		Information Technologies	1 Vendors		1 Transactions
2	Fund Total:		Reserves Fund			1 Transactions

KMR1
8/16/21 2:16PM

Aitkin County



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		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT				R&B Administration			
	10855 Culligan Water							
	03-301-000-0000-6400			30.90	WATER/COOLER RENTAL	STMT	Supplies And Materials	N
	10855 Culligan Water			30.90	1 Transactions			
	11406 Innovative Office Solutions, LLC							
	03-301-000-0000-6400			78.84	OFFICE SUPPLIES	IN3432556	Supplies And Materials	N
	11406 Innovative Office Solutions, LLC			78.84	1 Transactions			
301	DEPT Total:			109.74	R&B Administration	2 Vendors	2 Transactions	

KMR1
 8/16/21 2:16PM
 3 Road & Bridge

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	
302	DEPT		R&B Engineering/Construction			
	3703 Frontier Precision, Inc					
	03-302-000-0000-6449		TRIMBLE LABOR	231704	R & B Engineer Supplies	N
	03-302-000-0000-6449		ENGINEERING EQUIPMENT	233070	R & B Engineer Supplies	N
	03-302-000-0000-6449		TRIMBLE BATTERY	234587	R & B Engineer Supplies	N
	3703 Frontier Precision, Inc		1,432.80			
				3 Transactions		
302	DEPT Total:		1,432.80	R&B Engineering/Construction	1 Vendors	3 Transactions

KMR1
8/16/21 2:16PM
3 Road & Bridge

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	
303	DEPT		R&B Highway Maintenance			
50	Aitkin Body Shop, Inc 03-303-000-0000-6298		MCGREGOR SHOP SUPPLIES	2136	Shop Maintenance	N
50	Aitkin Body Shop, Inc	41.41	1 Transactions			
13649	Aitkin Rental Center 03-303-000-0000-6521	375.00	DIVERSION CHANNEL	10740	Maintenance Supplies	N
13649	Aitkin Rental Center	375.00	1 Transactions			
195	Aitkin Tire Shop 03-303-000-0000-6590	520.00	TIRES	0-060899	Repair & Maintenance Supplies	N
195	Aitkin Tire Shop	520.00	1 Transactions			
12106	Antoine Electric 03-303-000-0000-6298	109.03	AITKIN SHOP	20501	Shop Maintenance	N
12106	Antoine Electric	109.03	1 Transactions			
10452	AT&T Mobility 03-303-000-0000-6254	38.23	MIKE LAPTOP SVC	287303768387X0	Utilities-Gas and Electric	N
	03-303-000-0000-6254	38.23	CAROL LAPTOP SVC	287303768387X0	Utilities-Gas and Electric	N
10452	AT&T Mobility	76.46	2 Transactions			
14887	Cintas Corporation 03-303-000-0000-6298	16.06	SHOP LAUNDRY	4091648707	Shop Maintenance	N
	03-303-000-0000-6298	16.06	SHOP LAUNDRY	4092324310	Shop Maintenance	N
14887	Cintas Corporation	32.12	2 Transactions			
2763	Countryside Sanitation 03-303-000-0000-6254	111.15	AUG MCGREGOR	830	Utilities-Gas and Electric	Y
	03-303-000-0000-6254	76.05	AUG PALISADE	831	Utilities-Gas and Electric	Y
2763	Countryside Sanitation	187.20	2 Transactions			
13127	ENVIROTECH SERVICES Inc. 03-303-000-0000-6520	3,885.00	APPLY CALCIUM CHLORIDE-ENBRIDG		Calcium Chloride Dust Control	N
	03-303-000-0000-6520	32,417.70	APPLY CALCIUM CHLORIDE		Calcium Chloride Dust Control	N
13127	ENVIROTECH SERVICES Inc.	36,302.70	2 Transactions			
11180	Fastenal Company 03-303-000-0000-6298	38.01	AITKIN SHOP SUPPLIES	MNBAX247322	Shop Maintenance	N

KMR1
8/16/21 2:16PM

Aitkin County



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	
11180	Fastenal Company			38.01				
					1 Transactions			
7060	Federated Co-Ops Inc.							
	03-303-000-0000-6297			680.81	MCGRATH PROPANE	660385	Shop Fuel	N
7060	Federated Co-Ops Inc.			680.81				
					1 Transactions			
9368	FirstSource							
	03-303-000-0000-6296			112.76	DRUG SCREEN	FL00465930	Meeting Expense/Physicals	Y
9368	FirstSource			112.76				
					1 Transactions			
1754	Garrison Disposal Company, Inc							
	03-303-000-0000-6254			140.28	AITKIN SHOP	173519	Utilities-Gas and Electric	N
	03-303-000-0000-6521			8.50	DOUBLE PD MSW TAX	835837	Maintenance Supplies	N
1754	Garrison Disposal Company, Inc			131.78				
					2 Transactions			
1818	Glen's Sign Design							
	03-303-000-0000-6516			180.00	E911 SIGNING		Signs & Posts	Y
1818	Glen's Sign Design			180.00				
					1 Transactions			
2089	Heartland Tire Inc							
	03-303-000-0000-6590			5,611.08	TIRES	15015825	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590			300.00	REPAIR LABOR	15015825	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590			244.00	REPAIR PARTS	15015825	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590			150.00	REPAIR LABOR	15015881	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590			39.20	REPAIR PARTS	15015881	Repair & Maintenance Supplies	Y
2089	Heartland Tire Inc			6,344.28				
					5 Transactions			
2340	Hyytinen Hardware Hank							
	03-303-000-0000-6298			52.68	PALISADE SHOP SUPPLIES	1652177	Shop Maintenance	N
	03-303-000-0000-6298			26.99	AITKIN SHOP SUPPLIES	1653217	Shop Maintenance	N
	03-303-000-0000-6516			44.98	SIGN SUPPLIES	1653441	Signs & Posts	N
	03-303-000-0000-6521			9.44	GUARD RAIL REPAIR	1653533	Maintenance Supplies	N
	03-303-000-0000-6298			32.57	AITKIN SHOP SUPPLIES	1653679	Shop Maintenance	N
	03-303-000-0000-6298			82.76	AITKIN SHOP SUPPLIES	1654308	Shop Maintenance	N
	03-303-000-0000-6298			26.98	AITKIN SHOP SUPPLIES	1655847	Shop Maintenance	N
	03-303-000-0000-6516			5.99	SIGN SUPPLIES	1657701	Signs & Posts	N
2340	Hyytinen Hardware Hank			282.39				
					8 Transactions			
9683	JENSEN CONCRETE PUMPING & SERVICE							

KMR1
8/16/21 2:16PM
3 Road & Bridge

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	
9683	JENSEN CONCRETE PUMPING & SERVICE!		DIVERSION CHANNEL	3699	Maintenance Supplies	N
			1 Transactions			
91187	Lake Country Power		JUN/JUL CSAH 14	141979801	Utilities-Gas and Electric	N
			JUN/JUL CSAH 6	141979901	Utilities-Gas and Electric	N
91187	Lake Country Power		2 Transactions			
9046	Loffler Companies, Inc.		Aug phone bill	IN-80010460387	Utilities-Gas and Electric	N
			08/01/2021 08/30/2021			
9046	Loffler Companies, Inc.		1 Transactions			
3100	McGregor Oil		PALISADE DIESEL	6828	Motor Fuel & Lubricants	N
			JACOBSON DIESEL	7804	Motor Fuel & Lubricants	N
3100	McGregor Oil		2 Transactions			
13711	Mickelson/Ben		WORK BOOT REIMBURSEMENT		Safety Footwear	N
13711	Mickelson/Ben		1 Transactions			
12927	Midwest Machinery Co.		REPAIR PARTS	2432779	Repair & Maintenance Supplies	N
			REPAIR PARTS-FILTERS	2443623	Repair & Maintenance Supplies	N
			REPAIR PARTS	2448437	Repair & Maintenance Supplies	N
12927	Midwest Machinery Co.		3 Transactions			
9179	NORTH CENTRAL INTERNATIONAL, LLC		REPAIR PARTS	X220016699:01	Repair & Maintenance Supplies	N
9179	NORTH CENTRAL INTERNATIONAL, LLC		1 Transactions			
4070	Riley Auto Supply		REPAIR PARTS	626022	Repair & Maintenance Supplies	N
			REPAIR PARTS	626115	Repair & Maintenance Supplies	N
			REPAIR PARTS	626357	Repair & Maintenance Supplies	N
			REPAIR PARTS	626371	Repair & Maintenance Supplies	N
			AITKIN SHOP SUPPLIES	626438	Shop Maintenance	N
			REPAIR PARTS	626489	Repair & Maintenance Supplies	N

KMR1
8/16/21 2:16PM
3 Road & Bridge

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	
4070	Riley Auto Supply			1,173.65		6 Transactions		
9176	SPARKY'S TOOLS, LLC							
	03-303-000-0000-6590			22.99	REPAIR PARTS	D 91705	Repair & Maintenance Supplies	N
9176	SPARKY'S TOOLS, LLC			22.99		1 Transactions		
90805	Temco							
	03-303-000-0000-6590			10.00	REPAIR LABOR	26137	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590			185.65	REPAIR PARTS	26137	Repair & Maintenance Supplies	Y
90805	Temco			195.65		2 Transactions		
13934	The Tire Barn							
	03-303-000-0000-6590			92.00	REPAIR LABOR	59073	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590			24.00	REPAIR PARTS	59073	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590			665.72	TIRES	59073	Repair & Maintenance Supplies	Y
13934	The Tire Barn			781.72		3 Transactions		
8364	Towmaster, Inc							
	03-303-000-0000-6590			190.35	REPAIR PARTS	441325	Repair & Maintenance Supplies	N
8364	Towmaster, Inc			190.35		1 Transactions		
6097	Verizon Wireless							
	03-303-000-0000-6254			427.06	DEPT CELL PHONES	9885344102	Utilities-Gas and Electric	N
6097	Verizon Wireless			427.06		1 Transactions		
8671	Village Laundromat & Car Wash, Inc							
	03-303-000-0000-6298			40.50	RAGS	474683	Shop Maintenance	N
8671	Village Laundromat & Car Wash, Inc			40.50		1 Transactions		
5171	Willey's Marine Inc							
	03-303-000-0000-6590			128.99	REPAIR PARTS	97281	Repair & Maintenance Supplies	N
5171	Willey's Marine Inc			128.99		1 Transactions		
303	DEPT Total:			54,549.96	R&B Highway Maintenance	30 Vendors	58 Transactions	

KMR1
8/16/21 2:16PM

Aitkin County



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	
307	DEPT				R&B Capital Infrastructure			
8694	Department of Transportation							
	03-307-000-0000-6260			1,336.39	STRUCT METALS/MAT INSP	P00013443	Professional Services	N
8694	Department of Transportation			1,336.39	1 Transactions			
2340	Hyytinen Hardware Hank							
	03-307-000-0000-6260			10.99	RAIN GAUGE	1653069	Professional Services	N
2340	Hyytinen Hardware Hank			10.99	1 Transactions			
307	DEPT Total:			1,347.38	R&B Capital Infrastructure	2 Vendors	2 Transactions	
3	Fund Total:			57,439.88	Road & Bridge		65 Transactions	

KMR1
8/16/21 2:16PM
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	
400	DEPT		Public Health Department			
9553	Aramark Uniform & Career Apparel Group 05-400-440-0410-6422		5.74 Cleaning Supplies 08/10/2021	253000032543	Janitorial Supplies	N
9553	Aramark Uniform & Career Apparel Group		5.74	1 Transactions		
10855	Culligan Water 05-400-440-0410-6301		20.62 Cooler Rental Service 08/01/2021	150-10016285-1	Equipment Lease/Space Rental	N
10855	Culligan Water		20.62	1 Transactions		
9046	Loffler Companies, Inc. 05-400-440-0410-6250		9.14 Aug phone bill 08/01/2021	IN-80010460387	Telephone	N
	05-400-440-0410-6250		2.28 Aug phone bill 08/01/2021	IN-80010460387	Telephone	N
	05-400-440-0410-6250		65.29 Aug phone bill 08/01/2021	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.		76.71	3 Transactions		
86235	The Office Shop Inc 05-400-440-0410-6405		41.44 PH-Black Ink Cartridge (EM) 07/08/2021	1098449-0	Office Supplies	N
	05-400-440-0410-6405		45.98 PH-Tri Color Inck Cartridge (E) 07/09/2021	1098449-1	Office Supplies	N
	05-400-440-0410-6405		5.61 Agency-9x12 Envelopes/Bic High 07/14/2021	1098770-0	Office Supplies	N
	05-400-440-0410-6405		9.64 Agency-Pens/Pencils 07/26/2021	1099212-0	Office Supplies	N
	05-400-440-0410-6405		1.42 Agency-Pens 07/27/2021	1099212-1	Office Supplies	N
	05-400-440-0410-6405		26.60 Acctg-Toner Cartridge 07/30/2021	1099470-0	Office Supplies	N
	05-400-440-0410-6405		4.81 Agency-Highliter/letter opener 07/30/2021	1099470-0	Office Supplies	N
	05-400-440-0410-6300		19.70 OSS-Copier Contract IRC5550I 07/26/2021	317325-0	Maintenance/Service Contracts	N
86235	The Office Shop Inc		155.20	8 Transactions		

KMR1
 8/16/21 2:16PM
 5 Health & Human Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 47

Vendor	Name		<u>Rpt</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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
10930	Tidholm Productions 05-400-440-0410-6405			45.92	Business Reply Envelopes 08/09/2021	2112 1002	Office Supplies	Y
10930	Tidholm Productions			45.92		1 Transactions		
400	DEPT Total:			304.19	Public Health Department	5 Vendors	14 Transactions	

KMR1
8/16/21 2:16PM
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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
420	DEPT		Income Maintenance			
9553	Aramark Uniform & Career Apparel Group 05-420-600-4800-6422		13.53	Cleaning Supplies 08/10/2021	253000032543	Janitorial Supplies N
9553	Aramark Uniform & Career Apparel Group		13.53	1 Transactions		
10855	Culligan Water 05-420-600-4800-6301		48.63	Cooler Rental Service 08/01/2021 08/31/2021	150-10016285-1	Equipment Lease/Space Rental N
10855	Culligan Water		48.63	1 Transactions		
9046	Loffler Companies, Inc. 05-420-600-4800-6250		21.55	Aug phone bill 08/01/2021 08/30/2021	IN-80010460387	Telephone N
	05-420-600-4800-6250		5.39	Aug phone bill 08/01/2021 08/30/2021	IN-80010460387	Telephone N
	05-420-600-4800-6250		59.84	Aug phone bill 08/01/2021 08/30/2021	IN-80010460387	Telephone N
	05-420-640-4800-6250		32.64	Aug phone bill 08/01/2021 08/30/2021	IN-80010460387	Telephone N
9046	Loffler Companies, Inc.		119.42	4 Transactions		
86235	The Office Shop Inc 05-420-600-4800-6405		13.22	Agency-9x12 Envelopes/Bic High 07/14/2021	1098770-0	Office Supplies N
	05-420-600-4800-6405		15.36	IM-Steno Books 07/14/2021	1098770-0	Office Supplies N
	05-420-600-4800-6405		22.71	Agency-Pens/Pencils 07/26/2021	1099212-0	Office Supplies N
	05-420-600-4800-6405		3.35	Agency-Pens 07/27/2021	1099212-1	Office Supplies N
	05-420-600-4800-6405		62.69	Acctg-Toner Cartridge 07/30/2021	1099470-0	Office Supplies N
	05-420-600-4800-6405		11.32	Agency-Highliter/letter opener 07/30/2021	1099470-0	Office Supplies N
	05-420-600-4800-6300		46.43	OSS-Copier Contract IRC5550I 07/26/2021	317325-0	Maintenance/Service Contracts N
86235	The Office Shop Inc		175.08	7 Transactions		

KMR1
 8/16/21 2:16PM
 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	
10930	Tidholm Productions 05-420-600-4800-6405		Business Reply Envelopes 08/09/2021	2112 1002	Office Supplies	Y
10930	Tidholm Productions			1 Transactions		
420	DEPT Total:		464.90 Income Maintenance	5 Vendors	14 Transactions	

KMR1
8/16/21 2:16PM
5 Health & Human Services

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
430	DEPT			Social Services			
9553	Aramark Uniform & Career Apparel Group 05-430-700-4800-6422		21.73	Cleaning Supplies 08/10/2021	253000032543	Janitorial Supplies	N
9553	Aramark Uniform & Career Apparel Group		21.73		1 Transactions		
10855	Culligan Water 05-430-700-4800-6301		78.10	Cooler Rental Service 08/01/2021	150-10016285-1	Equipment Lease/Space Rental	N
10855	Culligan Water		78.10		1 Transactions		
9046	Loffler Companies, Inc. 05-430-700-4800-6250		34.60	Aug phone bill 08/01/2021	IN-80010460387	Telephone	N
	05-430-700-4800-6250		8.65	Aug phone bill 08/01/2021	IN-80010460387	Telephone	N
	05-430-700-4800-6250		136.02	Aug phone bill 08/01/2021	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.		179.27		3 Transactions		
86235	The Office Shop Inc 05-430-700-4800-6405		14.41	SS-Wrist Rest (TL) 07/14/2021	1098770-0	Office Supplies	N
	05-430-700-4800-6405		21.24	Agency-9x12 Envelopes/Bic High 07/14/2021	1098770-0	Office Supplies	N
	05-430-700-4800-6405		36.48	Agency-Pens/Pencils 07/26/2021	1099212-0	Office Supplies	N
	05-430-700-4800-6405		5.38	Agency-Pens 07/27/2021	1099212-1	Office Supplies	N
	05-430-700-4800-6405		100.69	Acctg-Toner Cartridge 07/30/2021	1099470-0	Office Supplies	N
	05-430-700-4800-6405		18.18	Agency-Highliter/letter opener 07/30/2021	1099470-0	Office Supplies	N
	05-430-700-4800-6300		74.58	OSS-Copier Contract IRC5550I 07/26/2021	317325-0	Maintenance/Service Contracts	N
86235	The Office Shop Inc		270.96		7 Transactions		
10930	Tidholm Productions 05-430-700-4800-6405		173.84	Business Reply Envelopes	2112 1002	Office Supplies	Y

KMR1
 8/16/21 2:16PM
 5 Health & Human Services

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>
10930 Tidholm Productions		173.84	08/09/2021	1 Transactions	
430 DEPT Total:		723.90	Social Services	5 Vendors	13 Transactions
5 Fund Total:		1,492.99	Health & Human Services		41 Transactions

KMR1
8/16/21 2:16PM
9 State

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
0	DEPT		Undesignated			
1091	Commissioner Of Revenue					
	09-000-000-0000-2044		2,709.32	1ST HALF 2021 SM 20% SHARE	AITKIN COUNTY	20% Severed Mineral Tax N
	09-000-000-0000-2044		3,744.89	2019 SM 20% SHARE	AITKIN COUNTY	20% Severed Mineral Tax N
	09-000-000-0000-2044		2,739.18	2020 SM 20% SHARE	AITKIN COUNTY	20% Severed Mineral Tax N
1091	Commissioner Of Revenue		9,193.39	3 Transactions		
4580	Mn Dept Of Finance					
	09-000-000-0000-2030		825.00	Marriage Lic Fees - July 2021		State Fees, Assessments & Surcharges N
				07/01/2021 07/31/2021		
4580	Mn Dept Of Finance		825.00	1 Transactions		
0	DEPT Total:		10,018.39	Undesignated	2 Vendors	4 Transactions
9	Fund Total:		10,018.39	State		4 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

KMR1
8/16/21 2:16PM
10 Trust

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
900	DEPT		Timber Permit Bonds			
2424	Jobe/Pete					
	10-900-000-0000-2300		BOND REFUND	14045	Timber Permit Bonds	N
2424	Jobe/Pete					
		569.26				
		569.26				
			1 Transactions			
5791	Sappi					
	10-900-000-0000-2300		BOND REFUND	13979	Timber Permit Bonds	N
	10-900-000-0000-2300		BOND REFUND	14031	Timber Permit Bonds	N
		1,019.50				
		1,523.68				
5791	Sappi					
		2,543.18				
			2 Transactions			
900	DEPT Total:		Timber Permit Bonds	2 Vendors	3 Transactions	
		3,112.44				

KMR1
8/16/21 2:16PM
10 Trust

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
921	DEPT		Co. Development			
9046	Loffler Companies, Inc.					
	10-921-000-0000-6250		5.44	Aug phone bill 08/01/2021 08/30/2021	IN-80010460387	Telephone N
	10-921-000-0000-6250		5.44	Aug phone bill 08/01/2021 08/30/2021	IN-80010460387	Telephone N
	9046 Loffler Companies, Inc.		10.88	2 Transactions		
921	DEPT Total:		10.88	Co. Development	1 Vendors	2 Transactions

KMR1
8/16/21 2:16PM
10 Trust

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
923	DEPT			Forfeited Tax Sales			
86222	Aitkin Independent Age 10-923-000-0000-6230		67.14	BUD CAPPING AD	844631	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		67.14	1 Transactions			
170	Aitkin Motor Company 10-923-000-0000-6590		472.15	BRAKE PADS & CALIPERS - #317	34390	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		45.81	LOF - #315	34390	Repair & Maintenance Supplies	N
170	Aitkin Motor Company		517.96	2 Transactions			
10452	AT&T Mobility 10-923-000-0000-6250		701.66	PHONE BILL	287302631438	Telephone	N
10452	AT&T Mobility		701.66	1 Transactions			
13725	Beartooth True Value 10-923-000-0000-6406		220.13	HARDWARE	1009	Field Supplies	N
13725	Beartooth True Value		220.13	1 Transactions			
10855	Culligan Water 10-923-000-0000-6254		75.00	WATER 08/01/2021	10046456-2 08/31/2021	Utilities-Gas and Electric	N
10855	Culligan Water		75.00	1 Transactions			
1754	Garrison Disposal Company, Inc 10-923-000-0000-6231		110.30	GARBAGE	173473	Services, Labor, Contracts	N
1754	Garrison Disposal Company, Inc		110.30	1 Transactions			
2424	Jobe/Pete 10-923-000-0000-6820		282.12	OVERAPPRAISED REFUND	14045	Refunds & Reimbursements	N
2424	Jobe/Pete		282.12	1 Transactions			
9046	Loffler Companies, Inc. 10-923-000-0000-6250		76.17	Aug phone bill 08/01/2021	IN-80010460387 08/30/2021	Telephone	N
9046	Loffler Companies, Inc.		76.17	1 Transactions			
1652	Northland Fire Protection, LLC 10-923-000-0000-6405		385.40	FIRE EXTINGUISHER SERVICE	45791	Office Supplies	N

KMR1
8/16/21 2:16PM
10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099
No.	Account/Formula								On Behalf of Name	
1652	Northland Fire Protection, LLC			385.40						
						1 Transactions				
10412	O'Reilly Auto Parts									
	10-923-000-0000-6590			27.07	HYD FILTERS, MIRROR		1878493744		Repair & Maintenance Supplies	N
10412	O'Reilly Auto Parts			27.07		1 Transactions				
4010	Rasley Oil Company									
	10-923-000-0000-6511			1,365.06	GAS		18406		Gas And Oil	N
					07/01/2021	07/31/2021				
4010	Rasley Oil Company			1,365.06		1 Transactions				
4070	Riley Auto Supply									
	10-923-000-0000-6590			58.94	HOSE FITTINGS FOR GRADER		626237		Repair & Maintenance Supplies	N
4070	Riley Auto Supply			58.94		1 Transactions				
86235	The Office Shop Inc									
	10-923-000-0000-6405			424.88	CONTRACT CHG		317068		Office Supplies	N
	10-923-000-0000-6405			114.13	SUPPLIES		317068		Office Supplies	N
86235	The Office Shop Inc			539.01		2 Transactions				
15290	Tracked Vehicles LLC									
	10-923-000-0000-6231			8,160.00	ROADSIDE MOWING		6101-21		Services, Labor, Contracts	Y
15290	Tracked Vehicles LLC			8,160.00		1 Transactions				
9642	WEX BANK									
	10-923-000-0000-6511			3,079.69	GAS		73375759		Gas And Oil	N
					07/08/2021	08/07/2021				
9642	WEX BANK			3,079.69		1 Transactions				
923	DEPT Total:			15,665.65	Forfeited Tax Sales		15 Vendors		17 Transactions	

KMR1
 8/16/21 2:16PM
 10 Trust

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	
926	DEPT				Law Library			
	5173 Thomson Reuters-West Publishing							
	10-926-000-0000-6408			1,472.99	West info charges	844767547	Law Books	N
					07/01/2021 07/31/2021			
	10-926-000-0000-6408			981.66	10926.6408	844850768	Law Books	N
					08/01/2021 08/31/2021			
	5173 Thomson Reuters-West Publishing			2,454.65	2 Transactions			
926	DEPT Total:			2,454.65	Law Library	1 Vendors	2 Transactions	
10	Fund Total:			21,243.62	Trust		24 Transactions	

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	
925	DEPT				Resource Management			
14742	Berg/James M							
	11-925-000-0000-6330			18.48	NRAC MILEAGE	080921	Transportation/Travel/Parking	Y
	11-925-000-0000-6350			35.00	NRAC PER DIEM	080921	Per Diem	Y
14742	Berg/James M			53.48				
					2 Transactions			
12526	Bixby/James							
	11-925-000-0000-6330			35.84	NRAC - MILEAGE	080921	Transportation/Travel/Parking	Y
	11-925-000-0000-6350			35.00	NRAC - PER DIEM	080921	Per Diem	Y
12526	Bixby/James			70.84				
					2 Transactions			
589	Blomberg/Judith							
	11-925-000-0000-6330			18.03	NRAC MILEAGE	080921	Transportation/Travel/Parking	Y
	11-925-000-0000-6350			35.00	NRAC PER DIEM	080921	Per Diem	Y
589	Blomberg/Judith			53.03				
					2 Transactions			
1842	Gordon/Daniel							
	11-925-000-0000-6406			145.00	BOOT ALLOWANCE	081121	Field Supplies	N
1842	Gordon/Daniel			145.00				
					1 Transactions			
2270	Hoppe/Russell Peter							
	11-925-000-0000-6330			33.60	NRAC - MILEAGE	080921	Transportation/Travel/Parking	Y
	11-925-000-0000-6350			35.00	NRAC - PER DIEM	080921	Per Diem	Y
2270	Hoppe/Russell Peter			68.60				
					2 Transactions			
2340	Hyytinen Hardware Hank							
	11-925-000-0000-6406			22.99	GLOVES	9277364	Field Supplies	N
2340	Hyytinen Hardware Hank			22.99				
					1 Transactions			
10890	Insley/Kevin							
	11-925-000-0000-6330			24.64	NRAC MILEAGE	080921	Transportation/Travel/Parking	Y
	11-925-000-0000-6350			35.00	NRAC PER DIEM	080921	Per Diem	Y
10890	Insley/Kevin			59.64				
					2 Transactions			
2448	Janzen/Carroll Mark							
	11-925-000-0000-6330			31.36	NRAC MILEAGE	080921	Transportation/Travel/Parking	Y
	11-925-000-0000-6350			35.00	NRAC PER DIEM	080921	Per Diem	Y
2448	Janzen/Carroll Mark			66.36				
					2 Transactions			

KMR1
8/16/21 2:16PM
11 Forest Development

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	
5784	Lake/Robert					
	11-925-000-0000-6330		NRAC MILEAGE	080921	Transportation/Travel/Parking	Y
	11-925-000-0000-6350		NRAC PER DIEM	080921	Per Diem	Y
5784	Lake/Robert		50.68	2 Transactions		
11990	Lange/David					
	11-925-000-0000-6330		NRAC Mileage		Transportation/Travel/Parking	N
	11-925-000-0000-6350		NRAC Per Diem		Per Diem	Y
11990	Lange/David		73.08	2 Transactions		
9575	Perrine/Jessica					
	11-925-000-0000-6330		NRAC MILEAGE	080921	Transportation/Travel/Parking	Y
	11-925-000-0000-6350		NRAC - PER DIEM	080921	Per Diem	Y
9575	Perrine/Jessica		56.28	2 Transactions		
10906	Shipp/Dale					
	11-925-000-0000-6330		NRAC - MILEAGE	080921	Transportation/Travel/Parking	Y
	11-925-000-0000-6350		NRAC - PER DIEM	080921	Per Diem	Y
10906	Shipp/Dale		52.92	2 Transactions		
15229	Thompson/Dennis J					
	11-925-000-0000-6330		NRAC - MILEAGE	080921	Transportation/Travel/Parking	N
15229	Thompson/Dennis J		21.28	1 Transactions		
4927	Turnock/Franklin Allen					
	11-925-000-0000-6330		NRAC MILEAGE	080921	Transportation/Travel/Parking	Y
	11-925-000-0000-6350		NRAC PER DIEM	080921	Per Diem	Y
4927	Turnock/Franklin Allen		68.60	2 Transactions		
10017	Tveit/Galen					
	11-925-000-0000-6330		NRAC - MILEAGE	080921	Transportation/Travel/Parking	Y
	11-925-000-0000-6350		NRAC - PER DIEM	080921	Per Diem	Y
10017	Tveit/Galen		55.16	2 Transactions		
925	DEPT Total:		917.94	Resource Management	15 Vendors	27 Transactions

KMR1
8/16/21 2:16PM
11 Forest Development

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	
939	DEPT		County Surveyor			
10452	AT&T Mobility		PHONE BILL	287302631438	Telephone	N
	11-939-000-0000-6250					
10452	AT&T Mobility			1 Transactions		
2340	Hyytinen Hardware Hank		METAL DETECTOR BATTERIES	9277364	Supplies	N
	11-939-000-0000-6406					
2340	Hyytinen Hardware Hank			1 Transactions		
86235	The Office Shop Inc		STAPLER & PENS	317068	Office Supplies	N
	11-939-000-0000-6405					
86235	The Office Shop Inc			1 Transactions		
939	DEPT Total:		88.35	County Surveyor	3 Vendors	3 Transactions
11	Fund Total:		1,006.29	Forest Development		30 Transactions

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
521	DEPT				LLCC Administration			
2763	Countryside Sanitation 19-521-000-0000-6255			105.30	TRASH PICK UP 08/01/2021 08/31/2021	472	Garbage	Y
	2763 Countryside Sanitation			105.30	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 19-521-000-0000-6254			286.31	ELEC-ENERGY CENTER 07/01/2021 07/31/2021	271300502	Utilities-Gas and Electric	N
	19-521-000-0000-6254			294.02	ELEC-DINING HALL 07/01/2021 07/31/2021	271300601	Utilities-Gas and Electric	N
	19-521-000-0000-6254			321.87	ELEC-DORM 07/01/2021 07/31/2021	271300703	Utilities-Gas and Electric	N
	19-521-000-0000-6254			172.32	ELEC-STAFF RES. 07/01/2021 07/31/2021	271300901	Utilities-Gas and Electric	N
	3160 Mille Lacs Energy Coop-Albert Lea			1,074.52	4 Transactions			
14812	SCI Broadband/Savage Communications 19-521-000-0000-6250			673.19	MONTHLY TELEPHONE AND INTERNET 08/01/2021 08/31/2021	ACCT 024033167	Telephone	N
	14812 SCI Broadband/Savage Communications			673.19	1 Transactions			
86235	The Office Shop Inc 19-521-000-0000-6231			10.13	SUPPLIES 07/14/2021 07/14/2021		Services, Labor, Contracts	N
	86235 The Office Shop Inc			10.13	1 Transactions			
521	DEPT Total:			1,863.14	LLCC Administration	4 Vendors	7 Transactions	

KMR1
 8/16/21 2:16PM
 19 Long Lake Conservation Cer

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	
523	DEPT		LLCC Food				
9658	McMillan/Dave 19-523-000-0000-6418		56.33	FOOD FOR GROUP 08/08/2021		Groceries-Students	N
9658	McMillan/Dave		56.33	08/08/2021	1 Transactions		
4968	Upper Lakes Foods, Inc 19-523-000-0000-6420		810.07	FOOD ORDER 08/03/2021	857082-00	Food Service Supplies	N
4968	Upper Lakes Foods, Inc		810.07	08/03/2021	1 Transactions		
523	DEPT Total:		866.40	LLCC Food	2 Vendors	2 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	
524	DEPT		LLCC Maintenance			
9561	Amazon Business					
	19-524-000-0000-6422		42.59	FLOOR SCRUB PADS	17D1-JJTG-37YP	Janitorial Supplies N
9561	Amazon Business		42.59		1 Transactions	
13725	Beartooth True Value					
	19-524-000-0000-6590		42.08	KEYS	ACCT 1075	Repair & Maintenance Supplies N
				07/22/2021	07/22/2021	
13725	Beartooth True Value		42.08		1 Transactions	
524	DEPT Total:		84.67	LLCC Maintenance	2 Vendors	2 Transactions
19	Fund Total:		2,814.21	Long Lake Conservation Center		11 Transactions

KMR1
8/16/21 2:16PM
21 Parks

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	
520	DEPT		Parks			
9075	Aardvark by On Site Companies					
	21-520-000-0000-6231	Q	SATELLITE - ROUND LK 07/01/2021 07/31/2021	1173663	Services, Labor, Contracts	N
	21-520-000-0000-6231	Q	SATELLITE - BLIND LK 07/01/2021 07/31/2021	1173664	Services, Labor, Contracts	N
	21-520-000-0000-6231	Q	SATELLITE - SWATARA 07/01/2021 07/31/2021	1173665	Services, Labor, Contracts	N
	21-520-000-0000-6231	Q	SATELLITE - LONE LK 07/01/2021 07/31/2021	1173666	Services, Labor, Contracts	N
	21-520-000-0000-6231	Q	SATELLITE - LAWLER 07/01/2021 07/31/2021	1173667	Services, Labor, Contracts	N
	21-520-000-0000-6231	Q	SATELLITE - MCGREGOR 07/01/2021 07/31/2021	1173668	Services, Labor, Contracts	N
	21-520-000-0000-6231	Q	SATELLITE - MCGRATH 07/01/2021 07/31/2021	1173669	Services, Labor, Contracts	N
	21-520-000-0000-6231	Q	SATELLITE - AXTELL 07/01/2021 07/31/2021	1173670	Services, Labor, Contracts	N
9075	Aardvark by On Site Companies		1,149.00	8 Transactions		
10083	Cedarbrook Lumber Comp					
	21-520-000-0000-6231	B	GARDEN WALL - BERGLUND PARK	0344	Services, Labor, Contracts	N
10083	Cedarbrook Lumber Comp		486.23	1 Transactions		
2763	Countryside Sanitation					
	21-520-000-0000-6231		BERGLUND GARBAGE 09/01/2021 09/30/2021	840	Services, Labor, Contracts	Y
2763	Countryside Sanitation		292.50	1 Transactions		
10618	Erik's Lawn Service					
	21-520-000-0000-6231		MOWING OF PARKS 07/06/2021 07/30/2021	7657	Services, Labor, Contracts	Y
10618	Erik's Lawn Service		2,120.00	1 Transactions		
2340	Hyytinen Hardware Hank					
	21-520-000-0000-6523		LED BULB - BERGLUND	9277364	Misc Bldg & Shop Supplies	N
2340	Hyytinen Hardware Hank		18.98	1 Transactions		
12927	Midwest Machinery Co.					

KMR1
8/16/21 2:16PM
21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
12927	Midwest Machinery Co.			3,000.00	LAWNMOWER	2433538	Auto, Trailers, Snowmobiles, ATV	N
				3,000.00	1 Transactions			
10337	Mille Lacs Driftskippers			8,168.31	REDTOP ATV	2000713017	Trail Grants-State	N
				8,251.27	RED TOP TRAIL RFR 11-02-2020	722214	Trail Grants-State	N
10337	Mille Lacs Driftskippers	Q		16,419.58	2 Transactions			
3176	Mille Lacs Trails, Inc.			12,010.25	MILLE LACS TRAILS BM3	704917	Trail Grants-State	N
3176	Mille Lacs Trails, Inc.	Q		12,010.25	1 Transactions			
15211	Quality Disposal Systems Inc			187.20	SNAKE RIVER GARBAGE	1187622	Services, Labor, Contracts	N
					07/01/2021 07/31/2021			
15211	Quality Disposal Systems Inc			187.20	1 Transactions			
90805	Temco			9,772.48	FABRICATE GATE	26138	Trail Grants-State	Y
90805	Temco	Q		9,772.48	1 Transactions			
11507	Waste Management of Minnesota, Inc			91.26	GARBAGE - AITKIN CAMPGROUND	6706837-1767-2	Services, Labor, Contracts	N
				91.26	GARBAGE - JACOBSON CAMP	6845746-0412-1	Services, Labor, Contracts	N
11507	Waste Management of Minnesota, Inc			182.52	2 Transactions			
520	DEPT Total:			45,638.74	Parks	11 Vendors	20 Transactions	
21	Fund Total:			45,638.74	Parks		20 Transactions	
	Final Total:			294,782.56	260 Vendors	399 Transactions		

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	152,590.98	General Fund
	2	2,537.46	Reserves Fund
	3	57,439.88	Road & Bridge
	5	1,492.99	Health & Human Services
	9	10,018.39	State
	10	21,243.62	Trust
	11	1,006.29	Forest Development
	19	2,814.21	Long Lake Conservation Center
	21	45,638.74	Parks
	All Funds	294,782.56	Total

Approved by, _____

KMR1
8/17/21

9:56AM

Aitkin County

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



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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
8/17/21 9:56AM

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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1	5173 Thomson Reuters-West Publishing 01-090-000-0000-6406		6.00	LIBRARY PLAN CHARGES 08/01/2021 08/31/2021 1 Transactions	844861297	Law Publ. & Subscriptions	N
	5173 Thomson Reuters-West Publishing		6.00				
1 Fund Total:			6.00	General Fund	1 Vendors	1 Transactions	
Final Total:			6.00	1 Vendors	1 Transactions		

KMR1
8/17/21

9:56AM

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	6.00	General Fund
	All Funds	6.00	Total

Approved by,

.....

.....

WLC1
8/5/21 1:09PM

Aitkin County

2E



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

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

Real Estate Assurance

WLC1
8/5/21 1:09PM
9 State

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
1	4580 Mn Dept Of Finance 09-000-000-0000-2031		3,910.87	REAL ESTATE ASSURANCE-DEC 2019 12/01/2019 12/31/2019		Real Estate Assurance (Was 5874 And	N
2	09-000-000-0000-2031		150.00	REAL ESTATE ASSURANCE-JAN 2020 01/01/2020 01/31/2020		Real Estate Assurance (Was 5874 And	N
3	09-000-000-0000-2031		8,505.00	REAL ESTATE ASSURANCE-OCT 2020 10/01/2020 10/31/2020		Real Estate Assurance (Was 5874 And	N
4	09-000-000-0000-2031		357.00	REAL ESTATE ASSURANCE-JULY2021 07/01/2021 07/31/2021		Real Estate Assurance (Was 5874 And	N
5	09-000-000-0000-2031		390.00	REAL ESTATE ASSURANCE-MAR 2020 03/01/2020 03/31/2020		Real Estate Assurance (Was 5874 And	N
6	09-000-000-0000-2031		15.00	REAL ESTATE ASSURANCE-MAR 2021 03/01/2021 03/31/2021		Real Estate Assurance (Was 5874 And	N
7	09-000-000-0000-2031		2,562.00	REAL ESTATE ASSURANCE-JUNE2021 06/01/2021 06/30/2021		Real Estate Assurance (Was 5874 And	N
	4580 Mn Dept Of Finance		15,889.87	7 Transactions			
9 Fund Total:			15,889.87	State	1 Vendors	7 Transactions	
Final Total:			15,889.87	1 Vendors	7 Transactions		

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	9	15,889.87	State
	All Funds	15,889.87	Total

Approved by,

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

WLC1
8/5/21 1:09PM

Aitkin County



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

3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1	8499 R.C. Habeck Excavating, LLC 03-307-000-0000-6262		182,874.81	Partial Payment #2 07/13/2021 08/01/2021	20219	Contract Payments	N
	8499 R.C. Habeck Excavating, LLC		182,874.81	1 Transactions			
3 Fund Total:			182,874.81	Road & Bridge	1 Vendors	1 Transactions	
Final Total:			182,874.81	1 Vendors	1 Transactions		

WLC1
8/5/21

1:09PM

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	3	182,874.81	Road & Bridge
All Funds		182,874.81	Total

Approved by,

.....

.....

WLC1
8/11/21 11:35AM

Aitkin County

2G



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

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Hwy Dept. Contract Payments 8-13-21

WLC1
8/11/21 11:35AM

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
307	DEPT			R&B Capital Infrastructure			
8194	Gladen Construction Inc 03-307-000-0000-6262		255,458.32	Partial Payment #1 07/19/2021	20216	Contract Payments	N
				08/09/2021 1 Transactions			
8194	Gladen Construction Inc		255,458.32				
9457	Marvin Tretter, Inc 03-307-000-0000-6262		27,955.97	Partial Payment #4 05/07/2021	20205	Contract Payments	N
				08/10/2021 1 Transactions			
9457	Marvin Tretter, Inc		27,955.97				
9641	S & R REINFORCING, INC. 03-307-000-0000-6262		232,887.65	Partial Payment #3 07/19/2021	20212	Contract Payments	N
				08/10/2021 1 Transactions			
9641	S & R REINFORCING, INC.		232,887.65				
307	DEPT Total:		516,301.94	R&B Capital Infrastructure	3 Vendors	3 Transactions	
3	Fund Total:		516,301.94	Road & Bridge		3 Transactions	
	Final Total:		516,301.94	3 Vendors	3 Transactions		

Aitkin County

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



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	516,301.94	Road & Bridge
All Funds	516,301.94	Total

Approved by,

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

KMR1
8/16/21 4:13PM

Aitkin County

2H



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

Sales/Use and Diesel Tax: July 2021

KMR1
8/16/21 4:13PM

Aitkin County



Audit List for Board AUDITOR'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	
40	DEPT			Auditor			
89991	Bremer Bank						
	01-040-021-0000-5840		0.96	Receipt Nbr 16357 07/02/2021		Misc Receipts	N
	01-040-021-0000-5840		0.13	Receipt Nbr 16357 07/02/2021		Misc Receipts	N
	01-040-021-0000-5840		0.96	Receipt Nbr 16414 07/13/2021		Misc Receipts	N
	01-040-021-0000-5840		0.64	Receipt Nbr 16485 07/27/2021		Misc Receipts	N
89991	Bremer Bank		2.69	4 Transactions			
40	DEPT Total:		2.69	Auditor	1 Vendors	4 Transactions	

KMR1
8/16/21 4:13PM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

1 General Fund

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>
42	DEPT		Treasurer			
	89991 Bremer Bank					
	01-042-000-0000-5840		0.77	Receipt Nbr 16377 07/07/2021	Misc Receipts	N
	01-042-000-0000-5840		0.26	Receipt Nbr 16383 07/07/2021	Misc Receipts	N
	01-042-000-0000-5840		0.13	Receipt Nbr 16398 07/09/2021	Misc Receipts	N
	89991 Bremer Bank		1.16	3 Transactions		
42	DEPT Total:		1.16	Treasurer	1 Vendors	3 Transactions

KMR1
8/16/21 4:13PM

Aitkin County



Audit List for Board AUDITOR'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	
43	DEPT		Assessor			
	89991 Bremer Bank					
	01-043-000-0000-5840		0.26	Receipt Nbr 16396 07/09/2021	Misc Receipts	N
	01-043-000-0000-5840		0.51	Receipt Nbr 16411 07/12/2021	Misc Receipts	N
	01-043-000-0000-5840		0.51	Receipt Nbr 16444 07/19/2021	Misc Receipts	N
	89991 Bremer Bank		1.28	3 Transactions		
43	DEPT Total:		1.28	Assessor	1 Vendors	3 Transactions

KMR1
8/16/21 4:13PM

Aitkin County



Audit List for Board AUDITOR'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	
90	DEPT		Attorney			
89991	Bremer Bank					
	01-090-000-0000-5840		1.29 Receipt Nbr 16362 07/02/2021		Misc Receipts	N
	01-090-000-0000-5840		2.57 Receipt Nbr 16378 07/07/2021		Misc Receipts	N
	01-090-000-0000-5840		7.72 Receipt Nbr 16422 07/15/2021		Misc Receipts	N
	01-090-000-0000-5840		2.25 Receipt Nbr 16441 07/19/2021		Misc Receipts	N
	01-090-000-0000-5840		4.50 Receipt Nbr 16469 07/22/2021		Misc Receipts	N
	01-090-000-0000-5840		2.89 Receipt Nbr 16472 07/23/2021		Misc Receipts	N
	01-090-000-0000-5840		8.36 Receipt Nbr 16504 07/29/2021		Misc Receipts	N
89991	Bremer Bank		29.58	7 Transactions		
90	DEPT Total:		29.58	Attorney	1 Vendors	7 Transactions

KMR1
 8/16/21 4:13PM
 1 General Fund

Aitkin County



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

<u>Vendor</u>	<u>Name</u>	<u>Rpt</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			
89991	Bremer Bank					
	01-100-000-0000-5840		16.56	Receipt Nbr 2134 07/01/2021	Misc Receipts	N
	01-100-000-0000-5840		0.13	Receipt Nbr 2179 07/13/2021	Misc Receipts	N
	01-100-000-0000-5840		1.99	Receipt Nbr 2198 07/15/2021	Misc Receipts	N
	01-100-000-0000-5840		3.47	Receipt Nbr 2243 07/22/2021	Misc Receipts	N
89991	Bremer Bank		22.15	4 Transactions		
100	DEPT Total:		22.15	Recorder	1 Vendors	4 Transactions

KMR1
8/16/21 4:13PM

Aitkin County



Audit List for Board AUDITOR'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	
252	DEPT		Corrections			
89991	Bremer Bank					
	01-252-252-0000-5872		72.68	Receipt Nbr 16390 07/08/2021	Phone Card Prisoner Welfare(Taxable)	N
	01-252-252-0000-5872		71.63	Receipt Nbr 16451 07/20/2021	Phone Card Prisoner Welfare(Taxable)	N
	01-252-252-0000-5885		48.82	Receipt Nbr 16390 07/08/2021	Commissary Sales Taxable	N
	01-252-252-0000-5885		61.69	Receipt Nbr 16451 07/20/2021	Commissary Sales Taxable	N
	01-252-252-0000-5885		15.45	Receipt Nbr 16476 07/23/2021	Commissary Sales Taxable	N
	01-252-252-0000-5885		27.98	Receipt Nbr 16508 07/30/2021	Commissary Sales Taxable	N
89991	Bremer Bank		298.25			
				6 Transactions		
252	DEPT Total:		298.25	Corrections	1 Vendors	6 Transactions
1	Fund Total:		355.11	General Fund		27 Transactions

KMR1
8/16/21 4:13PM

Aitkin County



Audit List for Board AUDITOR'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	
0	DEPT		Undesignated			
89991	Bremer Bank					
	03-000-000-0000-5855		1.93 Receipt Nbr 16387 07/08/2021		Charges-Individuals	N
	03-000-000-0000-5855		7.72 Receipt Nbr 16397 07/09/2021		Charges-Individuals	N
	03-000-000-0000-5855		10.31 Receipt Nbr 16397 07/09/2021		Charges-Individuals	N
	03-000-000-0000-5855		3.86 Receipt Nbr 16417 07/14/2021		Charges-Individuals	N
	03-000-000-0000-5855		1.93 Receipt Nbr 16437 07/19/2021		Charges-Individuals	N
	03-000-000-0000-5855		6.43 Receipt Nbr 16450 07/20/2021		Charges-Individuals	N
	03-000-000-0000-5855		1.93 Receipt Nbr 16458 07/21/2021		Charges-Individuals	N
	03-000-000-0000-5855		6.88 Receipt Nbr 16458 07/21/2021		Charges-Individuals	N
	03-000-000-0000-5855		5.79 Receipt Nbr 16461 07/21/2021		Charges-Individuals	N
	03-000-000-0000-5855		1.93 Receipt Nbr 16473 07/23/2021		Charges-Individuals	N
	03-000-000-0000-5855		5.79 Receipt Nbr 16479 07/26/2021		Charges-Individuals	N
	03-000-000-0000-5855		0.13 Receipt Nbr 16485 07/27/2021		Charges-Individuals	N
	03-000-000-0000-5855		5.79 Receipt Nbr 16491 07/28/2021		Charges-Individuals	N
	03-000-000-0000-5855		13.51 Receipt Nbr 16503 07/29/2021		Charges-Individuals	N
	03-000-000-0000-5855		6.88 Receipt Nbr 16506 07/29/2021		Charges-Individuals	N
	03-000-000-0000-5857		8.39 Receipt Nbr 16397 07/09/2021		Culverts	N
	89991 Bremer Bank		94.99			
				17	Transactions	
0	DEPT Total:		94.99		Undesignated	
				1	Vendors	
						17 Transactions

KMR1
8/16/21 4:13PM

Aitkin County



Audit List for Board AUDITOR'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			
	89991 Bremer Bank					
	03-303-000-0000-6513		Diesel Tax: July 2021		Motor Fuel & Lubricants	N
	89991 Bremer Bank			1 Transactions		
303	DEPT Total:		601.92 R&B Highway Maintenance	1 Vendors	1 Transactions	
3	Fund Total:		696.91 Road & Bridge		18 Transactions	

KMR1
8/16/21 4:13PM
21 Parks

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
520	DEPT			Parks			
89991	Bremer Bank						
	21-520-000-0000-5510		11.58	Receipt Nbr 2283 07/01/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 2283 07/01/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 2285 07/02/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 2287 07/06/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		10.29	Receipt Nbr 2287 07/06/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 2288 07/07/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 2289 07/07/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 2294 07/08/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		9.01	Receipt Nbr 2295 07/09/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.29	Receipt Nbr 2295 07/09/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 2297 07/12/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 2298 07/12/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 2298 07/12/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 2298 07/12/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		28.30	Receipt Nbr 2299 07/13/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		20.92	Receipt Nbr 2299 07/13/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		9.33	Receipt Nbr 2299 07/13/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		9.01	Receipt Nbr 2299 07/13/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		10.29	Receipt Nbr 2301 07/14/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 2301 07/14/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 2301 07/14/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 2302 07/14/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 2303 07/14/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 2306 07/15/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 2306 07/15/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.79	Receipt Nbr 2306 07/15/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		9.01	Receipt Nbr 2309 07/16/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 2309 07/16/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 2309 07/16/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 2312 07/19/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.79	Receipt Nbr 2312 07/19/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 2313 07/19/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 2313 07/19/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		10.29	Receipt Nbr 2317 07/19/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		4.94	Receipt Nbr 2317 07/19/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		8.36	Receipt Nbr 2317 07/19/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510		17.39	Receipt Nbr 2317 07/19/2021		Co. Parks Campground Fees	N

KMR1
8/16/21 4:13PM
21 Parks

Aitkin County



Audit List for Board AUDITOR'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
	21-520-000-0000-5510			29.59	Receipt Nbr 2317 07/19/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			2.64	Receipt Nbr 2317 07/19/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			0.84	Receipt Nbr 2317 07/19/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			5.15	Receipt Nbr 2319 07/20/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			10.29	Receipt Nbr 2320 07/22/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			2.57	Receipt Nbr 2321 07/22/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			10.29	Receipt Nbr 2322 07/22/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			2.57	Receipt Nbr 2325 07/26/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			5.79	Receipt Nbr 2325 07/26/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			1.93	Receipt Nbr 2326 07/26/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			7.72	Receipt Nbr 2326 07/26/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			18.01	Receipt Nbr 2329 07/27/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			5.66	Receipt Nbr 2329 07/27/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			8.36	Receipt Nbr 2329 07/27/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			18.65	Receipt Nbr 2329 07/27/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			5.98	Receipt Nbr 2329 07/27/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			2.89	Receipt Nbr 2329 07/27/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			0.84	Receipt Nbr 2329 07/27/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			0.96	Receipt Nbr 2330 07/27/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			3.86	Receipt Nbr 2330 07/27/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			5.15	Receipt Nbr 2332 07/28/2021		Co. Parks Campground Fees	N
	21-520-000-0000-5510			2.57	Receipt Nbr 2333 07/29/2021		Co. Parks Campground Fees	N
89991	Bremer Bank			415.90		59 Transactions		
520	DEPT Total:			415.90	Parks	1 Vendors	59 Transactions	
21	Fund Total:			415.90	Parks		59 Transactions	
	Final Total:			1,467.92	9 Vendors	104 Transactions		

KMR1
8/16/21

4:13PM

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	355.11	General Fund
	3	696.91	Road & Bridge
	21	415.90	Parks
All Funds		1,467.92	Total

Approved by,

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



WLC1
8/5/21 9:03AM

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIONS

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

Camping Refunds

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

WLC1
8/5/21 9:03AM

Aitkin County



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

21 Parks

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>	
	8410 Bremer Bank						
1	21-520-000-0000-5510		50.00	Camping Refund	3621	Co. Parks Campground Fees	N
2	21-520-000-0000-5510		80.00	Camping Refund	4625	Co. Parks Campground Fees	N
	8410 Bremer Bank		130.00				
				2 Transactions			
21 Fund Total:			130.00	Parks	1 Vendors	2 Transactions	
Final Total:			130.00	1 Vendors	2 Transactions		

WLC1
8/5/21

9:03AM

Aitkin County



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

Page 3

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	21	130.00	Parks
All Funds		130.00	Total

Approved by,

.....

.....

WLC1
8/5/21 10:14AM

Aitkin County

2J



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 and Deed Tax

WLC1
8/5/21 10:14AM

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.</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>	
	780 Bremer Bank						
3	01-040-000-0000-5081		0.03	Mtg Reg July		Mortgage Registry-3%	N
4	01-042-000-0000-5079		0.01	Deed Tax July		3% State Deed Tax	N
	780 Bremer Bank		0.04		2 Transactions		
1 Fund Total:			0.04	General Fund	1 Vendors	2 Transactions	

WLC1
8/5/21 10:14AM
9 State

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
2	780 Bremer Bank 09-000-000-0000-2025		70,137.65	Deed Tax July		State's Share Of Deed Tax (97%)	N
1	780 Bremer Bank 09-000-000-0000-2026		46,141.55	Mtg Reg July		State Share Of Mortgage Registry (97%)	N
			116,279.20		2 Transactions		
9 Fund Total:			116,279.20	State	1 Vendors	2 Transactions	
Final Total:			116,279.24	2 Vendors	4 Transactions		

WLC1
8/5/21

10:14AM

Aitkin County



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

Page 4

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	0.04	General Fund
9	116,279.20	State
All Funds	116,279.24	Total

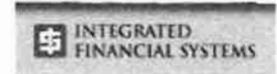
Approved by,

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

KMR1
8/6/21 11:46AM

Aitkin County

2K



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIONS

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 07/22/201 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

KMR1
8/6/21 11:46AM
1 General Fund

Aitkin County



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

Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
5462 Bremer Bank (Elan ACH)							
28	01-044-000-0000-6800		6,146.32-	ELAN - Paid 07.22.21 Allocated		ELAN - Statement Payment	N
25	01-122-000-0000-6208		45.00	UoffM Continue Ed - Soils 07/22/2021 07/22/2021		Training/Education	N
20	01-200-000-0000-6405		243.38	Card Reader, Shredder		Office Supplies	N
21	01-200-003-0000-6332		69.68	Training - Lodging #204 07/13/2021 07/14/2021		Hotel / Motel Lodging	N
18	01-200-003-0000-6340		17.58	Training - Meal #204 07/13/2021 07/13/2021		Meals (Overnight)	N
19	01-200-003-0000-6340		16.46	Training - Meal #204 07/14/2021 07/14/2021		Meals (Overnight)	N
15	01-053-000-0000-6231		225.00	Applicant 07/01/2021 08/01/2021	141525	Services, Labor, Contracts	N
22	01-044-000-0000-6231		15.98	Cisco - Webex 07/06/2021 08/05/2021	161-00344859	Services, Labor, Contracts	N
17	01-280-000-0000-6240		200.00	AMEM - Annual Dues	2022829-597	Membership/Dues/Association Fees	N
26	01-043-000-0000-6240		52.50	MAAO Membership-S. Parenteau	3287	Dues & License Renewal	N
27	01-044-048-0000-6405		184.23	Quadient - Ink Cartridge	676094	Postage Supplies	N
5462 Bremer Bank (Elan ACH)			5,076.51-	11 Transactions			
1 Fund Total:			5,076.51-	General Fund	1 Vendors	11 Transactions	

KMR1
8/6/21 11:46AM

Aitkin County



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

3 Road & Bridge

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>	
16	5462 Bremer Bank (Elan ACH) 03-303-000-0000-6296		100.00	MIP Inspector Re-Certification	329287	Meeting Expense/Physicals	N
	5462 Bremer Bank (Elan ACH)		100.00	1 Transactions			
3 Fund Total:			100.00	Road & Bridge	1 Vendors	1 Transactions	

KMR1
8/6/21 11:46AM
5 Health & Human Services

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
14	5462 Bremer Bank (Elan ACH) 05-400-420-4800-6406		139.93-	SAMHSA - Kitchen Supplies 07/08/2021		Program Supplies	N
3	05-400-430-0403-6406		50.00	C&TC Adobe Photoshop 07/02/2021		PH Program Related Supplies	N
11	05-400-430-0403-6406		808.56	C&TC -Fair Booth - Sunscreen 06/22/2021		PH Program Related Supplies	N
4	05-400-440-0410-6239		49.99	PH-Adobe Photoshop 07/02/2021		Software Fees/License Fees	N
12	05-400-440-0410-6239		2.80	Availity June '21 06/30/2021		Software Fees/License Fees	N
9	05-400-440-0410-6406		35.26	Fair Booth - Chair/Cooler 07/07/2021		PH Program Related Supplies	N
13	05-400-440-0410-6406		35.00	Fair Booth - State Park gift c 07/07/2021		PH Program Related Supplies	N
6	05-400-450-0451-6406		119.40	SHIP-HC CanvaPro 07/12/2021		PH Program Related Supplies	N
12	05-420-600-4800-6239		6.60	Availity June '21 06/30/2021		Software Fees/License Fees	N
12	05-430-700-4800-6239		10.60	Availity June '21 06/30/2021		Software Fees/License Fees	N
2	05-430-700-4800-6241		44.06	HCBS - Hoarding Conf Reg (TL) 07/13/2021		Meeting/Conference Registration Fee	N
8	05-430-700-4800-6405		14.77	Planner/Wall Calendar 07/02/2021		Office Supplies	N
10	05-430-700-4800-6450		385.00	SS-Plantronics Headset (AF) 07/07/2021		Small Equipment: Phones,Chairs,Tools	N
1	05-430-720-3980-6020		40.00	Bckgrd Ck - Daycare 07/14/2021	66094282	License And Resource Development	N
7	05-430-710-3190-6020		23.66	Phone Minutes 07/13/2021	66488046	Court Related Services & Activities	N
5	05-430-700-4800-6810		392.25	MH - Housing Motel stay 07/02/2021	66975894	Mh Init - Flex	N
	5462 Bremer Bank (Elan ACH)		1,878.02	16 Transactions			
5 Fund Total:			1,878.02	Health & Human Services	1 Vendors	16 Transactions	

KMR1
8/6/21 11:46AM
10 Trust

Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
24	5462 Bremer Bank (Elan ACH) 10-923-000-0000-6205		71.54	USPS	Postage	N
	5462 Bremer Bank (Elan ACH)		71.54	07/02/2021 07/08/2021 1 Transactions		
10 Fund Total:			71.54	Trust	1 Vendors	1 Transactions

KMR1
 8/6/21 11:46AM
 11 Forest Development

Aitkin County



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

<u>Vendor</u>	<u>Name</u>	<u>Rpt</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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
23	5462 Bremer Bank (Elan ACH) 11-925-000-0000-6610		2,949.99	Swisher Country Cut Mower	LMD2879138	Equipment	N
	5462 Bremer Bank (Elan ACH)		2,949.99	1 Transactions			
11 Fund Total:			2,949.99	Forest Development	1 Vendors	1 Transactions	

KMR1
 8/6/21 11:46AM
 19 Long Lake Conservation Cer

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>	
29	5462 Bremer Bank (Elan ACH) 19-522-000-0000-6416		76.96	Laminator & Pouches		Education Supplies	N
	5462 Bremer Bank (Elan ACH)		76.96	1 Transactions			
19 Fund Total:			76.96	Long Lake Conservation Center	1 Vendors	1 Transactions	
Final Total:			0.00	6 Vendors	31 Transactions		

KMR1
8/6/21

11:46AM

Aitkin County



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

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	-5,076.51	General Fund
	3	100.00	Road & Bridge
	5	1,878.02	Health & Human Services
	10	71.54	Trust
	11	2,949.99	Forest Development
	19	76.96	Long Lake Conservation Center
	All Funds	0.00	Total

Approved by,

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

KMR1
8/11/21 9:14AM

Aitkin County



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

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	
1	8410 Bremer Bank 01-044-904-0000-6360		Med FSA Claims 2021	39918402	Flex Plan Withdrawals	N
	8410 Bremer Bank		1 Transactions			
1 Fund Total:			131.73	General Fund	1 Vendors	1 Transactions
Final Total:			131.73	1 Vendors	1 Transactions	

KMR1
8/11/21

9:14AM

Aitkin County



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

Page 3

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	131.73	General Fund
All Funds		131.73	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request

2M
Agenda Item #

Requested Meeting Date: August 24, 2021

Title of Item: Appoint Kevin Stromberg for District 1 Board of Adjustment

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Andrew Carlstrom		Department: Planning & Zoning
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director		Estimated Time Needed: 2 minutes
Summary of Issue: Requesting the Appointment of Mr. Kevin Stromberg to the Board of Adjustment for District 1 in Aitkin County. Kevin will replace Mr. Marcus Marsh who resigned due to family commitments.		
Alternatives, Options, Effects on Others/Comments: N/A		
Recommended Action/Motion: Motion to Approve Appointment		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 500.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Mileage stipend to inspect properties, as well as meeting costs.		

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



Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: 08/24/2021

Title of Item: CCA Subsidy increase

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Kameron Genz		Department: Community Corrections
Presenter (Name and Title):		Estimated Time Needed: 0
Summary of Issue: Accept community corrections revised budget and revenue increase with regard to the updated 2021 CCA Subsidy. Previous subsidy amount was \$306,422. As of July 1, 2021, the total amount was increased to \$310,553. There is no increased expenditure.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve the revised budget submitted by Aitkin County Community Corrections reflecting the updated/increased Community Corrections Act subsidy amount for 2021.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Expenses did not change but revenue from the 2021 CCA Subsidy will increase.		



Central Office
1450 Energy Park Drive, Suite 200, St. Paul, MN 55108
Main: 651.361.7200 | Fax: 651.642.0223 | TTY: 800.627.3529
www.mn.gov/doc

August 4, 2021

Kameron Genz, Director
Aitkin Community Corrections
201 1st ST NW
Aitkin, MN 56431

Re: Updated- CY2021 CCA Subsidy Payment Schedule

Dear Kameron Genz,

Around August 7th, you will receive July's CCA subsidy payment for CY2021. Based on your CY2021 final financial status report and revised approved budget, your subsidy payments for CY2021 will be:

Calendar Year 2021 Subsidy Payments

January - June	\$153,210.00
July - December	<u>\$157,343.00</u>
Total Subsidy	<u>\$310,553.00</u>

Payment Schedule

January	\$25,535.00	July	\$26,224.00
February	\$25,535.00	August	\$26,224.00
March	\$25,535.00	September	\$26,224.00
April	\$25,535.00	October	\$26,224.00
May	\$25,535.00	November	\$26,224.00
June	<u>\$25,535.00</u>	December (Pay 12/20)	<u>\$26,223.00</u>
	<u>\$153,210.00</u>		<u>\$157,343.00</u>

Minimum Level Requirements:

County Spending	\$25,663.00
Training	\$6,211.00

If you have any concerns or questions, please contact me at 763-670-0027 or tenzin.chokden@state.mn.us.

Sincerely,

Tenzin Chokden
Accounting Officer Sr.

<p>Internal Use only: PO# 136810 Payable To: Anoka County 2100 3rd Ave #311 Anoka, MN 55303</p>

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Aitkin

Budget Year: 2021

Consolidated Budget

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				655,394
Service & Contractual				297,400
Travel				7,510
Training				6,311
Supplies & Materials				7,000
Capital Outlays				0
*Other Services (specify below)				0
Direct Budgeted Expenses	310,553	506,362	156,700	973,615
Use of State Institutions	0	0	0	0
Total Budgeted Expenses	310,553	506,362	156,700	973,615

Staff Training Budget (minimum requirement = 2% of Subsidy) 6,211

Minimum County/Group Level of Spending Current Year: 25,663

Percent of County budget 5%

<i>For Internal Use Only:</i>	
Fiscal Services Grant Administrator Approval & Date	_____
Date Notified Grants Administrator	_____



Board of County Commissioners Agenda Request

20

Agenda Item #

Requested Meeting Date: August 24, 2021

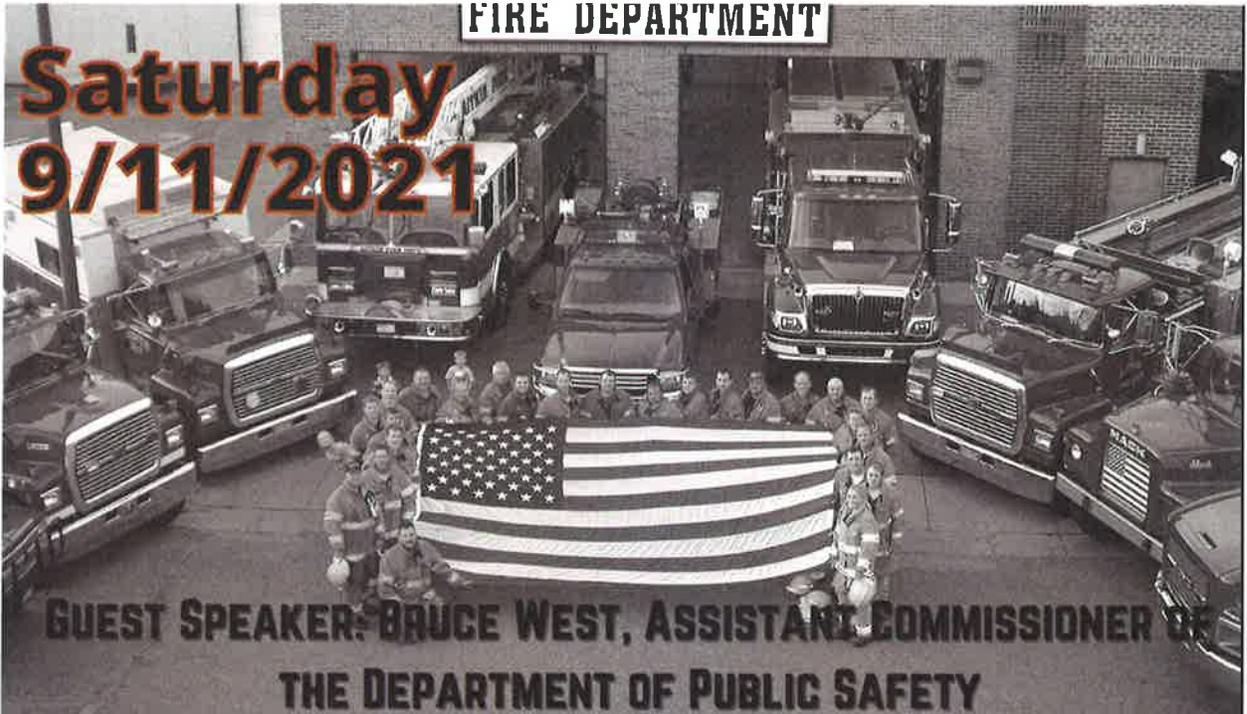
Title of Item: Approve Use of County Property

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: The Aitkin Fire Department is planning a special event on Saturday, September 11, 2021 in recognition of the 20th anniversary of 9/11 (please see attached flyer). Less than 300 attendees are expected. Flags will be placed on the front lawn of the Government/Judicial Center and a small ceremony will be held.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve use of county property for Aitkin Fire Department 9/11 memorial event.		
Financial Impact: <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.

FIRE DEPARTMENT

**Saturday
9/11/2021**



IN REMEMBRANCE OF 9/11/01

AITKIN FIRE DEPT 3.43K MEMORIAL WALK

20yr anniversary t-shirts will be available for purchase
Proceeds go to the MN Fallen Firefighters Foundation

Contact Seth Jacobs with ?'s
218-851-6648

3.43K memorial walk to honor all we lost in the terror attacks of 9/11/01. The walk will start promptly @8:46am from the Aitkin Fire Department (109 1st Ave NW) & end at the Aitkin County Courthouse. A short memorial presentation will take place at 9:45am. Open to ALL!





Board of County Commissioners Agenda Request

2P
Agenda Item #

Requested Meeting Date: August 24, 2021

Title of Item: Approve Affidavit for Duplicate of Lost Warrant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Julie Hughes		Department: Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Approve Affidavit for Dupllcate of Lost Municipal Order or Warrant: The Estate of Linda Borreson, Commissioner Warrant number 76215, dated October 8, 2018, in the amount of \$ 53.06		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Approve Affidavit for Duplicate of Lost Municipal Order or Warrant: The Estate of Linda Borreson, Commissioner Warrant number 76215, dated October 8, 2018, in the amount of \$ 53.06		
Financial Impact: <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.

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,)
) ss. The Estate of Linda Borreson
COUNTY OF AITKIN)

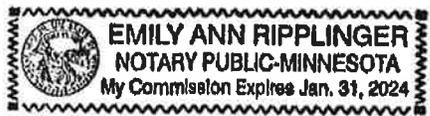
being duly sworn, on oath says; that (s)he is the owner of a certain commissioner warrant,
dated the Eighth day of October, 2018, numbered 76215 issued by Aitkin County to Linda Borreson
in the sum of \$ 53.06 has been LOST in the manner
("Lost" or "Destroyed")
following, to wit:

and that (s)he makes this affidavit for the purpose of having a duplicate thereof issued to him(her)
according to law; and to that end herewith files his (her) indemnifying bond, with sureties to be
approved, in the sum equal to double the amount of said commissioner warrant.

x Anne M. Nikedlas

Subscribed and sworn to before me this 10th day of August, 2021

Emily Ripplinger
Notary Public Benton County, Minnesota
My Commission Expires 1-31-2024





Board of County Commissioners Agenda Request

2Q
Agenda Item #

Requested Meeting Date: August 24, 2021

Title of Item: Large Assembly License - White Pine Logging

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sally M. Huhta		Department: Auditor's
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: <p style="text-align: center;">Seeking County Board approval for a Large Assembly License for September 4th, 5th & 6th, 2021 for the White Pine Logging & Threshing Show, subject to completion of all required paperwork and signatures.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: <p style="text-align: center;">See attached proposed Resolution</p>		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED August 24, 2021

By Commissioner: xxxx

20210824-xxx

Large Assembly License – White Pine Logging

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Application for Large Assembly:

White Pine Logging & Threshing Show – Williams Township. This is scheduled to take place September 4th, 5th & 6th, 2021 from 7:00 A.M. to 12:00 Midnight.

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 24th day of August, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24th day of August, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: August 24, 2021

Title of Item: Adopt Resolution Airport Improvement Program Project

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

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

ADOPTED August 24, 2021

By Commissioner:

20210824-xxx

FAA Airport Improvement Program Project

WHEREAS, It has been determined that the lighting at the Aitkin Municipal Airport requires upgrading and funds are available through the Federal Aviation Administration for improvement projects;

NOW THEREFORE BE IT RESOLVED that the Aitkin County Board of Commissioners does hereby adopt this resolution authorizing application and acceptance of Airport Improvement Program Project funds for the Aitkin Municipal – Steve Kurtz Field Airport.

Commissioner _____ 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 24th day of August, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24th day of August, 2021

Jessica Seibert
County Administrator



U.S. Department
of Transportation
Federal Aviation
Administration

Airports Division
Great Lakes Region
Minnesota, North Dakota, South Dakota

6020 28th Avenue S, Suite 102
Minneapolis, MN 55450

August 3, 2021

Ms. Jen Thompson
City of Aitkin
109 First Avenue NW
Aitkin, MN 56431

Dear Ms. Thompson:

We are transmitting to you for execution the Grant Offer for Airport Improvement Program (AIP) Project No. **3-27-0002-021-2021** at Aitkin Municipal-Steve Kurtz Field in Aitkin, Minnesota Airport. This letter outlines expectations for success. Please read the conditions and assurances carefully.

To properly enter into this agreement, you must do the following:

- a. The governing body must provide authority to execute the grant to the individual signing the grant; i.e. the sponsor's authorized representative.
- b. The sponsor's authorized representative must execute the grant by providing their electronic signature.
- c. Once the sponsor's authorized representative has electronically signed the grant, the sponsor's attorney will automatically be sent via email the grant to provide their electronic signature.
- d. You may not make any modification to the text, terms or conditions of the grant offer.
- e. Following the attorney's action, the executed grant will be automatically sent to all parties as an attachment to an email.

Subject to the requirements in 2 CFR §200.305, each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this System.

The terms and conditions of this agreement require you to complete the project without undue delay. We will be monitoring your progress to ensure proper stewardship of these Federal funds. **We expect you to submit payment requests for reimbursement of allowable incurred project expenses consistent with project progress.** Should you fail to make draws on a regular basis, your grant may be placed in "inactive" status, which will affect your ability to receive future grant offers.

Until the grant is completed and closed, you are responsible for submitting formal reports as follows:

- A signed/dated SF-270 (non-construction projects) or SF-271 or equivalent (construction projects) and SF-425 annually, due 90 days after the end of each federal fiscal year in which this grant is open (due December 31 of each year this grant is open); and
- Performance Reports, which are due within 30 days of the end of a reporting period as follows:
 1. Non-construction project: Due annually at end of the Federal fiscal year.
 2. Construction project: Submit FAA form 5370-1, Construction Progress and Inspection Report at the end of each fiscal quarter.

As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.

Once the project(s) is completed and all costs are determined, we ask that you close the project without delay and submit the necessary final closeout documentation as required by your Region/Airports District Office.

Jacob Martin, (612) 253-4634, is the assigned program manager for this grant and is readily available to assist you and your designated representative with the requirements stated herein. We sincerely value your cooperation in these efforts and look forward to working with you to complete this important project.

Sincerely,

A handwritten signature in blue ink that reads "E. Lindsay Butler". The signature is written in a cursive, flowing style.

E. Lindsay Butler
Deputy ADO Manager



U.S. Department
of Transportation
Federal Aviation
Administration

FAA Airport Improvement Program (AIP)

GRANT AGREEMENT

Part I - Offer

Federal Award Offer Date	August 3, 2021
Airport/Planning Area	Aitkin Municipal-Steve Kurtz Field Airport
FY2021 AIP Grant Number	3-27-0002-021-2021
Unique Entity Identifier	140063871

TO: **County & City of Aitkin**
 (herein called the "Sponsor")
Channeled through the State of Minnesota

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Project Application dated April 21, 2021, for a grant of Federal funds for a project at or associated with the Aitkin Municipal-Steve Kurtz Field Airport, which is included as part of this Grant Agreement; and

WHEREAS, the FAA has approved a project for the Aitkin Municipal-Steve Kurtz Field Airport (herein called the "Project") consisting of the following:

Reconstruct Runway 16/34 Medium Intensity Runway Lights

which is more fully described in the Project Application.

NOW THEREFORE, Pursuant to and for the purpose of carrying out the FAA Reauthorization Act of 2018 (Public Law Number 115-254); Title 49, United States Code (U.S.C.), Chapters 471 and 475; 49 U.S.C. §§ 40101 et seq., and 48103; the Department of Transportation Appropriations Act, 2021 (Public Law 116-260, Division L), as further amended by the American Rescue Plan Act of 2021 (Public Law 117-2); and the representations contained in the Project Application; and in consideration of: (a) the Sponsor's adoption and ratification of the Grant Assurances attached hereto (b) the Sponsor's acceptance of this Offer; and (c) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurance and conditions as herein provided;

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay 100 percent of the allowable costs incurred accomplishing the Project as the United States share of the Project.

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is **\$229,798.**

The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):

\$ 0 for planning

\$ 229,798 airport development or noise program implementation; and,

\$ 0 for land acquisition.

2. **Grant Performance.** This Grant Agreement is subject to the following Federal award requirements:
 - a. Period of Performance:
 1. Shall start on the date the Sponsor formally accepts this Agreement and is the date signed by the last Sponsor signatory to the Agreement. The end date of the Period of Performance is 4 years (1,460 calendar days) from the date of acceptance. The Period of Performance end date shall not affect, relieve, or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.
 2. Means the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions or budget periods. (2 Code of Federal Regulations (CFR) § 200.1).
 - b. Budget Period:
 1. For this Grant is 4 years (1,460 calendar days) and follows the same start and end date as the period of performance provided in Paragraph a.1. Pursuant to 2 CFR § 200.403(h), the Sponsor may charge to the Grant only allowable costs incurred during the Budget Period.
 2. Means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which the Sponsor is authorized to expend the funds awarded, including any funds carried forward or other revisions pursuant to § 200.308.
 - c. Close Out and Termination
 1. Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 120 calendar days after the end date of the period of performance. If the Sponsor does not submit all required closeout documentation within this time period, the FAA will proceed to close out the grant within one year of the period of performance end date with the information available at the end of 120 days. (2 CFR § 200.344).

2. The FAA may terminate this Grant, in whole or in part, in accordance with the conditions set forth in 2 CFR § 200.340, or other Federal regulatory or statutory authorities as applicable.
 3. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the FAA has determined to be ineligible or unallowable.
 4. **Indirect Costs - Sponsor.** The Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages.
 5. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with 49 U.S.C. § 47109, the regulations, policies, and procedures of the Secretary, and any superseding legislation. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.
 6. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this Agreement, 49 U.S.C. Chapters 471 and 475, and the regulations, policies, and procedures of the Secretary of Transportation ("Secretary"). Per 2 CFR § 200.308, the Sponsor agrees to report to the FAA any disengagement from performing the project that exceeds three months or a 25 percent reduction in time devoted to the project, and request prior approval from FAA. The report must include a reason for the project stoppage. The Sponsor also agrees to comply with the grant assurances, which are part of this Agreement.
 7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
 8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before August 30, 2021, or such subsequent date as may be prescribed in writing by the FAA.
 9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner for any project upon which Federal funds have been expended. For the purposes of this Grant Agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.
 10. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this Grant Agreement.
-

11. **System for Award Management (SAM) Registration and Unique Entity Identifier (UEI).**
- a. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this Grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
 - b. Unique entity identifier (UEI) means a 12-character alpha-numeric value used to identify a specific commercial, nonprofit or governmental entity. A UEI may be obtained from SAM.gov at <https://sam.gov/SAM/pages/public/index.jsf>.
12. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this Agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.
13. **Informal Letter Amendment of AIP Projects.** If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the FAA can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.
- The FAA can also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of Condition No. 1.
- The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous and in the best interests of the United States.
- An informal letter amendment has the same force and effect as a formal grant amendment.
14. **Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this Grant Agreement.
15. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all Federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
16. **Buy American.** Unless otherwise approved in advance by the FAA, in accordance with 49 U.S.C. § 50101, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under this grant. The Sponsor will include a provision implementing Buy American in every contract and subcontract awarded under this Grant.
17. **Maximum Obligation Increase.** In accordance with 49 U.S.C. § 47108(b)(3), as amended, the maximum obligation of the United States, as stated in Condition No. 1 of this Grant Offer:
- a. May not be increased for a planning project;
 - b. May be increased by not more than 15 percent for development projects if funds are available;
 - c. May be increased by not more than the greater of the following for a, land project, if funds are available:

1. 15 percent; or
2. 25 percent of the total increase in allowable project costs attributable to acquiring an interest in the land.

If the sponsor requests an increase, any eligible increase in funding will be subject to the United States Government share as provided in 49 U.S.C. § 47110, or other superseding legislation if applicable, for the fiscal year appropriation with which the increase is funded. The FAA is not responsible for the same Federal share provided herein for any amount increased over the initial grant amount. The FAA may adjust the Federal share as applicable through an informal letter of amendment.

18. Audits for Sponsors.

PUBLIC SPONSORS. The Sponsor must provide for a Single Audit or program-specific audit in accordance with 2 CFR Part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. Upon request of the FAA, the Sponsor shall provide one copy of the completed audit to the FAA.

19. Suspension or Debarment. When entering into a "covered transaction" as defined by 2 CFR § 180.200, the Sponsor must:

- a. Verify the non-Federal entity is eligible to participate in this Federal program by:
 1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if the non-Federal entity is excluded or disqualified; or
 2. Collecting a certification statement from the non-Federal entity attesting they are not excluded or disqualified from participating; or
 3. Adding a clause or condition to covered transactions attesting individual or firm are not excluded or disqualified from participating.
- b. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g. Sub-contracts).
- c. Immediately disclose to the FAA whenever the Sponsor (1) learns they have entered into a covered transaction with an ineligible entity or (2) suspends or debar a contractor, person, or entity.

20. Ban on Texting While Driving.

- a. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
 - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and

- b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- b. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts, and subcontracts funded with this Grant.

21. Trafficking in Persons.

- a. You as the recipient, your employees, subrecipients under this Grant, and subrecipients' employees may not –
 - 1. Engage in severe forms of trafficking in persons during the period of time that the Grant and applicable conditions are in effect;
 - 2. Procure a commercial sex act during the period of time that the Grant and applicable conditions are in effect; or
 - 3. Use forced labor in the performance of the Grant or any subgrants under this Grant.
- b. We as the Federal awarding agency, may unilaterally terminate this Grant, without penalty, if you or a subrecipient that is a private entity –
 - 1. Is determined to have violated a prohibition in paragraph a. of this condition; or
 - 2. Has an employee who is determined by the agency official authorized to terminate the Grant to have violated a prohibition in paragraph a. of this condition through conduct that is either –
 - a. Associated with performance under this Grant; or
 - b. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 49 CFR Part 29.
- c. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a. of this condition.
- d. Our right to terminate unilaterally that is described in paragraph a. of this condition:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this Grant Agreement.

22. Exhibit "A" Property Map. The Exhibit "A" Property Map dated May 18, 2015, is incorporated herein by reference or is submitted with the project application and made part of this Grant Agreement.

23. Employee Protection from Reprisal.

- a. Prohibition of Reprisals –
 - 1. In accordance with 41 U.S.C. § 4712, an employee of a Sponsor, grantee, subgrantee, contractor, or subcontractor may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph a.2. below, information that the employee reasonably believes is evidence of:

- i. Gross mismanagement of a Federal grant;
 - ii. Gross waste of Federal funds;
 - iii. An abuse of authority relating to implementation or use of Federal funds;
 - iv. A substantial and specific danger to public health or safety; or
 - v. A violation of law, rule, or regulation related to a Federal grant.
2. Persons and bodies covered. The persons and bodies to which a disclosure by an employee is covered are as follows:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Federal employee responsible for contract or grant oversight or management at the relevant agency;
 - v. A court or grand jury;
 - vi. A management official or other employee of the Sponsor, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct; or
 - vii. An authorized official of the Department of Justice or other law enforcement agency.
 3. Submission of Complaint — A person who believes that they have been subjected to a reprisal prohibited by paragraph a of this grant term may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.
 4. Time Limitation for Submittal of a Complaint — A complaint may not be brought under this condition more than three years after the date on which the alleged reprisal took place.
 5. Required Actions of the Inspector General — Actions, limitations, and exceptions of the Inspector General's office are established under 41 U.S.C. § 4712(b).
 6. Assumption of Rights to Civil Remedy — Upon receipt of an explanation of a decision not to conduct or continue an investigation by the Office of Inspector General, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c).

SPECIAL CONDITIONS

24. **Lighting.** The Sponsor must operate and maintain the lighting system during the useful life of the system in accordance with applicable FAA standards.
25. **Buy American Executive Orders.** The Sponsor agrees to abide by applicable Executive Orders in effect at the time this Grant Agreement is executed, including Executive Order 14005, Ensuring the Future Is Made in All of America by All of America's Workers.

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the Grant Assurances, terms, and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.¹

**UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION**



(Signature)

E. Lindsay Butler

(Typed Name)

Deputy Manager, FAA-DMA-ADO

(Title of FAA Official)

¹ Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

Part II - Acceptance

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the Grant Assurances, terms, and conditions in this Offer and in the Project Application.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.²

Dated August 3, 2021

City of Aitkin

(Name of Sponsor)

RoseBeverly
RoseBeverly (Aug 3, 2021 13:27 CDT)

(Signature of Sponsor's Authorized Official)

By: RoseBeverly

(Typed Name of Sponsor's Authorized Official)

Title: Airport Manager, Aitkin City Administrator

(Title of Sponsor's Authorized Official)

² Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

CERTIFICATE OF SPONSOR’S ATTORNEY

I, Heinrich A. Brucker, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Minnesota. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor’s official representative, who has been duly authorized to execute this Grant Agreement, which is in all respects due and proper and in accordance with the laws of the said State, the FAA Reauthorization Act of 2018 (Public Law Number 115-254); Title 49 U.S.C., Chapters 471 and 475; 49 U.S.C. §§ 40101, et seq., and 48103; and the Department of Transportation Appropriations Act, 2021 (Public Law 116-260, Division L), as further amended by the American Rescue Plan Act of 2021 (Public Law 117-2). In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.³

Dated at August 3, 2021

By:

Heinrich A. Brucker
Heinrich A. Brucker (Aug 3, 2021 14:00 CDT)
(Signature of Sponsor’s Attorney)

Part II - Acceptance

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the Grant Assurances, terms, and conditions in this Offer and in the Project Application.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.²

Dated _____

County of Aitkin

(Name of Sponsor)

(Signature of Sponsor's Authorized Official)

By: _____

(Typed Name of Sponsor's Authorized Official)

Title: _____

(Title of Sponsor's Authorized Official)

² Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

CERTIFICATE OF SPONSOR’S ATTORNEY

I, _____, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Minnesota. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor’s official representative, who has been duly authorized to execute this Grant Agreement, which is in all respects due and proper and in accordance with the laws of the said State, the FAA Reauthorization Act of 2018 (Public Law Number 115-254); Title 49 U.S.C., Chapters 471 and 475; 49 U.S.C. §§ 40101, et seq., and 48103; and the Department of Transportation Appropriations Act, 2021 (Public Law 116-260, Division L), as further amended by the American Rescue Plan Act of 2021 (Public Law 117-2). In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.³

Dated at _____

By:

(Signature of Sponsor’s Attorney)

ASSURANCES

AIRPORT SPONSORS

A. General.

- a. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
- b. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
- c. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this grant agreement.

B. Duration and Applicability.

1. Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.

The terms, conditions and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

2. Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.

The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

3. Airport Planning Undertaken by a Sponsor.

Unless otherwise specified in this grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 25, 30, 32, 33, and 34 in Section C apply to planning projects. The terms, conditions, and assurances of this grant agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport.

C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

1. General Federal Requirements

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

FEDERAL LEGISLATION

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act — 40 U.S.C. 276(a), et seq.¹
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act – 5 U.S.C. 1501, et seq.²
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.^{1 2}
- f. National Historic Preservation Act of 1966 – Section 106 - 16 U.S.C. 470(f).¹
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.¹
- h. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 – Section 102(a) - 42 U.S.C. 4012a.¹
- l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968 -42 U.S.C. 4151, et seq.¹
- s. Power plant and Industrial Fuel Use Act of 1978 – Section 403- 2 U.S.C. 8373.¹
- t. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.¹
- u. Copeland Anti-kickback Act - 18 U.S.C. 874.¹
- v. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.¹
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- x. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.²
- y. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.
- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

EXECUTIVE ORDERS

- a. Executive Order 11246 – Equal Employment Opportunity¹
- b. Executive Order 11990 – Protection of Wetlands
- c. Executive Order 11998 – Flood Plain Management
- d. Executive Order 12372 – Intergovernmental Review of Federal Programs
- e. Executive Order 12699 – Seismic Safety of Federal and Federally Assisted New Building Construction¹
- f. Executive Order 12898 – Environmental Justice

FEDERAL REGULATIONS

- a. 2 CFR Part 180 – OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement).
- b. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [OMB Circular A-87 Cost Principles Applicable to Grants and Contracts with State and Local Governments, and OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations].^{4, 5, 6}
- c. 2 CFR Part 1200 – Non-procurement Suspension and Debarment.
- d. 14 CFR Part 13 – Investigative and Enforcement Procedures
- e. 14 CFR Part 16 – Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- f. 14 CFR Part 150 – Airport noise compatibility planning.
- g. 28 CFR Part 35 – Discrimination on the Basis of Disability in State and Local Government Services.
- h. 28 CFR § 50.3 – U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- i. 29 CFR Part 1 – Procedures for predetermination of wage rates.¹
- j. 29 CFR Part 3 – Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.¹
- k. 29 CFR Part 5 – Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).¹
- l. 41 CFR Part 60 – Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).¹
- m. 49 CFR Part 18 – Uniform administrative requirements for grants and cooperative agreements to state and local governments.³
- n. 49 CFR Part 20 – New restrictions on lobbying.
- o. 49 CFR Part 21 – Nondiscrimination in federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- p. 49 CFR Part 23 – Participation by Disadvantage Business Enterprise in Airport Concessions.

- q. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.^{1 2}
- r. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.
- s. 49 CFR Part 27 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.¹
- t. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- u. 49 CFR Part 30 – Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- v. 49 CFR Part 32 – Government-wide Requirements for Drug-Free Workplace (Financial Assistance).
- w. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).
- x. 49 CFR Part 41 – Seismic safety of Federal and federally assisted or regulated new building construction.

SPECIFIC ASSURANCES

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this grant agreement.

FOOTNOTES TO ASSURANCE C.1.

¹ These laws do not apply to airport planning sponsors.

² These laws do not apply to private sponsors.

³ 49 CFR Part 18 and 2 CFR Part 200 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.

⁴ On December 26, 2013 at 78 FR 78590, the Office of Management and Budget (OMB) issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200. 2 CFR Part 200 replaces and combines the former Uniform Administrative Requirements for Grants (OMB Circular A-102 and Circular A-110 or 2 CFR Part 215 or Circular) as well as the Cost Principles (Circulars A-21 or 2 CFR part 220; Circular A-87 or 2 CFR part 225; and A-122, 2 CFR part 230). Additionally it replaces Circular A-133 guidance on the Single Annual Audit. In accordance with 2 CFR section 200.110, the standards set forth in Part 200 which affect administration of Federal awards issued by Federal agencies become effective once implemented by Federal agencies or when any future amendment to this Part becomes final. Federal agencies, including the Department of Transportation, must implement the policies and procedures applicable to Federal awards by promulgating a regulation to be effective by December 26, 2014 unless different provisions are required by statute or approved by OMB.

⁵ Cost principles established in 2 CFR part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.

⁶ Audit requirements established in 2 CFR part 200 subpart F are the guidelines for audits.

2. Responsibility and Authority of the Sponsor.**a. Public Agency Sponsor:**

It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Sponsor Fund Availability.

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this grant agreement which it will own or control.

4. Good Title.

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

5. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
- b. Subject to the FAA Act of 2018, Public Law 115-254, Section 163, it will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or

document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.

- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.
- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
- e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
- f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in this grant agreement and shall insure that such arrangement also requires compliance therewith.
- g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

6. Consistency with Local Plans.

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

7. Consideration of Local Interest.

It has given fair consideration to the interest of communities in or near where the project may be located.

8. Consultation with Users.

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

9. Public Hearings.

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

10. Metropolitan Planning Organization.

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

11. Pavement Preventive Maintenance.

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

12. Terminal Development Prerequisites.

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

13. Accounting System, Audit, and Record Keeping Requirements.

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United

States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. Minimum Wage Rates.

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

15. Veteran's Preference.

It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Section 47112 of Title 49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

16. Conformity to Plans and Specifications.

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the Secretary, shall be incorporated into this grant agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this grant agreement.

17. Construction Inspection and Approval.

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

18. Planning Projects.

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.

- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

19. Operation and Maintenance.

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for-
 - 1. Operating the airport's aeronautical facilities whenever required;
 - 2. Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
 - 3. Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

20. Hazard Removal and Mitigation.

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and

purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

22. Economic Nondiscrimination.

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to-
 - 1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
 - 2) charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
- d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
- e. Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.
- f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.
- g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
- h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.

- i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

23. Exclusive Rights.

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. Fee and Rental Structure.

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
 - 1. If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.

2. If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
3. Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at Section 47102 of title 49 United States Code), if the FAA determines the airport sponsor meets the requirements set forth in Sec. 813 of Public Law 112-95.
 - b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.
 - c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

26. Reports and Inspections.

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and
- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
 1. all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
 2. all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

27. Use by Government Aircraft.

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that –

- a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

28. Land for Federal Facilities.

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

- a. Subject to the FAA Reauthorization Act of 2018, Public Law 115-254, Section 163, it will keep up to date at all times an airport layout plan of the airport showing:
 1. Boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
 2. The location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;
 3. The location of all existing and proposed non-aviation areas and of all existing improvements thereon; and
 4. All proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.

- b. Subject to the FAA Reauthorization Act of 2018, Public Law 115-254, Section 163, if a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this grant.

- a. Using the definitions of activity, facility and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR § 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by, or pursuant to these assurances.
- b. Applicability
1. Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.
 2. Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
 3. Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.
- c. Duration.
- The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:
1. So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
 2. So long as the sponsor retains ownership or possession of the property.
- d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this grant agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

“The (**County & City of Aitkin**), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

e. Required Contract Provisions.

1. It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
2. It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
3. It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
4. It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:
 - a. For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order, (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport

development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund. If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.

- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, (1) upon application to the Secretary, be reinvested or transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order: (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund.
- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
- d. Disposition of such land under (a) (b) or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

32. Engineering and Design Services.

Engineering and Design Services. If any phase of such project has received Federal funds under Chapter 471 subchapter 1 of Title 49 U.S.C., it will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services in the same manner as a contract for architectural and engineering services is negotiated under Chapter 11 of Title 40 U. S. C., or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

33. Foreign Market Restrictions.

It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by

the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

34. Policies, Standards, and Specifications.

It will carry out any project funded under an Airport Improvement Program Grant in accordance with policies, standards, and specifications approved by the Secretary including, but not limited to, current FAA Advisory Circulars for AIP projects as of April 21, 2021.

35. Relocation and Real Property Acquisition.

- a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.
- b. It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.
- c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

36. Access By Intercity Buses.

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

37. Disadvantaged Business Enterprises.

The sponsor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1936 (31 U.S.C. 3801).

38. Hangar Construction.

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

39. Competitive Access.

- a. If the airport owner or operator of a medium or large hub airport (as defined in section 47102 of title 49, U.S.C.) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that-
 1. Describes the requests;
 2. Provides an explanation as to why the requests could not be accommodated; and
 3. Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.

Current FAA Advisory Circulars Required for Use in AIP Funded and PFC Approved Projects

View the most current versions of FAA's Advisory Circulars (A/Cs) here:

https://www.faa.gov/regulations_policies/advisory_circulars/

Airports A/Cs are found in the 150 series. In addition Airspace A/Cs, found in the 70 series, also may apply for certain projects.

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
--	--	--

* 3. Date Received: <input type="text"/>	4. Applicant Identifier: AIT
---	---------------------------------

5a. Federal Entity Identifier: 69592	5b. Federal Award Identifier: 3-27-0002-21-21
---	--

State Use Only:

6. Date Received by State: 04/15/2020	7. State Application Identifier: S.P. A0101-49
---------------------------------------	--

8. APPLICANT INFORMATION:

* a. Legal Name: Aitkin Municipal Airport Authority	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 41-6004918	* c. Organizational DUNS: 1400638710000

d. Address:

* Street1: 1198 Air Park Drive
Street2:
* City: Aitkin
County/Parish: Aitkin
* State: MN: Minnesota
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 56431-0000

e. Organizational Unit:

Department Name: d/b/a Steve Kurtz Field	Division Name:
---	----------------

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	* First Name: Thomas
Middle Name:	
* Last Name: Klevan	
Suffix:	

Title: Assistant North Region Engineer
--

Organizational Affiliation: MnDOT - Office of Aeronautics
--

* Telephone Number: 612-422-8602	Fax Number:
----------------------------------	-------------

* Email: thomas.klevan@state.mn.us

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

DOT - Federal Aviation Administration

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Runway 16/34 Lighting - Removal and replacement of airport runway lights, threshold lights, taxiway lights, and guidance signs.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="229,799.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="229,799.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

Ryan Gaug

Digitally signed by Ryan Gaug
Date: 2021.04.21 09:50:34
-05'00'

* Date Signed:

Airport: Aitkin Municipal Airport (AIT)
Sponsor: Aitkin Municipal Airport Authority (DUNS 140063871)
State Project No.: A0101-49
AIP: 3-27-0002-21-21
Description: Runway 16/34 Lighting (MIRLs)
Version: App (4/19/2021)

Description	Total	Federal Programs		MnDOT	Local
		AIP	ARPA		
Construction					
Schedule 1 - Runway 16/34 Lighting	\$ 163,497.32	\$ 147,147.59	\$ 16,349.73	\$ -	\$ -
Schedule 2 - Constant Current Regulator	\$ 9,902.00	\$ 8,911.80	\$ 990.20	\$ -	\$ -
CONSTRUCTION SUBTOTAL	\$ 173,399.32	\$ 156,059.39	\$ 17,339.93	\$ -	\$ -
Engineering					
Design & Bidding Services (Bolton & Menk, Inc)	\$ 29,900.00	\$ 26,910.00	\$ 2,990.00	\$ -	\$ -
Construction Engineering (Bolton & Menk, Inc)	\$ 26,000.00	\$ 23,400.00	\$ 2,600.00	\$ -	\$ -
ENGINEERING SUBTOTAL	\$ 55,900.00	\$ 50,310.00	\$ 5,590.00	\$ -	\$ -
Admin					
Estimated Admin Fees (0.22% of total cost)	\$ 500.00	\$ 450.00	\$ 50.00	\$ -	\$ -
ADMIN SUBTOTAL	\$ 500.00	\$ 450.00	\$ 50.00	\$ -	\$ -
TOTAL (before adjustments)	\$ 229,799.32	\$ 206,819.39	\$ 22,979.93	\$ -	\$ -
Grant Amounts	\$ 229,799.32	\$ 229,799.00	\$ -	\$ 0.32	
Overall Share Percentages		100.000%		0.000%	0.000%



March 18, 2021

Mr. Matt Lebens, P.E.
 Airport Development Engineer
 MnDOT Office of Aeronautics
 222 East Plato Blvd.
 St. Paul, MN 55107

RE: Grant Application
 Aitkin Airport (AIT)
 Runway 16/34 Lighting

Dear Mr. Lebens:

Please find enclosed the bid abstract, pre-construction photos, signed professional service agreement, SAMS registration, FAA cost-price analysis, and plans and specifications for the aforementioned project at the Aitkin Airport in Aitkin, Minnesota.

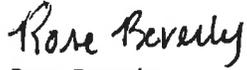
The aforementioned project involves removal and replacement of the airport runway lights, threshold lights, taxiway lights, and guidance signs.

The following is a breakdown of costs associated with this grant request:

CONSTRUCTION (PARSONS ELECTRIC, LLC)	TOTAL	FAA (90%)	ARPA FUNDS (10%)
SCHEDULE 1: RUNWAY 16/34 LIGHTING	\$163,497.32	\$147,147.59	\$16,349.73
SCHEDULE 2: CONSTANT CURRENT REGULATOR	\$9,902.00	\$8,911.80	\$990.20
TOTAL CONSTRUCTION:	\$173,399.32	\$156,059.39	\$17,339.93
ENGINEERING (BOLTON & MENK, INC.)	TOTAL	FAA (90%)	ARPA FUNDS (10%)
DESIGN AND BIDDING SERVICES	\$29,900.00	\$26,910.00	\$2,990.00
CONSTRUCTION ENGINEERING	\$26,000.00	\$23,400.00	\$2,600.00
TOTAL ENGINEERING:	\$55,900.00	\$50,310.00	\$5,590.00
CITY ADMINISTRATION (CITY OF PINE RIVER)	TOTAL	FAA (90%)	ARPA FUNDS (10%)
CITY ADMINISTRATION	\$500.00	\$450.00	\$50.00
TOTAL CITY ADMINISTRATION:	\$500.00	\$450.00	\$50.00
	TOTAL	FAA (90%)	ARPA FUNDS (10%)
TOTAL PROJECT COST:	\$229,799.32	\$206,819.39	\$22,979.93

The City of Aitkin requests a Federal grant agreement in the amount of \$ 229,799.32 for the aforementioned project. If you need any further information or documentation, please feel welcome to contact me at cityadmin@ci.aitkin.mn.us or 218-927-2527.

Sincerely,



Rose Beverly
City Administrator

cc: Jake Martin, FAA DMA-ADO
Don Berre, MnDOT Aeronautics
Ron Roetzel, Bolton & Menk, Inc.

Enclosures:

- Bid Abstract
- Pre-Construction Photos
- Signed Professional Service Agreement
- SAMS Registration
- FAA Cost-Price Analysis
- Plans and Specifications

ABSTRACT
RUNWAY 16/34 LIGHTING
AIP NO. 3-27-0002-20-21/SP NO. A0101-49
AITKIN AIRPORT (AIT)
AITKIN, MINNESOTA
BMI PROJECT NO. OTS.123164

03/17/2021 02:00 PM CDT

Line Item	Item Code	Item Description	UoM	Quantity	Engineer Estimate		1		2		3		4		5		6	
					Unit Price	Extension	Parsons Electric LLC	Neo Electrical Solutions	MP Nexlevel, LLC	Strata Corporation	HOLDEN ELECTRIC CO., INC	Design Electric, Inc.						
SCHEDULE 1: RUNWAY 16/34 LIGHTING																		
1	GP 70-08	PROVIDE & INSTALL RUNWAY CLOSURE CROSS	SET	1	\$3,000.00	\$3,000.00	\$3,918.00	\$3,918.00	\$1,100.00	\$1,100.00	\$4,676.00	\$4,676.00	\$12,000.00	\$12,000.00	\$7,350.00	\$7,350.00	\$8,188.96	\$8,188.96
2	GP 70-08	PROVIDE & INSTALL LOW PROFILE BARRICADE	EACH	3	\$300.00	\$900.00	\$157.00	\$471.00	\$700.00	\$600.00	\$700.00	\$600.00	\$500.00	\$1,500.00	\$265.00	\$795.00	\$321.00	\$963.00
3	C-105	MOBILIZATION	LUMP SUM	1	\$16,000.00	\$16,000.00	\$27,858.00	\$27,858.00	\$12,100.00	\$12,100.00	\$15,627.00	\$15,627.00	\$24,000.00	\$24,000.00	\$15,000.00	\$15,000.00	\$27,703.28	\$27,703.28
4	P-101-5.1	REMOVE EDGE LIGHT	EACH	57	\$30.00	\$1,710.00	\$48.36	\$2,756.52	\$95.00	\$5,415.00	\$74.00	\$4,218.00	\$170.00	\$6,840.00	\$220.00	\$12,540.00	\$457.20	\$26,060.40
5	P-101-5.2	REMOVE GUIDANCE SIGN	EACH	1	\$500.00	\$500.00	\$387.00	\$387.00	\$500.00	\$500.00	\$425.00	\$425.00	\$500.00	\$500.00	\$296.00	\$296.00	\$370.19	\$370.19
6	P-101-5.3	REMOVE, SALVAGE, AND REINSTALL YELLOW CONE	EACH	14	\$100.00	\$1,400.00	\$77.50	\$1,015.00	\$95.00	\$1,330.00	\$60.00	\$840.00	\$50.00	\$700.00	\$105.00	\$1,470.00	\$193.29	\$2,706.06
7	L-108-5.1	TRENCHING FOR ELECTRICAL CONDUIT, 18-INCH MINIMUM DEPTH	LIN FT	8500	\$2.00	\$17,000.00	\$0.25	\$2,125.00	\$1.50	\$12,750.00	\$2.39	\$20,315.00	\$2.50	\$21,250.00	\$3.73	\$31,713.50	\$3.75	\$31,875.00
8	L-108-5.2	SKV CABLE INSTALLED IN CONDUIT	LIN FT	8500	\$1.50	\$12,750.00	\$1.22	\$10,370.00	\$1.33	\$11,305.00	\$1.34	\$11,190.00	\$3.00	\$25,500.00	\$1.21	\$10,285.00	\$1.45	\$12,325.00
9	L-108-5.3	NO. 6 COPPER COUNTERPOISE WIRE W/GROUND RODS	LIN FT	8470	\$3.00	\$25,410.00	\$2.94	\$24,901.80	\$2.16	\$18,295.20	\$2.00	\$16,940.00	\$1.20	\$10,164.00	\$1.82	\$15,449.28	\$2.66	\$22,530.20
10	L-110-5.1	NON-ENCASED ELECTRICAL CONDUIT, 1-WAY 2-INCH	LIN FT	8500	\$3.50	\$29,750.00	\$0.75	\$6,375.00	\$1.10	\$9,350.00	\$2.47	\$20,995.00	\$5.00	\$42,500.00	\$1.50	\$12,750.00	\$1.75	\$10,675.00
11	L-125-5.1	L-861 MEDIUM INTENSITY RUNWAY LIGHT, LED	EACH	40	\$1,500.00	\$60,000.00	\$1,108.00	\$44,320.00	\$1,310.00	\$52,400.00	\$1,569.00	\$62,760.00	\$1,000.00	\$40,000.00	\$1,639.30	\$65,572.00	\$1,535.00	\$61,400.00
12	L-125-5.2	L-861SE MEDIUM INTENSITY RUNWAY THRESHOLD LIGHT, LED	EACH	16	\$1,500.00	\$24,000.00	\$1,248.00	\$19,968.00	\$1,490.00	\$23,840.00	\$1,695.00	\$27,120.00	\$1,400.00	\$22,400.00	\$1,776.68	\$28,426.88	\$1,664.78	\$26,636.48
13	L-125-5.3	L-861T MEDIUM INTENSITY TAXIWAY LIGHT, LED	EACH	16	\$1,500.00	\$24,000.00	\$959.00	\$15,344.00	\$1,198.00	\$19,168.00	\$1,408.00	\$22,528.00	\$800.00	\$12,800.00	\$1,472.50	\$23,560.00	\$1,988.36	\$32,213.76
14	L-125-5.4	L-858 GUIDANCE SIGN, 2 MODULE, LED	EACH	1	\$3,000.00	\$3,000.00	\$3,688.00	\$3,688.00	\$3,375.00	\$3,375.00	\$4,631.00	\$4,631.00	\$4,500.00	\$4,500.00	\$6,273.00	\$6,273.00	\$3,787.14	\$3,787.14
		SCHEDULE 1 BID AMOUNT				\$219,420.00		\$163,497.32		\$171,528.20		\$213,065.00		\$224,654.00		\$231,030.66		\$257,384.47
SCHEDULE 2: CONSTANT CURRENT REGULATOR																		
15	L-125-5.5	CONSTANT CURRENT REGULATOR, 4 KW, COMPLETE, IN PLACE	EACH	1	\$8,500.00	\$8,500.00	\$9,902.00	\$9,902.00	\$11,041.00	\$11,041.00	\$11,435.00	\$11,435.00	\$15,000.00	\$15,000.00	\$11,367.00	\$11,367.00	\$15,352.53	\$15,352.53
		SCHEDULE 2 BID AMOUNT				\$8,500.00		\$9,902.00		\$11,041.00		\$11,435.00		\$15,000.00		\$11,367.00		\$15,352.53
		TOTAL BID AMOUNT (SCHEDULE 1 + SCHEDULE 2)				\$227,920.00		\$173,399.32		\$182,569.20		\$224,500.00		\$239,654.00		\$242,397.66		\$272,737.00











Real People. Real Solutions.

**WORK ORDER 3
TO
PROFESSIONAL SERVICES CONTRACT
(DESIGN, BIDDING, AND CONSTRUCTION SERVICES)**

**DESIGN AND CONSTRUCTION
RUNWAY 16/34 AIRFIELD LIGHTING**

**AITKIN AIRPORT
AITKIN, MINNESOTA**

BETWEEN: The City of Aitkin
A Minnesota municipal corporation (CLIENT)

AND: (CONSULTANT)

EFFECTIVE DATE: December _____, 2020

RECITALS

1. The City of Aitkin and Aitkin County jointly owns and operates the Aitkin Airport located near Aitkin, MN.
2. This is **Work Order #3** to the Professional Services Contract, between the Aitkin Airport and Bolton & Menk, Inc. The Professional Services Contract effective March 8, 2019 is referred to herein as the “**Master Agreement**”.

AGREEMENT

DESCRIPTION

The CONSULTANT agrees to provide Design, Bidding, and Construction Administration Services for the construction of a new airfield lighting for Runway 16/34 and the north portion of Taxiway A, all at the Aitkin Airport (herein referred to as the **Project**).

PROJECT UNDERSTANDING

The existing MIRLs on Runway 16/34 are nearing the end of their useful life. The runway lighting electrical wiring and transformers are showing signs of deterioration and need replacement. The project includes removing the existing Runway 16/34 MIRLs and the installation of new MIRLs. The REILs and PAPIs will be replaced under a future contract.

I.A. BASIC SERVICES

BASIC SERVICES

For purposes of this Work Order, the Basic Services to be provided by the CONSULTANT are as follows:

1. DESIGN & BID ADMINISTRATION

1.1. Project Scoping

Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters and shall meet with FAA and MnDOT if needed and other concerned agencies and parties on matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor. It is anticipated that there will be a maximum of 3 meetings with the Sponsor and/or the FAA and MnDOT.

Through onsite evaluation, Consultant will evaluate and document the condition of the existing electrical system of the runway lighting as well as components of the electrical vault.

1.2. Project Meetings and Coordination with Sponsor, FAA, MnDOT, etc. Consultant shall coordinate with the subconsultants, sponsor, FAA, MnDOT and other applicable agencies to complete the work elements in Phase 1.

1.2.1. The task includes one meeting at the Airport, attended by the Project Manager. The Consultant will prepare for and conduct up to two (2) meetings at the Airport Sponsor to present the findings of the design phase and any alternatives and recommendations for the project. The result of the meeting(s) will be an agreed upon project design parameters to proceed forward with final construction documents.

1.2.2. Coordination with FAA, MnDOT, Local agencies, subconsultants, etc. The Consultant shall coordinate the project parameters and criteria with the project stakeholders including the FAA, State, Sponsor, and Project Manager.

1.2.3. This task includes one progress meeting per week will be held, one-hour in duration, with all design team members through the duration of the design phase.

1.2.4. Consultant will prepare agendas and minutes for each meeting referenced above.

1.2.5. Subconsultant will be used for portions of the Project.

1.3. Topographical Surveying

1.3.1. Coordination to collect existing data and locate utilities. This task includes data collection, as-built plan set review, and research of available existing survey information in order to gather information on existing topography and utilities. This also includes coordination for field utility locates with the Sponsor, FAA, and Mn/DOT.

1.3.2. Survey control. Survey control will be established and used for design surveys. The Consultant will provide a drawing showing the location of the existing or established control for the project and perform necessary bench loop and traverse procedures to

verify accuracy of vertical and horizontal control points. If applicable, the Consultant will establish runway end coordinates and centerline alignments and tie these into the project survey control. One trip will be required for a two-person survey crew to establish survey control for the project.

1.3.3. Field work. Survey work will include all utilities; pavement edges, and intermediate shots; ground shots; lights; signs; and electrical duct markers and hand holes. It is anticipated that the field work will require one trip to the airport by a one-person survey crew.

1.3.4. Convert survey data for design software. This work includes analyzing the topographical surveying data and preparing the data for use with computer modeling.

1.4. Aeronautical Survey (**Not required for this project**)

1.5. Geotechnical Investigation (**Not required for this project**)

1.6. Project Layout Sheet

Consultant shall complete a project layout sheet that will depict the proposed improvements.

1.7. FAA Pavement Design Report and Form 5100 (**Not required for this project**)

1.8. Construction Safety and Phasing Plan (CSPP)

Consultant will complete the Construction Safety and Phasing Plan (CSPP), and FAA will upload CSPP information through FAA's Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) website portal. The CSPP will be prepared according to current FAA Guidelines.

1.9. Modification of Airport Design Standards

As needed, the Consultant will prepare a Request for Modification of Federal Construction Standards if found to be necessary for the project. The Mod to Standards will discuss modifications required under the Bid Packages. The Mod to Standards will be submitted to the Sponsor for acceptance. This document will be forwarded to the FAA for approval along with final plans, contract documents and specifications.

1.10. Prepare 90% Plans, Specifications and Cost Estimate

Plans at 90% stage will be prepared for the Project. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project: "Taxiway A Reconstruction". The following list of drawings will be used as a guideline. Additional drawings may be added during the design phase, if required.

General:

G-001 Cover Sheet, Sheet Index & Symbols

G-003 General Notes

G-021 Project Layout Plan

~~G-061 Project Quantity Tables~~

G-081 Construction Operations & Phasing Plan

Geotechnical:

N/A

Civil:**General**

- C-021 Erosion Control Plans
- C-031 Erosion Control Details
- C-081 Geometrics
- ~~C-091 Existing Contours~~

Site

- ~~C-101 Grading & Drainage Plans~~
- ~~C-301 Typical Sections~~
- ~~C-311 Paving Details~~
- ~~C-321 Jointing Plans~~

Utility

N/A

Storm Sewer

N/A

Marking

N/A

X-Sections

N/A

Electrical:

- E-101 Electrical Removals Plan
- E-201 Electrical Layout Plan
- ~~E-401 Electrical Vault Layout~~
- E-501 Wiring Diagrams
- E-601 Electrical Details

1.10.1. Prepare 90% Specifications

This work includes preparation of standard and supplemental specifications, necessary to establish the construction requirements of the project. Standard FAA specifications will be assembled and reviewed for relevancy to the project. Additional specifications will be prepared to address work items or materials not covered by FAA specifications. In addition, supplemental specifications will be included, where deemed necessary. If included, supplemental specifications shall not revise nor override FAA standard specifications, unless approved as a Modification to Standards (MOS).

1.10.2. Prepare 90% Contract Documents

The Consultant will prepare the preliminary contract documents including invitation for bids, instruction to bidders, proposal, equal employment opportunity clauses, construction contract agreement, performance bond, payment bond, Federal Requirements, Preliminary Bid Schedule, Wage Rates, and general provisions. Preparation will include establishing the location for the bid opening, dates for advertisement, and description of the work schedule. Preliminary contract documents

will be prepared as early as possible during the design phase and submitted to the Owner for review by the Owner. Also review and incorporate the Sponsor's general provisions and contract clauses, as required.

1.10.3. Prepare 90% Special Provisions

The Consultant will prepare Special Provisions to address, or expand on, conditions that require additional clarification.

1.10.4. Conduct 90% Quality Control Reviews

a. Following the completion of the preliminary plans and specifications, the Engineer will complete a QC review of the 90% submittal and address all comments/updates. When the QC review is complete, the Consultant will submit a 90% set of drawings and specifications to the Sponsor for their review/comment and the FAA for their review and concurrence with the preliminary design.

1.10.5. Prepare 90% Engineer's Design Report

Prepare the 90% Engineer's Design Report in accordance with Section 900 of the AIP handbook and the FAA Central Region's AIP Sponsor Guide and submit to the FAA for their concurrence.

1.10.6. Prepare 90% Cost Estimate and Budget

Calculate estimated preliminary quantities for the various work items. Quantities will be consistent with the specifications and acceptable quantity calculation practices. Consultant will then use recent bid prices and industry standards to prepare a 30% and 90% cost estimates. Prepare total project budget using the FAA form "Final Project Cost Summary" format to determine FAA and Sponsor funds needed.

1.11. Prepare Final Plans and Specifications and Cost Estimate

1.11.1. A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the Sponsor's review of the 90% submittal.

1.11.2. Prepare Final Cost Estimate and Final Estimated Budget

Using the final quantities calculated following the completion of the plans and specifications, the Consultant will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers, and other databases available. Prepare final estimated total project budget using the FAA form "Final Project Cost Summary" format to determine FAA and Sponsor funds needed.

1.12. Prepare Construction Management Plan (**Not required for this project**)

1.13. Prepare Disadvantaged Business Plan (DBE) (**Not required for this project**)

1.14. Prepare Advertisement for Bids and Bid Documents

Consultant shall prepare, reproduce and distribute a total of 10 sets of bidding documents for the project. Consultant will submit a copy to the Sponsor for distribution to the local and selected publications of the pending project. The Sponsor shall pay for the associated cost of

advertising. In addition, electronic copies of the bid documents will be made available for download through the Quest Construction Document Network website (QuestCDN). The consultant will also keep a current list of plan holders and distribute this to interested parties upon request. This task includes coordination required to facilitate these requests.

1.15. Respond to Bidders Questions

During the bidding process, the Consultant will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

1.16. Prepare and Distribute Addendums

Consultant shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required by the Sponsor or the FAA. Addenda will be made available to the plan holders either through mail, electronic mail, hand delivering or via facsimile transmission. Any addenda that are generated as a sole result of the Sponsors error or omission will be considered as extra services and the Consultant shall be reimbursed for this effort as an amendment to this contract.

1.17. Bid Opening

The Consultant will attend the bid opening.

1.18. Bid Review and Bid Tabulation

Consultant shall advise Board as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. The Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. The Consultant shall input the as-bid unit prices into the spreadsheet and to verify mathematical computations of the bids. The Consultant will then provide recommendations to the Sponsor as to the name of the Apparent Low Bidder.

1.19. Prepare Recommendation for Award

The Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids as submitted. If rejection is recommended, the Consultant will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project. Once the Contract Award is made the Consultant will distribute the bid tabulations on request of the Sponsor.

1.20. Prepare Grant Application

The Application may be prepared after the project design has been completed and the bids accepted or the FAA may require the Application to be completed early during the design phase. Preparation of the Application will include the following:

- Prepare Federal Grant Preapplication Checklist
- Prepare FAA Form 5100-100 including Program Narrative, discussing the Purpose and Need of the Work and the Method of Accomplishment

- Prepare Project Schedule
- Prepare Project Costs Estimate and Funding Summary
- Prepare Exhibit
- Obtain photographs of project site to be submitted with application.

The Consultant will submit the Application to the Sponsor for approval and signatures. After obtaining the necessary signatures, the Sponsor will forward the signed Application to the FAA for further processing.

1.21. Environmental Review, CATEX

CONSULTANT will prepare a proposed actions graphic and Categorical Exclusion (CATEX) Checklist Form based upon FAA Orders 1050.1E and 5050.4B for the Project. CATEX Long Form (PPM 5050.20 Appendix C) will be prepared along with supporting research, analysis and documentation as required by the Federal Aviation Administration (FAA) for proposed Federal action. The following environmental impact categories will be evaluated during development of the CATEX:

Environmental Resource Area Review for Potential Effects and Impact:

- | | |
|---|--|
| a. Air Quality | m. Floodplains |
| b. Archaeological | n. Hazardous Materials |
| c. Biotic Communities | o. Historic |
| d. Coastal Resources | p. Light Emissions |
| e. Compatible Land Use | q. Natural Resources |
| f. Construction Impacts | r. Noise Levels |
| g. Endangered Species | s. Parks, Public Lands,
Refuges and Recreational
Resources |
| h. Energy Supply and Natural
Resources | t. Surface Transportation |
| i. Environmental Justice | u. Water Quality |
| j. Essential Fish Habitat | v. Wetlands |
| k. Farmland | w. Wild and Scenic Rivers |
| l. Migratory Bird Treaty Act | |

Other Required Environmental Considerations:

- | | |
|-----------------------|-------------------------|
| a. Connected Actions | d. Environmental Laws |
| b. Cumulative Actions | e. Highly Controversial |
| c. Cumulative Impacts | f. Community Disruption |

- g. Relocation Housing
- h. Social Impact
- i. Similar Actions

Completion of the CATEX research, analysis, and documentation outlined in this agreement does not guarantee FAA environmental approval of the proposed project. Any additional environmental work requested (i.e. additional field reviews, consultation, preparation of EA) will be considered additional work beyond the scope of this agreement.

2. CONSTRUCTION ADMINISTRATION

2.1. Pre-Construction Meeting

Consultant will arrange for and conduct the pre-construction meeting. The Project Manager and the Resident Engineer will establish this meeting to review Local, , Federal Aviation Administration (FAA) and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the Sponsor/Owner, IDOT (if available), Subconsultants, FAA (if available), Contractor, Subcontractors and utility companies. This task will include:

- Scheduling the meeting, sending invitations, providing meeting materials and pre-meeting exhibit and material preparation. Prepare and distribute agenda in advance of the meeting. Pre-construction meeting agenda items shall follow AC 150/5370-12B and the AIP Sponsor Guide Section 1000.
- Obtain and review the project construction schedules from the contractor or contractors prior to presentation at the preconstruction meeting. The Owner should be provided copies of all construction schedules.
- Prior to preconstruction meeting, furnish the name of the Project Engineer with qualifications for approval by the Owner. Project Engineer means Engineer as defined in Section 10 (Section 10-18) of the General Provisions of the construction documents.
- Preside at the preconstruction meeting, prepare a detailed record of the meeting and submit to the Owner and all participants.
- Provide Contractor with a list of required submittals to be provided by Contractor and discussed at the meeting.

Provide Contractor with additional copies of Construction Documents and digital data (Project Drawings) as requested.

2.2. Initial Construction Layout

(This task will be completed by the Contractor and is not included in this scope of work)

2.3. Prepare Construction Management Plan (QAMP)

(This is not required for this project, and is not included in this scope of work)

2.4. Prepare Contract Manuals

The Consultant is required to check that the construction contracts are in order, verify Contractor has met DBE goals (or made valid good faith effort), Contractor has provided proof of insurance, the bonds have been completed, and the Owner, Contractor and applicable Agencies has been provided with adequate copies of the executed Contract Manual to include the Agreement and all addenda.

The Contract Documents will be updated to include all addenda items issued during bidding as necessary and adequate copies provided to the Contractor. Clerical will prepare the quantity sheets, field book, testing sheets, construction report format, etc. for use by the RPR.

2.5. Construction Management Services

The Consultant will provide Construction Administration Services the scope of which is based on the following:

- The Consultant and Client agree that construction engineering services furnished shall be to the extent necessary to determine compliance with plans and specifications, including necessary general supervision of Resident Project Representative Services authorized by the Client.
- The Consultant and Client agree that the Construction Engineering Services provided by the Consultant may actually be required to continue and exceed beyond the construction time element stated in the Client's agreement with the construction Contractor. When the extent of these construction services beyond the control of the Consultant occurs, the Client agrees that Consultant will be reimbursed for additional Construction Engineering Services in excess of the specified construction time period at a mutually acceptable fee negotiated at the time all the pertinent circumstances are known.
- Nothing herein shall be construed as imposing upon the Consultant's responsibility for the construction means, methods, techniques, sequences, safety programs, and procedures used by contractors.
- The Consultant agrees that Resident Project Representative services furnished under this Contract shall be to observe the work and to determine compliance with the plans and specifications, including representing the Client in coordination of construction activities among contractors and between contractors and utilities, and to accommodate the reasonable requirements of the Client on and around areas of construction.
- When the Consultant is on the site, documentation will be maintained regarding construction progress and delays, quantities and percentages of work, tests performed, observations made and work accepted, problems encountered and instructions given to contractors, field changes and adjustments approved, and other records required or otherwise necessary to maintain a record of the work.

The Consultant agrees to provide Construction Administration Services that include the following:

- 2.5.1. Check and monitor construction activities and certify that all project work completed under observation of the Resident Project Representative is in substantial compliance with the plans, specifications and contract documents including any modifications by Change Order or otherwise, that all required tests were performed, and that such work is recommended for acceptance.
- 2.5.2. Provide interpretation of plans and specifications as requested.

- 2.5.3. Supervise and coordinate Subconsultant contracts for field observation and testing.
 - 2.5.4. Review shop drawings and certificates submitted by contractors for compliance with design concepts and Buy American compliance as required by the applicable sections of the technical specifications.
 - 2.5.5. Review all periodic and final pay requests and explanation of variation between Contract and final quantities prepared by Resident Project Representative. Coordinate Contractor approval and signature and submit to Client for approval.
 - 2.5.6. Review weekly Construction Progress and Inspection Reports (FAA Form 5370-1) as prepared by Resident Project Representative and submit to Owner and applicable Agencies.
 - 2.5.7. Prepare, review and process Field Orders, Change Orders to include a cost estimate, cost/price analysis, record of negotiations, review and evaluation of "Contractor's Request for Extension of Contract Time" and make recommendations regarding approval to the Client. Notify the Contractor that no work can start until approved by the Client.
 - 2.5.8. Coordinate and meet with the Client for consultation and advice during construction to include conducting construction progress meetings. Coordinate with Owner's Representative including:
 - Review and evaluate "Contractor's Request for Extension of Contract Time" and submit recommendations to the Client.
 - Meet with the Client for consultation and advice during construction.
 - 2.5.9. Coordinate on-site inspections of construction as requested. Make recommendations for acceptance or modification of work.
 - 2.5.10. Monitor that all testing required by the specifications is performed. Review and approve all materials reports prepared by the Resident Project Representative and/or Subconsultants.
 - 2.5.11. Maintain record drawings from redline or working drawings prepared by Resident Project Representative as accumulated during the course of construction to show "Record Drawing" conditions.
 - 2.5.12. Retain and review payroll reports of each contractor and subcontractor and monitor Contractor's compliance with paying employees as per established Federal Davis Bacon requirements.
 - 2.5.13. Monitor Contractor's compliance with Disadvantaged Business Enterprise (DBE) program (i.e. determine that the firms on the job are as stated in the plan. Determine that the volume of work and equipment used complies with the plan.) Report deviations to the Sponsor.
- 2.6. Resident Project Representative (RPR)

The Client as part of this agreement authorizes Resident Engineering Services and the Consultant agrees to provide a Resident Project Representative, materials acceptance testing, and staking services in the execution of the Construction Engineering Services for the project work. The Client and Consultant agree that the Consultant may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give

intermittent part-time service on this project when construction is in progress to include temporary interruptions due to weather or mechanical failure.

For this Project **Full-Time** Resident Project Representative services will be provided. It is anticipated the Project will be completed within **45 (Forty-Five) Working Days**. This will include **3 (Three)** field visits by the Project Manager and a maximum of **360 hours of construction observation hours** by the RPR.

Resident Project Representative Services shall be completed in accordance with the attached Exhibit I-1, and shall include, but are not limited to, the following:

- 2.6.1. Coordinate with the Testing Subconsultant to perform acceptance tests required to be provided by the Client in the construction Contract Documents.
 - 2.6.2. Coordinate with Contractor regarding schedule, work progress, quality of work, and notify contractor of equipment and methods which do not comply with the Contract requirements. The Resident Project Representative shall notify the Client in the event that the Contractor elects to continue the use of questioned equipment and methods. Conduct wage rate interviews and provide to Project Engineer.
 - 2.6.3. Maintain daily records of the Contractor's progress and activities during the course of construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the Contractor, weather, equipment use, labor requirements, safety problems, and changes required.
 - 2.6.4. Evaluate and discuss potential Field Orders and Change Orders with the Contractor as necessary.
 - 2.6.5. Evaluate possible material substitutions as requested by the Contractor.
 - 2.6.6. Prepare, process and distribute to Project Engineer weekly Construction Progress and Inspection Reports (FAA Form 5370-1).
 - 2.6.7. Measure and compute as-built quantities of all materials incorporated in the work and items of work completed and maintain an item record account.
 - 2.6.8. Prepare periodic Pay Requests for review by the Project Engineer and Contractor.
 - 2.6.9. Monitor the contractor's compliance with airport operations to include coordination with airport manager, hangar owners and airport users and with the Construction Safety Phasing Plan (CSPP).
 - 2.6.10. Attend and participate in construction progress meetings.
 - 2.6.11. Coordinate the necessary construction staking/layout schedule as needed by the Contractor.
 - 2.6.12. Perform other services as reasonably required by the Client and as outlined in the Contract Documents.
- 2.7. Final Inspection and Documentation
- 2.7.1. Final Inspection

The Consultant will schedule and conduct a final inspection with the Sponsor, Contractor, and FAA representatives to determine whether the project has reached substantial completion and the work is in accordance with the plans and specifications. The Consultant will document items found to be deficient.

2.7.2. Final Punch List

The Consultant will prepare a punch list correspondence including the deficient items and will forward this correspondence to the Contractor requiring correction of the items and request a schedule for completion. The Consultant will send a copy to the Sponsor and include a copy in the Grant Closeout Report.

2.7.3. Final Construction Certifications (Included as Item 2.11 for this project)

2.8. As-Built Plans

2.8.1. The project team will collaboratively assemble a set of as-built plans for the project. The as-built plans will include field constructed conditions included as part of this Project including any field surveying required to compute final quantities and the drawings will become record information. The Consultant shall provide Owner with two (2) sets of reproducible "Record Drawings" in both digital and hardcopy format.

2.9. Prepare Construction Management Report (**Not required for this project**)2.10. Update Airport Layout Plan (**Not required for this project**)

2.11. Project Closeout

Prepare the closeout documentation in accordance with the AIP Sponsor Guide Section 1600. The CONSULTANT will assist the Sponsor who will endeavor to submit the closeout document to the FAA within 90 days of final payment to the contractor. Closeout documentation shall include, but may not be limited to, the following:

- a. Sponsor Cover Letter
- b. Final Project Cost Summary
- c. Final SF-271 Form, Outlay Report and Request for Reimbursement for Construction Projects
- d. Final SF-425 Form, Federal Financial Report
- e. Final Construction Report
- f. Record Drawings

Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for grant closeout. The closeout report elements include a project summary, final certifications, summary of grant payments, and outlay report. This work includes preparation of the report, coordination with the Airport, and FAA for review, and preparation of final documents for Airport approval. The CLIENT will furnish copies of all administrative costs, as well as paperwork related to previous grant reimbursement (drawdown) requests.

I.B. ADDITIONAL SERVICES

Consulting services performed other than those authorized under Section I.A. shall not be considered part of the Basic Services and may be authorized by the Sponsor as Additional Services. Additional Services consist of those services, which are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the commencement of the project; or vary depending on the technique, procedures or schedule of the project contractor. Additional services may consist of the following:

1. Additions to the project outside of this scope.
2. Any construction surveying required for the Project.
3. Geotechnical investigation required for the Project.
4. Additional Field Investigation required beyond those specified.
5. Completion of additional special studies not identified in Section I.A..
6. Periodic completion of grant reimbursement requests (i.e. Credit Applications).
7. Attendance of additional meetings beyond those identified in the above scope.
8. All other services not specifically identified in Section I.A.

I.C. CONSIDERATION

The services described above in Section I.A. BASIC SERVICES shall be provided as follows:

TASK 1 – DESIGN AND BIDDING SERVICES	\$ 29,900.00 (Lump Sum)
<u>TASK 2 – CONSTRUCTION ENGINEERING</u>	<u>\$ 26,000.00 (Hourly, Not-to-Exceed)</u>
TOTAL AUTHORIZED FEE	\$ 55,900.00

Funding Layout:

Estimated Federal Share (90%)	\$ 50,310.00
Estimated State Share (5%)	\$ 2,795.00
Estimated Local Share (5%)	\$ 2,795.00

Progress payments shall be made in accordance with the fee schedule attached and Section III of the Master Agreement.

I.D. SCHEDULE

The consulting services authorized under Section I.A. will be performed under the following schedule or as authorized by the CLIENT as the BASIC SERVICES proceed.

TASK	SERVICE DESCRIPTION	DATE
1	DESIGN AND BIDDING	November 2020 – May 2021
2	CONSTRUCTION	July – November 2021

I.E. AUTHORIZATION

Aitkin Airport

By: Rose Beredy
Date

Bolton & Menk, Inc.

By: Ronald A. Roetzel 11/30/2020
Date
Ronald A. Roetzel, P.E.
Aviation Services Manager

Attachments:

Exhibit I – Project Fee Breakdown



WORK ORDER NO. 3

PROJECT FEE ESTIMATE

CLIENT: Aitkin Airport						DATE: 11/23/2020	
PROJECT: Runway 16/34 Airfield Lighting						PREPARED BY: RR	
Task	Task Description	Estimated Person Hours Required					Totals
		Sr. Eng.	Design Eng.	Eng. Tech.	Surveyor	Planner	
1	Design & Bid Administration						
1.1	Project Scoping	12	0	0	0	0	12
1.2	Project Meetings and Coordination	4	0	0	0	0	4
1.3	Topographical Survey	2	0	0	10	0	12
1.4	Aeronautical Survey	0	0	0	0	0	0
1.5	Geotechnical Investigation	0	0	0	0	0	0
1.6	Project Layout Sheet	2	4	0	0	4	10
1.7	FAA Design Report and Form 5100	0	0	0	0	0	0
1.8	Construction Safety and Phasing Plan Update (CSPP)	2	8	0	0	0	10
1.9	Modification of Airport Design Standards	2	2	0	0	0	4
1.10	Prepare 90% Plans, Specs., and Cost Est.	8	44	0	0	0	60
1.11	Prepare Final Plans, Specs., and Cost Est.	4	16	0	0	4	24
1.12	Prepare Construction Management Plan	0	0	0	0	0	0
1.13	Prepare Disadvantaged Business Plan (DBE)	0	0	0	0	0	0
1.14	Prepare Advertisement for Bids and Bid Docs	2	0	0	0	4	6
1.15	Respond to Bidders Questions	4	0	0	0	0	4
1.16	Prepare and Distribute Addendums	4	4	0	0	0	8
1.17	Bid Opening	2	0	0	0	0	2
1.18	Bid Review and Bid Tabulation	2	4	0	0	4	10
1.19	Prepare Recommendation for Award	2	0	0	0	2	4
1.20	Prepare Grant Application	2	6	0	0	4	12
1.21	Environmental Review, CATEX	2	4	0	0	8	14
Total Person Hours		56	92	0	10	12	196
Total Direct Labor Cost		\$3,472.00	\$2,576.00	\$0.00	\$400.00	\$384.00	\$7,508.00
Overhead		\$7,420.71	\$5,505.68	\$0.00	\$854.92	\$820.72	\$16,046.85
Subtotal Labor Cost							\$23,554.85
Fixed Fee x Subtotal Labor Cost							\$3,533.23
Total Task 1 (Fixed Lump Sum)							\$27,088.08
Direct Expenses							
Electrical							\$2,800.00
Total Expenses Task 1							\$2,800.00
Subtotal Task 1							\$29,888.08
						ROUNDED TASK 1:	\$29,900.00
Task	Task Description	Estimated Person Hours Required					Totals
		Sr. Eng.	Design Eng.	Eng. Tech.	Surveyor	Planner	
2	Construction Administration						
2.1	Pre-Construction Meeting	2	4	0	0	0	6
2.2	Initial Construction Layout	0	0	0	0	0	0
2.3	Prepare Construction Management Plan (QAMP)	0	0	0	0	0	0
2.4	Prepare Contract Manuals	3	4	0	0	8	15
2.5	Construction Management Services	12	0	0	0	4	16
2.6	Resident Project Representative Services						
	Number of Days	1	10	0	1	0	
	Hours Per Day	8	8	4	8	4	
	Total Hours	8	80	0	8	0	96
2.7	Final Inspection and Documentation	8	8	0	0	0	16
2.8	As-Built Plans	4	4	0	0	0	8
2.9	Prepare Construction Management Report	0	0	0	0	0	0
2.10	Update Airport Layout Plan	0	0	0	0	0	0
2.11	Project Closeout	4	8	0	0	4	16
Total Person Hours		41	108	0	8	16	173
Total Direct Labor Cost		\$2,542.00	\$3,024.00	\$0.00	\$320.00	\$0.00	\$6,302.00
Overhead		\$5,433.02	\$6,463.20	\$0.00	\$683.94	\$0.00	\$13,469.26
Subtotal Labor Cost							\$19,771.26
Fixed Fee x Subtotal Labor Cost							\$2,965.69
Total Task 2 (Cost Plus a Fixed Fee, NTE)							\$22,736.95
Direct Expenses							
Electrical							\$3,300.00
Total Expenses Task 2							\$3,300.00
Subtotal Task 2							\$26,036.95
						ROUNDED TASK 2:	\$26,000.00
TOTAL PROJECT FEE							\$55,900.00

⚠ ALERT: SAM.gov will be down for scheduled maintenance Saturday, 03/20/2021 from 8:00 AM to 8:00 PM.

Entity Dashboard

- ▶ [Entity Overview](#)
- ▶ [Entity Registration](#)
 - ▶ [Core Data](#)
 - ▶ [Assertions](#)
 - ▶ [Reps & Certs](#)
 - ▶ [POCs](#)
- ▶ [Exclusions](#)
 - ▶ [Active Exclusions](#)
 - ▶ [Inactive Exclusions](#)
 - ▶ [Excluded Family Members](#)

RETURN TO SEARCH

Aitkin Municipal Airport
DUNS: 140063871 CAGE Code: 69S92
Status: Active
Expiration Date: 02/22/2022
Purpose of Registration: All Awards

1198 Air Park Dr
Aitkin, MN, 56431,
UNITED STATES

Entity Overview

Entity Registration Summary

Name: Aitkin Municipal Airport
Doing Business As: Steve Kurtz Field
Business Type: US Local Government
Last Updated By: Jennifer Thompson
Registration Status: Active
Activation Date: 03/05/2021
Expiration Date: 02/22/2022

Exclusion Summary

Active Exclusion Records? No



March 18, 2021

Mr. Jake Martin, P.E.
Program Manager
Federal Aviation Administration
Minneapolis Airports District Office, MSP-ADO-600
6020 28th Avenue South, Room 102
Minneapolis, Minnesota 55450

RE: Cost-Price Analysis
Aitkin Airport (AIT)
Entrance Gate Improvements

Dear Mr. Martin:

The FAA Program Guidance Letter PGL 12-03 requires Airport Sponsors to submit a price-cost analysis for any project that utilizes AIP funds. The City of Aitkin project for this year involves removal of an existing cattle grate and installation of a new gate to prevent wildlife from entering the airfield.

The project cost are as follows:

• Construction (Parsons Electric, LLC)	\$ 173,399.32
• Design & Bidding Services (Bolton & Menk, Inc.)	\$ 29,900.00
• Construction Services (Bolton & Menk, Inc.)	\$ 26,000.00
• City Administration	\$ 500.00
Total	\$ 229,799.32

The City of Aitkin finds the construction cost for these projects to be reasonable. The unit prices for the work involved with these projects compare favorably to other projects within the City.

The City of Aitkin finds the design and construction engineering fees for this project to be reasonable. The fee schedule is competitive with other professional service consultants working for the City.

These costs have been reviewed by the City and we have determined that the costs are **allowable** (based on the type of work), **allocable** (related to the contract), and **reasonable** (based on the cost in the market), and the work is necessary. The City of Aitkin requests that the FAA accept the cost as submitted.

Please feel welcome to contact me at cityadmin@ci.aitkin.mn.us or 218-927-2527 with any questions or comments you may have.

Sincerely,

Rose Beverly
City Administrator

Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification

Sponsor: County of Aitkin & City of Aikin

Airport: Aitkin Municipal Steve Kurtz Field

Project Number: 3-27-0002-021-2021

Description of Work: Reconstruct Runway 16/34 Medium Intensity Runway Lights

Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

Yes No N/A

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

Yes No N/A

3. The sponsor or sub-recipient certifies that is has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

Yes No N/A

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of August 3, 2021

Name of Sponsor: County of Aitkin & City of Aikin

Name of Sponsor's Authorized Official: RoseBeverly

Title of Sponsor's Authorized Official: Airport Manager, Aitkin City Admi

Signature of Sponsor's Authorized Official:


RoseBeverly (Aug 3, 2021 13:28 CDT)

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



Construction Project Final Acceptance Airport Improvement Program Sponsor Certification

Sponsor: County of Aitkin & City of Aikin

Airport: Aitkin Municipal Steve Kurtz Field

Project Number: 3-27-0002-021-2021

Description of Work: Reconstruct Runway 16/34 Medium Intensity Runway Lights

Application

49 USC § 47105(d), authorizes the Secretary to require me certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgment and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection, and acceptance testing were or will be determined to be qualified and competent to perform the work (Grant Assurance).
 Yes No N/A
2. Construction records, including daily logs, were or will be kept by the resident engineer/construction inspector that fully document contractor's performance in complying with:
 - a. Technical standards (Advisory Circular (AC) 150/5370-12);
 - b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
 - c. Construction safety and phasing plan measures (AC 150/5370-2). Yes No N/A
3. All acceptance tests specified in the project specifications were or will be performed and documented. (AC 150/5370-12).
 Yes No N/A

4. Sponsor has taken or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12).
- Yes No N/A
5. Pay reduction factors required by the specifications were applied or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10).
- Yes No N/A
6. Sponsor has notified, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:
- a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);
 - b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and
 - c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).
- Yes No N/A
7. Weekly payroll records and statements of compliance were or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5).
- Yes No N/A
8. Payments to the contractor were or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:
- a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);
 - b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);
 - c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and
 - d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).
- Yes No N/A
9. A final project inspection was or will be conducted with representatives of the sponsor and the contractor present that ensure:
- a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);
 - b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and
 - c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);
- Yes No N/A
10. The project was or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).
- Yes No N/A

11. The construction of all buildings have complied or will comply with the seismic construction requirements of 49 CFR § 41.120.

Yes No N/A

12. For development projects, sponsor has taken or will take the following close-out actions:

- a. Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);
- b. Complete all environmental requirements as established within the project environmental determination (Order 5100.38); and
- c. Prepare and retain as-built plans (Order 5100.38)

Yes No N/A

13. Sponsor has revised or will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

Yes No N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of August 3, 2021

Name of Sponsor: County of Aitkin & City of Aikin

Name of Sponsor's Authorized Official: RoseBeverly

Title of Sponsor's Authorized Official: Airport Manager, Aitkin City Adm

Signature of Sponsor's Authorized Official: 
RoseBeverly (Aug 3, 2021 13:27 CDT)

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Selection of Consultants

Airport Improvement Program Sponsor Certification

Sponsor: County of Aitkin & City of Aikin

Airport: Aitkin Municipal Steve Kurtz Field

Project Number: 3-27-0002-021-2021

Description of Work: Reconstruct Runway 16/34 Medium Intensity Runway Lights

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).
 Yes No N/A

2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).
 Yes No N/A

3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).
 Yes No N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
 Yes No N/A
5. Sponsor has publicized or will publicize a RFQ that:
a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
 Yes No N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
 Yes No N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR § 180.300).
 Yes No N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:
a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
 Yes No N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
 Yes No N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
 Yes No N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR § 200.318(i)).
 Yes No N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
 Yes No N/A

13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:

- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
- b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
- c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place (2 CFR §200.318(j)).

Yes No N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

Yes No N/A

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of August 3, 2021

Name of Sponsor: County of Aitkin & City of Aikin

Name of Sponsor's Authorized Official: RoseBeverly

Title of Sponsor's Authorized Official: Airport Manager, Aitkin City Admi

Signature of Sponsor's Authorized Official: 
RoseBeverly (Aug 3, 2021 13:27 CDT)

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



Drug-Free Workplace Airport Improvement Program Sponsor Certification

Sponsor: County of Aitkin & City of Aikin

Airport: Aitkin Municipal Steve Kurtz Field

Project Number: 3-27-0002-021-2021

Description of Work: Reconstruct Runway 16/34 Medium Intensity Runway Lights

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

Yes No N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Yes No N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

Yes No N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

a. Abide by the terms of the statement; and

b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Yes No N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR §182.300).

Yes No N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and

b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Yes No N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR §182.200).

Yes No N/A

Site(s) of performance of work (2 CFR § 182.230):

Location 1

Name of Location: Aitkin Municipal Airport-Steve Kurtz Field
Address: 1190 Airpark Dr. , Aitkin, MN 56431

Location 2 (if applicable)

Name of Location:
Address:

Location 3 (if applicable)

Name of Location:
Address:

Attach documentation clarifying any above item marked with a "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of August 3, 2021

Name of Sponsor: County of Aitkin & City of Aitkin

Name of Sponsor's Authorized Official: RoseBeverly

Title of Sponsor's Authorized Official: Airport Manager, Aitkin City Admi

Signature of Sponsor's Authorized Official: 
RoseBeverly (Aug 3, 2021 13:27 CDT)

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Equipment and Construction Contracts Airport Improvement Sponsor Certification

Sponsor: County of Aitkin & City of Aikin

Airport: Aitkin Municipal Steve Kurtz Field

Project Number: 3-27-0002-021-2021

Description of Work: Reconstruct Runway 16/34 Medium Intensity Runway Lights

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor (www.dol.gov) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a “covered contract” under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor's officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

Yes No N/A

2. For all contracts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).
 Yes No N/A
3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required by Title VI of the Civil Rights Act and 49 CFR Part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.
 Yes No N/A
4. Sponsors required to have a DBE program on file with the FAA have implemented or will implement monitoring and enforcement measures that:
- a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
 - b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and
 - c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).
-
- Yes
-
- No
-
- N/A
5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)). was or will be:
- a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
 - b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
 - c. Publicly opened at a time and place prescribed in the invitation for bids; and
 - d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.
-
- Yes
-
- No
-
- N/A
6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor has requested or will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:
- a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
 - b. Plan for publicizing and soliciting an adequate number of qualified sources; and
 - c. Listing of evaluation factors along with relative importance of the factors.
-
- Yes
-
- No
-
- N/A
7. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).
 Yes No N/A

8. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):

- a. Only one qualified person/firm submits a responsive bid;
- b. Award is to be made to other than the lowest responsible bidder; and
- c. Life cycle costing is a factor in selecting the lowest responsive bidder.

Yes No N/A

9. All construction and equipment installation contracts contain or will contain provisions for:

- a. Access to Records (§ 200.336)
- b. Buy American Preferences (Title 49 U.S.C. § 50101)
- c. Civil Rights - General Provisions and Title VI Assurances(41 CFR part60)
- d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
- e. Occupational Safety and Health Act requirements (20 CFR part 1920)
- f. Seismic Safety – building construction (49 CFR part 41)
- g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
- h. U.S. Trade Restriction (49 CFR part 30)
- i. Veterans Preference (49 USC § 47112(c))

Yes No N/A

10. All construction and equipment installation contracts exceeding \$2,000 contain or will contain the provisions established by:

- a. Davis-Bacon and Related Acts (29 CFR part 5)
- b. Copeland "Anti-Kickback" Act (29 CFR parts 3 and 5)

Yes No N/A

11. All construction and equipment installation contracts exceeding \$3,000 contain or will contain a contract provision that discourages distracted driving (E.O. 13513).

Yes No N/A

12. All contracts exceeding \$10,000 contain or will contain the following provisions as applicable:

- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
- b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
- c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
- d. Provisions that address termination for cause and termination for convenience (2 CFR Part 200, Appendix II).

Yes No N/A

13. All contracts and subcontracts exceeding \$25,000: Measures are in place or will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

Yes No N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$250,000) include or will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR § 200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

Yes No N/A

Attach documentation clarifying any above item marked with "No" response

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of August 3, 2021

Name of Sponsor: County of Aitkin & City of Aitkin

Name of Sponsor's Authorized Official: RoseBeverly

Title of Sponsor's Authorized Official: Airport Manager, Aitkin City Admi

Signature of Sponsor's Authorized Official: 
RoseBeverly (Aug 3, 2021 13:27 CDT)

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Project Plans and Specifications

Airport Improvement Program Sponsor Certification

Sponsor: County of Aitkin & City of Aitkin

Airport: Aitkin Municipal Steve Kurtz Field

Project Number: 3-27-0002-021-2021

Description of Work: Reconstruct Runway 16/34 Medium Intensity Runway Lights

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor (www.dol.gov/). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).

Yes No N/A

2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).

Yes No N/A

3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).
 Yes No N/A
4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).
 Yes No N/A
5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).
 Yes No N/A
6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).
 Yes No N/A
7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).
 Yes No N/A
8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).
 Yes No N/A
9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).
 Yes No N/A
10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).
 Yes No N/A
11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)
 Yes No N/A
12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:
- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.
 Yes No N/A

b. Snow Removal Equipment as contained in AC 150/5220-20.

Yes No N/A

c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.

Yes No N/A

13. For construction activities within or near aircraft operational areas(AOA):

a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.

b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.

c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

Yes No N/A

14. The project was or will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

Yes No N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of August 3, 2021

Name of Sponsor: County of Aitkin & City of Aikin

Name of Sponsor's Authorized Official: RoseBeverly

Title of Sponsor's Authorized Official: Airport Manager, Aitkin City Admi

Signature of Sponsor's Authorized Official: 
RoseBeverly (Aug 3, 2021 13:29 CDT)

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



Board of County Commissioners Agenda Request

2S
Agenda Item #

Requested Meeting Date: August 24, 2021

Title of Item: Adopt Resolution MHFA Grant for Lakes & Pines CAC

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

Submitted by: Jessica Seibert	Department: Administration
---	--------------------------------------

Presenter (Name and Title):	Estimated Time Needed:
------------------------------------	-------------------------------

Summary of Issue:

The Family Homelessness Prevention and Assistance Program (FHPAP) was established by the 1993 by the Minnesota Legislature. The program provides funds to twenty grantees statewide, including counties, tribal nations and nonprofit organizations. Funds can be used for direct assistance (rent, utilities and other expenses) or services (housing search, support services, case management, independent living skills or other services) to households who are 200% or below the family poverty guidelines and homeless or at imminent risk of homelessness. The purpose of the program is to support continuing innovation and development of a comprehensive system to prevent homelessness and to assist people experiencing homelessness.

Family Homeless Prevention & Assistance Program funds have been administered by Lakes and Pines and accessed by Aitkin Co. residents for the past 20 plus years. Lake and Pines FHPAP funds are allocated to serve the seven counties of Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs and Pine.

Lakes and Pines assisted 5 homeless households and 12 prevention (facing eviction) households in Aitkin County with FHPAP assistance this grant biennium (7/1/19 – 7/30/2021) with \$18,445 in assistance (average of \$2,760 per household).

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Adopt resolution authorizing administration of MHFA Family Homeless Prevention and Assistance Program by Lakes and Pines Community Action Council.

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:*

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

ADOPTED August 24, 2021

By Commissioner: xxx

20210824-xxx

MHFA Grant for Lakes & Pines CAC

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide assistance to low-income families and youth to prevent homelessness; and

WHEREAS, Lakes and Pine Community Action Council, Inc. has developed an application as an Administering Entity for the Minnesota Housing Agency's Family Homeless Prevention and Assistance Program; and

WHEREAS, Lakes and Pine Community Action Council, Inc. has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program.

NOW, THEREFORE BE IT RESOLVED, that Lakes and Pines Community Action Council, Inc. is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program, in the County of Aitkin.

Commissioner xxx 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 24th day of August, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24th day of August, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2T
Agenda Item #

Requested Meeting Date: August 24, 2021

Title of Item: Set Unorganized Township Levies for 2022

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

Submitted by:
Kirk Peysar, County Auditor

Department:
Auditor

Presenter (Name and Title):
Kirk Peysar, County Auditor

Estimated Time Needed:
n/a

Summary of Issue:

Set Unorganized Township Road and Bridge Levy for 2022. (see attached)
Set Unorganized Township Fire Protection levies for 2022. (see attached)
Set Unorganized Township Cemetery Levies for 2022. (see attached)

Alternatives, Options, Effects on Others/Comments:

Cemetery and Road & Bridge levies stayed at the same level; Fire Protection levies were decreased due to a leveling off of contract costs.

Recommended Action/Motion:

Adopt 2022 levies for the unorganized townships.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

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

ADOPTED August 24, 2021

By Commissioner: xxxx

20210824-xxx

Unorganized Township Levies – Road and Bridge

BE IT RESOLVED, that the following sum of money be levied against the tax capacity of the Unorganized Townships of Aitkin County, for the year collectible 2022 for Road and Bridge purposes: \$46,000.00.

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 24th day of August, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24th day of August, 2021

Jessica Seibert
County Administrator

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

ADOPTED August 24, 2021

By Commissioner: xxxx

20210824-xxx

Unorganized Township Levies – Fire Protection

BE IT RESOLVED, that the following sums of money be levied against the tax capacity of the Unorganized Townships of Aitkin County, for the year collectible 2022 for Fire Protection purposes:

Unorg Township	
52-22	\$13000
51-22	\$100
45-24	\$500
47-24	\$1000
52-24	\$1000
50-25	\$1000
51-25	\$100
52-25	\$1200
50-26	\$1000
48-27	\$1000
49-27	\$4000
50-27	\$100
51-27	\$1000
52-27	\$2500

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 24th day of August, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24th day of August, 2021

Jessica Seibert
County Administrator

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

ADOPTED August 24, 2021

By Commissioner: xxxx

20210824-xxx

Unorganized Township Levies – Cemetery

BE IT RESOLVED, that the following sums of money be levied against the tax capacity of the Unorganized Townships of Aitkin County, for the year collectible 2022 for Cemetery (Revenue):

Unorganized Township Cemetery:

Shovel Lake Cemetery

51-27 \$600

52-27 \$600

Hebron Cemetery

50-25 \$1,500

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 24th day of August, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24th day of August, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2U
Agenda Item #

Requested Meeting Date: August 24, 2021

Title of Item: Adopt Resolution ACSWCD Appropriations Transfer

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: <p>In Fiscal years 2017-2021 the Aitkin County Soil and Water Conservation District requested funding from County Development funds in the amount of \$50,000.00 for each year. This amount was approved as part of the Land Department budget each year. The year end resolution was approved in the amount \$45,220.00 in error each year (the amount appears to have been carried over from the 2016 appropriation). A one-time corrective transfer is needed from the County Development funds to ACSWCD for these years.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution ACSWCD Appropriations Transfer.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Amount was included in Land Dept. budget for fiscal years 2017-2021.		

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

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

ADOPTED August 24, 2021

By Commissioner: xxxx

202100824-xxx

ACSWCD APPROPRIATIONS TRANSFER

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to transfer \$23,900 from County Development Funds to the Aitkin County Soil and Water Conservation District for fiscal years 2017-2021.

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 24th day of August, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24th day of August, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: 08/24/2021

Title of Item: 2022 Budget

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Sheriff Dan Guida		Department: Sheriff's Office
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed: 30 minutes
Summary of Issue: Present 2022 Sheriff's Office budget		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

4A

Agenda Item #

Requested Meeting Date: August 24, 2021

Title of Item: Great River Energy Land Sale - Resolution

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Rich Courtemanche		Department: Land
Presenter (Name and Title): Rich Courtemanche, Land Commissioner		Estimated Time Needed: 5 min
Summary of Issue: <p>Great River Energy has requested the direct purchase of the NENE, Sec 11, Kimberly Township to build electrical infrastructure adjacent to the existing power line easement that runs east/west at the north property line (maps attached).</p> <p>The County Board directed the Land Department seek the necessary special state legislation for direct sale of lands classified as conservation through special legislation 282.02 Sub 2. (4)</p> <p>In 2021, Senator Ruud and Representative Lueck authored legislation for such a purpose.</p> <p>Minnesota State Legislature has enacted legislation during the 1st Special Session 2021, Chapter 6, S.F. No 20, Article 2, Section 119 permits the direct sale of these tax forfeited lands.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Adopt County Board resolution for the sale of the north half of NENE of Sec 11		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED August 24, 2021

By Commissioner: xxxx

20210824-xxx

Great River Energy Land Sale

WHEREAS, Great River Energy, 12300 Elm Creek Blvd., Maple Grove, MN 55369 has requested to purchase the following lands to build electrical infrastructure adjacent to an existing powerline easement:

County Tax Forfeited Lands – Approximately 15 acres, The North Half of the Northeast Quarter of the Northeast Quarter lying East of 275th Avenue in Section 11, Township 47 North, Range 25 West, Aitkin County, Minnesota (part of parcel 15-0-017700).

WHEREAS, on February 9, 2021 the Aitkin County Board of Commissioners discussed the proposal and recommended approval for the sale of such lands,

WHEREAS, the 2021 Minnesota State Legislature has enacted legislation during the 1st Special Session, Chapter 6, S.F. No 20, Article 2, Section 119 which permits the direct sale of these tax forfeited lands,

WHEREAS, Great River Energy agrees to the proposed to the appraised values and closing fees,

THEREFORE, BE IT RESOLVED that the Aitkin County Board of Commissioners authorizes the Land Commissioner's Office to proceed with the sale of such lands

BE IT FURTHER RESOLVED, that the lands exchanged are subject to zoning ordinances adopted by the County Board and that all lands are subject to highway and utility easements.

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 24th day of August, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24th day of August, 2021

Jessica Seibert
County Administrator

1st Special Session, Chapter 6, S.F. No 20, Article 2, Section 119

Sec. 119. PRIVATE SALE OF TAX-FORFEITED LAND; AITKIN COUNTY.

(a) Notwithstanding the public sale provisions of Minnesota Statutes, chapter 282, or other law to the contrary, Aitkin County may sell by private sale the tax-forfeited land described in paragraph (c).

(b) The conveyance must be in a form approved by the attorney general. The attorney general may make changes to the land description to correct errors and ensure accuracy.

(c) The land to be sold is located in Aitkin County and is described as:

The North Half of the Northeast Quarter of the Northeast Quarter lying East of 275th Avenue in Section 11, Township 47 North, Range 25 West, Aitkin County, Minnesota (part of parcel 15-0-017700).

(d) The county has determined that the county's land management interests would best be served if the land was returned to private ownership.

Parcel # **0** Twp: 47 Rge: 25 Sec: 11 Township: **Kimberly** Acres: 15 Access: Maintained
 Description: North Half of the Northeast Quarter of the Northeast Quarter lying East of 275th Avenue PIN: 15-0-017700 Well Fee: No

Starting Price: **\$30,000.00**

Parcel #:
0



Purchaser Social Security #s

Purchaser:

Signature

Winning Bidder:

Bid Price: **\$30,000.00**

Purchase Amount

Bid Price:	\$30,000.00
State Deed Fee:	\$25.00
Recording Fee:	\$46.00
Real Estate Assurance:	\$900.00
State Deed Tax:	\$99.00
Well Certificate Fee:	\$0.00
Total:	\$31,070.00
Down Payment 25%	\$7,500.00
Total Fees	\$1,070.00
Due Today	\$8,570.00
Remainder Due in 60 Days	\$22,500.00
Total:	\$31,070.00



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.

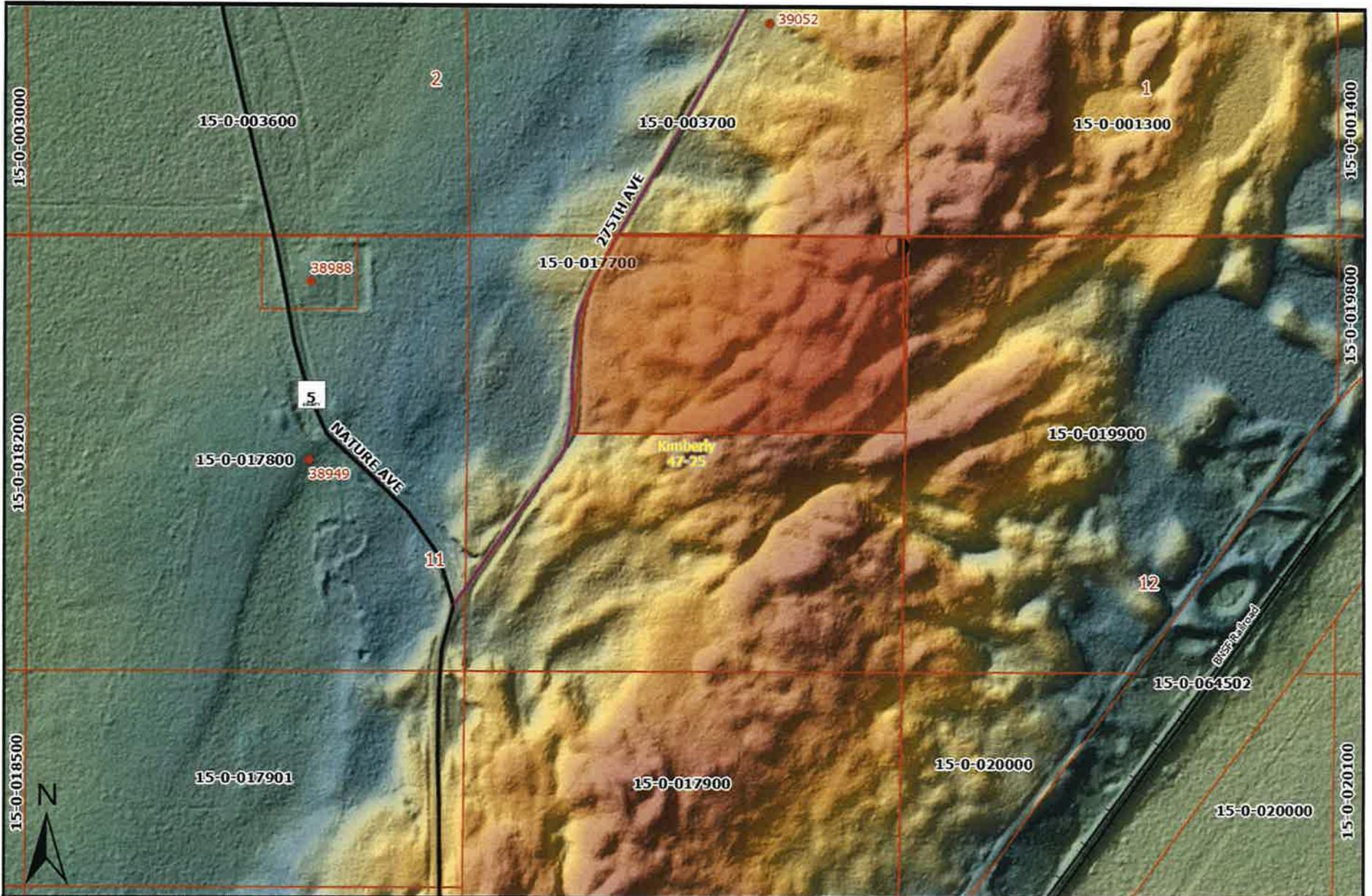
Sec 11 Kimberly

0 225 450 ft 1 inch = 591 feet rpc



Date: 2/2/2021

USDA



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.

LiDAR Mapping

0 225 450 ft 1 inch = 591 feet rpc



Date: 2/2/2021



Board of County Commissioners Agenda Request

4B

Agenda Item #

Requested Meeting Date: August 24th, 2021

Title of Item: County Surveyor Reappointment

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <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*
Submitted by: Rich Courtemanche		Department: Land
Presenter (Name and Title): Rich Courtemanche, Land Commissioner and Randy Quale, County Surveyor		Estimated Time Needed: 10
Summary of Issue: <p>In 2017, Aitkin County Board of Commissioners appointed Randy Quale as County Surveyor for a term of four years expiring on September 12, 2021.</p> <p>Minnesota Statute 389 enables a County Board in Minnesota to appoint and employ a County Surveyor. Appointments are for four year terms. Please adopt the attached resolution extending his term for an additional four (4) years.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED August 24, 2021

By Commissioner: xxxx

20210824-xxx

County Surveyor Reappointment

WHEREAS, Minnesota Statute 389 enables a County Board in Minnesota to appoint and employ a County Surveyor, and appointments are for four year terms.

THEREFORE, BE IT RESOLVED, that Randy Quale is hereby appointed County Surveyor of Aitkin County for an additional four-year term commencing September 12, 2021, pursuant to the provisions of Minnesota Statute, Section 389.

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 24th day of August, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24th day of August, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

4C
Agenda Item #

Requested Meeting Date: August 24, 2021

Title of Item: 2022 Land Department Budget Review

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Rich Courtemanche		Department: Land Department
Presenter (Name and Title): Rich Courtemanche		Estimated Time Needed: 30 min.
Summary of Issue: The 2022 preliminary Land Department budget will be presented.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Discussion only.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

5A

Agenda Item #

Requested Meeting Date: 8-24-21

Title of Item: Facility Improvement - Security Gate

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): John Welle, Aitkin County Engineer		Estimated Time Needed: 5 minutes
Summary of Issue: <p>With the assistance of the IT Department, a quote was recently requested for installation of a security gate utilizing the same ArchKey technologies as currently being used in other Aitkin County facilities. The quoted cost for installation of the secure gate is \$31,140 from ArchKey Technologies, Duluth, MN.</p> <p>The 2021 Capital Equipment/Facilities Budget includes \$80,000 for replacement of the diesel fuel tank and security gate/chain link fence relocation at the Aitkin Maintenance Facility. The diesel fuel tank replacement and chain link fence relocation have resulted in expenditures totaling \$60,385, leaving \$19,615 of the budgeted amount for the secure gate. The remaining \$11,525 of the \$31,140 secure gate cost will be paid from existing funds.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Recommend motion to authorized purchase of secure gate system.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 31,140 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> See explanation above.		



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: 8-24-21

Title of Item: 2022 Budget Presentation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): John Welle, Aitkin County Engineer		Estimated Time Needed: 40 minutes
Summary of Issue: Attached are the detailed 2022 budget sheets for the Highway Department Budget including the Operations, Capital Equipment/Facilities, and Capital Infrastructure budgets. The 2022-2026 capital facilities-equipment plan and the 2022-2026 capital road improvement plan are also included. The budget will be summarized by a brief presentation.		
Alternatives, Options, Effects on Others/Comments: NA		
Recommended Action/Motion: Discussion only, for future action.		
Financial Impact: Is there a cost associated with this request? <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>		

2022 Highway Department Budget Summary

Revenue:	2019 Actual	2020 Actual	Adopted 2021 Budget	2021 As of 6-30-21	Proposed 2022 Budget
Operating	\$ 4,678,462	\$ 4,959,470	\$ 4,745,041	\$ 1,872,233	\$ 5,468,164
Capital Equipment/Facilities	\$ 605,000	\$ 516,400	\$ 793,885	\$ 547,885	\$ 576,000
Capital Infrastructure	\$ 4,124,791	\$ 6,032,164	\$ 5,542,450	\$ 1,702,276	\$ 4,023,600
Total:	\$ 9,408,253	\$ 11,508,034	\$ 11,081,376	\$ 4,122,394	\$ 10,067,764
Expenditures:					
Operating	\$ 4,891,474	\$ 4,520,375	\$ 4,745,041	\$ 2,290,399	\$ 5,468,164
Capital Equipment/Facilities	\$ 770,600	\$ 787,050	\$ 793,885	\$ 811,441	\$ 576,000
Capital Infrastructure	\$ 4,210,865	\$ 6,016,514	\$ 5,542,450	\$ 1,543,765	\$ 4,023,600
Total:	\$ 9,872,939	\$ 11,323,939	\$ 11,081,376	\$ 4,645,606	\$ 10,067,764

2021 Highway Department Budget Levy Revenue Summary

	2019 Actual	2020 Actual	Adopted 2021 Budget	2021 As of 6-30-21	Proposed 2022 Budget
Operating	\$ 1,260,780	\$ 1,337,007	\$ 1,344,701	\$ 280,946	\$ 1,323,634
Capital Equipment/Facilities	\$ 605,000	\$ 516,400	\$ 547,885	\$ 547,885	\$ 576,000
Capital Infrastructure	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 650,000
Total:	\$ 2,465,780	\$ 2,453,407	\$ 2,492,586	\$ 1,428,831	\$ 2,549,634

% Increase Over Previous Year's Budget:

2.29%

Highway Department Operations Budget Fund 003

Revenue:

	2019 Actual	2020 Actual	Adopted 2021 Budget	2021 As of 6-30-21	Proposed 2022 Budget
5001 Taxes, Aids, etc.	1,260,780	1,356,950	1,344,701	280,946	1,323,634
5227 Twp Road Allotment Gas Tax	437,020	455,617	418,200	419,081	458,000
5251 In Lieu Apportionments and Receipts				2,422	
5330 State Grants - Disaster Funds	-	-	-	-	
5425 Federal Grants - FEMA	114,348	-	-	-	
5430 Federal FHWA - ER Funds	-	-	-	-	
5840 Misc. Refunds and Reimbursements	54,079	75,398	50,000	3,547	285,000
5846 State-aid: Town Bridge Funds	16,371	-	-	-	
5848 County Bridge Bonding	-	-	-	-	
5850 State-aid: Regular Construction Funds	135,545	139,008	90,000		420,000
5851 State-aid: Municipal Construction Funds	-	46,798	10,000	2,492	10,000
5852 State-aid: Regular Maintenance Funds	1,990,841	2,229,073	2,151,560	1,011,344	2,212,320
5853 State-aid: Municipal Maintenance Funds	116,761	126,245	100,000	53,677	120,000
5854 Township/City/Public Drainage Ditch Receipts	449,984	448,158	358,450	40,345	525,710
5855 Individual Receipts	24,294	23,552	14,330	14,597	13,500
5857 Culverts (Individual) Receipts	13,368	3,440	2,000	8,621	3,000
5866 Auction Receipts	107	13,283	3,000	19,250	5,000
5881 Wetland Bank Credits	64,965	41,948	10,000	15,911	-
5947 Transfer In	-	-	-	-	
5948 County Ditch/County Development Funds			192,800		92,000
Total Revenue:	\$ 4,678,462	\$ 4,959,470	\$ 4,745,041	\$ 1,872,233	\$ 5,468,164

Highway Department Operations Budget Fund 003

Department 301 (Administration) Expenditures:

	2019 Actual	2020 Actual	Adopted 2021 Budget	2021 As of 6-30-21	Proposed 2022 Budget
6101 Salaries, Full Time	345,927	374,431	370,201	165,216	388,462
6108 Meals Reimbursed	62	11	150	7	100
6124 Medicare - Employer (1.45%)	4,693	5,104	5,367	2,281	5,633
6148 Employer Deductible Contribution- H.S.A.	12,040	12,040	11,040	5,520	11,040
6150 Health Insurance - Employer	47,819	50,272	46,339	23,170	49,701
6152 Life Insurance - Employer	318	322	372	186	399
6154 Long Term Disability - Employer	603	854	945	433	1,061
6159 PERA - Employer	24,270	26,185	25,853	11,827	27,168
6165 FICA - Employer (6.2%)	19,794	20,967	22,953	9,755	24,085
6205 Postage	1,296	296	1,200	574	500
6240 Dues	3,060	3,111	3,070	3,186	3,200
6241 Registration Fees/Prof. Serv./Printing	1,354	1,642	1,500	593	1,500
6296 Meeting Expenses	3,030	(64)	1,000	1,085	1,500
6300 Service Contracts	12,636	4,837	13,790	11,190	14,000
6352 Insurance	51,324	51,620	56,590	56,154	58,960
6353 Workers Compensation Insurance	5,114	3,981	4,180	4,197	4,410
6400 Supplies and Materials	6,787	7,558	6,000	5,975	6,000
6900 Transfers to Other Funds	\$ -	80,800	-	-	-
Total Administration Expenditures:	\$ 540,127	\$ 643,968	\$ 570,550	\$ 301,348	\$ 597,719

Highway Department Operations Budget Fund 003

Department 302 (Engineering) Expenditures:

	2019 Actual	2020 Actual	Adopted 2021 Budget	2021 As of 6-30-21	Proposed 2022 Budget
6101 Salaries	316,029	351,003	372,892	137,051	389,203
6102 Salaries, Part Time	-	587	-		8,301
6108 Meals Reimbursed	59	43	100		100
6109 Overtime	18,978	51,551	31,982	5,905	46,470
6124 Medicare - Employer (1.45%)	4,715	5,679	5,872	1,968	6,438
6148 Employer Deductible Contribution- H.S.A.	2,260	2,260	3,260		2,260
6150 Health Insurance - Employer	63,571	67,342	84,173	33,600	75,736
6152 Life Insurance - Employer	442	427	594	206	483
6154 Long Term Disability - Employer	823	900	1,027	405	1,140
6159 PERA - Employer	25,124	29,555	29,774	10,614	32,675
6165 FICA - Employer (6.2%)	20,162	24,142	25,103	8,416	27,527
6296 Meeting Expense/Physicals	8,340	9,247	6,000	873	6,000
6300 Service Contracts				5,799	6,000
6353 Workers Compensation Insurance	2,452	1,749	1,840	1,775	1,860
6411 Safety Footwear	347	525	725	145	725
6449 Engineering Supplies	4,276	5,327	6,000	6,652	6,000
6820 Health Insurance Fund	-	-	-		
Total Engineering Expenditures:	\$ 467,578	\$ 550,336	\$ 569,342	\$ 213,409	\$ 610,918

Highway Department Operations Budget Fund 003

Department 303 (Road Maintenance) Expenditures:

	2019 Actual	2020 Actual	Adopted 2021 Budget	2021 As of 6-30-21	Proposed 2022 Budget
6101 Salaries, Full Time	961,831	1,034,736	1,063,751	470,867	1,179,296
6102 Salaries, Part Time	20,885	-	-	-	18,966
6108 Meals Reimbursed	15	14	-	17	100
6109 Overtime	52,165	41,513	55,488	19,555	57,173
6124 Medicare - Employer (1.45%)	14,481	15,186	16,232	6,785	18,205
6148 Employer Deductible Contribution- H.S.A.	2,260	2,260	2,260	1,130	2,260
6150 Health Insurance - Employer	241,389	246,930	249,337	124,669	265,576
6152 Life Insurance - Employer	1,451	1,516	1,749	875	1,995
6154 Long Term Disability - Employer	2,448	2,749	2,842	1,411	3,439
6159 PERA - Employer	75,146	80,091	81,964	36,414	92,302
6165 FICA - Employer (6.2%)	61,921	64,193	69,391	29,014	77,835
6199 Employee Recognition				(225)	
6254 Utilities	57,481	55,006	55,000	35,250	57,000
6296 Meeting Expense/Physicals	2,762	772	2,000	2,296	2,500
6297 Shop Fuel	24,149	18,635	22,000	12,491	24,000
6298 Shop Maintenance and supplies	64,202	49,502	54,000	30,927	55,000
6352 Insurance	5,297	5,672	6,240	7,283	7,650
6353 Workers Compensation Insurance	48,441	34,504	36,230	33,638	35,320
6411 Safety Footwear	2,356	2,530	2,465	570	2,610
6513 Motor Fuel and Lubricants	225,541	187,997	210,000	81,232	266,800
6514 Pavement Striping	45,995	51,961	49,000	-	54,000
6515 Culverts	75,658	98,695	57,000	43,328	60,000
6516 Signs and Posts	24,424	14,619	15,000	14,394	20,000
6517 Asphalt, Crack Sealant, Etc	37,371	49,722	54,000	47,747	73,000
6518 De-icing Salt	126,725	105,426	148,000	84,670	136,000
6519 Gravel & Royalty	292,758	51,012	120,000	3,750	170,000
6520 Calcium Chloride	228,430	311,517	335,000	90,674	522,000
6521 Other Maintenance Supplies/Services(Road only)	415,774	40	185,000	48,419	306,500
6524 Sand for Salt Mixture	27,544	33,855	25,000	-	10,000
6590 Repair and Maintenance of Equipment	272,746	269,000	240,000	106,934	240,000
6825 Municipal Maintenance Agreements	35,103	40,804	28,000	22,447	42,000
6830 Twp Road Allotment Gas Tax	437,020	455,617	418,200	419,081	458,000
Total Road Maintenance Expenditures:	\$ 3,883,769	\$ 3,326,072	\$ 3,605,149	\$ 1,775,643	\$ 4,259,527
Grand Total Operations Expenditures:	\$ 4,891,474	\$ 4,520,375	\$ 4,745,041	\$ 2,290,399	\$ 5,468,164

Highway Department Capital Equipment and Facilities Budget Fund 308

	2019 Actual	2020 Actual	Adopted 2021 Budget	2021 As of 6-30-21	Proposed 2021 Budget
Revenue:					
5001 Taxes, Aids, etc.	605,000	516,400	547,885	547,885	576,000
5840 Miscellaneous Receipts	-	-	-	-	-
5947 Transfer from Fund Balance			\$ 246,000		\$ -
Total Revenue:	\$ 605,000	\$ 516,400	\$ 793,885	\$ 547,885	\$ 576,000
Expenditures:					
6600 Capital Outlay - Facilities	8,216	156,631	366,000	663,975	90,000
6600 Capital Outlay - Equipment	762,384	630,419	427,885	147,466	486,000
Total Expenditures:	\$ 770,600	\$ 787,050	\$ 793,885	\$ 811,441	\$ 576,000

Highway Department Capital Infrastructure Budget Fund 307

	2019 Actual	2020 Actual	Adopted 2021 Budget	2021 As of 6-30-21	Proposed 2022 Budget
Revenue:					
5001 Taxes, Aids, etc.	600,000	600,000	600,000	600,000	650,000
5330 State Disaster Funds				10,414	
5425 Federal Disaster Funds				31,241	
5840 Misc. Receipts	-	4,994	-	-	-
5841 Federal Transportation Funds	133,042	217,513	91,000	871	399,090
5842 State Park Funds	19,018	-	284,000	-	-
5844 State-aid Disaster Funds	-	-	-	-	-
5846 Town Bridge Funds	163,770	-	75,000	-	50,000
5848 LBRP (Local Bridge Replacement Program)	-	-	691,785	-	546,417
5849 LRIP (Local Road Improvement Funds)	-	-	-	-	-
5850 State-aid Regular Construction Funds	3,169,344	5,078,460	3,800,665	1,047,833	1,883,910
5851 State-aid Municipal Construction Funds	39,618	131,196	-	11,919	-
5854 Township/City/Private/Other Funds	-	-	-	-	48,300
5864 Trunk Highway Turnback	-	-	-	-	-
5865 DEED Money	-	-	-	-	-
5947 Transfer from Fund Balance	-	-	-	-	445,883
Total Revenue:	\$ 4,124,792	\$ 6,032,164	\$ 5,542,450	\$ 1,702,277	\$ 4,023,600
Expenditures:					
6230 Printing and Publishing	1,692	1,091	2,300	904	1,500
6260 Professional Services	166,298	189,007	137,000	5,789	20,000
6262 Contract Payments	3,660,406	5,779,615	5,330,650	1,474,461	3,827,100
6295 Utility Moves	-	17,790	30,000	62,611	-
6362 Right of Way	382,469	29,011	-	-	175,000
6311 Transfer to Fund Balance	-	-	42,500	-	-
Total Expenditures:	\$ 4,210,865	\$ 6,016,514	\$ 5,542,450	\$ 1,543,765	\$ 4,023,600

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

2022 Disbursements						2022 Receipts										Notes
Project	Printing and Publishing	Professional Services	Contract Payments	Utility Moves	Right of Way	Property Tax Revenue	Federal Transportation Funds	State Park Funds	State-aid Disaster Funds	Town Bridge Funds	LBRP/LRIP Funds	State-aid Regular Construction	State-aid Municipal Construction	Township/City/State/Other Funds		
2021 Projects																
C.P. 001-027-001			\$ 200,000			\$ 200,000									\$800,200 budgetted previous years	
C.P. 001-079-002			\$ 32,000			\$ 32,000									\$130,100 budgetted previous years	
S.A.P. 001-598-014			\$ 730,000			\$ 183,583					\$ 546,417				\$45,000 budgetted previous years	
2022 Projects																
S.A.P. 001-599-042			\$ 50,000							\$ 50,000					\$235,250 budgetted previous years	
S.A.P. 001-617-004	\$ 300		\$ 1,200,000									\$ 1,200,300				
C.P. 001-076-002	\$ 300		\$ 680,000			\$ 680,300										
S.A.P. 001-618-005															\$930,300 budgetted previous years	
CH 22, 23, 24 Chip Seal	\$ 300		\$ 465,000									\$ 465,300				
S.P. 001-070-007	\$ 300		\$ 230,100				\$ 207,090					\$ 23,310				
S.P. 001-090-003	\$ 300		\$ 240,000				\$ 192,000							\$ 48,300		
S.A.P. 001-599-041															\$120,250 budgetted previous years	
Future Projects																
S.A.P. 001-605-014					\$175,000							\$ 175,000			\$50,000 budgetted previous years	
S.A.P. 001-611-003															\$205,000 budgetted previous years	
S.A.P. 001-605-015		\$ 10,000										\$ 10,000			\$40,000 budgetted previous years	
S.A.P. 001-605-016		\$ 10,000										\$ 10,000			\$40,000 budgetted previous years	
S.A.P. 001-598-016															\$35,000 budgetted previous years	
Totals:	\$ 1,500	\$ 20,000	\$ 3,827,100	\$ -	\$ 175,000	\$ 1,095,883	\$ 389,090	\$ -	\$ -	\$ 50,000	\$ 546,417	\$ 1,883,910	\$ -	\$ 48,300		

Notes:

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

Aitkin Area Maintenance Facility:

- constructed 1975
- addition constructed in 2000, 2020

DESCRIPTION	PROJ LIFE	2022	2023	2024	2025	2026	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Shop Reconfiguration/Addition		-		100,000	100,000	100,000	300,000		To address shortage of bay length for trucks w/plows
Total:		\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000		

Jacobson Area Maintenance Facility:

- constructed 1992

DESCRIPTION	PROJ LIFE	2022	2023	2024	2025	2026	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
							-		
Total:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

McGrath Area Maintenance Facility:

- constructed 1973
- new roof, siding, and insulation 2011

DESCRIPTION	PROJ LIFE	2022	2023	2024	2025	2026	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Diesel Fuel Tank Replacement			40,000				40,000		Installed 1988
Total:		\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000		

McGregor Area Maintenance Facility:

- constructed 1974

- addition, new roof, siding, and insulation 2008

DESCRIPTION	PROJ LIFE	2022	2023	2024	2025	2026	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Diesel Fuel Tank Replacement			40,000				40,000		Installed 1988
Total:		\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000		

Palisade Area Maintenance Facility:

- constructed 2004

DESCRIPTION	PROJ LIFE	2022	2023	2024	2025	2026	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Cold Storage Building		50,000	20,000				70,000		
Diesel Fuel Tank Replacement		40,000					40,000		
Total:		\$ 90,000	\$ 20,000	\$ -	\$ -	\$ -	\$ 110,000		

Swatara Area Maintenance Facility:

- constructed 2006

DESCRIPTION	PROJ LIFE	2022	2023	2024	2025	2026	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Total:		\$0	\$0	\$0	\$0	\$0	\$0		
Grand Total Capital Facilities:		\$90,000	\$100,000	\$100,000	\$100,000	\$100,000	\$490,000		

ADMIN
Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2022	2023	2024	2025	2026	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #631		03/06/00									
Office Desk - Maintenance Foreman		\$ 3,031.74	10								
Unit #632		03/06/00									
Office Desk - Asst Maint. Foreman		\$ 2,323.78	10								
Unit #644		1/22/2020									
Computer - Maintenance Foremen		\$ 867.00	4								
Unit #646		11/27/2007									
NEC Projector		\$ 1,261.73	0								
Unit #652 (John)		12/28/17									
Laptop Thinkpad W500- Engineer		\$ 2,089.07	4				2,000		2,000		
Unit #653 (Carol)		1/22/2020									
Office Assistant Computer		\$ 867.00	4				1,200		1,200		
Unit #657 (John)		7/2/2018									
Engineer Computer		\$ 1,376.00	4		1,300				1,300		
Unit #658		12/7/2016									
Maintenance Employees Computer #2		\$ 910.00	4								
Unit #659 (Butch)		12/7/2016									
Assistant Maint Supervisor Computer		\$ 1,288.00	4								
Unit #661		1/22/2020									
Mechanic Computer		\$ 867.00	4								
Unit #662		1/22/2020									
Maintenance Employees Computer #1		\$ 867.00	4								
Unit #663		4/16/2021									
Aitkin Office Furniture		\$ 60,966.81	20								
Unit #664 (Mike)		05/21/21									
Asst. Engineer Computer		\$ 1,699.00	4					1,800	1,800		
Unit #665 (Dave)		05/21/21									
ROW - Permitting Agent Computer		\$ 1,699.00	4					1,800	1,800		
Unit #666 (Sarah)		5/21/2021									
Accountant Computer		\$ 1,095.00	4					1,300	1,300		
Unit #785		10/1/2013									
NewRoads ACS Software		\$ 9,084.38	30								
Total:				\$ -	\$ 1,300	\$ -	\$ 3,200	\$ 4,900	\$ 9,400	R&B levy	

ATV

Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2022	2023	2024	2025	2026	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #13 2011 Polaris 500 Ranger ATV	4XARH50A6BB070008 2,252 miles	4/15/2011 \$ 9,894.94	8						-		
Unit #720 1998 Polaris ATV	4XAACH2A2WB052100 1,942 miles	05/13/98 \$ 4,897.94	8						-		
Total:				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	R&B levy	

BELLY DUMPS

Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2022	2023	2024	2025	2026	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #499 1995 Red River Belly Dump	1R9BD423XS1051056 151,927 miles	05/04/95 \$ 26,417.80	20		22,000				22,000		Acquire used.
Unit #501 2001 Red River Belly Dump	4ZYBD42311000233 121,376 miles	05/22/01 \$ 28,462.32	20						-		
Unit #503 2015 CPS Belly Dump	5MC434214F3149962 -	4/3/2020 \$ 21,400.00	20						-		
Total:				\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ 22,000	R&B levy	

CONST
Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2022	2023	2024	2025	2026	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #435: (Drill Rig) 1986 Ford Pickup	1FTEF26N9GP886481 135,702 miles	02/20/96 \$ 5,872.50	5						-		
Unit #709: Pin Finder Locator FT150	45B9086F	01/01/89 \$ 500.00	10						-		
Unit #711: Concrete Air Tester	P116	04/07/95 \$ 575.18	20						-		
Unit #718: Laser Level	14165	06/06/97 \$ 2,337.68	10						-		
Unit #726: Course Sieve Shaker		06/19/01 \$ 3,522.26	5						-		
Unit #727 Digital Scale		03/27/02 \$ 1,452.00	5						-		
Unit #731 One Office DataBase/Egram		9/2/2005 \$ 15,763.93	10						-		
Unit #738 HP Laserjet 5200 DTN Printer		11/27/2012 \$ 2,396.00	8						-		
Unit #739 Autocad Civil 3D 2017		1/12/2017 \$ 41,224.62	5						-		
Unit #740 Trimble Survey Equipment 2019	5834F00202	5/28/2019 \$ 67,863.01	8						-		
Unit #769 Toughbooks #1		9/21/2011 \$ 1,757.03	5						-		
Unit #772 IPAD - Sign Truck		9/2/2015 \$ 930.97	4						-		
Unit 776 Extra Engineer Station Computer		5/13/2009 \$ 1,039.44	4						-		
Unit #777 Nikon Auto Level		6/3/2009 \$ 1,050.94	1						-		
Unit #778 E-TimeCard		12/24/2009 \$ 9,570.00							-		
Unit #784 Engineer Tech Computer #5		4/14/2013 \$ 1,159.59	4						-		
Unit #786 Eng. Tech Desktop Computers - 4		1/1/2018 \$ 6,654.36	4		7,000				7,000		
Unit #787 Eng. Tech Laptop's - 4		1/1/2018 \$ 7,210.80	4				7,000		7,000		
Total:				\$ -	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ 14,000	R&B levy	

DUMP TRUCKS

Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2022	2023	2024	2025	2026	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #126: (Swatara - Florian) 2000 Ford Single Axle	2FZHDJBB0YAB12881 111,369 miles	10/22/99 \$ 89,105.34	8	22,000					22,000		\$195k bud. in 2021
Unit #127: (Spare) 2000 Ford Single Axle	2FZHOJBB2YAB12882 114,872 miles	10/22/99 \$ 93,834.69	8						-		Keep as spare.
Unit #128: (Palisade - Josh) 2001 Sterling LT9511	2FZHAZAS31AJ37253 307,943 miles	04/17/01 \$ 110,632.06	8	127,000					127,000		\$90k bud. in 2021.
Unit #131: (McGregor - Kyle) 2001 Sterling LT9511	2FZHAZAS91AJ37256 224,766 miles	04/17/01 \$ 109,972.80	8	217,000					217,000		
Unit #135 (Aitkin - Greg) 2012 International Tandem	1HTGRSJT1CJ634654 167,076 miles	2/13/2012 \$ 180,115.33	8					230,000	230,000		Acquire in 2024.
Unit #136 (Aitkin - Randy) 2012 International Tandem	1HTGRSJT1CJ634655 167,858 miles	2/13/2012 \$ 180,115.32	8				195,000	35,000	230,000		Acquire in 2024.
Unit 137 (Scott - McGregor) 2012 International Tandem	1HTGRSJT1CJ634656 117,233 miles	2/13/2012 \$ 181,528.21	8			195,000	35,000		230,000		Acquire in 2024.
Unit 138 (Aitkin - Al) 2012 International Tandem	1HTGRSJT1CJ634657 139,585 miles	2/13/2012 \$ 181,837.07	8				230,000		230,000		Acquire in 2024.
Unit 139 (McGrath - Ben) 2016 Mack GU 713	1M2AX09C5GM031563 72,450 miles	11/25/2015 \$ 182,454.37	8					220,000	220,000		Acquire in 2027.
Unit 140 (Palisade - Gary) 2016 Mack GU 713	1M2AX09C7GM031564 59,765 miles	11/25/2015 \$ 182,454.37	8						-		Acquire in 2027.
Unit 141 (McGrath - Randy) 2016 Mack GU 713	1M2AX09C9GM031565 58,343 miles	11/25/2015 \$ 182,454.37	8						-		Acquire in 2027.
Unit 142 (Jacobson) 2010 Mack GU812 Single Axle	1M2AX11C0AM001296 105,491 miles	10/30/2018 \$ 93,234.00	8						-		
Unit 143 (Palisade - Don) 2019 Mack GR64F	1M2GR3C1KM011697 30,935 miles	5/2/2019 \$ 192,262.32	8						-		
Unit 144 (Aitkin - Rick) 2020 Mack GR64F	1M2GR3GC1LM011698 52,739 miles	5/2/2019 \$ 192,262.32	8						-		
Unit 145 (McGregor - Dave) 2019 Mack GR64F	1M2GR3GC5KM011699 46,842 miles	5/2/2019 \$ 192,262.32	8						-		
Unit 146 (Chassis Only) 2015 International ProStar	1HSDJAPR1FH528155 338,223 miles	3/27/2020 \$ 51,707.50	8						-		
Chassis Only Tandem Truck					52,000				52,000		Acquire used.
Total:				\$ 366,000	\$ 52,000	\$ 195,000	\$ 460,000	\$ 485,000	\$ 1,558,000	R&B levy	

LOADERS

Aitkin County Highway Department

DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2022	2023	2024	2025	2026	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #010 1989 Case 1840 Skidsteer	JAF 0046781 1,881 hours	06/30/91 \$ 14,320.00	5						-		
Unit #020 Bobcat Skidsteer	519025062 1,847 hours	8/21/2009 \$12,500	6						-		
Unit #366: 1985 John Deere Tractor-Loader	4S6575 7,659 hours	06/01/85 \$ 27,895.00	7						-		
Unit #371 (Aitkin) 2008 John Deere 624J Loader	DW624J2620150 3,387 hours	5/15/2008 \$ 102,623.40	10						-		
Unit #386: (Swatara) 2003 JD 410E Wheel Loader Backhoe	T0410EX885689 350 hours	11/21/2013 \$ 30,459.38	10						-		
Unit #389: (Jacobson) 1994 Ford Loader/Backhoe	A428046 3,443 hours	11/01/94 \$ 49,456.05	10			50,000			50,000		
Unit #391: (Palisade) 1997 Cat 938F Loader	1KM02373 5,359 hours	06/09/97 \$ 121,976.00	10						-		
Unit #397 (McGrath) John Deere Loader/Backhoe	T0310SG927807 2,756 hours	12/22/2003 \$ 45,382.85	12						-		
Unit #398 (McGregor) John Deere 624J Loader	DW624JZ591593 2,968 hours	4/8/2004 \$ 114,444.90	12						-		
Total:				\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	R&B levy	

MAINT
Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2022	2023	2024	2025	2026	6 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #016 Stow VPC80E Plate Compactor	9301000	10/01/93 \$ 1,618.80	8								
Unit #018 Graco Pavement Marker	3003	06/17/94 \$ 6,704.18	8								
Unit #019 Roscoe SweepPro	4820-44017 2,233 hours	3/21/2006 \$ 30,625.14	10								
Unit #041 2014 Cimline 230DH Gen IV Melter	974 hours	3/26/2015 \$ 36,495.00	5								
Unit #042 Ingersoll Rand Compressor	327328UBM288 1,124 hours	02/25/02 \$ 11,762.93	5								
Unit #43 Pavement Compactor CATCB24	24001325 496 hours	10/15/2012 \$ 27,787.50	10								
Unit #048 Hydro Tek Steamer	201400566	3/13/2014 \$ 6,478.90	8								
Unit #50 STEPP Pothole Patch Trailer	4S9PH15Y1ES127059	5/29/2014 \$ 15,572.00	8								
Unit #066 Honda Water Pump		8/15/2003 \$ 2,628.51	5								\$4k buget 2021.
Unit #067 Pull-type Pneumatic Roller	190604	11/15/2004 \$ 11,182.50	5								
Unit #096 All American Disk	105DH	12/11/95 \$ 4,473.00	7								
Unit #098 Ford Tandem Wheel Disc		07/25/88 \$ 1,600.00	4								
Unit #300 PT100G Terex Track Brush Machine	ASVPT100LDWF00338 1,896 hours	6/27/2011 \$ 71,832.83	10		80,000				80,000		
Unit #306 2013 LB Performance RW35 Road Wid	91161 596 hours	3/27/2020 \$ 38,500.00	10								
Unit #369 1999 Self-propelled Steel Drum Roller	3TM01311 2,075 hours	11/16/2004 \$ 43,665.00	5								
Unit #372 2020 Volvo Excavator	EC140EL 632 hours	5/28/2020 \$145,406	10								
Unit #399 Caterpillar D5NLGP Dozer	ADK01236 3,329 hours	12/29/2004 \$ 107,649.54	12								
Unit #498 Water Tanker Trailer	OMA102901	6/1 1/2003 \$ 2,500.00	2								55k budget 2021 - Replace with dump box tank
Unit #815 Turfmaker 325 - Hydroseeder		3/17/2021 \$ 11,075.00	10								
Mastic Patch Trailer					70,000				70,000		
Total:				\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	R&B levy	

MOTOR GRADERS

Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2022	2023	2024	2025	2026	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit 200 (McGregor) Caterpillar 120M Motor Grader	CAT0120MJD9W00208 5,560 hours	2/28/2013 \$ 193,743.00	15								\$30k budget 2021 Add wing
Unit 201 (McGrath - Randy) Caterpillar 120M Motor Grader	CAT0120MPD9W00206 4,361 hours	2/28/2013 \$ 193,743.00	15								
Unit 205: (Swatara) 2016 John Deere 670GP	1DW670GPCGF678041 2,620 hours	11/17/2016 \$ 208,090.00	15								
Unit #206: (McGrath-Ben) 2016 John Deere 670GP	1DW670GPAGF678048 2,616 hours	11/17/2016 \$ 208,090.00	15								
Unit #211: (Jacobson) Caterpillar 140G Motor Grader	72V11844: Rebuilt '06 16,520 hours	04/19/89 \$ 118,166.00	7		135,000	95,000			230,000		
Unit #213: (Palisade) Caterpillar 120M2 Motor Grader	CAT0120MKM9C01011 1,897 hours	11/27/2018 \$ 207,780.00	7								
Unit #214: (Aitkin) 2020 John Deere 670GP Motor Grader	1DW670GPCLF707211 636 hours	7/15/2020 \$ 296,120.00	7								
Total:				\$ -	\$ 135,000	\$ 95,000	\$ -	\$ -	\$ 230,000	R&B levy	

PICKUPS

Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2022	2023	2024	2025	2026	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #440: (Mower) 1999 Ford Pickup	1FTSF30S7XEE77886 239,658 miles	06/24/99 \$ 27,307.66	5								
Unit #448 (mower) 2004 Ford F-150 4x4	2FTRF18W04CA57284 137,039 miles	9/9/2004 \$ 18,264.12	5								
Unit #453 (Maint.) (with lift) 2008 Ford F-250	1FTNF215X8ED 129,418 miles	1/2/2008 \$ 21,153.03	5	40,000					40,000		Crewcab diesel.
Unit #454 (Randy) 2008 Ford F-150	1FTRX14W58FC 123,637 miles	5/13/2008 \$ 20,588.85	5		28,000				28,000		
Unit #456 (Maint.) 2008 Ford F-350 Flatbed	1FDWF36Y88EE41635 71,220 miles	8/21/2008 \$ 25,893.33	5	40,000					40,000		Crewcab diesel.
Unit #458 (McGregor) 2010 Ford F150 CrewCab	1FTW1E82AFC37178 115,008 miles	5/21/2010 \$ 26,065.86	5				30,000		30,000		
Unit #459 (Austin) 2010 Ford F150	1FTEX1E81AKE10754 60,064 miles	5/14/2010 \$ 23,704.75	5				30,000		30,000		
Unit #460 (Survey) 2011 Ford F350 SD	1FD8W3B66BEA79874 120,910 miles	8/4/2010 \$ 39,336.40	5			45,000			45,000		
Unit #462 (Swatara) 2012 Chevy 4DR Ext.	1GC2KXCG3CZ177243 210,739 miles	12/19/2011 \$ 24,912.00	5		28,000				28,000		
Unit #464 (Dave) 2012 Ford F150 Ext Cab	1DRPX12VX8FB81383 52,998 miles	6/4/2012 \$ 12,000.00	5			29,000			29,000		
Unit #466: (Paul K) 2014 Ford F-150	1FTEX1EM3EKE13609 44,697 miles	04/10/2014 \$ 25,382.88	8								
Unit #468 (McGrath) 2007 Ford F-150	1FTPX14V37KD14388 145,366 miles	10/6/2015 \$ 17,895.95	5		28,000				28,000		
Unit #469: (Jacobson Shop) 2005 Ford F150	1FTRF145X5NA52845 124,854 miles	3/23/2016 \$ 12,795.75	5								
Unit #470 (Palisade Shop) 2006 GMC Sierra 150	1GTEK19B26Z186669 124,736 miles	5/26/2016 \$ 16,867.75	5								
Unit #471 (Sign Truck) 2017 Ford F-450 Super Duty	1FOUF4GY5HED18824 95,733 miles	5/12/2017 \$ 47,292.13	5					50,000	50,000		
Unit #472 (Butch) 2018 Ford F-250 SuperDuty	1FT7X2B63JEC64325 94,417 miles	6/5/2018 \$ 26,631.91	5			34,000			34,000		Keep for Palisade shop.
Unit #473 (Scott) 2018 Ford F-250 SuperDuty	1FT7X2B61JEC64324 96,919 miles	6/11/2018 \$ 33,554.41	5			34,000			34,000		Keep for Jacobson shop.
Unit #474 (Babcock) 2020 F-150 4x4 Extended Cab	1FTEX1EB2LKF17679 5,811 miles	8/31/2020 \$ 28,675.14	5								
Unit #475 (Mechanic) 2020 Ford F550 Super Duty	1FD0W5HT2LEE47703 6,610 miles	12/21/2020 \$ 98,293.73	5								
Unit #476 (Quale) 2021 GMC Sierra	3GTU9AEFXMG244525 1,891 miles	3/19/2021 \$ 30,433.83	5								
Total:				\$ 80,000	\$ 84,000	\$ 142,000	\$ 60,000	\$ 50,000	\$ 416,000	R&B levy	0.00

TRACTORS

Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2022	2023	2024	2025	2026	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #350 (Aitkin) John Deer Tractor/Mower	L06430H520378 6,794 hours	4/19/2007 \$ 75,268.00	10	40,000	50,000				90,000		
Unit #351 New Holland Tractor Mower	NT01172M 2,131 hours	10/6/2016 \$ 66,121.56	10						-		
Unit #352 New Holland - Guardrail Mower	946 hours	7/12/2019 \$ 103,838.50	10						-		
Total:				\$ 40,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 90,000	R&B levy	

TRAILERS

Aitkin County Highway Department

EQUIPMENT DESCRIPTION	SERIAL # MILEAGE	AQ. DATE AQ. COST	PROJ. LIFE	2022	2023	2024	2025	2026	5 YEAR TOTAL	FUNDING SOURCE	COMMENTS
Unit #028 (Dozer) Felling Trailer	5FTDA292871027973	6/21/2006 \$ 15,819.88	8						-		
Unit #029 (Skid Loader) Felling Trailer	1F9FS1425M1072074	05/08/91 \$ 9,400.00	8						-		\$8k budget 2021
Unit #031 Survey Trailer	4P5671213B2160170	4/1/2011 \$ 1,760.25	8						-		
Unit #032 (McGrath) Felling Trailer	5FTDA242321017075	06/07/01 \$ 11,988.86	8						-		\$30k budget 2021
Unit #033 Homemade Culvert Trailer	DPWMN890722	01/01/90 \$ -	5						-		
Unit #034 (Jacobson) Towmaster Trailer	2471	06/21/88 \$ 10,705.35	8			32,000			32,000		
Unit #035 Homemade 6X8 Trailer	DPSMN890723	03/14/86 \$ 100.00	8						-		
Unit #051 (Trackhoe) Towmaster Trailer T-50	4KNFT2431EL162184	05/30/2014 \$ 26,005.96	10						-		
Unit #52 Continental Cargo 6x10 Trailer	5NHUVH019FN079008	4/14/2016 \$ 3,243.93	10						-		
Unit #97 (pipe trailer) Home Made Trailer	DSPMN890724	03/10/89 \$ 694.34	8						-		
Total:				\$ -	\$ -	\$ 32,000	\$ -	\$ -	\$ 32,000	R&B levy	

Grand Total Capital Equipment:

\$ 486,000 \$ 501,300 \$ 514,000 \$ 530,200 \$ 539,900 \$ 2,571,400

Proposed 2022 through 2026 Capital Road Improvement Plan

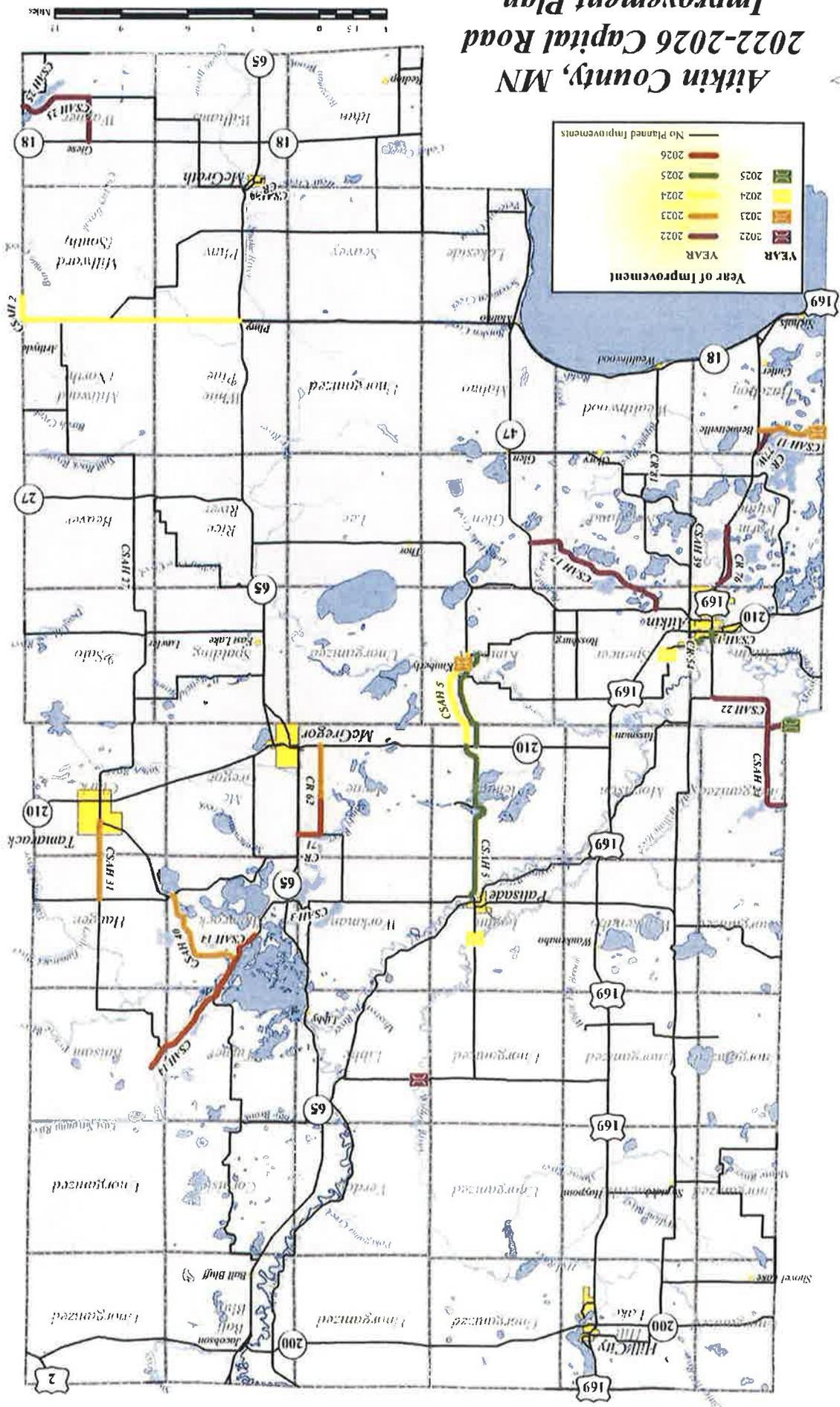
(*projects added from previous program*)

	Length	Location	Pavement Age/2019 RQI	Estimated Construction Cost
2022				
SAP 001-617-004 - CSAH 17 Resurfacing	7.1	CSAH 18 over Willow River	1997/2.9-3.0	\$ 1,200,000
SAP 001-618-005 - CSAH 18 Bridge Replacement	0.2		\$ 874,928	
CSAH 22 Chipseal	4.6		2001/3.4-3.5	\$ 155,000
CSAH 23 Chipseal	5.3		2003/3.3-3.8	\$ 180,000
CSAH 24 Chipseal	4.2		2001/3.6	\$ 145,000
CP 001-076-002 - CR 76 Resurfacing	2.82		1999/2.4-2.5	\$ 680,000
CR 77W Resurfacing	1.04		1999/2.5-2.6	\$ 170,000
SP 001-070-007 HSIP Pavement Markings				\$ 230,000
			Total:	\$ 3,634,928
2023				
SAP 001-605-015 - CSAH 5 Bridge Replacement over Rice River	0.1	CSAH 5 over Rice River		\$ 850,000
SP 001-611-003 - CSAH 11 Widening/Resurfacing/Bridge Replacement	3.2		2003/2.8-3.0	\$ 3,400,000
SAP 001-631-003 - CSAH 31 Resurfacing	3.53		2002/2.3	\$ 600,000
SAP 001-640-003 - CSAH 40 Resurfacing	4.9		2002/2.8-2.9	\$ 850,000
CP 001-062-004 - CR 62 Resurfacing	2.64	TH 210 to 435th Street	2002/2.5-2.7	\$ 450,000
			Total:	\$ 6,150,000
2024				
CSAH 2 Overlay	10.4	TH 65 to Pine County Line	2004/3.3	\$ 1,900,000
SAP 001-605-014 - CSAH 5 Reconstruction (Grading and Agg. Base)	4.7	CR 53 to TH 210		\$ 2,600,000
SAP 001-605-016 - CSAH 5 Bridge Replacement over Willow River	0.1			\$ 950,000
SAP 001-598-016 - CR 54 Bridge Replacement	0.5	CR 54 over Sissabagamah Creek		\$ 455,000
			Total:	\$ 5,905,000
2025				
CSAH 1 Resurfacing	0.45	US Hwy 169 to Mississippi River	2005/2.2-2.4	\$ 180,000
CSAH 5 Bituminous Paving	4.7	CR 53 to TH 210		\$ 1,500,000
CSAH 5 Resurfacing	7.5	TH 210 to CSAH 3	2009/2.6-2.7	\$ 1,350,000
CSAH 22 Bridge Replacement over Wakefield Brook	0.1			\$ 400,000
CR 54 Resurfacing	0.83	7th Avenue NE to CR 83	2003/2.4-2.5	\$ 180,000
			Total:	\$ 3,610,000
2026				
CSAH 14 Resurfacing/Culvert Replacements	1.88	2.3 miles NE of TH 65 to CSAH 40	2001/3.2	\$ 550,000
CSAH 14 Reconstruction	1.92	CSAH 40 to CSAH 36	2001/3.1-3.2	\$ 2,000,000
CSAH 14 Resurfacing/Culvert Replacements	4.44	CSAH 36 to State Park	2001/2.9	\$ 1,325,000
CR 62 Reconstruction (Grading and Agg. Base)	1.36	435th Street to CR 71		\$ 700,000
CR 71 Reconstruction (Grading and Agg. Base)	1			\$ 580,000
			Total:	\$ 5,155,000
Five Year Total:				\$ 24,454,928



Aitkin County, MN 2022-2026 Capital Road Improvement Plan

Map prepared by Aitkin County GIS for graphic display purposes only.



Project Selection Process

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

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

1. Bridge Replacement

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

2. Pavement Resurfacing/Shoulder Widening

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

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

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

3. Gravel Road Reconstruction to Paved Road Standards

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

4. Gravel Road Improvement

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

**AITKIN COUNTY
BRIDGE ROSTER**

(Highlighted Bridges replaced in 2021 or included in 2022-2026 Capital Road Improvement Plan)

08/17/2021

Bridge Number	Roadway Name	Feature Crossed	Main Span Type	Deficiency Status	Sufficiency Rating	Status
7367	CSAH 12	RIPPLE RIVER	TIMB BEAM SPAN	S.D.	54.0	CLOSED
01502	CSAH 22	WAKEFIELD BROOK	TIMB SLAB SPAN	S.D.	62.0	OPEN
01503	CSAH 14	SAVANNA RIVER	TIMB SLAB SPAN	S.D.	65.7	LOAD POSTED
01508	CSAH 5	RICE RIVER	TIMB SLAB SPAN	S.D.	68.3	LOAD POSTED
01505	CSAH 18	WILLOW RIVER	TIMB SLAB SPAN	S.D.	68.4	LOAD POSTED
01509	CSAH 5	WILLOW RIVER	TIMB SLAB SPAN	S.D.	69.9	LOAD POSTED
01507	CSAH 12	RIPPLE RIVER	TIMB SLAB SPAN	S.D.	70.5	LOAD POSTED
01510	CR 82	SANDY RIVER	TIMB SLAB SPAN	S.D.	71.6	LOAD POSTED
88100	CSAH 11	RIPPLE RIVER	STEEL PIPE ARCH	ADEQ	73.5	OPEN
7375	CR 54	SISSABAGAMAH CREEK	TIMB SLAB SPAN	ADEQ	73.9	LOAD POSTED
7216	CSAH 2	SNAKE RIVER	TIMB BEAM SPAN	ADEQ	75.6	OPEN
7215	CSAH 2	STREAM	TIMB BEAM SPAN	ADEQ	78.0	OPEN
94156	CSAH 16	SANDY RIVER TRIB	TIMB BOX CULV	ADEQ	78.1	OPEN
94157	CSAH 16	SANDY RIVER	TIMB BOX CULV	ADEQ	78.1	OPEN
94154	CSAH 16	SANDY RIVER TRIB	TIMB BOX CULV	ADEQ	78.2	OPEN
94155	CSAH 16	RICE LAKE OUTLET	TIMB BOX CULV	ADEQ	79.2	OPEN
88102	CSAH 19	MOOSE RIVER	STEEL PIPE CULV	ADEQ	82.6	OPEN
L9181	CNTY 67	WILLOW RIVER	TIMB SLAB SPAN	ADEQ	85.0	OPEN
01513	CSAH 29	WILLOW RIVER	TIMB SLAB SPAN	ADEQ	85.9	LOAD POSTED
R0716	CSAH 3 FIELD ENT	DRAINAGE DITCH	STEEL PIPE ARCH	ADEQ	89.8	OPEN
R0717	CSAH 3 350TH PL ENT	DRAINAGE DITCH	STEEL PIPE ARCH	ADEQ	89.8	OPEN
01518	CSAH 23	CHAN BETWEEN TWO LAKES	PRESTR QUAD TEE	ADEQ	90.1	OPEN
01512	CSAH 28	RIPPLE RIVER	PRESTR QUAD TEE	ADEQ	91.3	OPEN
92899	CSAH 21	DITCH	STEEL PIPE CULV	ADEQ	94.8	OPEN
01506	CSAH 1	MISSISSIPPI RIVER	PRESTR BM SPAN	ADEQ	95.9	OPEN
01518	CSAH 26	SNAKE RIVER	PRESTR DOUB TEE	ADEQ	96.9	OPEN
01011	CSAH 3	CHAN BETWEEN TWO LAKES	PRESTR BM SPAN	ADEQ	97.2	OPEN
01515	CR 54	RIPPLE RIVER	PRESTR QUAD TEE	ADEQ	97.9	OPEN
01521	CR 56	RICE RIVER	TIMB SLAB SPAN	ADEQ	98.0	OPEN
01012	CSAH 3	MISSISSIPPI RIVER	PRESTR BM SPAN	ADEQ	98.4	OPEN
01J38	CSAH 32	CO DITCH #13	PRECST BOX CULV	ADEQ	98.8	OPEN
01526	CSAH 22	MISS R DIVERSION CHANNEL	PRESTR BM SPAN	ADEQ	99.3	OPEN
01530	CSAH 3	BIG WILLOW RIVER	PRESTR BM SPAN	ADEQ	99.3	OPEN
93455	CSAH 4	DAM BROOK	PRECST PIPE ARCH	ADEQ	99.3	OPEN
01J35	CSAH 3	WHITE ELK BROOK	PRECST BOX CULV	ADEQ	99.4	OPEN
01J04	CSAH 39	RIPPLE RIVER	PRECST BOX CULV	ADEQ	99.5	OPEN
01J08	CSAH 3	Little Willow River	PRECST BOX CULV	ADEQ	99.5	OPEN
01J28	CSAH 28	CHAN BETWEEN TWO LAKES	PRECST BOX CULV	ADEQ	99.5	OPEN
01531	CSAH 14	PRAIRIE RIVER	PRESTR BM SPAN	ADEQ	99.6	OPEN
01532	CSAH 4	RICE RIVER	PRESTR BM SPAN	ADEQ	99.6	OPEN
01J33	CSAH 10	POKEGAMA CREEK	PRECST BOX CULV	ADEQ	99.6	OPEN
01J39	CSAH 15	CEDAR CREEK	PRECST BOX CULV	ADEQ	99.6	OPEN
92844	CSAH 3	DITCH	PRECST PIPE ARCH	ADEQ	99.6	OPEN
98703	CSAH 4	CREEK	PRECST BOX CULV	ADEQ	99.6	OPEN
93178	CSAH 38	SEVENTEEN CREEK	PRECST PIPE ARCH	ADEQ	99.8	OPEN
98811	CSAH 2	SNAKE RIVER	PRECST PIPE ARCH	ADEQ	99.8	OPEN
01527	CSAH 1	Miss. R. Diversion Chan.	PRESTR BM SPAN	ADEQ	99.9	OPEN
01528	CSAH 32	TAMARACK RIVER	PRESTR BM SPAN	ADEQ	99.9	OPEN
01J07	CSAH 1	LITTLE WILLOW RIVER	PRECST BOX CULV	ADEQ	99.9	OPEN
01J22	CSAH 29	MOOSE RIVER	PRECST BOX CULV	ADEQ	99.9	OPEN
01J26	CSAH 26	STREAM	PRECST BOX CULV	ADEQ	99.9	OPEN
01J27	CR 73	MINNEWAWA CREEK	PRECST BOX CULV	ADEQ	99.9	OPEN
01J31	CR 73	SANDY RIVER	PRECST BOX CULV	ADEQ	99.9	OPEN
91895	CNTY 64	PRAIRIE RIVER	PRECST PIPE ARCH	ADEQ	99.9	OPEN
91898	CNTY 64	TAMARACK RIVER	PRECST PIPE ARCH	ADEQ	99.9	OPEN
92917	CSAH 12	RIPPLE RIVER	PRECST PIPE ARCH	ADEQ	99.9	OPEN
93122	CSAH 26	DITCH	PRECST PIPE ARCH	ADEQ	99.9	OPEN
95330	CSAH 36	STREAM	PRECST PIPE ARCH	ADEQ	99.9	OPEN
95331	CSAH 1	LITTLE WILLOW RIVER	PRECST PIPE ARCH	ADEQ	99.9	OPEN
95332	CSAH 5	SISSABAGAMAH CREEK	PRECST PIPE ARCH	ADEQ	99.9	OPEN
95612	CNTY 51	RIPPLE RIVER	PRECST PIPE ARCH	ADEQ	99.9	OPEN
01517	CSAH 10	WILLOW RIVER	PRESTR DOUB TEE	ADEQ	100.0	OPEN
01524	CR 82	SANDY RIVER	CCONC SLAB SPAN	ADEQ	100.0	OPEN
01J01	CNTY 74	MORRISON BROOK	PRECST PIPE ARCH	ADEQ	100.0	OPEN
01J02	CSAH 10	WHITE ELK BROOK	PRECST PIPE ARCH	ADEQ	100.0	OPEN
01J11	CSAH 9	Bear Creek	PRECST BOX CULV	ADEQ	100.0	OPEN
01J14	CSAH 34	BIRCH CREEK	PRECST BOX CULV	ADEQ	100.0	OPEN
01J29	CR 75	BIRCH CREEK	PRECST BOX CULV	ADEQ	100.0	OPEN
92918	CNTY 61	CHESLEY BROOK	PRECST PIPE ARCH	ADEQ	100.0	OPEN
92924	CSAH 23	STREAM	PRECST PIPE ARCH	ADEQ	100.0	OPEN
93123	CNTY 75	SPLIT ROCK RIVER	PRECST PIPE ARCH	ADEQ	100.0	OPEN
93424	CNTY 87	LITTLE HILL RIVER	PRECST PIPE ARCH	ADEQ	100.0	OPEN
94221	CNTY 81	STREAM	PRECST PIPE ARCH	ADEQ	100.0	OPEN
96142	CSAH 29	LITTLE HILL RIVER	PRECST PIPE ARCH	ADEQ	100.0	OPEN

74 BRIDGES

Bituminous Pavements - Age and RQI Data

(Highlighted Segments Included in 2022-2026 Capital Road Improvement Program)

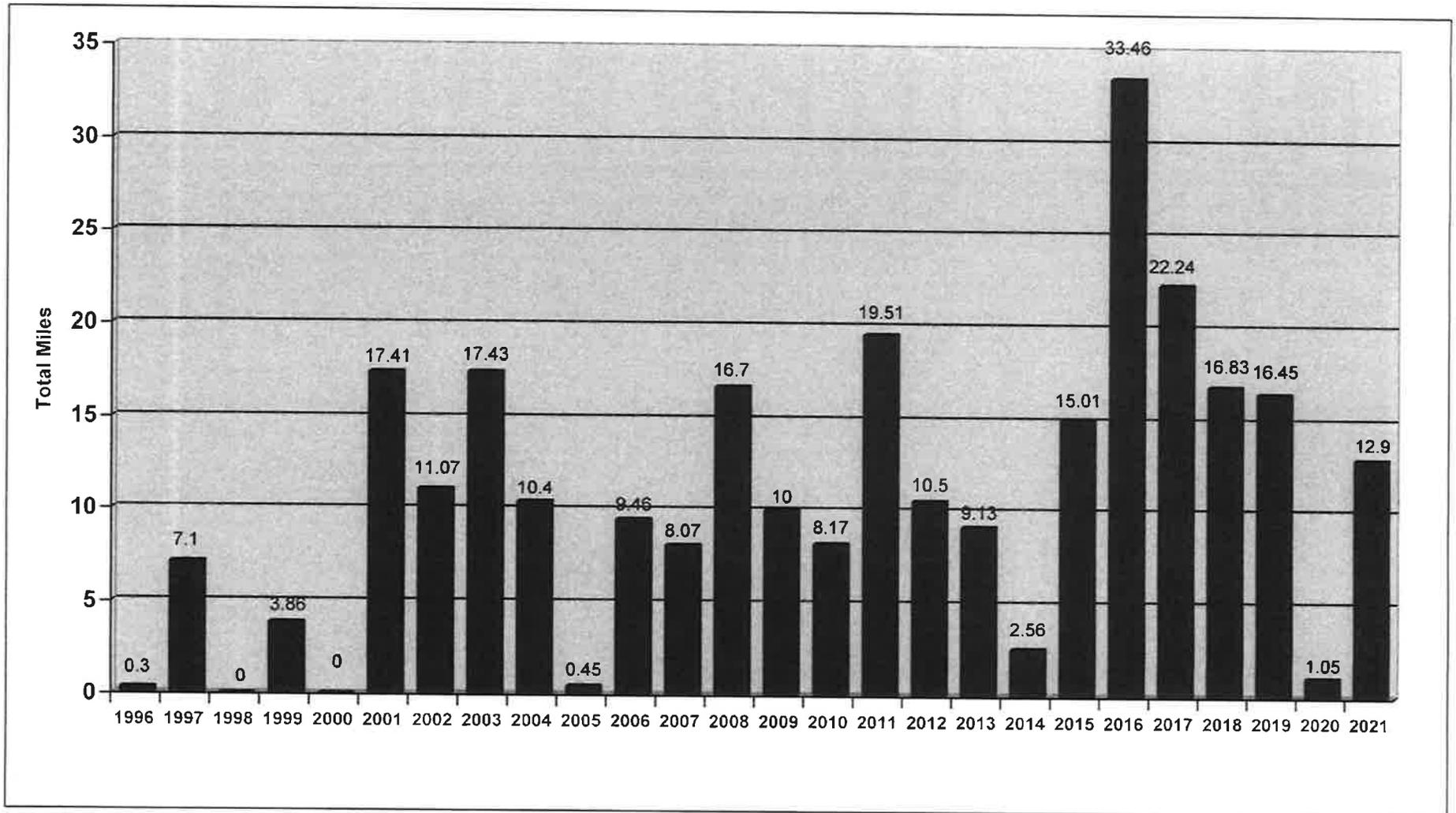
	Length	2019	RQI		Length	2019	RQI
1996				2013			
CR 69	0.3			CSAH 12 from .35 m. E. of N. jct. CSAH 39 to TH 47 (NW)	0.47	2.3/2.5	
1997				CR 54 from CSAH 1 to 47 miles east	0.56	2.4/2.8	
CSAH 17	7.1	2.9/3.0		CR 54 from CR 83 to end of pavement	3.98	3.6/3.7	
1999				CR 60	0.83	2.3/2.4	
CR 76	2.82	2.4/2.5		CR 66 from 0.26 miles east of US 169 to US 169	0.57	3.5/3.7	
CR 77W	1.04	2.5/2.6		CR 77	1.03	2.1/2.4	
2000				CR 82	0.49	3.3/3.4	
2001				CR 85	1.2	2.9	
CSAH 14 from 2.3 m. northeast of TH 65 to State Park	8.61	2.9/3.2		2014			
CSAH 22	4.6	3.4/3.5		CSAH 12 from .35 m. E. of N. jct. CSAH 39 to TH 47 (Wear)	2.56	3.4	
CSAH 24	4.2	3.6		2015			
2002				CSAH 10 from US Hwy 169 to CSAH 3	7.01	3.7	
CSAH 31	3.53	2.3		CSAH 28 from TH 210 to TH 169	8	3.6	
CSAH 40	4.9	2.8/2.9		2016			
CR 62 from TH 210 to 435th Street	2.64	2.5/2.7		CSAH 2 from TH 47 to TH 65	12.38	3.5/3.6	
2003				CSAH 3 from north jct. CSAH 5 to 6.36 miles east	6.2	3.7	
CSAH 11	3.2	2.8/3.0		CSAH 12 from TH 47 to TH 210	0.58	3.0/3.2	
CSAH 23	5.3	3.3/3.8		CSAH 12 from TH 47 to 375th Avenue	6.88	3.7/3.8	
CSAH 28 from TH 169 to CSAH 12	5.8	3.4		CSAH 13 from TH 65 to CSAH 16	5.39	3.8/3.7	
CSAH 37	2.3	2.6/2.9		CSAH 41 from 1st Street to west jct. TH 210	1.01	3.2/3.3	
CR 54 from .47 miles east of CSAH 1 to CR 83	0.83	2.4/2.5		CR 88	1.02	2.9/3.5	
2004				2017			
CSAH 2 from TH 65 to Pine County Line	10.4	3.3		CSAH 1 from CSAH 22 to 3.6 miles north	3.6	3.5/3.6	
2005				CSAH 10 from TH 232 to CSAH 18	11.06	3.8/3.9	
CSAH 1 from TH 210 to beginning of Mississippi River B	0.45	2.2/2.4		CSAH 15 from Crow Wing County Line to CSAH 1	6.08	2.9/3.8	
2006				CR 74	1.5	3.5/3.7	
CSAH 3 from Crow Wing County Line to CSAH 29	5.74	3.3/3.4		2018			
CSAH 7	3.2	3.1		CSAH 6 from TH 65 to 5.3 miles east	4.9	4.1	
CR 66 from US 169 to 0.26 miles east	0.26	1.9		CSAH 6 from TH 210 to old Soo Line RR	0.87	3.0	
CSAH 29 from CSAH 19 to CSAH 7	0.26	3.4		CSAH 12 from 375th Avenue to Lanie's corner	2.74	3.9	
2007				CSAH 12 from Lanie's Corner to n. jct. CSAH 39	1.95	3.4	
CSAH 8 from old Soo Line RR to TH 65	1.97	3.3		CSAH 32 from CSAH 6 to CSAH 31	3.29	4.1	
CSAH 38	6.1	3.2/3.3		CR 53 from CSAH 4 to 0.78 mile north	3.08	3.7	
2008				2019			
CSAH 4 from TH 47 to TH 65	14.4	3.2/3.3		CSAH 3 from CSAH 29 to TH 169	4.15		
CSAH 29 from CSAH 3 to 509th Lane	2.3	2.6/2.7		CSAH 10 from TH 200 to Itasca County Line	2.25		
2009				CSAH 16	8.9		
CSAH 1 from beginning of Mississippi River Bridge to C	2.5	3.2		CSAH 41 from east jct. TH 210 to 1st Street	0.07		
CSAH 5 from TH 210 to TH 232	7.5	2.6/2.7		CR 70	1.08		
2010				2020			
CSAH 10 from CSAH 18 to 8.2 miles south of TH 200	6.88	3.5		CR 81 (1999 Original Pavement, 2020 Chipseal)	1.05	2.9/3.1	
CSAH 33	0.29	1.9/2.9		2021			
CR 62 from TH 232 to 1.0 mile south	1.0	3.4		CSAH 3 from 6.36 miles east of north jct. CSAH 5 to TH 65	3.2		
2011				CSAH 9	0.77		
CSAH 6 from 5.27 miles east of TH 65 to TH 210	8.08	2.8/3.0		CSAH 25	3.29		
CSAH 10 from TH 200 to 8.12 miles south	8.12	3.2		CSAH 39 (199 Original Pavement, 2021 Chipseal)	5.1		
CSAH 32 from CSAH 31 to Carlton County Line	3.01	3.6/3.7		CR 79	0.54		
CR 241	0.3			Subtotal:	129.63		
2012				Grand Total:	280.06		
CSAH 3 from US Hwy 169 to n. jct. CSAH 5	5.6	3.3/3.5					
CSAH 5 from TH 47 to CR 50	1	3.4/3.5					
CSAH 14 from TH 65 to 2.3 miles northeast	2.3	3.3/3.4					
CSAH 36 from CSAH 14 to 1.6 mile north	1.6	2.6/2.9					
Sub-total:	150.43						

Updated: 8-17-21

Updated: 11-21-16

2021 Pavement Quality Summary		
	Good (RQI>3)	Poor (RQI<=2)
MnDOT District 1 (non-NHS)	65.2%	5.9%
MnDOT District 3 (non-NHS)	71.4%	0.7%
Aitkin County Roads and County State-Aid Highways	80.8%	0.2%

Pavement Age of Aitkin County Highways



Priority Rating Worksheet

(Highlighted Segments Included in 2022-2026 Capital Road Improvement Program)

8/17/2020

Road Number	Segment Description	Length	2016 ADT (20 points decile)	Residence Density (20 point decile)	Functional Classification (10 points)	Sight Distance Deficiency (10 point decile)	Improved Route System Layout (10 points)	Privately-Owned Land (10 point decile)	Priority Rating (80 points)
5.2	CR 53 to TH 210	4.7	12	20	10	6	10	7	58.7
71		1	20	12	4	1	10	10	48.0
1	3.6 miles N of CSAH 22 to CSAH 3	7.4	16	6	10	2	10	6	44.6
30	TH 65 to CSAH 16	7	16	14	7	6	0	10	44.0
51	TH 18 to CSAH 28	4.77	12	14	4	3	10	8	43.8
62.1	2 miles N of TH 210 to CR 71	1.36	20	6	4	1	10	10	42.0
64.2	CSAH 32 to 5 miles North	5	16	16	4	3	0	3	39.3
50	CSAH 5 to CR 58	2.95	18	2	4	3	10	10	38.0
13	CSAH 16 to Carlton County Line	5.6	12	2	7	4	10	5	35.5
62.2	CR 71 to 1 mile south of TH 232	3	10	8	4	1	10	10	34.0
19.2	CSAH 20 to CSAH 29	2	14	4	10	5	0	3	33.3
19.1	Cass County Line to CSAH 20	4.8	6	10	10	7	0	2	33.2
5.1	CR 50 to CR 53	5.9	8	10	10	4	0	10	33.0
57.1	TH 65 to 5 miles east	5	14	8	4	5	0	10	32.0
27	CSAH 13 to TH 27	6.6	4	6	7	4	10	9	31.9
74		2.07	4	6	4	4	10	10	29.0
36.2	CR 65 to 1.5 miles N of CSAH 14	5.2	8	6	7	7	0	5	28.5
59		4.28	16	4	4	3	0	10	28.0
63		2.69	6	8	4	9	0	10	28.0
54	End of Blacktop to TH 210	4.88	8	2	4	3	10	10	28.0
29.3	CSAH 7 to CR 67	4.54	10	6	7	4	0	6	27.6
36.1	TH 65 to CR 65	4.2	8	4	7	8	0	3	27.3
65		8.96	6	6	4	10	0	3	26.3
61.1	TH 65 to TH 18	4.23	6	10	4	5	0	10	26.0
72		1.2	8	8	4	5	0	10	26.0
64.1	5 miles N of CSAH 32 to CSAH 14	4.49	6	10	4	5	0	6	25.6
21	CSAH 1 to TH 169	6.9	6	4	10	4	0	10	25.0
75	TH 27 to CSAH 34	6.9	4	8	7	5	0	6	24.6
73		5.1	14	4	4	2	0	6	24.6
5.3	CSAH 3 to CSAH 18	7.81	10	6	7	1	0	5	24.5
26.3	TH 65 to CSAH 2	9.1	8	4	7	4	0	3	23.3
29.4	CR 67 to TH 200	2	10	4	7	2	0	2	23.2
26.1	CSAH 38 to CR 59	5	8	4	7	3	0	10	23.0
80W		1.08	10	6	4	2	0	10	23.0
35	TH 65 to Itasca County Line	0.4	8	4	7	1	0	10	21.0
20	Cass County Line to CSAH 19	5.9	6	4	7	3	0	6	20.6
61.2	TH 18 to CSAH 23	7	4	6	4	5	0	9	19.9
68.1	CSAH 29 to dead end west	2	4	6	4	5	0	8	19.8
26.2	CR 59 to TH 65	6	4	6	7	2	0	7	19.7
29.2	CR 68 to CSAH 7	6.3	6	4	7	2	0	1	19.1
34	CSAH 2 to CR 75	6.3	4	4	7	3	0	6	18.6
80		1.7	6	4	4	3	0	10	18.0
29.1	2.3 miles N of CSAH 3 to CR 68	3.3	6	2	7	2	0	3	17.3
57.2	TH 27 to 4 miles North	4.04	2	4	4	6	0	10	17.0
58		2.67	4	4	4	4	0	8	16.8
67		5.17	2	4	4	6	0	8	16.7
56.1	TH 210 to CR 50	2	8	2	4	1	0	6	15.6
68.2	CSAH 29 to TH 169	3.3	4	4	4	3	0	2	15.2
68.3	TH 169 to dead end east	1.2	4	4	4	2	0	8	14.8
18.2	CSAH 5 to CSAH 10	6.1	2	2	7	2	0	10	14.0
56.2	CR 50 to CSAH 5	6.4	2	2	4	5	0	8	13.7
18.1	TH 169 to CSAH 5	6.1	2	2	7	1	0	3	12.3

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

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

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

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

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

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



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: 8/24/2021

Title of Item: Personnel Committee Recommendations (HWY Job Reclassifications)

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert and/or John Welle		Estimated Time Needed: 10 minutes
Summary of Issue: <p>The Personnel Committee recommends the following job reclassifications:</p> <p>Office Assistant V (retitle from IV), Grade 5 (from Gr 4) Equipment Operator, Grade 5 (from Gr 4) Mechanic, Grade 5 (from Gr 4) Chief Mechanic, Grade 6 (from Gr 5) Engineering Technician, Grade 6 (from Gr 5) Sr. Engineering Technician, Grade 8 (from Gr 6)</p> <p>The Local 49 agreement and personnel policy (covering all job classes listed above) states an employee whose job classification is upgraded will be placed on the step in the new pay range that results in at least a \$0.75 per hour increase.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve the job reclassifications as listed above.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 19,924 + PERA/Fica/Soc. Sec in 2021 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.