

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS October 11, 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):2554 296 8356; (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 September 27, 2022 to October 10, 2022

B) Approve September 27, 2022 County Board Minutes

C) Approve September 13, 2022 Amended County Board Minutes

D) Approve Electronic Funds Transfers

E) Approve Commissioner Vouchers

F) Approve Auditor's Vouchers – Auditor Warrants Paid 09.30.2022

G) Approve Manual Warrants – ELAN Paid 09.15.2022

H) Approve Manual Warrants – FSA Claims – September 2022

I) Approve Manual Warrants – LLCC Credit Card Fees – September 2022

J) Adopt Resolution: SR Donation – Mille Lacs Energy Community Trust

K) Adopt Resolution: SR Donation – Minnewawa Sportsmen's Club

L) Adopt Resolution: SR Donation – VFW Post 2747 - McGregor

M) Adopt Resolution: SR Donation – Roberts-Glad VFW Post 1727

N) Adopt Resolution: LG230 Off-Site Gambling – Minnewawa Sportsmen's Club

O) Adopt Resolution: Utility Easement

P) Adopt Resolution: Set Time and Date of 2023 Timber Auctions

Q) Adopt Resolution: Nikko Repurchase

**9:05 3) Jessica Johnson – Community Outreach and Government Relations Manager,
Talon Metals**

A) Talon Metals Mine Update

- 9:35 4) **Bobbie Danielson – Human Resources Director**
A) **Summer Camp Stipend**
B) **Approve Job Desc: Election Support Specialist-Account Tech (Auditor’s Office)**
C) **Approve Recommendation from the Consultant (Assessment Tech – Assessor’s Office)**
- 9:40 5) **Kathleen Ryan – Chief Financing Officer**
A) **Community Grant Program Awards**
B) **Authorize Submission of LATCF Grant Application**
C) **Warrant Processing – ApplicationXtender – Workflow Manager**
- 10:00 6) **Dennis Thompson – Land Commissioner**
A) **Letter of Support for Huber Engineered Woods, LLC**
- 10:10 7) **Committee Updates**
- 10:40 8) **Jessica Seibert – County Administrator**
A) **Administrator Updates**
B) **Closed Session Under MN Statute 2D13D. 03 Subd.1(b) Negotiations**
- 11:15 **Adjourn**

The Aitkin County Board of Commissioners met this 27th day of June, 2022 at 9:01 a.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Donald Niemi, Ann Marcotte, Brian Napstad, Laurie Westerlund, County Administrator Jessica Seibert, and Administrative Assistant Brittany Searle.

Motion made by Commissioner Napstad, seconded by Commissioner Niemi and carried, all voting yes to approve the September 27, 2022 agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING**

The Aitkin County Board of Commissioners met this 27th day of September 2022, at 9:00 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Commissioners Brian Napstad, J. Mark Wedel, Don Niemi, Laurie Westerlund and Anne Marcotte. Others present included: County Administrator Jessica Seibert, Admin/HR Administrative Assistant Brittany Searle, H&HS Administrative Assistant Paula Arimborgo, H&HS Supervisors Becca Person, Erin Melz and Carli Goble, Advisory Committee Members Cindy Chuhanic and Michelle Brodhead, and other public guests. Joining via WebEx: H&HS Supervisor Jessi Goble, Kathy Robb-Aitkin Age, AC Economic Development Coordinator Mark Jeffers and Paul Vold-KKIN.

Approved Agenda

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members present voting yes to approve the September 27th, 2022 Health & Human Services Board agenda as presented.

Approved Minutes

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members present voting yes to approve the August 23rd, 2022 Health & Human Services Board minutes.

Approved Bills

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

Competency Restoration

Becca Person, H&HS Adult Services supervisor gave a presentation on Competency Restoration.

- Competency Restoration is the process of providing services for an individual that is found incompetent to stand trial to help them understand the court system and regain competency.
- Started in 2006 by the MN Department of Human Services

Call to Order

Approved Agenda

**Health and
Human Services**

- In 2018, the Department of Human Services ended competency restoration services for individuals in state hospitals who no longer met medical acuity.
- Competency restoration services are expected to be provided within community settings.
- In 2019, the Community Competency Restoration Task Force was created.
- On 5/23/22, state legislation was passed that will impact how competency restoration services are provided statewide.
- Aitkin County has four employees able to provide competency restoration services.
- Aitkin County has no funding mechanism to bill these service or travel time if needed.
- Aitkin County does not have any clients receiving competency restoration services at this time but has provided services to clients within the community in the past.

Committee Updates

The Board discussed H&HS Advisory Committee and Lakes & Pines.

The meeting was adjourned at 9:57 a.m.
Next Meeting – October 25th, 2022

There was no Citizens' Public Comment

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

- A) Correspondence File September 13, 2022 to September 26, 2022
- B) Approve September 13, 2022 County Board Minutes;
- C) Approve Electronic Funds Transfers
- D) Approve Commissioner's Vouchers: General \$134,479.54, Reserves \$46,867.75, Road & Bridge \$72,069.46, HHS \$4,130.65, State \$360.00, Trust \$11,334.45, Forest Development \$8,688.30, Aitkin County Collaborative \$17,615.00, LLCC \$4,388.36, Parks \$29,051.80, COVID \$15,941.00 for a total of \$344,926.31.
- E) Approve Auditor's Vouchers – ACLD-GIA Land Department: Parks \$25,498.25 for a total of \$25,498.25.
- F) Approve Auditor's Vouchers – Property Tax Overpayments
- G) Approve Auditor's Vouchers – R&B Contract Payments
- H) Approve Manual Warrants/Voids/Corrections – Camping Refund and Receipt Correction
- I) Approve Manual Warrants/Voids/Corrections – ELAN Paid 09.01.2022
- J) Approve Manual Warrants/Voids/Corrections – ELAN Paid 09.15.2022
- K) Approve Manual Warrants/Voids/Corrections – Sales-Use and Diesel Tax, August 2022
- L) Approve Affidavit for Duplicate of Lost Warrant – Larry McNeff
- M) Approve Affidavit for Duplicate of Lost Warrant – Colton Cobb

**Citizens' Public
Comment**

Consent Agenda

- N) Approve MNCCC Board Ratification Statement
- O) Approve Application to Make Retail Sales of Tobacco Products
- P) Approve 2023 Legislative Priorities
- Q) Adopt Resolution: Veterans Office Donation
- R) Adopt Resolution: MCCU Repurchase Tax-Forfeited Property
- S) Adopt Resolution: Search and Rescue Donation – American Legion 86
- T) Adopt Resolution: STS Donation – Lakes and Woods Garden Club

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

Affidavit for Duplicate of Lost Warrant – Larry McNeff

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

Affidavit for Duplicate of Lost Warrant – Colton Cobb

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to approve – Affidavit for Duplicate of Lost Warrant – MNCCC Board Ratification Statement.

MNCCC Board Ratification Statement

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to approve – Application to Make Retail Sales of Tobacco Products.

Application to Make Retail Tobacco Sales

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to approve – 2023 Legislative Priorities.

2023 Legislative Priorities

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – Veterans Office Donation;

Resolution #20220927-116 VSO 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>
Anonymous Veteran	\$ 1000.00

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

<u>Name of Donor</u>	<u>Terms or Conditions</u>
Anonymous Veteran in Aitkin County	Money to be used to assist veterans

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 Marcotte, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – MCCU Repurchase Tax-Forfeited Property;

WHEREAS, Members Cooperative Credit Union, Mortgagee at the time of forfeiture.
(Applicant)

WHEREAS, the Applicant has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax-forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is situated in the County of Aitkin, Minnesota and described as follows, to-wit:

Parcel # 10-0-047404 Street Address: 14043 480th Street, Tamarack, MN 55787

The East Three Hundred Sixty (360) feet of the North Nine Hundred Ninety (990) feet of the Northeast Quarter of the Northeast Quarter (NE 1/4 NE 1/4) of Section Twenty-nine (29), Township Forty-nine (49), Range Twenty-two (22).

and **WHEREAS**, said Applicants has set forth in his application that:

- A. Hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:

The Mortgagee has loaned money to Nial H. Nickey pursuant to a promissory note which is secured by a mortgage dated July 31, 2017, and recorded in the Office of the Aitkin County Recorder on August 11, 2017, as document number A440833 against said land. If the Mortgagee is not allowed to repurchase the Land it stands to lose its secured interest in the Land and its ability to recover funds will be substantially prejudiced. Allowing the repurchase will correct the hardship and injustice resulting from the forfeiture.

- B. That the repurchase of said Land by me will promote and best serve the public interest because public policy and law disfavors forfeiture. The value of the Land, and the value of the Mortgagee’s mortgage are substantially more than the taxes due. As part of this purchase, Aitkin County will be paid in full and not prejudiced.

and **WHEREAS**, the Applicants have made payment of all delinquent taxes of properties

**Resolution
#20220927-117
MCCU
Repurchase Tax-
Forfeited Property**

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.

Mark Jeffers – Economic Development Coordinator presented Economic Development Impact Update

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – Award Contract 20228;

WHEREAS, Contract No. 20228 is for construction of S.P. 001-090-003, and

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Monday, August 29, 2022 with a total of three bids received, and

WHEREAS, Marvin Tretter, Inc., Pierz, MN was the lowest responsible bidder in the amount of \$524,818.25.

NOW THEREFORE, BE IT RESOLVED, that Marvin Tretter Inc. be awarded Contract 20228.

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

John Welle – County Engineer presented 2023-2027 Capital Improvement Plan.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution – Set Date for Tax-Forfeited Land Sale;

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

WHEREAS, public hearings were held on May 14, 2019, April 28, 2020, April 13, 2021, and on April 12, 2022 at 10:00am in Aitkin County regarding the classification of the attached lands and classified them as Non-Conservation, and

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

Economic Development Impact Update

Resolution #20220927-120 Award Contract 20228

2023-2027 RB Capital Improvement Plan

Resolution #20220927-121 Set Date for Tax – Forfeited Land Sale

said appraisals of each property following, and

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

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

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

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

BE IT FURTHER RESOLVED, that notice of such sale of lands, timber and buildings be given by publication in the official newspaper of the County as provided by law; that the County Auditor of Aitkin County offer such parcels of land for sale in the order in which they appear in said NOTICE OF SALE, and that such sale shall commence at 1:00 p.m. on Friday, the 2nd day of December 2022 and continue until all parcels classified as non-conservation and timber only, buildings on parcels not classified, are offered to the highest bidder for sale. This sale will be held at the Government Center Board Room, Third (3rd) Floor, – 307 2nd Street NW, Aitkin, MN 56431

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

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

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

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

BE IT FURTHER RESOLVED, as required by Minnesota Statutes 287.22, all State Tax

Deeds are subject to State Deed Tax which must be paid by the purchaser.

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

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

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

BE IT FURTHER RESOLVED, that properties not sold at the auction will be available for the appraised price set by the county board on a first come first serve basis at the Aitkin County Land Department office at 502 Minnesota Ave N. Aitkin, MN during regular business hours until 4:30 p.m. on March 3, 2023. At that time the properties will be withdrawn from available listing except for the following parcel which will be offered until sold or removed from sale by the County Land Commissioner later subject to the approval of the County Board: Parcel 2 (16-0-017600).

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

Jessica Seibert – County Administrator reviewed 2023 MR Legislative Priorities.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – Set 2023 Preliminary Budget;

BE IT RESOLVED, that the preliminary Aitkin County tax levy for payable 2023 be set at \$16,945,046.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voted to set 2023 Budget Public Hearing for December 13, 2022 at 6:05 p.m.

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

- Fall Policy Conference
- Department Head Meeting
- Capital Improvement Plan Work
- Career Fair
- Facilities Meeting
- MACA Executive Committee

**2023 MR
Legislative
Priorities**

**Resolution
#20220927-122
Set 2023
Preliminary
Budget**

**2023 Budget
Public Hearing**

**Administrator
Updates**

AITKIN COUNTY BOARD

September 27, 2022

<p>The Board discussed: AMC, Extension , Facilities, Planning Commission, Mississippi Headwaters, Snake River Watershed, AIS, Joint Counties Natural Resources Board, TZD</p> <p>Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voted to ratify AFSCME Courthouse Unit 2022-2024 Agreement.</p> <p>Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voted to close meeting under MN Statute 13D.03 Subd.1(b) Labor Negotiations at 12:47 p.m.</p> <p>Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to reopen meeting at 1:48 p.m.</p> <p>Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voted to approve LELS #504 MOA – Holiday Pay Stipend for Exempt Positions and Vacation Cash Out.</p> <p>Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voted to approve LELS #504 MOA – Personal Leave.</p> <p>Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried, all members voting yes to adjourn the meeting at 2:01 p.m. until Tuesday, October 11, 2022 at the Aitkin County Government Center.</p>	<p>Board Discussion</p> <p>Ratify AFSCME Courthouse Unit Agreement 2022-2024</p> <p>Close Meeting Under MN Statute 13D.03 Subd.1(b) Labor Negotiations</p> <p>Reopen Meeting</p> <p>LELS Holiday Pay Stipend for Exempt Positions and Vacation Cash Out MOA</p> <p>LELS Personal Leave MOA</p> <p>Adjourn</p>
<p>_____ J. Mark Wedel, Board Chair Aitkin County Board of Commissioners</p>	<p>_____ Jessica Seibert County Administrator</p>

<p>The Aitkin County Board of Commissioners met this 13th day of September, 2022 at 9:02 a.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Donald Niemi, Ann Marcotte, Brian Napstad, Laurie Westerlund, County Administrator Jessica Seibert, and Administrative Assistant Brittany Searle.</p>	<p>Call to Order</p>
<p>Motion made by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all voting yes to approve the September 13, 2022 agenda.</p>	<p>Approved Agenda</p>
<p>There was no Citizens' Public Comment</p>	<p>Citizens' Public Comment</p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the Consent Agenda as follows.</p>	<p>Consent Agenda</p>
<p>A) Correspondence File August 23, 2022 to September 12, 2022; B) Approve August 23, 2022 County Board Minutes; C) Approve Electronic Funds Transfers \$2,289,752.07; D) Approve Commissioner Vouchers: General \$138,864.58, Reserves \$26,940.16, Road & Bridge \$69,134.55, Unorganized Townships \$9,202.69, HHS \$7,479.95, Trust \$1,453.46, Forest Development \$785.31, LLCC \$11,324.44, Parks \$10,666.17, COVID \$6,959.33 for a total of \$282,81.64. E) Approve Auditor's Vouchers – Auditor Warrants Paid 09.02.2022: Road & Bridge \$76,696.60, Parks \$21,549.14 for a total of \$98,245.74. F) Approve Auditor's Vouchers – Production Tax: Townships/Cities/ARDC/Ambulance \$174,506.00 for a total of \$174,506.00. G) Approve Auditor's Vouchers – Road and Bridge Contract Payments: Road & Bridge \$861,223.76 for a total of \$861,223.76. H) Approve Auditor's Vouchers – Auditor Warrants Paid 09.09.2022: Road & Bridge \$654,278.82, Parks \$12,847.17 for a total of \$667,125.99. I) Approve Manual Warrants– ELAN Paid 08.18.2022: General Fund \$6,946.15 for a total of \$6,946.15. J) Approve Manual Warrants– ELAN (2) Paid 08.18.2022: General \$-2,232.14, Reserves \$668.07, HHS \$1,288.63, Trust \$199.98, LLCC \$75.46. K) Approve Manual Warrants– Camping Refund 08.30.2022: Parks \$420.00 for a total of \$420.00. L) Approve Manual Warrants– FSA Claims 40356006, MTG Reg and Deed Tax August 2022: General Fund \$100.06, State \$93,569.12 for a total of \$93,669.18. M) Approve Manual Warrants– FSA Claims 440341350 and Participant Fees August 2022: General Fund \$1,853.59 for a total of \$1,853.59. N) Approve Manual Warrants– FSA Claims 440348837: General \$32.19 for a total of \$32.19. O) Approve Manual Warrants– LLCC Credit Card Fees and Camping Refund: LLCC \$141.68, Parks \$60.00 for a total of \$201.68 P) Approve Affidavit for Lost Warrant – Watson Q) Approve EMPG Grant R) Approve Recommendation from Consultant: Jail Sergeant S) Adopt Resolution: Final Contract Payment 20217 T) Adopt Resolution: Final Contract Payment 20219 U) Adopt Resolution: Final Contract Payment 20224 V) Adopt Resolution: CAPs Donation</p>	
<p>Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to approve – Affidavit for Lost Warrant - Watson.</p>	<p>Affidavit for Lost Warrant - Watson</p>
<p>Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to approve – EMPG Grant.</p>	<p>EMPG Grant</p>

AITKIN COUNTY BOARD

September 13, 2022

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to approve – Recommendation from Consultant: Jail Sergeant.

**Recommendation from Consultant:
Jail Sergeant**

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution: Final Contract Payment 20217

**Resolution #20220913-112
Final Contract Payment 2017**

WHEREAS, Contract No. 20217 has in all been completed, and the County Board being fully advised in the premises.

NOW THEREFORE BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Knife River in the amount of \$13,939.55.

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution: Final Contract Payment 20219

**Resolution #20220913-113
Final Contract Payment 20219**

WHEREAS, Contract No. 20219 has in all been completed, and the County Board being fully advised in the premises.

NOW THEREFORE BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to R.C.Habeck Excavating, LLC in the amount of \$14,040.046.

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution: Final Contract Payment 20224

**Resolution #20220913-114
Final Contract Payment 20224**

WHEREAS, Contract No. 20224 has in all been completed, and the County Board being fully advised in the premises.

NOW THEREFORE BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to MP Asphalt Maintenance, LLC in the amount of \$3,776.54.

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

**Resolution #20220913-115
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>
Palisade Fire Department	\$ 500.00

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

<u>Name of Donor</u>	<u>Terms or Conditions</u>
Palisade Fire Department presentations and	\$500.00 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.

Dennis Thompson – Land Commissioner presented 2021 Apportionment and 2023 Preliminary Land Budget.

2021 Apportionment and 2023 Preliminary Land Budget

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voted to approve – Community Grant Program Awards.

Community Grant Program Awards

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voted to approve – Lifelong Recovery Center.

Lifelong Recovery Center

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to approve – Auditor Request for Proposal.

Auditor Request for Proposal

Jessica Seibert – County Administrator presented 2023 Proposed Preliminary Budget.

2023 Proposed Preliminary Budget

Jessica Seibert – County Administrator presented 2023 Legislative Priorities.

2023 Legislative Priorities

Jessica Seibert – County Administrator presented Fund Balance Review.

Fund Balance Review

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

Administrator Updates

- Budget Presentation
- OPIOD Settlement
-

Motion by Commissioner Westerlund, seconded by Commissioner Niemi to approve 2021 Annual Report.

2021 Annual Report (HWY)

AITKIN COUNTY BOARD

September 13, 2022

Motion by Commissioner Marcotte, seconded by Commissioner Napstad to approve FRF Request – Lost Revenue.

**FRF Request –
Lost Revenue**

The Board discussed: NEMOJT, ECRL, McGregor Airport, NE Waste Advisory, AIS, CARE, Aitkin Airport.

Board Discussion

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to close the meeting under MN Statute 13D.03 Subd.1(b) Labor Negotiations at 12:17 p.m.

**Close meeting
under MN Statute
13D.03 Subd.1(b)
Labor
Negotiations**

Motion by Commissioner Westerlund, seconded by Commissioner Napstad to reopen the meeting at 12:56 p.m.

Reopen Meeting

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 12:57 p.m. until Tuesday, September 27, 2022 at the Aitkin County Government Center.

Adjourn

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

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2D
Agenda Item #

Requested Meeting Date: 10/11/2022

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 10/3/2022		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

ELECTRONIC FUNDS TRANSFER

Thru October 3, 2022 Board Meeting October 11, 2022

Abstract Number	Date	Amount	Reason
21458	9/23/22	\$25,498.25	Auditor Abstract
21460	9/23/22	\$601,464.02	Payroll Abstract
21461	9/23/22	\$5,434.02	Auditor Abstract
21462	9/27/22	\$12,182.33	Commissioner Abstract
21464	9/30/22	\$136,723.14	Commissioner Abstract
21465	9/30/22	\$41,333.31	Auditor Abstract
21466	9/30/22	\$5,232.12	Auditor Abstract
21467	9/29/22	\$8,401.24	Manual Abstract
21468	9/30/22	\$4,196.93	Manual Abstract

\$0
Voids/No ACH
21459
21463

\$840,465.36

WLC1
9/27/22

8:32AM

Aitkin County



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
12	DEPT			Court Administration			
9046	Loffler Companies, Inc. 01-012-000-0000-6220		23.91	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
	9046 Loffler Companies, Inc.		23.91	1 Transactions			
12	DEPT Total:		23.91	Court Administration	1 Vendors	1 Transactions	
40	DEPT			Auditor			
9046	Loffler Companies, Inc. 01-040-000-0000-6220		28.70	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
	01-040-021-0000-6220		23.91	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
	9046 Loffler Companies, Inc.		52.61	2 Transactions			
7910	MINNCORIndustries 01-040-021-0000-6405		35.00	MV TITLES	SOI-106266	Office Supplies	N
	7910 MINNCORIndustries		35.00	1 Transactions			
86235	The Office Shop Inc 01-040-021-0000-6405		617.85	TONER (3)	1116313-0	Office Supplies	N
	01-040-021-0000-6405		35.42	NOTARY STAMP (JR)	1116315-0	Office Supplies	N
	01-040-000-0000-6405		11.60	SHARPIE MARKERS	1116549-0	Office Supplies	N
	86235 The Office Shop Inc		664.87	3 Transactions			
40	DEPT Total:		752.48	Auditor	3 Vendors	6 Transactions	
42	DEPT			Treasurer			
9046	Loffler Companies, Inc. 01-042-000-0000-6220		14.35	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
	9046 Loffler Companies, Inc.		14.35	1 Transactions			
2966	MACO 01-042-000-0000-6360		750.00	MOMS MAINTENANCE FEE	09 16 2022	Services, Labor, Contracts	N
	2966 MACO		750.00	1 Transactions			

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
4689	Metro Sales Inc 01-042-000-0000-6360		148.00	RICOH COPIER 08/01/2022 08/31/2022	INV2119214	Services, Labor, Contracts	N
4689	Metro Sales Inc		148.00	1 Transactions			
42	DEPT Total:		912.35	Treasurer	3 Vendors	3 Transactions	
43	DEPT			Assessor			
10330	Dangers/Mike 01-043-000-0000-6330		39.90	TAX FORFEIT SALE MILEAGE	09/12/22	Transportation/Travel/Parking	N
10330	Dangers/Mike		39.90	1 Transactions			
9046	Loffler Companies, Inc. 01-043-000-0000-6220		57.39	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
9046	Loffler Companies, Inc.		57.39	1 Transactions			
43	DEPT Total:		97.29	Assessor	2 Vendors	2 Transactions	
44	DEPT			Central Services			
9867	Government Management Group Inc 01-044-000-0000-6360		3,600.00	2021 COST ALLOCATION PLAN	2101	Services, Labor, Contracts	N
9867	Government Management Group Inc		3,600.00	1 Transactions			
9046	Loffler Companies, Inc. 01-044-000-0000-6220		23.91	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
9046	Loffler Companies, Inc.		23.91	1 Transactions			
9228	North Memorial Ambulance Service 01-044-000-0000-6841		2,025.00	AUG 2022 SUBSIDY	AUG 2022	Ambulance Appropriations	N
9228	North Memorial Ambulance Service		2,025.00	1 Transactions			
44	DEPT Total:		5,648.91	Central Services	3 Vendors	3 Transactions	
49	DEPT			Information Technologies			
9561	Amazon Business 01-049-000-0000-6485		1,700.62	VLAD'S COMPUTER BUILD OUT	1FXK-1L33-RK1M	Computer/Technology Supplies	N

Aitkin County



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

1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
9561	Amazon Business			1,700.62		1 Transactions		
9046	Loffler Companies, Inc. 01-049-000-0000-6220			28.70	Sept phone bill 09/01/2022	09/30/2022 IN-80010460124	Telephone	N
9046	Loffler Companies, Inc.			28.70		1 Transactions		
49	DEPT Total:			1,729.32	Information Technologies	2 Vendors	2 Transactions	
52	DEPT				Administration			
9046	Loffler Companies, Inc. 01-052-000-0000-6220			33.48	Sept phone bill 09/01/2022	09/30/2022 IN-80010460124	Telephone	N
9046	Loffler Companies, Inc.			33.48		1 Transactions		
52	DEPT Total:			33.48	Administration	1 Vendors	1 Transactions	
53	DEPT				Human Resources			
86222	Aitkin Independent Age 01-053-000-0000-6230			149.30	HIRING AD 08/17/2022	08/20/2022 1249725	Printing, Publishing & Adv	Y
	01-053-000-0000-6230			143.30	PRINTING, PUBLISHING & ADV 08/24/2022	08/27/2022 1253144	Printing, Publishing & Adv	Y
	01-053-000-0000-6230			81.53	PRINTING, PUBLISHING & ADV 08/31/2022	08/31/2022 1254853	Printing, Publishing & Adv	Y
	01-053-000-0000-6230			40.77	PRINTING, PUBLISHING & ADV 09/03/2022	09/03/2022 1254853	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age			414.90		4 Transactions		
9561	Amazon Business 01-053-000-0000-6405			70.68	BOBBIE - FILES NICOLE -BINDERS 08/22/2022	08/22/2022 1TL3-GMN3-44NV	Office Supplies	N
9561	Amazon Business			70.68		1 Transactions		
15240	AT&T Mobility 01-053-000-0000-6220			99.50	BOBBIE/NIKKI AUG PHONE 07/26/2022	08/25/2022 287299383308	Telephone	N

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
15240	AT&T Mobility		99.50		1 Transactions		
13230	BLR 01-053-000-0000-6360		4,200.00	ANNUAL TRAINING SOFTWARE 08/01/2022 07/31/2023	5891769	Services, Labor, Contracts	N
13230	BLR		4,200.00		1 Transactions		
9762	Faul Psychological PLLC 01-053-000-0000-6265		650.00	PSYCH EVALUATION 08/31/2022 08/31/2022	1287	Background Check Fee	6
9762	Faul Psychological PLLC		650.00		1 Transactions		
9046	Loffler Companies, Inc. 01-053-000-0000-6220		14.35	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
9046	Loffler Companies, Inc.		14.35		1 Transactions		
12048	McDowell Agency, Inc./The 01-053-000-0000-6265		211.00	BACKGROUND AUGUST 08/01/2022 08/31/2022	141255	Background Check Fee	N
12048	McDowell Agency, Inc./The		211.00		1 Transactions		
13412	Pemberton, Sorlie, Rufer & Kershner PLLP 01-053-000-0000-6263		1,934.50	PEMBERTON AUGUST 08/01/2022 08/31/2022	93	Contract Legal Services	Y
13412	Pemberton, Sorlie, Rufer & Kershner PLLP		1,934.50		1 Transactions		
9905	Searle/Brittany 01-053-000-0000-6335		141.75	BRITT - WORKPLACE INTRUDER TRA 09/12/2022 09/12/2022	SEARLE TRAIN	Gas/Vehicle Fuel Charges	N
9905	Searle/Brittany		141.75		1 Transactions		
9894	Vault Health 01-053-000-0000-6265		56.30	VAULT AUGUST 08/02/2022 08/02/2022	FL00526221	Background Check Fee	6
	01-053-000-0000-6265		56.30	VAULT SEPTEMBER 09/02/2022 09/02/2022	FL00536967	Background Check Fee	6
9894	Vault Health		112.60		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
53	DEPT Total:		7,849.28	Human Resources	10 Vendors	14 Transactions	
90	DEPT			Attorney			
783	Canon Financial Services, Inc 01-090-000-0000-6342		326.99	CONTRACT CHARGE 09/01/2022 09/30/2022	29163350	Office Equipment Rental/Contracts	N
	783 Canon Financial Services, Inc		326.99	1 Transactions			
9046	Loffler Companies, Inc. 01-090-000-0000-6220		62.18	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
	9046 Loffler Companies, Inc.		62.18	1 Transactions			
4036	Ratz/James 01-090-000-0000-6330		99.23	MILEAGE REIMBURSEMENT	09/14/22	Transportation/Travel/Parking	N
	4036 Ratz/James		99.23	1 Transactions			
9360	Redwood Toxicology Laboratory, Inc. 01-090-000-0000-6265		21.42	PRE-TRIAL TESTING	12289120228	Drug & Forfeiture MS 387.213	6
	9360 Redwood Toxicology Laboratory, Inc.		21.42	1 Transactions			
86235	The Office Shop Inc 01-090-000-0000-6405		478.59	OFFICE SUPPLIES	1116984-0	Office Supplies	N
	01-090-000-0000-6405		30.85	OFFICE SUPPLIES	1116984-1	Office Supplies	N
	86235 The Office Shop Inc		509.44	2 Transactions			
90	DEPT Total:		1,019.26	Attorney	5 Vendors	6 Transactions	
100	DEPT			Recorder			
9046	Loffler Companies, Inc. 01-100-000-0000-6220		14.35	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
	9046 Loffler Companies, Inc.		14.35	1 Transactions			
86235	The Office Shop Inc 01-100-000-0000-6405		8.35	1116504-1	CUST #112	Office Supplies	N
	01-100-000-0000-6405		39.62	1116504-0	CUST #112	Office Supplies	N
	01-100-000-0000-6405		34.98	1116504-2	CUST #112	Office Supplies	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
	01-100-000-0000-6405		5.39	1116530-0	CUST #112	Office Supplies	N
86235	The Office Shop Inc		88.34	4 Transactions			
100	DEPT Total:		102.69	Recorder	2 Vendors	5 Transactions	
110	DEPT			Courthouse Maintenance			
9561	Amazon Business 01-110-000-0000-6415		442.45	ZURN FLUSH VALVE	1LL3-KQTT-HGDF	Operational Supplies	N
9561	Amazon Business		442.45	1 Transactions			
13725	Beartooth True Value 01-110-000-0000-6415		4.29	PAINTERS TAPE	B200574	Operational Supplies	N
13725	Beartooth True Value		4.29	1 Transactions			
88628	Dalco Enterprises, Inc. 01-110-000-0000-6422		165.11	GLOVES, CART BAG	3987016	Janitorial Supplies	N
88628	Dalco Enterprises, Inc.		165.11	1 Transactions			
14559	Goodin Company 01-110-000-0000-6415		8.05	1 1/2" CLOSET SPUD	06623453-00	Operational Supplies	N
	01-110-000-0000-6422		195.77	FLUSH VALVES - FAIRGROUNDS	06623455-00	Janitorial Supplies	N
14559	Goodin Company		203.82	2 Transactions			
2340	Hyytinen Hardware Hank 01-110-000-0000-6415		23.96	GLUE, WALL COMPOUND	2869, 3058	Operational Supplies	N
2340	Hyytinen Hardware Hank		23.96	1 Transactions			
9046	Loffler Companies, Inc. 01-110-000-0000-6220		9.57	Sept phone bill 09/01/2022	IN-80010460124	Telephone	N
				09/30/2022			
9046	Loffler Companies, Inc.		9.57	1 Transactions			
9692	Minnesota Energy Resources Corporation 01-110-000-0000-6254		1,358.58	UTILITIES-GAS AND ELECTRIC	4299114787	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		1,358.58	1 Transactions			
10698	Stericycle, Inc 01-110-000-0000-6360		30.10	STERI-SAFE 10/01/2022	4011227936	Services, Labor, Contracts	6
				10/31/2022			

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
10698	Stericycle, Inc		30.10		1 Transactions		
110	DEPT Total:		2,237.88	Courthouse Maintenance	8 Vendors	9 Transactions	
111	DEPT			Buildings			
1598	Ferrara's Htg Air Cond & Refrig Inc 01-111-000-0000-6360		2,145.00	MOVING A/C UNITS FOR STEPS	11969	Services, Labor, Contracts	N
1598	Ferrara's Htg Air Cond & Refrig Inc		2,145.00		1 Transactions		
111	DEPT Total:		2,145.00	Buildings	1 Vendors	1 Transactions	
120	DEPT			Veterans Service			
10097	Harms Monroe/Penny 01-120-000-0000-6360		102.90	PENNY TRAVEL GRANDVIEW 09/12/2022 09/13/2022	09192022	Services, Labor, Contracts	N
10097	Harms Monroe/Penny		102.90		1 Transactions		
13602	Hughley/Josh 01-120-000-0000-6330		102.90	JOSH TRAVEL TO GRANDVIEW 09/11/2022 09/14/2022	09112022	Transportation/Travel/Parking	N
13602	Hughley/Josh		102.90		1 Transactions		
9046	Loffler Companies, Inc. 01-120-000-0000-6220		14.35	Sept phone bill 09/01/2022	IN-80010460124	Telephone	N
9046	Loffler Companies, Inc.		14.35		1 Transactions		
9933	WEX BANK - Veteran Services 01-120-000-0000-6335		223.93	FLEET AUG 08/08/2022	83601341	Gas/Vehicle Fuel Charges	N
9933	WEX BANK - Veteran Services		223.93		1 Transactions		
120	DEPT Total:		444.08	Veterans Service	4 Vendors	4 Transactions	
122	DEPT			Planning & Zoning			
783	Canon Financial Services, Inc 01-122-000-0000-6342		166.12	MONTHLY COPIER CHARGES 09/01/2022 09/30/2022	29163316	Office Equipment Rental/Contracts	N

Aitkin County



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

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	
783	Canon Financial Services, Inc		166.12				
				1 Transactions			
15142	Christensen/Charles						
	01-122-000-0000-6278		90.00	SEPT PC MTG	91922	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		78.13	SEPT PC MTG MILEAGE	91922	BOA/PC Mileage	Y
15142	Christensen/Charles		168.13				
				2 Transactions			
13066	Hargrave/Bryan						
	01-122-000-0000-6360		8,800.00	CONTRACT LABOR	92322	Services, Labor, Contracts	Y
				08/24/2022 09/23/2022			
13066	Hargrave/Bryan		8,800.00				
				1 Transactions			
14832	Kulifaj / Stephen						
	01-122-000-0000-6278		80.00	SEPT PC MTG	91922	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		76.88	SEPT PC MTG MILEAGE	91922	BOA/PC Mileage	Y
14832	Kulifaj / Stephen		156.88				
				2 Transactions			
9046	Loffler Companies, Inc.						
	01-122-000-0000-6220		23.91	Sept phone bill	IN-80010460124	Telephone	N
				09/01/2022 09/30/2022			
9046	Loffler Companies, Inc.		23.91				
				1 Transactions			
2953	MACPZA						
	01-122-000-0000-6241		250.00	ANNUAL CONF - K.TURNOCK	92122	Registration Fee	N
2953	MACPZA		250.00				
				1 Transactions			
4010	Rasley Oil Company						
	01-122-000-0000-6335		504.18	MONTHLY FUEL CHARGES	AITCOZOS	Gas/Vehicle Fuel Charges	N
				08/01/2022 08/31/2022			
4010	Rasley Oil Company		504.18				
				1 Transactions			
13424	Sonnee/Dennise J						
	01-122-000-0000-6278		90.00	SEPT PC MTG	91922	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		112.50	SEPT PC MTG MILEAGE	91922	BOA/PC Mileage	Y
13424	Sonnee/Dennise J		202.50				
				2 Transactions			
86235	The Office Shop Inc						
	01-122-000-0000-6405		82.34	MISC OFFICE SUPPLIES	11170430	Office, Film, & Field Supplies	N

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
86235	The Office Shop Inc		82.34		1 Transactions		
13934	The Tire Barn 01-122-000-0000-6302		310.53	2022 OLDS ALERO BRAKE/ROTORS	64493	Vehicle Maintenance	N
13934	The Tire Barn		310.53	1 Transactions			
122	DEPT Total:		10,664.59	Planning & Zoning	10 Vendors	13 Transactions	
200	DEPT			Enforcement			
87	Aitkin Co Highway Dept 01-200-000-0000-6360		2,984.43	STORM CLEAN UP	2022SHERIFF	Services, Labor, Contracts	N
87	Aitkin Co Highway Dept		2,984.43	1 Transactions			
14578	AutoSmith Auto Group 01-200-000-0000-6359		151.90	22002011	22-27595	Wrecker Service	N
14578	AutoSmith Auto Group		151.90	1 Transactions			
13325	Bruggman/Paul 01-200-000-0000-6180		79.50	#207 PANTS	220046	Clothing Allowance	Y
13325	Bruggman/Paul		79.50	1 Transactions			
9713	Honstrom/Jacque 01-200-000-0000-6405		120.00	NOTARY STAMP	12909753	Office Supplies	N
9713	Honstrom/Jacque		120.00	1 Transactions			
4812	JC32 Teamsters H&W Fund 01-200-000-0000-6101		5,120.00	SEPT EE H. INSURANCE 09/01/2022 09/30/2022	202209	Salaries-Full Time	N
	01-200-000-0000-6150		19,600.00	SEPT ER H. INSURANCE 09/01/2022 09/30/2022	202209	Health Insurance-Employer	N
4812	JC32 Teamsters H&W Fund		24,720.00	2 Transactions			
9046	Loffler Companies, Inc. 01-200-000-0000-6220		138.71	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
9046	Loffler Companies, Inc.		138.71	1 Transactions			
12110	Revelin Vehicle Solutions, LLC 01-200-000-0000-6302		1,550.00	#217 SQUAD SET UP	252	Vehicle Maintenance	Y

Aitkin County



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
12110	Revelin Vehicle Solutions, LLC				1,550.00							
13934	The Tire Barn	01-200-000-0000-6302			125.30	#211 OIL CHANGE		64076		Vehicle Maintenance		N
13934	The Tire Barn				125.30							
13848	WYATT'S TOWING & Recovery 24-7	01-200-000-0000-6359			230.00	22001982		08312022		Wrecker Service		Y
13848	WYATT'S TOWING & Recovery 24-7				230.00							
200	DEPT Total:				30,099.84	Enforcement			9 Vendors		10 Transactions	
202	DEPT					Boat & Water						
4812	JC32 Teamsters H&W Fund	01-202-000-0000-6101			320.00	SEPT EE H. INSURANCE	09/01/2022 09/30/2022	202209		Salaries-Full Time		N
		01-202-000-0000-6150			1,225.00	SEPT ER H. INSURANCE	09/01/2022 09/30/2022	202209		Health Insurance-Employer		N
4812	JC32 Teamsters H&W Fund				1,545.00				2 Transactions			
202	DEPT Total:				1,545.00	Boat & Water			1 Vendors		2 Transactions	
252	DEPT					Corrections						
163	Charter Communications Holdings LLC	01-252-252-0000-6465			197.30	TV- AITKIN JAIL		0006081082822		Inamte Welfare Supplies		N
163	Charter Communications Holdings LLC				197.30				1 Transactions			
10855	Culligan Water	01-252-000-0000-6342			55.00	SEPT. COOLER RENTAL		150X01358001		Tower Lease and Rental/Contracts		N
10855	Culligan Water				55.00				1 Transactions			
88628	Dalco Enterprises, Inc.	01-252-000-0000-6422			40.65	XL GLOVES		3978170		Janitorial Supplies		N
88628	Dalco Enterprises, Inc.				40.65				1 Transactions			
4812	JC32 Teamsters H&W Fund	01-252-000-0000-6101			5,360.00	SEPT EE H. INSURANCE	09/01/2022 09/30/2022	202209		Salaries-Full Time		N

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
	01-252-000-0000-6150		19,360.00	SEPT ER H. INSURANCE 09/01/2022 09/30/2022	202209	Health Insurance-Employer	N
4812	JC32 Teamsters H&W Fund		24,720.00	2 Transactions			
9046	Loffler Companies, Inc. 01-252-000-0000-6220		66.96	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
9046	Loffler Companies, Inc.		66.96	1 Transactions			
13691	MEnD Correctional Care, PLLC 01-252-000-0000-6262		2,340.90	SEPT. ADD'TL NURSING SERVICES	6793	Contract Service or Medical Service	6
	01-252-000-0000-6262		7,978.67	SEPT. HEALTHCARE SERVICES	6793	Contract Service or Medical Service	6
13691	MEnD Correctional Care, PLLC		10,319.57	2 Transactions			
89765	Minnesota Elevator, Inc 01-252-000-0000-6360		199.59	SEPT MONTHLY SERVICE	980547	Services, Labor, Contracts	N
89765	Minnesota Elevator, Inc		199.59	1 Transactions			
9692	Minnesota Energy Resources Corporation 01-252-000-0000-6254		21.51	STS GAS SERVICE 08/19/2022 09/19/2022	4296974287	Utilities-Gas and Electric	N
	01-252-000-0000-6254		472.37	UTILITIES-JAIL 08/19/2022 09/19/2022	4297961592	Utilities-Gas and Electric	N
	01-252-000-0000-6254		2,670.81	UTILITIES-JAIL 08/20/2022 09/21/2022	4299217428	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		3,164.69	3 Transactions			
3789	Pan-O-Gold Baking Company 01-252-000-0000-6418		41.41	GROCERIES	10002422237006	Groceries	N
	01-252-000-0000-6418		86.56	GROCERIES	10002422244010	Groceries	N
	01-252-000-0000-6418		86.56	GROCERIES	10002422250005	Groceries	N
3789	Pan-O-Gold Baking Company		214.53	3 Transactions			
9808	Performance Foodservice 01-252-000-0000-6418		2,230.19	GROCERIES	285661	Groceries	N
	01-252-000-0000-6418		2,181.25	GROCERIES	294563	Groceries	N
9808	Performance Foodservice		4,411.44	2 Transactions			
13934	The Tire Barn						

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	1099 On Behalf of Name
13934	The Tire Barn	01-252-000-0000-6302			762.31	#316 OIL CHANGE, TIRES		64089		Vehicle Maintenance	N
					762.31		1 Transactions				
10005	Watson/Linda	01-252-000-0000-6360			30.00	REPLACES WARR # 86495		10/2021		Services, Labor, Contracts	Y
10005	Watson/Linda				30.00		1 Transactions				
252	DEPT Total:				44,182.04	Corrections		12 Vendors		19 Transactions	
253	DEPT					Sentence to Serve					
1430	Dotzler Power Equipment	01-253-000-0000-6415			229.99	BATTERY BLOWER KIT		28850		Operational Supplies	N
1430	Dotzler Power Equipment				229.99		1 Transactions				
4812	JC32 Teamsters H&W Fund	01-253-000-0000-6101			335.00	SEPT EE H. INSURANCE	09/01/2022 09/30/2022	202209		Salaries-Full Time	N
		01-253-000-0000-6150			1,210.00	SEPT ER H. INSURANCE	09/01/2022 09/30/2022	202209		Health Insurance-Employer	N
4812	JC32 Teamsters H&W Fund				1,545.00		2 Transactions				
9046	Loffler Companies, Inc.	01-253-000-0000-6220			4.78	Sept phone bill		IN-80010460124		Telephone	N
						09/01/2022 09/30/2022					
9046	Loffler Companies, Inc.				4.78		1 Transactions				
253	DEPT Total:				1,779.77	Sentence to Serve		3 Vendors		4 Transactions	
255	DEPT					Crime Victims					
9046	Loffler Companies, Inc.	01-255-000-0000-6220			4.78	Sept phone bill		IN-80010460124		Telephone	N
						09/01/2022 09/30/2022					
9046	Loffler Companies, Inc.				4.78		1 Transactions				
255	DEPT Total:				4.78	Crime Victims		1 Vendors		1 Transactions	
257	DEPT					Community Corrections					
14563	Anoka County Corrections										

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
		01-257-255-0000-6269			18,305.75	JUV SEC DET ACS & RX (SBA;AGB)	08/01/2022 08/31/2022	878-100002-1		Juvenile Detention		N
		01-257-255-0000-6269			5,100.00	JUV SEC DET RJC (TAG)	08/16/2022 08/30/2022	880-1000002-1		Juvenile Detention		N
14563	Anoka County Corrections				23,405.75		2 Transactions					
783	Canon Financial Services, Inc	01-257-000-0000-6342			104.86	CANON COPIER CONTRACT	09/20/2022 10/19/2022	29163438		Office Equipment Rental/Contracts		N
783	Canon Financial Services, Inc				104.86		1 Transactions					
9046	Loffler Companies, Inc.	01-257-000-0000-6220			47.83	Sept phone bill	09/01/2022 09/30/2022	IN-80010460124		Telephone		N
9046	Loffler Companies, Inc.				47.83		1 Transactions					
11997	Minnesota Monitoring, Inc	01-257-267-0000-6342			3,282.50	EHM COST AND REPLACEMENT UNIT	08/01/2022 08/31/2022	13808		Office Equipment Rental/Contracts		N
11997	Minnesota Monitoring, Inc				3,282.50		1 Transactions					
9489	Redwood Toxicology Laboratory, Inc	01-257-267-0000-6274			110.08	DRUG TESTING LAB COSTS	08/01/2022 08/31/2022	02239920228		Drug Testing Fee		6
9489	Redwood Toxicology Laboratory, Inc				110.08		1 Transactions					
9360	Redwood Toxicology Laboratory, Inc.	01-257-267-0000-6274			1,065.33	DRUG TESTING SUPPLIES	09/09/2022 09/12/2022	779916		Drug Testing Fee		6
		01-257-267-0000-6274			431.86	DRUG (ALCOHOL)TESTING SUPPLIES	09/12/2022 09/14/2022	780137		Drug Testing Fee		6
9360	Redwood Toxicology Laboratory, Inc.				1,497.19		2 Transactions					
257	DEPT Total:				28,448.21	Community Corrections		6 Vendors		8 Transactions		
390	DEPT					Environmental Health						
9046	Loffler Companies, Inc.	01-390-000-0000-6220			23.91	Sept phone bill	09/01/2022 09/30/2022	IN-80010460124		Telephone		N

Aitkin County



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

1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
9046	Loffler Companies, Inc.			23.91		1 Transactions		
390	DEPT Total:			23.91	Environmental Health	1 Vendors	1 Transactions	
391	DEPT				Solid Waste			
2763	Countryside Sanitation, LLC 01-391-060-0000-6360			1,580.50	MONTHLY RECYCLING CONTRACT 07/01/2022 08/31/2022	91722	Recycling Contract	Y
2763	Countryside Sanitation, LLC			1,580.50		1 Transactions		
9046	Loffler Companies, Inc. 01-391-000-0000-6220			9.57	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
9046	Loffler Companies, Inc.			9.57		1 Transactions		
4010	Rasley Oil Company 01-391-000-0000-6335			35.31	MONTHLY FUEL CHARGES 08/01/2022 08/31/2022	AITCOZOS	Gas/Vehicle Fuel Charges	N
4010	Rasley Oil Company			35.31		1 Transactions		
391	DEPT Total:			1,625.38	Solid Waste	3 Vendors	3 Transactions	
601	DEPT				Extension			
9046	Loffler Companies, Inc. 01-601-000-0000-6220			4.78	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
9046	Loffler Companies, Inc.			4.78		1 Transactions		
601	DEPT Total:			4.78	Extension	1 Vendors	1 Transactions	
700	DEPT				Promotion,Airport,Tourism, Misc.			
9612	Discovery Publishing, Inc. 01-700-909-0000-6801			303.95	ATV AD 09/10/2022 09/10/2022	3080	Appropriations-Grant	Y
9612	Discovery Publishing, Inc.			303.95		1 Transactions		

Aitkin County



1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
					Service Dates	Paid On Bhf #	On Behalf of Name	
700	DEPT Total:			303.95	Promotion,Airport,Tourism, Misc.	1 Vendors	1 Transactions	
711	DEPT				Economic Development			
	9046 Loffler Companies, Inc.							
	01-711-000-0000-6220			4.78	Sept phone bill	IN-80010460124	Telephone	N
					09/01/2022 09/30/2022			
	9046 Loffler Companies, Inc.			4.78		1 Transactions		
711	DEPT Total:			4.78	Economic Development	1 Vendors	1 Transactions	
1	Fund Total:			141,682.96	General Fund		121 Transactions	

WLC1
9/27/22 8:32AM

Aitkin County



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

2 Reserves Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
60	DEPT		Elections			
	9212 Dominion Voting Systems Inc.					
	02-060-000-0000-6800			DVS146330	Election Reserve Expense	N
	9212 Dominion Voting Systems Inc.					
		19,200.00				
			1 Transactions			
60	DEPT Total:		19,200.00	Elections	1 Vendors	1 Transactions
2	Fund Total:		19,200.00	Reserves Fund		1 Transactions

Aitkin County



Audit List for Board **COMMISSIONER'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
301	DEPT			R&B Administration			
8491	Avenu Holdings LLC 03-301-000-0000-6300		1,550.00	DAILY TIME/IW CHANNEL	INVB-038689	Maintenance/Service Contracts	N
8491	Avenu Holdings LLC		1,550.00	1 Transactions			
783	Canon Financial Services, Inc 03-301-000-0000-6342		192.60	CONTRACT CHARGE	29163405	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		192.60	1 Transactions			
301	DEPT Total:		1,742.60	R&B Administration	2 Vendors	2 Transactions	
303	DEPT			R&B Highway Maintenance			
50	Aitkin Body Shop, Inc 03-303-000-0000-6590		230.74	REPAIR PARTS	14375	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		130.00	REPAIR LABOR	14375	Repair & Maintenance Supplies	N
50	Aitkin Body Shop, Inc		360.74	2 Transactions			
195	Aitkin Tire Shop 03-303-000-0000-6590		50.00	REPAIR LABOR	0-061683	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		140.00	REPAIR LABOR	0-061694	Repair & Maintenance Supplies	Y
195	Aitkin Tire Shop		190.00	2 Transactions			
14887	Cintas Corporation 03-303-000-0000-6360		36.46	SHOP LAUNDRY	4131040675	Services, Labor, Contracts	N
	03-303-000-0000-6360		15.82	SHOP LAUNDRY	4131836072	Services, Labor, Contracts	N
14887	Cintas Corporation		52.28	2 Transactions			
5893	Consolidated Telecommunications Co. 03-303-000-0000-6254		150.00	HIGH SPEED INTERNET	21107231	Utilities-Gas and Electric	N
5893	Consolidated Telecommunications Co.		150.00	1 Transactions			
7525	Hometown Bldg Supply 03-303-000-0000-6521		59.75	STAKES FOR CD 5 PROJECT	2209-068187	Maintenance Supplies	N
7525	Hometown Bldg Supply		59.75	1 Transactions			
2340	Hyytinen Hardware Hank 03-303-000-0000-6417		18.98	AITKIN SHOP SUPPLIES	2142/1	Shop/Building Maintenance	N
	03-303-000-0000-6417		27.78	AITKIN SHOP SUPPLIES	2243/1	Shop/Building Maintenance	N
	03-303-000-0000-6417		39.98	MCGRATH SHOP SUPPLIES	2271/1	Shop/Building Maintenance	N

Aitkin County



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

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	
	03-303-000-0000-6521		61.57	MAILBOX REPAIR	2522/1	Maintenance Supplies	N
	03-303-000-0000-6521		38.97	SWINGAWAY SUPPORT SUPPLIES	2544/1	Maintenance Supplies	N
	03-303-000-0000-6417		2.99	SWATARA SHOP SUPPLIES	2666/1	Shop/Building Maintenance	N
	03-303-000-0000-6417		83.88	PALISADE SHOP SUPPLIES	2782/1	Shop/Building Maintenance	N
	03-303-000-0000-6590		7.47	REPAIR PARTS	2972/1	Repair & Maintenance Supplies	N
2340	Hyytinen Hardware Hank		281.62				8 Transactions
91187	Lake Country Power						
	03-303-000-0000-6254		89.65	AUG JACOBSON	1400073000	Utilities-Gas and Electric	N
	03-303-000-0000-6254		93.70	AUG SWATARA	140946401	Utilities-Gas and Electric	N
	03-303-000-0000-6254		53.00	AUG/SEPT CSAH 6	143093502	Utilities-Gas and Electric	N
91187	Lake Country Power		236.35				3 Transactions
9046	Loffler Companies, Inc.						
	03-303-000-0000-6220		86.09	Sept phone bill	IN-80010460124	Telephone	N
				09/01/2022	09/30/2022		
9046	Loffler Companies, Inc.		86.09				1 Transactions
15300	MCGREGOR ACE HARDWARE						
	03-303-000-0000-6417		8.99	MCGREGOR SHOP SUPPLIES	A55979	Shop/Building Maintenance	N
15300	MCGREGOR ACE HARDWARE		8.99				1 Transactions
3160	Mille Lacs Energy Coop-Albert Lea						
	03-303-000-0000-6254		96.82	POWER: PALISADE	18-52-023-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		45.37	169 & CSAH 3	19-23-010-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		50.00	CSAH 5	27-35-015-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		95.15	POWER: MCGREGOR	29-53-003-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		50.00	CSAH 8	30-06-012-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		50.00	CSAH 4	32-32-007-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		962.74	POWER: AITKIN	33-52-007-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		60.71	169 & CSAH 28	39-62-022-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		41.96	CSAH 12	400-06-000-01	Utilities-Gas and Electric	N
	03-303-000-0000-6254		50.00	CSAH 12	46-56-023-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		50.00	CSAH 11	48-09-009-02	Utilities-Gas and Electric	N
	03-303-000-0000-6254		51.03	47 & CSAH 2	54-51-104-01	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		1,603.78				12 Transactions
9708	MOMENTUM TRUCK GROUP						
	03-303-000-0000-6590		1,232.36	REPAIR PARTS	X500009360:01	Repair & Maintenance Supplies	N

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
9708	MOMENTUM TRUCK GROUP		1,232.36		1 Transactions		
9179	NORTH CENTRAL INTERNATIONAL, LLC 03-303-000-0000-6590		173.77	REPAIR PARTS	X220050560:01	Repair & Maintenance Supplies	N
9179	NORTH CENTRAL INTERNATIONAL, LLC		173.77		1 Transactions		
10720	Nuss Truck Group Inc 03-303-000-0000-6590		2,257.09	REPAIR PARTS	6151613P	Repair & Maintenance Supplies	N
10720	Nuss Truck Group Inc		2,257.09		1 Transactions		
10027	PRIBYL/WYATT 03-303-000-0000-6570		52.26	GAR CARD-DECLINED	62458	Motor Fuel & Lubricants	N
10027	PRIBYL/WYATT		52.26		1 Transactions		
4010	Rasley Oil Company 03-303-000-0000-6570		93.52	GASOLINE	9498	Motor Fuel & Lubricants	N
4010	Rasley Oil Company		93.52		1 Transactions		
9273	Reichert Enterprises, Inc 03-303-000-0000-6590		3,477.00	REPAIR LABOR	115135	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		3,371.07	REPAIR PARTS	115135	Repair & Maintenance Supplies	N
9273	Reichert Enterprises, Inc		6,848.07		2 Transactions		
90805	Temco 03-303-000-0000-6590		20.00	REPAIR LABOR	27275	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		160.00	REPAIR PARTS	27275	Repair & Maintenance Supplies	Y
90805	Temco		180.00		2 Transactions		
9617	Timber Lakes Septic Service, Inc. 03-303-000-0000-6417		862.50	JACOBSON SHOP	31185	Shop/Building Maintenance	N
9617	Timber Lakes Septic Service, Inc.		862.50		1 Transactions		
6097	Verizon Wireless 03-303-000-0000-6220		560.53	DEPT CELL PHONES	9914817555	Telephone	N
6097	Verizon Wireless		560.53		1 Transactions		
9642	WEX BANK 03-303-000-0000-6417		80.82	AITKIN SHOP SUPPLIES	83613767	Shop/Building Maintenance	N
	03-303-000-0000-6570		5,469.69	GASOLINE	83613767	Motor Fuel & Lubricants	N

Aitkin County



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

3 Road & Bridge

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6570			61.44-	REBATE	83613767	Motor Fuel & Lubricants	N
9642	WEX BANK			5,489.07		3 Transactions		
5295	Ziegler Inc							
	03-303-000-0000-6590			467.69	REPAIR PARTS	IN000679370	Repair & Maintenance Supplies	N
	03-303-000-0000-6590			67.88	REPAIR PARTS-FILTERS	IN000679751	Repair & Maintenance Supplies	N
5295	Ziegler Inc			535.57		2 Transactions		
303	DEPT Total:			21,314.34	R&B Highway Maintenance	21 Vendors	49 Transactions	
307	DEPT				R&B Capital Infrastructure			
7652	Erickson Engineering Co.							
	03-307-000-0000-6269			2,258.00	PROFESSIONAL SERVICES	15105	Professional Services	Y
	03-307-000-0000-6269			665.00	PROFESSIONAL SERVICES	15111	Professional Services	Y
7652	Erickson Engineering Co.			2,923.00		2 Transactions		
2340	Hyytinen Hardware Hank							
	03-307-000-0000-6269			95.82	PROJECT SUPPLIES-MAILBOXES	2977/1	Professional Services	N
2340	Hyytinen Hardware Hank			95.82		1 Transactions		
307	DEPT Total:			3,018.82	R&B Capital Infrastructure	2 Vendors	3 Transactions	
3	Fund Total:			26,075.76	Road & Bridge		54 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			
9561	Amazon Business 05-400-440-0410-6485		51.24	OSS-VIEWSONIC MONITORS (JF) 09/20/2022 09/20/2022	1RPT-PFGV-MDM2	Computer/Technology Supplies	N
9561	Amazon Business		51.24	1 Transactions			
9608	AMAZON CAPITAL SERVICES 05-400-450-0451-6435		50.13	HE-NUTRI ED FOR SCHOOLS BOOKS 09/11/2022 09/11/2022	11H7-NQDG-XGG3	Public Health Program Related Supplies	N
	05-400-410-0413-6405		93.22	WIC-ROLLING CART & PADLOCK 09/08/2022 09/08/2022	16VW-CVFJ-C3VM	Office Supplies	N
	05-400-440-0410-6405		4.95	ADMIN-ERGO (PA) 09/21/2022 09/21/2022	17JC-4XPV-331C	Office Supplies	N
	05-400-440-0410-6405		3.57	OSS-ERGO (EM) 09/21/2022 09/21/2022	17JC-4XPV-331C	Office Supplies	N
	05-400-440-0410-6405		3.64	AGENCY-PACKAGING TAPE 09/12/2022 09/12/2022	1DVV-7QKV-6M67	Office Supplies	N
	05-400-450-0451-6405		334.28	HE-PLOTTER PAPER & INK 09/18/2022 09/18/2022	1G47-QC6N-GP63	Office Supplies	N
	05-400-440-0410-6405		14.01	PH-BROCHURE PAPER (BH) 09/11/2022 09/11/2022	1LHX-YCNL-1XYT	Office Supplies	N
	05-400-450-0451-6435		19.09	HE-NUTRI ED SCHOOLS-MASK/BLOCK 09/14/2022 09/14/2022	1XRQ-PLL7-JPVF	Public Health Program Related Supplies	N
9608	AMAZON CAPITAL SERVICES		522.89	8 Transactions			
783	Canon Financial Services, Inc 05-400-440-0410-6342		265.77	PH CONTRACT CHARGE-SEPT '22 09/11/2022 09/11/2022	29163327	Office Equipment Rental/Contracts	N
	05-400-440-0410-6342		38.75	MAILROOM CONTRACT CHG-SEP. '22 09/11/2022 09/11/2022	29163383	Office Equipment Rental/Contracts	N
	05-400-440-0410-6342		25.20	OSS CONTRACT CHARGE-SEPT '22 09/11/2022 09/11/2022	29163416	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		329.72	3 Transactions			
1333	Dell Marketing L.P. 05-400-440-0410-6485		419.62	ACCTG-DELL LATITUDE (SM, KD) 09/09/2022 09/09/2022	10613665264	Computer/Technology Supplies	N
1333	Dell Marketing L.P.		419.62	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
9590	FFF Enterprises 05-400-400-0402-6432		1,018.75	FLUMIST QUAD-INV 91541329 08/29/2022 08/29/2022	91541329	Vaccine Cost	N
	05-400-400-0402-6432		3,312.75	FLUZONE QUAD-INV 91547484 09/06/2022 09/06/2022	91541329	Vaccine Cost	N
	05-400-400-0402-6432		3,128.71	FLUZONE QUAD-INV 91547483 09/06/2022 09/06/2022	91541329	Vaccine Cost	N
9590	FFF Enterprises		7,460.21	3 Transactions			
9046	Loffler Companies, Inc. 05-400-440-0410-6220		8.03	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
	05-400-440-0410-6220		2.00	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
	05-400-440-0410-6220		57.39	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
9046	Loffler Companies, Inc.		67.42	3 Transactions			
10698	Stericycle, Inc 05-400-440-0410-6360		16.86	STERI-SAFE 10/01/2022 10/31/2022	4011227936	Services, Labor, Contracts	6
10698	Stericycle, Inc		16.86	1 Transactions			
400	DEPT Total:		8,867.96	Public Health Department	7 Vendors	20 Transactions	
420	DEPT			Income Maintenance			
117	Aitkin County Sheriff 05-420-640-4800-6270		60.00	IV-D SERVICE 0011106105-02 09/14/2022 09/14/2022	C2200284	Aitkin Co Sheriff Fees Iv-D	N
117	Aitkin County Sheriff		60.00	1 Transactions			
9561	Amazon Business 05-420-600-4800-6485		120.77	OSS-VIEWSONIC MONITORS (JF) 09/20/2022 09/20/2022	1RPT-PFGV-MDM2	Computer/Technology Supplies	N
9561	Amazon Business		120.77	1 Transactions			
9608	AMAZON CAPITAL SERVICES 05-420-600-4800-6405		11.68	ADMIN-ERGO (PA) 09/21/2022 09/21/2022	17JC-4XPV-331C	Office Supplies	N

Aitkin County



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

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	05-420-600-4800-6405		8.41	OSS-ERGO (EM) 09/21/2022 09/21/2022	17JC-4XPV-331C	Office Supplies	N
	05-420-640-4800-6405		12.49	CS-ERGO (MK) 09/21/2022 09/21/2022	17JC-4XPV-331C	Office Supplies	N
	05-420-600-4800-6405		13.99	IM-24 PKT ORGANIZER (JA) 09/21/2022 09/21/2022	17JC-4XPV-DQX9	Office Supplies	N
	05-420-600-4800-6405		8.57	AGENCY-PACKAGING TAPE 09/12/2022 09/12/2022	1DVV-7QKV-6M67	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		55.14	5 Transactions			
783	Canon Financial Services, Inc						
	05-420-640-4800-6342		120.14	CS CONTRACT CHARGE-SEPT '22 09/11/2022 09/11/2022	29163372	Office Equipment Rental/Contracts	N
	05-420-600-4800-6342		91.34	MAILROOM CONTRACT CHG-SEP. '22 09/11/2022 09/11/2022	29163383	Office Equipment Rental/Contracts	N
	05-420-600-4800-6342		59.39	OSS CONTRACT CHARGE-SEPT '22 09/11/2022 09/11/2022	29163416	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		270.87	3 Transactions			
1333	Dell Marketing L.P.						
	05-420-600-4800-6485		4,495.92	IM-DELL LATITUDE (DJ, WM, DJ) 09/09/2022 09/09/2022	10613665264	Computer/Technology Supplies	N
	05-420-600-4800-6485		989.10	ACCTG-DELL LATITUDE (SM, KD) 09/09/2022 09/09/2022	10613665264	Computer/Technology Supplies	N
1333	Dell Marketing L.P.		5,485.02	2 Transactions			
11051	Department of Human Services						
	05-420-610-4100-6011		857.63	MAXIS MFIP RECOV STATE 05/01/2022 05/31/2022	A300MX012311	County Share-Afdc/Mfip	N
	05-420-620-4100-6011		224.00	MAXIS GRH RECOVERIES 05/01/2022 05/31/2022	A300MX012311	County Share - Ga	N
	05-420-630-4100-6011		224.20	MAXIS MFIP FS RECOVERIES 05/01/2022 05/31/2022	A300MX012311	County Share-Food Support	N
	05-420-610-4100-6011		147.00	MAXIS MFIP RECOV TANF 07/01/2022 07/31/2022	A300MX012331	County Share-Afdc/Mfip	N
	05-420-610-4100-6011		375.00	MAXIS MFIP RECOV STATE 07/01/2022 07/31/2022	A300MX012331	County Share-Afdc/Mfip	N
	05-420-620-4100-6011		449.64	MAXIS GRH RECOVERIES 07/01/2022 07/31/2022	A300MX012331	County Share - Ga	N

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
	05-420-630-4100-6011		81.37	MAXIS FS RECOVERIES 07/01/2022 07/31/2022	A300MX012331	County Share-Food Support	N
11051	Department of Human Services		2,358.84	7 Transactions			
9046	Loffler Companies, Inc. 05-420-600-4800-6220		18.94	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
	05-420-600-4800-6220		4.74	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
	05-420-600-4800-6220		52.61	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
	05-420-640-4800-6220		28.70	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
9046	Loffler Companies, Inc.		104.99	4 Transactions			
88439	Metro Legal Services 05-420-640-4800-6270		63.00	IV-D SERVICE 0014477088-03 09/12/2022 09/12/2022	3392867	Aitkin Co Sheriff Fees Iv-D	N
88439	Metro Legal Services		63.00	1 Transactions			
10698	Stericycle, Inc 05-420-600-4800-6360		39.73	STERI-SAFE 10/01/2022 10/31/2022	4011227936	Services, Labor, Contracts	6
10698	Stericycle, Inc		39.73	1 Transactions			
420	DEPT Total:		8,558.36	Income Maintenance	9 Vendors	25 Transactions	
430	DEPT			Social Services			
9561	Amazon Business 05-430-700-4800-6485		193.96	OSS-VIEWSONIC MONITORS (JF) 09/20/2022 09/20/2022	1RPT-PFGV-MDM2	Computer/Technology Supplies	N
9561	Amazon Business		193.96	1 Transactions			
9608	AMAZON CAPITAL SERVICES 05-430-700-4800-6405		18.75	ADMIN-ERGO (PA) 09/21/2022 09/21/2022	17JC-4XPV-331C	Office Supplies	N
	05-430-700-4800-6405		13.51	OSS-ERGO (EM) 09/21/2022 09/21/2022	17JC-4XPV-331C	Office Supplies	N
	05-430-700-4800-6405		147.82	SS-ERGO (JH,SN,AF,BC,JM)	17JC-4XPV-331C	Office Supplies	N

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
	05-430-700-4800-6480		249.73	09/21/2022 09/21/2022 SS-ERGO CHAIR (JH)	17JC-4XPV-331C	Small Furniture/Equipment	N
	05-430-700-4800-6405		13.77	09/21/2022 09/21/2022 AGENCY-PACKAGING TAPE	1DVV-7QKV-6M67	Office Supplies	N
	05-430-700-4800-6405		8.79	09/12/2022 09/12/2022 HCBS-HANGING FILE FOLDERS (RS)	1DVV-7QKV-6M67	Office Supplies	N
	05-430-700-4800-6405		42.52	09/12/2022 09/12/2022 HCBS-RED FILE 2 POCKET FOLDERS	1DWV-VFXX-9XMG	Office Supplies	N
	05-430-700-4800-6405		7.48	09/20/2022 09/20/2022 HCBS-HD STAPLES	1MH3-643Y-F14F	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		502.37	09/19/2022 09/19/2022 8 Transactions			
783	Canon Financial Services, Inc 05-430-700-4800-6342		146.70	09/11/2022 09/11/2022 MAILROOM CONTRACT CHG-SEP. '22	29163383	Office Equipment Rental/Contracts	N
	05-430-700-4800-6342		95.38	09/11/2022 09/11/2022 OSS CONTRACT CHARGE-SEPT '22	29163416	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		242.08	2 Transactions			
1333	Dell Marketing L.P. 05-430-700-4800-6485		1,588.56	09/09/2022 09/09/2022 ACCTG-DELL LATITUDE (SM, KD)	10613665264	Computer/Technology Supplies	N
	05-430-700-4800-6485		5,994.56	09/09/2022 09/09/2022 SS-DELL LATITUDE (KK,JM,JM,RI)	10613665264	Computer/Technology Supplies	N
1333	Dell Marketing L.P.		7,583.12	2 Transactions			
9046	Loffler Companies, Inc. 05-430-700-4800-6220		30.42	09/01/2022 09/30/2022 Sept phone bill	IN-80010460124	Telephone	N
	05-430-700-4800-6220		7.61	09/01/2022 09/30/2022 Sept phone bill	IN-80010460124	Telephone	N
	05-430-700-4800-6220		119.58	09/01/2022 09/30/2022 Sept phone bill	IN-80010460124	Telephone	N
9046	Loffler Companies, Inc.		157.61	3 Transactions			
10698	Stericycle, Inc 05-430-700-4800-6360		63.81	10/01/2022 10/31/2022 STERI-SAFE	4011227936	Services, Labor, Contracts	6

WLC1
9/27/22 8:32AM

Aitkin County



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

5 Health & Human Services

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
10698	Stericycle,Inc		63.81		1 Transactions		
430	DEPT Total:		8,742.95	Social Services	6 Vendors		17 Transactions
5	Fund Total:		26,169.27	Health & Human Services			62 Transactions

Aitkin County



9 State

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
0	DEPT			Undesignated			
4580	Mn Dept Of Finance						
	09-000-000-0000-2022		192.00	BIRTH SUR	AUG 2022	Birth/Death Surcharges	N
	09-000-000-0000-2022		372.00	DEATH SUR	AUG 2022	Birth/Death Surcharges	N
	09-000-000-0000-2024		144.00	CHILDREN SUR	AUG 2022	St Share Of Birth Cert.-Children	N
	09-000-000-0000-2031		10.50	TORRENS ASSURANCE	AUG 2022	Real Estate Assurance (Was 5874 And 6	N
	09-000-000-0000-2036		5,523.00	STATE GEN FUND	AUG 2022	Recording Surcharges (Was 5871 & 6281)	N
	09-000-000-0000-2036		480.00	STATE LEG SUR	AUG 2022	Recording Surcharges (Was 5871 & 6281)	N
	09-000-000-0000-2027		1,105.00	STATE WELL CERT	AUGUST 2022	State Well Cert Fees (Was 5097 & 6203)	N
4580	Mn Dept Of Finance		7,826.50		7 Transactions		
0	DEPT Total:		7,826.50	Undesignated	1 Vendors	7 Transactions	
9	Fund Total:		7,826.50	State		7 Transactions	

WLC1
 9/27/22 8:32AM
 10 Trust

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
923	DEPT			Forfeited Tax Sales			
783	Canon Financial Services, Inc 10-923-000-0000-6342		158.21	COPIER CONTRACT 09/01/2022 09/30/2022	29163361	Office/Equipment-Rental	N
783	Canon Financial Services, Inc		158.21	1 Transactions			
9046	Loffler Companies, Inc. 10-923-000-0000-6220		66.96	Sept phone bill 09/01/2022 09/30/2022	IN-80010460124	Telephone	N
9046	Loffler Companies, Inc.		66.96	1 Transactions			
3100	McGregor Oil 10-923-000-0000-6335		18.69	GAS TAX CREDIT	AITKINLA	Gas/Vehicle Fuel Charges	N
	10-923-000-0000-6335		180.91	93213-FUEL	AITKINLA	Gas/Vehicle Fuel Charges	N
	10-923-000-0000-6335		114.21	194542-FUEL	AITKINLA	Gas/Vehicle Fuel Charges	N
	10-923-000-0000-6335		428.39	96166-FUEL	AITKINLA	Gas/Vehicle Fuel Charges	N
	10-923-000-0000-6335		103.69	96448-FUEL	AITKINLA	Gas/Vehicle Fuel Charges	N
	10-923-000-0000-6335		344.84	95824-FUEL	AITKINLA	Gas/Vehicle Fuel Charges	N
3100	McGregor Oil		1,153.35	6 Transactions			
923	DEPT Total:		1,378.52	Forfeited Tax Sales	3 Vendors	8 Transactions	
10	Fund Total:		1,378.52	Trust		8 Transactions	

11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
925	DEPT			Resource Management			
7053	Bill's Sportsman's Service 11-925-000-0000-6590		119.99	FUEL PUMP - JOHNSON 1976	1378	Repair & Maintenance Supplies	Y
7053	Bill's Sportsman's Service		119.99	1 Transactions			
12526	Bixby/James 11-925-000-0000-6278		35.00	NRAC 9/12/22	9/12/22	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		40.00	NRAC 9/12/22	9/12/22	Transportation/Travel/Parking	Y
12526	Bixby/James		75.00	2 Transactions			
2030	Hansen/Dale G. 11-925-000-0000-6360		5,912.50	MOWING	217	Services, Labor, Contracts	Y
2030	Hansen/Dale G.		5,912.50	1 Transactions			
2270	Hoppe/Russell Peter 11-925-000-0000-6278		35.00	NRAC 9/12/22	9/12/22	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		37.50	NRAC 9/12/22	9/12/22	Transportation/Travel/Parking	Y
2270	Hoppe/Russell Peter		72.50	2 Transactions			
14014	Hughes/Steve 11-925-000-0000-6278		35.00	NRAC 9/12/22	09/12/2022	Advisory Board/Committee Per Diem	N
	11-925-000-0000-6330		22.50	NRAC 9/12/22	09/12/2022	Transportation/Travel/Parking	N
14014	Hughes/Steve		57.50	2 Transactions			
10890	Insley/Kevin 11-925-000-0000-6278		23.75	NRAC 9/12	9/12/22	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6278		35.00	NRAC 9/12	9/12/22	Advisory Board/Committee Per Diem	Y
10890	Insley/Kevin		58.75	2 Transactions			
11990	Lange/David 11-925-000-0000-6278		35.00	NRAC 9/12/22	09/12/2022	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		42.50	NRAC 9/12/22	09/12/2022	Transportation/Travel/Parking	Y
11990	Lange/David		77.50	2 Transactions			
12512	MARCUM/ROBERT 11-925-000-0000-6278		35.00	NRAC 9/12	9/12/2022	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		30.00	NRAC 9/12	9/12/2022	Transportation/Travel/Parking	Y
12512	MARCUM/ROBERT		65.00	2 Transactions			

11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10906	Shipp/Dale						
	11-925-000-0000-6278		35.00	NRAC 9/12/22	9/12/22	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		20.00	NRAC 9/12/22	9/12/22	Transportation/Travel/Parking	Y
10906	Shipp/Dale		55.00	2 Transactions			
15229	Thompson/Dennis J						
	11-925-000-0000-6330		39.90	NRAC, LLCC MLG	9/13/22	Transportation/Travel/Parking	N
15229	Thompson/Dennis J		39.90	1 Transactions			
4927	Turnock/Franklin Allen						
	11-925-000-0000-6278		35.00	NRAC 9/12/22	9/12/22	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		37.50	NRAC 9/12/22	9/12/22	Transportation/Travel/Parking	Y
4927	Turnock/Franklin Allen		72.50	2 Transactions			
10017	Tveit/Galen						
	11-925-000-0000-6278		22.50	NRAC 9/12/22	9/12/22	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6278		35.00	NRAC 9/12/22	9/12/22	Advisory Board/Committee Per Diem	Y
10017	Tveit/Galen		57.50	2 Transactions			
8612	Veenker/Thomas H						
	11-925-000-0000-6278		35.00	NRAC 9/12	9/12/2022	Advisory Board/Committee Per Diem	N
	11-925-000-0000-6330		50.00	NRAC 9/12	9/12/2022	Transportation/Travel/Parking	N
8612	Veenker/Thomas H		85.00	2 Transactions			
925	DEPT Total:		6,748.64	Resource Management	13 Vendors	23 Transactions	
939	DEPT			County Surveyor			
9046	Loffler Companies, Inc.						
	11-939-000-0000-6220		4.78	Sept phone bill 09/01/2022	09/30/2022	IN-80010460124 Telephone	N
	11-939-000-0000-6220		4.78	Sept phone bill 09/01/2022	09/30/2022	IN-80010460124 Telephone	N
9046	Loffler Companies, Inc.		9.56	2 Transactions			
13934	The Tire Barn						
	11-939-000-0000-6590		600.01	#666-FUEL TANK PRESSURE SENSOR	63688	Repair & Maintenance Supplies	N
	11-939-000-0000-6590		61.31	#666 LOF	64273	Repair & Maintenance Supplies	N
13934	The Tire Barn		661.32	2 Transactions			

WLC1
9/27/22 8:32AM

Aitkin County



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

Page 32

	<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>	
939	DEPT Total:		670.88	County Surveyor	2 Vendors	4 Transactions	
11	Fund Total:		7,419.52	Forest Development		27 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
521	DEPT			LLCC Administration			
3160	Mille Lacs Energy Coop-Albert Lea						
	19-521-000-0000-6254		389.41	ENERGY CENTER	27-13-005-02	Utilities-Gas and Electric	N
	19-521-000-0000-6254		765.87	DINING HALL	27-13-006-01	Utilities-Gas and Electric	N
	19-521-000-0000-6254		565.42	NORTH STAR LODGE	27-13-007-03	Utilities-Gas and Electric	N
	19-521-000-0000-6254		44.57	PARKING LOT	27-13-008-01	Utilities-Gas and Electric	N
	19-521-000-0000-6254		141.16	STAFF RESIDENCE	27-13-009-01	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		1,906.43	5 Transactions			
10034	Sorben Honey						
	19-521-000-0000-6454		168.00	LL HONEY FOR CANTEEN	376199	Commissary Supplies-Non Jail	Y
10034	Sorben Honey		168.00	1 Transactions			
521	DEPT Total:		2,074.43	LLCC Administration	2 Vendors	6 Transactions	
522	DEPT			LLCC Education			
9784	General Pet Supply						
	19-522-000-0000-6431		180.74	PET SUPPLIES	4587623	Educational Supplies	Y
9784	General Pet Supply		180.74	1 Transactions			
9606	Minnesota Deer Hunters Association						
	19-522-000-0000-6241		2,660.00	FORKHORN I FEES	18829	Registration Fee	N
9606	Minnesota Deer Hunters Association		2,660.00	1 Transactions			
522	DEPT Total:		2,840.74	LLCC Education	2 Vendors	2 Transactions	
523	DEPT			LLCC Food			
3810	Paulbeck's County Market						
	19-523-000-0000-6418		251.89	GROCERIES	7684653-MAR22	Groceries-Students	N
	19-523-000-0000-6418		9.06	GROCERIES	7684653-MAR22	Groceries-Students	N
	19-523-000-0000-6418		51.17	GROCERIES FOR SCHOOLS	7684653-SEPT22	Groceries-Students	N
3810	Paulbeck's County Market		312.12	3 Transactions			
4761	Sysco Minnesota Inc						
	19-523-000-0000-6418		1,170.99	GROCERIES FOR SCHOOLS	253236100	Groceries-Students	N
4761	Sysco Minnesota Inc		1,170.99	1 Transactions			
4968	Upper Lakes Foods, Inc						

WLC1
 9/27/22 8:32AM
 19 Long Lake Conservation Cen

Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	19-523-000-0000-6418		GROCERIES - SCHOOLS AND GROUPS	168145-00	Groceries-Students	N
	19-523-000-0000-6418		GROCERIES FOR SCHOOLS	169912-00	Groceries-Students	N
4968	Upper Lakes Foods, Inc		2 Transactions			
523	DEPT Total:		3,670.97 LLCC Food	3 Vendors	6 Transactions	
19	Fund Total:		8,586.14 Long Lake Conservation Center		14 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
520	DEPT			Parks			
116	Aitkin Pet & Farm Supply Inc 21-520-000-0000-6450 21-520-000-0000-6450		160.00 32.85	ASK2JX3Z45EJT - ROUNDUP 2 FVVC806Z2PYZE - PINE BEDDING	AITKIN CO LAND AITKIN CO LAND	Field Supplies Field Supplies	N N
116	Aitkin Pet & Farm Supply Inc		192.85	2 Transactions			
10618	Erik's Lawn Service 21-520-000-0000-6360		200.00	AUG MOWING - ROUND LAKE 08/01/2022 08/31/2022	8730	Services, Labor, Contracts	Y
10618	Erik's Lawn Service		200.00	1 Transactions			
14921	Kalvin Welle Lawn Care 21-520-000-0000-6360	B	2,425.00	AUG MOWING 08/01/2022 08/30/2022	AUG 2022	Services, Labor, Contracts	Y
14921	Kalvin Welle Lawn Care		2,425.00	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 21-520-000-0000-6254		21.00	BERGLUND PARK 08/01/2022 08/31/2022	18-51-106-02	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		21.00	1 Transactions			
12182	Northwoods Quads 21-520-000-0000-6802		1,336.34	HILL CITY 6/21/22	7608172	Trail Grants-State	N
12182	Northwoods Quads		1,336.34	1 Transactions			
15211	Quality Disposal Systems Inc 21-520-000-0000-6360		194.92	TRASH SERVICE	1187622	Services, Labor, Contracts	N
15211	Quality Disposal Systems Inc		194.92	1 Transactions			
8783	Road Machinery & Supplies Co. 21-520-000-0000-6802		1,875.00	HAULING MOROOKA MST-1500 09/15/2022 09/15/2022	R0684105	Trail Grants-State	N
8783	Road Machinery & Supplies Co.		1,875.00	1 Transactions			
9617	Timber Lakes Septic Service, Inc. 21-520-000-0000-6360 21-520-000-0000-6360 21-520-000-0000-6360		130.00 130.00 130.00	AITKIN CAMP DUMPSTATION BERGLUND DUMPSTATION AITKIN CAMP DUMPSTATION	31106 31248 31312	Services, Labor, Contracts Services, Labor, Contracts Services, Labor, Contracts	N N N

WLC1
 9/27/22 8:32AM
 21 Parks

Aitkin County



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

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9617	Timber Lakes Septic Service, Inc.		390.00		3 Transactions		
12718	Up North Riders						
	21-520-000-0000-6802		3,123.40	LAWLER LOOPS 7/28/22	7608172	Trail Grants-State	N
	21-520-000-0000-6802		2,000.14	LAWLER LOOPS 6/6/22	7608172	Trail Grants-State	N
12718	Up North Riders		5,123.54		2 Transactions		
520	DEPT Total:		11,758.65	Parks	9 Vendors	13 Transactions	
21	Fund Total:		11,758.65	Parks		13 Transactions	

WLC1
 9/27/22 8:32AM
 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 9013 STRATELIGENT 22-716-000-0000-6802		3,333.33	American Rescue Plan - COVID CREATIVE SERVICES SEPTEMBER 09/01/2022 09/30/2022	09042022	Category: Negative Economic Impacts	N
	9013 STRATELIGENT		3,333.33	1 Transactions			
716	DEPT Total:		3,333.33	American Rescue Plan - COVID	1 Vendors	1 Transactions	
22	Fund Total:		3,333.33	Coronavirus Relief Fund		1 Transactions	
	Final Total:		253,430.65	178 Vendors	308 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	141,682.96	General Fund
2	19,200.00	Reserves Fund
3	26,075.76	Road & Bridge
5	26,169.27	Health & Human Services
9	7,826.50	State
10	1,378.52	Trust
11	7,419.52	Forest Development
19	8,586.14	Long Lake Conservation Center
21	11,758.65	Parks
22	3,333.33	Coronavirus Relief Fund
All Funds	253,430.65	Total

Approved by,

.....

.....

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

Auditor Warrants Paid 09.30.2022

WLC1
9/28/22 2:54PM

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		41,333.31	Partial Payment #4	20222	Contract Payments	Y
	9741 REDSTONE CONSTRUCTION, LLC		41,333.31	1 Transactions			
307	DEPT Total:		41,333.31	R&B Capital Infrastructure	1 Vendors	1 Transactions	
3	Fund Total:		41,333.31	Road & Bridge		1 Transactions	

WLC1
9/28/22 2:54PM

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
923	DEPT			Forfeited Tax Sales			
	10024 Bobcat of Brainerd						
	10-923-000-0000-6590		539.12	BOB IDLER FRONT 2 BIN WH6	13511	Repair & Maintenance Supplies	N
	10024 Bobcat of Brainerd		539.12	1 Transactions			
923	DEPT Total:		539.12	Forfeited Tax Sales	1 Vendors	1 Transactions	
10	Fund Total:		539.12	Trust		1 Transactions	
	Final Total:		41,872.43	2 Vendors	2 Transactions		

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	3	41,333.31	Road & Bridge
	10	539.12	Trust
All Funds		41,872.43	Total

Approved by,

.....

.....

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

ELAN Paid 09.15.2022

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
40	DEPT			Auditor			
5462	Bremer Bank (Elan ACH)						
25	01-040-021-0000-6405		109.29	Amazon.com - desktop organizer	8601815	Office Supplies	N
	5462 Bremer Bank (Elan ACH)		109.29	1 Transactions			
40	DEPT Total:		109.29	Auditor	1 Vendors	1 Transactions	
43	DEPT			Assessor			
5462	Bremer Bank (Elan ACH)						
20	01-043-000-0000-6332		526.60	Hilton - BAP training (KS)		Hotel / Motel Lodging	N
23	01-043-000-0000-6332		526.60	Hilton - BAP training (SP)		Hotel / Motel Lodging	N
21	01-043-000-0000-6339		11.28	Raising Canes - BAP (KS)		Meals (Overnight)	N
24	01-043-000-0000-6339		10.85	Raising Canes - BAP (SP)		Meals (Overnight)	N
35	01-043-000-0000-6268		500.00	MN Assoc of Assessors - MAAO c		Staff Training, Development	N
	5462 Bremer Bank (Elan ACH)		1,575.33	5 Transactions			
43	DEPT Total:		1,575.33	Assessor	1 Vendors	5 Transactions	
44	DEPT			Central Services			
5462	Bremer Bank (Elan ACH)						
36	01-044-000-0000-6800		4,917.21-	Elan paid 9.15.22		ELAN - Statement Payment	N
26	01-044-000-0000-6360		16.03	Cisco - Webex	161-00805655	Services, Labor, Contracts	N
				09/06/2022 10/05/2022			
	5462 Bremer Bank (Elan ACH)		4,901.18-	2 Transactions			
44	DEPT Total:		4,901.18-	Central Services	1 Vendors	2 Transactions	
53	DEPT			Human Resources			
5462	Bremer Bank (Elan ACH)						
13	01-053-000-0000-6240		120.00	MN SOS - Notary renewal (BD)		Membership/Dues/Association Fees	N
14	01-053-000-0000-6360		315.50	ApplicantStack		Services, Labor, Contracts	N
				09/01/2022 10/01/2022			
15	01-053-000-0000-6360		2.21	ApplicantStack		Services, Labor, Contracts	N
				08/31/2022 09/01/2022			
	5462 Bremer Bank (Elan ACH)		437.71	3 Transactions			

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
53	DEPT Total:		437.71	Human Resources	1 Vendors	3 Transactions	
60	DEPT			Elections			
16	5462 Bremer Bank (Elan ACH)						
	01-060-000-0000-6205		6.60	USPS - returned redistricting		Postage	N
	5462 Bremer Bank (Elan ACH)		6.60		1 Transactions		
60	DEPT Total:		6.60	Elections	1 Vendors	1 Transactions	
90	DEPT			Attorney			
	5462 Bremer Bank (Elan ACH)						
30	01-090-000-0000-6240		267.00	Supreme Court Lawyer Reg (Rako	20220803700	Membership/Dues/Association Fees	N
29	01-090-000-0000-6240		267.00	Supreme Court Lawyer Reg (Ratz	20220804496	Membership/Dues/Association Fees	N
31	01-090-000-0000-6240		267.00	Supreme Court Lawyer Reg (Wing	20220805808	Membership/Dues/Association Fees	N
	5462 Bremer Bank (Elan ACH)		801.00		3 Transactions		
90	DEPT Total:		801.00	Attorney	1 Vendors	3 Transactions	
120	DEPT			Veterans Service			
	5462 Bremer Bank (Elan ACH)						
12	01-120-000-0000-6360		47.88	RecordsBase - membership		Services, Labor, Contracts	N
	5462 Bremer Bank (Elan ACH)		47.88		1 Transactions		
120	DEPT Total:		47.88	Veterans Service	1 Vendors	1 Transactions	
200	DEPT			Enforcement			
	5462 Bremer Bank (Elan ACH)						
18	01-200-000-0000-6405		46.54	Amazon - thumb drives, sheet p		Office Supplies	N
	5462 Bremer Bank (Elan ACH)		46.54		1 Transactions		
200	DEPT Total:		46.54	Enforcement	1 Vendors	1 Transactions	
252	DEPT			Corrections			
	5462 Bremer Bank (Elan ACH)						
17	01-252-000-0000-6418		16.98	Costco - watermelon		Groceries	N
11	01-252-003-0000-6241		200.00	MN Sheriff Assoc - Jail Admin		School Registration Fee	N
19	01-252-000-0000-6590		59.57	Hobart - dishwasher parts	200083243	Repair & Maintenance Supplies	N

Aitkin County



1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
5462	Bremer Bank (Elan ACH)			3 Transactions		
252	DEPT Total:		276.55	Corrections	1 Vendors	3 Transactions
711	DEPT			Economic Development		
5462	Bremer Bank (Elan ACH)					
22	01-711-000-0000-6332		190.50	St James Hotel - Connecting En	Hotel / Motel Lodging	N
5462	Bremer Bank (Elan ACH)		190.50	1 Transactions		
711	DEPT Total:		190.50	Economic Development	1 Vendors	1 Transactions
1	Fund Total:		1,409.78-	General Fund		21 Transactions

WLC1
9/27/22 9:53AM

Aitkin County



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

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
303	DEPT			R&B Highway Maintenance			
	5462 Bremer Bank (Elan ACH)						
37	03-303-000-0000-6417		127.59	Shop Supplies	5597039	Shop/Building Maintenance	N
	5462 Bremer Bank (Elan ACH)		127.59	1 Transactions			
303	DEPT Total:		127.59	R&B Highway Maintenance	1 Vendors	1 Transactions	
3	Fund Total:		127.59	Road & Bridge		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			
5462	Bremer Bank (Elan ACH)						
8	05-400-420-4800-6435		15.00	SAMHSA - Holiday gas cards 3 @ 08/31/2022		Public Health Program Related Supplies	N
9	05-400-420-4800-6435		12.39	SAMHSA - Holiday snacks for cl 08/31/2022		Public Health Program Related Supplies	N
10	05-400-420-4800-6435		35.00	SAMHSA - Hoiday gas cards 7 @ 09/07/2022		Public Health Program Related Supplies	N
4	05-400-450-0451-6435		54.95	Dollar General - GC incentive 08/25/2022	082522	Public Health Program Related Supplies	N
6	05-400-450-0451-6240		75.00	HE Nutrition Ed - National CAC 09/08/2022	11023	Membership/Dues/Association Fees	N
5	05-400-450-0451-6435		272.84	Uline - 24x36 Sign 08/24/2022	153055709	Public Health Program Related Supplies	N
7	05-400-440-0410-6266		2.80	Availity - Monthly charge 08/01/2022 08/31/2022	INV00840772	Software Fees/License Fees	N
	5462 Bremer Bank (Elan ACH)		467.98	7 Transactions			
400	DEPT Total:		467.98	Public Health Department	1 Vendors	7 Transactions	
420	DEPT			Income Maintenance			
5462	Bremer Bank (Elan ACH)						
7	05-420-600-4800-6266		6.60	Availity - Monthly charge 08/01/2022 08/31/2022	INV00840772	Software Fees/License Fees	N
	5462 Bremer Bank (Elan ACH)		6.60	1 Transactions			
420	DEPT Total:		6.60	Income Maintenance	1 Vendors	1 Transactions	
430	DEPT			Social Services			
5462	Bremer Bank (Elan ACH)						
1	05-430-760-3980-6020		42.00	MN DHS - Adult FC Background C 08/25/2022	87568012	Licensing & Resource Development	N
3	05-430-710-3980-6020		50.00	AW Research Labs - well water 09/06/2022	88461018	License & Resource Development	N
2	05-430-760-3980-6020		42.00	MN DHS - Adult FC Background C 09/01/2022	88810005	Licensing & Resource Development	N
7	05-430-700-4800-6266		10.60	Availity - Monthly charge 08/01/2022 08/31/2022	INV00840772	Software Fees/License Fees	N

WLC1
9/27/22 9:53AM

Aitkin County



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

5 Health & Human Services

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
5462	Bremer Bank (Elan ACH)		144.60		4 Transactions		
430	DEPT Total:		144.60	Social Services	1 Vendors	4 Transactions	
5	Fund Total:		619.18	Health & Human Services		12 Transactions	

WLC1
9/27/22 9:53AM

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)						
28	10-923-000-0000-6205		70.65	USPS - cert letters to tax-for		Postage	N
27	10-923-000-0000-6254		199.98	Spectrum - internet		Utilities-Gas and Electric	N
	5462 Bremer Bank (Elan ACH)		270.63	2 Transactions			
923	DEPT Total:		270.63	Forfeited Tax Sales	1 Vendors	2 Transactions	
10	Fund Total:		270.63	Trust		2 Transactions	

WLC1
 9/27/22 9:53AM
 19 Long Lake Conservation Cen

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
521	DEPT			LLCC Administration			
33	5462 Bremer Bank (Elan ACH)		108.28	Facebook - ads for Homeschool		Printing, Publishing & Adv	N
	5462 Bremer Bank (Elan ACH)		108.28	1 Transactions			
521	DEPT Total:		108.28	LLCC Administration	1 Vendors	1 Transactions	
522	DEPT			LLCC Education			
34	5462 Bremer Bank (Elan ACH)		218.10	RodentPro - mice for snakes	658964	Educational Supplies	N
	5462 Bremer Bank (Elan ACH)		218.10	1 Transactions			
522	DEPT Total:		218.10	LLCC Education	1 Vendors	1 Transactions	
524	DEPT			LLCC Maintenance			
32	5462 Bremer Bank (Elan ACH)		66.00	Holiday - fuel for van		Gas/Vehicle Fuel Charges	N
	5462 Bremer Bank (Elan ACH)		66.00	1 Transactions			
524	DEPT Total:		66.00	LLCC Maintenance	1 Vendors	1 Transactions	
19	Fund Total:		392.38	Long Lake Conservation Center		3 Transactions	
	Final Total:		0.00	18 Vendors	39 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	-1,409.78	General Fund
	3	127.59	Road & Bridge
	5	619.18	Health & Human Services
	10	270.63	Trust
	19	392.38	Long Lake Conservation Center
All Funds		0.00	Total

Approved by,

.....

.....

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

FSA Claims - September 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

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		334.32	Med FSA Claims 2022	09.13.2022	Flex Plan Withdrawals	N
3	01-044-904-0000-6360		4.10	Med FSA Claims 2022	09.26.2022	Flex Plan Withdrawals	N
4	01-044-904-0000-6360		3,541.78	Dep Care FSA Claims 2022	09.27.2022	Flex Plan Withdrawals	N
5	01-044-904-0000-6360		25.00	Med FSA Claims 2022	09.27.2022	Flex Plan Withdrawals	N
2	01-044-904-0000-6360		148.80	Med FSA Claims 2022	09.29.2022	Flex Plan Withdrawals	N
6	01-044-904-0000-6360		10.33	Med FSA Claims 2022	09.29.2022	Flex Plan Withdrawals	N
7	01-044-904-0000-6360		132.60	Med FSA Claims 2022	09.30.2022	Flex Plan Withdrawals	N
8410 Bremer Bank			4,196.93	7 Transactions			
1 Fund Total:			4,196.93	General Fund	1 Vendors	7 Transactions	
Final Total:			4,196.93	1 Vendors	7 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	4,196.93	General Fund
All Funds	4,196.93	Total

Approved by,

.....

.....

Print List in Order By: 1
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

LLCC Credit Cards Fees - September 2022

KMR1
 10/5/22 10:45AM
 19 Long Lake Conservation Cen

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
1	8410 Bremer Bank 19-522-000-0000-6267		52.37	Credit Card Fees-Sept 2022		Credit Card Fees	N
	8410 Bremer Bank		52.37	1 Transactions			
19 Fund Total:			52.37	Long Lake Conservation Center	1 Vendors	1 Transactions	
Final Total:			52.37	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
19	52.37	Long Lake Conservation Center
All Funds	52.37	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request

2J
Agenda Item #

Requested Meeting Date: 10/11/2022

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: Mille Lacs Energy Community Trust has made a \$2000 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 Please Explain:		

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



Board of County Commissioners Agenda Request

2K
Agenda Item #

Requested Meeting Date: 10/11/2022

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: Minnewawa Sportsmen's Club has made a \$5000 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

20221011-xxx

SR Donation – Minnewawa Sportsmen’s Club

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:

Minnewawa Sportsmen’s Club \$5000.00

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

Minnewawa Sportsmen’s Club 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 11th day of October 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 11th day of October 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2L
Agenda Item #

Requested Meeting Date: 10/11/2022

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: VFW Post 2747-McGregor has made a \$1000 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.

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

ADOPTED October 11, 2022

By Commissioner: xxx

20221011-xxx

SR Donation – VFW Post 2747 - McGregor

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:

VFW Post 2747- McGregor	\$1000.00
-------------------------	-----------

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

VFW Post 2747- McGregor	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 11th day of October 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 11th day of October 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2M
Agenda Item #

Requested Meeting Date: 10/11/2022

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: Roberts-Glad VFW Post 1727-Aitkin has made a \$500 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.



Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: October 11, 2022

Title of Item: LG230 Off-Site Gambling - Minnewawa Sportsmen's Club

<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: Sally M. Huhta		Department: Auditor's
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application to Conduct Off-Site Gambling - Form LG230 - of the Minnewawa Sportsmen's Club at the following location – North of McGregor, MN on Hwy 65 and 5 miles East on Goshawk St. on Lake Minnewawa, McGregor, MN 56431– Shamrock Township. (Note: Date of activity for Raffle – February 4, 2023)		
Alternatives, Options, Effects on Others/Comments: See attached Proposed Resolution		
Recommended Action/Motion: Motion to adopt resolution approve Application to Conduct Off-Site Gambling.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

By Commissioner: xxx

20221011-xxx

LG230 Off-Site Gambling – Minnewawa Sportsmen’s Club

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application to Conduct Off-Site Gambling - Form LG230 - of the Minnewawa Sportsmen’s Club at the following location – North of McGregor, MN on Hwy 65 and 5 miles East on Goshawk St. on Lake Minnewawa, McGregor, MN 56431– Shamrock Township. (Note: Date of activity for Raffle – February 4, 2023)

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 11th day of October 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 11th day of October 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: October 11, 2022

Title of Item: Utility Easement

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

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

Summary of Issue:

Lake Country Power of Cohasset, MN is requesting a forty foot (40') easement to reconstruct an existing single phase overhead power-line across 3,979.22 feet of tax-forfeited land (PID #12-0-013200 & 12-0-029500) along the west side of 380th Avenue. The power line will follow the same route, but spans between poles will be shortened to allow for heavier cable. Section 8 & 17, Township 52, Range 26.

Aitkin County Surveyor has reviewed the attached survey and has no objections.

Easement will encumber 3.65 acres.

Cost of the easement is \$2,000/acre plus recording fee of \$46 = \$7,346. The applicant has paid the \$400 application fee, which will be credited to the assessment if the easement is approved.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve resolution for permanent utility easement.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

By Commissioner: xxx

20221011-xxx

Utility Easement

Pursuant to the authority given to the undersigned County Auditor of Aitkin County, by the County Board of said County of Aitkin, as set forth in their resolution adopted by the County on October 11, 2022 to Lake Country Power of 26039 Bear Ridge Drive, Cohasset, MN 55721, a perpetual easement to construct and maintain a single-phase overhead powerline utility easement across the following Aitkin County managed lands:

The easement is described as follows:

A 40 foot wide easement for utility purposes over, under and across the following described parcels situated in Aitkin County, Minnesota:

The South Half (S1/2) of Section Eight (8), Township Fifty-two (52) North, Range Twenty-six (26) West, of the Fourth Principal Meridian

AND

The North Half of the Northeast Quarter (N1/2 of NE1/4), Section Seventeen (17), Township Fifty-two (52) North, Range Twenty-six (26) West, of the Fourth Principal Meridian

The centerline of said easement is described as follows:

COMMENCING at the northeast corner of the South Half (S1/2) of Section Eight (8), Township Fifty-two (52) North, Range Twenty-six (26) West, of the Fourth Principal Meridian, and assuming the east line of said South Half to bear south 0 degrees 18 minutes 29 seconds East; thence North 88 degrees 55 minutes 16 seconds West, along the north line of said South Half, a distance of 29.30 feet to the point of beginning of the centerline to be described; thence South 0 degrees 07 minutes 26 seconds West a distance of 3979.22 feet to the south line of the North Half of the Northeast Quarter (N1/2 of NE1/4), Section Seventeen (17), Township Fifty-two (52) North, Range Twenty-six (26) West, of the Fourth Principal Meridian, and said centerline there terminating.

and,

WHEREAS, said applicant will be charged \$7,346 for the easement and timber charges as appraised by the County Land Commissioner, and

WHEREAS, the Aitkin County Land Commissioner, after making an investigation of such application, has advised that he finds no objection to granting such permit and easement,

NOW THEREFORE, BE IT RESOLVED, that pursuant to Minnesota Statutes, Section 282.04, Subdivision 4, the County Auditor be and is hereby authorized to issue to Lake Country Power of 26039 Bear Ridge Drive, Cohasset, MN 55721, a perpetual easement to use said strips of land, if consistent with the law, as in the special conditions set forth herein,

BE IT FURTHER RESOLVED, that said easement be granted, subject to the following terms, and conditions:

1. The communication infrastructure shall be constructed and maintained by the grantee or permittee without any cost to the County of Aitkin and the land area shall be open for public use, as long as said easement is in force.
2. Any timber cut or destroyed shall be paid for at the usual rate as soon as determined by the Land Commissioner (timber within ROW has been included in the easement costs).
3. Aitkin County manages County owned and tax-forfeited lands to produce direct and indirect revenue for the taxing districts. This management includes the harvesting and extraction of timber, gravel, minerals, and other resources. The issuing and use of this easement shall not adversely affect the management and harvesting of timber and other resources on County owned and tax forfeited land. If for any reason, including township or county road construction or reconstruction, the easement needs to be relocated, the county and township will not be responsible for any relocation costs.
4. Any such easement may be canceled by resolution of the County Board for any substantial breach of its terms or if at any time its continuance will conflict with public use of the land, or any part thereof, on which it is granted, after ninety (90) days written notice, addressed to the record owner of the easement at the last known address.
5. Land affected by this easement may be sold or leased for any legal purpose, but such sale or lease shall be subject to this easement and excepted from the conveyance or lease, while such easement remains in force.
6. Failure to use the right of way described in this document for the purpose for which this easement is granted for a period of five (5) years, shall result in the cancellation of this easement and any rights granted to the grantee by this easement shall cease to exist and shall revert to the grantor.
7. Aitkin County manages the old railroad right of way for many purposes such as a motorized and non-motorized recreation trail, access to county managed and other lands for resource management purposes, including the harvesting of timber, extraction of gravel, peat, fill dirt, etc., and the mining and extraction of minerals. The issuing and use of this easement shall not adversely affect any other Aitkin County authorized uses of this strip of land.
8. During construction and/or laying of the fiber optics line, the lessee shall keep the traveled area of the old railroad grade clear of slash, trees, and dirt mounds. The lessee shall post and sign the area where constructing so that other users of this trail on the old railroad right of way are notified and aware of the construction work.
9. After construction, the lessee shall mark the location of the fiber optics line and shall return the land to the same condition as prior to issuing of the easement.

If the County shall make any improvements or changes on all or any part of its property upon which utilities have been placed by this permit, the utility owner shall, after notice from the County, change vacate, or remove from County property said works necessary to conform with said changes without cost whatsoever to the County

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 11th day of October 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 11th day of October 2022

Jessica Seibert
County Administrator

Kirk Peysar
County Auditor



Request for Access Across Tax-Forfeited Lands In Aitkin County

August 29, 2006

Before completing this request, read the accompanying instructions to determine the type of easement that you are requesting. Please attach a map showing the proposed easement that you are requesting. A non-refundable application fee of \$400.00 must accompany this application. If approved, the application fee will be applied to the easement fee.

① Easement:

- Utility easement only
- Recreational road easement – no utilities are allowed, for recreation use only
- Residential road easement – includes utility easement, for year round use

See the instruction sheet for better definitions of the types of easements

② Applicant Information (please print or type)

<p>Jeff Major</p> <hr/> <p><small>Name of applicant</small> 26039 Bear Ridge Drive</p> <hr/> <p><small>Mailing address</small> (218) 322-4539</p> <hr/> <p><small>Daytime phone number</small></p>	<p>Lake Country Power</p> <hr/> <p><small>Company name</small> Cohasset</p> <hr/> <p><small>City</small> jmajor@lcp.coop</p> <hr/> <p><small>E-mail address</small></p>
<hr/> <p><small>State</small> MN 55721</p> <hr/> <p><small>Zip Code</small></p>	

③ Please answer the following with regards to **YOUR** parcel being accessed:

Tax Parcel Number _____ Acreage _____

Location of Parcel: Legal Description : _____

Section _____ Township _____ Range _____

Do you own the property? yes no fee owner contract for deed purchaser

Do you have any other access into this property? yes _____ no _____

Will the proposed easement route cross property other than Aitkin County tax forfeited lands?: yes no

If yes, has legal access been acquired from these other properties? yes no

④ Please write a brief note on why you are requesting an easement:

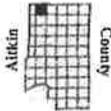
Re-construction of an existing single phase overhead power line. The overhead line runs along the west side of 380th Ave. crossing Aitkin County administered Tax Forfeit Parcels 12-0-013200 & 12-0-029500. The power line will follow in the same route, but spans between poles will be shortened to allow for heavier cable.

⑤ Signature of applicant or authorized representative

 9/16/2022
 Date

⑥ Please return the completed form, and map along with the nonrefundable application fee of \$400.00 to:

Aitkin County Land Department
 209 2nd St. NW Room 206
 Aitkin, Mn. 56431
 218-927-7364

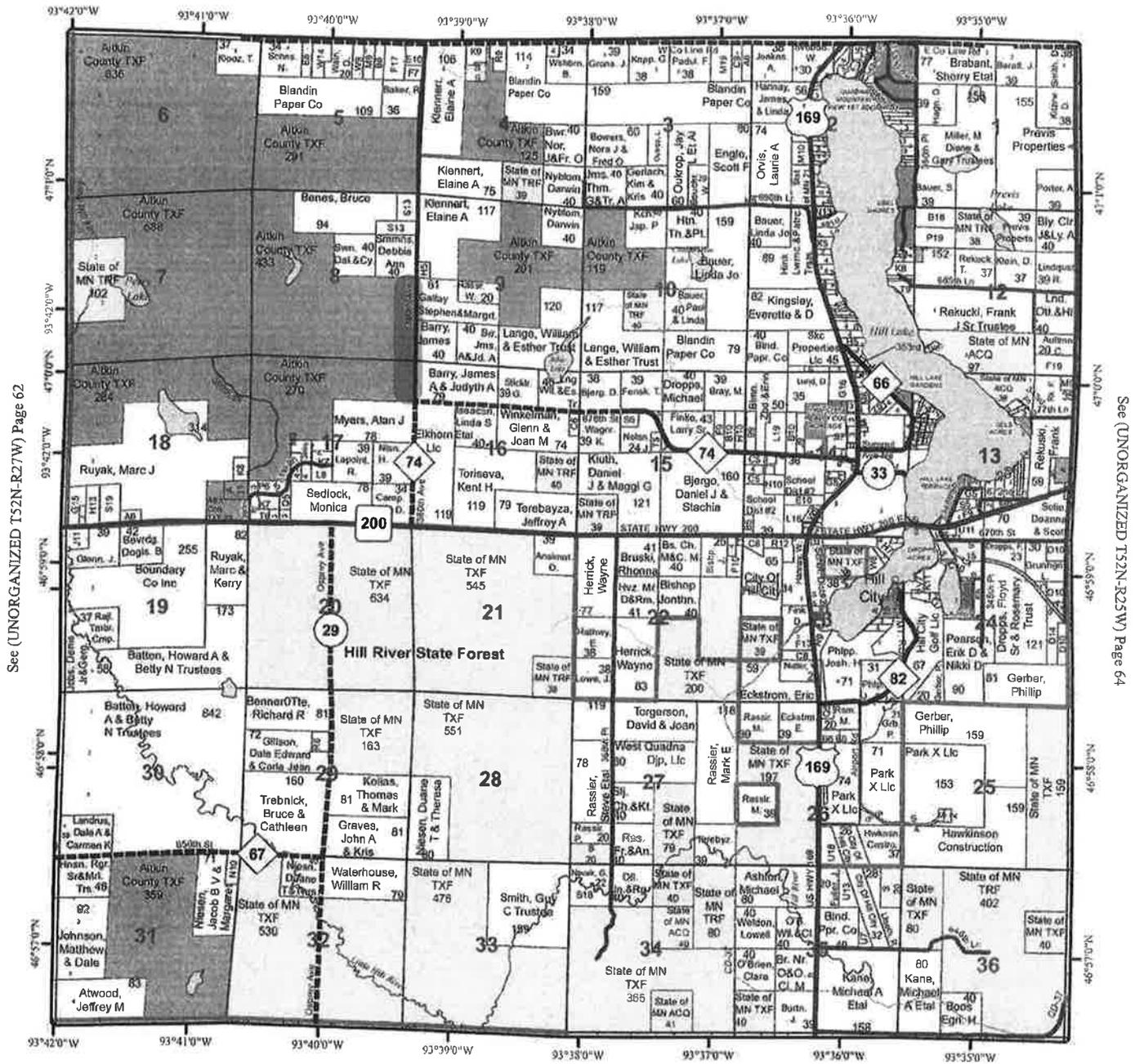


HILL LAKE T52N-R26W



Acres shown are approximate.

©2020, Regents of the University of Minnesota. All Rights Reserved.



See (UNORGANIZED T52N-R27W) Page 62

See (UNORGANIZED T52N-R25W) Page 64

See (MACVILLE T51N-R26W) Page 57

Josh Hughley
Assistant County Veterans Services Officer



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

☎ 218-927-7320
☒ 218-838-1528
☎ 218-927-7309

✉ josh.hughley@co.aitkin.mn.us 🌐 www.co.aitkin.mn.us

ANNE MARCOTTE
ATTORNEY AT LAW



P.O. Box 192
HILL CITY, MN 55748

218.256.0277 FAX: 218.697.8129



40' wide Utility Easement

380TH AVE

380TH AVE

678TH ST

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

ArcGIS Web Map

1:18,066	0 0.1 0.2 mi 1 inch = 1,506 feet	Web AppBuilder for ArcGIS
----------	-------------------------------------	---------------------------



Date: 8/4/2022

Exhibit A

A 40 foot wide easement for utility purposes over, under and across the following described parcels situated in Aitkin County, Minnesota:

The South Half (S1/2) of Section Eight (8), Township Fifty-two (52) North, Range Twenty-six (26) West, of the Fourth Principal Meridian

AND

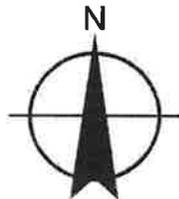
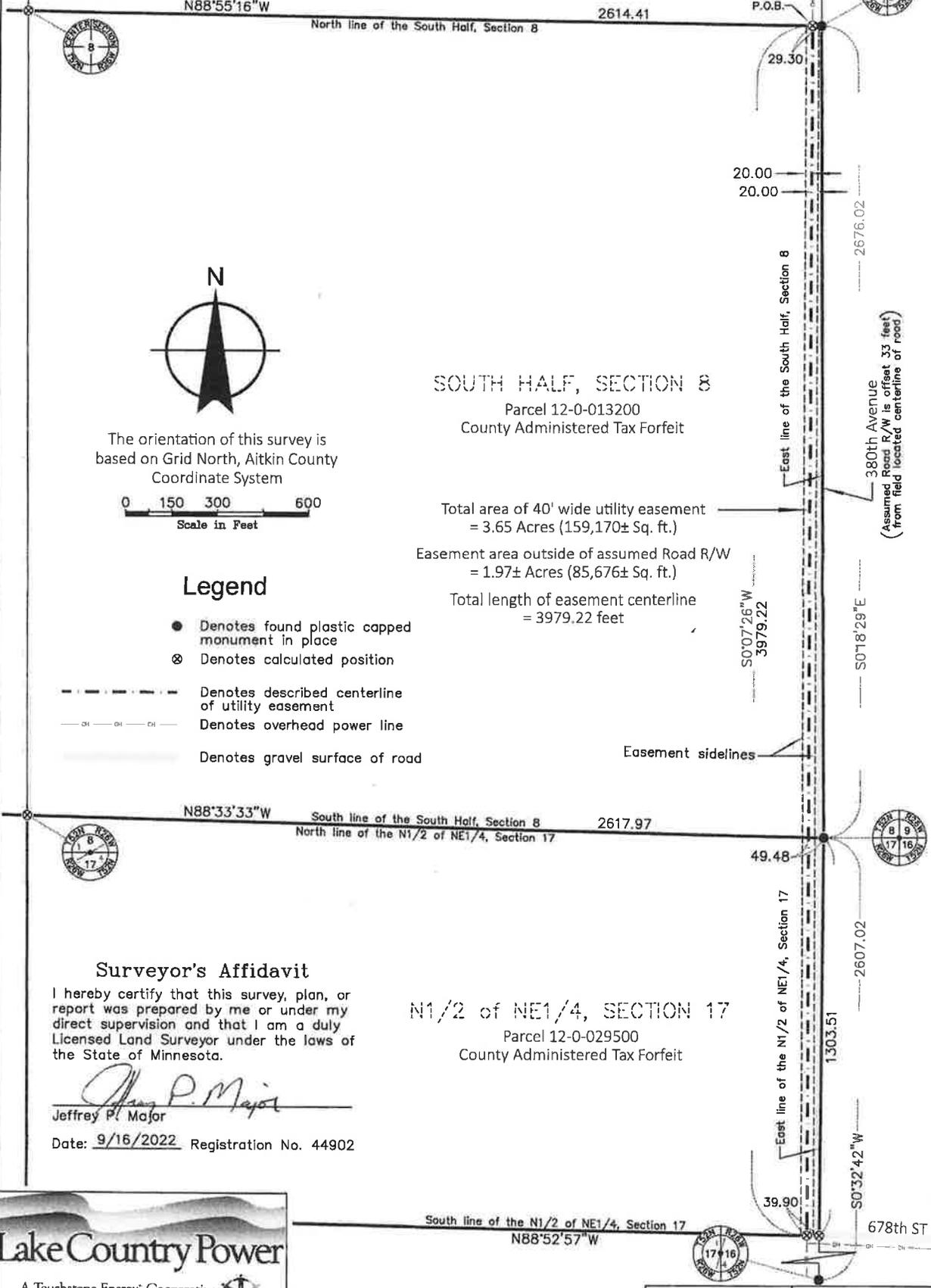
The North Half of the Northeast Quarter (N1/2 of NE1/4), Section Seventeen (17), Township Fifty-two (52) North, Range Twenty-six (26) West, of the Fourth Principal Meridian.

The centerline of said easement is described as follows:

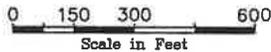
COMMENCING at the northeast corner of the South Half (S1/2) of Section Eight (8), Township Fifty-two (52) North, Range Twenty-six (26) West, of the Fourth Principal Meridian, and assuming the east line of said South Half to bear South 0 degrees 18 minutes 29 seconds East; thence North 88 degrees 55 minutes 16 seconds West, along the north line of said South Half, a distance of 29.30 feet to the point of beginning of the centerline to be described; thence South 0 degrees 07 minutes 26 seconds West a distance of 3979.22 feet to the south line of the North Half of the Northeast Quarter (N1/2 of NE1/4), Section Seventeen (17), Township Fifty-two (52) North, Range Twenty-six (26) West, of the Fourth Principal Meridian, and said centerline there terminating.

SURVEY EXHIBIT

Utility Easement across Aitkin County Administered Tax Forfeit land
within the South Half of Section 8, and the N1/2 of NE1/4, Section 17,
T 52 N, R 26 W, Aitkin County, Minnesota



The orientation of this survey is based on Grid North, Aitkin County Coordinate System



Legend

- Denotes found plastic capped monument in place
- ⊗ Denotes calculated position
- Denotes described centerline of utility easement
- - - - - Denotes overhead power line
- ▬ Denotes gravel surface of road

SOUTH HALF, SECTION 8

Parcel 12-0-013200
County Administered Tax Forfeit

Total area of 40' wide utility easement = 3.65 Acres (159,170± Sq. ft.)

Easement area outside of assumed Road R/W = 1.97± Acres (85,676± Sq. ft.)

Total length of easement centerline = 3979.22 feet

Surveyor's Affidavit

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Jeffrey P. Major
Jeffrey P. Major

Date: 9/16/2022 Registration No. 44902

N1/2 of NE1/4, SECTION 17

Parcel 12-0-029500
County Administered Tax Forfeit





8535 Park Ridge Drive
 Mountain Iron, MN 55768
 Tel: (800) 421-9959 • Fax: (218) 741-7881

PLEASE DETACH AND RETAIN

No. 20221564

Date: 08/11/2022

DATE	INVOICE	DESCRIPTION	GROSS	NET
08/08/2022	#35069 APP FEE	RF WO#35069 HAWS - 380TH AVE	400.00	400.00
	Vendor: 2975 AITKIN COUNTY		Totals: 400.00	400.00

THIS CHECK IS VOID WITHOUT A COLORED BACKGROUND AND WATERMARK/LINES ON THE BACK - HOLD AT ANGLE TO VIEW


 8535 Park Ridge Drive
 Mountain Iron, MN 55768
 Tel: (800) 421-9959 • Fax: (218) 741-7881

GENERAL FUND No. 20221564
 E7-1/910

Wells Fargo Bank Minnesota, N.A.
 Grand Rapids, MN 56744

FOUR HUNDRED AND NO / 100

PAY TO THE ORDER OF
 AITKIN COUNTY
 502 MINNESOTA AVE. NORTH
 AITKIN MN 56431

DATE	CHECK NO.	AMOUNT
08/11/2022	20221564	\$*****400.00

VOID AFTER 120 DAYS

2975

Mark A. Bell

SIGNATURE HAS A COLORED BACKGROUND. BORDER CONTAINS MICROPRINTING

⑈ 20221564 ⑈ ⑆091000019⑆ 0020170167⑈



Board of County Commissioners Agenda Request

2P
Agenda Item #

Requested Meeting Date: October 11, 2022

Title of Item: Set time and date of 2023 timber auctions

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: DJ Thompson		Department: Land
Presenter (Name and Title): DJ Thompson, Land Commissioner		Estimated Time Needed: NA
Summary of Issue: <p>The attached resolution sets the date and time for the three (3) Aitkin County timber auctions in 2023.</p> <p>The May and December oral bid auctions will be held at Long Lake Conservation Center. The venue will be offered to the Aitkin Area DNR to use for their timber auctions for logger convenience.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input 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

20221011-xxx

Date and time of 2023 Timber Auctions

BE IT HEREBY RESOLVED, that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on public auction, without the sale of land at 10:00 a.m. on May 15, 2023 to purchasers regardless of the number of employees.

BE IT ALSO RESOLVED, that that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on a sealed bid auction, without the sale of land at 2:00 p.m. on August 16, 2023 to purchasers regardless of the number of employees.

AND BE IT ALSO RESOLVED, that that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on public auction, without the sale of land at 9:00 a.m. on December 11, 2023 to purchasers regardless of the number of employees.

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 11th day of October 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 11th day of October 2022

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request



Requested Meeting Date: October 11, 2022

Title of Item: Earl Nikko application to repurchase tax-forfeited property

<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:

S 282.241 allows application to repurchase tax-forfeited property by an owner/heir/mortgagee/representative of heirs of a vested interest in the property at the time of forfeiture, have the privilege to make written application to the Aitkin County Board requesting to be allowed to repurchase this property.

Earl Nikko, Owner at the time of forfeiture, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax-forfeited land:

Parcel # 10-0-059402 N 1/4 of the SE NE Sect: 36 Twp: 49 Rge: 22

Property will revert to the owner at the time of forfeiture.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Adopt resolution allowing repurchase of tax forfeited property

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 LAND DEPARTMENT

502 Minnesota Ave N.
Aitkin, MN 56431

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

September 21, 2022

Earl Nikko
46721 100th Avenue
Tamarack, MN. 55787

RE: PID 10-0-059402

The above property forfeited to Aitkin County on 8/11/2022 for the nonpayment of real estate taxes. The property is now owned by Aitkin County and is the responsibility of this department.

You, as an **owner/heir/mortgagee/representative of heirs** of a vested interest in the property at the time of forfeiture, have the privilege to make written application to the Aitkin County Board **requesting to be allowed to repurchase** this property.

Prior to the County Board considering a repurchase request, the following must be received in this office:

1. A copy of any document, preferably the deed, that shows you have a legal interest in this property and what type of ownership you hold on the property, whether it be previous owner, mortgagee, heir or representative of heir. If you do not have title to the property, we will not be able to accept an application from you.
2. Original fully completed, notarized and signed repurchase application form (enclosed).
3. Certified check or money order for the full amount of the repurchase made payable to Aitkin County. The repurchase amount due on Parcel #10-0-059402 is \$418.43. This amount includes the real estate taxes that have not been paid and all repurchase costs. These are due before 10/31/2022 to be eligible to put in a repurchase application for this amount. An application received after this date will need to be refigured for the cost.

FULLY complete the enclosed application. This is the only information the County Board of Commissioners has as to why they should approve the repurchase. The County Board can approve the repurchase only if it is determined that:

- An undue hardship or injustice resulting from the forfeiture will be corrected by the repurchase.
- The repurchase will promote the use of such lands that will best serve the public interest.

After the completed application and full payment of the repurchase amount has been received in this office, the application will be submitted to the Aitkin County Board for consideration. If the County Board approves the repurchase of the property, the property will go back into the same status as before any forfeiture. In other words, if there are any liens on the property they will all be reinstated. The fees that you are paying here cover only the forfeiture and real estate tax costs. The money that you send to us will be cashed if the County Board approves the repurchase. If they do not approve the repurchase, the money will be returned to you.

If you have any questions, please feel free to contact me.

Dennis Thompson
Land Commissioner
Aitkin County Land Department
502 Minnesota Ave North
Aitkin, MN 56431
acld@co.aitkin.mn.us
218-927-7364

To the Honorable Board of County Commissioners of

Aitkin County, Minnesota.

I, the undersigned owner-mortgagee-heir-representative of heirs Earl T. Mikha at the time of forfeiture of the parcel of land situated in the County of Aitkin, State of Minnesota, described as follows, to-wit:

do hereby make application for the purchase of said parcel... of land from the State of Minnesota, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

In support of this application for the repurchase of said land I make the following statement:

(a) That hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit: We harvest fuel wood of the back land, and after so long we harvest the front while that regrows. It would be a financial hardship because without our back property our heating gas bill would increase to over \$3,000 dollars in a heating year. Because of how much firewood we use in a heating season we can not afford fire wood from suppliers.

(b) That the repurchase of said land by me will promote and best serve the public interest, because

State of Minnesota
County of Aitkin

Earl T. Mikha
Owner-Mortgagee-Heir-Representative of Heirs

The foregoing instrument was acknowledged before me this 14 day of Sept, 2022, by

Notarial Seal
 **DAVID B. GAST**
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31, 2023

David B. Gast
Signature of person taking acknowledgement

Filed in my office this _____
day of _____, 19____

County Auditor

Resolution authorizing repurchase adopted
this ____ day of _____, 19____

County Auditor

Repurchase made this ____ day of
_____, 19____.

County Auditor

Certificate of purchase forwarded to
Commissioner of Taxation this ____ day of
_____, 19____.

County Auditor

19.50

Kenneth Nikko

PO Box 163

6-9

Wright, Mn 55798

RECORDED
TRACT INDEX
GRANTOR
GRANTEE
COMPARED

OFFICE OF COUNTY RECORDER
AITKIN COUNTY, MN
 WILL CERTIFICATE RECEIVED
 WILL CERTIFICATE NOT REQUIRED

COUNTY RECORDER
AITKIN COUNTY, MINNESOTA

FILED

APR 6 '99 9AM

Carol M. Jones
As Doc. No.

316119

399128

FILED MAR 24 '10 AT 9:11 AM

Diane M. Lafferty, County Recorder

TRANSFER ENTERED

THIS 24 DAY OF Mar 2010
Kurt Pysar by Elyse H. Hermon
COUNTY AUDITOR Deputy

AFFIDAVIT OF IDENTITY AND SURVIVORSHIP

STATE OF MINNESOTA

NAME OF DECEDENT

COUNTY OF AITKIN

KENNETH CARL NIKKO

AKA KENNETH C. NIKKO

I, Earl T. Nikko, being first duly sworn, on oath state from personal knowledge:

That the above named decedent is the person named in the certified copy of Certificate of Death attached hereto and made a part hereof.

That the name of the survivor is Earl T. Nikko.

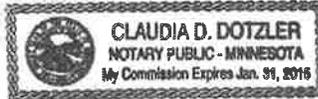
That said decedent on date of death held a life estate interest according to Document No. 316119 dated April 2, 1999 and filed on April 6, 1999 in the Office of the Aitkin County Recorder, of the land legally described as follows:

The North Quarter of the South Half of the Northeast Quarter (N1/4 of S1/2 of NE 1/4) of Section 36, Township 49, Range 22.

Earl T. Nikko
Earl T. Nikko

Subscribed and sworn to before me this 10th day of March, 2010

Claudia D. Dotzler
Notary Public



This Instrument Was Drafted By:
SHARI S. LARSON
Attorney at Law
P.O. Box 456, McGregor, MN 55760
218-768-4005, Atty.ID#0187689

Tax Statements for the real property described in this instrument should be sent to:
Earl T. Nikko
P.O. Box 163
Wright, MN 55798

399128

AD Doc. No. *Blair & Kelly*

MAR 24 2010 9AM

FILED
COUNTY RECORDER
ATKIN COUNTY, MINNESOTA



RECORDED
TRACT INDEX
GRANTOR
GRANTEE
COMPARER

3-24-9
7

*favor from Office
PO Box 456
Mn 55760*

*1
page*

DEATH CERTIFICATE

DECEDENT'S NAME	KENNETH CARL NIKKO	
DECEDENT'S ALIAS		
SEX, SOCIAL SECURITY NUMBER	MALE	723-01-1477
RESIDENCE (COUNTY AND CITY, STATE)	AITKIN	TAMARACK, MINNESOTA
DATE AND PLACE OF BIRTH	JULY 31, 1930	EAGLE TOWNSHIP, MINNESOTA
MARITAL STATUS	WIDOWED	
SPOUSE'S NAME	BEVERLY JOAN KELLER	
PARENT(S) NAME(S)	THOMAS WALTER NIKKO SYLVIA KOKKO	
DATE OF DEATH	MARCH 01, 2010	
PLACE OF DEATH (COUNTY AND CITY)	CARLTON	CLOQUET
FUNERAL HOME	ATKINS - NORTHLAND FUNERAL HOME	
CAUSE OF DEATH IMMEDIATE	ACUTE CORONARY SYNDROME WITH FATAL ARRHYTHMIA	
UNDERLYING	HYPERTENSIVE ARTERIOSCLEROSIS; DIABETES MELLITUS	
OTHER CONTRIBUTING CONDITIONS	MORBID OBESITY	
MANNER	NATURAL	
CORONER, MEDICAL EXAMINER OR PHYSICIAN	RICARD R PUUMALA, M.D., CORONER	
	417 SKYLINE BLVD., CLOQUET, MINNESOTA 55720	



000042671

09A-000042671

THIS IS A TRUE AND OFFICIAL RECORD OF THE DEATH REGISTERED IN THE
OFFICE OF THE STATE REGISTRAR. DATE FILED: MARCH 02, 2010

PLACE ISSUED: CARLTON

DATE ISSUED: MARCH 04, 2010

State Registrar

THIS CERTIFICATION IS VALID ONLY WHEN REPRODUCED ON WATERMARKED SECURITY PAPER
WITH A RAISED BORDER AND RAISED STATE SEAL OF MINNESOTA.

ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE



Nikko, Earl
 September 7, 2022
 10-0-059402

Interest calc September 30, 2022
 (Subject to change)

Year	Tax	Cost	Interest	Penalty	Total	
2018	\$ 110.78	\$ 15.39	\$ 50.85	\$ 9.42	\$ 186.44	0.375
2019	\$ -	\$ -	\$ -	\$ -	\$ -	0.275
2020	\$ -	\$ -	\$ -	\$ -	\$ -	0.175
2021	\$ -	\$ -	\$ -	\$ -	\$ -	0.075
2022	\$ 140.00	\$ -	\$ -	\$ 4.90	\$ 144.90	0
Total:	\$ 250.78	\$ 15.39	\$ 50.85	\$ 14.32	\$ 331.34	

Total:	331.34
St Deed Tax	1.09
Forf Proc Cost	100.00
Well Cert	
Sheriff Cost	0.00
Deed	25.00
Land Dept Cost	100.00
Rec Fee	48.00
Crt Letter Fee-Auditor	0.00
<u>Insurance</u>	<u>0.00</u>
Total:	\$ 603.43

Less previously paid -185.00

New Total = \$ 418.43

THIS CHECK CONTAINS THE FOLLOWING SECURITY FEATURES: MULTI-COLOR PRINTING ON FACE, WATERMARK IN PAPER, AND MICROPRINTING ON BORDER.

MONEY ORDER

GRAND TIMBER BANK
PO Box 210, McGregor, MN 55760
Phone: (218) 768-2410
www.grandtimberbank.com

75-1578/812

021925

DATE **09/30/2022**

PAY TO THE ORDER OF **AITKIN COUNTY**

\$ **418.43**

\$418.43

DOLLARS

REMITTER **WESLEY D NIKKO**

Kimberly Nelson
AUTHORIZED SIGNATURE

⑈021925⑈ ⑆091216780⑆6002672⑈

51

By Commissioner: xxx

20221011-xxx

Nikki Repurchase

WHEREAS, Earl Nikko, Owner at the time of forfeiture. (Applicant)

WHEREAS, the Applicant has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax-forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is situated in the County of Aitkin, Minnesota and described as follows, to-wit:

Parcel # 10-0-059402 N 1/4 of the SE NE Sect: 36 Twp: 49 Rge: 22

and **WHEREAS**, said Applicants has set forth in his application that:

A. Hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:

We harvest fuelwood off the back land, and after so long we harvest the front while that regrows. It would be a financial hardship because without our back property our heating gas bill would increase to over \$3,000 dollars in a heating year. Because of how much firewood we use in a heating season, we cannot afford firewood from suppliers.

and **WHEREAS**, the Applicants have made payment of all delinquent taxes of properties

and **WHEREAS**, this board is of the opinion that said applications should be granted for such reasons,

NOW, THEREFORE BE IT RESOLVED, That the application of Members Cooperative Credit Union for the purchase of the above-described parcel of tax-forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

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 11th day of October 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 11th day of October 2022

Jessica Seibert

J. Mark Wedel, County Board Chair

Kirk Peysar, County Auditor

By Commissioner: xxx

20221011-xxx

Nikki Repurchase

WHEREAS, Earl Nikko, Owner at the time of forfeiture. (Applicant)

WHEREAS, the Applicant has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax-forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is situated in the County of Aitkin, Minnesota and described as follows, to-wit:

Parcel # 10-0-059402 N 1/4 of the SE NE Sect: 36 Twp: 49 Rge: 22

and **WHEREAS**, said Applicants has set forth in his application that:

A. Hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:

We harvest fuelwood off the back land, and after so long we harvest the front while that regrows. It would be a financial hardship because without our back property our heating gas bill would increase to over \$3,000 dollars in a heating year. Because of how much firewood we use in a heating season, we cannot afford firewood from suppliers.

and **WHEREAS**, the Applicants have made payment of all delinquent taxes of properties

and **WHEREAS**, this board is of the opinion that said applications should be granted for such reasons,

NOW, THEREFORE BE IT RESOLVED, That the application of Members Cooperative Credit Union for the purchase of the above-described parcel of tax-forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

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 11th day of October 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 11th day of October 2022

Jessica Seibert

J. Mark Wedel, County Board Chair

Kirk Peysar, County Auditor



Board of County Commissioners Agenda Request

Agenda Item #

Requested Meeting Date: October 11, 2022

Title of Item: Talon Metals Mine Update

<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: Brittany Searle	Department: Administration
---	--------------------------------------

Presenter (Name and Title): Jessica Johnson - Community Outreach and Government Relations Manager Talon Metals Mine	Estimated Time Needed: 30 Mintues
---	---

Summary of Issue:
Jessica will provide the board with updates on the Talon Metals Mine.

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



Requested Meeting Date: October 11, 2022

Title of Item: Summer Camp Stipend

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

Submitted by: Bobbie Danielson, HR Director	Department: HR Dept.
---	--------------------------------

Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: 2 minutes
---	--

Summary of Issue:

Two LLCC employees covered summer camp overnights (on-site 5 nights/week). We had fewer "live on-site" Naturalists this summer than in past summers.

Requesting Board approval to pay a \$250/week stipend for each summer camp.

1 week, Jake Panozzo x \$250 = \$250 stipend
3 weeks, Julia Kuhns x \$250 = \$750 stipend

Staff covered Sunday through Thursday nights for each summer camp.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Motion to pay a \$250 stipend to Jake Panozzo (1 summer camp) and \$750 to Julie Kuhns (3 summer camps).

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No **Please Explain:**

This expense will be covered in the LLCC budget, per Dave McMillan.



Board of County Commissioners Agenda Request

4B

Agenda Item #

Requested Meeting Date: October, 11, 2022

Title of Item: Approve Job Desc: Election Support Specialist/Account Tech, Auditor's Office

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: HR Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 2 Minutes
Summary of Issue: <p>Account Technician Sally Huhta is retiring after 15+ years of service in the Auditor's Office. Her last day will be October 14, 2022.</p> <p>The Account Technician (Grade 5) job description has been reviewed and updated. The duties of this position have been adjusted to be focused on Election Administration and Licensing. Maintaining our voter registration records and our required election administration duties have grown significantly the last few years, according to CFO Kathleen Ryan. The State has implemented increased security with regards to voter registration. This requires more intense review of each voter registration to make sure that the person registering is not committing fraud. Each year there are requirements for the County to complete with election processes. Some of these include communication with the municipalities within the county. This position will be taking on a bigger role with regards to this communication and verifying that municipalities are completing their requirements. This position will also take on a bigger role with regards to ordering election materials.</p> <p>An updated job description is attached. The consultant recommends Grade 5 for this position (no change). The transition plan previously reviewed by the Personnel Committee (when the CFO position was added) included refilling this position full-time.</p> <p>Kirk Peysar and/or Kathleen Ryan will be present to answer any questions the Board may have.</p>		
Alternatives, Options, Effects on Others/Comments: (Special note: Since election activities are well underway, we posted this position internally, per the Afsome Courthouse Unit Agreement, on 10/3/2022 to expedite the recruitment process. However, no offers will be made until Board consideration and approval is received on October 11, 2022.)		
Recommended Action/Motion: Motion to approve the Election Support Specialist/Account Tech job description (Grade 5) and authorize filling this full-time position.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> This position is included in the 2022-2023 budget.		

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



Gallagher

Insurance | Risk Management | Consulting

Account Technician

This position is currently rated B23. *Grades*

This position is responsible for providing election, licensing, and accounting support. Responsibilities include processing voter registration and resolving application issues; maintaining voter records; preparing and issuing licenses such as Liquor and Fireworks licenses; and providing receipting and payment support.

Overall, the responsibilities of the position have not changed, however, election duties have become more involved over time.

We have examined the essential duties and have classified the position using the Decision Band Method®. The job evaluation shows the following:

- Highest Banded Task: B2
- Number of Highest Banded Tasks: 3/6 major responsibility areas
- Percent of Time on High Banded Tasks: N/A
- Degree of Difficulty/Diversity: Moderate

The position performs tasks that require "operational" decision making such as: resolving voter application issues; issuing licenses; and processing receipts and disbursements. Overall, decisions made at this level pertain to how to carry out the operations of the process specified by Band C decisions.

The position receives a sub-grade of three (3), because of the moderate complexity and diversity of B2 tasks in relation to similarly banded and graded positions. Thus, the correct evaluation of this position is B23. *Grades*



ELECTION SUPPORT SPECIALIST/ACCOUNT TECHNICIAN

Department Auditor's Office
Grade Grade 5
Reports to CFO
FLSA Status Non-exempt
Union Status AFSCME Courthouse

New

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

Responsible to perform a wide variety of duties and activities related to the administration of elections, issue and monitor multiple types of County issued licenses, and perform general accounting duties and other tasks, as they relate to the objectives and procedures of the County Auditor's Office.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority, although provides guidance to election judges and election workers.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Election Administration:

- a. Analyze, evaluate, and process voter registration applications/documents and resolve issues with incomplete or improper applications
- b. Maintain accuracy and integrity of the Statewide Voter Registration System
- c. Maintain, manage, and monitor the election judge training records within the Statewide Voter Registration System
- d. Assist with planning and implementation of programs used to implement the redistricting process. Manage and update the Statewide Voter Registration System with information resulting from annexations and redistricting
- e. Update the Statewide Voter Registration System after each election with voter history and new registration information



Position Description

- f. Oversee and manage the absentee voting process and analyze, evaluate, and process absentee voting applications and resolve detected omissions
 - g. Oversee, manage, and coordinate with local government officials and healthcare providers regarding the administration of the healthcare facility outreach voting process
 - h. Plan and coordinate pre-election meetings with cities, townships, and school districts
2. County Licenses and Permits:
- a. Prepares and issues all necessary paperwork for issuing a variety of County licenses and permits, including but not limited:
 - i. Multiple types of Liquor/Alcohol/Beer
 - ii. Auctioneer
 - iii. Dangerous Dog
 - iv. Assembly
 - v. Fireworks
 - vi. Tobacco
 - vii. Waste haulers licenses
 - b. Coordinates with MDH regarding Food Licensing
3. Assists and provides backup to Deputy County Auditor/Accountant, by performing receipting and payment duties
4. Acts as receptionist. Assists or directs persons to the appropriate staff member and/or takes messages.
5. Interprets, follows, and explains MN Statute, MN Rules, County Ordinances and Policies so that laws and regulations are understood by employees and the public.
6. Maintains detailed records and files as necessary.
7. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

- Bachelor's degree in Public Administration, Accounting, or related field
- Experience with elections support in a county or state office
- Years of experience may be substituted for the bachelor's degree
- Ability to maintain County Election Administrator's Certificate. Training to obtain this Certificate is provided by the Minnesota Secretary of State's office.
- Driver's License valid in the State of Minnesota

Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.



Position Description

2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Accounting terminology and practices.
4. Principles of governmental accounting.
5. Business math.
6. Spreadsheets and database software and the automated accounting system used.
7. General record keeping and filing systems.
8. Techniques used in locating errors.
9. Document retention procedures.
10. Office terminology, procedures, and equipment.
11. Basic knowledge of state and federal laws, rules, and regulations concerning audit, payroll, and benefit issues, including but not limited to the Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), PERA, Workers' Compensation, COBRA, and the MN Government Data Practices Act.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Organizing and prioritizing work.
4. Reading, writing, and speaking English proficiently.
5. 10-key skills sufficient to accurately operate a numerical keyboard.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Analyze, plan, organize and perform detailed bookkeeping procedures rapidly and accurately.
4. Analyze financial records and reports, locate errors, and provide solutions.
5. Exercise independent judgment, initiative, and discretion in developing work methods and operating procedures in order to implement departmental activities and policies.
6. Understand and carry out detailed written and oral instructions.
7. Reconcile and/or balance financial transactions and accounts.
8. Perform basic arithmetical computations (addition, subtraction, multiplication, and division).
9. Compare data from a variety of sources for accuracy and completeness.
10. Interpret accounting records and documents and prepare information in summary form.
11. Work under pressure and willingness to accept responsibility for meeting deadlines.
12. Maintain effective working relationships with supervisors, co-workers, and the public.
13. Perform detailed work with speed and accuracy.

Language Skills

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.



Position Description

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

Statewide Voter Registration System (SVRS), County Financial System (IFS), County Payroll Software, E-time, Microsoft Word, Excel, Outlook, and other job-related software.

Ability to Travel

Occasional travel required for training or errands in and out of Aitkin County.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, and innovation.

Work Environment

The noise level in the work environment is usually quiet to moderate.

Equipment and Tools

Computer, copier, scanner, fax, telephone, printer, 10-key calculator, shredder, emergency weather-alert radio, and other job-related equipment.

County-owned vehicle.

Physical Activities/Requirements

Stooping, kneeling, crouching, reaching, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Semi-annually election duties arise that involve more physical types of labor involving lifting and/or carrying boxes of election materials and voting machines weighing up to 50 pounds.



Position Description

While performing the duties of this job, the employee performs light work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Our Vision: *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

Our Mission: *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

Our Core Values: *Collaboration, Innovation, Integrity, People-Focused, Professionalism*



Position Description

ACCOUNT TECHNICIAN

OLD

Department Auditor's Office
Grade Grade 5
Reports to Financial Assistant
FLSA Status Non-exempt
Union Status AFSCME Courthouse

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To perform general accounting duties and other tasks, as they relate to the objectives and procedures of the County Auditor's Office.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority, although provides guidance to election judges and election workers.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Prepares and processes receipts and disbursements accurately, according to departmental budgets using generally accepted accounting principles, and assists in preparing and processing claims, Auditor, Commissioner and Manual warrants.
2. Assists with elections, training, registration, voting, reporting, recounts, and other election-related duties. Assists with voter registration by entering names from voter applications onto the Statewide Voter Registration System. Maintains voter registration card file. Processes and completes all reports received from the Department of Health, Driver Vehicle Services, National Change of Address, etc. Document, processes and records all Absentee, Mail, and UOCAVA ballots. Posts voting history for each voter for all elections. Prepares required materials, tests equipment and assists with election training sessions. Prepares and issues all necessary paperwork for issuing a variety of County licenses and permits, including but not limited to multiple kinds of beer and liquor licenses and wastehaulers licenses, etc.



Position Description

3. Assists and provides backup to Deputy County Auditor/Payroll Technician, by performing various limited payroll functions.
 4. Acts as receptionist. Assists or directs persons to the appropriate staff member and/or takes messages.
 5. Enters delinquent taxes in judgment book.
 6. Interprets and explains policy regulations and procedures so that laws and regulations are understood by answering questions and inquiries posted by employees and the general public.
 7. Maintains detailed records and files as necessary.
 8. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Accounting Diploma, or an equivalent combination of two or more years experience in bookkeeping, accounts payable, or accounts receivable. Must have the ability to focus and work productively with continual interruptions. Must possess excellent computer and customer service skills, multitask well due to numerous phone and counter interruptions, and deal with difficult situations or customers. Also, desirable to have experience with electronic voting systems.

Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Valid MN's driver's license required.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Accounting terminology and practices.
4. Principles of governmental accounting.
5. Business math.
6. Spreadsheets and database software and the automated accounting system used.
7. General record keeping and filing systems.
8. Techniques used in locating errors.
9. Office terminology, procedures, and equipment.
10. Basic knowledge of state and federal laws, rules, and regulations concerning audit, payroll, and benefit issues, including but not limited to the Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), PERA, Workers' Compensation, COBRA, and the MN Government Data Practices Act.



Position Description

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Organizing and prioritizing work.
4. Reading, writing, and speaking English proficiently.
5. 10-key skills sufficient to accurately operate a numerical keyboard.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Analyze, plan, organize and perform detailed bookkeeping procedures rapidly and accurately.
4. Analyze financial records and reports, locate errors and provide solutions.
5. Exercise independent judgment, initiative and discretion in developing work methods and operating procedures in order to implement departmental activities and policies.
6. Understand and carry out detailed written and oral instructions.
7. Reconcile and/or balance financial transactions and accounts.
8. Perform basic arithmetical computations (addition, subtraction, multiplication and division).
9. Compare data from a variety of sources for accuracy and completeness.
10. Interpret accounting records and documents and prepare information in summary form.
11. Work under pressure and willingness to accept responsibility for meeting deadlines.
12. Maintain effective working relationships with supervisors, co-workers, and the public.
13. Perform detailed work with speed and accuracy.

Language Skills

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

County Financial System (IFS), County Payroll Software, E-time, Microsoft Word, Excel, Outlook, and other job-related software.



Position Description

Ability to Travel

Occasional travel required for training or errands in and out of Aitkin County.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, and innovation.

Work Environment

The noise level in the work environment is usually quiet to moderate.

Equipment and Tools

Computer, copier, scanner, fax, telephone, printer, 10-key calculator, shredder, emergency weather-alert radio, and other job-related equipment.

County-owned vehicle.

Physical Activities/Requirements

Stooping, kneeling, crouching, reaching, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Semi-annually election duties arise that involve more physical types of labor involving lifting and/or carrying boxes of election materials and voting machines weighing up to 50 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Working safely is a condition of employment. Aitkin County is a drug-free and alcohol-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.



Position Description

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

05/13/2014

Our Vision: *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

Our Mission: *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

Our Core Values: *Collaboration, Innovation, Integrity, People-Focused, Professionalism*



Board of County Commissioners Agenda Request

4C

Agenda Item #

Requested Meeting Date: October 11, 2022

Title of Item: Recommendation from the Consultant (Assessment Tech, Assessor's Office))

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<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: Bobbie Danielson, HR Director		Department: HR Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 2 minutes
Summary of Issue: The consultant's recommendation is attached. Increase Assessment Technician from Grade 3 to Grade 4.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to accept the consultant's recommendation of Grade 4 for the Assessment Technician position, effective 10/11/2022.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> The Afscoe Courthouse unit agreement provides an increase of 5% or \$1.00 per hour, whichever is greater.		

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



Gallagher

Insurance | Risk Management | Consulting

Position: Assessment Technician – Assessor's Office

This position is currently ~~unrated~~. *grade 3*

This position reports to the County Assessor and Assistant County Assessor and is responsible for providing office support to the Assessor's Office including providing information on property values, classifications, and coordinating tax, homestead, and veteran programs.

We have examined the essential duties of this position and classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2
Number of Highest Banded Tasks: 11/11
Percent of Time on High Banded Tasks: 100%
Degree of Difficulty/Diversity: Moderate

The classification performs tasks that require "operational" decision-making such as, processing and maintaining applications and documentation for homestead, veteran, and tax programs, assisting in customer service questions, and maintaining and entering new data into existing databases.

Overall, the position is carrying out decisions within the limits set by the specific process. The position has a choice as to how the operations are carried out but not as to what operations constitute the process.

The classification receives a subgrade of two (2), because of the moderate complexity and diversity of the B2 tasks in relation to other jobs in the same band. Thus, we recommend the evaluation of the position be rated at B22 level.

Grade 4

ASSESSMENT TECHNICIAN

Department Assessor's Office
DBM/Grade To be determined
Reports to County Assessor and Assistant County Assessor
FLSA Status Non-exempt
Union Status AFSCME Courthouse Unit

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To provide office support for the Assessor's Office, provide information on property values, classifications, and available programs to inquiring taxpayers, and to accurately maintain homestead and disabled veterans exclusion records. Manages the administration of multiple tax programs on a daily basis.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Processes and maintains all aspects pertaining to the homestead program. Helps taxpayers file for the homestead classification, receives completed applications, reviews applications for completeness and all documentation is included, then approves or denies the application. Determines removal of homestead classification due to death of taxpayer or sale of property. Same procedure for the blind and disabled homestead program. Creates written correspondence regarding homestead status and is the point-of-contact on all homestead questions to provide responsive and professional customer service. Bi-annually manages the relative homestead mailing -- generates report on all relative homestead property, prepares mailing (close to 200 taxpayers) -- tracks returned applications and approves or denies them. Manages the homestead social security report annually and verifies duplicate social security numbers with other taxing jurisdictions from state report. Submits related reports to the Department of Revenue.

Deleted: ¶
¶
¶
..... Position Description¶
¶

Deleted: Grade 3

Deleted: assists in verifying information for the homestead program, including the blind and disabled homestead program. Updates

Deleted: 1 | Page

11. Assists in the training of new office support staff as directed.
12. Performs other related work as assigned or apparent.

Deleted: ¶
¶
Position Description¶
¶

Minimum Qualifications

Administrative Support Diploma or equivalent, plus three or more years of general office support experience working with numbers, the public, and Microsoft Office Word and Excel; or an equivalent combination of education and experience. Typing speed of 35 w.p.m. or higher. Must have the ability to focus and work productively with continual interruptions. Experience working with Computer Aided Mass Appraisal (CAMA) system, property records, and/or real estate is beneficial.

Courses in assessment laws and procedures, residential appraisal principles and procedures, and/or mass appraisal basics, or a Certified Minnesota Assessor (CMA) license issued by the Minnesota State Board of Assessors is beneficial, but not required.

Commented [BD1]: Not required per State, but incumbent will have more knowledge when entering data.

Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. State regulations and statutes, and guidelines established by the State Department of Revenue as they relate to the functions of the Assessor's Office.
3. Principles, methods, and techniques of real and personal property valuation and assessment.
4. Departmental policies sufficient to interpret and explain policy, regulations and operating procedures to employees, the public, and representatives of various private firms and governmental agencies.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 35 net words per minute without errors.
3. Skill in reading, writing, and speaking English proficiently.
4. Skill in organizing and prioritizing work.
5. Good conflict management skills, decision making skills, negotiating skills, and time management skills.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all county staff and the general public with respect, honesty, and consideration.
2. Accurately entry large amounts of data under limited time frames.
3. Accurately sketch buildings.

Deleted: 1 | Page

4. Locate property owners in parcel mapping software, and to read legal descriptions and locate property owners in plat book and field books.
5. Explain laws and regulations pertinent to the assessment of property.
6. Operate office equipment, including but not limited to, computers, calculators, photo copier, digital scanner, and fax machine.
7. Understand and carry out oral and written instructions
8. Work independently and exercise good judgment.
9. Accurately perform mathematical computations and tabulations and to work with numbers over a prolonged period of time while maintaining a high degree of accuracy.

Language Skills

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

Intermediate Skills – Ability to calculate figures and amounts such as sales ratios, interest, commissions, proportions, percentages, area, circumference, and volume.

Reasoning Skills

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, geographic information system, Microsoft Word, Excel, Outlook, Minnesota Counties Information Systems (MCIS) property tax and Computer Aided Mass Appraisal (CAMA) systems, and Apex digital sketching software.

Ability to Travel

Occasional travel is required to attend trainings and meetings in and out of Aitkin County.

Deleted: ¶
¶
¶
----- Position Description¶
¶

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

Work Environment

The noise level in the work environment is usually moderate. Infrequent travel for errands or off-site training may be required. Must have the ability to focus and concentrate despite being subject to repeated interruptions; required to sit for long periods of time and perform repetitive tasks such as data entry; occasionally subject to dealing with irate taxpayers in person and via telephone. Standing and bending to respond to inquiries and to obtain information are required.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, shredder, emergency weather-alert system, scanner, and county-owned vehicles.

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, daily lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 20 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safely is a condition of employment. Aitkin County is a drug-free and alcohol-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

7/21/2022

Deleted: ¶
¶
¶
Position Description¶

Deleted: 05/10/2017¶

Our Vision: *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

Our Mission: *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

Our Core Values: *Collaboration, Innovation, Integrity, People-Focused, Professionalism*



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: October 11, 2022

Title of Item: Community Grant Program awards

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <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: Mark Jeffers	Department: Administration
Presenter (Name and Title): Kathleen Ryan, ACEDC. Mark Jeffers, EDC	Estimated Time Needed: 10 minutes
Summary of Issue: The Aitkin County Economic Development Committee has received grant funding requests for the 2022 Community Grant Program. Grant applicant summary and grant award summary are attached, along with the 2022 Community Grant Program guidelines. The ACEDC recommends awarding one grant at this time: City of Aitkin Tank Trails Project \$20,000	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: ACEDC requests motion to approve recommended grant award.	
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>	

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



AITKIN COUNTY ADMINISTRATION

Aitkin County Government Center
307 2nd Street NW, Room 305
Aitkin, MN 56431

Mark.jeffers@co.aitkin.mn.us
Phone: 218-927-7305
cell: 218-513-6188

TO: Aitkin County Board of Commissioners
FROM: Mark Jeffers, Economic Development Coordinator
DATE: October 11, 2022
SUBJECT: Aitkin County Community Grant Program

The ACEDC recommends awarding three grants at this time:
City of Aitkin Tank Trails Project \$20,000

2022 Community Grant Program

Applicant Name	Project Name	Contact Name	City	\$ requested	Awarded Y/N	\$ Awarded
City of Aitkin Parks (Tank Trails)	Tank Trail construction	Mike Skrbich	Aitkin	\$ 20,000		\$ 20,000
				\$ 201,219		\$ 74,469



AITKIN COUNTY COMMUNITY GRANT PROGRAM

Background

Aitkin County has received Federal Fiscal Recovery Funding from the American Rescue Plan Act. The Fiscal Recovery Fund was established to help turn the tide on the pandemic, address its economic fallout and lay the foundation for a strong and equitable recovery.

The Aitkin County Board of Commissioners, have approved \$100,000 to be used to directly impact the Community of Aitkin County by establishing the Aitkin County Community Grant Program.

Program Goal

To provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all. This program will positively affect and support planned community projects in Aitkin County.

Eligible project examples include:

- City comprehensive plan creation
- City redevelopment efforts
- Quality of life projects directly benefiting the community
- Community transportation efforts
- Public safety

Funding Eligibility

501(c)(3) organizations, Tribal entities and government entities are eligible to apply. Additionally, other types of organizations may work with a 501(c)(3) fiscal sponsor to submit an application. Applicants must submit formal paperwork confirming the fiscal sponsor relationship. Not for profit organizations must have a physical location in Aitkin County and provide direct assistance to the residents of Aitkin County. Consideration will also be given to not for profit organizations that can demonstrate the ability to make an impact for individuals or the community.



AITKIN COUNTY COMMUNITY GRANT PROGRAM

All applicants must submit a full application with signatures and agree that by signing and submitting the Aitkin County Community Grant Program application they will be subject to a random audit by Aitkin County for accuracy in expenses, or any other statements or information requested. If it is determined that false or misleading information is provided on the Aitkin County Community Grant Project Application, the organization, Tribal entity or government entity will be required at a minimum to repay Aitkin County the entire grant amount. Aitkin County may invoke any and all legal remedies available.

Grant Award Amounts

Maximum Grant amount is \$20,000.00 and Minimum Grant amount is \$1,000.00, based upon request and eligible expenses. All applications will be reviewed by the Aitkin County Economic Development Committee and recommendations will be forwarded to the Board of Commissioners for approval.

Timeline and Process

Applications will be made available on June 15, 2022. The first review of grant applications is scheduled for June 29, 2022. Grants will continue to be awarded until all funds are expended. Final approval will be subject to approval by the Aitkin County Board.

Grant applications will be available on the Aitkin County website and by request and may be submitted by mail to Aitkin County Government Center, ATTN: Mark Jeffers, 307 2nd Street NW #316, Aitkin, MN 56431 or electronically to mark.jeffers@co.aitkin.mn.us

All applicants will be required to submit a Form W-9, attached, for payment processing.

It is the intent of Aitkin County to award the Aitkin County Community Grant Program as soon as possible.

For any questions or clarifications, please contact Mark Jeffers, Economic Development Coordinator at 218-513-6188, mark.jeffers@co.aitkin.mn.us



Aitkin County reserves the right to reject or modify any application or portions thereof it feels does not meet the guidelines or application process requirements. Applications may be prioritized based on impact.

AITKIN COUNTY COMMUNITY GRANT PROGRAM

Reporting Requirements

Organizations that receive a 2022 Community Grant Program award are required to submit a grant evaluation form at the end of the one-year grant period. Reporting information documents and deadlines will be included in the award letter.



Board of County Commissioners Agenda Request

5B

Agenda Item #

Requested Meeting Date: October 11, 2022

Title of Item: Authorize Submission of LATCF Grant Application

<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: Kathleen Ryan		Department: Auditor
Presenter (Name and Title): Kathleen Ryan, CFO		Estimated Time Needed:
Summary of Issue: <p>Treasury launched the Local Assistance and Tribal Consistency Fund (LATCF) for eligible revenue sharing counties. The American Rescue Plan (ARP) appropriated \$2 billion to Treasury across fiscal years 2022 and 2023 to provide payments to eligible revenue sharing counties and eligible Tribal governments for use on any governmental purpose except for a lobbying activity.</p> <p>Eligible recipients will be required to complete payment information and sign program terms and conditions. Under this program, recipients have broad discretion on uses of funds, similar to the ways in which they may use funds generated from their own revenue sources.</p> <p>Aitkin County is eligible to receive \$50,000 for FY 2022 and \$50,000 for FY 2023. There is no expenditure deadline, all funds are available until expended. An Obligation and Expenditure report is due yearly by March 31.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve the Resolution authorizing Kathleen Ryan, CFO to submit Aitkin County request for payment of the County's allocation.		
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? \$ 0 Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> This is not currently in the 2022 budget but can be added to the 2023 budget if approved.		

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

By Commissioner: xxx

20221011-xxx

Date and time of 2023 Timber Auctions

Local Assistance and Tribal Consistency Fund GRANT APPLICATION – Governmental Purpose

WHEREAS, Section 605 of the Social Security Act (the Act), added by Section 9901 of the American Rescue Plan (ARPA), established the Local Assistance and Tribal Consistency Fund (LATCF), which provides for Treasury to pay \$2 billion to eligible revenue sharing counties and eligible Tribal governments across fiscal years 2022 and 2023 for use on any governmental purpose except for a lobbying activity, and

WHEREAS, Aitkin County is defined as an eligible revenue sharing county and is eligible to receive \$50,000 for FY 2022 and \$50,000 for FY 2023.

BE IT RESOLVED, Kathleen Ryan, Aitkin County CFO/Chief Deputy Auditor, is authorized to request payment through the Treasury Submission Portal on behalf of Aitkin County.

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 11th day of October 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 11th day of October 2022

Jessica Seibert
County Administrator

Local Assistance and Tribal Consistency Fund

Allocations to Eligible Revenue Sharing Counties

September 2022

Section 605 of the Social Security Act (the Act), added by Section 9901 of the American Rescue Plan (ARPA), established the Local Assistance and Tribal Consistency Fund (LATCF), which provides for Treasury to pay \$2 billion to eligible revenue sharing counties and eligible Tribal governments across fiscal years 2022 and 2023 for use on any governmental purpose except for a lobbying activity. This document summarizes Treasury’s methodology for determining eligibility and allocating funds to eligible revenue sharing counties.

The Act appropriates \$1.5 billion to Treasury for payment to eligible revenue sharing counties, reserving \$750 million for each of fiscal years 2022 and 2023, and directs the Secretary of the Treasury (the Secretary) to allocate the funds “taking into account economic conditions of each eligible revenue sharing county using measurements of poverty rates, household income, land values, and unemployment rates as well as other economic indicators, over the 20 year period ending September 30, 2021.”¹

Eligibility Criteria

Statutory requirements for determining eligibility

The statute defines eligible revenue sharing counties to include any county, parish, or borough

- (i) that is independent of any other unit of local government;
- (ii) that, as determined by the Secretary, is the principal provider of government services for the area within its jurisdiction; and
- (iii) for which, as determined by the Secretary, there is a negative revenue impact due to implementation of a Federal program or changes to such program.²

The statute also specifically enumerates the District of Columbia, the Commonwealth of Puerto Rico, Guam, and the United States Virgin Islands as eligible revenue sharing counties.³

¹ 42 U.S.C. § 805(b)(1). Treasury previously announced the allocation of the \$500 million reserved for Tribal governments, available here: <https://home.treasury.gov/system/files/136/605-LATCF-Allocation-Methodology-Summary.pdf>.

² See 42 U.S.C. § 805(f)(1)(A).

³ See *id.* § 805(f)(1)(B).

Defining “a county, parish, or borough” that is “independent of any other unit of local government” and “the principal provider of government services”

Treasury referred to Census Bureau classifications to determine which units of government constitute “a county, parish, or borough” that is “independent of any other unit of local government” and “the principal provider of government services.” Treasury referred to the Census Bureau’s census of governments⁴ and its classification of the functional status of counties and equivalents.⁵

First, Treasury referred to those geographic areas classified by the Census as counties including those that the Census Bureau categorizes as parishes or boroughs.⁶

Second, Treasury determined that counties that are consolidated with other units of government are not “independent of any other unit of local government.”⁷

Third, Treasury determined that counties that do not have government functions or have only very limited government functions do not qualify as “principal provider[s] of government services.” Such counties include those classified by the Census Bureau as “non-functioning legal entities.”⁸

Defining “negative revenue impact due to implementation of a federal program implementation or changes to such program”

Treasury is defining counties with a “negative revenue impact due to the implementation of a Federal program or changes to such a program” to be counties that participate in the Payments in Lieu of Taxes (PILT) program administered by the Department of the Interior and the Refuge Revenue Sharing program administered by the Fish and Wildlife Service (FWS).⁹ Both of these revenue sharing programs provide funds to counties that are available for expenditure for general

⁴ See 13 U.S.C. § 161; Individual State Descriptions: 2017, 2017 Census of Governments, U.S. Census Bureau, G17-CG-ISD (April 2019) (2017 Census of Governments Report).

⁵ See Functional Status Codes and Definitions, U.S. Census Bureau, <https://www.census.gov/library/reference/code-lists/functional-status-codes.html>.

⁶ Entities in the Census of Governments Report with functional status codes of “F” and “S” are either fictitious county entities created by the Census Bureau to fill its geographic hierarchy or statistical entities that the Census Bureau uses to subdivide the unorganized borough of Alaska and are, therefore, not counties, parishes, or boroughs. See 2017 Census of Governments Report at 17.

⁷ Such counties are listed in the Census of Governments Report with functional status codes “B” and “C.”

⁸ The Census Bureau lists those counties classified as non-functioning counties with functional status code “N.” See 2017 Census of Governments Report at 280. In addition, the 14 counties in Vermont that perform very limited functions do not qualify as principal providers of government services. As summarized by the Census of Governments, Vermont’s counties “perform very limited functions, which consist chiefly of maintaining the courthouse and county jail.” See 2017 Census of Governments Report at 280.

⁹ More specifically, Treasury will include counties that otherwise qualify as eligible revenue sharing counties and are listed by Interior as having land that is entitlement land for purposes of PILT or donated or acquired refuge land for purposes of the Refuge Revenue Sharing program.

purposes. Congress has not always provided consistent funding for these programs.¹⁰ Counties receiving payments from these programs suffer a negative revenue impact when these programs are not fully funded, and the inconsistent funding of these programs means these counties are not able to confidently project their future revenues and thus are not able to plan their expenditures efficiently.

Under PILT, the Department of the Interior provides annual payments to counties and other local governments with certain categories of federal lands within their borders. These lands, referred to as “entitlement lands,” include national parks, national forests, land managed by the Bureau of Land Management (BLM), land managed by FWS that has never left federal ownership, and others as set forth in PILT statute. Although Congress has appropriated full funding for the PILT program since fiscal year 2018, the PILT program has experienced other periods of constrained funding since 2005, requiring prorated reductions to the amounts paid to recipients under the allocation formula.

Under the Refuge Revenue Sharing program, the FWS provides annual payments to counties and other local governments that have land administered solely or primarily by the FWS. This includes payments for refuge lands that were acquired by or donated to the federal government and that are thus not included as entitlement lands for purposes of PILT. The Refuge Revenue Sharing program has also been inconsistently funded by Congress. Since 1981, Congress’ appropriations for the program have varied, and the program has not been fully funded to pay the full amount to each county provided for in the allocation formula.

Thus, Treasury is defining counties “for which, as determined by the Secretary, there is a negative revenue impact due to implementation of a Federal program or changes to such program” as those counties that participate in the PILT and Refuge Revenue Sharing programs.

District of Columbia, Commonwealth of Puerto Rico, Guam, and the U.S. Virgin Islands

The District of Columbia, the Commonwealth of Puerto Rico, Guam, and the U.S. Virgin Islands are statutorily included as eligible revenue sharing counties for the LATCF program.

Total Eligible Revenue Sharing Counties

Overall, 2,086 total local governments meet the definition of a “county, parish, or borough” that is “independent of any other unit of local government” that is “the principal provider of services” and for which there is “a negative revenue impact as the result of the implementation of a federal program or changes to such program.” This includes the District of Columbia and the 3 territories, Puerto Rico, Guam, and U.S. Virgin Islands, specifically enumerated as eligible by the statute.

¹⁰ See FWS, Historical Summary of Refuge Revenue Sharing Payments, <https://www.fws.gov/sites/default/files/documents/RefugeRevShare%20Historical%20Summary2022.pdf> (indicating less than full funding for the Refuge Revenue Sharing program since 1981). A discussion of annual funding levels for PILT is provided in Interior’s PILT annual reports, available at <https://www.doi.gov/pilt/resources/annual-reports>.

Allocation Methodology

The Act provides that the Secretary shall determine the allocations for eligible revenue sharing counties “taking into account economic conditions of each eligible revenue sharing county, using measurements of poverty rates, household income, land values, and unemployment rates as well as other economic indicators, over the 20-year period ending with September 30, 2021.”¹¹

Data Sources for Statutory Economic Indicators (“poverty rates, household income, land values, and unemployment rates”)

Poverty Rates and Median Household Income

Treasury used data on poverty rates and median household income as published by the Census Bureau at the county level in its Small Area Income and Poverty Estimates (SAIPE) program, last published in December 2021, reflecting data for calendar year 2020.¹² This Census Bureau data source is meant to “provide estimates of income and poverty for the administration of federal programs and the allocation of federal funds to local jurisdictions.”¹³

Unemployment Rates

Treasury used data on unemployment rates by county, through 2021, published by the Bureau of Labor Statistics (BLS) Local Area Unemployment Statistics (LAUS) dataset. BLS LAUS program data is derived from the Current Population Survey, which is the household survey that is the source of the national unemployment rate.¹⁴

Land Values

Given the program’s legislative purpose of providing additional funding to counties with federal lands¹⁵ and the lack of comprehensive availability of property value data at a county or territorial level, Treasury’s allocation uses the amount of acres of federal land constituting entitlement land for the purposes of PILT and acquired or donated federal lands for purposes of the Refuge Revenue Sharing program for fiscal year 2021 in an eligible revenue sharing county.

Data Sources for “Other Economic Indicators”

Treasury considered various other economic indicators to factor into the allocation methodology. In evaluating whether to add a specific metric, staff considered whether there is available data at

¹¹ 42 U.S.C. § 805(b)(1).

¹² “The U.S. Census Bureau’s Small Area Income and Poverty Estimates program produces single-year estimates of income and poverty for all U.S. states and counties.” Census, Small Area Income and Poverty Estimate Program, <https://www.census.gov/programs-surveys/saipe/about.html>.

¹³ *Id.*

¹⁴ BLS, Local Area Unemployment Statistics, <https://www.bls.gov/lau/lauov.htm>.

¹⁵ 167 CONG. REC. S1271 (daily ed. Mar. 5, 2021) (statement of Sen. Wyden).

the county level and the extent to which the additional metric captures something distinct from what is already required by the statute.

Treasury incorporated childhood poverty and population into the allocation as “other economic indicators.” Childhood poverty, while correlated with overall poverty, provides a distinct measure of economic conditions, given the long-term impact of poverty on children.¹⁶ Childhood poverty data is available as published by the Census Bureau at the county level in the SAIPE program, last published in December 2021, reflecting data for calendar year 2020, and is incorporated into the Economic Distress Index described further below.

Population is a useful proxy for the size of an economy and the extent of the burden placed on the county government to provide essential services. Population data at the county level is available as published by the Census Bureau via its Subcounty Resident Population Estimates data set.¹⁷ To account for population as an additional economic indicator, as described further below, Treasury imposed a per capita maximum payment using population data as of July 1, 2021, scaled to the effective fiscal year 2021 per capita maximum under PILT.

Allocation Formula

Overall, Treasury’s allocation formula is based on the calculation of a county’s relative economic condition compared to other eligible revenue sharing counties and its acres of federal land. Allocations are subject to a total maximum of \$6,000,000, a total minimum of \$50,000, as well as a per capita maximum of \$300. This methodology and the above data sources were used to determine allocations for both fiscal years 2022 and 2023. Specifically, Treasury used the following methodology to allocate funds:

- Treasury calculated an Economic Distress Index (EDI) by multiplying economic indicators (poverty rate, childhood poverty rate, median household income, and unemployment rate), averaged over the 20-year period for which data are available, in proportion to their national figures (except for the data for Puerto Rico, which were averaged over the available 10-year period, and Guam and U.S. Virgin Islands, which do not have a calculated EDI, as further described below). A higher EDI value reflects relatively higher economic distress.
- Treasury sorted eligible revenue sharing counties into five groups based on the quintile of their EDI values, such that group 1 has the least distressed economic conditions and group 5 has the most distressed economic conditions. Counties in the same group receive the same “EDI group number,” reflecting which EDI group they fall in. The relationship is such that counties in group 2 receive twice the EDI weighting as counties in group 1, counties in group 3 receive three times the EDI weighting as counties in group 1, counties

¹⁶ See, e.g., Chapter 3: Consequences of Child Poverty, A Roadmap to Reducing Child Poverty. National Academies of Sciences, Engineering, and Medicine. National Library of Medicine Bookshelf. <https://www.ncbi.nlm.nih.gov/books/NBK547371/>. February 28, 2019.

¹⁷ See Incorporated Places and Minor Civil Divisions Datasets: Subcounty Resident Population Estimates: April 1, 2020 to July 1, 2021 (SUB-EST2021); <https://www.census.gov/newsroom/press-kits/2022/subcounty-estimates.html>.

in group 4 receive four times the EDI weighting as counties in group 1, counties in group 5 receive five times the EDI weighting as counties in group 1.

- Treasury then calculated a county's "Scaled EDI" by multiplying its EDI group by its acres of federal land (sum of a county's PILT-eligible acres as listed by Interior as having land that is entitlement land for purposes of PILT or donated or acquired refuge land for purposes of the Refuge Revenue Sharing program).
- Treasury calculated the annual allocation for an eligible revenue sharing county by comparing the county's Scaled EDI as a proportion of the available annual funds (\$750,000,000) relative to the sum total of all Scaled EDIs, subject to a minimum, an absolute maximum, and a per capita maximum.
- Treasury calculated the total allocation of FY22 and FY23 payments by multiplying each eligible revenue sharing county's annual allocation by 2.

Treatment of the District of Columbia, Commonwealth of Puerto Rico, Guam, and the U.S. Virgin Islands

While all data described above is available for the District of Columbia, data availability varies for Puerto Rico, Guam, and the U.S. Virgin Islands. The District of Columbia is treated the same as other eligible revenue sharing counties in the allocation formula.

For Puerto Rico, while data is available for unemployment rate and land values, the data for poverty rate, childhood poverty rate, and median household income data is only available for a ten-year period, from 2010-2019. Accordingly, Treasury's evaluation of Puerto Rico's economic conditions is based on available data for 2010-2019.

For Guam and the U.S. Virgin Islands, BLS does not publish unemployment data, and poverty rate, childhood poverty rate, and median household income data is only available for 2009, 1999, and 1989 via the decennial Census. The available data suggests these territories should be placed in the most economically distressed group, group five, for purposes of the allocations.

Payment schedule

Treasury expects to make two payments to eligible counties. The first payment will be available immediately and will be made to eligible revenue sharing counties on a rolling basis. Treasury expects to make the second payment after the start of calendar year 2023.

To receive payments, eligible revenue sharing county governments must submit their information online through the Treasury Submission Portal, which is available at treasury.gov/LATCF. County governments will be required to complete payment information and sign an award agreement. The award agreement will cover both tranches of payments. After an eligible revenue sharing county government's submission is received, Treasury expects that it

will take approximately 4-5 business days for Treasury to review and process the payment. Once the information and documentation submitted is determined to be complete and accurate, the point of contact that an eligible revenue sharing county government designates in its online submission will receive information regarding the timing and amount of the first payment.

The deadline to complete the submission is January 31, 2023, at 11:59 PM AKST. If an eligible revenue sharing county government does not complete its submission by that deadline, the eligible revenue sharing county government will not be eligible to receive any payments under the LATCF.

Treasury may reallocate funds unclaimed by eligible revenue sharing county governments by the deadline noted. Treasury expects that the reallocated funds will be included in the second payment to counties that submitted the requisite information by the deadline.

In fiscal year 2023, Treasury expects to communicate to eligible revenue sharing county governments the amount of such reallocation, if any, and the date for the second payment.



Board of County Commissioners Agenda Request

5C
Agenda Item #

Requested Meeting Date: October 11, 2022

Title of Item: Warrant Processing-ApplicationXtender-Workflow Manager

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<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: Kathleen Ryan		Department: Auditor
Presenter (Name and Title): Kathleen Ryan, CFO		Estimated Time Needed:
Summary of Issue: <p>Aitkin County currently uses RTVision's Automated Account Payable system - GovAP. While GovAP has been an improvement and leads to efficiency when processing warrants, we have discovered many limitations. Aitkin County currently uses ApplicationXtender as our electronic document management system and we have had very positive results. With this new AP Workflow system we would increase our efficiency in many ways. Road and Bridge would be able to use the new system - currently, GovAP does not interface with New Roads. Health and Human Services would have increased processing abilities. While SSIS would not interface, the systems do work together.</p> <p>The County can create templates which would decrease data entry for routine monthly payments like utilities and phone.</p> <p>The County would be able to process Manual Payments. Currently these payments are handled with paper vouchers because the GovAP system is not able to process Manual Payments.</p> <p>There are other user friendly upgrades that make processing more efficient in all departments.</p> <p>Yearly maintenance will be \$1,800. Currently we pay \$7,500 per year for maintenance.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve moving forward with the transition from GovAP to ApplicationXtender Warrant Processing & Workflow Manager.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ \$20,000-includes 1st year maintenance. <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> We are requesting to use FRF funds that have not been allocated to cover this cost for 2022.		

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



Date: September 20, 2022

To: Kathleen Ryan, Aitkin County

From: Wayne Altenbernd

Subject: Warrant Processing using ApplicationXtender & ISC ECMT Workflow Manager

Aitkin County has indicated a desire to implement a Workflow based Electronic Document Management System (EDMS) to be improve the Accounts Payable and Warrant Processing process. ISC (Information Systems Corporation) has implemented OpenText ApplicationXtender EDMS solutions in over 40 Minnesota counties. In addition, ISC has implemented Workflow based EDMS solutions in over 20 Minnesota counties.

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

License Description	Quantity
ApplicationXtender Server Core Concurrent Connection License <ul style="list-style-type: none"> • 7 licenses allocated for use by Planning and Zoning • 5 licenses allocated for use by Recorder • 3 licenses allocated for use by ApplicationXtender system integration • 18 licenses allocated for use by all other county departments including Health & Human Services 	33
ApplicationXtender Pegasus ScanFix License	7
ApplicationXtender Image Capture Server License	1
ApplicationXtender Reports Management Server License	1
ApplicationXtender Connector Concurrent Connection License	5
ApplicationXtender OCR Server License	1
ApplicationXtender xPlore Full Text Server License	1
ApplicationXtender xPlore Full Text Concurrent Connection License	3
ISC Workflow Server and Forms License	1
ISC ECMT Workflow Client License	10
Intelligent Capture Standard Server with 100K Pages per Year Bundle License	1
Intelligent Capture Server Volume +100K Pages per Year License	1
Intelligent Capture ScanPlus License	1

This proposal will update the existing ApplicationXtender system by enhancing it with additional software products to increase system functionality, productivity, and efficiency.

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

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

Proposal Table of Contents

EDMS Solution Recommendation	Page 2
Cost to Implement the Proposed EDMS Solution	Page 4
For Workflow based Accounts Payable/Warrant Processing	Page 4
EDMS Solution Add-ons to Enhance System Capabilities	Page 5
Document Scanner Recommendations	Page 7
EDMS References	Page 8



Date: September 20, 2022

EDMS Solution Recommendation

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

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

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

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

- **Integrated with IFS Integrated Financial System** allowing access to IFS chart of accounts, vendors, batch submission, and payment data
- **Invoice Submission and Coding** web pages allows departments to easily submit and code new invoices by dragging and dropping a PDF file
- **Compatible with Avenu New Roads and CPT CostRite cost accounting systems**
- Digitizes documentation associated with the processing invoices for payment
- Uses an advanced automated workflow design
- Provides a secure central repository for warrant/voucher documents
- Allow real-time access to documents for authorized users
- Improved accuracy of critical data captured
- Real-Time visibility to the status of each invoice

Invoice Coding Data Entry Screen

AP Workflow Invoice Coding and Approval Screen

Invoice Submission with Coding Webpage Screen

EDMS Solution Recommendation (continued)

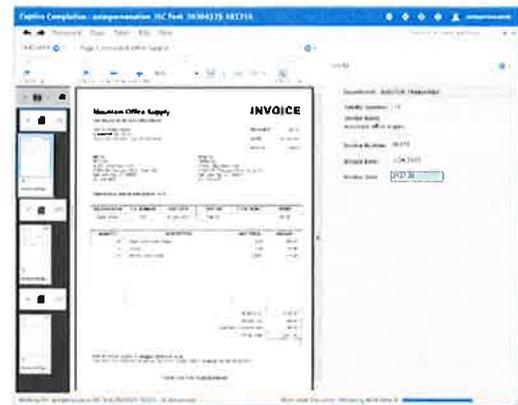
- Optional – Enhanced Document Capture using Intelligent Capture**

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

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

Intelligent Capture provides the following features and benefits.

Intelligent Capture Invoice Indexing Screen Shot



Feature	Benefit
Integrated with IFSpi Financial System	Improves document index accuracy by getting the most current vendor information from the IFS system using the IFS ePort feature
Automatic Invoice Capture	Invoices received from vendors by email can be automatically captured for processing
Automatic Invoice Separation	Splits invoices automatically when a new invoice is found if the vendor invoices are configured for automatic recognition
Automatic Invoice Identification	Invoices can fully indexed by recognizing and reading data contained on selected vendor invoices
Distributed Document Scanning and Indexing	Different workers can be involved in the invoice scanning and indexing process to distribute the workload among multiple staff to improve invoice processing productivity

- Optional – Document Scanners**

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

Canon DR-C230 Color Document Scanner (recommended model)

Specifications:

- Recommended Scanning Volume – 3,500 Scans per Day
- Grey Scale: 8-Bit maximum, 256 levels
- Color: 24-Bit maximum
- Built-in 60-sheet capacity automatic document feeder
- **Scan speed – 30 letter size pages per minute @ 200dpi**
- Maximum document size of 8.5" x 14"
- Minimum document size of 2.0" x 2.1"
- Scan resolutions of 100 to 600 dpi
- **Warranty: 3-Year Advance Exchange with Canon**
- Dimensions: (H x W x D) 9.1" x 11.5" x 10.0"
- Weight: 6.17 lbs.





Date: September 20, 2022

Cost to Implement the Proposed EDMS Solution

Workflow based Accounts Payable/Warrant Processing with Enhanced Document Capture

- ISC ECMT Workflow software can be used by all county departments as part of this EDMS Solution
- Professional Services are required to implement and train county staff

ApplicationXtender AP/Warrant Processing Solution	Quantity	Cost	Total cost
Software Licenses			
ISC ECMT Workflow 5 Concurrent Connection Client License Pack	1	<u>\$6,656.00</u>	
Total for Software Licenses			\$6,656.00
Professional Services			
Software installation and Training	1	\$3,000.00	
Workflow Business process analysis and development for all county departments	1	<u>\$8,500.00</u>	
Total for Professional Services			\$11,500.00
Annual Maintenance Agreements (See Note 1 for more information)			
ISC ECMT Workflow 5 Concurrent Connection Client License Pack	1	<u>\$1,797.00</u>	
Total for Annual Maintenance Agreements			\$1,797.00
Total for ApplicationXtender AP/Warrant Processing (see note 2 below for additional information)			\$19,953.00

Note 1: Actual Annual Maintenance Agreement costs may be higher at time of system purchase due to OpenText, parent of ApplicationXtender, policy of requiring new license purchases to include 1st year of Annual Maintenance plus prorated amount to match existing agreements.

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



Date: September 20, 2022

Cost to Implement the Proposed EDMS Solution (continued)

EDMS Solution Add-ons to Enhance System Capabilities

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

ApplicationXtender License Add-ons

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

- *Actual Annual Maintenance Agreement costs may be higher at time of system purchase due to OpenText, parent of ApplicationXtender, policy of requiring new license purchases to include 1st year of Annual Maintenance plus prorated amount to match existing agreements.*

Description	Purchase Cost	Annual Maintenance Cost	Total Cost
ApplicationXtender Server Core 5 CC Client License Pack	\$8,600.00	\$2,322.00	\$10,922.00
ISC ECMT Workflow 5 Concurrent Connection Client License Pack	\$6,656.00	\$1,797.00	\$8,453.00
ApplicationXtender xPlore Full Text 5 CC Client License Pack	\$1,720.00	\$464.00	\$2,185.00



Date: September 20, 2022

Cost to Implement the Proposed EDMS Solution (continued)

EDMS Solution Add-ons to Enhance System Capabilities (continued)

Intelligent Capture License Add-ons

Intelligent Capture can be added to the solution to improve invoice document capture for the Accounts Payable Workflow system.

- Intelligent Capture software can be used by all county departments as part of this EDMS Solution
- Professional Services are required to implement and train county staff

Optional – Intelligent Capture Software	Quantity	Cost	Total cost
Software Licenses			
Intelligent Capture Server Volume + Advance Recognition 100K Pages/Year Bundle Includes the following modules			
<ul style="list-style-type: none"> • Capacity to process 100,000 pages annually • 1 Attended license for invoice identification or indexing • 1 ScanPlus license for invoice scanning 	1	<u>\$10,091.00</u>	
Total for Software Licenses			\$10,091.00
Professional Services			
Intelligent Capture Software Installation and Training	1	<u>\$3,900.00</u>	
Intelligent Invoice Auto Recognition Template Setup for 40 Vendors	1	<u>\$2,500.00</u>	
Total for Professional Services			\$6,400.00
Annual Maintenance Agreements (See Note 1 for more information)			
Intelligent Capture Server Volume + Advance Recognition 100K Pages/Year Bundle	1	<u>\$2,725.00</u>	
Total for Annual Maintenance Agreements			\$2,725.00
Total for Intelligent Capture Software (see note 1-3 below for additional information)			\$19,216.00

Note 1: It is estimated that Aitkin County will scan no more than 100,000 pages per year using the Intelligent Capture system. If Aitkin County's scanning needs exceed 100,000 pages per year, an increase in the Intelligent Capture Capacity license will need to be purchased.

Note 2: The base Intelligent Capture Standard Server + Advance Recognition 100K Pages/Year Bundle includes (1) Intelligent ScanPlus Client license to allow a single user to scan documents into the Intelligent Capture system at a time. If Aitkin County's scanning needs requires more than one user to be scanning documents into the Intelligent system at a time, an additional ScanPlus Client license will need to be purchased.

Note 3: The base Intelligent Capture Standard Server + Advance Recognition 100K Pages/Year Bundle includes (1) Attended Batch Indexing Client license to allow a single user to review and index batches in the Intelligent Capture system at a time. If Aitkin County's batch review and indexing needs requires more than one user to be reviewing and indexing batches in the Intelligent Capture system at a time, an additional Attended Batch Indexing Client license will need to be purchased.

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

- Actual Annual Maintenance Agreement costs may be higher at time of system purchase due to OpenText, parent of ApplicationXtender, policy of requiring new license purchases to include 1st year of Annual Maintenance plus prorated amount to match existing agreements.

Description	Purchase Cost	Annual Maintenance Cost	Total Cost
Server Volume + Advanced Recognition + 100K Pages/Year Perpetual License	\$6,880.00	\$1,857.00	\$8,737.00
ScanPlus Client License	\$1,835.00	\$495.00	\$2,330.00
Attended Batch Indexing Client License	\$4,013.00	\$1,084.00	\$5,097.00



Date: September 20, 2022

Document Scanner Recommendations

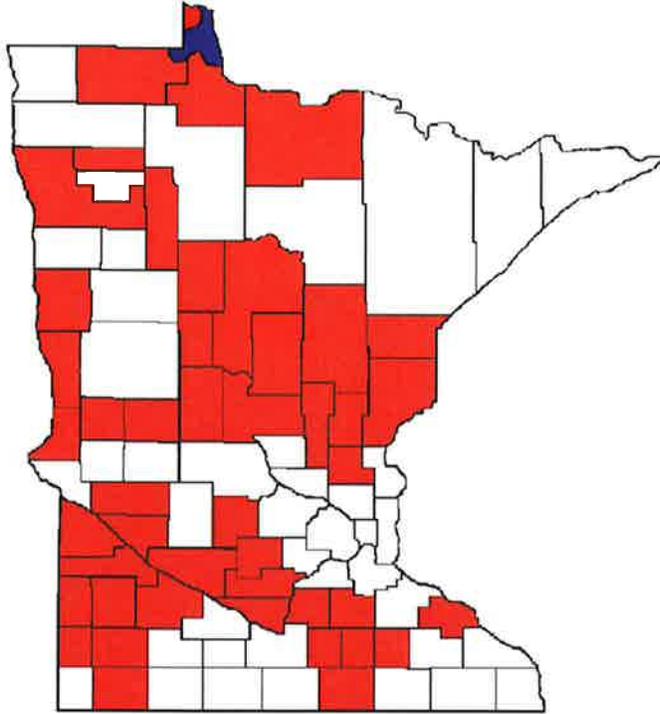
ISC is recommending that Aitkin County consider the following Canon document scanners if additional scanners are needed for this project.

Pricing good until September 30, 2022

Desktop Scanners	Purchase Price*	Annual Maintenance Agreement
<p>Canon DR-C230 Color Duplex Document Scanner</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Recommended Scanning Volume – 3,500 Scans per Day • Grey Scale: 8-Bit maximum, 256 levels • Color: 24-Bit maximum • Built-in 60-sheet capacity automatic document feeder • Scan speed – 30 letter size pages per minute @ 200dpi • Maximum document size of 8.5" x 14" • Minimum document size of 2.0" x 2.1" • Scan resolutions of 100 to 600 dpi • Warranty: 3-Year Advance Exchange with Canon • Dimensions: (H x W x D) 9.1" x 11.5" x 10.0" • Weight: 6.17 lbs. 	\$455.00	N/A
		
<p>Canon DR-S150 Color Duplex Document Scanner</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Recommended Scanning Volume – 4,000 Scans per Day • Grey Scale: 8-Bit maximum, 256 levels • Color: 24-Bit maximum • Built-in 60-sheet capacity automatic document feeder • Scan speed – 45 letter size pages per minute @ 200dpi • Maximum document size of 8.5" x 14" • Minimum document size of 2.0" x 2.1" • Scan resolutions of 100 to 600 dpi • Warranty: 3-Year Advance Exchange with Canon • Dimensions: (H x W x D) 9.5" x 11.5" x 9.8" • Weight: 7.44 lbs. 	\$823.00	N/A
		
<p>Canon DR-M260 Color Duplex Document Scanner</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Recommended Scanning Volume – 7,500 Scans per Day • Grey Scale: 8-Bit maximum, 256 levels • Color: 24-Bit maximum • Built-in 80-sheet capacity automatic document feeder • Scan speed – 60 letter size pages per minute @ 200dpi • Maximum document size of 8.5" x 14" • Minimum document size of 2.0" x 2.1" • Scan resolutions of 100 to 600 dpi • Warranty: 5-Year Advance Exchange with Canon • Dimensions: (H x W x D) 9.09" x 11.22" x 10" • Weight: 7.5 lbs. 	\$1,066.00	N/A
		

EDMS Solution References

Minnesota counties using ApplicationXtender for their electronic document management system



Minnesota County Customers

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

The customers listed below are using the proposed AP Workflow EDMS system.

- **Cass, Walker, MN** – all county departments including Health & Human Services
- **Chippewa, Montevideo, MN** – all county departments including Health & Human Services
- **Clearwater, Bagley, MN** – all county departments including Health & Human Services
- **Douglas, Alexandria, MN** – all county departments including Health & Human Services
- **Horizon Public Health, Alexandria, MN** – a multi-county public health agency
- **Lac qui Parle, Madison, MN** – all county departments including Health & Human Services
- **Meeker, Litchfield, MN** – installation pending
- **McLeod, Glencoe, MN** – installation pending
- **Nobles, Worthington, MN** – all county departments except Health & Human Services
- **Pine, Pine City, MN** – all county departments including Health & Human Services
- **Renville, Olivia, MN** – all county departments including Health & Human Services
- **Swift, Benson, MN** – all county departments except Health & Human Services



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: October 11, 2022

Title of Item: Letter of Support for Huber Engineered Woods, LLC

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: DJ Thompson		Department: Land
Presenter (Name and Title): DJ Thompson, Land Commissioner		Estimated Time Needed: 10 Minutes
Summary of Issue: <p>The Natural Resources Advisory Committee at its October 10th meeting made a recommendation that Aitkin County submit a Letter of Support to Governor Walz for the Huber Engineered Wood Project. Huber has proposed a \$440+ million project to construct an orientated strand board (OSB) manufacturing facility in Cohasset, Minnesota.</p> <p>Letter will be provided at the Board Meeting.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Submit Letter of Support		
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.



Aitkin County Board of Commissioners

Agenda Request Form

7A

Agenda Item #

Requested Meeting Date:
Title of Item: Committee Reports

REGULAR AGENDA	Action Requested by: County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Brian Napstad
Aitkin Airport Commission	Monthly	1 st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 rd Thursday	Wedel and Napstad
Aitkin County CARE Board	Monthly	3 rd Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 rd Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3 rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly	3 rd Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly	3 rd Wednesday	Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Quarterly	3 rd Thursday	Niemi, Alt. Westerlund
ATV Committee	Monthly		Napstad and Westerlund
Big Sandy Lake Management Plan	Monthly	2 nd Wednesday	Napstad, Alt. Marcotte
Budget Committee	Most months	1 st Tuesday	Marcotte and Napstad
Development Achievement Center	Monthly	3 rd or 4 th Thurs.	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi, Alt. Napstad
Economic Development	Monthly	1 st Wednesday	Napstad and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Napstad
Extension	4x year	Monday	Marcotte, Alt. Westerlund
Facilities/Technology	As needed		Wedel and Westerlund
H&HS Advisory (Liaison)	Monthly except July	1 st Wednesday	Westerlund and Wedel
Historical Society (Liaison)	Monthly	4 th Wednesday	Wedel
HRA	Monthly	4 th Wednesday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Odd Months	4 th Monday	Napstad and Land Cmr Courtemanche
Lakes and Pines	Monthly	3 rd Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Marcotte, Alt. Niemi
McGregor Airport Commission	Monthly	Last Wednesday	Napstad
Mille Lacs Fisheries Input Group	8-10x year		Westerlund
Mille Lacs Watershed	10x year	3 rd Monday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 th Friday	Marcotte, Alt. Napstad
MN Rural Caucus	8x year	Varies	Niemi, Alt. Westerlund
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 and Engineer Welle, Niemi Alt.
Northeast MN ECB	5-6x year	4 th Thursday	Napstad, Alt. Sheriff
Northeast Waste Advisory Committee	Quarterly	2 nd Monday	Napstad, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Marcotte, Alt. Napstad
Ordinance	As needed		Napstad and Marcotte
Personnel/Insurance	As needed	2 nd Tuesday	Westerlund and Wedel
Planning Commission	Monthly	3 rd Monday	Marcotte, Alt. Westerlund
Rum 1W1P Policy Committee	Quarterly		Westerlund, Alt. Niemi
Snake River Watershed	Monthly	4th Monday	Napstad, Alt. Niemi
Snake River 1W1P Policy			Napstad, Alt. Niemi
Sobriety Court	Bi-Monthly	3 rd Thursday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund



Board of County Commissioners Agenda Request

Agenda Item #

Requested Meeting Date: October 11, 2022

Title of Item: Administrator Updates

<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 - County Administrator	Estimated Time Needed: 5 Minutes
--	--

Summary of Issue:
Administrator Updates

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

Agenda Item #

Requested Meeting Date: October 11, 2022

Title of Item: Closed Session Under MN Statute 13D.03 Subd.1(b) Labor Negotiations

<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: Brittany Searle	Department: Administration
---	--------------------------------------

Presenter (Name and Title): Jessica Seibert - County Administrator	Estimated Time Needed: 30 Minutes
--	---

Summary of Issue:
Discussion on Open Contracts

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:*