

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS August 9, 2022 – BOARD AGENDA

Government Center Board Room

The public is invited to join the meeting remotely by phone call 1-415-655-0001, (access code):2552 645 2121; (meeting password): 7282

- 9:00 1) **J. Mark Wedel, County Board Chair**
- A) **Call to Order**
 - B) **Pledge of Allegiance**
 - C) **Approval of Agenda**
 - D) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
Anyone attending virtually wishing to speak during the public comment period should notify the County Administrator's office at 218-927-7276 option 7 no later than 2:30 P.M. on the Monday before the meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File July 26, 2022 to August 8, 2022**
 - B) **Approve July 26, 2022 County Board Minutes**
 - C) **Approve Electronic Funds Transfers**
 - D) **Approve Commissioner Vouchers**
 - E) **Approve Auditor's Vouchers – Auditor Warrants**
 - F) **Approve Auditor's Vouchers – R&B Contract Payments**
 - G) **Approve Manual Warrants/Voids/Corrections – Camping Refund 07.29.2022**
 - H) **Approve Manual Warrants/Voids/Corrections – Camping Refund**
 - I) **Approve Manual Warrants/Voids/Corrections – ELAN Paid 07.07.2022**
 - J) **Approve Manual Warrants/Voids/Corrections – ELAN Paid 07.21.2022**
 - K) **Approve Manual Warrants/Voids/Corrections – FSA Claims & MN Care Tax**
 - L) **Approve Manual Warrants/Voids/Corrections – FSA Claims Paid 08.02.2022**
 - M) **Approve Manual Warrants/Voids/Corrections – LLCC Refund & FSA Claims**
 - N) **Approve Manual Warrants/Voids/Corrections – Participant Fees July 2022**
 - O) **Approve Manual Warrants/Voids/Corrections – Stop Payment, Taxes**
 - P) **Approve Manual Warrants/Voids/Corrections – NSF Check**
 - Q) **Approve Primary and General Election Recount Agreements**
 - R) **Approve Personnel Policy Updates**
 - S) **Approve Affidavit for Duplicate of Lost Warrant - Town of Lakeside Treasurer**
 - T) **Approve Temporary Malt Liquor License - Jacobson Vol. Fire Department**
 - U) **Adopt Resolution: Enbridge Donation**
 - V) **Adopt Resolution: STS Donation – Roberts Glad VFW**
 - W) **Adopt Resolution: SR Donation – Libby Township**

- 9:05 3) Andrew Carlstrom – Environmental Services Director**
 - A) Patriot Award to County Administrator Jessica Seibert**

- 9:10 4) Carli Goble – HHS Fiscal Supervisor**
 - A) 2023 Health and Human Services Preliminary Budget Presentation**

- 9:30 5) John Welle – County Engineer**
 - A) County Highway 37 Speed Zone Study**

- 09:35 6) Jessica Seibert – County Administrator**
 - A) 2023 General Government Preliminary Budget Presentation**
 - B) 2023 Appropriations**
 - C) Administrator Updates**

- 10:20 7) Committee Updates**

- 10:50 Adjourn**

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|---|---|
| <p>The Aitkin County Board of Commissioners met this 26th day of July, 2022at 9:05 a.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Donald Niemi (arrived at 9:11 a.m.), Ann Marcotte, Brian Napstad, Laurie Westerlund, County Administrator Jessica Seibert, and Administrative Assistant Brittany Searle.</p> <p>Motion made by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all voting yes to approve the July 26, 2022 agenda.</p> <p style="text-align: center;">AITKIN COUNTY HEALTH & HUMAN SERVICES BOARD MEETING</p> <p>Attendance The Aitkin County Board of Commissioners met this 26th day of July 2022, at 9:09 a.m. as the Aitkin County Health & Human Services Board with the following members present: Board Chair J. Mark Wedel, Commissioners Brian Napstad, Don Niemi, Laurie Westerlund, Ann Marcotte, County Administrator Jessica Seibert, Administrative Assistant Brittany Searle, Health & Human Services Director Cynthia Bennett, and Administrative Assistant Paula Arimborgo. Others present included: H&HS Supervisors Carli Goble, Erin Melz and other public guests. Joining via WebEx: H&HS Supervisors Jessi Goble, Jessi Schultz, Julie Herbst, Kim Larson, AC Economic Development Coordinator Mark Jeffers and KKIN Paul Vold.</p> <p>Approved Agenda Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members present voting yes to approve the July 26th , 2022 Health & Human Services agenda.</p> <p>Approved Minutes Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members present voting yes to approve the June 28th , 2022 Health & Human Services minutes.</p> <p>Approved Bills Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members present voting yes to approve the bills.</p> <p>Approved Contract Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members present voting yes to approve the 2022-2027 MN DHS Local Collaborative Time Study Contract.</p> <p>There was no Citizens' Public Comment</p> <p>Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows.</p> | <p>Call to Order</p> <p>Approved Agenda</p> <p>Health and Human Services</p> <p>Citizens' Public Comment</p> <p>Consent Agenda</p> |
|---|---|

A) Correspondence File July 12, 2022 to July 25, 2022; B) Approve July 12, 2022 County Board Minutes; C) Approve Electronic Funds Transfers \$823,063.24; D) Approve Commissioner Vouchers: General \$91,698.57, R&B \$414,317.84, HHS \$86,695.58, Debt Service \$151,582.51, State \$8,824.00, Trust \$20,662.73, Forest \$7,923.06, LLCC \$5,550.21, Parks \$9,108.39, Coronavirus \$19,833.33; E) Approve Auditor’s Vouchers – Redistricting Postcards & Audit Progress Billing: General \$4,306.11, for a total of \$4,306.11; F) Approve Auditor’s Vouchers – Sales/Use ad Diesel Tax, June 2022: General \$270.78, R&B \$1,496.65, Trust \$44.83, LLCC \$54.57, Parks \$360.05 for a total of \$2,226.88; G) Approve Auditor’s Vouchers – Miscellaneous Paid 07.15.2022: Forest Development \$26,864.00, Township \$62,584.00, Parks \$17,350.00, for a total of \$106,828.00; H) Approve Manual Warrants/Voids/Corrections – ELAN Paid 06.23.2022: General (\$2,203.93), HHS \$1,105.18, LLCC \$1,098.75, for a total of \$0.00; I) Approve Manual Warrants/Voids/Corrections – Camping Refund, ELAN, LLCC Refunds: General \$3,199.07, LLCC \$1,214.90, Parks \$70.00, for a total of \$4,483.97; J) Approve Manual Warrants/Voids/Corrections – MTG Reg and Deed Tax-June 2022: General \$0.08, State \$14,951.70 for a total of \$14,951.78; K) Approve Manual Warrants/Voids/Corrections – FSA Claims 40294212: General \$492.14, for a total of \$492.14; L) Approve Manual Warrants/Voids/Corrections – Tax Overpayments Paid 07.22.2022: Taxes & Penalties \$18,916.02, for a total of \$18,916.02; M) Approve Data Practices Policy Revisions; N) Adopt Resolution: Affidavit for Duplicate of Lost Warrant-Strohmayr O) Adopt Resolution: State of Emergency Aitkin County P) Adopt Resolution: CAPs Donation; Q) Adopt Resolution: LG220 Application-The Ruffed Grouse Society;

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to approve – Data Practices Policy Revisions.

Data Practices Policy Revisions

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to approve – Affidavit for Duplicate of Lost Warrant-Strohmayr.

Affidavit for Duplicate of Lost Warrant-Stohmayer

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: State of Emergency Aitkin County

Resolution #20220726-095 State of Emergency Aitkin County

WHEREAS, a severe storm in Aitkin County on or around June 20th to June 24th has caused destruction of roads, power supply systems, buildings; and

WHEREAS, the Aitkin County Highway Department, the City of Aitkin Street Department and Public Utilities, Lake Country Power Electric COOP, Mille Lacs Energy, MNDOT, and Farm Island Township has neither the manpower or resources needed to do the repairs on all of the effected sites immediately; and

WHEREAS, the damage caused by these storms is excessive in cost

THEREFORE, the Aitkin County Board of Commissioners **FINDS** as follows:

1. That a state of emergency exists within Aitkin County, arising from the severe storm’s destruction of roads, power supply systems, buildings; and

AITKIN COUNTY BOARD

July 26, 2022

2. That the public health, safety, and welfare would suffer by the delay to perform needed repairs to the power supply systems, County's buildings, and roads

THEREFORE, BE IT FURTHER RESOLVED, this 26th day of July, 2022, by the Aitkin County Board of Commissioners, that Aitkin County declare emergency until the completion of these repairs to roads, buildings, and power supply systems.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: CAPs Donation

**Resolution
#20220726-096
CAPs 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 amounts set forth below to the county:

| <u>Name of Donor</u> | <u>Amount</u> |
|-----------------------------------|--------------------|
| Mille Lacs Energy Community Trust | \$ 2,500.00 |
| UCare | \$ 6,930.00 |

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

| <u>Name of Donor</u> | <u>Terms or Conditions</u> |
|---|--|
| Mille Lacs Energy Community Trust presentations and UCare | \$9,430.00 to the "My Ascension" associated expenses as part of the Committee for the Awareness & Prevention of Suicide (CAPS) events to be held on 9/13, 9/26 and 9/27, 2022. |

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

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

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: LG220 Application-The Ruffed Grouse Society

**Resolution
#20220726-097 LG
220 Application-
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 15, 2022)

Growth Innovations Executive Director Stan Gustafson – Housing Initiative Update

**House Initiative
Update**

AITKIN COUNTY BOARD

July 26, 2022

| | |
|---|---|
| Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members present voted to approve Broadband Border to Border Support. | Broadband Border to Border Support |
| Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members present voted to approve Community Grant Program Awards. | Community Grant Program Awards |
| Jessica Seibert, County Administrator – 2 nd Quarter Budget Review | 2nd Quarter Budget Review |
| Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members present voted to approve Recommendation from the Consultant (Grade 3 Custodian/Main. Tech.). | Recommendation from the Consultant (Grade 3 Custodian/Main. Tech.) |
| Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members present voted to approve LLCC Wage Scale Modification, Grade 4. | LLCC Wage Scale Modification, Grade 4 |
| Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, by roll call (4-0-1 Wedel abstained) voted to approve ACHS Position (Personnel recommendation to decline adding county position). | ACHS Position |
| Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members present voted to approve Teamsters Non-Licensed Essential Unit Personal Leave MOA. | Teamsters Non-Licensed Essential Unit Personal Leave MOA |
| Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members present voted to approve Additional FT Adult Social Services Supervisor. | Additional FT Adult Social Services Supervisor |
| Jessica Seibert, County Administrator updated the Board on the following: <ul style="list-style-type: none">• Virtual Enbridge Meeting | Administrator Updates |
| The Board discussed: Care, Natural Resource Advisory, Planning Commission, Lakes & Pines, Talon, AMC Board, Economic Development, TZD | Board Discussion |
| Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members present voted to close meeting at 12:15 p.m. under MN Statute 13D.03 Subd.1(b) Labor Negotiations. | Adjourn |
| Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members present voted to reopen meeting at 1:11 p.m. | |

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July 26, 2022

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 1:11 p.m. until Tuesday, August 9, 2022 at the Aitkin County Government Center.

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: 8/9/2022

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 8/1/2022

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

ELECTRONIC FUNDS TRANSFER

Thru August 1, 2022 Board Meeting August 9, 2022

| <u>Abstract Number</u> | <u>Date</u> | <u>Amount</u> | <u>Reason</u> |
|------------------------|-------------|---------------|-----------------------|
| 21392 | 7/22/22 | \$217,830.14 | Commissioner Abstract |
| 21393 | 7/20/22 | \$2,566.59 | Manual Abstract |
| 21394 | 7/21/22 | \$4,804.41 | Manual Abstract |
| 21396 | 7/22/22 | \$4,993.87 | Auditor Abstract |
| 21398 | 7/22/22 | \$674.50 | Manual Abstract |
| 21399 | 7/26/22 | \$11,384.65 | Commissioner Abstract |
| 21402 | 7/29/22 | \$11,876.05 | Auditor Abstract |
| 21403 | 7/26/22 | \$50.00 | Manual Abstract |
| 21404 | 7/27/22 | \$417.63 | Manual Abstract |
| 21405 | 7/29/22 | \$9,245.87 | Auditor Abstract |
| 21406 | 7/29/22 | \$648,762.24 | Payroll Abstract |
| 21407 | 7/28/22 | \$1,651.05 | Manual Abstract |
| 21408 | 7/29/22 | \$80.00 | Manual Abstract |

\$0

Voids/No ACH

21391

21395

21397

21400

21401

\$914,337.00

WLC1
8/2/22

8:15AM

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: 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

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 | | 96.00 | JUNE 28 SYNOPSIS 07/20/2022 07/20/2022 | 1243924 | Printing, Publishing & Adv | Y |
| 86222 | Aitkin Independent Age | | 96.00 | 1 Transactions | | | |
| 6097 | Verizon Wireless 01-001-000-0000-6220 | | 32.74 | WEDEL JUNE 06/07/2022 07/06/2022 | 991045491 | Telephone | N |
| 6097 | Verizon Wireless | | 32.74 | 1 Transactions | | | |
| 9560 | Wedel/Mark 01-001-000-0000-6330 | | 122.85 | WEDEL MILEAGE 01.2022-06.2022 01/01/2022 05/31/2022 | WEDEL MILEAGE | Transportation/Travel/Parking | N |
| 9560 | Wedel/Mark | | 122.85 | 1 Transactions | | | |
| 1 | DEPT Total: | | 251.59 | Commissioners | 3 Vendors | 3 Transactions | |
| 40 | DEPT | | | Auditor | | | |
| 3267 | Peysar/Kirk 01-040-000-0000-6330 | | 141.25 | MCIS BOARD MTG MLG | 07212022 | Transportation/Travel/Parking | N |
| 3267 | Peysar/Kirk | | 141.25 | 1 Transactions | | | |
| 86235 | The Office Shop Inc 01-040-000-0000-6405 | | 3.61 | 11X17 REEM-1ST FLOOR | 1114381-0 | Office Supplies | N |
| | 01-040-000-0000-6405 | | 20.99 | BLACK PENS | 1114384-0 | Office Supplies | N |
| | 01-040-000-0000-6405 | | 11.01 | HIGHLIGHTERS | 1114384-1 | Office Supplies | N |
| 86235 | The Office Shop Inc | | 35.61 | 3 Transactions | | | |
| 40 | DEPT Total: | | 176.86 | Auditor | 2 Vendors | 4 Transactions | |
| 42 | DEPT | | | Treasurer | | | |
| 86235 | The Office Shop Inc 01-042-000-0000-6405 | | 3.62 | 11X17 REEM-1ST FLOOR | 1114381-0 | Office Supplies | N |
| 86235 | The Office Shop Inc | | 3.62 | 1 Transactions | | | |
| 14330 | US Bank 01-042-000-0000-6342 | | 100.00 | RICOH PAYMENT | 478764780 | Office Equipment Rental/Contracts | N |

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 |
|--------------|--|-------------|-----------------|--|----------------------------|--|------|
| 14330 | US Bank | | 100.00 | | 1 Transactions | | |
| 42 | DEPT Total: | | 103.62 | Treasurer | 2 Vendors | 2 Transactions | |
| 43 | DEPT | | | Assessor | | | |
| 88880 | Datacomm Computers & Networks Inc 01-043-000-0000-6625 | | 1,099.00 | WORKSTATION COMPUTER-BEN MOWER 15096 | | Capital - Office & Other Equipment | N |
| 88880 | Datacomm Computers & Networks Inc | | 1,099.00 | 1 Transactions | | | |
| 4496 | Mn Department Of Revenue 01-043-000-0000-6268 | | 100.00 | PACE REGISTRATION MD AUG 2022 | 028 | Staff Training, Development | N |
| | 01-043-000-0000-6268 | | 100.00 | PACE REGISTRATION LT AUG 2022 | 163 | Staff Training, Development | N |
| | 01-043-000-0000-6268 | | 150.00 | PACE REGISTRATION SW AUG 2022 | 180 | Staff Training, Development | N |
| 4496 | Mn Department Of Revenue | | 350.00 | 3 Transactions | | | |
| 86235 | The Office Shop Inc 01-043-000-0000-6405 | | 3.62 | 11X17 REEM-1ST FLOOR | 1114381-0 | Office Supplies | N |
| | 01-043-000-0000-6405 | | 22.20 | POST-IT NOTES | 1114672-0 | Office Supplies | N |
| | 01-043-000-0000-6405 | | 14.10 | POST-IT FLAGS | 1114672-1 | Office Supplies | N |
| | 01-043-000-0000-6405 | | 25.60 | MECHANICAL PENCILS | 1114672-2 | Office Supplies | N |
| 86235 | The Office Shop Inc | | 65.52 | 4 Transactions | | | |
| 13934 | The Tire Barn 01-043-000-0000-6302 | | 171.27 | OIL CHG/AC CHARGE 2013 ESCAPE | 63594 | Vehicle Maintenance | N |
| | 01-043-000-0000-6302 | | 43.14 | OIL CHANGE 2014 JEEP COMPASS | 63754 | Vehicle Maintenance | N |
| 13934 | The Tire Barn | | 214.41 | 2 Transactions | | | |
| 43 | DEPT Total: | | 1,728.93 | Assessor | 4 Vendors | 10 Transactions | |
| 44 | DEPT | | | Central Services | | | |
| 783 | Canon Financial Services, Inc 01-044-000-0000-6360 | | 248.78 | CANON RENTAL JULY 07/01/2022 07/31/2022 | 28842603 | Services, Labor, Contracts | N |
| 783 | Canon Financial Services, Inc | | 248.78 | 1 Transactions | | | |
| 44 | DEPT Total: | | 248.78 | Central Services | 1 Vendors | 1 Transactions | |
| 45 | DEPT | | | Motor Pool | | | |

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 |
|--------------|--|-------------|---------------|---|----------------------------|--|------|
| 50 | Aitkin Body Shop, Inc 01-045-000-0000-6302 | | 65.00 | #7-BUFF OUT YELLOW PAINT 06/28/2022 06/28/2022 | 2318 | Vehicle Maintenance | N |
| 50 | Aitkin Body Shop, Inc | | 65.00 | 1 Transactions | | | |
| 13934 | The Tire Barn 01-045-000-0000-6302 | | 59.98 | #53 OIL CHANGE 06/17/2022 06/17/2022 | 63120 | Vehicle Maintenance | N |
| | 01-045-000-0000-6302 | | 58.88 | #9 OIL CHANGE 07/06/2022 07/06/2022 | 63396 | Vehicle Maintenance | N |
| 13934 | The Tire Barn | | 118.86 | 2 Transactions | | | |
| 45 | DEPT Total: | | 183.86 | Motor Pool | 2 Vendors | 3 Transactions | |
| 49 | DEPT | | | Information Technologies | | | |
| 9561 | Amazon Business 01-049-000-0000-6485 | | 29.98 | ETHERNET CABLES | 1RJG-MLRK-4H6F | Computer/Technology Supplies | N |
| 9561 | Amazon Business | | 29.98 | 1 Transactions | | | |
| 88880 | Datacomm Computers & Networks Inc 01-049-000-0000-6485 | | 130.00 | APC RBC116 REPLACEMENT BATTERY | 15095 | Computer/Technology Supplies | N |
| | 01-049-000-0000-6485 | | 69.00 | HHS APC REPLACEMENT BATTERY | 15113 | Computer/Technology Supplies | N |
| | 01-049-000-0000-6485 | | 69.00 | APC BATTERY REPLACEMENT VAULT | 15123 | Computer/Technology Supplies | N |
| 88880 | Datacomm Computers & Networks Inc | | 268.00 | 3 Transactions | | | |
| 9046 | Loffler Companies, Inc. 01-049-000-0000-6266 | | 500.00 | PHONE SOFTWARE UPGRADE | CW138739 | Software Fees/License Fees | N |
| 9046 | Loffler Companies, Inc. | | 500.00 | 1 Transactions | | | |
| 86290 | Mn Counties Information Systems 01-049-000-0000-6266 | | 5,346.00 | 2022 CTYPAYQTR | 2223 | Software Fees/License Fees | N |
| | 01-049-000-0000-6283 | | 7,895.00 | 2022 CTYTAXQTR35 | 2223 | Programming, Services, Contracts | N |
| | 01-049-000-0000-6283 | | 66.00 | 2022 CTYTAXADJ35 | 2223 | Programming, Services, Contracts | N |
| | 01-049-000-0000-6283 | | 17,255.00 | 2022 CTYTAXQTR65 | 2223 | Programming, Services, Contracts | N |
| | 01-049-000-0000-6283 | | 590.00 | 2022 CTYPRESTO ANNUAL | 2235 | Programming, Services, Contracts | N |
| | 01-049-000-0000-6283 | | 883.00 | CTYHOSTRES-QTRLY RESERVE | 2246 | Programming, Services, Contracts | N |
| | 01-049-000-0000-6283 | | 2,460.00 | CTYHOSTLV2-LEVEL 2 LABOR | 2246 | Programming, Services, Contracts | N |
| | 01-049-000-0000-6283 | | 390.00 | CTYHOSTMNT-QTRLY MAINTENANCE | 2246 | Programming, Services, Contracts | N |

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 |
|--------------|---|----------------------|------|-----|------------------|---------------------------------|---------------|--------------|-----------------------|-----------------------------------|------------------------|------|
| 86290 | Mn Counties Information Systems | | | | 34,753.00 | | | | 8 Transactions | | | |
| 86235 | The Office Shop Inc | 01-049-000-0000-6342 | | | 20.69 | MONTHLY PRINTER CHARGE | | 322295-0 | | Office Equipment Rental/Contracts | | N |
| 86235 | The Office Shop Inc | | | | 20.69 | | | | 1 Transactions | | | |
| 6097 | Verizon Wireless | 01-049-000-0000-6220 | | | 49.03 | VERIZON WIRELESS | | 9910062503 | | Telephone | | N |
| 6097 | Verizon Wireless | | | | 49.03 | | | | 1 Transactions | | | |
| 49 | DEPT Total: | | | | 35,620.70 | Information Technologies | | | 6 Vendors | | 15 Transactions | |
| 52 | DEPT | | | | | Administration | | | | | | |
| 13412 | Pemberton, Sorlie, Rufer & Kershner PLLP | 01-052-000-0000-6263 | | | 5,290.34 | JUNE LEGAL FEES | | 91 | | Contract Legal Services | | Y |
| | | | | | | 06/01/2022 | 06/30/2022 | | | | | |
| 13412 | Pemberton, Sorlie, Rufer & Kershner PLLP | | | | 5,290.34 | | | | 1 Transactions | | | |
| 52 | DEPT Total: | | | | 5,290.34 | Administration | | | 1 Vendors | | 1 Transactions | |
| 53 | DEPT | | | | | Human Resources | | | | | | |
| 86222 | Aitkin Independent Age | 01-053-000-0000-6230 | | | 43.77 | PRINTING, PUBLISHING & ADV | | 1239930 | | Printing, Publishing & Adv | | Y |
| | | | | | | 07/02/2022 | 07/02/2022 | | | | | |
| | | 01-053-000-0000-6230 | | | 131.30 | PRINTING, PUBLISHING & ADV | | 1240713 | | Printing, Publishing & Adv | | Y |
| | | | | | | 07/06/2022 | 07/09/2022 | | | | | |
| | | 01-053-000-0000-6230 | | | 137.30 | PRINTING, PUBLISHING & ADV | | 1244284 | | Printing, Publishing & Adv | | Y |
| | | | | | | 07/20/2022 | 07/20/2022 | | | | | |
| 86222 | Aitkin Independent Age | | | | 312.37 | | | | 3 Transactions | | | |
| 15240 | AT&T Mobility | 01-053-000-0000-6220 | | | 99.18 | NIKKI/BOBBIE BILL | | 287299383308 | | Telephone | | N |
| | | | | | | 06/01/2022 | 06/30/2022 | | | | | |
| 15240 | AT&T Mobility | | | | 99.18 | | | | 1 Transactions | | | |
| 9762 | Faul Psychological PLLC | 01-053-000-0000-6265 | | | 650.00 | PSYCH EVALUATION | | 1219 | | Background Check Fee | | 6 |
| | | | | | | 06/09/2022 | 06/09/2022 | | | | | |

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 |
|------------|------------------------------------|----------------------|-----|------|-----------------|--------------------------------|-----------------------|------------------|---------------|-----------------------------------|-------------------|------|
| 9762 | Faul Psychological PLLC | | | | 650.00 | | | 1 Transactions | | | | |
| 13243 | Shred-N-Go, Inc | 01-053-000-0000-6360 | | | 14.08 | SHRED-N-GO PICK UP | 07/17/2022 07/17/2022 | 137626 | | Services, Labor, Contracts | | N |
| 13243 | Shred-N-Go, Inc | | | | 14.08 | | | 1 Transactions | | | | |
| 53 | DEPT Total: | | | | 1,075.63 | Human Resources | | 4 Vendors | | 6 Transactions | | |
| 60 | DEPT | | | | | Elections | | | | | | |
| 9561 | Amazon Business | 01-060-000-0000-6405 | | | 239.99 | HEAVY DUTY CART-ICC | | 19LH-M1YT-CMPV | | Office Supplies | | N |
| | | 01-060-000-0000-6405 | | | 36.99 | DOCUMENT SIGN HOLDER | | 1KD4-6LXK-RYPT | | Office Supplies | | N |
| | | 01-060-000-0000-6405 | | | 40.08 | BASKETS & TAGS FOR SUPPLY BAGS | | 1QGK-K7CC-JH4M | | Office Supplies | | N |
| 9561 | Amazon Business | | | | 317.06 | | | 3 Transactions | | | | |
| 11051 | Department of Human Services | 01-060-000-0000-6205 | | | 111.33 | JUNE2022 POSTAGE SERVICE | | A300IC01233I | | Postage | | N |
| 11051 | Department of Human Services | | | | 111.33 | | | 1 Transactions | | | | |
| 86235 | The Office Shop Inc | 01-060-000-0000-6405 | | | 6.60 | RED PENS-INKJOY | | 1114353-0 | | Office Supplies | | N |
| | | 01-060-000-0000-6405 | | | 14.19 | RED PENS-EZTCH | | 1114353-1 | | Office Supplies | | N |
| | | 01-060-000-0000-6405 | | | 16.04 | NAME TAGS | | 1114384-0 | | Office Supplies | | N |
| | | 01-060-000-0000-6205 | | | 107.10 | UPS SHIPPING-OLD POLL PADS | | 322752-0 | | Postage | | N |
| 86235 | The Office Shop Inc | | | | 143.93 | | | 4 Transactions | | | | |
| 60 | DEPT Total: | | | | 572.32 | Elections | | 3 Vendors | | 8 Transactions | | |
| 90 | DEPT | | | | | Attorney | | | | | | |
| 783 | Canon Financial Services, Inc | 01-090-000-0000-6342 | | | 326.99 | MONTHLY CONTRACT | | 28842604 | | Office Equipment Rental/Contracts | | N |
| | | | | | | 07/01/2022 07/31/2022 | | | | | | |
| 783 | Canon Financial Services, Inc | | | | 326.99 | | | 1 Transactions | | | | |
| 9489 | Redwood Toxicology Laboratory, Inc | 01-090-000-0000-6265 | | | 50.08 | PRETRIAL DEFENDANTS | | 12289120226 | | Drug & Forfeiture MS 387.213 | | 6 |

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 |
|------------|--|----------------------|------|-----|----------|----------------------------|----------------|----------------|---------------|-----------------------------|-------------------|------|
| 9489 | Redwood Toxicology Laboratory, Inc | | | | 50.08 | | | | | | | |
| | | | | | | | 1 Transactions | | | | | |
| 86944 | Sheriff Crow Wing County | | | | | | | | | | | |
| | | 01-090-000-0000-6264 | | | 75.00 | SUBPOENA SERVICE 22001315 | | 10255 | | Sheriff Services | | N |
| | | 01-090-000-0000-6264 | | | 75.00 | SUBPOENA SERVICE 22001314 | | 10256 | | Sheriff Services | | N |
| 86944 | Sheriff Crow Wing County | | | | 150.00 | | 2 Transactions | | | | | |
| 86235 | The Office Shop Inc | | | | | | | | | | | |
| | | 01-090-000-0000-6405 | | | 232.99 | OFFICE SUPPLIES | | 1114382-0 | | Office Supplies | | N |
| 86235 | The Office Shop Inc | | | | 232.99 | | 1 Transactions | | | | | |
| 90 | DEPT Total: | | | | 760.06 | Attorney | | 4 Vendors | | 5 Transactions | | |
| 100 | DEPT | | | | | Recorder | | | | | | |
| 86235 | The Office Shop Inc | | | | | | | | | | | |
| | | 01-100-000-0000-6405 | | | 3.62 | 11X17 REEM-1ST FLOOR | | 1114381-0 | | Office Supplies | | N |
| 86235 | The Office Shop Inc | | | | 3.62 | | 1 Transactions | | | | | |
| 100 | DEPT Total: | | | | 3.62 | Recorder | | 1 Vendors | | 1 Transactions | | |
| 110 | DEPT | | | | | Courthouse Maintenance | | | | | | |
| 9561 | Amazon Business | | | | | | | | | | | |
| | | 01-110-000-0000-6415 | | | 190.07 | HEDGE TRIMMER, SAW BLADE | | 1JG9-1RPQ-HJXM | | Operational Supplies | | N |
| | | 01-110-000-0000-6415 | | | 28.97 | NEEDLE, THREAD, GRABBER | | 1MXT-FYGV-CDJV | | Operational Supplies | | N |
| 9561 | Amazon Business | | | | 219.04 | | 2 Transactions | | | | | |
| 88628 | Dalco Enterprises, Inc. | | | | | | | | | | | |
| | | 01-110-000-0000-6415 | | | 652.08 | ROLL TOWELS, VAC BAGS | | 3955493 | | Operational Supplies | | N |
| | | 01-110-000-0000-6422 | | | 29.51 | VACUUM PARTS | | 3959460 | | Janitorial Supplies | | N |
| | | 01-110-000-0000-6422 | | | 1,118.39 | PAPER PRODUCTS, CAN LINERS | | 3961106 | | Janitorial Supplies | | N |
| 88628 | Dalco Enterprises, Inc. | | | | 1,799.98 | | 3 Transactions | | | | | |
| 14559 | Goodin Company | | | | | | | | | | | |
| | | 01-110-000-0000-6415 | | | 91.75 | FLUSH VALVES | | 06618545-00 | | Operational Supplies | | N |
| 14559 | Goodin Company | | | | 91.75 | | 1 Transactions | | | | | |
| 9692 | Minnesota Energy Resources Corporation | | | | | | | | | | | |
| | | 01-110-000-0000-6254 | | | 773.87 | UTILITIES-GAS AND ELECTRIC | | 4228103154 | | Utilities-Gas and Electric | | N |

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 |
|--------------|---|-------------|-------------------|--------------------------------------|----------------------------|--|------|
| 9692 | Minnesota Energy Resources Corporation | | 773.87 | 06/21/2022 07/20/2022 | 1 Transactions | | |
| 3950 | Public Utilities | | | | | | |
| | 01-110-000-0000-6254 | | 5,424.50 | GOVT CENTER | 1430-00 | Utilities-Gas and Electric | N |
| | 01-110-000-0000-6254 | | 8,399.11 | NEW JAIL 2 | 1431-00 | Utilities-Gas and Electric | N |
| | 01-110-000-0000-6254 | | 140.02 | GLARCO | 50186-00 | Utilities-Gas and Electric | N |
| | 01-110-000-0000-6254 | | 261.92 | LA TOOL | 50188-00 | Utilities-Gas and Electric | N |
| | 01-110-000-0000-6254 | | 39.83 | OLD CO GARAGE | 50202-00 | Utilities-Gas and Electric | N |
| | 01-110-000-0000-6254 | | 46.02 | JUDICIAL CENTER | 509-00 | Utilities-Gas and Electric | N |
| 3950 | Public Utilities | | 14,311.40 | | 6 Transactions | | |
| 10698 | Stericycle,Inc | | | | | | |
| | 01-110-000-0000-6360 | | 30.10 | STERI-SAFE | 4011089972 | Services, Labor, Contracts | 6 |
| | | | | 08/01/2022 08/31/2022 | | | |
| 10698 | Stericycle,Inc | | 30.10 | | 1 Transactions | | |
| 110 | DEPT Total: | | 17,226.14 | Courthouse Maintenance | 6 Vendors | 14 Transactions | |
| 120 | DEPT | | | Veterans Service | | | |
| 3518 | Voyageur Press Of Mcgregor, Inc | | | | | | |
| | 01-120-000-0000-6230 | | 100.00 | V PRESS JULY | 45369 | Printing, Publishing & Adv | N |
| | | | | 07/19/2022 07/19/2022 | | | |
| 3518 | Voyageur Press Of Mcgregor, Inc | | 100.00 | | 1 Transactions | | |
| 9933 | WEX BANK - Veteran Services | | | | | | |
| | 01-120-000-0000-6335 | | 688.12 | FLEET JUNE | 82317528 | Gas/Vehicle Fuel Charges | N |
| | | | | 06/08/2022 07/07/2022 | | | |
| 9933 | WEX BANK - Veteran Services | | 688.12 | | 1 Transactions | | |
| 120 | DEPT Total: | | 788.12 | Veterans Service | 2 Vendors | 2 Transactions | |
| 122 | DEPT | | | Planning & Zoning | | | |
| 111 | Aitkin Co Soil & Water | | | | | | |
| | 01-122-000-0000-5305 | | 10,000.00 | 1/2 RIPARIAN PROTECT AID-2022 | 1ST HALF 2022 | Riparian Project Aid | N |
| | 01-122-000-0000-5306 | | 135,048.00 | 2022 AQUATIC ISP AID | 1ST HALF 2022 | Invasive Species State Grant 477A.19 | N |
| 111 | Aitkin Co Soil & Water | | 145,048.00 | | 2 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 |
|--------------|---|-------------|----------------------|--|----------------------------|---|--------|
| 86222 | Aitkin Independent Age 01-122-000-0000-6230 | | 109.12 | AUGUST BOA | 1243897 | Printing, Publishing & Adv | Y |
| 86222 | Aitkin Independent Age | | 109.12 | 1 Transactions | | | |
| 15194 | Burton/Kimberly 01-122-000-0000-6268 | | 124.00 | WETLAND TRAINING - H.EGLAND 08/16/2022 08/17/2022 | 72822 | Staff Training, Development | N |
| 15194 | Burton/Kimberly | | 124.00 | 1 Transactions | | | |
| 783 | Canon Financial Services, Inc 01-122-000-0000-6342 | | 166.12 | MONTHLY COPIER CONTRACT 07/01/2022 07/31/2022 | 28842601 | Office Equipment Rental/Contracts | N |
| 783 | Canon Financial Services, Inc | | 166.12 | 1 Transactions | | | |
| 15142 | Christensen/Charles 01-122-000-0000-6278 01-122-038-0000-6330 | | 80.00 51.88 | JULY PC MTG JULY PC MILEAGE | 71822 71822 | Advisory Board/Committee Per Diem BOA/PC Mileage | Y Y |
| 15142 | Christensen/Charles | | 131.88 | 2 Transactions | | | |
| 13424 | Sonnee/Dennise J 01-122-000-0000-6278 01-122-038-0000-6330 | | 80.00 40.63 | JULY PC MILEAGE JULY PC MILEAGE | 71822 71822 | Advisory Board/Committee Per Diem BOA/PC Mileage | Y Y |
| 13424 | Sonnee/Dennise J | | 120.63 | 2 Transactions | | | |
| 122 | DEPT Total: | | 145,699.75 | Planning & Zoning | 6 Vendors | 9 Transactions | |
| 123 | DEPT | | | Coroner | | | |
| 3987 | Ramsey County Medical Examiner 01-123-000-0000-6262 01-123-000-0000-6262 | | 1,632.31 1,549.00 | ME 22-1607 MEDEX 032221 ME 22-1786, MEDEX 032232 | 22-01607 22-1786 | Coroner Fees Coroner Fees | N N |
| 3987 | Ramsey County Medical Examiner | | 3,181.31 | 2 Transactions | | | |
| 4507 | Sorensen-Root Thompson Funeral Home 01-123-000-0000-6330 | | 15,850.00 | 12/15/21-06/29/22 | 2022 1ST HALF | Transportation For Autoposy | N |
| 4507 | Sorensen-Root Thompson Funeral Home | | 15,850.00 | 1 Transactions | | | |
| 123 | DEPT Total: | | 19,031.31 | Coroner | 2 Vendors | 3 Transactions | |

Aitkin County



1 General Fund

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name | 1099 |
|------------|--|-------------|------------------|---|----------------------------|--|------|
| 200 | DEPT | | | Enforcement | | | |
| 117 | Aitkin County Sheriff 01-200-000-0000-6374 | | 14.25 | #217 TABS | 329XZW | Auto & Trailer License | N |
| 117 | Aitkin County Sheriff | | 14.25 | 1 Transactions | | | |
| 10442 | Bureau Of Crim.Apprehension 01-200-039-0000-6463 | | 1,000.00 | 2ND Q NEW AND RENEWALS | 01-000073 | Gun Permit Supplies/Expenses | N |
| 10442 | Bureau Of Crim.Apprehension | | 1,000.00 | 1 Transactions | | | |
| 783 | Canon Financial Services, Inc 01-200-000-0000-6342 | | 170.74 | ADMIN COPIER LEASE 07/01/2022 07/31/2022 | 28842609 | Office Equipment Rental/Contracts | N |
| 783 | Canon Financial Services, Inc | | 170.74 | 1 Transactions | | | |
| 4812 | JC32 Teamsters H&W Fund 01-200-000-0000-6101 | | 5,440.00 | EE H. INS 07/01/2022 07/31/2022 | 202207 | Salaries-Full Time | N |
| | 01-200-000-0000-6150 | | 20,825.00 | ER H. INS 07/01/2022 07/31/2022 | 202207 | Health Insurance-Employer | N |
| 4812 | JC32 Teamsters H&W Fund | | 26,265.00 | 2 Transactions | | | |
| 9869 | KIESLER POLICE SUPPLY 01-200-000-0000-6460 | | 671.48 | FEDERAL AMMUNITION | IN195062 | Deputy Supplies | Y |
| 9869 | KIESLER POLICE SUPPLY | | 671.48 | 1 Transactions | | | |
| 9981 | Sanderson/Jason 01-200-000-0000-6335 | | 28.05 | #223 GAS WEX CARDS DOWN | 58459 | Gas/Vehicle Fuel Charges | Y |
| 9981 | Sanderson/Jason | | 28.05 | 1 Transactions | | | |
| 4681 | Streichers 01-200-000-0000-6460 | | 4,364.97 | VESTS #211 #225 #208 | I1580531 | Deputy Supplies | N |
| 4681 | Streichers | | 4,364.97 | 1 Transactions | | | |
| 13934 | The Tire Barn 01-200-000-0000-6302 | | 1,009.83 | BRAKES, OIL CHANGE OLD 220 | 63466 | Vehicle Maintenance | N |
| | 01-200-000-0000-6302 | | 66.68 | OIL CHANGE, ROTATE #218 | 63639 | Vehicle Maintenance | N |
| 13934 | The Tire Barn | | 1,076.51 | 2 Transactions | | | |
| 9302 | WEX Bank | | | | | | |

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 |
|--------------|--|-------------|------------------|--|----------------------------|--|------|
| | 01-200-000-0000-6335 | | 10,757.33 | DEPUTY GAS | 82392606 | Gas/Vehicle Fuel Charges | N |
| 9302 | WEX Bank | | 10,757.33 | 1 Transactions | | | |
| 200 | DEPT Total: | | 44,348.33 | Enforcement | 9 Vendors | 11 Transactions | |
| 202 | DEPT | | | Boat & Water | | | |
| 9138 | ASAP Towing | | | | | | |
| | 01-202-000-0000-6359 | | 192.00 | TOW 18 FT LUND AND TRAILER | 9825 | Wrecker Service | Y |
| 9138 | ASAP Towing | | 192.00 | 1 Transactions | | | |
| 4812 | JC32 Teamsters H&W Fund | | | | | | |
| | 01-202-000-0000-6101 | | 320.00 | EE H. INS 07/01/2022 07/31/2022 | 202207 | Salaries-Full Time | N |
| | 01-202-000-0000-6150 | | 1,225.00 | ER H. INS 07/01/2022 07/31/2022 | 202207 | Health Insurance-Employer | N |
| 4812 | JC32 Teamsters H&W Fund | | 1,545.00 | 2 Transactions | | | |
| 3950 | Public Utilities | | | | | | |
| | 01-202-000-0000-6254 | | 35.41 | B&W UTILITIES | 1345-00 | Utilities-Gas and Electric | N |
| 3950 | Public Utilities | | 35.41 | 1 Transactions | | | |
| 13934 | The Tire Barn | | | | | | |
| | 01-202-000-0000-6302 | | 60.31 | OIL CHANGE '16 FORD F150 B&W | 63676 | B&W Maintenance | N |
| 13934 | The Tire Barn | | 60.31 | 1 Transactions | | | |
| 9302 | WEX Bank | | | | | | |
| | 01-202-000-0000-6335 | | 1,852.90 | B&W GAS | 82392606 | Gas/Vehicle Fuel Charges | N |
| 9302 | WEX Bank | | 1,852.90 | 1 Transactions | | | |
| 202 | DEPT Total: | | 3,685.62 | Boat & Water | 5 Vendors | 6 Transactions | |
| 252 | DEPT | | | Corrections | | | |
| 783 | Canon Financial Services, Inc | | | | | | |
| | 01-252-000-0000-6342 | | 101.52 | DISPATCH COPIER LEASE 07/20/2022 08/19/2022 | 28842612 | Tower Lease and Rental/Contracts | N |
| 783 | Canon Financial Services, Inc | | 101.52 | 1 Transactions | | | |
| 1598 | Ferrara's Htg Air Cond & Refrig Inc | | | | | | |

Aitkin County



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

1 General Fund

| Vendor No. | Name | Rpt | Account/Formula | Accr | Amount | Warrant Description | Service Dates | Invoice # | Paid On Bhf # | Account/Formula Description | 1099 |
|--------------|--|-----|----------------------|------|------------------|-----------------------------|-----------------------|----------------|---------------|------------------------------------|------|
| | | | 01-252-000-0000-6360 | | 278.60 | REPAIR WALKIN FREEZER DRAIN | | 11908 | | Services, Labor, Contracts | N |
| 1598 | Ferrara's Htg Air Cond & Refrig Inc | | | | 278.60 | | 1 Transactions | | | | |
| 4812 | JC32 Teamsters H&W Fund | | 01-252-000-0000-6101 | | 6,030.00 | EE H. INS | 07/01/2022 07/31/2022 | 202207 | | Salaries-Full Time | N |
| | | | 01-252-000-0000-6150 | | 21,780.00 | ER H. INS | 07/01/2022 07/31/2022 | 202207 | | Health Insurance-Employer | N |
| 4812 | JC32 Teamsters H&W Fund | | | | 27,810.00 | | 2 Transactions | | | | |
| 5503 | Keefe Supply Company | | 01-252-000-0000-6418 | | 198.30 | SNACK CAKES | | 1611274 | | Groceries | N |
| 5503 | Keefe Supply Company | | | | 198.30 | | 1 Transactions | | | | |
| 90318 | McKesson Medical | | 01-252-000-0000-6430 | | 303.94 | TUBERSOL, STERILE PADS ETC | | 19579124 | | Medical Expense/Supplies - Inmates | N |
| | | | 01-252-000-0000-6430 | | 12.62 | EARWAX SOFTENER | | 19579272 | | Medical Expense/Supplies - Inmates | N |
| 90318 | McKesson Medical | | | | 316.56 | | 2 Transactions | | | | |
| 3160 | Mille Lacs Energy Coop-Albert Lea | | 01-252-000-0000-6254 | | 350.93 | SHELTER/TOWER | | 34-54-015-01 | | Utilities-Gas and Electric | N |
| 3160 | Mille Lacs Energy Coop-Albert Lea | | | | 350.93 | | 1 Transactions | | | | |
| 9692 | Minnesota Energy Resources Corporation | | 01-252-000-0000-6254 | | 402.59 | JAIL | 06/22/2022 07/20/2022 | 4223678019 | | Utilities-Gas and Electric | N |
| | | | 01-252-000-0000-6254 | | 18.54 | STS | 06/21/2022 07/19/2022 | 4223987768 | | Utilities-Gas and Electric | N |
| | | | 01-252-000-0000-6254 | | 1,536.72 | JAIL | 06/21/2022 07/20/2022 | 4227777015 | | Utilities-Gas and Electric | N |
| 9692 | Minnesota Energy Resources Corporation | | | | 1,957.85 | | 3 Transactions | | | | |
| 3789 | Pan-O-Gold Baking Company | | 01-252-000-0000-6418 | | 63.65 | GROCERIES | | 10002422202007 | | Groceries | N |
| 3789 | Pan-O-Gold Baking Company | | | | 63.65 | | 1 Transactions | | | | |
| 9808 | Performance Foodservice | | 01-252-000-0000-6418 | | 1,446.21 | GROCERIES | | 233104 | | Groceries | N |
| | | | 01-252-000-0000-6418 | | 37.36 | SALAD QUINOA | | 233144 | | Groceries | N |

Aitkin County



1 General Fund

| Vendor No. | Name | Rpt | Amount | Warrant Description | Invoice # | Account/Formula Description | 1099 |
|--------------|--|------|------------------|--------------------------------|-------------------|------------------------------------|------|
| No. | Account/Formula | Accr | | Service Dates | Paid On Bhf # | On Behalf of Name | |
| | 01-252-000-0000-6418 | | 94.92 | COFFEE | 234153 | Groceries | N |
| | 01-252-000-0000-6418 | | 94.92 | COFFEE | 237171 | Groceries | N |
| | 01-252-000-0000-6418 | | 94.92- | RETURN COFFEE | 239356 | Groceries | N |
| | 01-252-000-0000-6418 | | 2,062.44 | GROCERIES | 242237 | Groceries | N |
| 9808 | Performance Foodservice | | 3,640.93 | | | | |
| | | | | 6 Transactions | | | |
| 3950 | Public Utilities | | | | | | |
| | 01-252-000-0000-6254 | | 107.64 | STS | 50109-00 | Utilities-Gas and Electric | N |
| | 01-252-000-0000-6254 | | 57.62 | SHERIFF EMERG STORAGE | 507-00 | Utilities-Gas and Electric | N |
| | 01-252-000-0000-6254 | | 919.40 | NEW JAIL | 512-00 | Utilities-Gas and Electric | N |
| 3950 | Public Utilities | | 1,084.66 | | | | |
| | | | | 3 Transactions | | | |
| 4010 | Rasley Oil Company | | | | | | |
| | 01-252-000-0000-6330 | | 180.14 | TRANSPORT GAS | AITCOSHERS | Prisoner Transportation & Travel | N |
| 4010 | Rasley Oil Company | | 180.14 | | | | |
| | | | | 1 Transactions | | | |
| 11538 | RCB Collections Range Credit Bureau Inc | | | | | | |
| | 01-252-000-0000-6360 | | 30.00 | BACKGROUND CREDIT CHECKS | 34550 | Services, Labor, Contracts | N |
| 11538 | RCB Collections Range Credit Bureau Inc | | 30.00 | | | | |
| | | | | 1 Transactions | | | |
| 4761 | Sysco Minnesota Inc | | | | | | |
| | 01-252-000-0000-6418 | | 55.17 | BALOGNA, EGG ROLLS, CH FRITTER | 253197481 | Groceries | N |
| 4761 | Sysco Minnesota Inc | | 55.17 | | | | |
| | | | | 1 Transactions | | | |
| 10930 | Tidholm Productions | | | | | | |
| | 01-252-000-0000-6230 | | 113.31 | DETAINER ENVELOPES | 0659.1 2789 | Printing, Publishing & Adv | Y |
| 10930 | Tidholm Productions | | 113.31 | | | | |
| | | | | 1 Transactions | | | |
| 9302 | WEX Bank | | | | | | |
| | 01-252-000-0000-6330 | | 375.78 | TRANSPORT GAS | 82392606 | Prisoner Transportation & Travel | N |
| 9302 | WEX Bank | | 375.78 | | | | |
| | | | | 1 Transactions | | | |
| 5126 | White/Karla D. | | | | | | |
| | 01-252-000-0000-6430 | | 12.40 | INMATE GATORADE MEDICAL | 850901 | Medical Expense/Supplies - Inmates | N |
| 5126 | White/Karla D. | | 12.40 | | | | |
| | | | | 1 Transactions | | | |
| 252 | DEPT Total: | | 36,569.80 | Corrections | | | |
| | | | | | 16 Vendors | 27 Transactions | |

253 DEPT

Sentence to Serve

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 |
|--------------|---|-------------|------------------|---|----------------------------|--|------|
| 12106 | Antoine Electric 01-253-000-0000-6360 | | 823.27 | STORM DAMAGE TO MAIN SERVICE | 20802 | Services, Labor, Contracts | Y |
| 12106 | Antoine Electric | | 823.27 | 1 Transactions | | | |
| 1430 | Dotzler Power Equipment 01-253-000-0000-6464 | | 512.73 | HUSQU BRUSHCUTTER | 27765 | STS Supplies | N |
| 1430 | Dotzler Power Equipment | | 512.73 | 1 Transactions | | | |
| 4812 | JC32 Teamsters H&W Fund 01-253-000-0000-6101 | | 335.00 | EE H. INS 07/01/2022 07/31/2022 | 202207 | Salaries-Full Time | N |
| | 01-253-000-0000-6150 | | 1,210.00 | ER H. INS 07/01/2022 07/31/2022 | 202207 | Health Insurance-Employer | N |
| 4812 | JC32 Teamsters H&W Fund | | 1,545.00 | 2 Transactions | | | |
| 4010 | Rasley Oil Company 01-253-000-0000-6335 | | 347.26 | STS GAS | AITCOSHES | Gas/Vehicle Fuel Charges | N |
| 4010 | Rasley Oil Company | | 347.26 | 1 Transactions | | | |
| 253 | DEPT Total: | | 3,228.26 | Sentence to Serve | 4 Vendors | 5 Transactions | |
| 257 | DEPT | | | Community Corrections | | | |
| 14563 | Anoka County Corrections 01-257-255-0000-6269 | | 2,040.00 | ANOKA CO SECURE DET (EJJ) 06/13/2022 06/18/2022 | 874-100002-1 | Juvenile Detention | N |
| | 01-257-255-0000-6269 | | 23,843.03 | ANOKA RJC DET/RX (SA,AB,IN,AR) 06/01/2022 06/30/2022 | 874-100002-1 | Juvenile Detention | N |
| 14563 | Anoka County Corrections | | 25,883.03 | 2 Transactions | | | |
| 11997 | Minnesota Monitoring, Inc 01-257-267-0000-6342 | | 2,309.50 | EHM COSTS 06/01/2022 06/30/2022 | 13748 | Office Equipment Rental/Contracts | N |
| 11997 | Minnesota Monitoring, Inc | | 2,309.50 | 1 Transactions | | | |
| 9489 | Redwood Toxicology Laboratory, Inc 01-257-267-0000-6274 | | 173.02 | DRUG TESTING LAB FEE 06/01/2022 06/30/2022 | 02239920226 | Drug Testing Fee | 6 |
| 9489 | Redwood Toxicology Laboratory, Inc | | 173.02 | 1 Transactions | | | |

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

1 General Fund

| Vendor No. | Name | Accr | Rpt | Amount | Warrant Description | Invoice # | Account/Formula Description | 1099 |
|------------|--|------|-----|-------------------|------------------------------|-----------------------|-----------------------------|------|
| | Account/Formula | | | | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 257 | DEPT Total: | | | 28,365.55 | Community Corrections | 3 Vendors | 4 Transactions | |
| 391 | DEPT | | | | Solid Waste | | | |
| | 2763 Countryside Sanitation, LLC | | | | | | | |
| | 01-391-060-0000-6360 | | | 2,204.50 | MONTHLY RECYCLING CONTRACT | 63022 | Recycling Contract | Y |
| | | | | | 05/01/2022 06/30/2022 | | | |
| | 2763 Countryside Sanitation, LLC | | | 2,204.50 | | 1 Transactions | | |
| 391 | DEPT Total: | | | 2,204.50 | Solid Waste | 1 Vendors | 1 Transactions | |
| 392 | DEPT | | | | Water Wells | | | |
| | 6243 Northern Balance & Scale | | | | | | | |
| | 01-392-000-0000-6360 | | | 238.00 | BALANCE SCALE | 131257 | Services, Labor, Contracts | N |
| | 6243 Northern Balance & Scale | | | 238.00 | | 1 Transactions | | |
| 392 | DEPT Total: | | | 238.00 | Water Wells | 1 Vendors | 1 Transactions | |
| 1 | Fund Total: | | | 347,401.69 | General Fund | | 142 Transactions | |

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Aitkin County



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

2 Reserves 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 |
|--------------|--|-------------|------------------|--------------------------------------|----------------------------|--|------|
| 60 | DEPT | | | Elections | | | |
| 9212 | Dominion Voting Systems Inc. 02-060-000-0000-6800 | | 13,478.00 | 2 ICE MACHINES AND BOXES | DVS145500 | Election Reserve Expense | N |
| 9212 | Dominion Voting Systems Inc. | | 13,478.00 | 1 Transactions | | | |
| 13129 | SeaChange Printing & Marketing Serv LLC 02-060-000-0000-6800 | | 11,652.85 | 8/9/22 PRIMARY MAIL BALLOTS | 41571 | Election Reserve Expense | N |
| | 02-060-000-0000-6800 | | 5,313.39 | SG-1780 GATHER ORDER | INV011266 | Election Reserve Expense | N |
| 13129 | SeaChange Printing & Marketing Serv LLC | | 16,966.24 | 2 Transactions | | | |
| 60 | DEPT Total: | | 30,444.24 | Elections | 2 Vendors | 3 Transactions | |
| 2 | Fund Total: | | 30,444.24 | Reserves Fund | | 3 Transactions | |

Aitkin County



3 Road & Bridge

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name | 1099 |
|--------------|---|-------------|--------------------|---|----------------------------|--|--------|
| 0 | DEPT | | | Undesignated | | | |
| 9989 | BOUGHTON/JODELL 03-000-000-0000-5517 | | 105.00 | CALCIUM CHLORIDE REFUND | | Charges-Individuals | N |
| 9989 | BOUGHTON/JODELL | | 105.00 | 1 Transactions | | | |
| 0 | DEPT Total: | | 105.00 | Undesignated | 1 Vendors | 1 Transactions | |
| 301 | DEPT | | | R&B Administration | | | |
| 783 | Canon Financial Services, Inc 03-301-000-0000-6342 | | 192.60 | CONTRACT CHARGE | 28842610 | Office Equipment Rental/Contracts | N |
| 783 | Canon Financial Services, Inc | | 192.60 | 1 Transactions | | | |
| 301 | DEPT Total: | | 192.60 | R&B Administration | 1 Vendors | 1 Transactions | |
| 302 | DEPT | | | R&B Engineering/Construction | | | |
| 9835 | Gilson Company Inc 03-302-000-0000-6550 03-302-000-0000-6550 | | 58.02 118.21 | ENG EQUIPMENT ENG EQUIPMENT | 1414410 1415094 | R & B Engineer Supplies R & B Engineer Supplies | N N |
| 9835 | Gilson Company Inc | | 176.23 | 2 Transactions | | | |
| 302 | DEPT Total: | | 176.23 | R&B Engineering/Construction | 1 Vendors | 2 Transactions | |
| 303 | DEPT | | | R&B Highway Maintenance | | | |
| 170 | Aitkin Motor Company 03-303-000-0000-6590 | | 30.00 | REPAIR PARTS | 16921 | Repair & Maintenance Supplies | N |
| 170 | Aitkin Motor Company | | 30.00 | 1 Transactions | | | |
| 10447 | American Steel Supply LLC 03-303-000-0000-6521 | | 5,110.04 | MAILBOX SUPPORTS | 110961 | Maintenance Supplies | N |
| 10447 | American Steel Supply LLC | | 5,110.04 | 1 Transactions | | | |
| 8411 | American Welding & Gas, Inc. 03-303-000-0000-6417 | | 145.31 | AITKIN SHOP SUPPLIES | 0-8665109 | Shop/Building Maintenance | N |
| 8411 | American Welding & Gas, Inc. | | 145.31 | 1 Transactions | | | |
| 86467 | Auto Value Aitkin 03-303-000-0000-6590 03-303-000-0000-6417 | | 331.08 5,497.51 | REPAIR PARTS-FILTER MCGREGOR SHOP | 40203071 40203445 | Repair & Maintenance Supplies Shop/Building Maintenance | N N |

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 | Service Dates | Paid On Bhf # | On Behalf of Name | |
| | 03-303-000-0000-6590 | | REPAIR PARTS | 40204106 | Repair & Maintenance Supplies | N |
| | 03-303-000-0000-6590 | | REPAIR PARTS | 40204140 | Repair & Maintenance Supplies | N |
| 86467 | Auto Value Aitkin | | 6,788.50 | 4 | Transactions | |
| 14052 | Best Oil Company | | | | | |
| | 03-303-000-0000-6570 | | SWATARA DIESEL | 38985 | Motor Fuel & Lubricants | N |
| 14052 | Best Oil Company | | 3,554.71 | 1 | Transactions | |
| 163 | Charter Communications Holdings LLC | | | | | |
| | 03-303-000-0000-6220 | | PHONE: HWY OFFICE | 0-022823071922 | Telephone | N |
| 163 | Charter Communications Holdings LLC | | 141.51 | 1 | Transactions | |
| 14887 | Cintas Corporation | | | | | |
| | 03-303-000-0000-6360 | | SHOP LAUNDRY | 4125582068 | Services, Labor, Contracts | N |
| | 03-303-000-0000-6360 | | SHOP LAUNDRY | 4126311350 | Services, Labor, Contracts | N |
| 14887 | Cintas Corporation | | 31.64 | 2 | Transactions | |
| 9714 | CONCRETE LIFTING SOLUTION | | | | | |
| | 03-303-000-0000-6521 | | CURB/GUTTER FIX | 0-0032 | Maintenance Supplies | N |
| 9714 | CONCRETE LIFTING SOLUTION | | 3,850.00 | 1 | Transactions | |
| 13144 | D & D Beverage LLC | | | | | |
| | 03-303-000-0000-6417 | | AITKIN SHOP SUPPLIES | 1624994 | Shop/Building Maintenance | N |
| 13144 | D & D Beverage LLC | | 513.20 | 1 | Transactions | |
| 7920 | Dixon Mechanical Electric, LLP | | | | | |
| | 03-303-000-0000-6590 | | REPAIR PARTS | 6107 | Repair & Maintenance Supplies | N |
| 7920 | Dixon Mechanical Electric, LLP | | 370.00 | 1 | Transactions | |
| 1430 | Dotzler Power Equipment | | | | | |
| | 03-303-000-0000-6417 | | AITKIN SHOP SUPPLIES | 28026 | Shop/Building Maintenance | N |
| 1430 | Dotzler Power Equipment | | 76.99 | 1 | Transactions | |
| 7935 | East Central Energy | | | | | |
| | 03-303-000-0000-6254 | | JUN/JUL POWER-MCGRATH | 35018290 | Utilities-Gas and Electric | N |
| | 03-303-000-0000-6254 | | JUN/JUL POWER-STREET LIGHT | 35018408 | Utilities-Gas and Electric | N |
| 7935 | East Central Energy | | 118.26 | 2 | Transactions | |
| 12181 | Fleet Pride, Inc. | | | | | |

3 Road & Bridge

| Vendor No. | Name | Rpt | Amount | Warrant Description | Invoice # | Account/Formula Description | 1099 |
|--------------|--|-------------|-----------------|----------------------|----------------------|-------------------------------|------|
| <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> | |
| | 03-303-000-0000-6590 | | 142.83- | REPAIR PARTS | 1000658459 | Repair & Maintenance Supplies | N |
| | 03-303-000-0000-6590 | | 176.81 | REPAIR PARTS | 100651167 | Repair & Maintenance Supplies | N |
| | 03-303-000-0000-6590 | | 77.99 | REPAIR PARTS | 100655607 | Repair & Maintenance Supplies | N |
| | 03-303-000-0000-6590 | | 77.99 | REPAIR PARTS | 100658581 | Repair & Maintenance Supplies | N |
| | 03-303-000-0000-6590 | | 116.70 | REPAIR PARTS | 101050301 | Repair & Maintenance Supplies | N |
| | 03-303-000-0000-6590 | | 200.00- | REPAIR PARTS | 71624641 | Repair & Maintenance Supplies | N |
| 12181 | Fleet Pride, Inc. | | 106.66 | | | | |
| | | | | 6 Transactions | | | |
| 15300 | MCGREGOR ACE HARDWARE | | | | | | |
| | 03-303-000-0000-6417 | | 46.76 | MCGREGOR SHOP | C27597 | Shop/Building Maintenance | N |
| 15300 | MCGREGOR ACE HARDWARE | | 46.76 | | | | |
| | | | | 1 Transactions | | | |
| 3160 | Mille Lacs Energy Coop-Albert Lea | | | | | | |
| | 03-303-000-0000-6254 | | 140.82 | POWER: PALISADE | 18-52-026-01 | Utilities-Gas and Electric | N |
| | 03-303-000-0000-6254 | | 42.85 | 169 & CSAH 3 | 19-23-010-01 | Utilities-Gas and Electric | N |
| | 03-303-000-0000-6254 | | 49.00 | CSAH 5 | 27-35-015-02 | Utilities-Gas and Electric | N |
| | 03-303-000-0000-6254 | | 103.82 | POWER: MCGREGOR | 29-53-003-01 | Utilities-Gas and Electric | N |
| | 03-303-000-0000-6254 | | 49.00 | CSAH 8 | 30-06-012-02 | Utilities-Gas and Electric | N |
| | 03-303-000-0000-6254 | | 49.00 | CSAH 4 | 32-32-007-02 | Utilities-Gas and Electric | N |
| | 03-303-000-0000-6254 | | 991.66 | POWER: AITKIN | 33-52-007-02 | Utilities-Gas and Electric | N |
| | 03-303-000-0000-6254 | | 59.92 | 169 & CSAH 28 | 39-62-022-01 | Utilities-Gas and Electric | N |
| | 03-303-000-0000-6254 | | 43.34 | CSAH 12 | 40-06-000-01 | Utilities-Gas and Electric | N |
| | 03-303-000-0000-6254 | | 49.00 | CSAH 12 | 46-56-023-02 | Utilities-Gas and Electric | N |
| | 03-303-000-0000-6254 | | 49.00 | CSAH 11 | 48-09-009-02 | Utilities-Gas and Electric | N |
| | 03-303-000-0000-6254 | | 50.17 | 47 & CSAH 2 | 54-51-104-01 | Utilities-Gas and Electric | N |
| 3160 | Mille Lacs Energy Coop-Albert Lea | | 1,677.58 | | | | |
| | | | | 12 Transactions | | | |
| 9708 | MOMENTUM TRUCK GROUP | | | | | | |
| | 03-303-000-0000-6590 | | 1,754.49 | REPAIR PARTS | R500004566:01 | Repair & Maintenance Supplies | Y |
| | 03-303-000-0000-6590 | | 4,160.00 | REPAIR LABOR | R500004566:01 | Repair & Maintenance Supplies | Y |
| | 03-303-000-0000-6590 | | 64.75 | REPAIR PARTS | X500008771:01 | Repair & Maintenance Supplies | N |
| 9708 | MOMENTUM TRUCK GROUP | | 5,979.24 | | | | |
| | | | | 3 Transactions | | | |
| 11900 | Pomp's Tire Service | | | | | | |
| | 03-303-000-0000-6590 | | 115.70 | REPAIR PARTS | 530117693 | Repair & Maintenance Supplies | Y |
| | 03-303-000-0000-6590 | | 510.00 | REPAIR LABOR | 530117693 | Repair & Maintenance Supplies | Y |
| 11900 | Pomp's Tire Service | | 625.70 | | | | |
| | | | | 2 Transactions | | | |
| 8537 | Powerplan OIB | | | | | | |

Aitkin County



3 Road & Bridge

| Vendor No. | Name | Rpt | Amount | Warrant Description | Invoice # | Account/Formula Description | 1099 |
|-------------|---|------|------------------|---------------------------------------|----------------|-------------------------------|------------------------|
| No. | Account/Formula | Accr | | Service Dates | Paid On Bhf # | On Behalf of Name | |
| | 03-303-000-0000-6590 | | 8.22 | REPAIR PARTS | 2137644 | Repair & Maintenance Supplies | N |
| | 03-303-000-0000-6590 | | 56.82 | REPAIR PARTS-FILTER | 2137644 | Repair & Maintenance Supplies | N |
| 8537 | Powerplan OIB | | 65.04 | | 2 | Transactions | |
| 3950 | Public Utilities | | | | | | |
| | 03-303-000-0000-6254 | | 44.50 | HWY 47 & CR 12 | 1686-00 | Utilities-Gas and Electric | N |
| | 03-303-000-0000-6254 | | 42.03 | HWY 210 W & CR 28 | 59455-00 | Utilities-Gas and Electric | N |
| | 03-303-000-0000-6254 | | 68.36 | AITKIN SHOP: WATER | 63335-00 | Utilities-Gas and Electric | N |
| | 03-303-000-0000-6254 | | 45.38 | HWY 210/169 E & CR 12 | 63388-00 | Utilities-Gas and Electric | N |
| 3950 | Public Utilities | | 200.27 | | 4 | Transactions | |
| 8605 | Wayne's Sanitation LLC | | | | | | |
| | 03-303-000-0000-6254 | | 65.80 | GARBAGE: MCGRATH | 334405 | Utilities-Gas and Electric | N |
| 8605 | Wayne's Sanitation LLC | | 65.80 | | 1 | Transactions | |
| 9642 | WEX BANK | | | | | | |
| | 03-303-000-0000-6570 | | 66.09- | REBATE | 82330210 | Motor Fuel & Lubricants | N |
| | 03-303-000-0000-6570 | | 5,920.39 | GASOLINE | 82330210 | Motor Fuel & Lubricants | N |
| 9642 | WEX BANK | | 5,854.30 | | 2 | Transactions | |
| 5295 | Ziegler Inc | | | | | | |
| | 03-303-000-0000-6590 | | 86.27 | REPAIR PARTS | IN000609680 | Repair & Maintenance Supplies | N |
| | 03-303-000-0000-6590 | | 922.70 | 4' GRADER BLADES | IN000619044 | Repair & Maintenance Supplies | N |
| | 03-303-000-0000-6590 | | 147.42 | REPAIR PARTS | IN000623243 | Repair & Maintenance Supplies | N |
| 5295 | Ziegler Inc | | 1,156.39 | | 3 | Transactions | |
| 303 | DEPT Total: | | 36,507.90 | R&B Highway Maintenance | 22 | Vendors | 53 Transactions |
| 307 | DEPT | | | R&B Capital Infrastructure | | | |
| 7652 | Erickson Engineering Co. | | | | | | |
| | 03-307-000-0000-6269 | | 5,192.50 | PROFESSIONAL SERVICES | 14972 | Professional Services | Y |
| | 03-307-000-0000-6269 | | 3,921.50 | PROFESSIONAL SERVICES | 14977 | Professional Services | Y |
| 7652 | Erickson Engineering Co. | | 9,114.00 | | 2 | Transactions | |
| 9875 | STROHMAYER/TIMOTHY & CHRISTINE | | | | | | |
| | 03-307-000-0000-6362 | | 1,418.00 | Replaces Warr #87764 - ROW | SP 001-611-003 | Right Of Way | S |
| | 03-307-000-0000-6362 | | 492.00 | Replaces Warr #87764 - Damages | SP 001-611-003 | Right Of Way | N |
| 9875 | STROHMAYER/TIMOTHY & CHRISTINE | | 1,910.00 | | 2 | Transactions | |

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Aitkin County



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

| | <u>Vendor Name</u> | <u>Rpt</u> | <u>Amount</u> | <u>Warrant Description</u> | <u>Invoice #</u> | <u>Account/Formula Description</u> | <u>1099</u> |
|-----|----------------------------|-------------|---------------|----------------------------|----------------------|------------------------------------|-------------|
| | <u>No. Account/Formula</u> | <u>Accr</u> | | <u>Service Dates</u> | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u> | |
| 307 | DEPT Total: | | 11,024.00 | R&B Capital Infrastructure | 2 Vendors | 4 Transactions | |
| 3 | Fund Total: | | 48,005.73 | Road & Bridge | | 61 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 |
|--------------|---|-------------|-----------------|--|----------------------------|--|------|
| 400 | DEPT | | | Public Health Department | | | |
| 9608 | AMAZON CAPITAL SERVICES | | | | | | |
| | 05-400-440-0410-6405 | | 20.69 | ERGO-LUMBAR PILLOW (SD) 07/20/2022 07/20/2022 | 1HPW-QJH7-WTV6 | Office Supplies | N |
| | 05-400-450-0451-6435 | | 229.98 | PH EDU - FAIR LEVY 07/15/2022 07/15/2022 | 1HTP-6PRJ-MXL6 | Public Health Program Related Supplies | N |
| | 05-400-450-0451-6435 | | 54.98- | SHIP-HC PHOTO STUDIO BACKGRND 07/19/2022 07/19/2022 | 1KD4-6LXK-FL1J | Public Health Program Related Supplies | N |
| | 05-400-440-0410-6405 | | 23.75 | ACCTG-TONER CARTRIDGE 07/18/2022 07/18/2022 | 1M43-VDRW-KXPJ | Office Supplies | N |
| | 05-400-440-0410-6405 | | 2.38 | 26PKT FILE ORGANIZER (OSS) 07/26/2022 07/26/2022 | 1QCX-6TNC-DRKX | Office Supplies | N |
| | 05-400-440-0410-6405 | | 1.17 | HD STAPLES 15/16" (OSS-RS) 07/26/2022 07/26/2022 | 1RKW-GG7X-CLCH | Office Supplies | N |
| | 05-400-430-0408-6435 | | 520.77 | MCH PH SUPPLIES (NL) 07/24/2022 07/24/2022 | 1VK6-NPKD-XH67 | Public Health Program Related Supplies | N |
| | 05-400-430-0408-6435 | | 671.27 | MECSH PH SUPPLIES (NL) 07/24/2022 07/24/2022 | 1VK6-NPKD-XH67 | Public Health Program Related Supplies | N |
| | 05-400-420-4800-6435 | | 990.76 | SAMHSA-MAC SUPPLIES 07/16/2022 07/16/2022 | 1VNP-XQ9J-H1LT | Public Health Program Related Supplies | N |
| | 05-400-440-0410-6405 | | 10.13 | ERGO-ADJ FOOTREST (RS) 07/22/2022 07/22/2022 | 1W4P-97GN-JRF1 | Office Supplies | N |
| 9608 | AMAZON CAPITAL SERVICES | | 2,415.92 | 10 Transactions | | | |
| 9692 | Minnesota Energy Resources Corporation | | | | | | |
| | 05-400-440-0410-6254 | | 6.49 | GAS BILL 06/21/2022 07/19/2022 | NGM699993 7/22 | Utilities-Gas and Electric | N |
| 9692 | Minnesota Energy Resources Corporation | | 6.49 | 1 Transactions | | | |
| 3950 | Public Utilities | | | | | | |
| | 05-400-440-0410-6254 | | 388.08 | ELECTRIC BILL 06/16/2022 07/16/2022 | 1433-00 7/22 | Utilities-Gas and Electric | N |
| 3950 | Public Utilities | | 388.08 | 1 Transactions | | | |
| 10698 | Stericycle,Inc | | | | | | |
| | 05-400-440-0410-6360 | | 16.86 | STERI-SAFE 08/01/2022 08/31/2022 | 4011089972 | Services, Labor, Contracts | 6 |
| 10698 | Stericycle,Inc | | 16.86 | 1 Transactions | | | |

Aitkin County



| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name | 1099 |
|-------------|-------------------------------------|----------|-----------------|---|-------------------------|---|------|
| 400 | DEPT Total: | | 2,827.35 | Public Health Department | 4 Vendors | 13 Transactions | |
| 420 | DEPT | | | Income Maintenance | | | |
| 9608 | AMAZON CAPITAL SERVICES | | | | | | |
| | 05-420-600-4800-6405 | | 8.99 | ERGO-MOUSE PAD (KP) 07/20/2022 07/20/2022 | 16FN-L44M-VX11 | Office Supplies | N |
| | 05-420-600-4800-6405 | | 25.99 | IM-SHEET PROTECTORS (JT) 07/18/2022 07/18/2022 | 1M43-VDRW-KXPJ | Office Supplies | N |
| | 05-420-600-4800-6405 | | 55.99 | ACCTG-TONER CARTRIDGE 07/18/2022 07/18/2022 | 1M43-VDRW-KXPJ | Office Supplies | N |
| | 05-420-600-4800-6405 | | 6.79 | 1" POST-IT TABS (IM-JT) 07/26/2022 07/26/2022 | 1QCX-6TNC-DRKX | Office Supplies | N |
| | 05-420-600-4800-6405 | | 5.61 | 26PKT FILE ORGANIZER (OSS) 07/26/2022 07/26/2022 | 1QCX-6TNC-DRKX | Office Supplies | N |
| | 05-420-600-4800-6405 | | 2.75 | HD STAPLES 15/16" (OSS-RS) 07/26/2022 07/26/2022 | 1RKW-GG7X-CLCH | Office Supplies | N |
| | 05-420-600-4800-6405 | | 23.89 | ERGO-ADJ FOOTREST (RS) 07/22/2022 07/22/2022 | 1W4P-97GN-JRF1 | Office Supplies | N |
| | 05-420-600-4800-6405 | | 26.99 | IM-COMPUTER SPEAKER/MIC (JG) 07/27/2022 07/27/2022 | 1X7Q-3QXV-FJWN | Office Supplies | N |
| | 05-420-640-4800-6405 | | 29.99 | CS-ANTI FATIGUE MATS(JH/MK) 07/17/2022 07/17/2022 | 1XPM-YLNV-VWW6 | Office Supplies | N |
| 9608 | AMAZON CAPITAL SERVICES | | 186.99 | 9 Transactions | | | |
| 11051 | Department of Human Services | | | | | | |
| | 05-420-610-4100-6011 | | 37.50 | MAXIS MFIP RECOV STATE 02/01/2022 02/28/2022 | A300MX01228I | County Share-Afdc/Mfip | N |
| | 05-420-610-4100-6011 | | 365.25 | MAXIS AF RECOV PRE-TANF 02/01/2022 02/28/2022 | A300MX01228I | County Share-Afdc/Mfip | N |
| | 05-420-620-4100-6011 | | 54.50 | MAXIS GA RECOVERIES 02/01/2022 02/28/2022 | A300MX01228I | County Share - Ga | N |
| | 05-420-620-4100-6011 | | 79.50 | MAXIS MSA RECOVERIES 02/01/2022 02/28/2022 | A300MX01228I | County Share - Ga | N |
| | 05-420-620-4100-6011 | | 12.25 | MAXIS MFIP FS RECOVERIES 02/01/2022 02/28/2022 | A300MX01228I | County Share - Ga | N |
| | 05-420-620-4100-6011 | | 45.18 | MAXIS FS RECOVERIES 02/01/2022 02/28/2022 | A300MX01228I | County Share - Ga | N |
| | 05-420-620-4100-6011 | | 51.00 | MAXIS GRH RECOVERIES 02/01/2022 02/28/2022 | A300MX01228I | County Share - Ga | N |

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 | 1099 |
|--------------|---|----------------------|-----|------|-----------------|--------------------------------|-----------------------|----------------|-----------------------|--------------------------------|------|
| 11051 | Department of Human Services | | | | 645.18 | | | | 7 Transactions | | |
| 9692 | Minnesota Energy Resources Corporation | 05-420-600-4800-6254 | | | 15.30 | GAS BILL | 06/21/2022 07/19/2022 | NGM699993 7/22 | | Utilities-Gas and Electric | N |
| 9692 | Minnesota Energy Resources Corporation | | | | 15.30 | | | | 1 Transactions | | |
| 3950 | Public Utilities | 05-420-600-4800-6254 | | | 914.76 | ELECTRIC BILL | 06/16/2022 07/16/2022 | 1433-00 7/22 | | Utilities-Gas and Electric | N |
| 3950 | Public Utilities | | | | 914.76 | | | | 1 Transactions | | |
| 15347 | St Louis County - PHHS | 05-420-650-4400-6211 | | | 273.26 | MTM ADMIN FEE NON-FFP 5/10/22 | 05/10/2022 05/10/2022 | IP-00025802 | | Medical Assistance - MTM Admin | N |
| | | 05-420-650-4400-6211 | | | 183.93 | MTM ADMIN FEE NON-FFP 05/24/22 | 05/24/2022 05/24/2022 | IP-00025806 | | Medical Assistance - MTM Admin | N |
| 15347 | St Louis County - PHHS | | | | 457.19 | | | | 2 Transactions | | |
| 10698 | Stericycle,Inc | 05-420-600-4800-6360 | | | 39.73 | STERI-SAFE | 08/01/2022 08/31/2022 | 4011089972 | | Services, Labor, Contracts | 6 |
| 10698 | Stericycle,Inc | | | | 39.73 | | | | 1 Transactions | | |
| 420 | DEPT Total: | | | | 2,259.15 | Income Maintenance | | | 6 Vendors | 21 Transactions | |
| 430 | DEPT | | | | | Social Services | | | | | |
| 9608 | AMAZON CAPITAL SERVICES | 05-430-700-4800-6405 | | | 89.92 | ACCTG-TONER CARTRIDGE | 07/18/2022 07/18/2022 | 1M43-VDRW-KXPJ | | Office Supplies | N |
| | | 05-430-700-4800-6405 | | | 10.80 | COLLEGE RULED PPR (JM) | 07/24/2022 07/24/2022 | 1PJX-LMM4-7KGX | | Office Supplies | N |
| | | 05-430-700-4800-6405 | | | 9.00 | 26PKT FILE ORGANIZER (OSS) | 07/26/2022 07/26/2022 | 1QCX-6TNC-DRKX | | Office Supplies | N |
| | | 05-430-700-4800-6405 | | | 4.42 | HD STAPLES 15/16" (OSS-RS) | 07/26/2022 07/26/2022 | 1RKW-GG7X-CLCH | | Office Supplies | N |
| | | 05-430-700-4800-6405 | | | 38.37 | ERGO-ADJ FOOTREST (RS) | 07/22/2022 07/22/2022 | 1W4P-97GN-JRF1 | | Office Supplies | N |

Aitkin County



5 Health & Human Services

| Vendor No. | Name | Account/Formula | Accr | Rpt | Amount | Warrant Description | Service Dates | Invoice # | Paid On Bhf # | Account/Formula Description | On Behalf of Name | 1099 |
|------------|--|----------------------|------|-----|----------|-------------------------|---------------|----------------|---------------|-----------------------------|-------------------|------|
| 9608 | AMAZON CAPITAL SERVICES | | | | 152.51 | | | | | | | |
| | | | | | | | | 5 Transactions | | | | |
| 9692 | Minnesota Energy Resources Corporation | 05-430-700-4800-6254 | | | 24.56 | GAS BIL | | | | | | |
| | | | | | | 06/21/2022 | 07/19/2022 | NGM699993 7/22 | | Utilities-Gas and Electric | | N |
| 9692 | Minnesota Energy Resources Corporation | | | | 24.56 | | | | | | | |
| | | | | | | | | 1 Transactions | | | | |
| 3950 | Public Utilities | 05-430-700-4800-6254 | | | 1,469.17 | ELECTRIC BILL | | | | | | |
| | | | | | | 06/16/2022 | 07/16/2022 | 1433-00 7/22 | | Utilities-Gas and Electric | | N |
| 3950 | Public Utilities | | | | 1,469.17 | | | | | | | |
| | | | | | | | | 1 Transactions | | | | |
| 10698 | Stericycle,Inc | 05-430-700-4800-6360 | | | 63.81 | STERI-SAFE | | | | | | |
| | | | | | | 08/01/2022 | 08/31/2022 | 4011089972 | | Services, Labor, Contracts | | 6 |
| 10698 | Stericycle,Inc | | | | 63.81 | | | | | | | |
| | | | | | | | | 1 Transactions | | | | |
| 430 | DEPT Total: | | | | 1,710.05 | Social Services | | | 4 Vendors | | 8 Transactions | |
| 5 | Fund Total: | | | | 6,796.55 | Health & Human Services | | | | | 42 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 |
|------------|---|-------------|-----------------|--|----------------------------|--|------|
| 900 | DEPT | | | Timber Permit Bonds | | | |
| 493 | Johnson/Martin 10-900-000-0000-2300 | | 2,069.00 | REFUND BOND | 14036 | Timber Permit Bonds | N |
| 493 | Johnson/Martin | | 2,069.00 | 1 Transactions | | | |
| 5791 | Sappi 10-900-000-0000-2300 | | 2,709.10 | REFUND BOND | 14298 | Timber Permit Bonds | N |
| 5791 | Sappi | | 2,709.10 | 1 Transactions | | | |
| 900 | DEPT Total: | | 4,778.10 | Timber Permit Bonds | 2 Vendors | 2 Transactions | |
| 923 | DEPT | | | Forfeited Tax Sales | | | |
| 9561 | Amazon Business 10-923-000-0000-6590 | | 44.24 | ALUMINUM 2" FEMALE NPSH MALE | 1979-VR79-XCWF | Repair & Maintenance Supplies | N |
| | 10-923-000-0000-6405 | | 26.96 | PENS | 1LK1-PYKX-VHTG | Office Supplies | N |
| | 10-923-000-0000-6405 | | 12.99 | KEY RINGS | 1LK1-PYKX-VHTG | Office Supplies | N |
| 9561 | Amazon Business | | 84.19 | 3 Transactions | | | |
| 86467 | Auto Value Aitkin 10-923-000-0000-6590 | | 10.99 | HNBR O RING ASSORTMENT | 40203979 | Repair & Maintenance Supplies | N |
| 86467 | Auto Value Aitkin | | 10.99 | 1 Transactions | | | |
| 783 | Canon Financial Services, Inc 10-923-000-0000-6342 | | 158.21 | COPIER CONTRACT 07/01/2022 07/31/2022 | 28842605 | Office/Equipment-Rental | N |
| 783 | Canon Financial Services, Inc | | 158.21 | 1 Transactions | | | |
| 9377 | Midwest Environmental Consulting, LLC 10-923-000-0000-6360 | | 896.84 | 227 PACIFIC ST SE ASBESTOS INS | 072213 | Miscellaneous-Services | Y |
| 9377 | Midwest Environmental Consulting, LLC | | 896.84 | 1 Transactions | | | |
| 4010 | Rasley Oil Company 10-923-000-0000-6335 | | 1,003.79 | NON LEAD AND OFF ROAD | AITCOL&PS | Gas/Vehicle Fuel Charges | N |
| 4010 | Rasley Oil Company | | 1,003.79 | 1 Transactions | | | |
| 90805 | Temco 10-923-000-0000-6590 | | 157.80 | 7' HYDRAULIC HOSE | 27054 | Repair & Maintenance Supplies | Y |
| | 10-923-000-0000-6590 | | 104.00 | 3' HYDRAULIC HOSE | 27065 | Repair & Maintenance Supplies | Y |

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10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name | 1099 |
|------------|---|-------------|------------------|---|----------------------------|--|------|
| 90805 | Temco | | 261.80 | | 2 Transactions | | |
| 13934 | The Tire Barn 10-923-000-0000-6590 | | 904.88 | 2020 F-350 968067 38361 | 063242 | Repair & Maintenance Supplies | N |
| 13934 | The Tire Barn | | 904.88 | | 1 Transactions | | |
| 923 | DEPT Total: | | 3,320.70 | Forfeited Tax Sales | 7 Vendors | 10 Transactions | |
| 926 | DEPT | | | Law Library | | | |
| 5173 | Thomson Reuters-West Publishing 10-926-000-0000-6455 | | 1,472.99 | ONLINE/SOFTWARE SUBSCRIPTION 07/01/2022 07/31/2022 | 846604258 | Law Books | N |
| | 10-926-000-0000-6455 | | 981.66 | LIBRARY PLAN CHARGES 07/01/2022 07/31/2022 | 846688533 | Law Books | N |
| 5173 | Thomson Reuters-West Publishing | | 2,454.65 | | 2 Transactions | | |
| 926 | DEPT Total: | | 2,454.65 | Law Library | 1 Vendors | 2 Transactions | |
| 929 | DEPT | | | MN Trust Insurance Fund | | | |
| 7525 | Hometown Bldg Supply 10-929-550-0000-6360 | | 9,318.14 | FAIRGROUND REPAIRS | A1201 | Fair Ground Clean Up | N |
| 7525 | Hometown Bldg Supply | | 9,318.14 | | 1 Transactions | | |
| 929 | DEPT Total: | | 9,318.14 | MN Trust Insurance Fund | 1 Vendors | 1 Transactions | |
| 10 | Fund Total: | | 19,871.59 | Trust | | 15 Transactions | |

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11 Forest Development

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 |
|------------|--|-------------|------------------|--------------------------------------|----------------------------|--|------|
| 925 | DEPT | | | Resource Management | | | |
| 29 | Aitkin Co Planning & Zoning 11-925-000-0000-6361 | | 650.00 | MINING OPERATION FEE | 55576 | Road Construction Service | N |
| 29 | Aitkin Co Planning & Zoning | | 650.00 | 1 Transactions | | | |
| 1473 | Future Forests, Inc 11-925-000-0000-6273 | | 13,147.00 | SITE 1, 2 & 3 SPRAY | SPRAY | Timber Improvement | N |
| 1473 | Future Forests, Inc | | 13,147.00 | 1 Transactions | | | |
| 925 | DEPT Total: | | 13,797.00 | Resource Management | 2 Vendors | 2 Transactions | |
| 939 | DEPT | | | County Surveyor | | | |
| 9561 | Amazon Business 11-939-000-0000-6405 | | 86.99 | TONER | 1LK1-PYKX-VHTG | Office Supplies | N |
| 9561 | Amazon Business | | 86.99 | 1 Transactions | | | |
| 12500 | Frontier Precision, Inc 11-939-000-0000-6610 | | 8.81 | SCHONSTEDT WARRANTY REPAIR SHI | M002401 | Equipment | N |
| | 11-939-000-0000-6610 | | 78.63 | TRIMBLE TSC7 ACCESSORY | M002401 | Equipment | N |
| 12500 | Frontier Precision, Inc | | 87.44 | 2 Transactions | | | |
| 939 | DEPT Total: | | 174.43 | County Surveyor | 2 Vendors | 3 Transactions | |
| 11 | Fund Total: | | 13,971.43 | Forest Development | | 5 Transactions | |

Aitkin County



| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name | 1099 |
|------------|--|-------------|-----------------|--|----------------------------|--|------|
| 521 | DEPT | | | LLCC Administration | | | |
| 3160 | Mille Lacs Energy Coop-Albert Lea | | | | | | |
| | 19-521-000-0000-6254 | | 364.15 | MLEC ENERGY CENTER 06/01/2022 07/01/2022 | 27-13-005-02 | Utilities-Gas and Electric | N |
| | 19-521-000-0000-6254 | | 927.31 | MLEC- DINING HALL 06/01/2022 07/01/2022 | 27-13-006-01 | Utilities-Gas and Electric | N |
| | 19-521-000-0000-6254 | | 706.92 | MLEC - NORTH STAR LODGE 06/01/2022 07/01/2022 | 27-13-007-03 | Utilities-Gas and Electric | N |
| | 19-521-000-0000-6254 | | 44.63 | MLEC PARKING LOT 06/01/2022 07/01/2022 | 27-13-008-01 | Utilities-Gas and Electric | N |
| | 19-521-000-0000-6254 | | 154.89 | MLEC STAFF RESIDENCE 06/01/2022 07/01/2022 | 27-13-009-01 | Utilities-Gas and Electric | N |
| | 3160 Mille Lacs Energy Coop-Albert Lea | | 2,197.90 | 5 Transactions | | | |
| 14812 | SCI Broadband/Savage Communications | | | | | | |
| | 19-521-000-0000-6220 | | 785.24 | PHONE AND INTERNET 08/01/2022 08/31/2022 | 024-033167 | Telephone | N |
| | 14812 SCI Broadband/Savage Communications | | 785.24 | 1 Transactions | | | |
| 521 | DEPT Total: | | 2,983.14 | LLCC Administration | 2 Vendors | 6 Transactions | |
| 522 | DEPT | | | LLCC Education | | | |
| 9561 | Amazon Business | | | | | | |
| | 19-522-000-0000-6431 | | 15.98 | TIE DYE MATERIALS | 1VXF-VTWF-KG4R | Educational Supplies | N |
| | 9561 Amazon Business | | 15.98 | 1 Transactions | | | |
| 86336 | Arrowhead Transit-Virginia | | | | | | |
| | 19-522-000-0000-6431 | | 125.40 | SHUTTLES TO RANGE FHI | ARS252173 | Educational Supplies | N |
| | 86336 Arrowhead Transit-Virginia | | 125.40 | 1 Transactions | | | |
| 5926 | Haasken/Beth | | | | | | |
| | 19-522-000-0000-6431 | | 53.78 | SOIL FOR BUTTERFLY HOUSE | 7-25-22BFH | Educational Supplies | N |
| | 5926 Haasken/Beth | | 53.78 | 1 Transactions | | | |
| 522 | DEPT Total: | | 195.16 | LLCC Education | 3 Vendors | 3 Transactions | |
| 523 | DEPT | | | LLCC Food | | | |
| 13694 | CHENGWATANA COMMUNITY FARM | | | | | | |

Aitkin County



| Vendor No. | Name | Account/Formula | Accr | Amount | Warrant Description | Service Dates | Invoice # | Paid On Bhf # | Account/Formula Description | On Behalf of Name | 1099 |
|--------------|-----------------------------------|---------------------------------------|------|-----------------|--------------------------------------|----------------|------------------|---------------|-----------------------------|-------------------|------------------------|
| | | 19-523-000-0000-6418 | | 87.00 | FARM-FRESH EGGS | | 000325 | | Groceries-Students | | Y |
| 13694 | CHENGWATANA COMMUNITY FARM | | | 87.00 | | 1 Transactions | | | | | |
| 3810 | Paulbeck's County Market | | | | | | | | | | |
| | | 19-523-000-0000-6418 | | 6.00 | SNACKS FOR CAMP | | 7684653-7182 | | Groceries-Students | | N |
| | | 19-523-000-0000-6418 | | 22.65 | PIZZA TOPPINGS | | 7684653-71822 | | Groceries-Students | | N |
| 3810 | Paulbeck's County Market | | | 28.65 | | 2 Transactions | | | | | |
| 4761 | Sysco Minnesota Inc | | | | | | | | | | |
| | | 19-523-000-0000-6418 | | 630.06 | CAMP GROCERIES | | 253201313 | | Groceries-Students | | N |
| 4761 | Sysco Minnesota Inc | | | 630.06 | | 1 Transactions | | | | | |
| 4968 | Upper Lakes Foods, Inc | | | | | | | | | | |
| | | 19-523-000-0000-6418 | | 562.08 | GROCERIES CAMP | | 142149-00 | | Groceries-Students | | N |
| | | 19-523-000-0000-6418 | | 594.14 | CAMP GROCERIES | | 143528-00 | | Groceries-Students | | N |
| 4968 | Upper Lakes Foods, Inc | | | 1,156.22 | | 2 Transactions | | | | | |
| 523 | DEPT Total: | | | 1,901.93 | LLCC Food | | 4 Vendors | | 6 Transactions | | |
| 524 | DEPT | | | | LLCC Maintenance | | | | | | |
| | 3760 | Palisade Cooperative Oil Assoc | | | | | | | | | |
| | | 19-524-000-0000-6335 | | 158.97 | GAS FOR VAN AND CANS | | LONGLAK | | Gas/Vehicle Fuel Charges | | N |
| | 3760 | Palisade Cooperative Oil Assoc | | 158.97 | | 1 Transactions | | | | | |
| 524 | DEPT Total: | | | 158.97 | LLCC Maintenance | | 1 Vendors | | 1 Transactions | | |
| 19 | Fund Total: | | | 5,239.20 | Long Lake Conservation Center | | | | | | 16 Transactions |

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21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name | 1099 |
|-------------|--|-------------|-----------------|--|----------------------------|--|------|
| 520 | DEPT | | | Parks | | | |
| 3160 | Mille Lacs Energy Coop-Albert Lea 21-520-000-0000-6254 | B | 177.18 | BERGLUND ELECTRIC 06/01/2022 06/30/2022 | 18-51-106-02 | Utilities-Gas and Electric | N |
| 3160 | Mille Lacs Energy Coop-Albert Lea | | 177.18 | 1 Transactions | | | |
| 3950 | Public Utilities 21-520-000-0000-6254 | | 166.28 | MISS ACCESS PARK | 1670-00 | Utilities-Gas and Electric | N |
| | 21-520-000-0000-6254 | | 246.06 | MISS SHOWER | 1671-00 | Utilities-Gas and Electric | N |
| | 21-520-000-0000-6254 | | 234.67 | UTILITIES-GAS AND ELECTRIC | 348-00 | Utilities-Gas and Electric | N |
| 3950 | Public Utilities | | 647.01 | 3 Transactions | | | |
| 9617 | Timber Lakes Septic Service, Inc. 21-520-000-0000-6360 | B | 130.00 | AITKIN DUMP STATION | 29932 | Services, Labor, Contracts | N |
| | 21-520-000-0000-6360 | B | 130.00 | BERGLUND PARK DUMP STATION | 30072 | Services, Labor, Contracts | N |
| 9617 | Timber Lakes Septic Service, Inc. | | 260.00 | 2 Transactions | | | |
| 520 | DEPT Total: | | 1,084.19 | Parks | 3 Vendors | 6 Transactions | |
| 21 | Fund Total: | | 1,084.19 | Parks | | 6 Transactions | |

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 22 Coronavirus Relief 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 |
|------------|--|-------------|-------------------|--|----------------------------|--|------|
| 716 | DEPT | | | American Rescue Plan - COVID | | | |
| 178 | City Of Tamarack 22-716-000-0000-6802 | | 10,500.00 | COMMUNITY DEVELOPMENT GRANT 07/21/2022 07/21/2022 | 07212022 | Category: Negative Economic Impacts | N |
| 178 | City Of Tamarack | | 10,500.00 | 1 Transactions | | | |
| 9612 | Discovery Publishing, Inc. 22-716-000-0000-6802 | | 303.95 | ATV AD 07/01/2022 08/31/2022 | 3023 | Category: Negative Economic Impacts | Y |
| 9612 | Discovery Publishing, Inc. | | 303.95 | 1 Transactions | | | |
| 9968 | Little Pine Academy 22-716-000-0000-6802 | | 10,000.00 | CHILD CARE GRANT 07/27/2022 07/27/2022 | 06302022 | Category: Negative Economic Impacts | Y |
| 9968 | Little Pine Academy | | 10,000.00 | 1 Transactions | | | |
| 716 | DEPT Total: | | 20,803.95 | American Rescue Plan - COVID | 3 Vendors | 3 Transactions | |
| 22 | Fund Total: | | 20,803.95 | Coronavirus Relief Fund | | 3 Transactions | |
| | Final Total: | | 493,618.57 | 162 Vendors | 293 Transactions | | |

Aitkin County



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|------------------|-------------|-------------------|-------------------------------|
| | 1 | 347,401.69 | General Fund |
| | 2 | 30,444.24 | Reserves Fund |
| | 3 | 48,005.73 | Road & Bridge |
| | 5 | 6,796.55 | Health & Human Services |
| | 10 | 19,871.59 | Trust |
| | 11 | 13,971.43 | Forest Development |
| | 19 | 5,239.20 | Long Lake Conservation Center |
| | 21 | 1,084.19 | Parks |
| | 22 | 20,803.95 | Coronavirus Relief Fund |
| All Funds | | 493,618.57 | Total |

Approved by,

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WLC1
7/27/22

11:08AM

Aitkin County

2E



Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board **AUDITOR'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 |
|------------|---|-------------|-----------------|---|----------------------------|--|------|
| 43 | DEPT | | | Assessor | | | |
| 10452 | AT&T Mobility 01-043-000-0000-6220 | | 317.20 | JUNE WIRELESS BILL 05/26/2022 06/25/2022 | 287298660812 | Telephone | N |
| | 10452 AT&T Mobility | | 317.20 | 1 Transactions | | | |
| 9934 | WEX BANK - Assessors 01-043-000-0000-6335 | | 868.66 | JUNE FUEL BILL 06/08/2022 07/07/2022 | 82317596 | Gas/Vehicle Fuel Charges | N |
| | 01-043-000-0000-6335 | | 9.32- | JUNE REBATE 06/08/2022 07/07/2022 | 82317596 | Gas/Vehicle Fuel Charges | N |
| | 9934 WEX BANK - Assessors | | 859.34 | 2 Transactions | | | |
| 43 | DEPT Total: | | 1,176.54 | Assessor | 2 Vendors | 3 Transactions | |
| 45 | DEPT | | | Motor Pool | | | |
| 13934 | The Tire Barn 01-045-000-0000-6302 | | 628.19 | #9 BRAKE REPAIR 06/23/2022 06/23/2022 | 63204 | Vehicle Maintenance | N |
| | 01-045-000-0000-6302 | | 330.49 | #31 REPLACE BRAKES 06/23/2022 06/23/2022 | 63210 | Vehicle Maintenance | N |
| | 13934 The Tire Barn | | 958.68 | 2 Transactions | | | |
| 45 | DEPT Total: | | 958.68 | Motor Pool | 1 Vendors | 2 Transactions | |
| 49 | DEPT | | | Information Technologies | | | |
| 9561 | Amazon Business 01-049-000-0000-6485 | | 132.64- | PRINTER MAINTENANCE KIT RETURN | 1DPP-JVD4-JDWC | Computer/Technology Supplies | N |
| | 01-049-000-0000-6485 | | 139.50 | PRINTER MAINTENANCE KIT | 1DWT-1P3L-JHQ3 | Computer/Technology Supplies | N |
| | 01-049-000-0000-6485 | | 13.80 | USB-C EXTENSION CABLE | 1P6P-KFRX-1NG9 | Computer/Technology Supplies | N |
| | 01-049-000-0000-6485 | | 18.99 | USB-C EXTENSION CABLE | 1Q71-DPCY-33Y7 | Computer/Technology Supplies | N |
| | 01-049-000-0000-6485 | | 89.41 | PRINTER LABELS, CABLES | 1QDC-DXF6-WX76 | Computer/Technology Supplies | N |
| | 9561 Amazon Business | | 129.06 | 5 Transactions | | | |
| 49 | DEPT Total: | | 129.06 | Information Technologies | 1 Vendors | 5 Transactions | |
| 52 | DEPT | | | Administration | | | |
| 86235 | The Office Shop Inc | | | | | | |

Aitkin County



Audit List for Board **AUDITOR'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 |
|--------------|---|----------------------|-----|------|-----------------|-------------------------------|-----------------------|------------------|---------------|-----------------------------|-------------------|------|
| | | 01-052-000-0000-6405 | | | 8.60 | REP LUECK CERTIFICATE FRAME | 05/27/2022 05/27/2022 | 1112352-1 | | Office Supplies | | N |
| 86235 | The Office Shop Inc | | | | 8.60 | | 1 Transactions | | | | | |
| 52 | DEPT Total: | | | | 8.60 | Administration | | 1 Vendors | | 1 Transactions | | |
| 110 | DEPT | | | | | Courthouse Maintenance | | | | | | |
| 9561 | Amazon Business | 01-110-000-0000-6415 | | | 64.99 | WI-FI EXTENDER | | 1JMN-3QCK-RVC3 | | Operational Supplies | | N |
| 9561 | Amazon Business | | | | 64.99 | | 1 Transactions | | | | | |
| 1754 | Garrison Disposal Company, Inc | 01-110-000-0000-6255 | | | 522.85 | MONTHLY GARBAGE SERVICE | 06/01/2022 06/30/2022 | 305663 | | Garbage | | N |
| 1754 | Garrison Disposal Company, Inc | | | | 522.85 | | 1 Transactions | | | | | |
| 9692 | Minnesota Energy Resources Corporation | 01-110-000-0000-6254 | | | 958.65 | UTILITIES-COURTHOUSE | 05/19/2022 06/20/2022 | 0506823754 | | Utilities-Gas and Electric | | N |
| 9692 | Minnesota Energy Resources Corporation | | | | 958.65 | | 1 Transactions | | | | | |
| 15331 | RASINSKI TOTAL DOOR SERVICE LLC | 01-110-000-0000-6360 | | | 226.25 | FRONT OF GOV CENTER | | 3530 | | Services, Labor, Contracts | | N |
| 15331 | RASINSKI TOTAL DOOR SERVICE LLC | | | | 226.25 | | 1 Transactions | | | | | |
| 110 | DEPT Total: | | | | 1,772.74 | Courthouse Maintenance | | 4 Vendors | | 4 Transactions | | |
| 111 | DEPT | | | | | Buildings | | | | | | |
| 9969 | Fransen Decorating | 01-111-000-0000-6360 | | | 920.00 | WALL DAMAGE BY PROBATION | | 2239 | | Services, Labor, Contracts | | N |
| 9969 | Fransen Decorating | | | | 920.00 | | 1 Transactions | | | | | |
| 111 | DEPT Total: | | | | 920.00 | Buildings | | 1 Vendors | | 1 Transactions | | |
| 200 | DEPT | | | | | Enforcement | | | | | | |
| 13934 | The Tire Barn | 01-200-000-0000-6302 | | | 147.63 | OIL CHANGE, CABIN FILTER 209 | | 61941 | | Vehicle Maintenance | | N |
| | | 01-200-000-0000-6302 | | | 297.63 | OIL CHANGE, BATTERY | | 62074 | | Vehicle Maintenance | | N |

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 | |
| | 01-200-000-0000-6302 | | TIRE REPAIR #218 | 62836 | Vehicle Maintenance | N |
| 13934 | The Tire Barn | | | | | |
| | | | | 3 Transactions | | |
| 200 | DEPT Total: | | 470.26 | Enforcement | 1 Vendors | 3 Transactions |
| 202 | DEPT | | | Boat & Water | | |
| | 13934 The Tire Barn | | | | | |
| | 01-202-000-0000-6302 | | 70.46 | OIL CHANGE, ROTATE '16 B&W | 62569 | B&W Maintenance |
| 13934 | The Tire Barn | | 70.46 | | | N |
| | | | | 1 Transactions | | |
| 202 | DEPT Total: | | 70.46 | Boat & Water | 1 Vendors | 1 Transactions |
| 1 | Fund Total: | | 5,506.34 | General Fund | | 20 Transactions |

Aitkin County



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

2 Reserves 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 |
|------------|---|-------------|------------------|--------------------------------------|----------------------------|--|------|
| 44 | DEPT | | | Central Services | | | |
| 9757 | Brightly Software, Inc 02-044-000-0000-6360 | | 8,692.50 | MAINTENANCE SOFTWARE TRAINING | INV-108183 | Contracts, Scanning, IFS-Central Service | N |
| 9757 | Brightly Software, Inc | | 8,692.50 | 1 Transactions | | | |
| 44 | DEPT Total: | | 8,692.50 | Central Services | 1 Vendors | 1 Transactions | |
| 111 | DEPT | | | Buildings | | | |
| 10658 | D.R. Lundquist Excavating Inc 02-111-011-0000-6605 | | 350.00 | FUEL TANK REMOVAL | 61522 | Building Construction Reserve Expense | N |
| 10658 | D.R. Lundquist Excavating Inc | | 350.00 | 1 Transactions | | | |
| 13503 | Minnesota Petroleum Service 02-111-011-0000-6605 | | 18,345.00 | FUEL TANK REMOVAL | 129016 | Building Construction Reserve Expense | N |
| 13503 | Minnesota Petroleum Service | | 18,345.00 | 1 Transactions | | | |
| 111 | DEPT Total: | | 18,695.00 | Buildings | 2 Vendors | 2 Transactions | |
| 2 | Fund Total: | | 27,387.50 | Reserves Fund | | 3 Transactions | |

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Aitkin County



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

3 Road & Bridge

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name | 1099 |
|------------|---------------------------------|-------------|-------------------|---------------------------------------|----------------------------|--|------|
| 307 | DEPT | | | R&B Capital Infrastructure | | | |
| | 9741 REDSTONE CONSTRUCTION, LLC | | | | | | |
| | 03-307-000-0000-6262 | | 223,715.07 | Partial Payment #1 | 20222 | Contract Payments | Y |
| | 9741 REDSTONE CONSTRUCTION, LLC | | 223,715.07 | 1 Transactions | | | |
| 307 | DEPT Total: | | 223,715.07 | R&B Capital Infrastructure | 1 Vendors | 1 Transactions | |
| 3 | Fund Total: | | 223,715.07 | Road & Bridge | | 1 Transactions | |
| | Final Total: | | 256,608.91 | 16 Vendors | 24 Transactions | | |

Aitkin County



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|----------------------|--------------------|----------------------|--------------------|
| | 1 | 5,506.34 | General Fund |
| | 2 | 27,387.50 | Reserves Fund |
| | 3 | 223,715.07 | Road & Bridge |
| | All Funds | 256,608.91 | Total |

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

R&B Contract Payments

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

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7/20/22 4:31PM

Aitkin County



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

3 Road & Bridge

| 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 | 9987 ASPHALT SURFACE TECHNOLOGIES CORP 03-307-000-0000-6262 | | 414,774.88 | Partial Payment #1 | 20226 | Contract Payments | N |
| | 9987 ASPHALT SURFACE TECHNOLOGIES CORP | | 414,774.88 | 1 Transactions | | | |
| 2 | 9885 MP ASPHALT MAINTENANCE 03-303-000-0000-6521 | | 71,754.29 | Partial Payment #1 | 20224 | Maintenance Supplies | N |
| | 9885 MP ASPHALT MAINTENANCE | | 71,754.29 | 1 Transactions | | | |
| 3 Fund Total: | | | 486,529.17 | Road & Bridge | 2 Vendors | 2 Transactions | |
| Final Total: | | | 486,529.17 | 2 Vendors | 2 Transactions | | |

Aitkin County



Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|------------------|-------------------|---------------|
| 3 | 486,529.17 | Road & Bridge |
| All Funds | 486,529.17 | Total |

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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

Camping Refund

KMR1
 7/29/22 12:26PM
 21 Parks

Aitkin County



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

| Vendor No. | Name Account/Formula | Accr | Rpt | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name | 1099 |
|-----------------------|---|------|-----|--------------|--------------------------------------|----------------------------|--|------|
| 1 | 8410 Bremer Bank 21-520-000-0000-5510 | | | 80.00 | Camping Refund | #5659 Ross | Co. Parks Campground Fees | N |
| | 8410 Bremer Bank | | | 80.00 | 1 Transactions | | | |
| 21 Fund Total: | | | | 80.00 | Parks | 1 Vendors | 1 Transactions | |
| Final Total: | | | | 80.00 | 1 Vendors | 1 Transactions | | |

Aitkin County



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|----------------------|--------------------|----------------------|--------------------|
| | 21 | 80.00 | Parks |
| All Funds | | 80.00 | Total |

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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

Camping Refund

KMR1
7/27/22 2:15PM
21 Parks

Aitkin County



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

Page 2

| 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 | 8410 Bremer Bank 21-520-000-0000-5510 | | 50.00 | Camping Refund | #5319 Dorn | Co. Parks Campground Fees | N |
| | 8410 Bremer Bank | | 50.00 | 1 Transactions | | | |
| 21 Fund Total: | | | 50.00 | Parks | 1 Vendors | 1 Transactions | |
| Final Total: | | | 50.00 | 1 Vendors | 1 Transactions | | |

Aitkin County



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|----------------------|--------------------|----------------------|--------------------|
| | 21 | 50.00 | Parks |
| All Funds | | 50.00 | Total |

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

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

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

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Aitkin County



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

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 |
|------------|-----------------------------|----------|------------------|-----------------------------------|-------------------------|---|------|
| 40 | DEPT | | | Auditor | | | |
| 8 | 5462 Bremer Bank (Elan ACH) | | | | | | |
| | 01-040-000-0000-6335 | | 21.00 | Holiday - Craguns/liq lic trai | | Gas/Vehicle Fuel Charges | N |
| | 5462 Bremer Bank (Elan ACH) | | 21.00 | 1 Transactions | | | |
| 40 | DEPT Total: | | 21.00 | Auditor | 1 Vendors | 1 Transactions | |
| 43 | DEPT | | | Assessor | | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | | |
| 19 | 01-043-000-0000-6339 | | 16.99 | Pizza Ranch - Conf dinner (KS) | | Meals (Overnight) | N |
| 20 | 01-043-000-0000-6339 | | 22.79 | Olive Garden - Conf dinner (KS) | | Meals (Overnight) | N |
| 21 | 01-043-000-0000-6339 | | 17.95 | Texas R.H. - Conf Dinner (KS) | | Meals (Overnight) | N |
| 22 | 01-043-000-0000-6339 | | 4.85 | Kwik Trip - Conf break (SP) | | Meals (Overnight) | N |
| 23 | 01-043-000-0000-6339 | | 19.57 | Texas R.H. - Conf Dinner (SP) | | Meals (Overnight) | N |
| 24 | 01-043-000-0000-6339 | | 21.61 | Olive Garden - Conf dinner (SP) | | Meals (Overnight) | N |
| 25 | 01-043-000-0000-6339 | | 16.99 | Pizza Ranch - Conf dinner (SP) | | Meals (Overnight) | N |
| 30 | 01-043-000-0000-6405 | | 65.97 | Amazon - Deep woods OFF | | Office Supplies | N |
| | 5462 Bremer Bank (Elan ACH) | | 186.72 | 8 Transactions | | | |
| 43 | DEPT Total: | | 186.72 | Assessor | 1 Vendors | 8 Transactions | |
| 44 | DEPT | | | Central Services | | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | | |
| 36 | 01-044-000-0000-6800 | | 3,199.07- | Elan paid 7.7.22 | | ELAN - Statement Payment | N |
| | 5462 Bremer Bank (Elan ACH) | | 3,199.07- | 1 Transactions | | | |
| 44 | DEPT Total: | | 3,199.07- | Central Services | 1 Vendors | 1 Transactions | |
| 49 | DEPT | | | Information Technologies | | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | | |
| 35 | 01-049-000-0000-6405 | | 13.99 | Ebay / mistakenly used Elan | | Office Supplies (Non Computer) | N |
| | 5462 Bremer Bank (Elan ACH) | | 13.99 | 1 Transactions | | | |
| 49 | DEPT Total: | | 13.99 | Information Technologies | 1 Vendors | 1 Transactions | |
| 52 | DEPT | | | Administration | | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | | |

Aitkin County



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

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 |
|------------|------------------------------------|----------|-----------------|--|-------------------------|---|------|
| 32 | 01-052-000-0000-6241 | | 20.00 | Webinar-7.14.22(PENS) | | Registration Fee | N |
| 33 | 01-052-000-0000-6405 | | 278.82- | Cuyuna Reg Med Center - credit | | Office Supplies | N |
| | 5462 Bremer Bank (Elan ACH) | | 258.82- | 2 Transactions | | | |
| 52 | DEPT Total: | | 258.82- | Administration | 1 Vendors | 2 Transactions | |
| 120 | DEPT | | | Veterans Service | | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | | |
| 7 | 01-120-000-0000-6360 | | 186.53 | Eyecare Center of McGregor (VS) | 2005604 | Services, Labor, Contracts | N |
| | 5462 Bremer Bank (Elan ACH) | | 186.53 | 1 Transactions | | | |
| 120 | DEPT Total: | | 186.53 | Veterans Service | 1 Vendors | 1 Transactions | |
| 122 | DEPT | | | Planning & Zoning | | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | | |
| 34 | 01-122-000-0000-6360 | | 14.99 | Zoom | INV154036352 | Services, Labor, Contracts | N |
| | 5462 Bremer Bank (Elan ACH) | | 14.99 | 06/22/2022 07/21/2022 1 Transactions | | | |
| 122 | DEPT Total: | | 14.99 | Planning & Zoning | 1 Vendors | 1 Transactions | |
| 200 | DEPT | | | Enforcement | | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | | |
| 9 | 01-200-000-0000-6405 | | 8.03 | Amazon - masking tape | | Office Supplies | N |
| 10 | 01-200-000-0000-6405 | | 7.99 | Amazon - scissors | | Office Supplies | N |
| 13 | 01-200-000-0000-6460 | | 101.95 | Amazon - VCET squad printer | | Deputy Supplies | N |
| 29 | 01-200-019-0000-6360 | | 61.65 | Animal House - Reno lodging | | Services, Labor, Contracts | N |
| 14 | 01-200-019-0000-6360 | | 37.10 | Nationwide - Reno insurance | | Services, Labor, Contracts | N |
| 15 | 01-200-019-0000-6460 | | 914.09 | Elite K9 - training supplies | | Deputy Supplies | N |
| 16 | 01-200-019-0000-6460 | | 46.08 | K9 Pro - stash tubes | | Deputy Supplies | N |
| 11 | 01-200-200-0000-6405 | | 159.56 | Amazon - VCET cartridges | | VCET - AIM Office Supplies | N |
| | 5462 Bremer Bank (Elan ACH) | | 1,336.45 | 8 Transactions | | | |
| 200 | DEPT Total: | | 1,336.45 | Enforcement | 1 Vendors | 8 Transactions | |
| 252 | DEPT | | | Corrections | | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | | |
| 31 | 01-252-000-0000-6465 | | 17.25 | Family Dollar - washclothes | | Inmate Supplies | N |

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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 | |
| 12 | 01-252-003-0000-6241 | | BCA - Lana/Pam CJIS Conf | | School Registration Fee | N |
| | 5462 Bremer Bank (Elan ACH) | | | 2 Transactions | | |
| 252 | DEPT Total: | | 292.25 | Corrections | 1 Vendors | 2 Transactions |
| 1 | Fund Total: | | 1,405.96- | General Fund | | 25 Transactions |

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7/21/22 12:47PM

Aitkin County



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

2 Reserves 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 |
|------------|-----------------------------|-------------|-------------|--------------------------------------|----------------------------|--|------|
| 120 | DEPT | | | Veterans Service | | | |
| 6 | 5462 Bremer Bank (Elan ACH) | | 4.27 | Eyecare Center of McGregor (VS | 2005604 | MNDVA Grant/Donations for Vets Expen | N |
| | 02-120-000-0000-6357 | | | 1 Transactions | | | |
| | 5462 Bremer Bank (Elan ACH) | | 4.27 | | | | |
| 120 | DEPT Total: | | 4.27 | Veterans Service | 1 Vendors | 1 Transactions | |
| 2 | Fund Total: | | 4.27 | Reserves Fund | | 1 Transactions | |

Aitkin County



| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name | 1099 |
|------------|---|-------------|---------------|---|----------------------------|--|------|
| 400 | DEPT | | | Public Health Department | | | |
| 3 | 5462 Bremer Bank (Elan ACH) 05-400-450-0451-6405 | | 33.65 | VistaPrint-Business Cards (HC) 06/20/2022 | | Office Supplies | N |
| 2 | 05-400-450-0451-6435 | | 32.06 | SHIP-HC-Buckets 06/29/2022 | | Public Health Program Related Supplies | N |
| 1 | 05-400-440-0410-6332 | | 14.00 | Acctg-Lodging MCHHSA Conf (CG) 08/24/2022 08/26/2022 | 637931 | Hotel/Lodging | N |
| 5 | 05-400-440-0410-6332 | | 14.00 | Acctg-Lodging MCHHSA Conf (CS/ 08/24/2022 08/26/2022 | 637950 | Hotel/Lodging | N |
| | 5462 Bremer Bank (Elan ACH) | | 93.71 | 4 Transactions | | | |
| 400 | DEPT Total: | | 93.71 | Public Health Department | 1 Vendors | 4 Transactions | |
| 420 | DEPT | | | Income Maintenance | | | |
| 1 | 5462 Bremer Bank (Elan ACH) 05-420-600-4800-6332 | | 33.00 | Acctg-Lodging MCHHSA Conf (CG) 08/24/2022 08/26/2022 | 637931 | Hotel/Lodging | N |
| 5 | 05-420-600-4800-6332 | | 33.00 | Acctg-Lodging MCHHSA Conf (CS/ 08/24/2022 08/26/2022 | 637950 | Hotel/Lodging | N |
| | 5462 Bremer Bank (Elan ACH) | | 66.00 | 2 Transactions | | | |
| 420 | DEPT Total: | | 66.00 | Income Maintenance | 1 Vendors | 2 Transactions | |
| 430 | DEPT | | | Social Services | | | |
| 4 | 5462 Bremer Bank (Elan ACH) 05-430-700-4800-6405 | | 63.06- | Admin Pro - Refund 06/11/2022 | | Office Supplies | N |
| 1 | 05-430-700-4800-6332 | | 53.00 | Acctg-Lodging MCHHSA Conf (CG) 08/24/2022 08/26/2022 | 637931 | Hotel/Lodging | N |
| 5 | 05-430-700-4800-6332 | | 53.00 | Acctg-Lodging MCHHSA Conf (CS/ 08/24/2022 08/26/2022 | 637950 | Hotel/Lodging | N |
| | 5462 Bremer Bank (Elan ACH) | | 42.94 | 3 Transactions | | | |
| 430 | DEPT Total: | | 42.94 | Social Services | 1 Vendors | 3 Transactions | |
| 5 | Fund Total: | | 202.65 | Health & Human Services | | 9 Transactions | |

WLC1
 7/21/22 12:47PM
 10 Trust

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 |
|------------|-----------------------------|-------------|--------|--------------------------------------|----------------------------|--|------|
| 923 | DEPT | | | Forfeited Tax Sales | | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | | |
| 27 | 10-923-000-0000-6268 | | 49.00 | Naturals Area Assoc (TP) | 43486044768 | Staff Training, Development | N |
| 28 | 10-923-000-0000-6254 | | 199.98 | Spectrum | 4857062022 | Utilities-Gas and Electric | N |
| | | | | 06/20/2022 07/19/2022 | | | |
| | 5462 Bremer Bank (Elan ACH) | | 248.98 | 2 Transactions | | | |
| 923 | DEPT Total: | | 248.98 | Forfeited Tax Sales | 1 Vendors | 2 Transactions | |
| 10 | Fund Total: | | 248.98 | Trust | | 2 Transactions | |

Aitkin County



| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name | 1099 |
|------------|-----------------------------|-------------|---------------|--------------------------------------|----------------------------|--|------|
| 521 | DEPT | | | LLCC Administration | | | |
| 18 | 5462 Bremer Bank (Elan ACH) | | 133.22 | Facebook - Ads for G.D. | | Printing, Publishing & Adv | N |
| | 5462 Bremer Bank (Elan ACH) | | 133.22 | 1 Transactions | | | |
| 521 | DEPT Total: | | 133.22 | LLCC Administration | 1 Vendors | 1 Transactions | |
| 522 | DEPT | | | LLCC Education | | | |
| 17 | 5462 Bremer Bank (Elan ACH) | | 336.00 | Garrison Sports - fishing camp | | Educational Supplies | N |
| | 5462 Bremer Bank (Elan ACH) | | 336.00 | 1 Transactions | | | |
| 522 | DEPT Total: | | 336.00 | LLCC Education | 1 Vendors | 1 Transactions | |
| 19 | Fund Total: | | 469.22 | Long Lake Conservation Center | | 2 Transactions | |

WLC1
 7/21/22 12:47PM
 21 Parks

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 |
|------------|-----------------------------|-------------|---------------|--------------------------------------|----------------------------|--|------|
| 520 | DEPT | | | Parks | | | |
| | 5462 Bremer Bank (Elan ACH) | | | | | | |
| 26 | 21-520-000-0000-6361 | | 480.84 | Ziegler - parts | | Road Construction Service | N |
| | 5462 Bremer Bank (Elan ACH) | | 480.84 | 1 Transactions | | | |
| 520 | DEPT Total: | | 480.84 | Parks | 1 Vendors | 1 Transactions | |
| 21 | Fund Total: | | 480.84 | Parks | | 1 Transactions | |
| | Final Total: | | 0.00 | 17 Vendors | 40 Transactions | | |

Aitkin County



Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|------------------|---------------|-------------------------------|
| 1 | -1,405.96 | General Fund |
| 2 | 4.27 | Reserves Fund |
| 5 | 202.65 | Health & Human Services |
| 10 | 248.98 | Trust |
| 19 | 469.22 | Long Lake Conservation Center |
| 21 | 480.84 | Parks |
| All Funds | 0.00 | Total |

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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 07/21/2022

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
7/21/22 9:40AM

Aitkin County



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

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 |
|----------------------|---|------|-----|-----------------|--------------------------------------|----------------------------|--|------|
| 1 | 5462 Bremer Bank (Elan ACH) 01-044-000-0000-6800 | | | 4,804.41 | ELAN - Paid 07/21/2022 | | ELAN - Statement Payment | N |
| | 5462 Bremer Bank (Elan ACH) | | | 4,804.41 | 1 Transactions | | | |
| 1 Fund Total: | | | | 4,804.41 | General Fund | 1 Vendors | 1 Transactions | |
| Final Total: | | | | 4,804.41 | 1 Vendors | 1 Transactions | | |

Aitkin County



Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|------------------|-----------------|--------------|
| 1 | 4,804.41 | General Fund |
| All Funds | 4,804.41 | Total |

Approved by,

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

FSA Claims and MN Care Tax

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
7/27/22 2:21PM

Aitkin County



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

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 |
|----------------------|-------------------------|-------------|---------------|--------------------------------------|----------------------------|--|------|
| | 8410 Bremer Bank | | | | | | |
| 1 | 01-044-904-0000-6360 | | 91.58 | Dep Care FSA Claims 2022 | 40309213 | Flex Plan Withdrawals | N |
| 2 | 01-044-904-0000-6360 | | 215.00 | Med FSA Claims 2022 | 40309213 | Flex Plan Withdrawals | N |
| | 8410 Bremer Bank | | 306.58 | 2 Transactions | | | |
| 1 Fund Total: | | | 306.58 | General Fund | 1 Vendors | 2 Transactions | |

KMR1
7/27/22 2:21PM

Aitkin County



5 Health & Human Services

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

Page 3

| Vendor No. | Name Account/Formula | Accr | Rpt | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name | 1099 |
|----------------------|---|------|-----|---------------|---|----------------------------|--|------|
| 3 | 90465 Bremer Bank, N.A. 05-400-400-0402-6360 | | | 111.05 | 2022 Est MN Care Tax 07/01/2022 09/30/2022 | Type 399 | Services, Labor, Contracts | N |
| | 90465 Bremer Bank, N.A. | | | 111.05 | 1 Transactions | | | |
| 5 Fund Total: | | | | 111.05 | Health & Human Services | 1 Vendors | 1 Transactions | |
| Final Total: | | | | 417.63 | 2 Vendors | 3 Transactions | | |

Aitkin County



Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|------------------|---------------|-------------------------|
| 1 | 306.58 | General Fund |
| 5 | 111.05 | Health & Human Services |
| All Funds | 417.63 | Total |

Approved by,

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

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

FSA Claims Paid 08.02.2022

Aitkin County



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

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 |
|------------|-------------------------|-------------|---------------|--------------------------------------|----------------------------|--|------|
| 44 | DEPT | | | Central Services | | | |
| | 8410 Bremer Bank | | | | | | |
| 1 | 01-044-904-0000-6360 | | 356.89 | Med FSA Claims | 40320442 | Flex Plan Withdrawals | N |
| | 8410 Bremer Bank | | 356.89 | 1 Transactions | | | |
| 44 | DEPT Total: | | 356.89 | Central Services | 1 Vendors | 1 Transactions | |
| 1 | Fund Total: | | 356.89 | General Fund | | 1 Transactions | |
| | Final Total: | | 356.89 | 1 Vendors | 1 Transactions | | |

Aitkin County



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|----------------------|--------------------|----------------------|--------------------|
| | 1 | 356.89 | General Fund |
| | All Funds | 356.89 | Total |

Approved by,

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

LLCC Refund and FSA Claims

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
7/20/22 2:04PM

Aitkin County



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

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 |
|----------------------|--|-------------|-----------------|--------------------------------------|----------------------------|--|------|
| 2 | 8410 Bremer Bank 01-044-904-0000-6360 | | 1,188.42 | Dep Care FSA Claims | 40305218 | Flex Plan Withdrawals | N |
| 3 | 01-044-904-0000-6360 | | 123.22 | Med FSA Claims 2022 | 40305218 | Flex Plan Withdrawals | N |
| | 8410 Bremer Bank | | 1,311.64 | 2 Transactions | | | |
| 1 Fund Total: | | | 1,311.64 | General Fund | 1 Vendors | 2 Transactions | |

KMR1

7/20/22

2:04PM

Aitkin County



19 Long Lake Conservation Cen

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

Page 3

| 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 | 8410 Bremer Bank 19-522-000-0000-6820 | | 1,254.95 | Refund - Cancel Forkhorn III | | Refunds & Reimbursements | N |
| | 8410 Bremer Bank | | 1,254.95 | 1 Transactions | | | |
| 19 Fund Total: | | | 1,254.95 | Long Lake Conservation Center | 1 Vendors | 1 Transactions | |
| Final Total: | | | 2,566.59 | 2 Vendors | 3 Transactions | | |

Aitkin County



Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|------------------|-----------------|-------------------------------|
| 1 | 1,311.64 | General Fund |
| 19 | 1,254.95 | Long Lake Conservation Center |
| All Funds | 2,566.59 | Total |

Approved by,

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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

Participant Fees July 2022

KMR1
7/22/22 3:29PM

Aitkin County



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

Page 2

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 | 8410 Bremer Bank 01-044-904-0000-6379 | | 674.50 | Participant Fees - July 2022 | 16149074 | Flex Services, Labor, Etc. | N |
| | 8410 Bremer Bank | | 674.50 | 1 Transactions | | | |
| 1 Fund Total: | | | 674.50 | General Fund | 1 Vendors | 1 Transactions | |
| Final Total: | | | 674.50 | 1 Vendors | 1 Transactions | | |

Aitkin County



Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|------------------|---------------|--------------|
| 1 | 674.50 | General Fund |
| All Funds | 674.50 | Total |

Approved by,

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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

Stop Payment, Taxes

KMR1
7/28/22 2:03PM

Aitkin County



13 Taxes & Penalties

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

Page 2

| Vendor No. | Name Account/Formula | Accr | Rpt | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name | 1099 |
|-----------------------|--|------|-----|-----------------|--------------------------------------|----------------------------|--|------|
| 1 | 8410 Bremer Bank 13-943-000-0000-2001 | | | 1,651.05 | Stop Payment - Period 2 | Munson | Cur - Property Taxes | N |
| | 8410 Bremer Bank | | | 1,651.05 | 1 Transactions | | | |
| 13 Fund Total: | | | | 1,651.05 | Taxes & Penalties | 1 Vendors | 1 Transactions | |
| Final Total: | | | | 1,651.05 | 1 Vendors | 1 Transactions | | |

Aitkin County



Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|------------------|-----------------|-------------------|
| 13 | 1,651.05 | Taxes & Penalties |
| All Funds | 1,651.05 | Total |

Approved by,

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WLC1
8/2/22

3:59PM

Aitkin County

2P



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 1

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

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

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

NSF Check

WLC1
8/2/22 3:59PM

Aitkin County



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

13 Taxes & Penalties

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description | 1099 |
|------------|-------------------------|------|-------------------------------------|------------------|-----------------------------|------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name | |
| 943 | DEPT | | Taxes And Penalties | | | |
| | 8410 Bremer Bank | | | | | |
| 1 | 13-943-000-0000-2001 | | NSF Check- Coady/Boultan | | Cur - Property Taxes | N |
| | 8410 Bremer Bank | | | 1 Transactions | | |
| 943 | DEPT Total: | | 230.88 Taxes And Penalties | 1 Vendors | 1 Transactions | |
| 13 | Fund Total: | | 230.88 Taxes & Penalties | | 1 Transactions | |
| | Final Total: | | 230.88 | 1 Vendors | 1 Transactions | |

Aitkin County



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u> |
|----------------------|--------------------|----------------------|--------------------|
| | 13 | 230.88 | Taxes & Penalties |
| | All Funds | 230.88 | Total |

Approved by,

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Board of County Commissioners Agenda Request

2Q

Agenda Item #

Requested Meeting Date: August 9, 2022

Title of Item: Primary and General Election Recount Agreements

| | | |
|--|---|--|
| <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) | <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small> |
| Submitted by: Kirk Peysar, County Auditor | | Department: County Auditor |
| Presenter (Name and Title): Kirk Peysar, County Auditor | | Estimated Time Needed: n/a |
| Summary of Issue: In the event of a Federal, State or Judicial office recount in either the Primary or General election(s). The agreements authorize the Aitkin County Auditor to act on behalf of the Minnesota Secretary of State to conduct the recount(s), if any. Compensation is established at 4 cents per ballot, with a \$100 minimum. | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: Authorize signatures to agreements with the MN Secretary of State for recounts. | | |
| Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ as attached Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: | | |

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



State of Minnesota

Joint Powers Agreement

SWIFT Contract Number: 216188

County Name: _____

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

Recitals

Under Minnesota Statutes § 471.59, subd. 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of election recount services for the automatic recount of votes pursuant to Minnesota Statutes, section 204C.35, subd. 1 and Minnesota Rules, part 8235.0200, for the 2022 primary election, and for relevant jurisdictions, the Congressional District One special election, as necessary for state and federal offices. The Governmental Unit represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State.

Agreement

1. Term of Agreement

- 1.1 Effective Date: July 15, 2022 or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.
- 1.2 Expiration Date: September 1, 2022 or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2. Agreement between the Parties

The Governmental Unit will act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8235.0200 and will conduct a recount as necessary of the votes cast in the county in which the Governmental Unit is the County Auditor and in any additional jurisdiction mutually agreed upon by Governmental Unit and State, pursuant to the provisions of Minnesota Statutes and Minnesota Rules relating to recounts, the Minnesota Recount Guide, all of which are attached to this agreement as Appendices B, C and D, respectively, as well as the information provided during the Web streaming video transmission to counties to be provided on a date to be determined by State, and any other guidance provided to the Deputy Recount Official by State. Appendix A is the list of participating jurisdictions and it will be updated prior to the commencement of the recount to reflect all participating jurisdictions. The primary election/CD 1 recount will begin on August 19, 2022 at 9:00 A.M, and recounts will continue until all ballots in the jurisdictions being counted by the Deputy Recount Official are counted or designated as challenged. In the event that an election contest is filed in any of these elections and the court takes jurisdiction, the State may cancel the relevant portion of this agreement immediately and without any further cause. State and Governmental Unit agree that this process will be completed on August 23, 2022 for any primary election recount, unless civil litigation delays completion. The results of the recount, along

with all explanatory notes and any ballots challenged by candidates in the election shall be securely forwarded and provided to the State by personal delivery or express courier for delivery to the State, at the expense of the State at the conclusion of the recount process in the county or city.

3. Payment

a) Compensation. Governmental Unit will be paid four cents for each ballot handled in the course of any recount covered by this agreement, with a minimum payment of \$100 if a recount occurs in the Governmental Unit's jurisdiction. The Governmental Unit will submit a log of all ballots handled to State to verify the total.

b) Travel. No travel expenses will be paid.

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

4. Authorized Representatives

The State's Authorized Representative is David Maeda, Director of Elections, 180 State Office Building, Saint Paul MN 55155, 651-556-0612, or his successor.

The Governmental Unit's Authorized Representative is the County Auditor or municipal clerk who has signed the agreement, or his/her successor.

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

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

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

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

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

6. Indemnification.

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

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

The Indemnifying Party is defined to include the Governmental Unit, the Governmental Unit's reseller, any third party that has a business relationship with the Governmental Unit, or Governmental Unit's agents or employees, and to the fullest extent permitted by law. The indemnification obligations of

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

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

7. State Audits.

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

8. Government Data Practices.

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

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

9. Venue

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

10. Termination

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

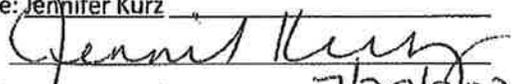
10.2 Termination for Insufficient Funding. The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

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

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

1. State Encumbrance Verification

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

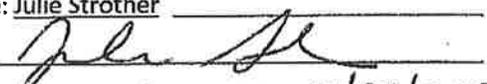
Print Name: Jennifer Kurz
Signature: 
Title: Fiscal Services Supv/Buyer Date: 7/29/2022
SWIFT Contract No. 216188/PO 4089

2. Governmental Unit

Print Name: _____
Signature: _____
Title: _____ Date: _____

3. State Agency

With delegated authority

Print Name: Julie Strother
Signature: 
Title: Deputy Secretary of State Date: 7/29/2022

4. Commissioner of Administration

As delegated to The Office of State Procurement

Print Name: _____
Signature: _____
Title: _____ Date: _____
Admin ID: _____

**Appendix A – Official Designations and Locations
State Primary, and for relevant jurisdictions, the Congressional District One Special Election**

| <u>County</u> | <u>Name of Deputy Recount Official</u> | <u>Title of Deputy Recount Official</u> | <u>Phone Number</u> | <u>Start Date</u> | <u>Start Time</u> | <u>Recount Address</u> | <u>Room Name or Number</u> | <u>Number of Teams</u> |
|---------------|--|---|---------------------|-------------------|-------------------|--|---|------------------------|
| Altkin | Kirk Peysar | Auditor | 218-927-7354 | August 19th | 9:00 AM | Government Center, 307 2nd St NW, Altkin, MN 56431 | 3rd Floor | 4 |
| Anoka | Paul Linnell | Elections Manager | 763-324-1304 | August 19th | 9:00 AM | Anoka County Government Center, 2100 3rd Avenue, Anoka, MN 55303 | Atrium | Up to 10 |
| Becker | Mary Hendrickson | Auditor/Treasurer | 218-846-7311 | August 19th | 9:00 AM | Becker County Courthouse, 915 Lake Avenue, Detroit Lakes, MN 56501-3403 | Jury Assembly 3 rd Floor Courts Addition or 3 rd Floor Meeting Room Original Courthouse | 3 |
| Beltrami | JoDee Treat | Auditor/Treasurer | 218-333-4175 | August 19th | 9:00 AM | Beltrami County Administration Building, 701 Minnesota Ave NW, Bemidji, MN 56601 | Board Room | 6 |
| Benton | Nadean Inman | Auditor/Treasurer | 320-968-5008 | August 19th | 9:00 AM | Government Center, 531 Dewey St, Foley, MN 56329 | Boardroom | 4 |
| Big Stone | Michelle Knutson | Auditor/Treasurer | 320-839-6366 | August 19th | 9:00 AM | Courthouse, 20 2nd St SE, Ortonville, MN 56278 | Commissioners' Room | 2 |
| Blue Earth | Michael Stalberger | Property and Environmental Resources Director | 507-304-4251 | August 19th | 9:00 AM | Blue Earth County Historic Courthouse, 410 S 5th Street, Mankato, MN 56001 | TBD | TBD |



State of Minnesota

Joint Powers Agreement

SWIFT Contract Number: 216190

County Name: _____

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

Recitals

Under Minnesota Statutes § 471.59, subd. 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of election recount services for the automatic recount of votes pursuant to Minnesota Statutes, section 204C.35, subd. 1 and Minnesota Rules, part 8235.0200 for the 2022 general election, as necessary for state offices. The Governmental Unit represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State.

Agreement

1. Term of Agreement

1.1 Effective Date: October 15, 2022 or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.

1.2 Expiration Date: December 31, 2022 or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2. Agreement between the Parties

The Governmental Unit will act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8235.0200 and will conduct a recount as necessary of the votes cast in the county in which the Governmental Unit is the County Auditor and in any additional jurisdiction mutually agreed upon by Governmental Unit and State, pursuant to the provisions of Minnesota Statutes and Minnesota Rules relating to recounts, the Minnesota Recount Guide, all of which are attached to this agreement as Appendices B, C and D, respectively, as well as the information provided during the Web streaming video transmission to counties to be provided on a date to be determined by State, and any other guidance provided to the Deputy Recount Official by State. Appendix A is the list of participating jurisdictions and it will be updated prior to the commencement of the recount to reflect all participating jurisdictions. The general election recount will begin on December 5, 2022 at 9:00 A.M, and recounts will continue until all ballots in the jurisdictions being counted by the Deputy Recount Official are counted or designated as challenged. In the event that an election contest is filed in any of these elections and the court takes jurisdiction, the State may cancel the relevant portion of this agreement immediately and without any further cause. State and Governmental Unit agree that this process will be completed on December 9, 2022 for any general election recount, unless civil litigation delays completion. The results of the recount, along with all explanatory notes and any ballots challenged by candidates in the election shall be securely

forwarded and provided to the State by personal delivery or express courier for delivery to the State, at the expense of the State at the conclusion of the recount process in the county or city.

3. Payment

a) Compensation. Governmental Unit will be paid four cents for each ballot handled in the course of any recount covered by this agreement, with a minimum payment of \$100 if a recount occurs in the Governmental Unit's jurisdiction. The Governmental Unit will submit a log of all ballots handled to State to verify the total.

b) Travel. No travel expenses will be paid.

The total obligation of the State under this Agreement will not exceed \$120,000 for all Governmental Units for the primary election.

4. Authorized Representatives

The State's Authorized Representative is David Maeda, Director of Elections, 180 State Office Building, Saint Paul MN 55155, 651-556-0612, or his successor.

The Governmental Unit's Authorized Representative is the County Auditor or municipal clerk who has signed the agreement, or his/her successor.

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

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

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

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

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

6. Indemnification.

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

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

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

negligence. This clause will not be construed to bar any legal remedies the Indemnifying Party may have for the State's failure to fulfill its obligation under this Agreement.

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

7. State Audits.

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

8. Government Data Practices.

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

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

9. Venue

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

10. Termination

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

10.2 Termination for Insufficient Funding. The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

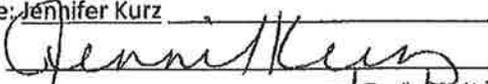
11. E-Verify Certification (in accordance with Minn. Stat. § 16C.075).

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

1. State Encumbrance Verification

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

Print Name: Jennifer Kurz

Signature: 

Title: Fiscal Services Supv/Buyer Date: 7/29/2022

SWIFT Contract No. 216190/PO 4090

2. Governmental Unit

Print Name: _____

Signature: _____

Title: _____ Date: _____

3. State Agency

With delegated authority

Print Name: Julie Strother

Signature: 

Title: Deputy Secretary of State Date: 7/27/2022

4. Commissioner of Administration

As delegated to The Office of State Procurement

Print Name: _____

Signature: _____

Title: _____ Date: _____

Admin ID: _____

**Appendix A – Official Designations and Locations
State General Election**

| <u>County</u> | <u>Name of Deputy Recount Official</u> | <u>Title of Deputy Recount Official</u> | <u>Phone Number</u> | <u>Start Date</u> | <u>Start Time</u> | <u>Recount Address</u> | <u>Room Name or Number</u> | <u>Number of Teams</u> |
|---------------|--|---|---------------------|-------------------|-------------------|--|---|------------------------|
| Aitkin | Kirk Peysar | Auditor | 218-927-7354 | December 5th | 9:00 AM | Government Center, 307 2nd St NW, Aitkin, MN 56431 | 3rd Floor | 4 |
| Anoka | Paul Linnell | Elections Manager | 763-324-1304 | December 5th | 9:00 AM | Anoka County Government Center, 2100 3rd Avenue, Anoka, MN 55303 | Atrium | Up to 10 |
| Becker | Mary Hendrickson | Auditor/Treasurer | 218-846-7311 | December 5th | 9:00 AM | Becker County Courthouse, 915 Lake Avenue, Detroit Lakes, MN 56501-3403 | Jury Assembly 3 rd Floor Courts Addition or 3 rd Floor Meeting Room Original Courthouse | 3 |
| Beltrami | JoDee Treat | Auditor/Treasurer | 218-333-4175 | December 5th | 9:00 AM | Beltrami County Administration Building, 701 Minnesota Ave NW, Bemidji, MN 56601 | Board Room | 6 |
| Benton | Nadean Inman | Auditor/Treasurer | 320-968-5008 | December 5th | 9:00 AM | Government Center, 531 Dewey St, Foley, MN 56329 | Boardroom | 4 |
| Big Stone | Michelle Knutson | Auditor/Treasurer | 320-839-6366 | December 5th | 9:00 AM | Courthouse, 20 2nd St SE, Ortonville, MN 56278 | Commissioners' Room | 2 |
| Blue Earth | Michael Stalberger | Property and Environmental Resources Director | 507-304-4251 | December 5th | 9:00 AM | Blue Earth County Historic Courthouse, 410 S 5th Street, Mankato, MN 56001 | TBD | TBD |



Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: August 9th, 2022

Title of Item: Personnel Policy Updates

| | | |
|--|--|--|
| <input type="checkbox"/> REGULAR AGENDA | Action Requested: | <input type="checkbox"/> Direction Requested |
| <input checked="" type="checkbox"/> CONSENT AGENDA | <input checked="" type="checkbox"/> Approve/Deny Motion | <input type="checkbox"/> Discussion Item |
| <input type="checkbox"/> INFORMATION ONLY | <input type="checkbox"/> Adopt Resolution (attach draft) | <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i> |
| Submitted by: Bobbie Danielson | | Department: Human Resources |
| Presenter (Name and Title): | | Estimated Time Needed: |
| Summary of Issue: Recommendations: Section F: Market Rate Adjustments Add (a) A demonstrated service level deficiency exists or; | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: Motion to approve recommended updates to the Personnel Policy | | |
| 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.

- (f) All County employees will have their payroll check deposited into a checking account or savings account.

Section F. Market Rate Adjustments

Purpose: Although the County considers internal compensation relationships of primary importance in maintaining pay equity, it may be necessary to recognize the external compensation relationships through market attraction/retention wage scales and/or market rate adjustments.

Market rate adjustments may be considered and external market relationships examined when:

- (a) A demonstrated service level deficiency exists or;
- (b) A salary range is insufficient to attract qualified candidates for employment;
or
- (c) A continuing pattern of turnover in a given position can be directly linked to established compensation levels; or
- (d) A given position deviates from the market rate by a substantial percentage.
- (e) The County Administrator or designee deems that a specific external market relationship must be examined.

All market rate adjustments must be recommended by the County Administrator or designee and approved by the Board.



Board of County Commissioners Agenda Request

2S
Agenda Item #

Requested Meeting Date: August 9, 2022

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) | <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i> |
|--|---|--|

| | |
|---------------------------------------|---------------------------------------|
| Submitted by: Wendie Bright | Department: Auditors Office |
|---------------------------------------|---------------------------------------|

| | |
|---|--------------------------------------|
| Presenter (Name and Title): N/A | Estimated Time Needed: N/A |
|---|--------------------------------------|

Summary of Issue:
 Approve Affidavit for Duplicate of Lost Municipal Order or Warrant:
 Town of Lakeside Treasurer, Warrant #86590, dated November 19, 2021, in the amount of \$130,201.52.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Approve Affidavit for Duplicate of Lost Municipal Order or Warrant: Town of Lakeside Treasurer, Warrant #86590, dated November 19, 2021, in the amount of \$130,201.52.

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:*

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)
) ss.
)

being duly sworn on oath says, that (s)he is the owner of a certain commissioner warrant,

dated the *19th* day of *November*, *2021* numbered *86590*,

issued by Aitkin County to *Lakeside Township*,

in the sum of *\$130,201.52*, has been *never received* 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 *Taina Shade*

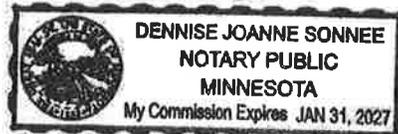
Subscribed and sworn to before me this *1st* day of *August*, 2022

Dennise Sonnee

Notary Public *Aitkin* County, Minnesota

My Commission Expires *Jan 31, 2027*

Dennise Sonnee



STATE OF MINNESOTA,

County of Aitkin

Township _____ of Lakeside

**AFFIDAVIT FOR DUPLICATE
OF LOST OR DESTROYED
ORDER OR WARRANT:**

Lost

Made and filed by _____

this _____ day of _____ 2022



Board of County Commissioners Agenda Request

2T
Agenda Item #

Requested Meeting Date: August 9, 2022

Title of Item: Temporary 3.2% Malt Liquor License - Jacobson Vol. Fire Dept

| | | |
|--|---|--|
| <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) | <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small> |
|--|---|--|

| | |
|--|---------------------------------|
| Submitted by: Sally M. Huhta | Department: Auditor's |
|--|---------------------------------|

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

Summary of Issue:
 Temporary 3.2% Malt Liquor License for August 27, 2022 and November 11, 2022

ON Sale:
 Jacobson Community Volunteer Fire Dept, d/b/a Jacobson Volunteer Fire Dept – Ball Bluff Township

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Motion to approve Temporary malt Liquor License for August 27, 2022 and November 11, 2022 for Jacobson Community Volunteer Fire Department pending completion of all necessary paperwork.

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



Board of County Commissioners Agenda Request

2U
Agenda Item #

Requested Meeting Date: August 9, 2022
Title of Item: Accept Donation from Enbridge

| | | |
|--|---|--|
| <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: DJ Thompson | Department: Land |
|-------------------------------------|----------------------------|

| | |
|--|-------------------------------------|
| Presenter (Name and Title): DJ Thompson, Land Commissioner | Estimated Time Needed: NA |
|--|-------------------------------------|

Summary of Issue:
One of our foresters noticed a culvert had been removed from a low maintenance forest road. It was in the area of the pipeline so we reached out to Enbridge to see if they had pulled the culvert when they were installing the pipeline. They did not remove the culvert but offered to donate \$1000 for the replacement of that culvert. The Land Department would like to accept that donation.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Pass resolution accepting \$1,000 from Enbridge.

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 9, 2022

By Commissioner: xxx

20220809-xxx

Enbridge 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 amounts set forth below to the county:

Enbridge - \$1,000.00

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

The donation is to be deposited in the Con Con fund (10-921-000-0000-5840) and be put toward the purchase of culverts.

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

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

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

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 9th day of August 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 9th day of August 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2V
Agenda Item #

Requested Meeting Date: 08/09/2022

Title of Item: STS Donation

| | | |
|---|--|---|
| <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: Sheriff Dan Guida | | Department: Sheriff's Office |
| Presenter (Name and Title): Sheriff Dan Guida | | Estimated Time Needed: |
| Summary of Issue: In appreciation for STS crew assistance Roberts Glad VFW Post 1727 has made a generous donation of \$150 to the Aitkin County STS Program. | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: | | |
| 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.



Board of County Commissioners Agenda Request

2W
Agenda Item #

Requested Meeting Date: 08/09/2022

Title of Item: Search & Rescue Donation

| | | |
|---|--|---|
| <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: Sheriff Dan Guida | | Department: Sheriff |
| Presenter (Name and Title): Sheriff Dan Guida | | Estimated Time Needed: |
| Summary of Issue: Libby Township has made a \$50 donation to the all-volunteer Aitkin County Search & Rescue group to assist with up-to-date equipment purchases. | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: Recommend accepting donation | | |
| 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.

By Commissioner: xxx

20220809-xxx

Search and Rescue Donation – Libby Township

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

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

Libby Township \$50.00

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

Libby Township Aitkin County Search and 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 donations offered.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 9th day of August 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 9th day of August 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2X
Agenda Item #

Requested Meeting Date: August 9, 2022

Title of Item: FAA Airport Improvement Program Grant

| | | |
|--|--|---|
| <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: Jessica Seibert | | Department: Administration |
| Presenter (Name and Title): | | Estimated Time Needed: |
| Summary of Issue: Accept FAA Grant Offer for Airport Improvement Program Project No. 3-27-0002-023-2022 at Aitkin Municipal/Steve Kurtz Field Airports for project: Update Airport Master Plan. | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: | | |
| Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> | | |

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

By Commissioner: xxx

20220809-xxx

Airport Improvement Program-Grant Acceptance

WHEREAS, Aitkin Municipal/Steve Kurtz Field Airport has submitted to the FAA a project application dated May 5, 2022, for a grant of Federal funds for a project at or associated with the Aitkin Municipal/Steve Kurtz Field Airport, which is included as a part of the Airport Improvement Program (AIP) Project No. 3-27-0002-023-2022; and

WHEREAS, the FAA has approved a project for the Aitkin Municipal/Steve Kurtz Field Airport which includes: Update Airport Master Plan.

WHEREAS, the FAA awarded amount of \$83,250

NOW, THEREFORE, BE IT RESOLVED, that Aitkin County approves acceptance of the Airport Improvement Program Project No. 3-27-0002-023-2022 equaling \$83,250

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

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 9th day of August 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 9th day of August 2022

Jessica Seibert
County Administrator



U.S. Department
of Transportation
Federal Aviation
Administration

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

Dakota-Minnesota Airports
District Office
6020 28th Ave S, Ste 102
Minneapolis, MN 55450-
2700

July 29, 2022

Mr. Mike Skrbich
109 First Ave NW
ex: Suite 100
Aitkin, MN 56431

Dear Mr. Skrbich:

The Grant Offer for Airport Improvement Program (AIP) Project No. 3-27-0002-023-2022 at Aitkin Municipal/Steve Kurtz Field Airport is attached for execution. This letter outlines the steps you must take to properly enter into this agreement and provides other useful information. Please read the conditions, special conditions, and assurances that comprise the grant offer carefully.

You may not make any modification to the text, terms or conditions of the grant offer.

Steps You Must Take to Enter Into Agreement.

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

1. The governing body must give authority to execute the grant to the individual(s) signing the grant, i.e., the person signing the document must be the sponsor's authorized representative(s) (hereinafter "authorized representative").
2. The authorized representative must execute the grant by adding their electronic signature to the appropriate certificate at the end of the agreement.
3. Once the authorized representative has electronically signed the grant, the sponsor's attorney(s) will automatically receive an email notification.
4. On the **same day or after** the authorized representative has signed the grant, the sponsor's attorney(s) will add their electronic signature to the appropriate certificate at the end of the agreement.
5. If there are co-sponsors, the authorized representative(s) and sponsor's attorney(s) must follow the above procedures to fully execute the grant and finalize the process. Signatures must be obtained and finalized no later than **September 2, 2022**.
6. The fully executed grant will then be automatically sent to all parties as an email attachment.

Payment. Subject to the requirements in 2 CFR § 200.305 (Federal Payment), 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.

Project Timing. The terms and conditions of this agreement require you to complete the project without undue delay and no later than the Period of Performance end date (1,460 days from the grant execution

date). 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. Your grant may be placed in "inactive" status if you do not make draws on a regular basis, which will affect your ability to receive future grant offers. Costs incurred after the Period of Performance ends are generally not allowable and will be rejected unless authorized by the FAA in advance.

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

- For all grants, you must submit by December 31st of each year this grant is open:
 1. A signed/dated SF-270 (Request for Advance or Reimbursement for non-construction projects) or SF-271 or equivalent (Outlay Report and Request for Reimbursement for Construction Programs), and
 2. An SF-425 (Federal Financial Report).
- For non-construction projects, you must submit [FAA Form 5100-140, Performance Report](#) within 30 days of the end of the Federal fiscal year.
- For construction projects, you must submit [FAA Form 5370-1, Construction Progress and Inspection Report](#), within 30 days of the end of each Federal fiscal quarter.

Audit Requirements. 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 ensure your organization will comply with applicable audit requirements and standards.

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

FAA Contact Information. Jacob Martin, (612) 253-4634, Jacob.Martin@faa.gov 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,



E. Lindsay Butler
Manager



U.S. Department
of Transportation
Federal Aviation
Administration

FAA Airport Improvement Program (AIP)

GRANT AGREEMENT

Part I - Offer

| | |
|--------------------------|---|
| Federal Award Offer Date | <u>July 29, 2022</u> |
| Airport/Planning Area | <u>Aitkin Municipal/Steve Kurtz Field Airport</u> |
| FY2022 AIP Grant Number | <u>3-27-0002-023-2022</u> |
| Unique Entity Identifier | <u>N2GYAEVU594</u> |

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 May 5, 2022, 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:

Update Airport Master Plan
 which is more fully described in the Project Application.

NOW THEREFORE, Pursuant to and for the purpose of carrying out the Title 49, United States Code (U.S.C.), Chapters 471 and 475; 49 U.S.C. §§ 40101 et seq., and 48103; FAA Reauthorization Act of 2018 (Public Law Number 115-254); the Department of Transportation Appropriations Act, 2021 (Public Law 116-260, Division L); the Consolidated Appropriations Act, 2022 (Public Law 117-103); 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 ninety (90) 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 **\$83,250**.

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):

\$ 83,250 for planning

\$ 0 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 (2)(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 2 CFR § 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 of Transportation ("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, and the Secretary's policies and procedures. Per 2 CFR § 200.308, the Sponsor agrees to report and request prior FAA approval for any disengagement from performing the project that exceeds three months or a 25 percent reduction in time devoted to the project. 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 **September 2, 2022**, 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/content/entity-registration>.

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, Maximum Obligation.

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. **Build America, Buy America.** The sponsor must comply with the requirements under the Build America, Buy America Act (Public Law 117-58).

18. **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, Maximum Obligation, 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.

19. **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. Sponsors that expend less than \$750,000 in Federal awards and are exempt from Federal audit requirements must make records available for review or audit by the appropriate Federal agency officials, State, and Government Accountability Office. The FAA and other appropriate Federal agencies may request additional information to meet all Federal audit requirements.

20. **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 the 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 in writing to the FAA whenever (1) the Sponsor learns they have entered into a covered transaction with an ineligible entity or (2) the Public Sponsor suspends or debars a contractor, person, or entity.

21. 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.

22. 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 2 CFR Part 1200.
- 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:
 - 1. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and

2. Is in addition to all other remedies for noncompliance that are available to us under this Grant Agreement.
23. **Exhibit "A" Property Map.** The Exhibit "A" Property Map dated 08/10/2012 is incorporated herein by reference or is submitted with the project application and made part of this Grant Agreement.
24. **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 Condition 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 subsection 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 OIG, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c)(2).

SPECIAL CONDITIONS

25. **Airport Layout Plan.** The Sponsor understands and agrees to update the Airport Layout Plan to reflect the construction to standards satisfactory to the FAA and submit it in final form to the FAA as prescribed by 49 U.S.C. § 47107(a)(16). It is further mutually agreed that the reasonable cost of developing said Airport Layout Plan Map is an allowable cost within the scope of this project, if applicable.
26. **Master Plan Coordination.** The Sponsor agrees to coordinate this master planning study with metropolitan planning organizations, other local planning agencies, and with the State Airport System Plan prepared by the State's Department of Transportation and consider any pertinent information, data, projections, and forecasts which are currently available or as will become available. The Sponsor agrees to consider any State Clearinghouse comments and to furnish a copy of the final report to the State's Department of Transportation.
27. **Airport Layout Plan Coordination.** The Sponsor has made available to (or will make available to) and has provided (or will provide) upon request to the metropolitan planning organization, if any, in the area in which the airport is located, a copy of the proposed airport layout plan or ALP amendment to depict the project and a copy of any airport master plan in which the project is described or depicted.
28. **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)

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. § 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 _____

City 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. § 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; and Title 49, United States Code (U.S.C.), Chapters 471 and 475; 49 U.S.C. §§ 40101 et seq., and 48103; FAA Reauthorization Act of 2018 (Public Law Number 115-254); the Department of Transportation Appropriations Act, 2021 (Public Law 116-260, Division L); the Consolidated Appropriations Act, 2022 (Public Law 117-103); and the representations contained in the Project Application. 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)

³ Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 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 _____

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. § 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; and Title 49, United States Code (U.S.C.), Chapters 471 and 475; 49 U.S.C. §§ 40101 et seq., and 48103; FAA Reauthorization Act of 2018 (Public Law Number 115-254); the Department of Transportation Appropriations Act, 2021 (Public Law 116-260, Division L); the Consolidated Appropriations Act, 2022 (Public Law 117-103); and the representations contained in the Project Application. 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)

³ Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

ASSURANCES

AIRPORT SPONSORS

A. General.

1. 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.
2. 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.
3. 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, 23, 25, 30, 32, 33, 34, and 37 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 Grant including but not limited to the following:

FEDERAL LEGISLATION

- a. 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act, as amended — 40 U.S.C. §§ 3141-3144, 3146, and 3147, 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, 42 U.S.C. § 4601, et seq.^{1, 2}
- f. National Historic Preservation Act of 1966 – Section 106 - 54 U.S.C. § 306108.1.¹
- g. Archeological and Historic Preservation Act of 1974 - 54 U.S.C. § 312501, et seq.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 - 42 U.S.C. § 7401, et seq.
- j. Coastal Zone Management Act, P.L. 92-583, as amended - 16 U.S.C. § 1451, et seq.
- k. Flood Disaster Protection Act of 1973 – Section 102(a) - 42 U.S.C. § 4012a.¹
- l. 49 U.S.C. § 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, as amended - 42 U.S.C. § 4151, et seq.¹
- s. Powerplant and Industrial Fuel Use Act of 1978 – Section 403 - 42 U.S.C. § 8373.¹
- t. Contract Work Hours and Safety Standards Act - 40 U.S.C. § 3701, 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 – 16 U.S.C. § 1271, et seq.
- 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. §§ 8101 through 8105.
- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (P.L. 109-282, as amended by section 6202 of P.L. 110-252).

- aa. Civil Rights Restoration Act of 1987, P.L. 100-259.
- bb. Build America, Buy America Act, P.L. 117-58, Title IX.

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
- g. Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency
- h. Executive Order 13985 – Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government
- i. Executive Order 13988 – Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation
- j. Executive Order 14005 – Ensuring the Future is Made in all of America by All of America’s Workers
- k. Executive Order 14008 – Tackling the Climate Crisis at Home and Abroad

FEDERAL REGULATIONS

- a. 2 CFR Part 180 – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.^{4, 5}
- c. 2 CFR Part 1200 – Nonprocurement 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 – Nondiscrimination on the Basis of Disability in State and Local Government Services.
- h. 28 CFR § 50.3 – U.S. Department of Justice Guidelines for the 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 in 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 Nonconstruction 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 20 – New Restrictions on Lobbying.
- n. 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.
- o. 49 CFR Part 23 – Participation by Disadvantage Business Enterprise in Airport Concessions.
- p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs.^{1 2}
- q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.
- r. 49 CFR Part 27 – Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance.¹
- s. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation.
- t. 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.
- u. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).
- v. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).
- w. 49 CFR Part 38 – Americans with Disabilities Act (ADA) Accessibility Specifications for Transportation Vehicles.
- x. 49 CFR Part 41 – Seismic Safety.

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 2 CFR Part 200 contains requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation shall apply where applicable to private sponsors receiving Federal assistance under Title 49, United States Code.
- ⁴ Cost principles established in 2 CFR part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.
- ⁵ Audit requirements established in 2 CFR part 200 subpart F are the guidelines for audits.

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.

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 ensure that the airport will be operated and maintained in accordance with Title 49, United States Code, the regulations and the terms, conditions and assurances in this Grant Agreement and shall ensure 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-Management.

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 49 U.S.C. § 44706, 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 under 40 U.S.C. §§ 3141-3144, 3146, and 3147, Public Building, Property, and Works), 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 49 U.S.C. § 47112. 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 pilots 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 49 U.S.C. § 47102), if the FAA determines the airport sponsor meets the requirements set forth in Section 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 49 U.S.C. § 47107.

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 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, color, and national origin (including limited English proficiency) 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); creed and sex (including sexual orientation and gender identity) per 49 U.S.C. § 47123 and related requirements; age per the Age Discrimination Act of 1975 and related requirements; or disability per the Americans with Disabilities Act of 1990 and related requirements, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program and 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 49 CFR §§ 21.23(b) and 21.23(e), 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 or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, [select businesses, or disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability 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 Department of Transportation (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 (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability 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 49 U.S.C. § 47117(e);
3. Reinvestment in an approved airport development project that is eligible for grant funding under 49 U.S.C. §§ 47114, 47115, or 47117
4. Transfer to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport; or
5. Payment 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, 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 49 U.S.C. § 47117(e);
3. Reinvestment in an approved airport development project that is eligible for grant funding under 49 U.S.C. §§ 47114, 47115, or 47117
4. Transfer to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport; or
5. Payment 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.

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 (<https://www.faa.gov/airports/aip/media/aip-pfc-checklist.pdf>) for AIP projects as of May 5, 2022.

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 of 49 CFR Part 24 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 1986 (31 U.S.C. §§ 3801-3809, 3812).

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 49 U.S.C. § 47102) 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.

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

Sponsor: City of Aitkin and County of Aitkin

Airport: AIT

Project Number: 3-27-0002-023-2022

Description of Work: Runway 16/34 Planning Study

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

Name of Sponsor: City of Aitkin and County of Aitkin

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

Signature of Sponsor's Authorized Official:

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: City of Aitkin and County of Aitkin

Airport: AIT

Project Number: 3-27-0002-023-2022

Description of Work: Runway 16/34 Planning Study

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

Name of Sponsor: City of Aitkin and County of Aitkin

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

Signature of Sponsor's Authorized Official:

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: City of Aitkin and County of Aitkin

Airport: AIT

Project Number: 3-27-0002-023-2022

Description of Work: Runway 16/34 Planning Study

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

Name of Sponsor: City of Aitkin and County of Aitkin

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

Signature of Sponsor's Authorized Official:

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: City of Aitkin and County of Aitkin

Airport: AIT

Project Number: 3-27-0002-023-2022

Description of Work: Runway 16/34 Planning Study

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:

Address:

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

Name of Sponsor: City of Aitkin and County of Aitkin

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

Signature of Sponsor's Authorized Official:

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: City of Aitkin and County of Aitkin

Airport: AIT

Project Number: 3-27-0002-023-2022

Description of Work: Runway 16/34 Planning Study

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:
- Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(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
 - 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:
- Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
 - Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
 - Publicly opened at a time and place prescribed in the invitation for bids; and
 - 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:
- Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
 - Plan for publicizing and soliciting an adequate number of qualified sources; and
 - 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 part 60)
- 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

Name of Sponsor: City of Aitkin and County of Aitkin

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

Signature of Sponsor's Authorized Official:

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: City of Aitkin and County of Aitkin

Airport: AIT

Project Number: 3-27-0002-023-2022

Description of Work: Runway 16/34 Planning Study

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

Name of Sponsor: City of Aitkin and County of Aitkin

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

Signature of Sponsor's Authorized Official:

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.

Real Property Acquisition Airport Improvement Program Sponsor Certification

Sponsor: City of Aitkin and County of Aitkin

Airport: AIT

Project Number: 3-27-0002-023-2022

Description of Work: Runway 16/34 Planning Study

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 real property acquisition and relocation assistance are in 49 CFR Part 24. The AIP project grant agreement contains specific requirements and assurances on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended.

Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the real property acquisition 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.

1. The sponsor's attorney or other official has or will have good and sufficient title as well as title evidence on property in the project.
 Yes No N/A

2. If defects and/or encumbrances exist in the title that adversely impact the sponsor's intended use of property in the project, they have been or will be extinguished, modified, or subordinated.
 Yes No N/A

3. If property for airport development is or will be leased, the following conditions have been met:
 - a. The term is for 20 years or the useful life of the project;
 - b. The lessor is a public agency; and
 - c. The lease contains no provisions that prevent full compliance with the grant agreement.

Yes No N/A

4. Property in the project is or will be in conformance with the current Exhibit A property map, which is based on deeds, title opinions, land surveys, the approved airport layout plan, and project documentation.
- Yes No N/A
5. For any acquisition of property interest in noise sensitive approach zones and related areas, property interest was or will be obtained to ensure land is used for purposes compatible with noise levels associated with operation of the airport.
- Yes No N/A
6. For any acquisition of property interest in runway protection zones and areas related to 14 CFR 77 surfaces or to clear other airport surfaces, property interest was or will be obtained for the following:
- a. The right of flight;
 - b. The right of ingress and egress to remove obstructions; and
 - c. The right to restrict the establishment of future obstructions.
- Yes No N/A
7. Appraisals prepared by qualified real estate appraisers hired by the sponsor include or will include the following:
- a. Valuation data to estimate the current market value for the property interest acquired on each parcel; and
 - b. Verification that an opportunity has been provided to the property owner or representative to accompany appraisers during inspections.
- Yes No N/A
8. Each appraisal has been or will be reviewed by a qualified review appraiser to recommend an amount for the offer of just compensation, and the written appraisals as well as review appraisal are available to Federal Aviation Administration (FAA) for review.
- Yes No N/A
9. A written offer to acquire each parcel was or will be presented to the property owner for not less than the approved amount of just compensation.
- Yes No N/A
10. Effort was or will be made to acquire each property through the following negotiation procedures:
- a. No coercive action to induce agreement; and
 - b. Supporting documents for settlements included in the project files.
- Yes No N/A



Board of County Commissioners Agenda Request

2Y
Agenda Item #

Requested Meeting Date: August 9, 2022

Title of Item: 2022 Elected Officials Salaries Modification (Correction)

| | | |
|---|--|---|
| <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: Bobbie Danielson | | Department: Human Resources |
| Presenter (Name and Title): | | Estimated Time Needed: |
| Summary of Issue: Modifications to the 1/1/2022 Elected Officials Salaries can be seen in the attached resolutions. Modifications show increase effective 7/1/2022 to include approved wage adjustments approved by the Board of Commissioners at the May 10th, 2022 board meeting. | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: | | |
| Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> | | |

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

By Commissioner: xxx

20220809-xxx

2022 Elected Officials Salaries-Modification

BE IT RESOLVED, the Aitkin County Board of Commissioners increase salary effective July 1, 2022 in accordance with the wage adjustment approved by the Board of Commissioners at the May 10th, 2022 board meeting

| | |
|-----------------------------------|--------------|
| County Auditor, Kirk Peysar | \$104,670.53 |
| County Treasurer, Lori Grams | \$ 90,056.97 |
| County Recorder, Michael Moriarty | \$ 80,988.06 |

| | |
|------------------------------|--------------|
| County Sheriff, Daniel Guida | \$111,801.56 |
| County Attorney, Jim Ratz | \$140,821.60 |

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

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

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 9th day of August 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 9th day of August 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: August 9, 2022

Title of Item: Presentation of Patriot Award to County Administrator Jessica Seibert

| | |
|--|---|
| <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* <i>*provide copy of hearing notice that was published</i> |
| Submitted by: Andrew Carlstrom | Department: Planning & Zoning |
| Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director | Estimated Time Needed: 5 minutes |
| Summary of Issue: County Administrator Jessica Seibert has been a loyal and proud supporter of my part-time service in the United States Army Reserve. Jessica has personally provided help and supervision of the Planning & Zoning / Environmental Services staff while I have been away during my full-time military obligations. Her dedication to Aitkin County, her selfless service, and her example to all Aitkin County staff has truly been exemplary. | |
| Alternatives, Options, Effects on Others/Comments: N/A | |
| Recommended Action/Motion: Presentation of Patriot Award to Jessica Seibert by Chad Sackett of the ESGR (Employee Support of the Guard and Reserve) | |
| 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.



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: August 9, 2022

Title of Item: Presentation of Draft 2023 H&HS 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: Cynthia Bennett | Department: Health & Human Services |
|---|---|

| | |
|--|---|
| Presenter (Name and Title): Carli Goble, Fiscal Supervisor | Estimated Time Needed: 30 minutes |
|--|---|

Summary of Issue:
 Presentation of the Draft 2023 Health and Human Services Budget.
 Materials will be presented at the time of the discussion

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

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



Board of County Commissioners Agenda Request

5A
Agenda Item #

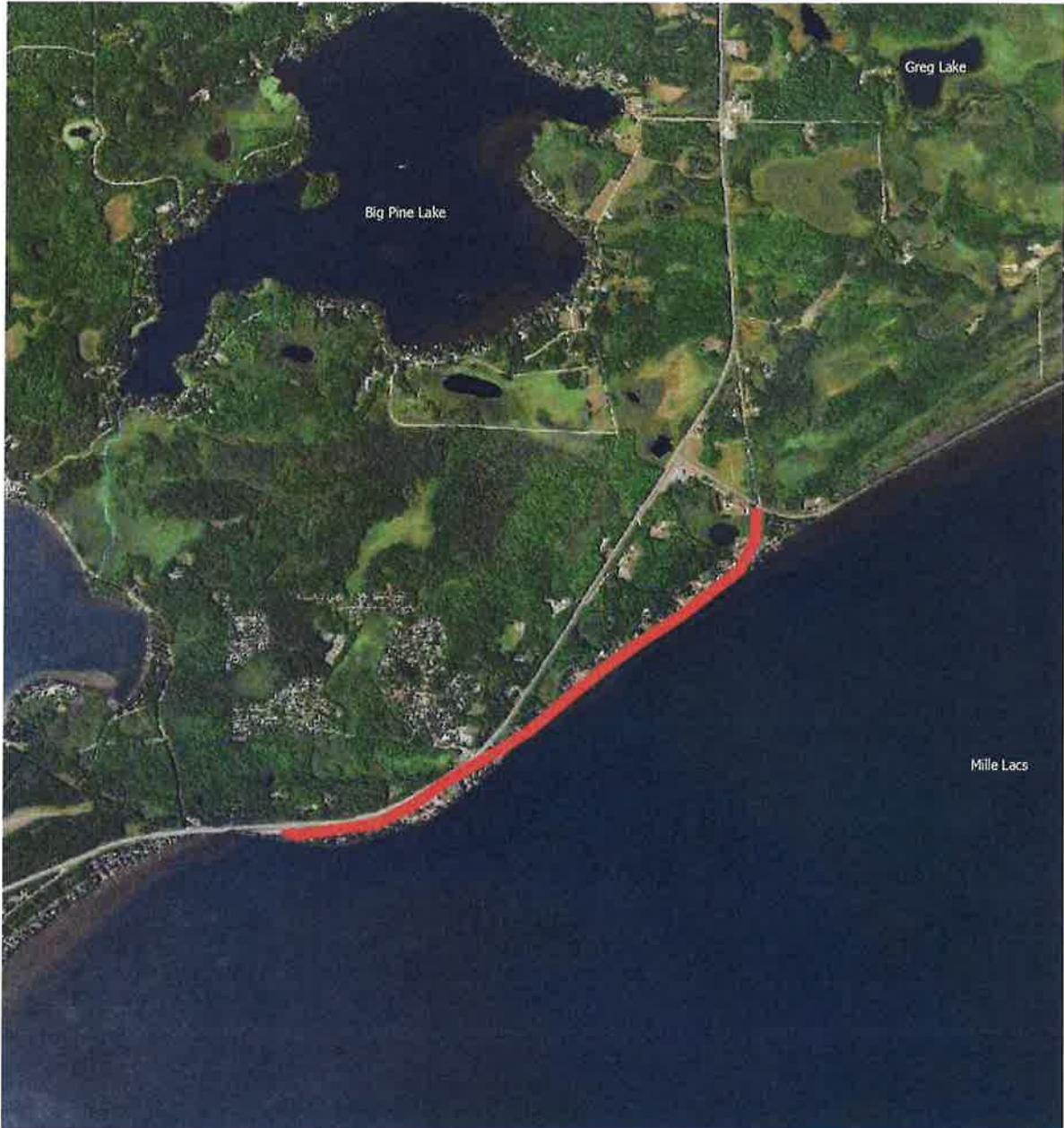
Requested Meeting Date: 8-9-22

Title of Item: County Highway 37 Speed Zone Study

| | | |
|---|--|---|
| <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) <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: Authorization by the attached resolution is requested for a speed zone study to be conducted by MnDOT on County Highway 37 as shown on the attached map. | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: Approve resolution. | | |
| 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.

Proposed County Highway 37 Speed Zone Study



By Commissioner: xxx

20220809-xxx

County Highway 37 Speed Zone Study

WHEREAS, Minnesota Statute 169.14 Subd. 5 authorizes MnDOT, upon completion of a speed zone study, to establish regulatory speed zones on county highways, and

WHEREAS, a speed zone study was conducted by MnDOT in 1979 on Aitkin County Highway 37 from US Highway 169 to Trunk Highway 18, which resulted in speeds zones of 45 miles per hour on the southwestern portion of the highway and 35 miles per hour on the northeastern portion of the highway, and

WHEREAS, residents that live along County Highway 37 are concerned that the existing regulatory speed zones through this area allow speeds that are too high and result in safety concerns for area residents that are in close proximity to the highway, and

WHEREAS, residents have requested that an updated speed zone study be completed on this segment of County Highway 37 to lower the existing regulatory speed zones.

NOW THEREFORE, BE IT RESOLVED, that the Commissioner of Transportation is hereby requested to perform a traffic engineering study on the 2.1-mile segment of Aitkin County Highway 37 from US Highway 169 to Trunk Highway 18.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 9th day of August 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 9th day of August 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: August 9, 2022

Title of Item: 2023 General Government Preliminary Budget Presentation

| | | |
|--|--------------------------|--|
| <input checked="" type="checkbox"/> REGULAR AGENDA | Action Requested: | <input type="checkbox"/> Direction Requested |
| <input type="checkbox"/> CONSENT AGENDA | | <input checked="" type="checkbox"/> Discussion Item |
| <input type="checkbox"/> INFORMATION ONLY | | <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i> |

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

| | |
|---|-------------------------------------|
| Presenter (Name and Title): Jessica Seibert, County Administrator | Estimated Time Needed: 20 |
|---|-------------------------------------|

Summary of Issue:
Presentation of the Draft 2023 General Government Preliminary Budget. Materials will be presented at the time of the discussion.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Discussion Only

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



Board of County Commissioners Agenda Request

6B
Agenda Item #

Requested Meeting Date: August 9th, 2022

Title of Item: 2023 Appropriations Discussion

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

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

| | |
|---|-------------------------------------|
| Presenter (Name and Title): Jessica Seibert | Estimated Time Needed: 15 |
|---|-------------------------------------|

Summary of Issue:
Please see the attached appropriations table and supporting documents for discussion.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Discussion Only.

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

Aitkin County Budget Appropriations and Dues

| | 2019 | 2020 | 2021 | 2022 | 2023- Requested | Percent Increase | Comments | Other Agreement/ Statute |
|--|-----------|-----------|-----------|-----------|--------------------|---------------------|--|--------------------------------|
| Dues | | | | | | | | |
| North Counties Land Use Coordinating Board (10-921.6240) | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 | 0.0% | Assumed no change | |
| MN Rural Counties Caucus (MRCC) (01-44.6844) | \$2,500 | \$2,700 | \$2,300 | \$2,300 | \$2,300 | 0.0% | | |
| Association of MN Counties (AMC) (01-44.6845) | \$10,140 | \$10,696 | \$10,960 | \$11,042 | \$11,142 | 0.9% | | |
| Arrowhead Counties (01-44.6846) | \$2,750 | \$2,750 | \$2,750 | \$2,750 | \$2,750 | 0.0% | Assumed no change | |
| Joint Counties Natural Resource Board (10-921.6240) | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | 0.0% | Assumed no change | |
| Joint Powers | | | | | | | | |
| East Central Regional Library (Dept 500-500.6801) | \$233,220 | \$236,698 | \$233,577 | \$242,535 | \$252,236 | 4.0% | | |
| Airport-McGregor (Dept 700-903.6801) | \$13,900 | \$14,600 | \$14,600 | \$14,600 | \$14,600 | 0.0% | Assumed no change | |
| Snake River Watershed (Dept 600-552.6836) | \$10,079 | \$10,079 | \$10,079 | \$10,079 | \$10,079 | 0.0% | | |
| Airport-Aitkin (Dept 700-903.6800) | \$14,107 | \$14,107 | \$14,107 | \$20,000 | \$50,000 | 150.0% | | |
| Mississippi Headwaters Board (Dept 600-552.6847) | \$1,500 | \$1,500 | \$1,500 | \$1,500 | \$1,500 | 0.0% | | |
| Appropriations | | | | | | | | |
| Soil and Water (Dept 600-552.6801) | \$98,034 | \$81,034 | \$76,549 | \$81,349 | \$81,349 | 0.0% | \$68,849 County Allocation \$7,700 LCWP \$4,800 Ag Inspector | MS 103C |
| C.A.R.E. (Dept 500-502.6848) | \$37,900 | \$37,900 | \$37,900 | \$37,900 | \$37,900 | 0.0% | | |
| Historical Society (Dept 500-501.6801) | \$16,500 | \$18,500 | \$18,500 | \$19,000 | \$52,000 | 173.7% | | MS 138.052 |
| Historical Society Insurance (Dept 500) | \$3,000 | \$3,200 | \$3,200 | \$4,050 | \$4,455 | 10.0% | | MS 138.052 |
| Ag Society (Dept 600-550.6801) | \$10,000 | \$10,000 | \$10,000 | \$12,000 | \$12,000 | 0.0% | | MS 38.14 |
| Ag Society Capital Improvement (Dept 600-550.6843) | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | 0.0% | | |
| Ag Society Insurance (Dept 600) | \$4,000 | \$4,500 | \$5,000 | \$6,074 | \$6,681 | 10.0% | | |
| ANGELS | \$0 | \$0 | \$1,685 | \$3,631 | \$0 | -100.0% | No Request | |
| Dues & Appropriations | \$470,630 | \$461,264 | \$455,707 | \$481,810 | \$551,992 | 14.6% | | |
| Additional Organizations | | | | | | | | |
| Support Within Reach (01-44.6847) | \$500 | \$1,500 | \$1,500 | \$1,500 | \$2,000 | 33.3% | | |
| AEOA Rural Rides Program (01-44.6848) | \$2,500 | \$2,500 | \$0 | \$0 | \$0 | | | |
| Total Dues & Appropriations | \$473,630 | \$465,264 | \$455,522 | \$483,310 | \$553,992 | 14.6% | | |



August 1, 2022

Dear Minnesota County Administrators,

Thank you for your commitment to ensuring your county's residents have access to public library services. The attached documentation provides your county's state-certified level of library support for 2023. Minnesota Statutes, sections 134.34 and 275.761 establish the amount at 90% of the state-certified level of support set in 2011.

Please be advised that should a county fall below its state-certified level of library support, Minnesota Statutes, section 134.34, subdivision 4 requires removal of the county from State Library Services' funding formulas. This would greatly reduce the breadth and depth of library services available to the county's residents.

Thank you again for your continued support of Minnesota's libraries. Together, we can ensure that all Minnesota residents benefit from quality library services.

Sincerely,

A handwritten signature in black ink, appearing to read 'Hannah Buckland'.

Hannah Buckland
State Library Program Specialist



July 2022

CERTIFICATION OF MINIMUM LOCAL SUPPORT REQUIREMENT: 2023

This is to certify the 2023 minimum level of financial support to be provided for operating expenses for public library services and participation in the regional public library system programs pursuant to *Minnesota Statutes*, Chapter 134.34 for:

Aitkin County

The state-certified level of library support for 2023 is: **\$200,398**

This amount represents the equivalent of 90% of the official 2011 state-certified level of library support. The property in those portions of the county excluded for the purpose of determining the library levy and providing the minimum amount is as follows:

N/A



July 19, 2022

Jessica Seibert, MPA
Aitkin County Administrator
Aitkin County Government Center
307 Second St. N.W. Rm 310
Aitkin, MN 56431

Dear MS Seibert:

In response to your letter of June 10, 2022 regarding the 2023 budget, the Isedor Iverson Airport Commission will not be asking for an increase of the \$14,600 appropriation we currently receive from the county. The appropriation will be used for normal operating expenses and the local portion of grants received from the State of Minnesota. It should be noted that our airport is not a federal airport and, therefore, doesn't receive any federal funding.

In addition to the county appropriation, by agreement, we receive \$7,300 annually from the City of McGregor and grant funds from the State of Minnesota for maintenance and operating expenses as well as special projects. That latter funding varies annually depending on expenses submitted and projects approved. Finally, the airport receives approximately \$1500 profit from the sale of fuel and \$2000 from hangar land leases.

As we've stated in the past, the Isedor Iverson Airport provides essential air facilities to the McGregor area in support of local businesses, recreation, emergency services, and future economic development. As a MNDOT registered and supported airport, we provide aviation infrastructure for local aircraft owners and a destination point for air traffic moving to and from the area including the large recreation area centered on two of the larger lakes in Aitkin County, Big Sandy and Minnewawa. As I'm sure you are aware, Talon Metals is currently exploring for a nickel mine in the area, and our airport is the closest facility in support of current activity and future air needs for that operation.

For 2023, the airport is expected to spend \$11,000 for the local portion of operating expenses and \$21,000 for the local portion of projects associated with the extension of the 14/32 runway. This latter amount is for engineering and permitting. The actual construction takes place next year. We will also spend \$20,000 to purchase fuel for resale, but that amount will be recovered through sales.

The airport currently has an account balance of \$92,000 that has been built up over several years in preparation for the expenses required to extend the 14/32 runway and the construction of a turf crosswind runway, both of which are included in the airport's approved long range plan. It should be noted that this will only fund a portion of the amount expected of \$160,000.

I hope this satisfies your budgeting needs. If more information is needed feel free to contact me directly.

Best Regards,

A handwritten signature in black ink, appearing to read "William L. Bedor". The signature is written in a cursive style with a large, stylized initial "W".

William L. Bedor
Chairman, Isedor Iverson Airport Commission

CC: Brian Napstad



SNAKE RIVER WATERSHED MANAGEMENT BOARD

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

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

June 20, 2022

Aitkin County Administrator
Aitkin County Courthouse
307 2nd Street NW
Aitkin, MN. 56431

RECEIVED

JUN 24 2022

Ms. Seibert and Aitkin County Commissioners,

The Snake River Watershed Management Board receives appropriations from each County in the Snake River Watershed Joint Powers Organization. The requested amount for Aitkin County for 2023 is \$10,079.00, which is the same amount that was set in 1993. The funding received by the SRWMB from the counties is used for administration and to match grant funds for projects within the counties.

The Snake River Watershed Management Board has received numerous grants through Minnesota Pollution Control Agency and the Board of Soil and Water Resources in the past. Aitkin County citizens have used the funding for sediment and erosion control projects, monitoring projects and feedlots.

The Snake River Watershed Management Board has completed an implementation grant and is receiving funding for the One Watershed One Plan. The Snake River Watershed Board will be using county appropriation funding to support projects during this process.

Snake River Watershed Management Board wishes to have continued support from Aitkin County.

Respectfully,

Teresa Wickeham, Coordinator
Snake River Watershed Management Board
903 Forest Ave E
Mora, MN 55051
teresa.wickeham@co.kanabec.mn.us
320-679-6456



Michael R. Skrbich
130 Southgate Dr., Ste. 200
Aitkin, MN 56431

Jessica Seibert
County Administrator
307 2nd Street NW, Room 310
Aitkin, MN 56431

2023 - AIRPORT FUNDING REQUEST

- Total dollars requested: \$50,000.00 – This money will be used for operations, to pay for the \$26,000 dollars in engineering services we have out for 2022, improve our cash balance, and pay for the \$16,2150.00 worth of projected expenses in the 2023 CIP Plan.
- We supply the taxpayers of Aitkin County with Regional Airport Service that benefits residents and the business community in our region. Our airport also serves as a destination point for tourists, out of town residents, law enforcement and hospital access. We serve businesses and travelers from our entire region.
- The people served are listed above and we had around 16,000 operations last year.
- The Airport operations budget in 2022 was \$99,356.00 and we expect a similar budget for 2023, but with the engineering and projects we are working on, we will have greater cashflow needs to fund what we are working on. We have grants that are not collected on that go back over 2 years, and that is how long it can take to get paid.
- We had a starting fund balance of \$37,401.48 and our current fund balance at this time is \$10,224.85. A couple of months ago, we had a \$160,000 dollar payment that was made with the City's money and luckily, we got it paid in an expedient manner. That is the exception.
- Our funding comes from the FAA, MN Dot Aeronautics, Aitkin County, and the City of Aitkin.

Overall operations are going well, but with the level of Capital investment, our current fund balances are not adequate for meeting operational obligations.

Michael R. Skrbich

cc: Aitkin County Board of Commissioners

www.ci.aitkin.mn.us

130 Southgate Dr, Ste 200 • Aitkin, MN 56431 • 218/927-2527 • Fax 218/927-1834





Mississippi Headwaters Board

Crow Wing County Land Service Bldg. - 322 Laurel St. Ste. 34- Brainerd, MN 56401

Web Site: www.mississippiheadwaters.org

6/16/2022

To: Aitkin County

RE: 2022 budget request

Dear Administrator Seibert,

To help answer the questions requested by Aitkin County, I have a listed below the questions and answers given to the Mississippi Headwaters Board via Aitkin County:

- The amount of money you are requesting from Aitkin County and a budget of how the money will be used? The MHB is requesting \$1500 from Aitkin county to help support the operational needs of the MHB.
- A narrative that includes the services you provide to the taxpayers of Aitkin County? The Miss. Headwaters Board works in Aitkin county to help promote the values and objectives of the Aitkin County Water Plan.
- A list of who these services are rendered to and approximately how many people are served. Specifically the MHB is working in Aitkin county to help purchase easements to protect the water quality and habitat which will serve willing landowners in Aitkin county; implement recreational signage on stretches of the Miss. River to promote recreational awareness and activities on the River in which approximately 100 people will be served in an event being held on June 25th; and help with AIS awareness and prevention through the Minnesota Traditions social media program in which thousands people are being reached statewide.
- Three pieces of information that the county board believes is necessary.
 - Annual Planning Operating budget- \$294,342
 - What is your year end fund balance- \$287,286 according to audit ending 6/30/2021. \$130,00 of the fund balance is restricted funding.
 - Where else does your funding come from- Board of Water and Soil Resources, Dept. of Natural Resources, Enbridge, local grants, and other state and local grants.

Mississippi Headwaters Board

Crow Wing County Land Service Bldg. - 322 Laurel St. - Brainerd, MN 56401

Web Site: www.mississippiheadwaters.org

Date: May 2, 2021

To: Aitkin County
217 @nd St. NW
Aitkin, MN 56431

RE: 2023 Appropriation

Dear Jessica Seibert,

Although some of us are still planning for the summer, others are looking to the next year!

The reason for this letter is to remind you that you will need to include in your '22 budget the annual appropriation for the Mississippi Headwaters Board as per the Joint Powers Agreement.

The Mississippi Headwaters Board is pleased to announce that the amount of the annual obligation will again remain at \$1,500.00.

Once you have approved and allocated this amount as part of your budget process, please forward a check in that amount to the Mississippi Headwaters Board, 322 Laurel St, Brainerd, MN 56401. Thank you again for your continued support of this board and its mission to protect the Great Mississippi River.

Sincerely,

Tim Terrill

Mississippi Headwaters Board Executive Director

Mississippi Headwaters Board

Crow Wing County Land Service Bldg. - 322 Laurel St. - Brainerd, MN 56401

Web Site: www.mississippiheadwaters.org

Date: May 2, 2021

To: Aitkin County
217 @nd St. NW
Aitkin, MN 56431

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Sincerely,

Tim Terrill

Mississippi Headwaters Board Executive Director



Aitkin County CARE, Inc.
Lynne Jacobs
P.O. Box 212
Aitkin, MN 56431

July 19, 2022

Jessica Seibert, MPA
Aitkin County Administrator
217 2nd ST NW
Aitkin, MN 56431

Dear Jessica:

Aitkin County CARE, Inc. is looking forward to serving the seniors and disabled adults within our community in the coming year. We appreciate the collaboration that our agency enjoys with your staff, and the financial support provided is critical to our operations.

This letter is to request the funds approved for senior services in the amount of \$37,900. Attached please find details describing our impact, programming, and future focus of this wonderful nonprofit. If additional information is needed, please feel free to contact me.

Respectfully,

/s/Lynne Jacobs
Executive Director
aitkincountycare@gmail.com
218.927.1383

LJ

AITKIN COUNTY CARE, INC.

July 19, 2022

AITKIN COUNTY BOARD FUNDS REQUEST - \$37,900

1. Budget for funds requested

- i** \$37,900 is being requested for the purpose of matching funds for the older Americans Act Title III funding. This grant provides funding for continued services and requires matching funds.

2. Services Rendered and numbers served

- i** Our mission: "To enhance and promote the independence, dignity, value and well-being of older and disabled adults and those who care for them." With 14 programs in 2021 CARE provided 2,734 hours of respite care to 11 clients (7% increase over previous year; 3922 hours (41% increase over previous year) of homemaking to 119 clients; delivered 5,222 frozen meals to 45 isolated, rural seniors; brought 3,009 hot meals to 30 local clients, gave out 925 nutritional food boxes to 93 individuals and provided 322 one-way trips for 63 seniors. 94 seniors connected with elementary-aged children through Grand Friends Pen Pals, and classes continue with Tai-Ji-Quan and SAIL (Staying Active and Independent for Life). Three classes are currently ongoing.

Partnerships continue to grow at Aitkin County Care with efforts that include Aitkin County SHIP where a raised bed garden has been installed for Aitkin Manor, and efforts to establish a community/school garden in Hill City. Most recently fresh food accessibility will increase at the Aitkin Community Food Shelf as it has converted to a Supershelf. This will be a shopping experience for those that attend the food shelf and they can get what they want.

3. Financial information Requested

- i** Three pieces of information the County Board believes is necessary:
 - Annual Operating Budget \$ 344,347
 - Fund Balance - \$ 105,228
 - Other funding comes from:

Aitkin County Historical Society
Depot Museum

P.O. Box 215
Aitkin, MN 56431
(218) 927-3348

RECEIVED

July 12, 2022

JUL 12 2022

Aitkin County Administration
Aitkin County Government Center
307 – 2nd Street NW, Room 310
Aitkin, MN 56431

To Aitkin County Commissioners and Jessica Seibert, County Administrator,

The purpose of the Aitkin County Historical Society is the collection, preservation and dissemination of knowledge about the history of Aitkin County, Minnesota. Since the lifting of 2020-2021 Covid-19 restrictions, we re-activated our 6th grade tour and educational events. Children came from Aitkin, McGregor, and Hill City schools. The Aitkin County Fair saw a large crowd visiting our original log museum at the fairgrounds. Currently we are actively getting ready for the Aitkin All Class Reunion, which in previous reunions has generated over 400 visitors in one week. We are looking forward to our annual garage sale – our biggest fund-raiser - and two new events this year: the Chamber Commerce Business after hours and the Northern Pacific Railroad Group tour.

As stated in our informative letter to you dated, May 18th, we have reached a turning point and a potential crisis. Our director/curator has resigned. It will be extremely difficult to hire a replacement at part-time with no benefits. Per our Board of Trustees minutes, previous administrators in their letter of resignation have stated, to be the only staff person who is required to do all administrative duties, curator, archivist, grant writing, and maintenance person, etc. is more than a part-time position. It would be beneficial to the museum to have a full-time employee. There are outstanding grants to follow up with, writing of policies and procedures, marketing plan, and document retention schedule to name a few of the projects that are in the works. The consequences of not following the long-term plans Heidi Gould has initiated may result in loss of grant monies, deterioration of artifacts, etc. should we not hire a full-time employee with the credentials to continue.

For the year 2022, we anticipate our annual income to be \$46,000. This amount excludes the \$19,000 county appropriation. Our funding comes from memberships, gift shop sales, fundraising efforts, and an annual fund drive. Our director/curator did an excellent job of procuring grants for special projects, but those monies can only be used for the projects requested, and not for operations.

Please accept this as our formal request of \$52,000 for our 2023 appropriation amount. This is a substantial increase from previous years' requests. We feel the amount we are asking for would cover our expenses of: heating (3 buildings), maintenance, security, utilities, telephone, and help with wages for a full-time director/curator with no benefits.

Enclosed is our proposed budget of 2023.

Sincerely,



John Hendrickson
President



Roxy Wigton
Vice President



Laura Thornbloom
Secretary

Enclosure

Aitkin County Historical Society

2023
Proposed

Revenue:

| | |
|------------------------------|-----------------|
| Membership | \$2,000 |
| Interest Earned | \$1,000 |
| County Appropriation Request | \$52,000 |
| Museum Store Sales | \$700 |
| Garage Sale | \$8,510 |
| Raffle | \$0 |
| Cookie Walk | \$1,420 |
| Townships & Cities | \$2,000 |
| Annual Appeal | \$1,000 |
| Grants | \$1,000 |
| Donations | \$8,500 |
| Contributions | \$1,000 |
| Memorials | \$120 |
| Misc Income | \$600 |
| Totals: | \$79,850 |

Expenses:

| | |
|-----------------------------|-----------------------|
| Accounting fees | \$1,300 |
| Administrator's Salary | \$37,440 (FT \$18 hr) |
| Advertising | \$1,500 |
| Annual Meeting | \$100 |
| Collections/Archival | \$1,200 |
| Education Fund | \$200 |
| Employee Benefits | \$1,200 |
| Employer Matching | \$3,000 |
| Fund Raising | \$2,000 |
| Grant Disbursement | \$0 |
| Heating | \$7,000 |
| Janitorial | \$1,150 |
| Maintenance | \$3,950 |
| Mileage | \$500 |
| Misc expenses | \$500 |
| Museum Displays | \$4,810 |
| Museum Store | \$550 |
| Office Supplies & Equipment | \$2,300 |
| Postage | \$650 |
| Rentals | \$300 |
| Security | \$1,600 |
| Service Charges | \$100 |
| Society Memberships | \$200 |
| Technology | \$600 |
| Telephone | \$1,100 |
| Training | \$750 |
| Trash | \$1,000 |
| Utilities | \$4,500 |
| Volunteer Expense | \$350 |
| Totals: | \$79,850 |

Net +/- \$0

Aitkin County Ag Society

307 Second Street Northwest, Unit 121
Aitkin, Minnesota 56431
218.927.7354

July 20, 2022

To: Aitkin County Board of Commissioners

From: Aitkin County Fair Board

Leeann Moriarty, President
Kirk Peysar, Secretary/Treasurer
Sharon Dotzler
Sara Rian
Kate LaClair
Renee Kostick
Lenore Jackson
Jim Bright

Gabrea Anderson
Jennifer Thompson
Vern Watters
Randeena Olson
Lacie Hietalati
Becky Koch
Lon Nicko

Re: 2023 Appropriation and Fiscal Recovery Funds

The Aitkin County Fair Board has received an annual \$10,000 appropriation from the County Board since 1986, Thirty-five years. For 2023, the Aitkin County Fair Board is requesting no increase, remaining at \$12,000 and therefore respectfully requests a \$22,000 appropriation (\$12,000 for operations and \$10,000 for capital items). As you are aware the fairgrounds sustained a large amount of damage from the May 11th storms. Two buildings were lost and a several others sustained damage and needed repairs. MCIT coverage will cover the repairs to those partially damaged structures. Ongoing facility improvements and repairs are greatly needed.

We held our 2021 fair July 7 – 10, crowds were large, with attendees coming from throughout Minnesota to our fair. The 2022 fair, held July 6 - 9, 2022, was also well attended.

About our county fair:

- Amount of money requested and a budget of how it will be used:
 - The \$12,000 appropriation represents 10% of the Fair Board's budgeted revenues.
 - While revenues are not dedicated to specific expenditures, the Fair Board considers the county appropriation to be a portion of the \$28,000 that is budgeted for capital improvements and maintenance to the fairgrounds, which are county-owned. Having 31 structures on location, there is no end to the repairs needed.
- Narrative of services provided to the taxpayers of Aitkin County:
 - The Fair Board meets monthly throughout the year to plan the annual county fair.
 - In 2023, the fair will celebrate its 133rd annual fair.

- Early county fairs were held in the courthouse and on the courthouse grounds. Fresh garden produce was displayed in the court chambers along with fancy work. Competitions were held to determine who had the strongest horse and oxen teams.
- Who we serve:
 - 4-H youth, FFA members, exhibitors of all ages and interests.
 - The event is attended by thousands of county residents as well as visitors from other areas. The fair provides a wide variety education and entertainment for people of all ages.
 - Community organizations such as the American Legion, Lions, Fire Department, 4-H, and other community organizations count on the fair for significant portions of their organization's annual income.
- Annual operating budget:
 - Our total 2022/2023 budget is \$114,975 (\$79,525 for operations/attractions and \$31,500 for facility maintenance).

We ended FY 2020/2021 with a balance of \$16,600.56 after the completion of large building projects, the acquisition of adjoining property, and the loss of the 2020 fair.

- Other sources of funding:
 - Other revenues are collected through grandstand admissions, parking fees, building rentals, advertising, and donations. This year, fair sponsorship opportunities were also offered to local organizations and businesses. Grants are also sought for various projects. This year, a \$10,400 grant has been awarded from the County Fair Grant program, MN Department of Ag; those funds will be used to improve livestock facilities. An additional, \$4,000 Heritage, Culture, and Arts grant also has been approved for programming.
- Breakfast was served by the Long Lake Foundation each day.
- The fairgrounds is made available to other community organizations such as Aitkin County Historical Society Garage Sale, Relay for Life, Mud Rhythm, Young Riders 4-H, Bit and Bridle, Aitkin Lions Garage Sale, Aitkin Chamber of Commerce.

The receipt of Fiscal Recovery Funds under the American Rescue Plan Act allows for the opportunity to make significant improvements to the fairgrounds facility over the course of the funding timelines. We suggest visiting these needs as plans development for those funds.

- Holding tank for Grandstand Restrooms
- Repairs to the 4-H building
- Grandstand structure reinforcements
- Handicap accessible access improvements to grounds
- Handicap accessibility improvements to buildings
- Outdoor security lighting
- Siding and handicap accessible ramp replacement for the Arts Building

Thank you for your continued support of the Aitkin County Fair.

**Support Within Reach
Sexual Violence Victim Services in Aitkin County – Funding Request**

Evett Ellis- Executive Director

**Address: 312 Minnesota Avenue, Suite 2009
Aitkin , MN 56431**

Phone Number: 218-766-9994 | 218-927-6226 | 1-866-747-5008

Business Office Address: 1510 Bemidji Ave. N. Ste. 13, Bemidji, MN 56601

Phone Number: 218-444-9524

Requested Amount: \$2,000.00

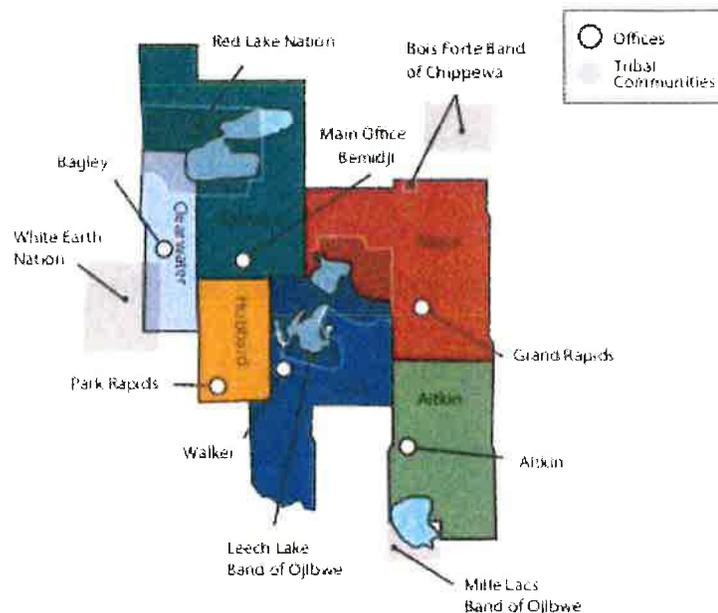
AGENCY OVERVIEW

SUPPORT WITHIN REACH is a private, non-profit organization that was created in 1989 to serve the distinct needs of victims of sexual violence in both Itasca and Aitkin County. Our mission is to reduce the impact and harm of sexual in the communities we serve. On January 15, 2014, SUPPORT WITHIN REACH merged with the Sexual Assault Program of Beltrami, Cass, Clearwater and Hubbard Counties. The new organization adopted the name SUPPORT WITHIN REACH and will continue to be a sexual violence resource and advocacy program sharing resources across the region. The now merged organization covers a six-county area including Aitkin, Beltrami, Cass, Clearwater, Hubbard, and Itasca County (see map at the bottom of this section for more information). The six-county region provides the same services to all six counties in the SUPPORT WITHIN REACH service area. There are two main headquarters (Grand Rapids and Bemidji) with the business office and administrative staff being located in Bemidji. The organization has 18 total staff which include an Executive Director that presides over the six counties, a program supervisor at each headquarters office that supervise various staff that provide programming and services. There are 4 outlying offices that are individually staffed including one in Aitkin City, Aitkin County.

SUPPORT WITHIN REACH is governed by a volunteer board from all across the six-county service area who works to develop and set agency policy and procedure. Board members provide continuing direction for planning and operations, program evaluation, as well as related organizational activities consistent with the mission and goals of the organization. SUPPORT WITHIN REACH's Aitkin County office has one staff that assists victims.

Service Area Map:

Support Within Reach – 2023 Request
Aitkin County Sexual Violence Services



AITKIN COUNTY OVERVIEW

SUPPORT WITHIN REACH seeks to continually enhance the quality of life for those in Aitkin County through three primary programs: 1) Victim Support & Advocacy Program, 2) Coordinated Community Response, and 3) Outreach Program. The term sexual violence includes a number of actions that are carried out in a manner intended to groom, control, intimidate, manipulate, humiliate, harm, and silence the victim. Unfortunately, sexual violence comes in many forms, including sexual assault/rape, incest/child sexual abuse, sexual exploitation/trafficking of youth and adults, intimate partner sexual violence, date/acquaintance rape, and alcohol/drug facilitated sexual assault, sexual harassment, bullying, and stalking.

In order to address the issues of sexual violence victimization and its impact on victims' lives, SUPPORT WITHIN REACH has developed multiple services such as: 24-hour crisis line, crisis intervention, ongoing support and encouragement, basic awareness and education, support groups, information/referral, medical advocacy and individualized civil/criminal court advocacy and assistance. Being that SUPPORT WITHIN REACH is the sole provider of sexual violence supportive services and prevention education programming within Aitkin County, we welcome collaborative opportunities in order to build a safety net of services for the clients and the community that we serve. Through SUPPORT WITHIN REACH's awareness and prevention education program, participants develop an increased awareness of the services our agency provides as well as improved understanding regarding the issues surrounding sexual violence. SUPPORT WITHIN REACH's Outreach Program focus on prevention education/awareness Program including volunteers.

COMMUNITY IMPACT:

SUPPORT WITHIN REACH's Support Services and Advocacy Program maintain a

crisis/information line that is staffed by trained sexual assault advocates (staff and volunteers) 24 hours a day, 365 days per year. SUPPORT WITHIN REACH staff cover the crisis line during office hours, while trained staff/volunteer advocates attend and respond to incoming calls for assistance after hours. Specific services provided are crisis intervention, basic counseling and support; support groups, follow-up and referrals to community agencies; accompaniment to medical exams and law enforcement interviews; information and updates related to case progress in the court system; and assistance in filing protective/restraining orders. SUPPORT WITHIN REACH works to provide information and options each step of the way in order to help clients to make informed decisions that will assist them in their healing process. For example, SUPPORT WITHIN REACH staff are able to help victims and their family understand the complex reporting process which is very different when looking at different situations involving the age of the victim and perpetrator and the relationship between the victim and perpetrator.

SUPPORT WITHIN REACH reaches out into the outlying areas of Aitkin County in order to reach specific populations that are vulnerable to sexual violence (assault/abuse) victimization. We provide supportive services and prevention education to residents who reside in outlying areas who have no/little means of transportation to the Aitkin area. SUPPORT WITHIN REACH relies heavily upon our collaborators to fulfill our mission and to carry out our programming.

COLLABORATION

SUPPORT WITHIN REACH is the sole provider of sexual violence services in Aitkin County. SUPPORT WITHIN REACH works with organizations across Aitkin County to provide victim services and education/awareness. The organizations include:

- Aitkin County Law Enforcement Agencies – SUPPORT WITHIN REACH works with all law enforcement agencies in Aitkin County. SUPPORT WITHIN REACH provides referrals to law enforcement agencies, works with officers and investigators throughout the investigative process. We have found that in cases where a sexual violence advocate is involved that victims tend to stay involved and more active with the criminal justice system.
- Aitkin County Attorney’s Office and Victim Assistance Program – SUPPORT WITHIN REACH’s Aitkin County Coordinator assists on cases involving criminal sexual misconduct, sexual exploitation, etc. We have found that in cases where a sexual violence advocate is involved that victims tend to stay involved and more active with the criminal justice system.
- Aitkin County Health and Human Services – SUPPORT WITHIN REACH’s Aitkin County Coordinator assists in cases involving child abuse, parents who have current or previous sexual violence history, etc. We are able to provide ongoing support and education for families experiencing this part of the system.
- Healing Opportunity Provided Equally – approximately 75% of domestic violence victims indicate that they or their children are also victims of sexual violence. SUPPORT WITHIN REACH works with HOPE to ensure proper referrals for victims of sexual and domestic violence in Aitkin County.

SUPPORT WITHIN REACH works closely with each of the entities above in order to coordinate services. Service coordination is done through cross referrals, working together on a case when a client authorizes it, cross training between the different organizations, establishing protocols or practices on how we as collaborating organizations will work together.

The Aitkin County area has one hospital and 3 law enforcement agencies. *SUPPORT WITHIN REACH worked on a total of 6 cases involving the criminal justice system in Aitkin County in 2021. Of these cases, 5 of them worked with law enforcement, 5 of them worked with prosecution, 5 required assistance in developing a safety/risk assessment plan, 1 required assistance in filing for a protective order, and 0 of these cases worked with health and human services.* SUPPORT WITHIN REACH and the multi-disciplinary team continue to address barriers and reasons why victims are choosing not to report recent incidents of sexual violence.

In 2021 Aitkin County received (3) Sexual Assault Nurse Examiner (SANE) calls. Due to the hospital COVID-19 restrictions, SUPPORT WITHIN REACH has not been able to provide hospitals with the in-person Sexual Assault Nurse Exam refresher course that Emergency Room nurses received annually in previous years, however, in 2022 SUPPORT WITHIN REACH will be providing training to the Emergency Room nurses at Riverwood in order to ensure that victims would receive the best possible care when needing to have a forensic exam completed. This is an annual training that will finally be able to resume and is a much-needed service that SUPPORT WITHIN REACH offers. SUPPORT WITHIN REACH also maintains a SANE nurse program in Grand Rapids in which a nurse could potentially provide service in Aitkin County. At this time there are few trained SANE's statewide and in 2022 SUPPORT WITHIN REACH along with Minnesota Council Against Sexual Assault has been seeking to build the capacity of the program in Northern Minnesota.

Active Collaboration between active partners in Aitkin County continues to provide victim centered and offender focused work and a vital part of meeting SUPPORT WITHIN REACH's mission.

Victim Support Services & Advocacy Program

SUPPORT WITHIN REACH provides a variety of services that provides a network of support for victims of sexual abuse/assault and their families/loved ones. *In 2021, SUPPORT WITHIN REACH staff and volunteers provided a total of 451 service types in Aitkin County.*

- *SUPPORT WITHIN REACH attended to a total of 7 primary sexual violence victims (4 new primary victims and 3 ongoing primary victims) and 1 secondary victim.*
- *Crisis Intervention (6 client contacts)*
- *Risk Assessment/Safety Planning (5 client contacts)*
- *Ongoing support and case follow-up (70 client contacts)*
- *Accompaniment to medical exams (3 client contacts)*
- *Criminal Justice Support and Advocacy – this includes law enforcement, prosecution, and probation (44 client contacts)*
- *Civil Legal Advocacy: Filing Harassment Restraining Orders and Orders for Protection, Mandated Reporting Issues, Human Services Requested Education (18 client contacts)*

- *After hours Crisis Calls (7 client contacts)*

SUPPORT WITHIN REACH uses the following strategies to ensure access to sexual abuse/assault services:

- SUPPORT WITHIN REACH makes sexual abuse/assault services available at our office located in Aitkin. We have a staff that works regular hours in that office and 4 full time and 1 part time staff available in Grand Rapids as needed.
- SUPPORT WITHIN REACH provides a 24-hour crisis line that is available 365 days per year
- SUPPORT WITHIN REACH provides outreach to outlying areas like Hill City, Jacobson, and McGregor.
- SUPPORT WITHIN REACH has facilitated a Sexual Assault Multi-Disciplinary Action Response Team in Aitkin, with aims to continue to rejuvenate this team in 2022/2023.
- SUPPORT WITHIN REACH provides training to criminal justice system responders related to sexual violence and our services.

Prevention Education & Awareness Program

SUPPORT WITHIN REACH is active within the community developing and presenting customized education and awareness opportunities throughout Aitkin County that meet the needs and requests of the audience type. Through SUPPORT WITHIN REACH's awareness and prevention education program, participants develop an increased awareness of the services our agency provides as well as improved understanding regarding the issues surrounding sexual violence. *In 2021, SUPPORT WITHIN REACH provided 6 prevention education trainings to 362 participants in Aitkin County.* Specific presentations that SUPPORT WITHIN REACH is able to provide are as follows:

1. Pre-school/Daycare – 4th Grade:
 - Body Safety
 - Respect and Boundaries
 - Bullying
2. Middle School/High School:
 - Let's Chat
 - SUPPORT WITHIN REACH services/location
 - Self-Esteem, Respect, Boundaries and Body Safety
 - Difference between Sexual Harassment & Flirting
 - Healthy/Unhealthy Relationships
 - Handling peer pressure to be sexually active
 - Internet Safety/Teens & Technology
 - Date/Acquaintance Rape
3. Other Presentations:
 - Those with disabilities and their care takers

- Youth At Risk – area group homes,
- Professional Development for Adults – Sexual Harassment, Special topics involving sexual violence, Stalking, Medical Providers, Law Enforcement Agencies, etc.

4. Community Awareness Events:

- Trafficking Awareness Month
- Stalking Awareness Month
- Sexual Assault Awareness Month
- Child Abuse Awareness Month
- Volunteer Awareness Week
- Crime Victim's Rights Week
- Community Connect
- National Night Out
- Aitkin County Fair

2021 At a Glance

Real Impact:

Clients at Support Within Reach and the impact they leave are why we continue to strive for perfection in our advocacy. One client in particular, has had a profound impact in my advocacy, sharing the road to healing with me. The client started her road to healing at the hospital by completing a SANE Exam and making a police report.

This client started their journey at the hospital in 2021 and has been taking a stand against the offender ever since. An advocate at Support Within Reach assisted them with an HRO to help the client regain their sense of safety after the offender began harassing them. The relief the client had when the HRO was granted was felt by staff as it seemed like they just regained a piece of themselves back. Moments like those remind us as advocates, why we do what we do.

Over the year of continued service, we provided referrals to therapists in the Aitkin County area, encouragement and support, support through the investigation and prosecution, and assistance with writing the victim impact statement.

Our client won her case in 2022 and the fight for justice is over, but the healing process and impact the client has had on our advocacy is everlasting. Support Within Reach continues to work with this client and has asked them if the agency could use their victim impact statement in our advocacy training. For us as advocates it is one thing to learn about advocacy through educational training, but it is another thing when you hear why advocacy is so important coming from a client themselves. My client's victim impact statement offered a perfect window into how sexual assault impacts their lives in every way and is something that doesn't go away within a year. The trauma of a sexual assault leaves a scar in every part of a victim's life, and our job as advocates begins the moment the wound is inflicted.

Support Within Reach does its best to try and prevent a wound from happening through education and community outreach. This is done through providing children education on

boundaries at a young age, being involved in the local schools, and hosting events in the community to bring awareness to the services and the education that Support Within Reach provides. We will never be done serving people, but our goal is to bring education and awareness to every person in the Aitkin County community and preventative education to every school. As for my client, the impact they made will not stop with just one moment of success but will continue through their impact statement.

So far in 2022

Yes, COVID-19 has impacted how SUPPORT WITHIN REACH provides service to the community. SUPPORT WITHIN REACH continues to provide service to the community at this time. SUPPORT WITHIN REACH utilizes safety and health precautions when a digital format for meeting with clients is not suitable as in emergency situations.

- *SUPPORT WITHIN REACH attended to a total of 4 new sexual violence victims and continued serving 2 ongoing sexual violence victims*
- *SUPPORT WITHIN REACH has provided 385 service types in Aitkin County*
- *Crisis Intervention (9 client contacts)*
- *Risk Assessment/Safety Planning (11 client contacts)*
- *Ongoing support and case follow-up (102 client contacts)*
- *Accompaniment to medical exams (1 client contact)*
- *Criminal Justice Support and Advocacy – this includes law enforcement, prosecution, and probation (34 client contacts)*
- *Law Enforcement Accompaniment-Interview or advocacy (8 client contacts)*
- *Civil Legal Advocacy: Filing Harassment Restraining Orders and Orders for Protection, Mandated Reporting Issues, Human Services Requested Education (11 client contacts)*
- *After hours Crisis Calls (4 client contacts)*
- *SUPPORT WITHIN REACH completed 13 awareness/outreach activities reaching 560 participants*

SUPPORT WITHIN REACH is requesting an increase in funding as we have now made the Aitkin County Coordinator position a position where the employee will spend all their time working specifically in Aitkin County. In previous years, the Aitkin County Coordinator position was a dual role position, where they would spend only three of their workdays in Aitkin County and the other two workdays a week would be spent in Itasca County. By creating a position that focuses only on Aitkin County, it will give SUPPORT WITHIN REACH more opportunity to provide the Aitkin County community with more outreach, educational opportunities, and the ability to assist more victims of sexual violence in the Aitkin County area.

GOALS & OBJECTIVES

Goal 1: Provide free and confidential services to primary and secondary victims of sexual violence (primary = the actual victim of an incident of sexual violence, secondary victim = anyone else who is impacted by sexual violence including family and friends of the primary victim).

Objectives:

- SUPPORT WITHIN REACH provides a confidential 24-hour crisis line for primary/secondary victims impacted by sexual violence. SUPPORT WITHIN REACH will continue to offer our after-hour crisis/help line to facilitate routing after-hours calls involving sexual violence to our volunteer advocates/staff.
- Provide crisis intervention and basic counseling services to children and adults. This service works to normalize feelings after traumatic events and recurring trauma that occurs overtime. SUPPORT WITHIN REACH maintains an up-to-date therapist list of counselors who are proficient at working with victims of sexual violence in order to assist us in providing appropriate referrals.
- Assist clients in identifying/reaching their basic needs for healing and personal safety. Provide referrals to other agencies as necessary.
- Provide 24-hour advocacy and support for primary/secondary victims at law enforcement centers, First Witness Interviews, hospital emergency rooms and clinics, and criminal/civil courts matters.
- If demand for service remains on track, more resources will be needed to provide services to an increased number of individuals.

Goal 2: Promote Services and Strengthening Relationships with other agencies and service providers.

Objectives:

- SUPPORT WITHIN REACH will publicize our crisis/help-line, along with our 800 number via newspapers, social media platforms, public service announcements, and brochures/literature disbursed throughout the county (monthly).
- Promote our website: www.supportwithinreach.org and engage with community members online through our agency social media platforms.
- Continue to strengthen ties and develop creative and unique ways to reach out to vulnerable populations across Aitkin County. This practice serves to create a network of supportive services for victims of sexual violence.
- SUPPORT WITHIN REACH will continue to be a part of Aitkin County Health and Human Services meetings (ongoing).
- Continue to develop a list of locations within the community where SUPPORT WITHIN REACH can meet privately with clients in outlying areas of the community (as needed).
- SUPPORT WITHIN REACH will re-engage the multi-disciplinary team that is responsible for the justice system response to sexual assault.

Goal 3: Provide prevention/awareness education programming to residents of Aitkin County.

Objectives:

- Provide prevention education and awareness programming within schools and daycares reaching children grades preschool and k-12 and parents with the focus of awareness and safety. *In this funding request this may include Body Safety presentations and Let's Chat (a multi-disciplinary team approach to sexual violence prevention that has been established and will establish next steps based on the advice of local schools)*

Support Within Reach – 2023 Request

Aitkin County Sexual Violence Services

- Provide prevention education and awareness programming to youth-at-risk residing within group homes.
- Provide prevention education and awareness programming to developmentally disabled population.
- Provide presentations and training to professionals within the community (law enforcement, medical providers' educators, etc.) to support understanding of social issues which are significantly impacting children and families.
- Create at least one community awareness campaigns related to sexual violence through newspaper articles and placing brochures/literature throughout the community.

Often times Northeastern Minnesota is often forgotten, and Support Within Reach is really working hard to ensure that the outreach and prevention along with all other services are being taken care of as our mission is to reduce the impact and harm of sexual violence in the communities we serve. See our attached Approved 2021-2022 Budget.

Thank you very much for your consideration of Support Within Reach's request.

Respectfully submitted by,



Evett S Ellis

Support Within Reach - Sexual Violence Advocacy and Resource Center

Agency Budget October 1 2021 - September 30 2022

Revenue

| Grant Name | Revenue | | | | | | | Combined Total |
|---|----------------|---------------|---------------|---------------|---------------|----------------|----------------|----------------|
| | Beltrami | Cass | Clearwater | Hubbard | Aitkin | Itasca | Total | |
| Aitkin County | 0 | 0 | 0 | 0 | 1,500 | 0 | 1,500 | 1,500 |
| Beltrami Child Abuse Prev | 2,400 | 0 | 0 | 0 | 0 | 0 | 2,400 | 2,400 |
| Beltrami County Cooperative | 1,800 | 0 | 0 | 0 | 0 | 0 | 1,800 | 1,800 |
| Blandin Foundation | 0 | 0 | 0 | 0 | 0 | 50,000 | 50,000 | 50,000 |
| Itasca Human Services - SANE | 0 | 0 | 0 | 0 | 0 | 6,683 | 6,683 | 6,683 |
| Itasca Human Services - SWR | 0 | 0 | 0 | 0 | 0 | 6,683 | 6,683 | 6,683 |
| Enbridge | 54,000 | 0 | 0 | 0 | 0 | 36,000 | 90,000 | 90,000 |
| Fines | 300 | 0 | 0 | 0 | 500 | 2,300 | 3,100 | 3,100 |
| Grand Rapids Area Community Foundation | 0 | 0 | 0 | 0 | 0 | 2,670 | 2,670 | 2,670 |
| Fundraising/Donations | 10,365 | 500 | 100 | 500 | 500 | 11,011 | 22,976 | 22,976 |
| Lake Country Power/Clearwater Polk/Round up | 0 | 0 | 300 | 500 | 0 | 1,000 | 1,800 | 1,800 |
| Mille Lacs Energy | 0 | 0 | 0 | 0 | 300 | 0 | 300 | 300 |
| MNCASA - Other | 800 | 0 | 0 | 0 | 0 | 800 | 1,600 | 1,600 |
| MN Department of Health | 83,000 | 0 | 0 | 0 | 0 | 12,000 | 95,000 | 95,000 |
| MN Northwest Foundation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Program Income - SANE | 0 | 0 | 0 | 0 | 1,500 | 2,000 | 3,500 | 3,500 |
| Program Income - SWR | 0 | 0 | 0 | 0 | 0 | 2,000 | 2,000 | 2,000 |
| Otto Bremer Foundation | 30,000 | 0 | 0 | 0 | 0 | 20,000 | 50,000 | 50,000 |
| OJP SMART | 13,000 | 0 | 0 | 0 | 0 | 13,000 | 26,000 | 26,000 |
| TOGO | 0 | 0 | 0 | 0 | 0 | 1,000 | 1,000 | 1,000 |
| Townships | 875 | 1250 | 500 | 2900 | 100 | 1,630 | 7,255 | 7,255 |
| United Way of Bemidji Area | 15,000 | 0 | 0 | 0 | 0 | 0 | 15,000 | 15,000 |
| United Way 1,000 Lakes | 0 | 0 | 0 | 0 | 0 | 14,500 | 14,500 | 14,500 |
| United Way NE MN | 0 | 0 | 0 | 0 | 0 | 5,000 | 5,000 | 5,000 |
| OJP-CVS | 249,007 | 38,059 | 36,023 | 41,260 | 9,309 | 166,004 | 539,662 | 539,662 |
| Total Revenue | 460,547 | 39,809 | 36,923 | 45,160 | 13,709 | 354,281 | 950,428 | 950,428 |
| Percentage of Budget | 42% | 6% | 6% | 6% | 5% | 35% | 1 | 1 |

Payroll Totals

| Payroll Expense Type | Payroll Totals | | | | | Combined Total |
|-------------------------------|----------------|---------------|---------------|---------------|--------------|----------------|
| | Beltrami | Cass | Clearwater | Hubbard | Aitkin | |
| Total Payroll | 286,995 | 34,216 | 33,280 | 33,280 | 7,675 | 241,110 |
| Total Fringe | 22,459 | 2,689 | 2,616 | 2,616 | 603 | 18,871 |
| Total IRA | 2,172 | 1,026 | - | - | - | 3,163 |
| Total Payroll Fee | 728 | 91 | 91 | 91 | 46 | 592 |
| Total Life | 288 | 36 | 36 | 36 | 9 | 243 |
| Employee Assistance Program | 510 | 510 | 510 | 510 | 510 | 3,060 |
| Total Health/Dental Insurance | 9,951 | - | - | 5,237 | 977 | 22,297 |
| Total Personnel | 323,103 | 38,569 | 36,533 | 41,770 | 9,819 | 286,786 |

Expenses

| Expense Type | Expenses | | | | | Combined Total |
|---|----------|-------|------------|---------|--------|----------------|
| | Beltrami | Cass | Clearwater | Hubbard | Aitkin | |
| Accounting | 7,100 | 300 | 300 | 300 | 100 | 2,900 |
| Legal Fees | 3,000 | - | - | - | - | 1,000 |
| Bank Charges | - | - | - | - | - | - |
| Contract Services - SANE/Consultants, Grant Writers | 10,000 | - | - | - | - | 4,000 |
| Dispatch Services | 1,386 | 198 | 198 | 198 | 198 | 1,155 |
| Dues/Memberships - Dues, Bamboo HR | 2,031 | - | - | - | - | 1,354 |
| Client/Emergency Funds | 600 | 200 | 200 | 200 | 200 | 400 |
| Equipment Rental | 1,680 | - | - | - | - | 1,120 |
| Events/Exhibits | 504 | 72 | 72 | 72 | 72 | 750 |
| Fundraising Expense | 1,500 | - | - | - | - | 1,800 |
| Insurance | 3,303 | 472 | 472 | 472 | 393 | 2,753 |
| Workers Compensation | 600 | - | - | - | - | 600 |
| Maintenance/Repairs | 1,470 | 210 | 210 | 210 | 210 | 1,225 |
| Program Expenses (office supplies, etc) | 3,350 | 650 | 650 | 650 | 575 | 2,925 |
| Postage | 378 | 54 | 54 | 54 | 45 | 315 |
| Printing/Copying | 2,310 | 330 | 330 | 330 | 275 | 1,925 |
| Professional Development | 3,570 | 510 | 510 | 510 | 275 | 3,125 |
| Security Expense | 798 | 114 | 114 | 114 | - | 920 |
| Publicity (PSA's) | 500 | - | - | - | 500 | 500 |
| Recruitment/Recognition (staff, volunteers, board) | 798 | 114 | 114 | 114 | 114 | 665 |
| Rent/Lease | 25,932 | 6,000 | 4,200 | 1,500 | 3,444 | 12,000 |
| Small Equipment | 1,500 | 300 | 300 | 300 | 300 | 1,000 |
| Tech Support | 4,000 | - | - | - | - | 2,000 |
| Telephone/Internet/Staff Cell Phone Reimb. | 7,140 | 1,020 | 1,020 | 1,020 | 1,020 | 5,950 |



Board of County Commissioners Agenda Request



Requested Meeting Date:

Title of Item:

| | | |
|---|---|---|
| <p>REGULAR AGENDA</p> <p>CONSENT AGENDA</p> <p>INFORMATION ONLY</p> | <p>Action Requested:</p> <p>Approve/Deny Motion</p> <p>Adopt Resolution (attach draft)</p> <p style="text-align: right;"><i>*provide copy of hearing notice that was published</i></p> | <p>Direction Requested</p> <p>Discussion Item</p> <p>Hold Public Hearing*</p> |
| <p>Submitted by:</p> | | <p>Department:</p> |
| <p>Presenter (Name and Title):</p> | | <p>Estimated Time Needed:</p> |
| <p>Summary of Issue:</p> | | |
| <p>Alternatives, Options, Effects on Others/Comments:</p> | | |
| <p>Recommended Action/Motion:</p> | | |
| <p>Financial Impact:</p> <p><i>Is there a cost associated with this request?</i> Yes No</p> <p><i>What is the total cost, with tax and shipping? \$</i></p> <p><i>Is this budgeted?</i> Yes No <i>Please Explain:</i></p> | | |



Board of County Commissioners Agenda Request

7

Agenda Item #

Requested Meeting Date:

Title of Item:

| | |
|----------------|---|
| REGULAR AGENDA | Action Requested by: County Business |
|----------------|---|

| Committee | Freq. | Schedule | Current Board Representative |
|---|---------------------|----------------|--------------------------------------|
| Association of MN Counties (AMC) | | | |
| Environmental & Natural Resources Policy | | | Commissioner Ann Marcotte |
| General Government | | | Commissioner Don Niemi |
| Health & Human Services | | | HHS Director Cynthia Bennett |
| Public Safety Committee | | | Commissioner Laurie Westerlund |
| Transportation Policy | | | Commissioner Brian Napstad |
| Aitkin Airport Commission | Monthly | 1st Wednesday | Wedel |
| Aquatic Invasive Species (AIS) | Monthly | 3rd Thursday | Wedel and Npstad |
| Aitkin County CARE Board | Monthly | 3rd Tuesday | Westerlund |
| Aitkin County Community Corrections Advisory | Quarterly | Varies | Wedel and Marcotte |
| Aitkin County Water Planning Task Force | Bi-Monthly | 3rd Wednesday | Wedel |
| Aitkin Economic Development Administration | Quarterly | 3rd Thursday | Wedel |
| Arrowhead Counties Association | 8-9x yearly | 3rd Wednesday | Niemi and Westerlund |
| Arrowhead Economic Opportunity Agency | Bi-Monthly | 3rd Wednesday | Westerlund, Niemi (Alt) |
| Arrowhead Regional Development Council | Quarterly | 3rd Thursday | Niemi, Westerlund (Alt) |
| ATV Committee | Monthly | | Napstad and Westerlund |
| Big Sandy Lake Management Plan | Monthly | 2nd Wednesday | Napstad, Marcotte (Alt) |
| Budget Committee | Most Months | 1st Tuesday | Marcotte and Napstad |
| East Central Regional Library Board | Monthly | 2nd Monday | Niemi, Napstad (Alt) |
| Economic Development | Monthly | 1st Wednesday | Napstad and Niemi |
| Emergency Management | As needed | | Wedel |
| Environmental Assessment Worksheet | As needed | | Marcotte and Napstad |
| Extension | 4x Year | Monday | Marcotte, Westerlund (Alt) |
| Facilities/Technology | As needed | | Wedel and Westerlund |
| H&HS Advisory (Liaison) | Monthly except July | 1st Thursday | Westerlund and Wedel |
| Historical Society | Monthly | 4th Wednesday | Wedel |
| Joint Powers Natural Resource Board | Odd Months | 4th Monday | Napstad |
| Lakes and Pines | Monthly | 3rd Monday | Niemi, Marcotte (Alt) |
| Law Library | Quarterly | Set by Judget | Marcotte, Niemi (Alt) |
| McGregor Airport Commission | Monthly | Last Wednesday | Napstad |
| Mille Lacs Fisheries Input Group | 8-10x Year | | Westerlund |
| Mille Lacs Watershed | 10x Year | 3rd Monday | Westerlund, Niemi (Alt) |
| Mississippi Headwaters Board | Monthly | 4th Friday | Marcotte, Napstad (Alt) |
| MN Rural Caucus | 8x Year | Varies | Niemi, Westerlund (Alt) |
| Natural Resources Advisory Committee | 8-10x Year | 2nd Monday | Marcotte and Napstad |
| NE MN Office Job Training | As called | | Niemi |
| Northeast MN ATP | Quarterly | Varies | Napstad, Engineer Welle, Niemi (Alt) |
| Northeast MN ECB | 5-6x Year | 4th Thursday | Napstad, Dan Guida (Alt) |
| Northeast Waste Advisory Committee | Quarterly | 2nd Monday | Napstad, Westerlund (Alt) |
| Northern Counties Land use Coordinating Board | Monthly | 1st Thursday | Marcotte, Napstad (Alt) |
| Ordinance | As needed | | Napstad and Marcotte |
| Personnel/Insurance | As needed | 2nd Tuesday | Marcotte and Wedel |
| Planning Commission | Monthly | 3rd Monday | Marcotte, Westerlund (Alt) |
| Rum 1W1P Policy Committee | Quarterly | | Westerlund, Niemi (Alt) |
| Snake River Watershed | Monthly | 4th Monday | Niemi, Napstad (Alt) |
| Snake River 1W1P Policy | | | Niemi, Napstad (Alt) |
| Sobriety Court | Bi-Monthly | 3rd Thursday | Wedel |
| Solid Waste Advisory | As needed | | Napstad and Westerlund |
| Toward Zero Deaths | Monthly | 2nd Wednesday | Wedel |
| Tri-County Community Health Services | Quarterly | 2nd Thursday | Westerlund |