



ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

What: Aitkin County Board Agenda

When: February 14, 2023

Where: Government Center Board Room

The public is invited to join the meeting remotely by phone call:

Phone: **1-415-655-0001**

Access Code: **2558 236 1531**

Meeting Password: **7282**

9:00 a.m.

1) J. Mark Wedel, County Board Chair

- A) Call to Order**
- B) Pledge of Allegiance**
- C) Approval of the Agenda**

9:00 a.m.

- D) Citizens Public Comment-** Comments from visitors must be informational and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-727 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 times 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-**
January 24, 2023 - February 13, 2023
 - B) Approve County Board Minutes-**
January 24, 2023
 - C) Approve Electronic Funds Transfers**
 - D) Approve Commissioner's Vouchers**
 - E) Approve Manual Warrants/Voids/Corrections-**
FSA Claims 4
 - F) Approve Manual Warrants/Voids/Corrections-**
State General Tax - December 2022
 - G) Approve Manual Warrants/Voids/Corrections-**
Delinquent - NSF Return Check
 - H) Approve Manual Warrants/Voids/Corrections-**
FSA Claims 5 and Returned NSF Payment
 - I) Approve Manual Warrants/Voids/Corrections-**
Flex Fees
 - J) Approve Manual Warrants/Voids/Corrections-**
LLCC Refund
 - K) Approve Manual Warrants/Voids/Corrections-**
FSA Claims 6
 - L) Approve Manual Warrants/Voids/Corrections-**
ELAN Paid 01.19.2023
 - M) Approve Manual Warrants/Voids/Corrections-**
FSA Claims 7
 - N) Approve Manual Warrants/Voids/Corrections-**
ELAN Paid 02.02.2023
 - O) Approve Manual Warrants/Voids/Corrections-**
MN Care Tax 2022
 - P) Approve Manual Warrants/Voids/Corrections-**
Credit Card Processing Fees, LLCC
 - Q) Approve Manual Warrants/Voids/Corrections-**
Estimated MN Care Tax
 - R) Approve Manual Warrants/Voids/Corrections-**
FSA Claims 8
 - S) Approve-**
Consumption & Display Permit - Hidden Meadows
 - T) Approve-**
Consumption & Display Permit - Larson's Barn
 - U) Approve-**
Consumption & Display Permit - Minnewawa Sportsmen's
 - V) Approve-**
Consumption & Display Permit - 202 Tavern
 - W) Approve-**
Fire Protection Contract - City of McGrath
 - X) Approve-**
HRA Committee Appointment - Susan Tange
 - Y) Adopt Resolution-**
LG220 Application - Lawler Area Community Club
 - Z) Adopt Resolution-**
Set Public Hearing for Land Classification 4.25.2023

AA) Approve Manual Warrants/Voids/Corrections-
ELAN Paid 02.02.2023

CC) Adopt Resolution-
LG220 Permit - Ducks Unlimited Aitkin

BB) Approve-
Out of State Travel - VCET

DD) Approve Auditor Vouchers-
Sales/Use and Diesel Tax - January 2023

9:05 a.m.

- 3) Kelly Asche - Research Associate w/ Center for Rural Policy & Development**
A) People Centered Economic Development

9:35 a.m.

- 4) Karla White - Jail Administrator and Dan Guida - County Sheriff**
A) Review Jail Inspection Report
B) Approve Medical Services Contract - ACH

9:55 a.m.

- 5) Kathleen Ryan – Chief Financing Officer**
A) Approve FRF Request - LLCC
B) Adopt Resolution - Transfer to LLCC to Zero Out 2022 Ending Balance

10:05 a.m.

- 6) Dennis Thompson – Land Commissioner**
A) Adopt Resolution - Federal Recreational Trail Grant

10:15 a.m.

- 7) Jim Bright – Facilities Coordinator**
A) Approve FRF Request - Remove and Replace Steel Roofing
B) Approve FRF Request - School House Building Roof

10:25 a.m.

- 8) Mark Jeffers – Economic Development Coordinator**
A) Approve Childcare Acceleration Grant Document
B) Approve DEED Office of Broadband Development - Committee Participation

10:35 a.m.

- 9) Chris Sutch – IT Manager**
A) Approve Dell Azure Stack HCI Proposal

10:45 a.m.

- 10) John Welle – County Engineer**
A) Award Palisade Cold Storage Building Bid
B) Authorize Purchase of Diesel Fuel Tank
C) Adopt Resolution - Bridge Priority Resolution

11:15 a.m.

- 11) Board of Commissioners**
A) Committee Reports

11:45 a.m.

- 12) Jessica Seibert – County Administrator**
A) Administrator Updates
B) Closed Session Under MN Statute 13D.05 Subd.3(b) Attorney-Client Privilege
C) Closed Session Under MN Statute 13D.03 Subd.1(b) Labor Negotiations

ADJOURN



AITKIN COUNTY BOARD OF COMMISSIONERS

January 24, 2023

9:00 a.m.

Government Center Board Room

Regular Session Minutes

1.A CALL TO ORDER

Chair Wedel called the meeting to order at 9:08 a.m.

Attendee Name	Title	Status
J. Mark Wedel	District #1	Present
Laurie Westerlund	District #2	Present
Travis Leiviska	District #3	Present
Bret Sample	District #4	Present
Michael Kearney	District #5	Present
Jessica Seibert	County Administrator	Present
Brittany Searle	Administrative Assistant	Present

1.B PLEDGE OF ALLEGIANCE

1.C APPROVAL OF AGENDA

Motion to: Approve the agenda, as amended.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Travis Leiviska
SECONDER:	Commissioner Michael Kearney
	Move 8B to 8D, Add 8B - State Bonding Request - Aitkin County Fairgrounds, Add 8C - State Bonding Request - H&HS Building

1.D Citizens Public Comment by:

William Smith expressed his concerns about the Aitkin County Committee Appointment Process.

2 CONSENT AGENDA

Motion to: Approve the Consent Agenda.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Travis Leiviska

A) Correspondence File-

January 3, 2023 to January 23, 2023

B) Approve County Board Minutes-

January 3, 2023

C) Approve Electronic Funds Transfers

Total	\$823,063.24
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D) Approve Commissioner's Vouchers

General	\$1,010.59						
						Total	\$1,010.59

E) Approve Manual Warrants/Voids/Corrections-

FSA Claims 2022 - 1

General	\$4,306.11						
						Total	\$4,306.11

F) Approve Manual Warrants/Voids/Corrections-

Chargeback, Unable to Locate

Taxes	\$315.00						
						Total	\$315.00

G) Approve Manual Warrants/Voids/Corrections-

FSA Claims 2022 - 2

General	\$69.83								
								Total	\$69.83

H) Approve Manual Warrants/Voids/Corrections-

FSA Claims 2022 - 3

General	\$29.99								
								Total	\$29.99

I) Approve Manual Warrants/Voids/Corrections-

LLCC Credit Card Fees

LLCC	\$77.00								
								Total	\$77.00

J) Approve Manual Warrants/Voids/Corrections-

FSA Claims 2023 - 1

General	\$599.22								
								Total	\$599.22

K) Approve Auditor Vouchers-

R&B Auditor's Warrants

RB	\$42,877.77								
								Total	\$42,877.77

L) Approve Manual Warrants/Voids/Corrections-

ELAN Paid 12.22.2022

General	(\$870.95)	RB	\$305.62	HHS	\$414.35	LLCC	\$134.95		
OPIOID	\$16.03							Total	(\$0.00)

M) Approve Manual Warrants/Voids/Corrections-

FSA Claims 2023 - 2

General	\$21.33								
								Total	\$21.33

N) Approve Auditor Vouchers-

Sales Tax - December 2022

General	\$99.10	RB	\$25.76	LLCC	\$42.14				
								Total	\$167.00

O) Approve Auditor Vouchers-

Diesel Tax - December 2022

RB	\$2,081.93								
								Total	\$2,081.93

P) Approve Auditor Vouchers-

FSA Claims 2023 - 3

General	\$107.20	State	\$60,557.02						
								Total	\$60,664.22

Q) Approve Manual Warrants/Voids/Corrections-

ELAN Paid 01.05.2023

General	(\$746.08)	Trust	\$229.83	Forest	\$138.95	LLCC	\$377.30		
								Total	\$0.00

R) Approve Auditor Vouchers-

Settlements Paid Dec. 2022

Township	\$690,690.16								
								Total	\$690,690.16

S) Approve-

County Administrator Performance Evaluation

T) Adopt Resolution-

Eckstrom Repurchase

Resolution #20230124-007

U) Adopt Resolution-

Sentence to Serve Donation - McGregor Lions

Resolution #20230124-008

V) Approve-

Spolarich Easement

W) Approve-

East Central Regional Library Appointment

- X) **Approve-**
Affidavit for Duplicate Lost Warrant - Nistler
- Y) **Approve-**
Reaffirm Code of Ethics

Regular Agenda

Motion to Approve:

Letter of Support - North Memorial Ambulance

RESULT: **APPROVED (5 TO 0)**
MOVER: Commissioner Travis Leiviska
SECONDER: Commissioner Bret Sample

Motion to Approve:

Community Grant Awards - ALANO

RESULT: **APPROVED (5 TO 0)**
MOVER: Commissioner Laurie Westerlund
SECONDER: Commissioner Michael Kearney

Motion to Approve:

Community Grant Program - Transfer of Existing Funds

RESULT: **APPROVED (5 TO 0)**
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Travis Leiviska

Motion to Approve:

Revitalization Grant

RESULT: **APPROVED (5 TO 0)**
MOVER: Commissioner Laurie Westerlund
SECONDER: Commissioner Travis Leiviska

Motion to Approve:

Business Development & Recreation Grant

RESULT: **APPROVED (5 TO 0)**
MOVER: Commissioner Michael Kearney
SECONDER: Commissioner Travis Leiviska

Motion to Approve:

Recommendation from Consultant

RESULT: **APPROVED (5 TO 0)**
MOVER: Commissioner Michael Kearney
SECONDER: Commissioner Laurie Westerlund
Note: Senior Land Survey and Mapping Technician Grade 5 to Grade 6

Motion to Approve:

Personnel Committee Recommendations

RESULT: **APPROVED (5 TO 0)**
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Travis Leiviska
Note: Change on Accounting Techn position to a Case Aid position and authorize filling

Motion to Adopt Resolution:

Award Contract 20231

RESULT: **APPROVED (5 TO 0)**
MOVER: Commissioner Laurie Westerlund
SECONDER: Commissioner Bret Sample
Resolution # 20230124-009

Committee Updates

ECRL, Snake River Watershed, Natural Resource Advisory Committee, AEOA, Brainerd Watershed, Facilities, HHS Advisory, EDA, State of the Band, MRC, Mille Lacs Watershed, Planning and Zoning

Administrator Updates

Legislative Updates, Lean Processing, ACAT, Facilities, 1:1 DH Meeting, Tour with Sarah, OPIOID Settlement

Motion to Adopt Resolution:

State Bonding Request - Aitkin County Fairgrounds

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Travis Leiviska
Resolution # 20230124-010

Motion to Adopt Resolution:

State Bonding Request - Health & Human Services Building

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Travis Leiviska
Resolution # 2023012-011

Motion to Close Meeting Under MN Statute 13D.03 Subd.1(b) Labor Negotiations

Motion made at 11:56 a.m.

MOVER: Commissioner Travis Leiviska
SECONDER: Commissioner Laurie Westerlund

Motion to Reopen Meeting

Motion made at 12:36 p.m.

MOVER: Commissioner Travis Leiviska
SECONDER: Commissioner Bret Sample

Motion to Adjourn

Motion made at 12:36 p.m.

MOVER: Commissioner Michael Kearney
SECONDER: Commissioner Laurie Westerlund
Next Meeting: Tuesday, February 14, 2023 at the Aitkin County Government Center

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

Jessica Seibert
County Administrator



AITKIN COUNTY HEALTH & HUMAN SERVICES

204 First Street NW
Aitkin, MN 56431

Phone: 800-328-3744/218-927-7200
Fax: 218-927-7210

AITKIN COUNTY HEALTH & HUMAN SERVICES BOARD January 24, 2023

Attendance

The Aitkin County Board of Commissioners met this 24th day of January 2023, at 9:00 a.m. as the Aitkin County Health & Human Services Board with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Travis Leiviska, Bret Sample and Michael Kearney. County Administrator Jessica Seibert, Administrative Assistant Brittany Searle, Health & Human Services Director Sarah Pratt, and Administrative Assistant Paula Arimborgo. Others present included: H&HS Supervisors Carli Goble & Erin Melz, AC Advisory Committee members Cindy Chuhanic & Mikki Brodhead, Sheriff Guida, AC Human Resource Director Bobbie Danielson and other public guests. Joining via WebEx: H&HS Supervisors Jessi Goble & Jessi Schultz, AC Economic Development Coordinator Mark Jeffers and KKIN Paul Vold.

Approved Agenda

Motion by Commissioner Westerlund, seconded by Commissioner Sample and carried, all members present voting yes to approve the January 24, 2023 Health & Human Services agenda.

Approved Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Leiviska and carried, all members present voting yes to approve the December 20, 2022 Health & Human Services minutes.

Approved Bills

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

Approved Advisory Committee Appointment

Motion by Commissioner Westerlund, seconded by Commissioner Sample and carried, all members present voting yes to approve the new appointment of Tyler Ulseth to the Aitkin County Health & Human Services Advisory Committee.

Director Updates

Sarah Pratt new Director of Health & Human Services presented the board with an introduction including:

- Professional experience

- Personal information
 - o Family
 - o Hobbies
- Future Plans for Aitkin County H&HS
 - o Organizational priorities
 - o Goals

End of Year 2022 Fiscal Report

Carli Goble, H&HS Fiscal Supervisor presented to the board the End of Year 2022 Fiscal Report which included:

- Revenues
- Expenditures by Department
- Expenditures by Budget Categories
- Why were expenditures lower than expected?
- Why were revenues higher than expected?
- Fund Balance

Committee Updates

The Board discussed the Advisory Committee, CARE Board, and Lakes & Pines.

Adjourn

The meeting was adjourned at 9:45 a.m.

Next Meeting – February 28, 2023

Eckstrom Repurchase Tax – Forfeited Land

WHEREAS, Hunter Eckstrom, Heir 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 # 12-0-040700 SW SW Section 23 Township 52 Range 26

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:

Eric Eckstrom passed away in March 2022 and we were going through probate and did not receive notice of the taxes being past due.

B. That the repurchase of said land by me will promote and best serve the public interest because:

It is connected to all the other property and is used as hunting land.

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 Hunter Eckstrom 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 Leiviska 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 24th day of January 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24^h day of January 2023

Jessica Seibert

Jessica Seibert – County Administrator

J. Mark Wedel

J. Mark Wedel – County Board Chair

Kirk Peysar

Kirk Peysar – County Auditor

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

ADOPTED January 24, 2023

By Commissioner: Westerlund

20230103-008

Sentence to Serve – McGregor Lions

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:

McGregor Lions \$1,000.00

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

McGregor Lions Aitkin County Sentence to Serve

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 Leiviska 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 24th day of January 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24th day of January 2023

Jessica Seibert

Jessica Seibert
County Administrator

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

ADOPTED January 24, 2023

By Commissioner: Westerlund

20230103-009

Award Contract 20231

WHEREAS, Contract No. 20231 is for construction of S.P. 001-611-003, and

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Tuesday, January 17, 2023 with a total of six bids received, and

WHEREAS, KGM Contractors Inc., Angora, MN was the lowest responsible bidder in the amount of \$4,227,400.75.

NOW THEREFORE, BE IT RESOLVED, that KGM Contractors, Inc. be awarded Contract 20231.

BE IT FURTHER RESOLVED, that this award is subject to KGM Contractors, Inc. obtaining approval from the Minnesota Department of Transportation Office of Civil Rights for the Disadvantaged Enterprise Business (DBE) commitment on this project.

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

Commissioner Sample 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 24th day of January 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24th day of January 2023

Jessica Seibert

Jessica Seibert
County Administrator

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

ADOPTED January 24, 2023

By Commissioner: Sample

20230124-010

State Bonding Request – Aitkin County Fairgrounds

WHEREAS, the Aitkin County Fairgrounds has supported the regional economy and community since 1910;

WHEREAS, the Aitkin County Fairgrounds provides opportunities for students to develop leadership skills through the 4-H program and local horse riding clubs;

WHEREAS, the Aitkin County Fairgrounds provides space for community gatherings such as music performances, fundraisers, stock car races, and annual celebrations;

WHEREAS, the Aitkin County Fairgrounds is in need of several renovations and improvements to better serve the public and ensure that the grounds are available to the community for decades to come including:

- Electrical system update
- Drainage system update
- Extension of ADA accessible walking paths
- Development of ADA accessible paved parking
- Improvements to water and sewer infrastructure;

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners supports a request for State Bonding in the amount of \$365,000 to be used in conjunction with local funding to complete needed renovations and improvements at the Aitkin County Fairgrounds.

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

FIVE MEMBERS PRESENT

All Members Voting XXX

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 24th day of January 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24th day of January 2023.

Jessica Seibert

Jessica Seibert
County Administrator

By Commissioner: Sample

20230124-010

State Bonding Request – Health & Human Services Building Renovation

WHEREAS, the Aitkin County Health and Human Services building was built in 1973;

WHEREAS, the Aitkin County Health and Human Services department provides support services to the region’s most vulnerable children and adults;

WHEREAS, the Aitkin County Health & Human Services Building is in need of important and immediate renovations to maintain the integrity of the current building and ensure services to the public continue uninterrupted in the future.

Renovations include but are not limited to:

- Replacement of outdated heating/cooling systems
- Addition of secure interview spaces
- Creation of ADA accessible restrooms for public and staff
- Creation of meeting space to accommodate full staff and regional community meetings
- Renovation of existing lobby space to allow visitor access to restrooms
- Creation of more convertible work areas to address changing work environment
- Ensure security of private data
- Improve overall building security with badge access technology

WHEREAS, Aitkin County has been reserving funds for several years to complete the building project and is in need of supplemental funds due to inflationary factors and the increase in building costs;

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners supports a request for State Bonding in the amount of \$5,000,000 to be used in conjunction with local funding to complete needed renovations and improvements to the Aitkin County Health and Human Services Building.

Commissioner Leiviska 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 24th day of January 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24th day of January 2023.

Jessica Seibert

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2C
Agenda Item #

Requested Meeting Date: 2/14/2023

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*
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Submitted by: Lori Grams	Department: County Treasurer
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Presenter (Name and Title): N/A	Estimated Time Needed:
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Summary of Issue:

Electronic Funds Transfer thru 2/6/23

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

ELECTRONIC FUNDS TRANSFER

Thru February 6, 2023 Board Meeting February 14, 2023

Abstract Number	Date	Amount	Reason	
21596	1/18/23	\$2,248.93	Auditor Abstract	
21597	1/20/23	\$642,888.00	Auditor Abstract	
21599	1/20/23	\$1,117,119.19	Commissioner Abstract	
21600	1/18/23	\$53.81	Manual Abstract	
21601	1/19/23	\$83,242.17	Manual Abstract	
21602	1/19/23	\$7,917.70	Manual Abstract	
21604	1/19/23	\$401.44	Manual Abstract	
21605	1/20/23	\$4,046.49	Auditor Abstract	
21606	1/24/23	\$6,240.36	Commissioner Abstract	
21607	1/23/23	\$1,971.76	Manual Abstract	
21608	1/25/23	\$630.75	Manual Abstract	
21610	1/27/23	\$690,108.38	Payroll Abstract	
21611	1/25/23	\$174.25	Manual Abstract	
21612	1/27/23	\$2,641.93	Auditor Abstract	
21613	1/27/23	\$40.00	Manual Abstract	
21614	2/3/23	\$213,894.95	Commissioner Abstract	\$0
21615	1/31/23	\$186.20	Manual Abstract	Voids/No ACH
21616	2/2/23	\$6,983.17	Manual Abstract	21598
21617	2/3/23	\$5,679.05	Auditor Abstract	21603
21618	2/2/23	\$368.75	Manual Abstract	21609
21619	2/3/23	\$260.70	Manual Abstract	
<hr/>				
\$2,787,097.98				



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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	DEPT			Commissioners			
86222	Aitkin Independent Age 01-001-000-0000-6230		156.00	DEC. 20 SYNOPSIS 01/11/2023 01/11/2023	1285473	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		156.00	1 Transactions			
1471	Duanes Photography 01-001-000-0000-6360		69.00	COMMISSIONER PHOTOS 01/03/2023 01/03/2023	5409	Services, Labor, Contracts	N
1471	Duanes Photography		69.00	1 Transactions			
10119	Kearney/Michael 01-001-000-0000-6330		23.58	KEARNEY - MILEAGE 01/09/2023 01/09/2023	MILEAGE	Transportation/Travel/Parking	N
10119	Kearney/Michael		23.58	1 Transactions			
10930	Tidholm Productions 01-001-000-0000-6405		219.38	COMMISSIONER BUSINESS CARDS	2542-2546	Office Supplies	Y
10930	Tidholm Productions		219.38	1 Transactions			
1	DEPT Total:		467.96	Commissioners	4 Vendors	4 Transactions	
12	DEPT			Court Administration			
2810	Larson/Shari S 01-012-000-0000-6205	AP	4.30	01-JV-22-256 POSTAGE	2022	Postage	N
	01-012-000-0000-6205	AP	4.82	01-JV-22-642 POSTAGE	2022	Postage	N
	01-012-000-0000-6263	AP	312.50	01-JV-21-1171 05/29/2022 10/20/2022	2022	Contract Legal Services	Y
	01-012-000-0000-6263	AP	500.00	01-JV-22-256 05/18/2022 01/10/2023	2022	Contract Legal Services	Y
	01-012-000-0000-6263	AP	962.50	01-JV-22-642 08/16/2022 12/29/2022	2022	Contract Legal Services	Y
	01-012-000-0000-6263	AP	64.40	01-JV-22-642 MILEAGE 08/18/2022 08/25/2022	2022	Contract Legal Services	N
	01-012-000-0000-6263	AP	306.25	01-JV-21-1129 05/19/2022 12/05/2022	2022	Contract Legal Services	N
	01-012-000-0000-6263	AP	1,218.75	01-JV-22-285 05/18/2022 01/10/2023	2022	Contract Legal Services	Y
	01-012-000-0000-6263	AP	64.40	01-JV-22-285 MILEAGE	2022	Contract Legal Services	N

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	01-012-000-0000-6263	AP	1,037.50	06/30/2022 07/15/2022 01-JV-22-313/01-JV-22-312	2022	Contract Legal Services	Y
	01-012-000-0000-6263	AP	64.40	05/19/2022 09/23/2022 01-JV-22-313/01-JV-22-312 MLG	2022	Contract Legal Services	N
	01-012-000-0000-6263		187.50	06/22/2022 09/23/2022 01-FA-22-911	2022	Contract Legal Services	Y
	01-012-000-0000-6263	AP	1,500.00	01/05/2023 01/12/2023 01-FA-21-384	2022	Contract Legal Services	Y
				11/10/2022 11/10/2022			
2810	Larson/Shari S		6,227.32		13 Transactions		
9046	Loffler Companies, Inc.						
	01-012-000-0000-6220		23.81	MONTHLY TELEPHONE 01/01/2023 01/31/2023	800104601502	Telephone	N
9046	Loffler Companies, Inc.		23.81		1 Transactions		
12	DEPT Total:		6,251.13	Court Administration	2 Vendors	14 Transactions	
40	DEPT			Auditor			
9561	Amazon Business						
	01-040-000-0000-6405		34.99	TABLE FOR FRONT COUNTER	1KNY-WLNY-DR1F	Office Supplies	N
9561	Amazon Business		34.99		1 Transactions		
9046	Loffler Companies, Inc.						
	01-040-000-0000-6220		28.57	MONTHLY TELEPHONE 01/01/2023 01/31/2023	800104601502	Telephone	N
	01-040-021-0000-6220		23.81	MONTHLY TELEPHONE 01/01/2023 01/31/2023	800104601502	Telephone	N
9046	Loffler Companies, Inc.		52.38		2 Transactions		
6108	MACO						
	01-040-000-0000-6241		275.00	2023 ANNUAL CONF (KR)	200002600	Registration Fee	N
6108	MACO		275.00		1 Transactions		
86235	The Office Shop Inc						
	01-040-000-0000-6405		38.25	PREINKED STAMP (K.P.)	1121821-0	Office Supplies	N
	01-040-000-0000-6405		15.70	3" BINDERS (2)	1122569-0	Office Supplies	N
	01-040-000-0000-6405		28.02	4" BINDERS (2)	1122569-1	Office Supplies	N

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1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
86235	The Office Shop Inc		81.97		3 Transactions		
40	DEPT Total:		444.34	Auditor	4 Vendors	7 Transactions	
42	DEPT			Treasurer			
9152	ACI Payments Inc 01-042-000-0000-5524	AP	5.00	RETURNED CC PYMT FEE 12/01/2022 12/31/2022	1000085790	Handling Fee (Nfs Check)	N
9152	ACI Payments Inc		5.00		1 Transactions		
9046	Loffler Companies, Inc. 01-042-000-0000-6220		14.28	MONTHLY TELEPHONE 01/01/2023 01/31/2023	800104601502	Telephone	N
9046	Loffler Companies, Inc.		14.28		1 Transactions		
9691	The Master's Touch, LLC 01-042-000-0000-6205		7,250.00	PRE-PD POSTAGE-TAX STMTS	E85304	Postage	N
9691	The Master's Touch, LLC		7,250.00		1 Transactions		
86235	The Office Shop Inc 01-042-000-0000-6405		29.66	MARRIAGE ENVELOPES	1122122-0	Office Supplies	N
	01-042-000-0000-6405		10.50	TAPE	1122122-1	Office Supplies	N
	01-042-000-0000-6405		95.94	BINDERS	1122673-0	Office Supplies	N
	01-042-000-0000-6405		72.88	BINDERS, TAPE, STAPLER	325136-0	Office Supplies	N
86235	The Office Shop Inc		208.98		4 Transactions		
10930	Tidholm Productions 01-042-000-0000-6405		1,112.22	ENVELOPES	2597.1 2566	Office Supplies	N
10930	Tidholm Productions		1,112.22		1 Transactions		
42	DEPT Total:		8,590.48	Treasurer	5 Vendors	8 Transactions	
43	DEPT			Assessor			
88284	Aitkin Co Recorder 01-043-000-0000-6240		20.00	NOTARY FEE FOR CATHY OLSON	96508	Dues & License Renewal	N
88284	Aitkin Co Recorder		20.00		1 Transactions		
9046	Loffler Companies, Inc.						

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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	
	01-043-000-0000-6220			57.14	MONTHLY TELEPHONE	800104601502	Telephone	N
9046	Loffler Companies, Inc.			57.14	01/01/2023 01/31/2023 1 Transactions			
9691	The Master's Touch, LLC			7,250.00	PRE-PD POSTAGE-VALUE NOTICES	E85304	Postage	N
9691	The Master's Touch, LLC			7,250.00	1 Transactions			
13934	The Tire Barn			44.49	'14 JEEP COMPASS OIL CHANGE	66195	Vehicle Maintenance	N
13934	The Tire Barn			44.49	1 Transactions			
43	DEPT Total:			7,371.63	Assessor	4 Vendors	4 Transactions	
44	DEPT				Central Services			
5653	Accurate Controls,Inc			346.71	KEY CARDS FOR COURT ADMIN	18331	Office Supplies	N
5653	Accurate Controls,Inc	AP		346.71	1 Transactions			
783	Canon Financial Services, Inc			248.78	CANON RENTAL - JANUARY	29859214	Services, Labor, Contracts	N
	01-044-000-0000-6360				01/01/2023 01/31/2023 1 Transactions			
783	Canon Financial Services, Inc			248.78				
9046	Loffler Companies, Inc.			23.81	MONTHLY TELEPHONE	800104601502	Telephone	N
	01-044-000-0000-6220				01/01/2023 01/31/2023 1 Transactions			
9046	Loffler Companies, Inc.			23.81				
14112	OFFICE OF MN.IT SERVICES			1,338.65	DECEMBER WAN	DV22120311	Services, Labor, Contracts	N
	01-044-000-0000-6360	AP			12/01/2022 12/31/2022 1 Transactions			
14112	OFFICE OF MN.IT SERVICES			1,338.65				
44	DEPT Total:			1,957.95	Central Services	4 Vendors	4 Transactions	
49	DEPT				Information Technologies			
9561	Amazon Business							

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1 General Fund

Vendor No.	Name	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
				Service Dates	Paid On Bhf #	On Behalf of Name	
	01-049-000-0000-6485		429.00	IPAD FOR COMMISSIONER WESTERLU	1TYQ-YNHK-13GV	Computer/Technology Supplies	N
	01-049-000-0000-6485	AP	32.95	CRADLEPOINT POWER SUPPLY	1VF3-7KP9-76D1	Computer/Technology Supplies	N
9561	Amazon Business		461.95		2 Transactions		
783	Canon Financial Services, Inc						
	01-049-000-0000-6342		47.07	IT COPIER FEBRUARY LEASE	29895355	Office Equipment Rental/Contracts	N
				02/01/2023 02/28/2023			
783	Canon Financial Services, Inc		47.07		1 Transactions		
9046	Loffler Companies, Inc.						
	01-049-000-0000-6220		28.57	MONTHLY TELEPHONE	800104601502	Telephone	N
				01/01/2023 01/31/2023			
9046	Loffler Companies, Inc.		28.57		1 Transactions		
3195	MCCC LOCKBOX						
	01-049-000-0000-6283		180.00	IFS UPDATE TO VERSION 5.1	2301335	Programming, Services, Contracts	N
3195	MCCC LOCKBOX		180.00		1 Transactions		
49	DEPT Total:		717.59	Information Technologies	4 Vendors	5 Transactions	
52	DEPT			Administration			
	9046 Loffler Companies, Inc.						
	01-052-000-0000-6220		33.33	MONTHLY TELEPHONE	800104601502	Telephone	N
				01/01/2023 01/31/2023			
9046	Loffler Companies, Inc.		33.33		1 Transactions		
52	DEPT Total:		33.33	Administration	1 Vendors	1 Transactions	
53	DEPT			Human Resources			
	10293 Aitkin Co Human Resources						
	01-053-000-0000-6230	DTG	299.25	BCA CHECKS #1270-1280	01/06/2023	Printing, Publishing & Adv	N
	01-053-000-0000-6240	DTG	20.00	RECORD NOTARY (NV)	01/06/2023	Membership/Dues/Association Fees	N
10293	Aitkin Co Human Resources		319.25		2 Transactions		
86222	Aitkin Independent Age						
	01-053-000-0000-6230		30.65	HIRING AD	1282805	Printing, Publishing & Adv	Y
				01/11/2023 01/14/2023			
	01-053-000-0000-6230		30.65	HIRING AD	1282805	Printing, Publishing & Adv	Y

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1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
86222	Aitkin Independent Age		61.30	01/18/2023 01/21/2023 2 Transactions			
9561	Amazon Business						
	01-053-000-0000-6405		30.98	LAPTOP STAND WITH FAN	1G63-3DXH-LTYT	Office Supplies	N
	01-053-000-0000-6405		38.38	BRITT - HOME OFFICE SUPPLIES	1V96-77CN-PHYC	Office Supplies	N
9561	Amazon Business		69.36	2 Transactions			
9046	Loffler Companies, Inc.						
	01-053-000-0000-6220		14.28	MONTHLY TELEPHONE 01/01/2023 01/31/2023	800104601502	Telephone	N
9046	Loffler Companies, Inc.		14.28	1 Transactions			
53	DEPT Total:		464.19	Human Resources	4 Vendors	7 Transactions	
90	DEPT			Attorney			
10452	AT&T Mobility						
	01-090-000-0000-6220	AP	243.27	ATTORNEY CELL PHONES	287301408597	Telephone	N
	01-090-000-0000-6220	AP	243.27	ATTORNEY CELL PHONES	287301408597	Telephone	N
	01-090-000-0000-6220		243.27	ATTORNEY CELL PHONES	287301408597	Telephone	N
10452	AT&T Mobility		729.81	3 Transactions			
2140	Hennepin County Sheriff's Office						
	01-090-000-0000-6264		80.00	01CR22548 - SUBPOENA SERVICE	87816	Sheriff Services	N
2140	Hennepin County Sheriff's Office		80.00	1 Transactions			
9046	Loffler Companies, Inc.						
	01-090-000-0000-6220		61.90	MONTHLY TELEPHONE 01/01/2023 01/31/2023	800104601502	Telephone	N
9046	Loffler Companies, Inc.		61.90	1 Transactions			
9904	LUNDGREN/AMY COLLEEN						
	01-090-000-0000-6269		35.00	TRANSCRIPT 18-CR-18-2789	0000	Court Reporter Services	Y
9904	LUNDGREN/AMY COLLEEN		35.00	1 Transactions			
9489	Redwood Toxicology Laboratory, Inc						
	01-090-000-0000-6265	AP	14.28	PRE-TRIAL TESTING	122891202212	Drug & Forfeiture MS 387.213	6
9489	Redwood Toxicology Laboratory, Inc		14.28	1 Transactions			

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1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
86235	The Office Shop Inc 01-090-000-0000-6405		191.82	OFFICE SUPPLIES 01/20/2023 02/20/2023	1122711-0	Office Supplies	N
	01-090-000-0000-6405		71.78	OFFICE SUPPLIES	1122711-1	Office Supplies	N
	01-090-000-0000-6405		36.01	OFFICE SUPPLIES	1122711-2	Office Supplies	N
86235	The Office Shop Inc		299.61	3 Transactions			
90	DEPT Total:		1,220.60	Attorney	6 Vendors	10 Transactions	
100	DEPT			Recorder			
9046	Loffler Companies, Inc. 01-100-000-0000-6220		14.28	MONTHLY TELEPHONE 01/01/2023 01/31/2023	800104601502	Telephone	N
9046	Loffler Companies, Inc.		14.28	1 Transactions			
100	DEPT Total:		14.28	Recorder	1 Vendors	1 Transactions	
110	DEPT			Courthouse Maintenance			
88628	Dalco Enterprises, Inc. 01-110-000-0000-6422		351.44	GLOVES, CLEANERS, VAC BAGS	4034394	Janitorial Supplies	N
	01-110-000-0000-6422		418.91	GLOVES, CAN LINERS	4037297	Janitorial Supplies	N
88628	Dalco Enterprises, Inc.		770.35	2 Transactions			
14559	Goodin Company 01-110-000-0000-6415	AP	195.77	FLUSH VALVES-TOILETS AT FAIR	06623455-01	Operational Supplies	N
14559	Goodin Company		195.77	1 Transactions			
9046	Loffler Companies, Inc. 01-110-000-0000-6220		9.52	MONTHLY TELEPHONE 01/01/2023 01/31/2023	800104601502	Telephone	N
9046	Loffler Companies, Inc.		9.52	1 Transactions			
10698	Stericycle, Inc 01-110-000-0000-6360		30.10	STERI-SAFE 02/01/2023 02/28/2023	4011505726	Services, Labor, Contracts	6
10698	Stericycle, Inc		30.10	1 Transactions			

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1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
110	DEPT Total:		1,005.74	Courthouse Maintenance	4 Vendors	5 Transactions	
120	DEPT			Veterans Service			
9046	Loffler Companies, Inc. 01-120-000-0000-6220		14.28	MONTHLY TELEPHONE 01/01/2023 01/31/2023	800104601502	Telephone	N
	9046 Loffler Companies, Inc.		14.28	1 Transactions			
120	DEPT Total:		14.28	Veterans Service	1 Vendors	1 Transactions	
122	DEPT			Planning & Zoning			
89471	Aitkin Co 4-H Council 01-122-000-0000-6405		80.00	PLAT BOOKS FOR BOA MEMBERS 01/01/2023 01/31/2023	0726-0727	Office, Film, & Field Supplies	N
	89471 Aitkin Co 4-H Council		80.00	1 Transactions			
86222	Aitkin Independent Age 01-122-000-0000-6230		74.25	FEB BOA	1287011	Printing, Publishing & Adv	Y
	01-122-000-0000-6230		66.35	1 YEAR SUBSCRIPTION 02/23/2023 02/22/2024	TAA210478	Printing, Publishing & Adv	Y
	86222 Aitkin Independent Age		140.60	2 Transactions			
783	Canon Financial Services, Inc 01-122-000-0000-6342		106.60	MONTHLY COPIER CONTRACT 01/01/2023 01/31/2023	29859224	Office Equipment Rental/Contracts	N
	783 Canon Financial Services, Inc		106.60	1 Transactions			
13278	John Wolney Construction 01-122-000-0000-6820	AP	150.00	FULL REFUND APP#2022-009367	12323	Refunds & Reimbursements	N
	13278 John Wolney Construction		150.00	1 Transactions			
11990	Lange/David 01-122-000-0000-6278		80.00	JAN PC MTG	12323	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		68.78	JAN PC MILEAGE	12323	BOA/PC Mileage	Y
	11990 Lange/David		148.78	2 Transactions			
9046	Loffler Companies, Inc. 01-122-000-0000-6220		23.81	MONTHLY TELEPHONE 01/01/2023 01/31/2023	800104601502	Telephone	N

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9046	Loffler Companies, Inc.		23.81		1 Transactions		
13424	Sonnee/Dennise J						
	01-122-000-0000-6278		80.00	JAN PC MTG	12323	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		55.68	JAN PC MILEAGE	12323	BOA/PC Mileage	Y
13424	Sonnee/Dennise J		135.68		2 Transactions		
86235	The Office Shop Inc						
	01-122-000-0000-6405		136.34	PENS, TAPE, DATE STAMP, ETC	11221790	Office, Film, & Field Supplies	N
	01-122-000-0000-6405		43.88	WHITE CATALOG ENVELOPES	11221791	Office, Film, & Field Supplies	N
	01-122-000-0000-6405		100.85	BINDERS, ENVELOPES	11228390	Office, Film, & Field Supplies	N
86235	The Office Shop Inc		281.07		3 Transactions		
10895	Westerlund/Laurie Ann						
	01-122-000-0000-6278		10.00	JAN PC MTG	12323	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		84.50	JAN PC MILEAGE	12323	BOA/PC Mileage	N
10895	Westerlund/Laurie Ann		94.50		2 Transactions		
122	DEPT Total:		1,161.04	Planning & Zoning	9 Vendors	15 Transactions	
200	DEPT			Enforcement			
9138	ASAP Towing						
	01-200-000-0000-6359		120.00	23000105	10463	Wrecker Service	Y
9138	ASAP Towing		120.00		1 Transactions		
10442	Bureau Of Crim.Apprehension						
	01-200-039-0000-6463	AP	745.00	3RD Q NEW & RENEWS	01-000074	Gun Permit Supplies/Expenses	N
10442	Bureau Of Crim.Apprehension		745.00		1 Transactions		
783	Canon Financial Services, Inc						
	01-200-000-0000-6342		170.74	ADMIN OFFICE COPIER LEASE	29859218	Office Equipment Rental/Contracts	N
				01/01/2023 01/31/2023			
783	Canon Financial Services, Inc		170.74		1 Transactions		
15145	Field Training Solutions						
	01-200-003-0000-6241		590.00	FTO COURSE #212 #219	9567	Registration Fee	N
15145	Field Training Solutions		590.00		1 Transactions		
9928	Integrity Surveillance Group						

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Vendor No.	Name	Rpt	Account/Formula	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099
			01-200-200-0000-6265		2,018.00	GPS TRACKERS		14634		Programs	N
			01-200-200-0000-6265		1,818.00	2 GPS TRACKERS - TT32		14639		Programs	N
9928	Integrity Surveillance Group				3,836.00		2 Transactions				
2390	Itasca Co Sheriff		01-200-200-0000-6268		300.00	TRAINING-J JOHNSON		BCA37996		Training, Development	N
2390	Itasca Co Sheriff				300.00		1 Transactions				
2925	L & M Fleet Supply		01-200-019-0000-6460		94.99	K-9 PORTER		73121403001		Deputy Supplies	N
			01-200-019-0000-6460		48.48	DOG TREATS AND BED PILLOW		73130010001		Deputy Supplies	N
			01-200-019-0000-6460		139.84	KONG, ROPE, VITTLES, FOOD		73191084001		Deputy Supplies	N
2925	L & M Fleet Supply				283.31		3 Transactions				
11293	League Of Minnesota Cities		01-200-003-0000-6241		1,890.00	PATROL TRAINING 2023		374503		Registration Fee	N
11293	League Of Minnesota Cities				1,890.00		1 Transactions				
9046	Loffler Companies, Inc.		01-200-000-0000-6220		138.08	MONTHLY TELEPHONE		800104601502		Telephone	N
						01/01/2023	01/31/2023				
9046	Loffler Companies, Inc.				138.08		1 Transactions				
3371	Minnesota Sheriffs' Association		01-200-000-0000-6240		2,770.10	MSA DUES 2023		23-0001		Membership/Dues/Association Fees	N
			01-200-003-0000-6241		1,014.44	MSA 2023 ICLD PROJECT		23-0175		Registration Fee	N
3371	Minnesota Sheriffs' Association				3,784.54		2 Transactions				
3390	Minnesota UC Fund		01-200-000-0000-6172	AP	79.44	C. FOX UI		15964796		Unemployment Compensation	N
						10/01/2022	12/31/2022				
3390	Minnesota UC Fund				79.44		1 Transactions				
10073	Robertson/Jolene		01-200-200-0000-6268		136.53	MILEAGE TO TRAINING		011723TRAINING		Training, Development	N
10073	Robertson/Jolene				136.53		1 Transactions				
13934	The Tire Barn		01-200-000-0000-6302		119.72	#204 SOLENOID		66143		Vehicle Maintenance	N

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1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		01-200-000-0000-6302			130.84	#210 HEADLAMP BULBS		66159		Vehicle Maintenance		N
		01-200-000-0000-6302			65.98	#218 HEADLAMP BULB		66178		Vehicle Maintenance		N
13934	The Tire Barn				316.54				3	Transactions		
9302	WEX Bank											
		01-200-000-0000-6335			8,433.85	DEPUTY GAS		0496-00-815169-8		Gas/Vehicle Fuel Charges		N
9302	WEX Bank				8,433.85				1	Transactions		
200	DEPT Total:				20,824.03	Enforcement			14	Vendors	20	Transactions
203	DEPT					Snowmobile						
	9302	WEX Bank										
		01-203-000-0000-6335			380.85	#208 GAS		0496-00-815169-8		Gas/Vehicle Fuel Charges		N
9302	WEX Bank				380.85				1	Transactions		
203	DEPT Total:				380.85	Snowmobile			1	Vendors	1	Transactions
252	DEPT					Corrections						
	783	Canon Financial Services, Inc										
		01-252-000-0000-6342			101.52	DISPATCH COPIER LEASE		29859225		Tower Lease and Rental/Contracts		N
783	Canon Financial Services, Inc				101.52				1	Transactions		
	9085	Climate Makers Inc										
		01-252-000-0000-6590			4,047.25	PUMP LEAK UPSTAIRS BOILER-JAIL		107688		Repair & Maintenance Supplies		N
9085	Climate Makers Inc				4,047.25				1	Transactions		
	14299	DataWorks Plus LLC										
		01-252-000-0000-6360			275.94	LIVE SCAN MAINTENANCE	12/15/2022 12/14/2023	23-218		Services, Labor, Contracts		N
		01-252-000-0000-6360			275.94	LIVSCAN MAINTENANCE	12/15/2022 12/14/2023	23-218		Services, Labor, Contracts		N
14299	DataWorks Plus LLC				551.88				2	Transactions		
	4812	JC32 Teamsters H&W Fund										
		01-252-000-0000-6101			6,640.00	EE HEALTH INS	01/01/2023 01/31/2023	202301		Salaries-Full Time		N
		01-252-000-0000-6150			24,700.00	ER HEALTH INS	01/01/2023 01/31/2023	202301		Health Insurance-Employer		N

Aitkin County



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	
4812	JC32 Teamsters H&W Fund			31,340.00				
					2 Transactions			
9046	Loffler Companies, Inc.							
	01-252-000-0000-6220			66.65	MONTHLY TELEPHONE	800104601502	Telephone	N
					01/01/2023 01/31/2023			
9046	Loffler Companies, Inc.			66.65				
					1 Transactions			
13691	MEnD Correctional Care, PLLC							
	01-252-000-0000-6262	AP		10,319.57	DEC MEDICAL & ADDT'L NURSING	6907	Contract Service or Medical Service	6
13691	MEnD Correctional Care, PLLC			10,319.57				
					1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea							
	01-252-000-0000-6254			237.66	TOWER SHELTER	345401501	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea			237.66				
					1 Transactions			
89765	Minnesota Elevator, Inc							
	01-252-000-0000-6360	AP		199.59	DECEMBER MONTHLY SERVICE	994484	Services, Labor, Contracts	N
					12/01/2022 01/31/2023			
89765	Minnesota Elevator, Inc			199.59				
					1 Transactions			
9692	Minnesota Energy Resources Corporation							
	01-252-000-0000-6254			948.68	GAS SERVICE	4443428737	Utilities-Gas and Electric	N
					12/21/2022 01/22/2023			
	01-252-000-0000-6254			312.27	GAS SERVICE STS	4443695951	Utilities-Gas and Electric	N
					12/21/2022 01/22/2023			
9692	Minnesota Energy Resources Corporation			1,260.95				
					2 Transactions			
3789	Pan-O-Gold Baking Company							
	01-252-000-0000-6418			140.66	BREAD; BUNS	10002423019003	Groceries	N
	01-252-000-0000-6418			41.41	BUNS	1002423012001	Groceries	N
3789	Pan-O-Gold Baking Company			182.07				
					2 Transactions			
9808	Performance Foodservice							
	01-252-000-0000-6418	AP		1,918.01	GROCERIES	364376	Groceries	N
	01-252-000-0000-6418			2,883.90	GROCERIES	447713	Groceries	N
	01-252-000-0000-6418			3,455.45	GROCERIES	455695	Groceries	N
9808	Performance Foodservice			8,257.36				
					3 Transactions			
12930	River Oaks Dental							

Aitkin County



1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-252-000-0000-6430	AP	212.00	DENTIST R.G.	42073	Medical Expense/Supplies - Inmates	6
	01-252-000-0000-6430	AP	355.00	DENTIST- ITASCA CO C.W.	42240	Medical Expense/Supplies - Inmates	6
	01-252-000-0000-6430		125.00	DENTIST T.S.	43292	Medical Expense/Supplies - Inmates	6
12930	River Oaks Dental		692.00	3 Transactions			
13934	The Tire Barn						
	01-252-000-0000-6302		1,430.88	#316 ROTOR, STRUTS, OIL CHANGE	65546	Vehicle Maintenance	N
13934	The Tire Barn		1,430.88	1 Transactions			
5072	Ukuras Big Dollar						
	01-252-000-0000-6418		319.62	GROCERIES	00193229	Groceries	N
5072	Ukuras Big Dollar		319.62	1 Transactions			
9302	WEX Bank						
	01-252-000-0000-6330		321.53	TRANSPORT GAS	0496-00-815169-8	Prisoner Transportation & Travel	N
9302	WEX Bank		321.53	1 Transactions			
252	DEPT Total:		59,328.53	Corrections	15 Vendors	23 Transactions	
253	DEPT			Sentence to Serve			
4812	JC32 Teamsters H&W Fund						
	01-253-000-0000-6101		332.00	EE HEALTH INS	202301	Salaries-Full Time	N
				01/01/2023	01/31/2023		
	01-253-000-0000-6150		1,235.00	ER HEALTH INS	202301	Health Insurance-Employer	N
				01/01/2023	01/31/2023		
4812	JC32 Teamsters H&W Fund		1,567.00	2 Transactions			
9046	Loffler Companies, Inc.						
	01-253-000-0000-6220		4.77	MONTHLY TELEPHONE	800104601502	Telephone	N
				01/01/2023	01/31/2023		
9046	Loffler Companies, Inc.		4.77	1 Transactions			
253	DEPT Total:		1,571.77	Sentence to Serve	2 Vendors	3 Transactions	
255	DEPT			Crime Victims			
9046	Loffler Companies, Inc.						
	01-255-000-0000-6220		4.77	MONTHLY TELEPHONE	800104601502	Telephone	N
				01/01/2023	01/31/2023		

Aitkin County



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.			4.77		1 Transactions		
86235	The Office Shop Inc							
	01-255-000-0000-6405			54.82	OFFICE SUPPLIES - CRIME VICTIM	1122711-0	Office Supplies	N
					01/20/2023 02/20/2023			
86235	The Office Shop Inc			54.82		1 Transactions		
255	DEPT Total:			59.59	Crime Victims	2 Vendors	2 Transactions	
257	DEPT				Community Corrections			
14563	Anoka County Corrections							
	01-257-255-0000-6269	AP		9.18	MEDICAL ONLY RJC CONTRACT-TAG	890-1000002-1	Juvenile Detention	N
					12/01/2022 12/31/2022			
	01-257-255-0000-6269	AP		1,680.00	NON SECURE DETENTION	891-100002-1	Juvenile Detention	N
					12/01/2022 12/31/2022			
	01-257-255-0000-6269	AP		10,210.71	SECURE DETENTION AND MEDICAL	892-100002-1	Juvenile Detention	N
					12/01/2022 12/31/2022			
14563	Anoka County Corrections			11,899.89		3 Transactions		
9046	Loffler Companies, Inc.							
	01-257-000-0000-6220			47.62	MONTHLY TELEPHONE	800104601502	Telephone	N
					01/01/2023 01/31/2023			
9046	Loffler Companies, Inc.			47.62		1 Transactions		
14411	MnATSA							
	01-257-251-0000-6241			315.00	CRYSTAL KOONCE CONF 4/20-21	2086	Registration Fee	N
					01/27/2023 01/27/2023			
14411	MnATSA			315.00		1 Transactions		
257	DEPT Total:			12,262.51	Community Corrections	3 Vendors	5 Transactions	
390	DEPT				Environmental Health			
9046	Loffler Companies, Inc.							
	01-390-000-0000-6220			23.81	MONTHLY TELEPHONE	800104601502	Telephone	N
					01/01/2023 01/31/2023			
9046	Loffler Companies, Inc.			23.81		1 Transactions		

Aitkin County



1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
390	DEPT Total:				23.81	Environmental Health			1 Vendors		1 Transactions	
391	DEPT					Solid Waste						
2340	Hyytinen Hardware Hank	01-391-000-0000-6405			119.98	LADDER & RAKE FOR RC CENTER		6699/1		Office, Film, & Field Supplies		N
		01-391-000-0000-6405			4.98	KEYS FOR RC CENTER		6766/1		Office, Film, & Field Supplies		N
		01-391-000-0000-6405			31.98	PADLOCK RC CENTER		6905/1		Office, Film, & Field Supplies		N
2340	Hyytinen Hardware Hank				156.94		3 Transactions					
9046	Loffler Companies, Inc.	01-391-000-0000-6220			9.52	MONTHLY TELEPHONE		800104601502		Telephone		N
						01/01/2023	01/31/2023					
9046	Loffler Companies, Inc.				9.52		1 Transactions					
391	DEPT Total:				166.46	Solid Waste			2 Vendors		4 Transactions	
500	DEPT					Library And Historical Society						
1495	East Central Regional Library	01-500-500-0000-6801			123,029.00	1ST HALF 2023 APPROPRIATION		2023-01		Library Appropriations		N
1495	East Central Regional Library				123,029.00		1 Transactions					
500	DEPT Total:				123,029.00	Library And Historical Society			1 Vendors		1 Transactions	
601	DEPT					Extension						
9046	Loffler Companies, Inc.	01-601-000-0000-6220			4.77	MONTHLY TELEPHONE		800104601502		Telephone		N
						01/01/2023	01/31/2023					
9046	Loffler Companies, Inc.				4.77		1 Transactions					
601	DEPT Total:				4.77	Extension			1 Vendors		1 Transactions	
711	DEPT					Economic Development						
9046	Loffler Companies, Inc.	01-711-000-0000-6220			4.77	MONTHLY TELEPHONE		800104601502		Telephone		N
						01/01/2023	01/31/2023					
9046	Loffler Companies, Inc.				4.77		1 Transactions					
10930	Tidholm Productions											

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Aitkin County



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

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-711-000-0000-6405		JEFFERS BUSINESS CARDS	2542-2546	Office Supplies	Y
10930	Tidholm Productions		1 Transactions			
711	DEPT Total:		31.73	Economic Development	2 Vendors	2 Transactions
1	Fund Total:		247,397.59	General Fund		149 Transactions

Aitkin County



2 Reserves Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
49	DEPT			Information Technologies			
88880	Datacomm Computers & Networks Inc						
	02-049-190-0000-6485	AP	254.00	RBC43 FOR SERVER UPS	15430	Computer/Technology Supplies	N
	88880 Datacomm Computers & Networks Inc		254.00	1 Transactions			
49	DEPT Total:		254.00	Information Technologies	1 Vendors	1 Transactions	
2	Fund Total:		254.00	Reserves Fund		1 Transactions	

Aitkin County



3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
0	DEPT			Undesignated			
5791	Sappi 03-000-000-0000-5505		500.00	DEPOSIT REFUND	-CSAH 20	Culverts	N
	03-000-000-0000-5505		500.00	DEPOSIT REFUND	CSAH 20	Culverts	N
5791	Sappi		1,000.00		2 Transactions		
0	DEPT Total:		1,000.00	Undesignated	1 Vendors	2 Transactions	
301	DEPT			R&B Administration			
783	Canon Financial Services, Inc 03-301-000-0000-6342		192.60	CONTRACT CHARGE	29859219	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		192.60		1 Transactions		
11406	Innovative Office Solutions, LLC 03-301-000-0000-6405		143.38	OFFICE SUPPLIES	IN4068239	Office Supplies	N
11406	Innovative Office Solutions, LLC		143.38		1 Transactions		
3963	Quale/Michael J 03-301-000-0000-6330		134.20	MILEAGE 2023 MCEA CONF BAXTER	NA	Highway Travel	N
3963	Quale/Michael J		134.20		1 Transactions		
11605	Shred Right 03-301-000-0000-6405		40.00	DOCUMENT DESTRUCTION	592089	Office Supplies	N
11605	Shred Right		40.00		1 Transactions		
301	DEPT Total:		510.18	R&B Administration	4 Vendors	4 Transactions	
303	DEPT			R&B Highway Maintenance			
14943	1ST AYD CORPORATION 03-303-000-0000-6417		450.87	AITKIN SHOP SUPPLIES	PSI586615	Shop/Building Maintenance	N
14943	1ST AYD CORPORATION		450.87		1 Transactions		
50	Aitkin Body Shop, Inc 03-303-000-0000-6417		53.19	MCGREGOR SHOP	2427	Shop/Building Maintenance	N
50	Aitkin Body Shop, Inc		53.19		1 Transactions		
195	Aitkin Tire Shop 03-303-000-0000-6590		2,000.00	TIRES	0-062049	Repair & Maintenance Supplies	Y

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	
195	Aitkin Tire Shop			2,000.00				
					1 Transactions			
13911	BERT'S TRUCK EQUIP. OF MOORHEAD							
	03-303-000-0000-6590			235.30	REPAIR PARTS	S 96339	Repair & Maintenance Supplies	N
	03-303-000-0000-6590			97.15	REPAIR PARTS	S 96339	Repair & Maintenance Supplies	N
	03-303-000-0000-6590			97.15	REPAIR PARTS	S 96339	Repair & Maintenance Supplies	N
	03-303-000-0000-6590			97.16	REPAIR PARTS	S 96339	Repair & Maintenance Supplies	N
13911	BERT'S TRUCK EQUIP. OF MOORHEAD			526.76				
					4 Transactions			
163	Charter Communications Holdings LLC							
	03-303-000-0000-6220			141.21	PHONE: HWY OFFICE	0-022823011923	Telephone	N
163	Charter Communications Holdings LLC			141.21				
					1 Transactions			
14887	Cintas Corporation							
	03-303-000-0000-6360	AP	P	15.82	SHOP LAUNDRY	4139464502	Services, Labor, Contracts	N
	03-303-000-0000-6360			17.45	SHOP LAUNDRY	4143646524	Services, Labor, Contracts	N
14887	Cintas Corporation			33.27				
					2 Transactions			
15149	COLLINS BROTHERS TOWING OF ST CLOU							
	03-303-000-0000-6590	AP	P	590.00	TOWING	22-125436	Repair & Maintenance Supplies	N
15149	COLLINS BROTHERS TOWING OF ST CLOU			590.00				
					1 Transactions			
8618	Compass Minerals America							
	03-303-000-0000-6518			4,551.82	DE-ICING SALT	1107054	De-icing Salt	N
	03-303-000-0000-6518			4,636.01	DE-ICING SALT	1107934	De-icing Salt	N
	03-303-000-0000-6518			2,057.00	DE-ICING SALT	1109011	De-icing Salt	N
8618	Compass Minerals America			11,244.83				
					3 Transactions			
5893	Consolidated Telecommunications Co.							
	03-303-000-0000-6254			150.00	HIGH SPEED INTERNET	21156047	Utilities-Gas and Electric	N
5893	Consolidated Telecommunications Co.			150.00				
					1 Transactions			
7935	East Central Energy							
	03-303-000-0000-6254			102.94	DEC/JAN POWER-MCGRATH	35018290	Utilities-Gas and Electric	N
	03-303-000-0000-6254			45.97	DEC/JAN POWER-STREET LIGHT	35018408	Utilities-Gas and Electric	N
7935	East Central Energy			148.91				
					2 Transactions			
7060	Federated Co-Ops Inc.							
	03-303-000-0000-6423	AP	P	988.24	MCGRATH SHOP PROPANE	1463559	Fuel for Buildings	N

Aitkin County



3 Road & Bridge

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		03-303-000-0000-6423			2,552.64	JACOBSON SHOP PROPANE		1511317		Fuel for Buildings		N
		03-303-000-0000-6423			1,102.18	MCGRATH SHOP PROPANE		1514014		Fuel for Buildings		N
7060	Federated Co-Ops Inc.				4,643.06				3	Transactions		
1880	Gravelle Plumbing & Heating, Inc											
		03-303-000-0000-6417			20.80	AITKIN SHOP		91874		Shop/Building Maintenance		N
		03-303-000-0000-6417			141.68	AITKIN SHOP		91876		Shop/Building Maintenance		N
		03-303-000-0000-6417			220.66	MCGREGOR SHOP		91929		Shop/Building Maintenance		N
1880	Gravelle Plumbing & Heating, Inc				383.14				3	Transactions		
9046	Loffler Companies, Inc.											
		03-303-000-0000-6220			85.70	MONTHLY TELEPHONE		800104601502		Telephone		N
						01/01/2023	01/31/2023					
9046	Loffler Companies, Inc.				85.70				1	Transactions		
15300	MCGREGOR ACE HARDWARE											
		03-303-000-0000-6417			26.11	MCGREGOR SHOP		A65310		Shop/Building Maintenance		N
		03-303-000-0000-6417			5.93	MCGREGOR SHOP		C34874		Shop/Building Maintenance		N
15300	MCGREGOR ACE HARDWARE				32.04				2	Transactions		
8527	Midstates Equipment & Supply, Inc.											
		03-303-000-0000-6517			32,155.90	MASTIC		223041		Asphalt,Crackfiller,Tack Oil,Etc		N
8527	Midstates Equipment & Supply, Inc.				32,155.90				1	Transactions		
3160	Mille Lacs Energy Coop-Albert Lea											
		03-303-000-0000-6254	AP	P	1,049.88	POWER: PALISADE		185202601		Utilities-Gas and Electric		N
		03-303-000-0000-6254	AP	P	55.46	169 & CSAH 3		192301001		Utilities-Gas and Electric		N
		03-303-000-0000-6254	AP	P	54.00	CSAH 5		273501502		Utilities-Gas and Electric		N
		03-303-000-0000-6254	AP	P	199.12	POWER: MCGREGOR		295300301		Utilities-Gas and Electric		N
		03-303-000-0000-6254	AP	P	55.00	CSAH 8		300601202		Utilities-Gas and Electric		N
		03-303-000-0000-6254	AP	P	54.00	CSAH 4		323200702		Utilities-Gas and Electric		N
		03-303-000-0000-6254	AP	P	1,765.34	POWER: AITKIN		335200702		Utilities-Gas and Electric		N
		03-303-000-0000-6254	AP	P	8.00	CSAH 17		336503101		Utilities-Gas and Electric		N
		03-303-000-0000-6254	AP	P	62.56	169 & CSAH 28		396202201		Utilities-Gas and Electric		N
		03-303-000-0000-6254	AP	P	42.48	CSAH 12		400600001		Utilities-Gas and Electric		N
		03-303-000-0000-6254	AP	P	55.00	CSAH 12		465602302		Utilities-Gas and Electric		N
		03-303-000-0000-6254	AP	P	54.00	CSAH 11		480900902		Utilities-Gas and Electric		N
		03-303-000-0000-6254	AP	P	55.81	47 & CSAH 2		545110401		Utilities-Gas and Electric		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
3160	Mille Lacs Energy Coop-Albert Lea		3,510.65		13 Transactions		
3390	Minnesota UC Fund 03-303-000-0000-6172	AP	858.00	L. KOEHLER UI 10/01/2022	12/31/2022 15964796	Unemployment Compensation	N
3390	Minnesota UC Fund		858.00		1 Transactions		
10720	Nuss Truck Group Inc 03-303-000-0000-6590		45.94	REPAIR PARTS	6154844P	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		226.47	REPAIR PARTS	651618	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		949.50	REPAIR LABOR	651618	Repair & Maintenance Supplies	N
10720	Nuss Truck Group Inc		1,221.91		3 Transactions		
14861	Parman Energy Group 03-303-000-0000-6590		62.40	REPAIR PARTS	0103988-IN	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		62.40	REPAIR PARTS	0103988-IN	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		62.40	REPAIR PARTS	0103988-IN	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		62.40	REPAIR PARTS	0103988-IN	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		62.40	REPAIR PARTS	0103988-IN	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		116.48	REPAIR PARTS	0103991-IN	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		116.48	REPAIR PARTS	0103991-IN	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		116.48	REPAIR PARTS	0103991-IN	Repair & Maintenance Supplies	N
	03-303-000-0000-6570		2,517.53	MOTOR OIL	0103993-IN	Motor Fuel & Lubricants	N
	03-303-000-0000-6590		85.80	REPAIR PARTS	0103993-IN	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		85.80	REPAIR PARTS	0103993-IN	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		85.80	REPAIR PARTS	0103993-IN	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		85.80	REPAIR PARTS	0103993-IN	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		132.43	REPAIR PARTS	0103994-IN	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		132.43	REPAIR PARTS	0103994-IN	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		132.42	REPAIR PARTS	0103994-IN	Repair & Maintenance Supplies	N
14861	Parman Energy Group		3,919.45		16 Transactions		
8300	Smith/Greg 03-303-000-0000-6181		195.00	WORKBOOT REIMBURSEMENT	EBAY	Safety Footwear Allowance	N
8300	Smith/Greg		195.00		1 Transactions		
9176	SPARKY'S TOOLS, LLC 03-303-000-0000-6417		228.98	AITKIN SHOP	D 108869	Shop/Building Maintenance	N

Aitkin County



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

3 Road & Bridge

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
9176	SPARKY'S TOOLS, LLC				228.98							
8364	Towmaster, Inc	03-303-000-0000-6590			626.22	REPAIR PARTS		456237		Repair & Maintenance Supplies		N
8364	Towmaster, Inc				626.22		1 Transactions					
8671	Village Laundromat & Car Wash, Inc	03-303-000-0000-6417			45.00	RAGS		474687		Shop/Building Maintenance		N
8671	Village Laundromat & Car Wash, Inc				45.00		1 Transactions					
5295	Ziegler Inc	03-303-000-0000-6590			27.69	REPAIR PARTS		SC00310763		Repair & Maintenance Supplies		N
		03-303-000-0000-6590			750.00	REPAIR LABOR		SC00310763		Repair & Maintenance Supplies		N
5295	Ziegler Inc				777.69		2 Transactions					
303	DEPT Total:				64,021.78	R&B Highway Maintenance		24 Vendors		66 Transactions		
307	DEPT					R&B Capital Infrastructure						
7652	Erickson Engineering Co.	03-307-000-0000-6269	AP	P	14,121.00	PROFESSIONAL SERVICES-2022		15391		Professional Services		Y
7652	Erickson Engineering Co.				14,121.00		1 Transactions					
307	DEPT Total:				14,121.00	R&B Capital Infrastructure		1 Vendors		1 Transactions		
308	DEPT					R&B Equipment & Facilities						
12500	Frontier Precision, Inc	03-308-000-0000-6610			28,315.00	TRIMBLE-		267466		Equipment		N
12500	Frontier Precision, Inc				28,315.00		1 Transactions					
308	DEPT Total:				28,315.00	R&B Equipment & Facilities		1 Vendors		1 Transactions		
3	Fund Total:				107,967.96	Road & Bridge				74 Transactions		

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

4 Unorganized Townships

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
422	DEPT			Unorganized Fire			
	1010 City Of Aitkin						
	04-422-000-0000-6801		1,712.32	2023 FIRE / UNORG 48-27	231	Appropriations	N
	1010 City Of Aitkin		1,712.32	1 Transactions			
422	DEPT Total:		1,712.32	Unorganized Fire	1 Vendors	1 Transactions	
4	Fund Total:		1,712.32	Unorganized Townships		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			
9561	Amazon Business 05-400-440-0410-6422		11.72	JANITORIAL SUPPLIES-THRESHOLD 01/23/2023 01/23/2023	1WNP-3QMF-116M	Janitorial Supplies	N
9561	Amazon Business		11.72	1 Transactions			
9608	AMAZON CAPITAL SERVICES 05-400-440-0410-6405		16.08	AGENCY-PENS/POST-ITS 01/21/2023 01/21/2023	11C7-YVVL-HCL4	Office Supplies	N
	05-400-440-0410-6405		14.21	AGENCY-PENS/9X12 ENVELOPES 01/21/2023 01/21/2023	1PR3-D3WW-H6VT	Office Supplies	N
	05-400-440-0410-6405		5.11	ACCTG-"PAID" STAMP 01/09/2023 01/09/2023	1QDY-134V-3Q6P	Office Supplies	N
	05-400-440-0410-6405		2.14	ADMIN - CELL PHONE CASE (SP) 01/09/2023 01/09/2023	1QDY-134V-3Q6P	Office Supplies	N
	05-400-440-0410-6405		4.47	AGENCY - AAA BATTERIES 01/09/2023 01/09/2023	1QDY-134V-3Q6P	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		42.01	5 Transactions			
9553	Aramark Uniform Services 05-400-440-0410-6422		7.10	JANITORIAL CLEANING SUPPLIES 01/24/2023 01/24/2023	2530100292	Janitorial Supplies	N
9553	Aramark Uniform Services		7.10	1 Transactions			
10460	Brainerd Dispatch-Circulation Dept 05-400-440-0410-6360		35.11	AGENCY SUBSCRIPTION-52 WEEKS 02/20/2023 02/19/2024		Services, Labor, Contracts	N
10460	Brainerd Dispatch-Circulation Dept		35.11	1 Transactions			
9046	Loffler Companies, Inc. 05-400-440-0410-6220		67.13	MONTHLY TELEPHONE 01/01/2023 01/31/2023	800104601502	Telephone	N
9046	Loffler Companies, Inc.		67.13	1 Transactions			
9692	Minnesota Energy Resources Corporation 05-400-440-0410-6254		238.88	GAS BILL 12/21/2022 01/23/2023	0506533565-00001	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		238.88	1 Transactions			

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9014	PAPER STORM 05-400-440-0410-6360		13.61	PAPER SHREDDING 01/17/2023 01/17/2023	21328	Services, Labor, Contracts	N
9014	PAPER STORM		13.61	1 Transactions			
13624	Quadient Leasing USA, Inc 05-400-440-0410-6342		68.75	MAIL MACHINE CONTRACT 11/14/2022 02/13/2023	N9758896	Office Equipment Rental/Contracts	N
13624	Quadient Leasing USA, Inc		68.75	1 Transactions			
88859	Spee*Dee-St Cloud 05-400-430-0408-6360	AP	119.06	FAP SERVICE - 111 12/06/2022 12/31/2022	725970	Services, Labor, Contracts	N
88859	Spee*Dee-St Cloud		119.06	1 Transactions			
10698	Stericycle,Inc 05-400-440-0410-6360		16.86	STERI-SAFE 02/01/2023 02/28/2023	4011505726	Services, Labor, Contracts	6
10698	Stericycle,Inc		16.86	1 Transactions			
86235	The Office Shop Inc 05-400-440-0410-6405		6.39	ACCTG-CHECK SIGNATURE STAMP 01/12/2023 01/12/2023	1121596-0	Office Supplies	N
	05-400-440-0410-6405		17.42	ACCTG - DIRECTOR CERT STAMP 01/12/2023 01/12/2023	1121822-0	Office Supplies	N
86235	The Office Shop Inc		23.81	2 Transactions			
400	DEPT Total:		644.04	Public Health Department	11 Vendors	16 Transactions	
420	DEPT			Income Maintenance			
9561	Amazon Business 05-420-600-4800-6485		26.41	IM-CABLE (DJ) 01/14/2023 01/14/2023	1JCT-VQDQ-GFCY	Computer/Technology Supplies	N
	05-420-600-4800-6422		27.63	JANITORIAL SUPPLIES-THRESHOLD 01/23/2023 01/23/2023	1WNP-3QMF-116M	Janitorial Supplies	N
9561	Amazon Business		54.04	2 Transactions			
9608	AMAZON CAPITAL SERVICES 05-420-600-4800-6405		37.91	AGENCY-PENS/POST-ITS	11C7-YVVL-HCL4	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
	05-420-600-4800-6405		33.50	01/21/2023 01/21/2023 AGENCY-PENS/9X12 ENVELOPES	1PR3-D3WW-H6VT	Office Supplies	N
	05-420-600-4800-6405		12.04	01/21/2023 01/21/2023 ACCTG-"PAID" STAMP	1QDY-134V-3Q6P	Office Supplies	N
	05-420-600-4800-6405		5.05	01/09/2023 01/09/2023 ADMIN - CELL PHONE CASE (SP)	1QDY-134V-3Q6P	Office Supplies	N
	05-420-600-4800-6405		10.53	01/09/2023 01/09/2023 AGENCY - AAA BATTERIES	1QDY-134V-3Q6P	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		99.03		5 Transactions		
9553	Aramark Uniform Services						
	05-420-600-4800-6422		16.72	01/24/2023 01/24/2023 JANITORIAL CLEANING SUPPLIES	2530100292	Janitorial Supplies	N
9553	Aramark Uniform Services		16.72		1 Transactions		
10460	Brainerd Dispatch-Circulation Dept						
	05-420-600-4800-6360		82.76	02/20/2023 02/19/2024 AGENCY SUBSCRIPTION-52 WEEKS		Services, Labor, Contracts	N
10460	Brainerd Dispatch-Circulation Dept		82.76		1 Transactions		
11051	Department of Human Services						
	05-420-640-4800-6360	DTG	42.88	12/01/2022 12/31/2022 CS MONTHLY FED OFFSET FEE	A300C301601	Services, Labor, Contracts	N
	05-420-620-4400-6026	DTG	130.29	11/01/2022 11/30/2022 MCRE/GAMC/NONRES ESTATE-11/22	A300MM1G01I	State Share - GAMC Estate	6
	05-420-650-4400-6025	DTG	4,221.70	11/01/2022 11/30/2022 MA LTC UN 65	A300MM1G01I	State/Fed Share - MA Program	6
	05-420-650-4400-6025	DTG	184.07	11/01/2022 11/30/2022 G8 LTC LT65 CY20	A300MM1G01I	State/Fed Share - MA Program	6
	05-420-650-4400-6026	DTG	31,218.38	11/01/2022 11/30/2022 MA ESTATE COLLECTIONS-FED	A300MM1G01I	State/Fed Share - MA Estate	6
	05-420-650-4400-6026	DTG	2,338.94	11/01/2022 11/30/2022 CV MA ESTATE COLL-FED	A300MM1G01I	State/Fed Share - MA Estate	6
	05-420-650-4400-6026	DTG	15,609.18	11/01/2022 11/30/2022 MA ESTATE COLLECTIONS-STATE	A300MM1G01I	State/Fed Share - MA Estate	6
	05-420-650-4400-6026	DTG	892.72	11/01/2022 11/30/2022 CV MA ESTATE COLL-STATE	A300MM1G01I	State/Fed Share - MA Estate	6
	05-420-620-4400-6026	DTG	185.12	11/01/2022 11/30/2022 MCRE/GAMC/NONRES ESTATE-12/22	A300MM1H01I	State Share - GAMC Estate	N

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	05-420-650-4400-6025	DTG	4,031.33	12/01/2022 12/31/2022 MA LTC UN 65	A300MM1H011	State/Fed Share - MA Program	N
	05-420-650-4400-6025	DTG	178.13	12/01/2022 12/31/2022 G8 LTC LT65 CY20	A300MM1H011	State/Fed Share - MA Program	N
	05-420-650-4400-6026	DTG	561.59	12/01/2022 12/31/2022 MA ESTATE COLLECTIONS-FED	A300MM1H011	State/Fed Share - MA Estate	N
	05-420-650-4400-6026	DTG	140.09	12/01/2022 12/31/2022 CV MA ESTATE COLL - FED	A300MM1H011	State/Fed Share - MA Estate	N
	05-420-650-4400-6026	DTG	280.79	12/01/2022 12/31/2022 MA ESTATE COLLECTIONS-STATE	A300MM1H011	State/Fed Share - MA Estate	N
	05-420-650-4400-6026	DTG	53.47	12/01/2022 12/31/2022 CV MA ESTATE COLL - STATE	A300MM1H011	State/Fed Share - MA Estate	N
11051	Department of Human Services		60,068.68		15 Transactions		
9046	Loffler Companies, Inc.						
	05-420-600-4800-6220		75.94	MONTHLY TELEPHONE 01/01/2023 01/31/2023	800104601502	Telephone	N
	05-420-640-4800-6220		28.57	MONTHLY TELEPHONE 01/01/2023 01/31/2023	800104601502	Telephone	N
9046	Loffler Companies, Inc.		104.51		2 Transactions		
9692	Minnesota Energy Resources Corporation						
	05-420-600-4800-6254		563.08	GAS BILL 12/21/2022 01/23/2023	0506533565-00001	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		563.08		1 Transactions		
9014	PAPER STORM						
	05-420-600-4800-6360		32.08	PAPER SHREDDING 01/17/2023 01/17/2023	21328	Services, Labor, Contracts	N
9014	PAPER STORM		32.08		1 Transactions		
13624	Quadient Leasing USA, Inc						
	05-420-600-4800-6342		162.06	MAIL MACHINE CONTRACT 11/14/2022 02/13/2023	N9758896	Office Equipment Rental/Contracts	N
13624	Quadient Leasing USA, Inc		162.06		1 Transactions		
86177	Sheriff Aitkin County						
	05-420-640-4800-6270		60.00	IV-D SERVICE 0014013311-01	C2300003	Aitkin Co Sheriff Fees Iv-D	N

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
86177	Sheriff Aitkin County		60.00	01/17/2023 01/17/2023 1 Transactions			
88859	Spee*Dee-St Cloud 05-420-600-4800-6205	AP	66.14	IM SERVICE - 101 12/06/2022 12/31/2022 1 Transactions	725970	Postage	N
88859	Spee*Dee-St Cloud		66.14				
10698	Stericycle,Inc 05-420-600-4800-6360		39.73	STERI-SAFE 02/01/2023 02/28/2023 1 Transactions	4011505726	Services, Labor, Contracts	6
10698	Stericycle,Inc		39.73				
86235	The Office Shop Inc 05-420-600-4800-6405		15.06	ACCTG-CHECK SIGNATURE STAMP 01/12/2023 01/12/2023	1121596-0	Office Supplies	N
	05-420-600-4800-6405		41.06	ACCTG - DIRECTOR CERT STAMP 01/12/2023 01/12/2023 2 Transactions	1121822-0	Office Supplies	N
86235	The Office Shop Inc		56.12				
420	DEPT Total:		61,404.95	Income Maintenance	13 Vendors	34 Transactions	
430	DEPT			Social Services			
9561	Amazon Business 05-430-700-4800-6422		44.38	JANITORIAL SUPPLIES-THRESHOLD 01/23/2023 01/23/2023 1 Transactions	1WNP-3QMF-116M	Janitorial Supplies	N
9561	Amazon Business		44.38				
9608	AMAZON CAPITAL SERVICES 05-430-700-4800-6405		60.88	AGENCY-PENS/POST-ITS 01/21/2023 01/21/2023	11C7-YVVL-HCL4	Office Supplies	N
	05-430-710-3630-6020		59.98	FAM BASED LIFE MGMT-STORAGE	11V1-HXVK-DHCV	Family-Based Life Mgmt Skills Services	N
	05-430-700-4800-6405		53.82	AGENCY-PENS/9X12 ENVELOPES 01/21/2023 01/21/2023	1PR3-D3WW-H6VT	Office Supplies	N
	05-430-700-4800-6405		19.33	ACCTG-"PAID" STAMP 01/09/2023 01/09/2023	1QDY-134V-3Q6P	Office Supplies	N
	05-430-700-4800-6405		8.10	ADMIN - CELL PHONE CASE (SP) 01/09/2023 01/09/2023	1QDY-134V-3Q6P	Office Supplies	N
	05-430-700-4800-6405		16.90	AGENCY - AAA BATTERIES	1QDY-134V-3Q6P	Office Supplies	N

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9608	AMAZON CAPITAL SERVICES		219.01	01/09/2023 01/09/2023 6 Transactions			
9553	Aramark Uniform Services 05-430-700-4800-6422		26.86	JANITORIAL CLEANING SUPPLIES 01/24/2023 01/24/2023 1 Transactions	2530100292	Janitorial Supplies	N
9553	Aramark Uniform Services		26.86				
10460	Brainerd Dispatch-Circulation Dept 05-430-700-4800-6360		132.93	AGENCY SUBSCRIPTION-52 WEEKS 02/20/2023 02/19/2024 1 Transactions		Services, Labor, Contracts	N
10460	Brainerd Dispatch-Circulation Dept		132.93				
9046	Loffler Companies, Inc. 05-430-700-4800-6220		156.86	MONTHLY TELEPHONE 01/01/2023 01/31/2023 1 Transactions	800104601502	Telephone	N
9046	Loffler Companies, Inc.		156.86				
9692	Minnesota Energy Resources Corporation 05-430-700-4800-6254		904.34	GAS BILL 12/21/2022 01/23/2023 1 Transactions	0506533565-00001	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		904.34				
9014	PAPER STORM 05-430-700-4800-6360		51.51	PAPER SHREDDING 01/17/2023 01/17/2023 1 Transactions	21328	Services, Labor, Contracts	N
9014	PAPER STORM		51.51				
13624	Quadient Leasing USA, Inc 05-430-700-4800-6342		260.29	MAIL MACHINE CONTRACT 11/14/2022 02/13/2023 1 Transactions	N9758896	Office Equipment Rental/Contracts	N
13624	Quadient Leasing USA, Inc		260.29				
10698	Stericycle, Inc 05-430-700-4800-6360		63.81	STERI-SAFE 02/01/2023 02/28/2023 1 Transactions	4011505726	Services, Labor, Contracts	6
10698	Stericycle, Inc		63.81				
86235	The Office Shop Inc						

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5 Health & Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	05-430-700-4800-6405		24.19	ACCTG-CHECK SIGNATURE STAMP 01/12/2023 01/12/2023	1121596-0	Office Supplies	N
	05-430-700-4800-6405		65.93	ACCTG - DIRECTOR CERT STAMP 01/12/2023 01/12/2023	1121822-0	Office Supplies	N
86235	The Office Shop Inc		90.12	2 Transactions			
430	DEPT Total:		1,950.11	Social Services	10 Vendors	16 Transactions	
5	Fund Total:		63,999.10	Health & Human Services		66 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			
1091	Commissioner Of Revenue 09-000-000-0000-2044	AP	42.99	3RD APPORT SM 2022	DEC 2022	20% Severed Mineral Tax	N
1091	Commissioner Of Revenue		42.99	1 Transactions			
4580	Mn Dept Of Finance 09-000-000-0000-2022	AP	124.00	BIRTH SURCHARGES 12/01/2022 12/31/2022	2023-DECEMBER	Birth/Death Surcharges	N
	09-000-000-0000-2022	AP	588.00	DEATH SURCHARGES 12/01/2022 12/31/2022	2023-DECEMBER	Birth/Death Surcharges	N
	09-000-000-0000-2024	AP	93.00	CHILDREN SURCHARGES 12/01/2022 12/31/2022	2023-DECEMBER	St Share Of Birth Cert.-Children	N
	09-000-000-0000-2031	AP	18.00	TORRENS ASSURANCE 12/01/2022 12/31/2022	2023-DECEMBER	Real Estate Assurance (Was 5874 And €	N
	09-000-000-0000-2036	AP	4,315.50	STATE GENERAL FUND 12/01/2022 12/31/2022	2023-DECEMBER	Recording Surcharges (Was 5871 & 6281)N	
	09-000-000-0000-2036	AP	310.00	STATE GEN FUND 2010 LEG SURCH 12/01/2022 12/31/2022	2023-DECEMBER	Recording Surcharges (Was 5871 & 6281)N	
	09-000-000-0000-2031	AP	3,099.00	REAL ESTATE ASSURANCE-DEC 2022	DEC 2022	Real Estate Assurance (Was 5874 And €	N
	09-000-000-0000-2051	AP	59.12	TIF ADMIN - DEC 2022	DEC 2022	State Share of TIF Tax	N
4580	Mn Dept Of Finance		8,606.62	8 Transactions			
3375	Mn Dept Of Health 09-000-000-0000-2027	AP	510.00	STATE WELL CERTIFICATE	2023-DECEMBER	State Well Cert Fees (Was 5097 & 6203)	N
3375	Mn Dept Of Health		510.00	1 Transactions			
0	DEPT Total:		9,159.61	Undesignated	3 Vendors	10 Transactions	
9	Fund Total:		9,159.61	State		10 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
900	DEPT			Timber Permit Bonds			
999999000	Nistler/David 10-900-000-0000-2300		515.20	REPLACES WARRANT #82629	82629	Timber Permit Bonds	N
999999000	Nistler/David		515.20	1 Transactions			
9286	Stangler Logging 10-900-000-0000-2300		1,407.32	REFUND BOND	14259	Timber Permit Bonds	N
	10-900-000-0000-2300		546.28	REFUND BOND	14335	Timber Permit Bonds	N
9286	Stangler Logging		1,953.60	2 Transactions			
900	DEPT Total:		2,468.80	Timber Permit Bonds	2 Vendors	3 Transactions	
921	DEPT			Co. Development			
111	Aitkin Co Soil & Water 10-921-000-0000-6801		50,000.00	2023 APPROPRIATION	20221220-175	SWCD Appropriation	N
111	Aitkin Co Soil & Water		50,000.00	1 Transactions			
9355	Northern Counties Land Use Coord Board 10-921-000-0000-6240		2,000.00	MEMBERSHIP FEE 2023 01/01/2023 12/31/2023	01/25/2023	Membership/Dues/Association Fees	N
9355	Northern Counties Land Use Coord Board		2,000.00	1 Transactions			
921	DEPT Total:		52,000.00	Co. Development	2 Vendors	2 Transactions	
923	DEPT			Forfeited Tax Sales			
10024	Bobcat of Brainerd 10-923-000-0000-6590		2,476.47	BOBCAT REPAIR	28697	Repair & Maintenance Supplies	N
10024	Bobcat of Brainerd		2,476.47	1 Transactions			
9046	Loffler Companies, Inc. 10-923-000-0000-6220		66.65	MONTHLY TELEPHONE 01/01/2023 01/31/2023	800104601502	Telephone	N
9046	Loffler Companies, Inc.		66.65	1 Transactions			
3390	Minnesota UC Fund 10-923-000-0000-6172	AP	680.97	L. LAHR UI 10/01/2022 12/31/2022	15964796	Unemployment Compensation	N

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10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
3390	Minnesota UC Fund			680.97		1 Transactions		
9286	Stangler Logging							
	10-923-000-0000-6820			523.32	REFUND OVERAPPRAISED	14335	Refunds & Reimbursements	N
9286	Stangler Logging			523.32		1 Transactions		
90805	Temco							
	10-923-000-0000-6590			2,617.40	SKI TRAIL ROLLER	27538	Repair & Maintenance Supplies	Y
90805	Temco			2,617.40		1 Transactions		
923	DEPT Total:			6,364.81	Forfeited Tax Sales	5 Vendors	5 Transactions	
929	DEPT				MN Trust Insurance Fund			
	87 Aitkin Co Highway Dept							
	10-929-550-0000-6360	AP		2,310.68	FAIRGROUNDS STORM CLEANUP	2022FAIRGROUND	Fair Ground Clean Up	N
					05/12/2022 05/25/2022			
	87 Aitkin Co Highway Dept			2,310.68		1 Transactions		
929	DEPT Total:			2,310.68	MN Trust Insurance Fund	1 Vendors	1 Transactions	
10	Fund Total:			63,144.29	Trust		11 Transactions	

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Aitkin County



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

11 Forest Development

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
939	DEPT		County Surveyor			
	9046 Loffler Companies, Inc.					
	11-939-000-0000-6220		9.52	MONTHLY TELEPHONE	800104601502	Telephone N
				01/01/2023 01/31/2023		
	9046 Loffler Companies, Inc.		9.52	1 Transactions		
	13934 The Tire Barn					
	11-939-000-0000-6590		22.50	666 SNOW TRAILER TIRE REPAIR	66000	Repair & Maintenance Supplies N
	13934 The Tire Barn		22.50	1 Transactions		
939	DEPT Total:		32.02	County Surveyor	2 Vendors	2 Transactions
11	Fund Total:		32.02	Forest Development		2 Transactions

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
930	DEPT 90081 ARDC 12-930-000-0000-6801	AP	3,494.53	ARDC 3RD SETTLEMENT - 2022	3RD SETTLEMENT	Appropriations	N
	90081 ARDC		3,494.53	1 Transactions			
930	DEPT Total:		3,494.53	ARDC	1 Vendors	1 Transactions	
931	DEPT 5838 Nw Carlton Co Ambulance District 12-931-162-0000-2045	AP	105.00	Towns 3RD SETTLEMENT - 2022	3RD SETTLEMENT	Nw Carlton Co Ambulance District	N
	5838 Nw Carlton Co Ambulance District		105.00	1 Transactions			
931	DEPT Total:		105.00	Towns	1 Vendors	1 Transactions	
12	Fund Total:		3,599.53	Townships/Cities/ARDC/Ambulan		2 Transactions	

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
521	DEPT			LLCC Administration			
14831	K and M International Inc 19-521-000-0000-6454		644.14	CANTEEN ITEMS	SI1482774	Commissary Supplies-Non Jail	N
14831	K and M International Inc		644.14	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 19-521-000-0000-6254		1,465.12	ENERGY CENTER	271300502	Utilities-Gas and Electric	N
	19-521-000-0000-6254		639.52	DINING HALL	271300601	Utilities-Gas and Electric	N
	19-521-000-0000-6254		571.89	NSL	271300703	Utilities-Gas and Electric	N
	19-521-000-0000-6254		44.64	PARKING LOT	271300801	Utilities-Gas and Electric	N
	19-521-000-0000-6254 AP		61.32	STAFF RESIDENCE	271300901	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		2,782.49	5 Transactions			
14812	SCI Broadband/Savage Communications 19-521-000-0000-6220		685.80	PHONE/INTERNET 02/01/2023	024-033167	Telephone	N
				02/28/2023			
14812	SCI Broadband/Savage Communications		685.80	1 Transactions			
521	DEPT Total:		4,112.43	LLCC Administration	3 Vendors	7 Transactions	
523	DEPT			LLCC Food			
3810	Paulbeck's County Market 19-523-000-0000-6418		79.04	GROCERIES 1/5-1/24	7684653	Groceries-Students	N
3810	Paulbeck's County Market		79.04	1 Transactions			
4761	Sysco Minnesota Inc 19-523-000-0000-6418		953.58	GROCERIES FOR SCHOOL	253308817	Groceries-Students	N
4761	Sysco Minnesota Inc		953.58	1 Transactions			
4968	Upper Lakes Foods, Inc 19-523-000-0000-6418		814.38	GROCERIES	220743-00	Groceries-Students	N
	19-523-000-0000-6418		1,006.04	GROCERIES	229645-00	Groceries-Students	N
	19-523-000-0000-6418		30.00	HASHBROWNS	229665-00	Groceries-Students	N
4968	Upper Lakes Foods, Inc		1,850.42	3 Transactions			
523	DEPT Total:		2,883.04	LLCC Food	3 Vendors	5 Transactions	
524	DEPT			LLCC Maintenance			

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
13725	Beartooth True Value 19-524-000-0000-6590	AP	32.36	STAIN PRIMER	ACCT 1075	Repair & Maintenance Supplies	N
13725	Beartooth True Value		32.36	1 Transactions			
2340	Hyytinen Hardware Hank 19-524-000-0000-6590	AP	113.29	SUPPLIES, HARDWARE	2498	Repair & Maintenance Supplies	N
2340	Hyytinen Hardware Hank		113.29	1 Transactions			
15300	MCGREGOR ACE HARDWARE 19-524-000-0000-6590	AP	172.36	PAINT SUPPLIES	M10041	Repair & Maintenance Supplies	N
	19-524-000-0000-6590	AP	149.91	PAINT, HOSE	M10041	Repair & Maintenance Supplies	N
15300	MCGREGOR ACE HARDWARE		322.27	2 Transactions			
11946	McGuire Mechanical 19-524-000-0000-6590	AP	873.91	COOLER REPAIR	32719	Repair & Maintenance Supplies	N
	19-524-000-0000-6590	AP	261.60	FREEZER REPAIR	32813	Repair & Maintenance Supplies	N
11946	McGuire Mechanical		1,135.51	2 Transactions			
4010	Rasley Oil Company 19-524-000-0000-6335	AP	188.94	HYD FLUID, OIL	LONGLAKES	Gas/Vehicle Fuel Charges	N
4010	Rasley Oil Company		188.94	1 Transactions			
90805	Temco 19-524-000-0000-6590		554.25	REPAIR ALUMINUM TRAILER	27547	Repair & Maintenance Supplies	Y
90805	Temco		554.25	1 Transactions			
524	DEPT Total:		2,346.62	LLCC Maintenance	6 Vendors	8 Transactions	
19	Fund Total:		9,342.09	Long Lake Conservation Center		20 Transactions	

Aitkin County



Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT				Parks			
188	Aitkin Sno-Drifters Snowmobile 21-520-000-0000-6802		Q	14,621.74	BM1 SNOWBILE	BM1	Trail Grants-State	N
188	Aitkin Sno-Drifters Snowmobile			14,621.74	1 Transactions			
2941	M R Sign Co Inc 21-520-000-0000-6450			557.09	STOP SIGNS	218769	Field Supplies	N
2941	M R Sign Co Inc			557.09	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 21-520-000-0000-6254	AP	B	61.40	BERGLUND ELECTRIC 12/01/2022 01/01/2023	185110602	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea			61.40	1 Transactions			
12182	Northwoods Quads 21-520-000-0000-6802	AP	Q	5,329.34	HILL CITY 8-26-22 TO 12-5-22 08/26/2022 12/05/2022	819243	Trail Grants-State	N
12182	Northwoods Quads			5,329.34	1 Transactions			
3780	Palisade Supersledders Inc. 21-520-000-0000-6802		Q	14,956.50	FY23 BM1	820773	Trail Grants-State	N
3780	Palisade Supersledders Inc.			14,956.50	1 Transactions			
4800	Tamarack Sno-Flyers 21-520-000-0000-6802		Q	30,714.79	FY23 BM1	820865	Trail Grants-State	N
4800	Tamarack Sno-Flyers			30,714.79	1 Transactions			
520	DEPT Total:			66,240.86	Parks	6 Vendors	6 Transactions	
21	Fund Total:			66,240.86	Parks		6 Transactions	
	Final Total:			572,849.37	199 Vendors	342 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	247,397.59	General Fund
	2	254.00	Reserves Fund
	3	107,967.96	Road & Bridge
	4	1,712.32	Unorganized Townships
	5	63,999.10	Health & Human Services
	9	9,159.61	State
	10	63,144.29	Trust
	11	32.02	Forest Development
	12	3,599.53	Townships/Cities/ARDC/Ambulan
	19	9,342.09	Long Lake Conservation Center
	21	66,240.86	Parks
	All Funds	572,849.37	Total

Approved by,

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1/18/23

11:56AM

Aitkin County

2E



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

Page 1

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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		2.21	Med FSA Claims 2023	01.13.2023	Flex Plan Withdrawals	N
2	01-044-904-0000-6360		51.60	Med FSA Claims 2023	01.17.2023	Flex Plan Withdrawals	N
	8410 Bremer Bank		53.81	2 Transactions			
1 Fund Total:			53.81	General Fund	1 Vendors	2 Transactions	
Final Total:			53.81	1 Vendors	2 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	53.81	General Fund
All Funds	53.81	Total

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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1/19/23 11:07AM

Aitkin County



9 State

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

Page 2

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 09-000-000-0000-2058			83,242.17	STATE GENERAL TAX - 3RD SETTLE 1 Transactions	DECEMBER 2022	State General Tax-Education	N
9 Fund Total:				83,242.17	State	1 Vendors	1 Transactions	
Final Total:				83,242.17	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
9	83,242.17	State
All Funds	83,242.17	Total

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
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S - Condensed Audit List

Save Report Options?: N

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1/19/23 12:43PM

Aitkin County



13 Taxes & Penalties

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

Page 2

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 13-943-000-0000-2004		401.44	REVERSED DELINQ-NSF DEZURIK	PERIOD 1	Del - Property Taxes	N
	8410 Bremer Bank		401.44	1 Transactions			
13 Fund Total:			401.44	Taxes & Penalties	1 Vendors	1 Transactions	
Final Total:			401.44	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
13	401.44	Taxes & Penalties
All Funds	401.44	Total

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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1/23/23 2:39PM

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2	8410 Bremer Bank 01-044-904-0000-6360		218.00	MED FSA CLAIMS 2023	01.19.2023	Flex Plan Withdrawals	N
	8410 Bremer Bank		218.00	1 Transactions			
1 Fund Total:			218.00	General Fund	1 Vendors	1 Transactions	

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1/23/23 2:39PM

Aitkin County



13 Taxes & Penalties

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

Page 3

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 13-943-000-0000-2004		1,753.76	NSF RETURN - SANDA	PERIOD 1	Del - Property Taxes	N
	8410 Bremer Bank		1,753.76	1 Transactions			
13 Fund Total:			1,753.76	Taxes & Penalties	1 Vendors	1 Transactions	
Final Total:			1,971.76	2 Vendors	2 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	218.00	General Fund
	13	1,753.76	Taxes & Penalties
All Funds		1,971.76	Total

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

WLC1
 1/25/23 10:52AM

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
1	8410 Bremer Bank 01-044-904-0000-6379		630.75	PARTICIPANT FEES	1663401	Flex Services, Labor, Etc.	N
	8410 Bremer Bank		630.75	1 Transactions			
1 Fund Total:			630.75	General Fund	1 Vendors	1 Transactions	
Final Total:			630.75	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	630.75	General Fund
All Funds	630.75	Total

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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 1/26/23 12:54PM
 19 Long Lake Conservation Cen

Aitkin County



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

Page 2

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 19-522-000-0000-6820		174.25	REFUND HOMESCHOOL	12/25/2023	Refunds & Reimbursements	N
	8410 Bremer Bank		174.25	1 Transactions			
19 Fund Total:			174.25	Long Lake Conservation Center	1 Vendors	1 Transactions	
Final Total:			174.25	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
19	174.25	Long Lake Conservation Center
All Funds	174.25	Total

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1/27/23

12:52PM



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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
1/27/23 12:52PM

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
1	8410 Bremer Bank 01-044-904-0000-6360		40.00	MED FSA CLAIM 2022	1/26/2023	Flex Plan Withdrawals	N
	8410 Bremer Bank		40.00	1 Transactions			
1 Fund Total:			40.00	General Fund	1 Vendors	1 Transactions	
Final Total:			40.00	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	40.00	General Fund
All Funds	40.00	Total

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5462	Bremer Bank (Elan ACH)					
15	05-400-400-0402-6266		16.03	COVID-19 VACCINE-WEBEX (BH) 01/09/2023 02/08/2023	161-00962724	Software Fees/License Fees N
8	05-400-440-0410-6266		6.73	WEBEX (CB,CG, PA) 01/09/2023 02/08/2023	161-00962724	Software Fees/License Fees N
9	05-400-440-0410-6266		16.03	WEBEX (EM) 01/09/2023 02/08/2023	161-00962724	Software Fees/License Fees N
5	05-400-440-0410-6266	AP	5.03	AVAILITY - DEC '22 12/01/2022 12/31/2022	INV00885866	Software Fees/License Fees N
10	05-420-600-4800-6266		15.87	WEBEX (CB,CG, PA) 01/09/2023 02/08/2023	161-00962724	Software Fees/License Fees N
11	05-420-600-4800-6266		16.03	WEBEX (JG) 01/09/2023 02/08/2023	161-00962724	Software Fees/License Fees N
14	05-420-640-4800-6266		16.03	WEBEX (JH) 01/09/2023 02/08/2023	161-00962724	Software Fees/License Fees N
3	05-420-600-4800-6266		760.72	IM-2023 NADA SUBSCRIPTION 01/01/2023 12/31/2023	2222888	Software Fees/License Fees N
6	05-420-600-4800-6266	AP	11.86	AVAILITY - DEC '22 12/01/2022 12/31/2022	INV00885866	Software Fees/License Fees N
4	05-430-700-4800-6241		495.00	SS-NEW SUPERVISOR WORKSHOP 01/05/2023 01/05/2023		Meeting/Conference Registration Fee N
2	05-430-700-4800-6805		94.00	MH-TRANSP-BUS TICKET 01/09/2023 01/09/2023	117002002	Mh Init - Transportation N
1	05-430-700-4800-6805		74.00	MH FLEX-TRANSP BUS TICKET 01/05/2023 01/05/2023	117064000	Mh Init - Transportation N
12	05-430-700-4800-6266		25.50	WEBEX (CB,CG, PA) 01/09/2023 02/08/2023	161-00962724	Software Fees/License Fees N
13	05-430-700-4800-6266		48.09	WEBEX (KL, JS, RP) 01/09/2023 02/08/2023	161-00962724	Software Fees/License Fees N
7	05-430-700-4800-6266	AP	19.04	AVAILITY - DEC '22 12/01/2022 12/31/2022	INV00885866	Software Fees/License Fees N
16	25-000-000-0000-6266		16.03	OPIOID - WEBEX (ES) 01/09/2023 02/08/2023	161-00962724	Data Processing/Computer Services N
5462	Bremer Bank (Elan ACH)		1,635.99	16 Transactions		
Final Total			1,635.99	1 Vendors	16 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	1,619.96	Health & Human Services
25	16.03	Opioid Settlement
All Funds	1,635.99	Total

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Aitkin County



<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5462	Bremer Bank (Elan ACH)					
1	01-043-000-0000-6240		105.00	MAAO Renewal (MD)		Dues & License Renewal N
2	01-043-000-0000-6240		105.00	MAAO Renewal (TS)		Dues & License Renewal N
3	01-043-000-0000-6240		105.00	MAAO Renewal (SW)		Dues & License Renewal N
4	01-043-000-0000-6240		105.00	MAAO Renewal (BM)		Dues & License Renewal N
5	01-043-000-0000-6240		105.00	MAAO Renewal (KS)		Dues & License Renewal N
6	01-043-000-0000-6240		105.00	MAAO Renewal (MB)		Dues & License Renewal N
7	01-043-000-0000-6240		105.00	MAAO Renewal (CO)		Dues & License Renewal N
38	01-044-000-0000-6800		6,281.71 -	Elan pd 1.19.23		ELAN - Statement Payment N
33	01-044-000-0000-6360		142.13	Cisco - Webex	inv161-00948696	Services, Labor, Contracts N
				12/29/2022 12/05/2023		
15	01-049-000-0000-6485		129.98	Amazon - graphic cards		Computer/Technology Supplies N
32	01-053-000-0000-6405		29.82	Amazon - check stamp (NK)		Office Supplies N
34	01-053-000-0000-6360		142.13	Cisco - Webex	inv161-00948696	Services, Labor, Contracts N
				12/29/2022 12/05/2023		
18	01-110-000-0000-6335		56.25	Holiday - gas for truck		Gas/Vehicle Fuel Charges N
17	01-110-000-0000-6570		107.50	Paulbecks - gas for equip		Motor Fuel & Lubricants N
26	01-122-000-0000-6268		380.00	UofM-Inspecting Onsites (JG)		Staff Training, Development N
				10/09/2023 10/11/2023		
27	01-122-000-0000-6268		380.00	UofM-Soils (JG)		Staff Training, Development N
				06/12/2023 06/14/2023		
28	01-122-000-0000-6268		570.00	UofM-Onside Design (BA)		Staff Training, Development N
				04/03/2023 04/07/2023		
29	01-122-000-0000-6268		380.00	UofM-Inspecting Onsites (BA)		Staff Training, Development N
				05/22/2023 05/24/2023		
30	01-122-000-0000-6268		440.00	UofM-Intro to Onsite (JG)		Staff Training, Development N
				03/06/2023 03/08/2023		
31	01-122-000-0000-6268		355.00	UofM-Installing Systems (JG)		Staff Training, Development N
				03/09/2023 03/10/2023		
12	01-200-000-0000-6405		10.17	Amazon - seam ripper		Office Supplies N
13	01-200-000-0000-6405		444.43	Amazon - snow brushes, notepad		Office Supplies N
11	01-200-000-0000-6610		112.49	Amazon - radio batteries		Equipment & Radios N
19	01-200-019-0000-6360		40.00	NPCA - K-9 Cert (detection)		Services, Labor, Contracts N
20	01-200-019-0000-6360		20.00	NPCA - K-9 Cert (protection)		Services, Labor, Contracts N
14	01-200-200-0000-6405		30.38	Amazon - laptop sleeve		VCET - AIM Office Supplies N
9	01-252-000-0000-6422		94.78	Wal-Mart - Clorox		Janitorial Supplies N
8	01-252-003-0000-6241		250.00	MSA - DT Instructor Training		School Registration Fee N
21	01-252-252-0000-6465		25.00	Family Dollar - washcloths		Inamte Welfare Supplies N
25	01-255-000-0000-5840		392.96	Country Inn - lodging	01-CR-20-734	Misc Receipts N

WLC1
 1/27/23 1:15PM
 General Fund

Aitkin County



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

<u>Vendor No.</u>	<u>Name Account/Formula</u>	<u>Rpt Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>	<u>1099</u>
16	01-257-257-0000-6215	AP	163.51	Verizon - phone charges 01/02/2023 01/05/2023 11/24/2022 12/23/2022	9923735271	Wireless Telephone Services	N
10	01-280-003-0000-6335		33.00	Holiday - Gas - training		Gas/Vehicle Fuel Charges	N
24	01-392-000-0000-6405		9.06 -	Hach - sales tax reimb	320381578	Office, Film, & Field Supplies	N
22	03-302-000-0000-6241		127.69	MNDot Training - (B Thompson)		Registration Fee	N
23	03-303-000-0000-6417		241.47	Menards - Salt Shed		Shop/Building Maintenance	N
36	19-521-000-0000-6230		4.08	Facebook - ad (5K)		Printing, Publishing & Adv	N
37	19-521-000-0000-6360		75.00	Techsoup - Quickbooks		Services, Labor, Contracts	N
35	22-716-000-0000-6802		378.00	Constant Contact - annual rene		Category: Negative Economic Impacts	N
5462	Bremer Bank (Elan ACH)		0.00	38 Transactions			
Final Total			0.00	1 Vendors	38 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	-826.24	General Fund
3	369.16	Road & Bridge
19	79.08	Long Lake Conservation Center
22	378.00	Coronavirus Relief Fund
All Funds	0.00	Total

Approved by,

.....

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KMR1
1/31/23

10:13AM

Aitkin County

2M



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

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
1/31/23 10:13AM

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						
2	01-044-904-0000-6360		23.95	MED FSA CLAIMS 2022	01.27.2023	Flex Plan Withdrawals	N
3	01-044-904-0000-6360		123.73	MED FSA CLAIMS 2023	01.27.2023	Flex Plan Withdrawals	N
1	01-044-904-0000-6360		38.52	MED FSA CLAIMS 2023	01.29.2023	Flex Plan Withdrawals	N
	8410 Bremer Bank		186.20	3 Transactions			
1 Fund Total:			186.20	General Fund	1 Vendors	3 Transactions	
Final Total:			186.20	1 Vendors	3 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	186.20	General Fund
All Funds	186.20	Total

Approved by,

.....

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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
1	5462 Bremer Bank (Elan ACH) 01-044-000-0000-6800		6,983.17	ELAN - PAID 02.02.2023	01.27.2023	ELAN - Statement Payment	N
	5462 Bremer Bank (Elan ACH)		6,983.17	1 Transactions			
1 Fund Total:			6,983.17	General Fund	1 Vendors	1 Transactions	
Final Total:			6,983.17	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	6,983.17	General Fund
All Funds	6,983.17	Total

Approved by,

.....

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1

2/2/23

4:20PM

Aitkin County



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

5 Health & Human Services

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 05-400-400-0402-6360	AP		368.75	2022 MN CARE TAX-TYPE 399 01/01/2022 12/31/2022		Services, Labor, Contracts	N
	8410 Bremer Bank			368.75		1 Transactions		
5 Fund Total:				368.75	Health & Human Services	1 Vendors	1 Transactions	
Final Total:				368.75	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	368.75	Health & Human Services
All Funds	368.75	Total

Approved by,

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1

2/3/23

12:42PM

Aitkin County



19 Long Lake Conservation Cen

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

Page 2

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 19-522-000-0000-6267		260.70	CREDIT CARD PROCESSING FEES 01/01/2023 01/31/2023	MERCHANT BANKC	Credit Card Fees	N
	8410 Bremer Bank		260.70	1 Transactions			
19 Fund Total:			260.70	Long Lake Conservation Center	1 Vendors	1 Transactions	
Final Total:			260.70	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
19	260.70	Long Lake Conservation Center
All Funds	260.70	Total

Approved by,

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
2/7/23 8:36AM

Aitkin County



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

5 Health & Human Services

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 05-400-400-0402-6360		162.59	2023 EST MN CARE TAX 01/01/2023 03/31/2023	Type 399	Services, Labor, Contracts	N
	8410 Bremer Bank		162.59	1 Transactions			
5 Fund Total:			162.59	Health & Human Services	1 Vendors	1 Transactions	
Final Total:			162.59	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	162.59	Health & Human Services
All Funds	162.59	Total

Approved by,

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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		284.00	DEP CARE FSA CLAIMS 2022	02.06.2023	Flex Plan Withdrawals	N
2	01-044-904-0000-6360		416.68	DEP CARE FSA CLAIMS 2023	02.06.2023	Flex Plan Withdrawals	N
	8410 Bremer Bank		700.68	2 Transactions			
1 Fund Total:			700.68	General Fund	1 Vendors	2 Transactions	
Final Total:			700.68	1 Vendors	2 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	700.68	General Fund
All Funds	700.68	Total

Approved by,

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Board of County Commissioners Agenda Request

2S
Agenda Item #

Requested Meeting Date: February 14, 2023

Title of Item: Consumption & Display Permits

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

Submitted by: Christy M. Bishop	Department: Auditor's Office
---	--

Presenter (Name and Title): n/a	Estimated Time Needed: n/a
---	--------------------------------------

Summary of Issue:

Application for Consumption and Display Permit : HIDDEN MEADOWS CAMPGROUND ON BLIND LAKE

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to approve Application for Consumption and Display Permit: HIDDEN MEADOWS CAMPGROUND ON BLIND LAKE

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

2T
Agenda Item #

Requested Meeting Date: February 14, 2023

Title of Item: Consumption & Display Permits

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

Submitted by: Christy M. Bishop	Department: Auditor's Office
---	--

Presenter (Name and Title): n/a	Estimated Time Needed: n/a
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Summary of Issue:

Application for Consumption and Display Permit : LARSON'S BARN

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to approve Application for Consumption and Display Permit: LARSON'S BARN

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*



Board of County Commissioners Agenda Request

2U
Agenda Item #

Requested Meeting Date: February 14, 2023

Title of Item: Consumption & Display Permits

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Christy M. Bishop	Department: Auditor's Office
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Presenter (Name and Title): n/a	Estimated Time Needed: n/a
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Summary of Issue:

Application for Consumption and Display Permit : MINNEWAWA SPORTSMEN'S CLUB

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to approve Application for Consumption and Display Permit: Minnewawa Sportsmen's Club

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

2V

Agenda Item #

Requested Meeting Date:

Title of Item:

<p>REGULAR AGENDA</p> <p>CONSENT AGENDA</p> <p>INFORMATION ONLY</p>	<p>Action Requested:</p> <p style="margin-left: 20px;">Approve/Deny Motion</p> <p style="margin-left: 20px;">Adopt Resolution (attach draft)</p> <p style="margin-left: 40px;"><i>*provide copy of hearing notice that was published</i></p>	<p>Direction Requested</p> <p style="margin-left: 20px;">Discussion Item</p> <p style="margin-left: 20px;">Hold Public Hearing*</p>
Submitted by:		Department:
Presenter (Name and Title):		Estimated Time Needed:
<p>Summary of Issue:</p>		
<p>Alternatives, Options, Effects on Others/Comments:</p>		
<p>Recommended Action/Motion:</p>		
<p>Financial Impact:</p> <p><i>Is there a cost associated with this request?</i> Yes No</p> <p><i>What is the total cost, with tax and shipping? \$</i></p> <p><i>Is this budgeted?</i> Yes No <i>Please Explain:</i></p>		



Board of County Commissioners Agenda Request

2W
Agenda Item #

Requested Meeting Date: February 14, 2023

Title of Item: Fire Protection Contract-City of McGrath

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

Submitted by: Kirk Peysar, County Auditor	Department: County Auditor
---	--------------------------------------

Presenter (Name and Title): Kirk Peysar, County Auditor	Estimated Time Needed: n/a
---	--------------------------------------

Summary of Issue:

Approve and authorize signatures to the 2023 Fire Protection Contract for the Unorganized Town of 45-24 (Jewett) with McGrath Fire Department.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve and authorize signatures to the contract with City of McGrath for 2023

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

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

Kirk Peysar
Aitkin County Auditor
209 Second Street Northwest Room 202
Aitkin, Minnesota 56431
218.927.7354

January 27, 2023

To: Board of Commissioners

From: Kirk Peysar, County Auditor



Re: 2023 Fire Protection contract with City of McGrath

City of McGrath has submitted a renewal contract to provide fire protection to the unorganized township 45-24 (Jewett). The allocation of fire protection cost is as follows:
45-24 \$700.00

Request to authorize signatures to the 2023 Fire Protection contract with City of McGrath Township for the unorganized township.

CONTRACT FOR TOWNSHIP FIRE PROTECTION

This agreement, made and entered into this 1st day of Jan 2023 by and between the City of McGrath, Aitkin County, Minnesota and the township of Unorg 45/24, Aitkin County, Minnesota.

Whereas, the second party, deeming it advisable to have available for the benefit of the residents of said Township, services of the McGrath Fire Department and electors of Township have pursuant to law, provided a fund for furnishing of such services and

Whereas, City by appropriate action authorized it's Mayor and Clerk to enter into contract with Township.

Now, therefore; it is mutually agreed between parties, that for a period of 1 year from and after the date hereof, the Fire Department of McGrath will answer any and all fire calls of the residents in the following sections 1-36 of Township and will respond to such calls with suitable firefighting apparatus to render all assistance possible in the saving of life and property. In the event of two calls, the first call shall have priority and the second call shall be answered as soon as possible, it being understood that McGrath has other contracts, and it being further understood that the property within City limits shall have first call on the services of the Fire Department.

In consideration of such services, second party agrees to pay the sum of \$ 700⁰⁰, payable in advance.

It is understood and agreed however that in the event that the road and weather conditions be such that the fire run cannot be made with reasonable safety to men and equipment, the decision of the Fire Chief or other Fire Department official being final in such event, that said City shall not be liable in any way to Township, or to any person, firm or corporation for failure of the department to attend a fire or to extinguish a fire or for damage to or loss of goods.

In consideration of such services, parties served agreed to pay \$350.00 per fire run.

It is understood and agreed that this contract shall continue in effect for a period of not more than 1 year with the privilege of cancelling by either party with a written notice within thirty days.

CONTRACT DATE Jan 1 2023 to Dec 31 2023

In witness thereof, the respective parties have caused this instrument to be executed by the respective officers thereof.

CITY OF MCGRATH

TOWNSHIP

MAYOR

CHAIRMAN

CLERK

CLERK



Board of County Commissioners Agenda Request

2X
Agenda Item #

Requested Meeting Date: February 14, 2023

Title of Item: HRA Committee Appointment

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Brittany Searle	Department: Administration
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Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:
Attached is an application submitted by Susan Tange for an appointment to the HRA Board.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve appointment of Susan Tange to the Aitkin County HRA Board.

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

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Housing and Redevelopment Authority of Aitkin County

AITKIN COUNTY COMMISSIONER DISTRICT n/a

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

I am retired from an almost thirty-year career as a social worker at Aitkin County Health & Human Services. During my work at ACHHS, I had many occasions to interact with HRA whether that be assisting families with finding housing or with visiting families who were already living in HRA housing.

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

Susan W. Tange
Signature of Applicant

2/6/23
Date

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

Is this application submitted by appointing authority? Yes No

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

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

NAME OF APPLICANT:

Susan Tange

STREET ADDRESS OF APPLICANT:

29753 436th P1
Aitkin, MN 56431

PHONE NUMBERS:

DAYS (cell) 218-791-1069
EVENINGS no landline

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____



Board of County Commissioners Agenda Request

2Y
Agenda Item #

Requested Meeting Date: February 14, 2023

Title of Item: LG220 Application for Exempt Permit - Lawler Area Community 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*
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Submitted by: Christy M. Bishop	Department: Auditor's Office
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Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:
 Event Date: 04/22/2023
 Gambling Permit Application

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 See attached proposed Resolution

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

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

ADOPTED February 14, 2023

By Commissioner: xxx

20230214-xxx

LG 220 Permit – Lawler Area Community Club 2023

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Lawler Area Community Club, at the following location – Jackson’s Hole, which has an address of 36232 Kestrel Avenue, MN 55760 – Salo Township. (Note: Date of activity for Raffle – April 22, 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 14th day of February 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 14th day of February 2023

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2Z
Agenda Item #

Requested Meeting Date: February 14, 2023

Title of Item: Set Public Hearing Date for Land Classification April 25, 2023

<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*
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Submitted by: DJ Thompson	Department: Land
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Presenter (Name and Title): DJ Thompson, Land Commissioner	Estimated Time Needed: NA
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Summary of Issue:

Set public hearing date for land classification:

MN Statute 282.01 allows the County Board to classify tax-forfeited lands either to be retained in public ownership for public benefits or returned to private ownership, and MN Statute 282.01 requires that a public hearing be held to receive comments and recommendations about the pending classifications.

ACLD requests that the public hearing be set for April 25, 2023, at 10:00 AM at the Aitkin County Board of Commissioners meeting to be held at the Government Center Board Room for the classification of the attached parcels of tax-forfeited lands.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Adopt resolution

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

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

ADOPTED February 14, 2023

By Commissioner: xxx

20230214-xxx

CLASSIFICATION OF TAX-FORFEITED LAND

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

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

THEREFORE, BE IT RESOLVED, the Aitkin County Board of Commissioners hereby sets a public hearing for April 25, 2023 at 10:00 AM at the Aitkin County Board of Commissioners Meeting to be held at the Government Center Board Meeting for the classification of the following parcels of tax-forfeited lands.

Commissioner 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 14th day of February 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 14th day of February 2023

Jessica Seibert
County Administrator

#	PID	Name	Legal	Sec	Twp	Rg	Classification Recommendation
1	01-1-152500	Baty	Riverside Point 2nd Addition Plat 12 Lot 64	25	136	25	Non-Conservation
2	01-1-152600	Baty	Riverside Point 2nd Addition Plat 12 Lot 65	25	136	25	Non-Conservation
3	01-1-152700	Baty	Riverside Point 2nd Addition Plat 12 Lot 66	25	136	25	Non-Conservation
4	01-1-152800	Baty	Riverside Point 2nd Addition Plat 12 Lot 67	25	136	25	Non-Conservation
5	07-0-005401	Aitkin County	PT W 200 Ft of SW SW as in Doc 350908	3	46	27	Conservation
6	13-1-061400	Aitkin County	Redtop Lot 4 Block 2	29	43	24	Non-Conservation
7	13-1-061500	Aitkin County	Redtop Lot 5 Block 2	29	43	24	Non-Conservation
8	13-1-061600	Aitkin County	Redtop Lot 6 Block 2	29	43	24	Non-Conservation
9	13-1-061700	Aitkin County	Redtop Lot 7 Block 2	29	43	24	Non-Conservation
10	13-1-061800	Aitkin County	Redtop Lot 8 Block 2	29	43	24	Non-Conservation
11	13-1-061900	Aitkin County	Redtop Lot 9 Block 2	29	43	24	Non-Conservation
12	13-1-062000	Aitkin County	Redtop Lot 10 Block 2	29	43	24	Non-Conservation
13	13-1-062100	Aitkin County	Redtop Lot 11 Block 2	29	43	24	Non-Conservation
14	13-1-062200	Aitkin County	Redtop Lot 12 Block 2	29	43	24	Non-Conservation
15	22-0-043803	LaFontaine	262 Ft X 419 Ft in SE Corner of SE NW	28	48	23	Non-Conservation
16	29-1-487900	Wormley	Traders Post 2nd Addition Plat 44 Lot 6	3	49	23	Non-Conservation
17	53-1-036000	Aitkin County	Norma Addition to Hidden Lake Lot 23	4	50	27	Non-Conservation

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5462	Bremer Bank (Elan ACH)					
29	01-001-000-0000-6330		67.83	Palisade One stop - AMC conf f	Transportation/Travel/Parking	N
27	01-001-000-0000-6339		34.06	Uber Eats - conf meal (TL)	Meals (Overnight)	N
5	01-043-000-0000-6240		120.00	MN SOS - Notary (CO)	Dues & License Renewal	N
24	01-043-000-0000-6240		105.00	MAAO - renewal (SP)	Dues & License Renewal	N
25	01-043-000-0000-6240		105.00	MAAO - renewal (LT)	Dues & License Renewal	N
30	01-043-000-0000-6360		57.00	Greater Lakes listing subs	Services, Labor, Contracts, GIS Mapping	N
39	01-044-000-0000-6800		6,978.35 -	Elan pd 2.2.23	ELAN - Statement Payment	N
33	01-052-000-0000-6339		7.54	Erbert & Gerberts - AMC meal (Meals (Overnight)	N
34	01-052-000-0000-6339		12.95	Interc Hotel - AMC meal (JS)	Meals (Overnight)	N
26	01-053-000-0000-6240		137.08	National PELRA - membership (B	Membership/Dues/Association Fees	N
2	01-053-000-0000-6360		179.88	Boomerang for Office 365	Services, Labor, Contracts	N
32	01-053-000-0000-6360		325.00	ApplicantStack	Services, Labor, Contracts	N
				01/01/2023 02/01/2023		
3	01-053-000-0000-6405		1.92 -	Amazon.com - stamp credit	Office Supplies	N
4	01-053-000-0000-6405		41.98	Walmart-Laptop charger (BS)	Office Supplies	N
23	01-110-000-0000-6415		213.18	Lumen Tactical - work lights	Operational Supplies	N
22	01-110-000-0000-6570		39.85	Paulbecks - gas for equip	Motor Fuel & Lubricants	N
35	01-122-000-0000-6268		380.00	UofM- Inspecting Onsites (CP)	Staff Training, Development	N
				10/09/2023 10/11/2023		
36	01-122-000-0000-6268		570.00	UofM- Design Onsites (JG)	Staff Training, Development	N
				04/03/2023 04/07/2023		
37	01-122-000-0000-6268		603.00	UofM- Soils (BA)	Staff Training, Development	N
				06/12/2023 06/14/2023		
38	01-122-000-0000-6360		14.99	Zoom - subscription	Services, Labor, Contracts	N
				01/22/2023 02/21/2023		
8	01-200-000-0000-6405		22.36	Amazon - surge prot, white-out	Office Supplies	N
9	01-200-000-0000-6405		61.98	Amazon - vacuum filters, coffe	Office Supplies	N
11	01-200-000-0000-6405		6.99	Amazon - magnets	Office Supplies	N
12	01-200-000-0000-6405		32.74	Amazon - date stamp, organizer	Office Supplies	N
16	01-200-000-0000-6405		120.00	SOS - Notary (JO)	Office Supplies	N
15	01-200-003-0000-6241		175.00	MN Sheriffs Assoc - Civil Proc	Registration Fee	N
14	01-200-019-0000-6352		42.34	Nationwide - K9 ins	Insurance-Vehicles/Equipment/Liability	N
17	01-200-019-0000-6460		135.96	Ray Allen - K9 harness, tabs	Deputy Supplies	N
13	01-200-020-0000-6460		399.00	Universal parts - SxS heater	Search & Rescue Supplies	N
20	01-200-200-0000-6265		26.48	Amazon - strobe light	Programs	N
19	01-200-200-0000-6268		395.00	IACA - crime analysis trng	Training, Development	N
18	01-200-200-0000-6405		74.22	Amazon - graphics cards	VCET - AIM Office Supplies	N
1	01-252-000-0000-6422		76.99	Wal-Mart - disinfectant	Janitorial Supplies	N

Aitkin County



<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
10	01-252-000-0000-6430		175.00	Amazon - glucose strips	Medical Expense/Supplies - Inmates	N
7	01-252-003-0000-6335		25.00	Holiday - fuel RAC mtg	Gas/Vehicle Fuel Charges	N
31	01-252-252-0000-6465		47.64	Walmart - towels	Inamte Welfare Supplies	N
21	01-257-251-0000-6241		15.00	MNATSA - dues (CK)	Registration Fee	N
6	01-280-003-0000-6241		350.00	Fusion Learning - EM conf	Registration Fee	N
28	10-923-000-0000-6450		1,784.23	Forestry Suppliers - Paint, no	Field Supplies	N
5462	Bremer Bank (Elan ACH)		0.00	39 Transactions		
Final Total			0.00	1 Vendors	39 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	-1,784.23	General Fund
10	1,784.23	Trust
All Funds	0.00	Total

Approved by,

.....

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WLC1
 2/7/23 2:49PM
 General Fund

Aitkin County



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

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	5462 Bremer Bank (Elan ACH)					
2	01-044-000-0000-6800		4.82 -	Elan pd 2.2.23	ELAN - Statement Payment	N
1	05-400-450-0451-6435		4.82	SHIP MOVES-NAME BADGES PRK MTG 01/25/2023 01/25/2023	Public Health Program Related Supplies	N
	5462 Bremer Bank (Elan ACH)		0.00	2 Transactions		
Final Total			0.00	1 Vendors	2 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	-4.82	General Fund
5	4.82	Health & Human Services
All Funds	0.00	Total

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



Board of County Commissioners Agenda Request

2BB
Agenda Item #

Requested Meeting Date: February 14, 2023

Title of Item: Out of State Travel

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

Submitted by: Sheriff Daniel Guida	Department: Sheriff's Office
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Presenter (Name and Title): Sheriff Daniel Guida	Estimated Time Needed: N/A
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Summary of Issue:
The Sheriff's Office is requesting County Board approval to send Administrative Secretary Jolene Robertson to Missouri for a Criminal Intelligence and Analysis training. The training dates are March 13 -17, 2023. The conference is sponsored by MOCIC, which is the Organized Crime Information Center. The training costs will be covered by AIM-VCET.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Motion to approve Jolene Robertson to the Criminal Intelligence and Analysis Training.

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:*
 Education funds (registration, meals, travel expenses) are budgeted.



Board of County Commissioners Agenda Request

2CC
Agenda Item #

Requested Meeting Date: February 14, 2023

Title of Item: LG220 Application for Exempt Permit - Duck's Unlimited Aitkin Area Chapter

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Christy M. Bishop	Department: Auditor's Office
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Presenter (Name and Title): N/A	Estimated Time Needed: N/A
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Summary of Issue:
 Event (Bingo) location will take place at 23573 420th Place Aitkin, MN 56431. Event Date: **/**/2023

Gambling Permit Application

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 See attached proposed Resolution

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

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

ADOPTED February 14, 2023

By Commissioner: xxx

20230214-016

LG220 Permit – Ducks Unlimited Aitkin Chapter

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Ducks Unlimited Aitkin Area Chapter, at the following location – Wealthwood Rod and Gun Club, which has an address of 23573 420th PI Aitkin, MN 56431 – Hazelton Township. (Note: Date of activity for Bingo – April 28, 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 14th day of February 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 14th day of February 2023

Jessica Seibert
County Administrator

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



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

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
40	DEPT		Auditor			
	89991 Bremer Bank					
	01-040-021-0000-5840		0.96	Receipt Nbr 19728 01/24/2023	Misc Receipts	N
	89991 Bremer Bank		0.96	1 Transactions		
40	DEPT Total:		0.96	Auditor	1 Vendors	1 Transactions

Aitkin County



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

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
43	DEPT		Assessor			
	89991 Bremer Bank					
	01-043-000-0000-5840		0.26	Receipt Nbr 19695 01/17/2023	Misc Receipts	N
	89991 Bremer Bank		0.26	1 Transactions		
43	DEPT Total:		0.26	Assessor	1 Vendors	1 Transactions

Aitkin County



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

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
49	DEPT		Information Technologies			
	89991 Bremer Bank					
	01-049-000-0000-5525		Receipt Nbr 19640 01/04/2023		Label & Listing Sales	N
	89991 Bremer Bank		45.50	1 Transactions		
			45.50			
49	DEPT Total:		45.50	1 Vendors	1 Transactions	

Aitkin County



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

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
90	DEPT		Attorney			
89991	Bremer Bank					
	01-090-000-0000-5840		1.93	Receipt Nbr 19674 01/11/2023		Misc Receipts N
	01-090-000-0000-5840		1.93	Receipt Nbr 19729 01/24/2023		Misc Receipts N
89991	Bremer Bank		3.86	2 Transactions		
90	DEPT Total:		3.86	Attorney	1 Vendors	2 Transactions

Aitkin County



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

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
100	DEPT		Recorder			
89991	Bremer Bank					
	01-100-000-0000-5840		0.45	Receipt Nbr 5099 01/03/2023		Misc Receipts N
	01-100-000-0000-5840		7.46	Receipt Nbr 5100 01/03/2023		Misc Receipts N
	01-100-000-0000-5840		4.12	Receipt Nbr 5160 01/13/2023		Misc Receipts N
89991	Bremer Bank		12.03	3 Transactions		
100	DEPT Total:		12.03	Recorder	1 Vendors	3 Transactions

Aitkin County



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

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
252	DEPT		Corrections			
	89991 Bremer Bank					
	01-252-252-0000-5872		Receipt Nbr 19720 01/23/2023		Phone Card Prisoner Welfare(Taxable)	N
	89991 Bremer Bank		1 Transactions			
252	DEPT Total:		128.86	Corrections	1 Vendors	1 Transactions
1	Fund Total:		191.47	General Fund		9 Transactions

Aitkin County



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

3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT		Undesignated			
89991	Bremer Bank					
	03-000-000-0000-5517		2.89 Receipt Nbr 19668 01/10/2023		Charges-Individuals	N
	03-000-000-0000-5517		3.86 Receipt Nbr 19686 01/13/2023		Charges-Individuals	N
	03-000-000-0000-5517		0.13 Receipt Nbr 19686 01/13/2023		Charges-Individuals	N
	03-000-000-0000-5517		2.89 Receipt Nbr 19700 01/18/2023		Charges-Individuals	N
	03-000-000-0000-5517		11.58 Receipt Nbr 19711 01/19/2023		Charges-Individuals	N
	03-000-000-0000-5517		4.82 Receipt Nbr 19711 01/19/2023		Charges-Individuals	N
	03-000-000-0000-5517		2.89 Receipt Nbr 19723 01/23/2023		Charges-Individuals	N
	03-000-000-0000-5517		2.89 Receipt Nbr 19750 01/27/2023		Charges-Individuals	N
89991	Bremer Bank		31.95	8 Transactions		
0	DEPT Total:		31.95 Undesignated	1 Vendors	8 Transactions	

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
303	DEPT			R&B Highway Maintenance			
89991	Bremer Bank						
	03-303-000-0000-6570		31.88	DIESEL TAX: JANUARY 2023	DIESEL TAX-JAN 2C	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		222.33	DIESEL TAX: JANUARY 2023	DIESEL TAX-JAN 2C	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		127.25	DIESEL TAX: JANUARY 2023	DIESEL TAX-JAN 2C	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		159.98	DIESEL TAX: JANUARY 2023	DIESEL TAX-JAN 2C	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		372.44	DIESEL TAX: JANUARY 2023	DIESEL TAX-JAN 2C	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		123.64	DIESEL TAX: JANUARY 2023	DIESEL TAX-JAN 2C	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		202.87	DIESEL TAX: JANUARY 2023	DIESEL TAX-JAN 2C	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		126.69	DIESEL TAX: JANUARY 2023	DIESEL TAX-JAN 2C	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		122.45	DIESEL TAX: JANUARY 2023	DIESEL TAX-JAN 2C	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		199.48	DIESEL TAX: JANUARY 2023	DIESEL TAX-JAN 2C	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		133.46	DIESEL TAX: JANUARY 2023	DIESEL TAX-JAN 2C	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		131.76	DIESEL TAX: JANUARY 2023	DIESEL TAX-JAN 2C	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		154.90	DIESEL TAX: JANUARY 2023	DIESEL TAX-JAN 2C	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		59.25	DIESEL TAX: JANUARY 2023	DIESEL TAX-JAN 2C	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		37.81	DIESEL TAX: JANUARY 2023	DIESEL TAX-JAN 2C	Motor Fuel & Lubricants	N
89991	Bremer Bank		2,206.19				
				15 Transactions			
303	DEPT Total:		2,206.19	R&B Highway Maintenance	1 Vendors	15 Transactions	
3	Fund Total:		2,238.14	Road & Bridge		23 Transactions	

Aitkin County



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

19 Long Lake Conservation Cen

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
521	DEPT		LLCC Administration			
	89991 Bremer Bank					
	19-521-000-0000-5885		30.23	Receipt Nbr 19697 01/17/2023		Commissary Sales Taxable N
	19-521-000-0000-5885		2.31	Receipt Nbr 19721 01/23/2023		Commissary Sales Taxable N
	19-521-000-0000-5885		1.46	Receipt Nbr 19722 01/23/2023		Commissary Sales Taxable N
	19-521-000-0000-5885		24.71	Receipt Nbr 19726 01/24/2023		Commissary Sales Taxable N
	19-521-000-0000-5885		4.37	Receipt Nbr 19743 01/26/2023		Commissary Sales Taxable N
	19-521-000-0000-5885		52.05	Receipt Nbr 19752 01/27/2023		Commissary Sales Taxable N
	19-521-000-0000-5885		7.01	Receipt Nbr 19756 01/30/2023		Commissary Sales Taxable N
	89991 Bremer Bank		122.14	7 Transactions		
521	DEPT Total:		122.14	LLCC Administration	1 Vendors	7 Transactions
19	Fund Total:		122.14	Long Lake Conservation Center		7 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT			Parks			
89991	Bremer Bank						
	21-520-000-0000-5510		5.15	Receipt Nbr 3256 01/05/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		6.43	Receipt Nbr 3257 01/05/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		6.43	Receipt Nbr 3260 01/06/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 3260 01/06/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.29	Receipt Nbr 3262 01/09/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 3263 01/09/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 3270 01/11/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.29	Receipt Nbr 3271 01/12/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		12.87	Receipt Nbr 3272 01/12/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 3274 01/13/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 3278 01/18/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 3279 01/18/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		15.44	Receipt Nbr 3280 01/18/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 3282 01/18/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 3290 01/23/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		6.43	Receipt Nbr 3291 01/23/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 3300 01/26/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 3307 01/31/2023		Co. Parks Campground Fees	N
	89991 Bremer Bank		107.44	18 Transactions			
520	DEPT Total:		107.44	Parks	1 Vendors	18 Transactions	
21	Fund Total:		107.44	Parks		18 Transactions	
	Final Total:		2,659.19	10 Vendors	57 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	191.47	General Fund
3	2,238.14	Road & Bridge
19	122.14	Long Lake Conservation Center
21	107.44	Parks
All Funds	2,659.19	Total

Approved by,

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Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: February 14, 2023

Title of Item: Jail Facility Inspection Report - Information Only

<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*
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Submitted by: Brittany Searle	Department: Administration
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Presenter (Name and Title): Karla White, Jail Administrator and Dan Guida, County Sheriff	Estimated Time Needed: 20 Minutes
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Summary of Issue:

Jail Administrator, Karla White, will review the recently completed MN Department of Corrections Facility Inspection Report with the Board.

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:*



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

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

INSPECTION DETAILS Aitkin County Jail

FOR:

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

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Troy Okerlund – Detention Facility Inspector **Inspected on:** 10/25/2022 to 11/03/2022

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

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

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

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

RULE COMPLIANCE SUMMARY

Rule Chapter	Requirement Type	Total Applicable	Total Compliance	Total Non Compliance	Total Compliance With Concerns	Compliance Rating	Substantial Compliance Result/Criteria
2911	Mandatory	121	110	7	4	94.21%	Compliance rating of 100%
2911	Essential	96	84	8	4	91.67%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 01/01/2023 **Ends On:** 12/31/2023 **Facility Type:** Jail

Placed on Biennial Status: No **Biennial Status Annual Compliance Form Due On:**

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

Special Conditions: None.

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

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

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance

Total: 7

- 2911.2525 ADMISSIONS. Subpart 1. Policies and procedures.

A facility shall have written policies and procedures for processing new inmates to the facility to include, at a minimum, the following: A. obtaining and documenting available emergency medical information within two hours of admission; B. verification of court commitment papers or other legal documentation of detention. Verification shall include checking the date of admission, duration of confinement, and specific charges; C. a search of the inmate and the inmate's possessions; D. inventory and storage of the inmate's personal property; E. initial medical screening to include an assessment of the inmate's health status, including any medical or mental health needs; F. telephone calls made by the inmate during the booking and admission process and prior to assignment to other housing areas; G. shower and hair cleansing; H. issue of bedding, clothing, and personal hygiene items according to the rule requirements applicable to the anticipated length of stay of the inmate; I. photographing and fingerprinting including notation of identifying marks or unusual characteristics such as birthmarks or tattoos; J. interviewing to obtain the following identifying data: (1) name and aliases of person; (2) current address, or last known address; (3) health insurance information; (4) gender; (5) age; (6) date of birth; (7) place of birth; (8) race; (9) present or last place of employment; (10) emergency contact including name, relation, address, and telephone number; and (11) additional information concerning special custody requirements or special needs; K. initial classification of the inmate and assignment to a housing unit; L. an assigned booking number; and M. Social Security number, driver's license number, or state identification number, if available.

Inspection Findings:

The current policy does not include item E, I (all of I), J, L, and M of the standard as required in the rule.

Corrective Actions:

The facility shall have written policies and procedures for processing new inmates to the facility to include. Update the policy and submit to the Department of Corrections by March 22, 2023.

Response Needed By: 03/22/2023

2. 2911.2525 ADMISSIONS. Subpart 3. Orientation to rules and services.

A facility shall develop a written policy and procedure that provides: A. a method for all newly admitted inmates to receive orientation information in a manner the inmates can understand; and B. documentation by a statement that is signed and dated by the inmate that the inmate completed orientation.

Inspection Findings:

The facility does not provide orientation for newly admitted inmates. The facility does not require signed documentation that orientation was complete.

Corrective Actions:

Provide an orientation for all newly admitted inmates and provide this information in a manner that the inmates can understand. Document this process by a statement that is signed and dated by the inmate that the inmate completed orientation.

Response Needed By: 03/22/2023

3. 2911.2600 CLASSIFICATION OF INMATES. Subpart 1. Policy and procedure.

A facility shall have a written policy and procedure that provides for inmate classification in terms of level of custody required, housing assignment, participation in facility programs, and use of any overrides. The facility's policy and procedure on classification shall include consideration of the following: A. inmate gender; B. juvenile or adult status; C. category of offense; D. severity of current charges, convictions, or both; E. degree of escape risk; F. potential risk of safety to others and self; G. institutional disciplinary history; H. serious offense history; I. special needs assessment, inclusive of vulnerable adults, which includes a determination of how medical needs, mental health needs, developmental disability, or other behavioral or physical limitations or disabilities may impact on the classification of an inmate and appropriate housing of same; and J. special management inmate status.

Inspection Findings:

The facility's policy and procedure on classification shall include the following items: Severity of current charges, institutional disciplinary history, serious offense history, and special management inmate status.

Corrective Actions:

Update policy to include the required elements listed in the rule. Submit updated policy to the Department of Corrections by March 22, 2023.

Response Needed By: 03/22/2023

4. 2911.3200 INMATE VISITATION

The facility administrator or designee shall develop and implement an inmate visiting policy. The policy shall be in writing and include: A. attorney/client interviews allowed in a manner consistent with Minnesota Statutes, section 481.10; B. a schedule of visiting hours that includes visits during the normal business day, and evenings or weekends; C. establishment of a uniform number of permissible visits and the number of visitors permitted per visit; D. that an adult inmate be permitted an initial visit with a member or members of the inmate's immediate family at the next regularly scheduled visiting period; E. that all facilities schedule a minimum of eight visiting hours per week; (1) a minimum of three separate and distinct visiting days per week; and (2) 20 minutes' duration minimum for each visit unless the number of persons attempting to visit exceeds the facility's ability to meet this requirement, or the inmate's behavior dictates a need to terminate a visit earlier; F. allowed visits for identified members of an inmate's immediate family; G. when a visit to an inmate is denied for reasonable grounds on the belief that the visit might endanger the security of the facility, the action and reasons for denial shall be documented; H. that visitors register, giving names, addresses, and relationship to inmate; I that any area used for inmate visiting may be subject to audio monitoring, recording, or both. The facility shall use signs and the inmate handbook to inform the inmate about audio monitoring and recording. Professional visits not be audio recorded, unless a court order has been issued; J. that policies for parents, guardians, and attorneys visiting juveniles are unrestrictive as administratively possible and the initial visit of a juvenile by parents, guardians, and attorneys be permitted at any time; K. picture identification of visitors be required for identification purposes; L. that juvenile children be allowed to visit parents, regardless of age, as deemed appropriate by the parent or guardian accompanying the child and when a dispute over children visiting occurs between the inmate and the parent or legal guardian, the inmate be referred to the court for resolution; and M. facility policy and procedures setting forth criteria for authorized friend visiting.

Inspection Findings:

The inmate visiting policy does not include elements Subpart: A,B, C,D,E(1),F,H,I,J,K,L, and M as required in the rule.

Corrective Actions:

**Update facility policy to include the required elements in the rule.
Submit to the Department of Corrections by March 22, 2023, for review.**

Response Needed By: 03/22/2023

5. 2911.3300 CORRESPONDENCE. Subpart 3. Inspection and censorship.

A facility must have a written policy and procedure that requires that: A. inmate letters, both incoming and outgoing, may be opened and inspected for contraband; B. inmates are notified in writing when incoming or outgoing letters are rejected; and C. letters shall not be read or censored if they are between an inmate and an elected official, officials of the DOC, attorneys, or other officers of the court, but inspection of incoming mail from the specified class of persons noted may be opened only to inspect for contraband and only in the presence of the inmate.

Inspection Findings:

Policy is missing language around inmate notification, in writing, when incoming or outgoing mail is rejected.

Corrective Actions:

Add policy and procedures requiring that the inmate be notified in writing of the denial of mail, as the rule requires. Submit policy to the Department of Corrections by March 22, 2023, for review.

Response Needed By: 03/22/2023

6. 2911.5000 POST ORDERS; FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 5. Well-being.

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

Inspection Findings:

Camera review of twelve well-being checks found five rounds contained checks to be completed at a pace that was too fast to be regarded as a well-being check. Signs of life such as movement, rise and fall of chest and other signs of life would be difficult to determine at such a quick pace. A review of past inspections shows facility inspector noted concerns about well-being checks in every facility inspection dating back to 2016. The reoccurring complaint is that checks are being performed at a pace that is too fast or checks exceed 30 minutes. The facility has made great strides to perform all well-being checks within less than 30 minutes of each other however checks are still being done at a pace that is too fast. Non-complaint well-being checks must be addressed immediately and corrected.

Corrective Actions:

The facility shall create a system of auditing well-being checks for both line staff and supervisory staff who conduct well-being checks. Well-being checks shall be staggered and at a pace sufficient to observe the well-being of the inmate. The facility must complete a minimum of two 4 hour audits on each staff member (who are charged with performing checks) every month. Documentation must be sent to the DOC facility inspector at the end of each month and shall include the results of the monthly audit, all non-complaint well-being check audits, and documentation to show any corrective actions taken by the facility to include any follow up with staff who are not in compliance with the standard. Should the corrective actions be verbal in nature a written narrative must document that event and be submitted along with the other requested data. The facility will need to submit this information to the facility inspector for a minimum of 90 days. Facility compliance will be reevaluated throughout the 90 days along with the need for any additional corrective action or removal of corrective action.

It is recommended that inmates not have unescorted access to less secure areas such as the garage bay and not have accesses to devises in the garage that would aid in make the garage bay less secure.

Response Needed By: 12/31/2022

7. 2911.6500 STORAGE. Subpart 2. Refrigeration.

Medication requiring refrigeration shall be refrigerated and secured and the temperature checked daily. There must be separate refrigeration for medications only.

Inspection Findings:

Upon review it was found that food/snack items not related to medication were stored in the medical refrigerator.

Corrective Actions:

The medication refrigerator shall not contain any items not related to providing medications to inmates.

Response Needed By: 03/22/2023

Chapter 2911 - Essential Rules Not In Compliance

Total: 8

1. 2911.1300 CUSTODY STAFF TRAINING.

A facility shall have a written policy and procedure that provides that all custody staff receive 120 hours of orientation and training during the first year of employment. Forty of these hours are completed prior to being independently assigned to a particular post. All persons in this category are given an additional 16 hours of training each subsequent year. At a minimum, training completed before independent assignment to a particular post shall include: A. security procedures; B. supervision of inmates; C. signs of suicide risk and suicide precautions; D. vulnerable inmates; E. response to resistance regulations and tactics; F. report writing; G. inmate rules and regulations; H. rights and responsibilities of inmates; I. fire and emergency procedures; J. key control; K. interpersonal relations and communication skills; L. diversity training; M. distribution of medications; N. right to know; and O. blood-borne pathogens and communicable diseases.

Inspection Findings:

Required training around vulnerable inmates was missing. Other training such as distributions of medication, right to know, bloodborne pathogens and communicable disease was trained on annually, but is not found in policy.

Corrective Actions:

Facility must complete vulnerable inmate training. It is recommended that the facility add to policy; distributions of medication, right to know, bloodborne pathogens, and communicable disease training.

Response Needed By: 03/22/2023

2. 2911.1400 ADMINISTRATIVE AND MANAGERIAL STAFF TRAINING.

A facility shall have a written policy and procedure that provides that the facility's administrative and managerial staff receive at least 16 hours of orientation. Orientation training shall include, at a minimum, general management and related subjects, data practices, decision-making processes, labor law, employee-management relations, the interaction of elements of the criminal justice system, and relationships with other service agencies. After orientation, a facility's administrative and managerial staff shall receive at least 16 hours of training annually.

Inspection Findings:

Facility policy doesn't require data practices for administrative and managerial staff training. A review of records shows no documentation of data practices training occurring during orientation.

Corrective Actions:

Orientation training shall include at a minimum data practice. Those who have not received the training but are required to under the rule must complete the training by March 22nd, 2023.

Response Needed By: 03/22/2023

3. 2911.2600 CLASSIFICATION OF INMATES. Subpart 2. Status change.

The inmate classification plan shall specify criteria and procedures for determining and changing the status of an inmate, including custody, transfers, override functions, and major changes in programs. The plan shall include an appeal process for classification decisions. The use of any override shall be documented.

Inspection Findings:

There is no procedure for determining and changing the status of an inmate by way of an override procedure.

Corrective Actions:

The facility is required to have a written policy and procedure for inmate classifications and use of overrides as required in 2911.2600 subpart 1. When this issue gets addressed in subpart 1, then the facility will need a classification plan that shall specify criteria and procedures for determining and changing the status of an inmate with override functions.

Submit new procedure to the Department of Corrections by March 22, 2023.

Response Needed By: 03/22/2023

4. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 6. Work assignments for adults.

Class II to Class VI facilities shall have a written inmate work assignment plan that provides for inmate work, subject to the number of work opportunities available and the maintenance of facility security. Work assignments must provide: A. that adults not under sentence may volunteer to work but shall not be compelled to participate in work beyond maintaining the immediate living area; B. eligibility criteria for work activities; C. that sentenced inmates shall not be compelled to work more than ten hours per day; D. that work shall not be required of an inmate that cannot be done by the inmate due to physical limitations; E. work opportunities for disabled inmates; and F. inmate working conditions that comply with all applicable federal, state, or local work safety laws, rules, and regulations.

Inspection Findings:

A written inmate work assignment plan was not located at the time of inspection.

Corrective Actions:

The facility must create an inmate work assignment plan and submit to the Department of Corrections by March 22, 2023, for review.

Response Needed By: 03/22/2023

5. 2911.3100 INMATE ACTIVITIES AND PROGRAMS. Subpart 7. Recreation plan.

The facility administrator or designee shall have a plan providing opportunities for physical exercise and recreational activities for all inmates consistent with the facility's classification and design. Class I facilities are exempt from this requirement. The plan shall include policies and procedures necessary to protect the facility's security and the welfare of inmates. Policy and procedure shall provide: A. inmates with access to recreational opportunities and equipment, including seven hours of physical exercise or recreation outside the cell and adjacent dayroom areas per week; B. recreational opportunities a minimum of five days per week; C. indoor space and equipment for active recreational activities in all Class II to Class VI facilities; D. outdoor recreational space and equipment for outdoor recreational programming in all Class VI facilities. The space and equipment shall be provided in a manner consistent with the facility's security classification; E. passive and active recreation needs and equipment for a variety of inmates consistent with the facility's classification and offenders served. As an example, activity needs of geriatric, disabled, or geriatric and disabled offenders shall be addressed; F. inmates in segregation with a minimum of one hour a day, seven days a week, of exercise outside the inmates' cells, unless security or safety considerations dictate otherwise; and G. discretionary access by inmates on segregation status to the same recreational facilities as other inmates unless security or safety considerations dictate otherwise. When inmates on segregation status are excluded from use of regular recreation facilities, the alternative area for exercise used shall be documented.

Inspection Findings:

The facility policy does not include elements A, E, and F as required by the rule.

Corrective Actions:

The recreation plan shall include policies and procedures necessary to protect the facility's security and the welfare of inmates. Update the policy manual with the required elements and submit to the Department of Corrections by March 22, 2023, for review.

Response Needed By: 03/22/2023

6. 2911.3600 CLOTHING AND BEDDING PROPERTY. Subpart 6. Excess personal clothing and abandoned property.

An inmate's excess personal clothing, abandoned property, or both shall be picked up by the inmate, or released to a designated family member or friend from whom a signed property release has been secured. Property shall be stored in containers designed for this purpose and properly identified, inventoried, and secured. A documented disposition on all abandoned property shall be maintained.

Inspection Findings:

The facility did not have documented disposition on abandoned property.

Corrective Actions:

A documented disposition of all abandoned property shall be maintained by the facility.

Response Needed By: 03/22/2023

7. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 7. Mass arrest.

A facility shall have a written plan that governs space arrangements and procedures to be followed in the event of a mass arrest that exceeds the approved capacity of the facility established under parts 2911.0330 to 2911.0370.

Inspection Findings:

The facility does not have a written plan to address mass arrest as it relates to space arrangements to include procedures for when the facility exceeds its approved capacity.

Corrective Actions:

The facility must have a written plan that governs space arrangements and procedures to be followed in the event of a mass arrest that exceeds the approved capacity of the facility established under parts 2911.0330 to 2911.0370. Submit plan to the Department of Corrections by March 22, 2023.

Response Needed By: 03/22/2023

8. 2911.5000 POST ORDERS, FORMAL INMATE COUNT; WELL-BEING CHECKS. Subpart 1. Post orders and accountability.

There shall be written orders for every security post that are reviewed annually and updated if necessary. A written policy and procedure shall require that personnel read, sign, and date applicable post orders at least annually, or as needed for new posts or revisions. Medium and large facilities with multiple posts may need to conduct these reviews more often.

Inspection Findings:

There was no signed documentation of post order review by facility staff.

Corrective Actions:

Ensure that the post orders are reviewed annually, and that staff are signing and dating those reviews. Submit documentation of 2023 post order review to the Department of Corrections by March 22, 2023.

Response Needed By: 03/22/2023

Chapter 2911 - Mandatory Rules In Compliance With Concerns**Total: 4**

1. 2911.2525 ADMISSIONS. Subpart 4. Inmate personal property.

A facility shall have a written policy and procedure that: A. provides for the itemized inventory and secure storage of all personal property of a newly admitted inmate, including money and other valuables; B. specifies any personal property an inmate may retain in the inmate's possession; and C. provides that the inmate shall sign a receipt for all property held until release.

Inspection Findings:

The facility is required to have a written policy and procedure that provides that inmate shall sign a receipt for all property held until release. This is occurring but not found in policy.

Corrective Actions:

Add to policy (#19 G-3) that: The inmate shall sign a receipt for all property held until release.

Response Needed By:

2. 2911.5300 SEARCHES, SHAKEDOWNS, AND CONTRABAND CONTROL. Subpart 4. Daily inspections.

A facility shall be inspected at least daily for contraband, evidence of breaches in security, and inoperable security equipment, and shall document the inspection.

Inspection Findings:

Daily inspections are not being logged as a separate entry in facility logs.

Corrective Actions:

A facility shall be inspected at least daily for contraband, evidence of breaches in security, and inoperable security equipment, and shall document the inspection.

Response Needed By:

3. 2911.5450 DANGEROUS MATERIALS.

A facility shall have a written policy and procedure that specifies that materials dangerous to either security or safety shall be properly secured. Storage and use of flammable, toxic, and caustic materials must be in accordance with all applicable laws and regulations of governing jurisdictions. The policy must cover control and use of tools and culinary and medical equipment.

Inspection Findings:

Cleaning solutions were found not secured properly. Inmates had access to them in the Intake laundry room.

Corrective Actions:

Ensure that all cleaning supplies and chemicals are properly secured.

Response Needed By:

4. 2911.7200 HOUSEKEEPING, SANITATION, AND PLANT MAINTENANCE. Subpart 1. General.

A facility shall have a policy and procedure that provides that the facility shall: A. be kept in good repair to protect the health, comfort, safety, and well-being of inmates and staff; B. document weekly sanitation inspections; and C. document deficiencies from the weekly sanitation inspection, if any, have been ordered.

Inspection Findings:

While performing a facility walkthrough the inspector observed:

Materials detrimental to the security of the facility such as glass that was cracked that felt jagged or sharp when rubbing your hands across it.

Large amounts of wet paper stuck to the ceiling to conceal the camera or potentially hide objects.

Corrective Actions:

Inmates must be removed from the area where broken glass presents hazards. During routine cell cleaning cells should be clean and free of writing on walls and debris stuck to walls.

Response Needed By:

Chapter 2911 - Essential Rules In Compliance With Concerns

Total: 4

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

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

Inspection Findings:

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

Corrective Actions:

Provide kitchen staff with all mandatory training to include: security procedures and regulations of the facility, rights and responsibilities of inmates, interpersonal communication skills, and first aid.
Ensure that quarterly review of emergency procedures are completed and documented for these staff members.

Response Needed By:

2. 2911.2700 INFORMATION TO INMATES. Subpart 1. Information made available to inmates.

Copies of policies and rules governing conduct and disciplinary consequences; procedures for obtaining personal hygiene and commissary items; and policies governing visiting, correspondence, bathing, laundry, and clothing and bedding exchange shall be made available to all inmates. Information will be made available to disabled inmates including those that are hearing impaired, visually impaired, or unable to speak in a form that is accessible to them. Information required under this subpart shall be available in English. There shall be procedures in place to address the language barriers of non-English-speaking inmates. Policy and procedures shall ensure, to the extent practical, that inmates who are unable to speak English are provided with the information outlined in this part within 24 hours of admission to the facility in a form that is accessible to the inmate.

Inspection Findings:

It was reported that inmates who are unable to speak English are provided with the information outlined in this part within 24 hours of admission to the facility in a form that is accessible to the inmate. However, policy and procedures shall ensure, to the extent practical, that inmates who are unable to speak English are provided with the information outlined in this part "within 24 hours of admission" to the facility in a form that is accessible to the inmate.

Corrective Actions:

Update policy to say: inmates who are unable to speak English are provided the information outlined in this part "within 24 hours of admission" to the facility in a form that is accessible to the inmate.

Response Needed By: 03/22/2023

3. 2911.2850 INMATE DISCIPLINE PLAN. Subpart 6. Removing clothing and bedding.

The facility administrator or designee shall have a policy and procedure for removing clothing and bedding from an inmate. The following shall be included: A. clothing and bedding shall be removed from an inmate only when the inmate's behavior threatens the health, safety, or security of self, other persons, or property. When appropriate, alternative clothing and bedding shall be issued; B. clothing and bedding shall be returned to the inmate as soon as it is reasonable to believe the behavior that caused the action will not continue; C. the decision to deprive an inmate of articles of clothing or bedding shall be reviewed by the officer in charge or the supervisor during each eight-hour period; and D. the review shall be documented.

Inspection Findings:

While reviewing policy it was observed that the statement of "when appropriate, alternative clothing and bedding shall be issued" was missing.

Corrective Actions:

The facility administrator or designee shall have a policy and procedure for removing clothing and bedding from an inmate that shall include: clothing and bedding shall be removed from an inmate only when the inmate's behavior threatens the health, safety, or security of self, other persons, or property. When appropriate, alternative clothing and bedding shall be issued.

Response Needed By:

4. 2911.2850 INMATE DISCIPLINE PLAN. Subpart 7. Disciplinary records.

A facility shall have written policy and procedure, that provides that, when rule violations require formal resolution, staff members prepare a disciplinary report and forward it to the designated supervisor. Disciplinary reports prepared by staff members shall include the following information: A. specific rules violated; B. a formal statement of the charge; C. an explanation of the event, which should include who was involved, what transpired, and the time and location of the occurrence; D. unusual inmate behavior; E. staff and inmate witnesses; F. disposition of any physical evidence; G. any immediate action taken, including the response to resistance; and H. reporting staff member's signature, and date and time report is made.

Inspection Findings:

Disciplinary reports prepared by staff members shall include staff and inmate witnesses. This is not reflected in policy.

Corrective Actions:

It is recommended that facility policy be updated to include staff and inmate witnesses in disciplinary reports prepared by staff members.

Response Needed By:

INSPECTION COMMENTS**Operations:**

The facility is still transitioning to the Lexipol platform for its policies. This was scheduled to be completed in Spring of 2021, however due to staffing shortages this has not been completed. The facility must commit to one policy and procedure manual and ensure staff are reading the policy and trained on it. Currently the facility is using Lexipol for policy updates but still relying on their old policy at the same time.

Staffing continues to be an issue for the facility. If the facility is not able to operate by meeting the minimum rule(s) standards with the current staffing levels then a reduction in population would be prudent until staffing levels can support jail operations adequately.

Physical Plant:

- 1) The facility appeared very clean and well maintained.
- 2) The design of the facility does not provide for a secure, sally-ported, exit in all areas. The kitchen and intake garage have a single door between the secure and non-secure areas. In its current state no unescorted movement should be allowed in the garage.
- 3) Medical space in the facility is lacking. The Nurse has an office that is also used for inmate exams as well as storage of medical tools, equipment, medications, and records.
- 4) Additional cameras are recommended for the kitchen area.

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

Due to the facilities compliance history in regard to well-being checks the facility will be moved to an annual inspection.

JJDPA Compliance

On October 25th, 2022, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Aitkin County Jail has received a "Rural Exception" to the Juvenile Justice and Delinquency Prevention Act (JJDP). This allows the facility to hold a delinquent juvenile up to 24 hours, excluding weekends and holiday. The three core requirements that are looked at during the facility audit are, Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jail and Adult Lockups (Jail Removal), and Sight and Sound separation.

The Aitkin County Jail did not hold or process any juveniles from October 1, 2022, to the day of inspection.

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

No violations of the JJDP act during were found during the Aitkin County Jail inspection.

Report completed By: Troy Okerlund – Detention Facility Inspector

Signature:





Board of County Commissioners Agenda Request

<hr style="width: 80%; margin: 0 auto;"/> Agenda Item #

Requested Meeting Date:

Title of Item:

REGULAR AGENDA CONSENT AGENDA INFORMATION ONLY	Action Requested: Approve/Deny Motion Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	Direction Requested Discussion Item Hold Public Hearing*
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Submitted by:	Department:
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Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

<i>Is there a cost associated with this request?</i>	Yes	No
<i>What is the total cost, with tax and shipping? \$</i>		
<i>Is this budgeted?</i>	Yes	No

Please Explain:

BUSINESS ASSOCIATE AGREEMENT
AITKIN COUNTY, MINNESOTA

Definitions

Catch-all definition:

The following terms used in this Agreement will have the same meaning as those terms in the HIPAA Rules (<https://www.federalregister.gov/articles/2013/01/25/2013-01073/modifications-to-the-hipaa-privacy-security-enforcement-and-breach-notification-rules-under-the>): Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required By Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

Specific definitions:

- (a) Business Associate. "Business Associate" will generally have the same meaning as the term "Business Associate" at 45 CFR 160.103, and in reference to the party to this agreement, will mean Advanced Correctional Healthcare, Inc.
- (b) Covered Entity. "Covered Entity" will generally have the same meaning as the term "Covered Entity" at 45 CFR 160.103, and in reference to the party to this agreement, will mean Aitkin County Jail.
- (c) HIPAA Rules. "HIPAA Rules" will mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

Obligations and Activities of Business Associate

Business Associate agrees to:

- (a) Not use or disclose protected health information other than as permitted or required by the Agreement or as required by law;
- (b) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of protected health information other than as provided for by the Agreement;
- (c) Report to Covered Entity any use or disclosure of protected health information not provided for by the Agreement of which it becomes aware, including breaches of unsecured protected health information as required at 45 CFR 164.410, within 48 hours (except for any breaches putting patients at immediate risk of harm, which should be reported as soon as possible) and any security incident of which it becomes aware;
- (d) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information;
- (e) Make available protected health information in a designated record set to the Covered Entity as necessary to satisfy Covered Entity's obligations under 45 CFR 164.524;
- (f) Make any amendment(s) to protected health information in a designated record set as directed or agreed to by the Covered Entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy Covered Entity's obligations under 45 CFR 164.526;

(g) Maintain and make available the information required to provide an accounting of disclosures to the Covered Entity as necessary to satisfy Covered Entity's obligations under 45 CFR 164.528;

(h) To the extent the Business Associate is to carry out one or more of Covered Entity's obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the Covered Entity in the performance of such obligation(s); and

(i) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

Permitted Uses and Disclosures by Business Associate

(a) Business Associate may only use or disclose protected health information as necessary to perform the services set forth in the Agreement for the Provision of Health Services. The Business Associate is authorized to use protected health information to de-identify the information in accordance with 45 CFR 164.514(a)-(c).

(b) Business Associate may use or disclose protected health information as required by law.

(c) Business Associate agrees to make uses and disclosures and requests for protected health information consistent with Covered Entity's minimum necessary policies and procedures.

(d) Business Associate may not use or disclose protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by Covered Entity, except for the specific uses and disclosures set forth below.

(e) Business Associate may use protected health information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.

(f) Business Associate may disclose protected health information for the proper management and administration of Business Associate or to carry out the legal responsibilities of the Business Associate, provided the disclosures are required by law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

(g) Business Associate may provide data aggregation services relating to the health care operations of the Covered Entity.

Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions

(a) Covered Entity will notify Business Associate of any limitation(s) in the notice of privacy practices of Covered Entity under 45 CFR 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of protected health information.

(b) Covered Entity will notify Business Associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her protected health information, to the extent that such changes may affect Business Associate's use or disclosure of protected health information.

(c) Covered Entity will notify Business Associate of any restriction on the use or disclosure of protected health information that Covered Entity has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of protected health information.

Permissible Requests by Covered Entity

Covered Entity will not request Business Associate to use or disclose protected health information in any manner that would not be permissible under Subpart E of 45 CFR Part 164 if done by Covered Entity, except if the Business Associate will use or disclose protected health information for data aggregation or management and administration and legal responsibilities of the Business Associate.

Term and Termination

(a) Term. The Term of this Agreement will be effective as of the date of the last signature hereto, and will terminate on the termination of the Agreement for Health Services or the date Covered Entity terminates for cause as authorized in paragraph (b) of this Section, whichever is sooner.

(b) Termination for Cause. Business Associate authorizes termination of this Agreement by Covered Entity, if Covered Entity determines Business Associate has violated a material term of the Agreement and Business Associate has not cured the breach or ended the violation within the time specified by Covered Entity.

(c) Obligations of Business Associate Upon Termination.

Upon termination of this Agreement for any reason, Business Associate, with respect to protected health information received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity, will:

1. Retain only that protected health information which is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities;
2. Return to Covered Entity or, if agreed to by Covered Entity, destroy the remaining protected health information that the Business Associate still maintains in any form;
3. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of the protected health information, other than as provided for in this Section, for as long as Business Associate retains the protected health information;
4. Not use or disclose the protected health information retained by Business Associate other than for the purposes for which such protected health information was retained and subject to the same conditions set out at paragraphs (e) and (f) above under "Permitted Uses and Disclosures By Business Associate" which applied prior to termination; and
5. Return to Covered Entity [or, if agreed to by Covered Entity, destroy] the protected health information retained by Business Associate when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities.

(d) Survival. The obligations of Business Associate under this Section will survive the termination of this Agreement.

Miscellaneous

(a) Regulatory References. A reference in this Agreement to a section in the HIPAA Rules means the section as in effect or as amended.

(b) Amendment. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for compliance with the requirements of the HIPAA Rules and any other applicable law. No amendment to this Agreement will be effective until reduced to writing and signed by the parties.

(c) Interpretation. Any ambiguity in this Agreement will be interpreted to permit compliance with the HIPAA Rules.

(d) No Third Party Beneficiaries. There are no intended third party beneficiaries to this Agreement.

(e) Without in anyway limiting the foregoing, it is the parties' specific intent that nothing contained in this Agreement give rise to any right or cause of action, contractual or otherwise, in or on behalf of any Individual whose PHI is Used or Disclosed pursuant to this Agreement.

(f) Waiver. No provision of this Agreement may be waived except by an agreement in writing signed by the waiving party. A waiver of any term or provision will not be construed as a waiver of any other term or provision.

(g) Authority. The persons signing below have the right and authority to execute this Agreement for their respective entities and no further approvals are necessary to create a binding Agreement.

(h) Conflict. In the event of any conflict between the terms and conditions stated within this Agreement and those contained within any other agreement or understanding between the parties, written, oral or implied, the terms of this Agreement will govern. Without limiting the foregoing, no provision of any other agreement or understanding between the parties limiting the liability of the Business Associate to Covered Entity will apply to the breach of any term, condition or covenant contained in this Agreement by Business Associate.

(i) Headings. The headings of each section are inserted solely for purposes of convenience and will not alter the meaning of this Agreement.

(j) Governing Law. This Agreement will be construed in accordance with and governed by the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties have executed this Agreement effective upon the date of the last signature hereto.

BUSINESS ASSOCIATE

COVERED ENTITY

ADVANCED CORRECTIONAL HEALTHCARE, INC.

AITKIN COUNTY JAIL

Jessica K. Young, Esq., CCHP-A
President & Chief Executive Officer

Sheriff

Date

Date

Please complete and return via email to Contracts@advancedch.com

AGREEMENT FOR THE PROVISION OF HEALTH CARE
TO INCARCERATED PATIENTS
AITKIN COUNTY, MINNESOTA

This agreement, effective as of the date of the last signature hereto, entered into by and between the County of Aitkin, located in the State of Minnesota, through the Aitkin County Sheriff in their official capacity (hereinafter referred to as “county”), and Advanced Correctional Healthcare, Inc. (hereinafter referred to as “ACH”), a Tennessee corporation.

ARTICLE 1:
ACH

- 1.1 BIOMEDICAL WASTE DISPOSAL. The county will **be responsible** for biomedical waste disposal services at the facility. Typical biomedical waste expected in the medical unit would be bandages, dressings, gloves, hypodermic needles, laboratory containers, sharps, and syringes.
- 1.2 DENTAL CARE. ACH will provide dental triage screenings. **ACH is not responsible for any costs associated with dental care, nor is ACH responsible for performing said dental care.**
- 1.3 ECTOPARASITES. For patients presenting with symptoms of ectoparasitic infection (as determined by the ACH prescriber), ACH will provide medically indicated treatment. For patients without symptoms of ectoparasitic infection, ACH will provide treatment at the county’s request. The county will be responsible for the cost of the treatment. ACH will not be responsible for facility cleaning for ectoparasites.
- 1.4 ELECTIVE CARE. Elective care is defined as care which, if not provided, would not, in the opinion of ACH’s prescriber, cause the patient’s health to deteriorate. ACH will not pay for elective care for patients.
- 1.5 LABOR. Incarcerated patients will not be employed or otherwise utilized by ACH.
- 1.6 MEDICAL CLAIMS RE-PRICING. Upon the county’s request, ACH will re-price medical claims through our third-party vendor, JAB Management Services. Once claims are received, JAB will calculate the applicable discount (if any) and confirm the integrity of the claim prior to returning to the county for payment. The monthly amount to be paid by the county to ACH for this service is to be 30% of the savings on the medical claim(s). (For example, if JAB re-prices a \$100 claim down to \$20, ACH will charge the county 30% of the \$80 JAB saved the county – \$24.) The county agrees to pay ACH within 30 days of receipt of the bill. If the invoice is not paid within 30 days, the county agrees to pay a 1.5% per month finance charge.
- 1.7 MEDICAL SUPPLIES (DISPOSABLE). The county will pay for **and supply** disposable medical supplies intended for one-time use, not to include durable or reusable medical supplies. Typical disposable medical supplies expected in a medical unit would be alcohol preps, ammonia ampules, bandages, blood sugar strips, cotton-tip applicators, gauze pads, gloves, lancets, med cups, medical tape, O2 tubing, peak flow mouth pieces, PPE (personal protective equipment), pregnancy tests, saline, sterile water, syringes, tongue blades, and urine test strips. **ACH will provide a list of necessary disposable medical supplies to County.**
- 1.8 MENTAL HEALTH FIRST AID (MHFA) TRAINING. Mental Health First Aid is an 8-hour course that teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. The training gives you the skills you need to reach out and provide initial

help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis. ACH provides MHFA training free to your officers.

- 1.9 **MOBILE SERVICES.** Mobile services are defined as laboratory services that are drawn on-site and sent off-site for testing, and any ancillary medical services in which a provider comes on-site to perform work using the provider's equipment and/or staff, including, but not limited to X-ray services. The county will pay for all costs associated with mobile services.
- 1.10 **MORTALITY AND MORBIDITY REVIEW.** The County acknowledges (a) that it is the responsibility of the County to obtain a review of any death in the facility (as appropriate) pursuant to any applicable statutes (if any), such as Minn. Stat. 241.021 (or any similar act or amendment of that act), (b) that ACH cannot perform such reviews for a facility where it provides medical services, and (c) that the cost of such reviews will be borne by the County.
- 1.11 **OFFICER WELLNESS & CRITICAL INCIDENT EMPLOYEE RAPID RESPONSE (CIERR).** The CIERR program is a free staff support service. This program helps to support law enforcement (field and facility), first responders, and health care professionals and mitigate stress reactions in both personal and professional capacities. Contact with CIERR can be initiated by the professional in need of services or Freedom Behavioral Health, Inc. can initiate contact with notification from leadership within the department that the individual would benefit from the services. Unless there are safety concerns, the contacts are treated as confidential.
- 1.12 **OFF-SITE SERVICES.** Off-site services are defined as medical services including, but not limited to, consultation services, dental care not performed on-site, diagnostic testing (including but not limited to covid testing), hospital services, medically-indicated emergency ground ambulance transportation, mental health services not performed on-site, laboratory services that are drawn off-site, and specialty services. It is the policy of ACH to provide our health care professionals the freedom to provide care without limitation by approval process for outside care, etc. Each situation should be addressed on a case-by-case basis. ACH does not have standing orders. The county will pay for any costs associated with off-site services.
- 1.13 **OTHER SERVICES AND EXPENSES.** ACH may not provide and will not pay for any services, supplies and/or equipment which are not specifically contained in this agreement.
- 1.14 **PHARMACEUTICALS.** The county will pay for pharmaceuticals. The county agrees to allow home medications in the facility when they are able to be properly verified. It is the policy of ACH to provide our health care professionals the freedom to provide care without limitation by prescription formulary, corporate approval for expensive medication, etc. Each situation should be addressed on a case-by-case basis. ACH does not have standing orders. ACH does not have a formulary.
- 1.15 **STAFFING.**
 - 1.15.1 **CANCELATIONS.** If the county cancels a worker with less than 24 hours' notice prior to the start of the worker's shift, then the county agrees to pay for the worker's shift.
 - 1.15.2 **CREDITS.** ACH pays its people well based on several factors including but not limited to experience in correctional healthcare. Therefore, ACH will not issue credits for differences in licensure; i.e., nurse practitioner vs. M.D., LPN vs. RN, etc. (For example, nurse practitioners are not necessarily paid less than M.D.s; LPNs are not necessarily paid less than RNs, etc.)

- 1.15.3 MEAL BREAKS. It is understood and agreed that during unpaid meal break(s), workers are (1) allowed to leave their duty post and (2) completely relieved from all duties. If the facility requires the worker to be “on call” during meal break(s) so that they may respond to an emergency, then the worker is considered to be “on duty” and the meal break(s) will be paid for by the county.
- 1.15.4 MEDICAL PRESCRIBER. A prescriber will visit the facility one time every other week (or as otherwise agreed by the county and ACH) and will stay until their work is completed. A prescriber will be available by telephone to the facility and health care teams on an on-call basis, 7 days per week, 24 hours per day, 365 days a year. For onsite visits that fall on holidays, paid time off, or sick time, ACH endeavors to provide replacement onsite coverage, and if it is unable to do so, ACH and the county will negotiate a mutually agreeable remedy (such as crediting back 75% of the wages of the particular worker) (the other 25% pays for telephone on-call).
- 1.15.5 NURSING. ACH will provide on-site nursing coverage for 32 hours per week on a schedule approved by the county. ACH does not and will not put nurses on-call. The county agrees to pay, on a monthly basis, for extra hours worked (at the prevailing wage and benefit rate of the particular worker). For hours of absence due to holidays, paid time off, or sick time, the hours will not be replaced or credited (because the worker is still being paid for the time off). For other absences, ACH endeavors to provide replacement coverage, and if it is unable to do so, ACH and the county or designee will negotiate a mutually agreeable remedy (such as crediting back the wages of the particular worker).
- 1.15.6 ON-CALL QUALIFIED MENTAL HEALTH PROFESSIONAL (QMHP). Upon the facility’s request, ACH will provide a QMHP at the rate of \$150 per hour (with a minimum of 1 hour per visit). Services may be provided in-person or via tele-health (as mutually agreed upon). QMHP responsiveness will depend upon the amount of notice given, and the mutually agreed upon schedule.
- 1.15.7 TELEHEALTH. When agreed to between the county and ACH, providers may deliver patient care via telehealth.
- 1.16 TUBERCULOSIS (TB) TESTING. ACH will perform TB skin tests as directed by the county. The county will pay for the TB serum and related supplies.

ARTICLE 2:
THE COUNTY

- 2.1 AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs). The duty to purchase, provide, inspect, and maintain the facility’s AEDs is, and always will be, vested in the county. This agreement does not result in the assumption of those duties by ACH or its people. While ACH and its people may assist the county, ultimately the county specifically retains the duties and obligations with respect to AEDs. ACH and its people will assume no responsibility for and will not be liable for the facility’s lack of AED(s) and/or defective and/or non-working AEDs in the facility.
- 2.2 CO-PAY. Patients will be seen by the health care team regardless of their ability to pay.
- 2.3 COUNTY’S POLICIES, PROCEDURES. All policies, and procedures will at all times remain the property of the county and will remain at the facility. ACH may make recommendations to the county’s health care policies and procedures. Those recommendations are made for the county’s

consideration. ACH operates within the county's policies and procedures. It is the policy of ACH to provide our health care professionals the freedom to provide care without limitation by prescription formulary, approval process for outside care, etc. The materials in this section are for general information purposes only. That information should be treated as guidelines, not rules. The information is not intended to establish a standard of medical care and is not a substitute for common sense. The information is not legal advice, is not to be acted on as such, may not be current, and is subject to change without notice. Each situation should be addressed on a case-by-case basis. ACH does not have standing orders. ACH does not have a formulary.

- 2.4 CPR CARDS. ACH will not pay for CPR cards for county workers.
- 2.5 DUTY TO PROTECT PATIENTS. The non-delegable duty to protect patients is, and always will be, vested in the county. This agreement does not result in the assumption of a non-delegable duty by ACH. As such, the county specifically retains the duty and obligation for security of the patients. This duty extends to the control of patient movement. ACH and its personnel will assume no responsibility for the movement of patients and assume no responsibility for patient protection at any time.
- 2.6 ELECTRONIC COMMUNICATIONS. The county agrees to provide to ACH copies of any electronic communications between ACH and ACH's workers and independent contractors in the county's possession (including stored on the county's email servers) as requested by ACH. The county agrees to treat electronic communications between ACH and its workers and independent contractors as confidential and agrees not to share those communications with any third party unless required by law.
- 2.7 WORKER RAIDING (ANTI-POACHING / NON-SOLICITATION AGREEMENT). ACH makes a significant investment in the training and professional development of our workers and independent contractors. As a result, ACH does not expect the county to offer employment to or otherwise "poach" or solicit workers or independent contractors **and the county is specifically prohibited from doing the same**. If the county should hire any worker or independent contractor during this agreement's term or within 1 year after this agreement's termination, the county agrees to pay ACH a professional replacement fee of \$10,000 or 10% of this contract price, whichever is greater, for each worker or independent contractor, with the following exception: this does not apply to any person who was employed by the county prior to this agreement. It is expressly agreed by ACH and the county that the payment under this provision does not constitute a penalty and that the parties, having negotiated in good faith and having agreed that the payment is a reasonable estimate of damages in light of the anticipated harm caused by the breach related thereto and the difficulties of proof of loss and inconvenience or nonfeasibility of obtaining any adequate remedy, are estopped from contesting the validity or enforceability of such payment.
- 2.8 MEDICAL AND MENTAL HEALTH RECORDS. Patient medical and mental health records will always be the property of the county and will remain in the facility. The county agrees to provide copies of those records to ACH when requested.
- 2.9 MEDICAL EQUIPMENT (DURABLE). The county pays for medical equipment. At the county's request, ACH will assist the county in securing the equipment at cost-effective pricing. Typical durable medical equipment expected in a medical unit would be: exam table, exam stool, ophthalmic / otoscope, peak flow meter, digital thermometer, stethoscope, X-large and large blood pressure cuffs, refrigerator (small), and scales. Medical equipment will be the property of the county.

- 2.10 NON-MEDICAL CARE OF PATIENTS. The county will provide and pay for non-medical needs of the patients while in the facility, including, but not limited to: daily housekeeping services; dietary services, including special supplements, liquid diets, or other dietary needs; building maintenance services; personal hygiene supplies and services; clothing; and linen supplies.
- 2.11 NURSING LICENSURE. ACH's preference is to run a health care program using RNs. Ultimately, the level of nursing licensure ACH provides at the facility is the county's decision (RN vs. LPN). ACH does not and will not put nurses on-call.
- 2.12 OFFICE EQUIPMENT (DURABLE). The county will provide use of county-owned office equipment and utilities in place at the facility's health care unit. Typical office equipment expected in a medical unit would be a locking file (recommended four-drawer); paper punch; staple remover; stapler; cabinet for storing medical supplies such as Band-Aids, gauze, etc.; computer; fax machine; copier / printer; and toner. Upon termination of this agreement, the office equipment will be in good working order, with allowances made for reasonable wear and tear.
- 2.13 OFFICE SUPPLIES (DISPOSABLE). The county will provide disposable office supplies, such as medical charts, paper, pens, staples, and Post-It notes which are required for the provision of patient health care services.
- 2.14 OFFICER TRAINING. The duty to train the officer(s) is and always remains vested in the county. Upon request of the county, ACH may assist in training for officer(s) on certain topics as determined by the county. The county is solely responsible for overall operation of the facility, including medical care. The county maintains ultimate responsibility for training and supervising its correctional officers, including but not limited to emergency procedures, ensuring sick calls are passed along to the medical team, and properly distributing medications (where appropriate).
- 2.15 PREVENTATIVE SERVICES. If the county requests preventative services (such as flu shots, covid vaccinations, etc.) for incarcerated patients or county workers, the county will pay for it. ACH may provide, but will not pay for, preventative services. Upon the county's request, ACH will secure the vaccination (for example) and related supplies (if applicable) through the correctional pharmacy or health department, then bill the county for any costs, and the county agrees to pay.
- 2.16 RECRUITING.
- 2.16.1 DECLINING APPLICANTS FROM ACH SO THE COUNTY MAY EMPLOY THEM DIRECTLY. ACH makes a significant investment in the recruiting of new applicants and acknowledges the county has final approval of who may enter the facility. As a result, ACH does not expect the county to deny approval of an applicant presented to them in order for the county to employ that person directly. If, during the term of this agreement or within 1 year after this agreement's termination, the county should hire an applicant who was presented to them by ACH and denied approval by the county, the county agrees to pay ACH 30% of the applicant's first year's salary/compensation as a recruiting fee for each applicant.
- 2.16.2 DECLINING TO FILL A POSITION AFTER ACH INCURS ADVERTISING AND RECRUITING COSTS. ACH makes a significant investment in the advertising and recruiting of new applicants and acknowledges the county has final approval of the staffing level at the facility. As a result, ACH does not expect the county to decline to fill a position after ACH has incurred advertising and recruiting costs. If, during the term of this

agreement, ACH should begin advertising and recruiting for a position(s), and the county subsequently decides not to fill that position(s), the county agrees to pay ACH the actual costs of advertising and recruiting plus 30%.

- 2.17 SECURITY. The county will maintain responsibility for the physical security of the facility and the continuing security of the patients. The county understands that adequate security services are necessary for the safety of the agents, workers, and subcontractors of ACH, as well as for the security of patients and officer(s), consistent with the correctional setting. The county will provide security sufficient to enable ACH and its personnel to safely provide the health care services described in this agreement. The county will screen ACH's proposed staff to ensure that they will not constitute a security risk. The county will have final approval of ACH's workers and independent contractors regarding security/background clearance. Should the facility unreasonably withhold security clearance and/or withhold security clearance on an unreasonably high quantity of proposed staff, it places an excessive burden on ACH to staff the facility. In that case, ACH may hire Agency worker(s) to temporarily staff the facility, and the county agrees to pay the difference between the Agency rate(s) and ACH rate(s).
- 2.18 STAFFING. The county agrees that mental health services at the facility will be provided by the county and ACH has no responsibility under this agreement to provide mental health services at the facility. The parties further agree that the mental health team provided by the county will work cooperatively with ACH to effectively carry out the terms and conditions of this agreement. ACH will not be responsible for the training of the county's mental health team.

ARTICLE 3: COMPENSATION/ADJUSTMENTS

- 3.1 ANNUAL AMOUNT/MONTHLY PAYMENTS. The county agrees to pay \$209,999 per year to ACH under this agreement. To do so, the county agrees to make monthly payments of \$17,499.92 to ACH during the term of this agreement. ACH will bill the county approximately 30 days prior to the month in which services are to be rendered. The county agrees to pay ACH within 30 days of receipt of the bill. If the invoice is not paid within 30 days, the county agrees to pay a 1.5% per month finance charge.
- 3.1.1 ELECTRONIC PAYMENTS. The county agrees to pay ACH electronically through the Automated Clearing House. If the county does not want to pay electronically, then the county agrees to pay an additional 2% per month charge. If the county believes it is statutorily exempt, please provide the statute citation.
- 3.1.2 ANNUAL AMOUNT UPON RENEWAL. Upon the annual anniversary of the commencement of services under this agreement, the annualized amount of increase for compensation and per diem rates (and any other contracted rates, including the on-call QMHP rate, for example) will be the rolling 12-month Consumer Price Index (CPI) for Medical Care or 7%, whichever is higher, **but will not exceed 10%**.
- 3.2 FUNDING THE FACILITY'S HEALTH CARE PROGRAM. It is ultimately the responsibility of the county to appropriately fund the facility's health care program. As a result, ACH's health care program at the facility (staffing, etc.) is customized and approved by the county.
- 3.3 QUARTERLY ADJUSTMENTS.

- 3.3.1 AVERAGE DAILY POPULATION (ADP). ADP for a given quarter will be determined from the facility census records. For billing purposes, the patient ADP will be 35. Patients who are not presently incarcerated in the facility (i.e., persons on electronic monitoring or probation, or who are hospitalized, or in halfway housing or early release housing) should not be counted in either ADP reported to ACH by the county. The ADPs reported to ACH should only include those patients presently incarcerated in the facility.
- 3.3.2 PER DIEM. When the ADP exceeds or falls below the contracted rate in any calendar quarter, the compensation variance will be figured on the average number of patients above or below the contracted ADP for that quarter multiplied by the per diem rate of \$0.43 per patient per day. (Example: If the ADP for a quarter is 10 above the contracted ADP, additional compensation due will be calculated as follows: 10 x \$0.43 x 91)
- 3.3.3 RECONCILIATION. Any contract amount in arrears (or amount to be credited back to the county) will be settled through reconciliation on the first monthly invoice prepared after reconciliation. No credits will be issued after 90 days.

ARTICLE 4:
TERM AND TERMINATION

- 4.1 TERM. The term of this agreement will begin on _____ at 12:01 A.M. and will continue in full force and effect until December 31, 2026 at 11:59 P.M., unless earlier terminated, extended, or renewed pursuant to this agreement. This agreement will automatically renew for successive 3-year periods unless either party gives 30 days' written notice prior to the end of a term.
- 4.1.1 "CRISIS MODE" START-UP. It is understood and agreed that ACH was asked to start this project emergently. As a general rule, ACH has ~180 days to appropriately "start up" and transition a project. As a result, the parties agree to work together collaboratively for a successful transition, although "success" shouldn't be measured until on or about 6/1/2023. Holiday and/or "crisis" startups (less than 180 days between signed contract and startup date) require an additional fee of 2 weeks' contract price to mobilize extra startup team members, and the county agrees to pay this fee.
- 4.2 TERMINATION.
- 4.2.1 TERMINATION FOR LACK OF APPROPRIATIONS. It is understood and agreed that this agreement will be subject to annual appropriations by the county. If funds are not appropriated for this agreement, then upon exhaustion of such funding, the county will be entitled to immediately terminate this agreement. Recognizing that such termination may entail substantial costs for ACH, the county will act in good faith and make every effort to give ACH reasonable advance notice of any potential problem with funding or appropriations. The county agrees to pay for services rendered up to the point of termination.
- 4.2.2 30-DAY OUT CLAUSE. Notwithstanding anything to the contrary contained in this agreement, the county or ACH may, without prejudice to any other rights they may have, terminate this agreement by giving 30 days' advance written notice to the other party. If the county gives ACH less than 30 days' advance written notice, the county agrees to pay to ACH 1-month's contract price as an early termination fee.

ARTICLE 5:
GENERAL TERMS AND CONDITIONS

- 5.1 **ADVICE OF COUNSEL.** Each of the parties (a) has had the opportunity to seek counsel, legal or otherwise, prior to entering into this agreement, (b) is freely entering into this agreement of his/her or its own volition, and (c) understands and agrees that this agreement will be construed as if drafted by both parties and not by one party solely.
- 5.2 **AUTHORITY.** The persons signing below represent that they have the right and authority to execute this agreement for their respective entities and no further approvals are necessary to create a binding agreement.
- 5.3 **COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS.** The county and ACH agree that no party will require performance of any ACH or county worker, agent or independent contractor that would violate federal, state and/or local laws, ordinances, rules and/or regulations. If the county elects not to follow any federal, state, or local law, the parties agree the county will be responsible for all costs associated with noncompliance. The county will be responsible for any additional services required at the facility as the result of governmental (including, but not limited to, Centers for Disease Control and Prevention, Department of Justice, health department, Immigration and Customs Enforcement, Department of Corrections, Federal Bureau of Prisons, or United States Marshals Service) investigation, mandate, memorandum, or order. Should ACH be asked to provide substantial new medical treatment, the county will pay for it, unless specifically agreed upon in writing between ACH and the county.
- 5.4 **COUNTERPARTS; HEADINGS.** This agreement may be executed in counterparts, each of which will be an original and all of which will constitute one agreement. The headings contained in this agreement are for reference purposes only and will not affect in any way the meaning or interpretation of this agreement. The term “patient” includes incarcerated detainees and inmates.
- 5.5 **EMAIL ACCOUNTS.** As a general rule, ACH will not provide frontline email accounts. If the county would prefer that ACH issue email accounts, then the county agrees to pay the additional costs for the licenses (i.e., in 2022, ~\$72/year per email account).
- 5.6 **ENTIRE AGREEMENT; AMENDMENT.** This agreement represents the entire understanding of the parties with respect to the subject matter hereof, supersedes and cancels all prior agreements, understandings, arrangements, or representations between the parties with respect to such subject matter, and may only be amended by written agreement of both parties. The parties agree that their performances hereunder do not obligate either party to enter into any further agreement or business arrangement.
- 5.7 **EQUAL EMPLOYMENT OPPORTUNITY.** It is the policy of ACH to provide equal employment opportunities to all workers and applicants for employment without regard to race, color, religion, sex, national origin, disability, age, or genetics. This policy applies to all terms and conditions of employment including, but not limited to, recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefit plans, all forms of compensation, and training.
- 5.8 **EXCUSED PERFORMANCE.** In case performance of any terms or parts hereof will be delayed or prevented because of compliance with any law, decree, or order of any governmental agency or authority of local, state, or federal governments or because of riots, public disturbances, strikes, lockouts, differences with workers, fires, floods, Acts of God, pandemics, or any other reason whatsoever which is not within the control of the parties whose performance is interfered with and

which, by the exercise of reasonable diligence, said party is unable to prevent, the party so suffering may at its option, suspend, without liability, the performance of its obligations hereunder during the period such cause continues.

- 5.9 **FILMING.** ACH does not consent to the filming of its workers for any commercial purpose including, but not limited to, documentaries, docuseries (including, but not limited to, “60 Days In”), etcetera. If the facility and/or county decide to engage in such a project, they agree to notify ACH’s legal department at least 90 days prior to filming, at 309-692-8100; facsimile: 309-214-9977; or email: Contracts@advancedch.com. ACH reserves the right to terminate the agreement prior to the beginning of the filming of such a project. ACH will have no obligation under this agreement to maintain insurance coverage against any loss or damage caused or necessitated by the filming of such a project. The county agrees to hold harmless and indemnify ACH and its workers against any loss or damage, including reasonable attorneys’ fees and other costs of litigation, caused or necessitated by the filming of such a project.
- 5.10 **FURTHER ACTS.** The parties agree to perform any further acts and execute and deliver any further documents that may be reasonably necessary to carry out the provisions of this agreement.
- 5.11 **GOVERNING LAW.** This agreement will be governed by the laws of the State of Minnesota (without reference to conflicts of laws principles).

5.12 HOLD HARMLESS AND INDEMNIFY.

5.12.1 ACH will hold harmless and indemnify the county (together with its respective workers) against any loss or damage, including reasonable attorneys’ fees and other costs of litigation, solely caused or necessitated by the negligent, reckless, intentional, or deliberately indifferent conduct of ACH or its workers, which is related to medical treatment or care provided by ACH. With respect to any claim for indemnification, the county will (i) give written notice thereof to ACH within a reasonable period following the event or occurrence as to which the right to indemnification is or may be asserted and (ii) allow ACH (including the workers, agents, and counsel) reasonable access to any of its workers, property, and records for the purposes of conducting an investigation of such claim and for the purpose of obtaining statements, photographs, and taking such other steps as may be reasonable to preserve evidence of the occurrence on which the claim is based. If the county denies ACH reasonable access as set forth, after written request therefore, the county will assume sole responsibility for the claim for which indemnification is sought and will not be entitled to indemnity.

5.12.2 The county will hold harmless and indemnify ACH (together with its respective workers) against any loss or damage, including reasonable attorneys’ fees and other costs of litigation, solely caused or necessitated by the negligent, reckless, intentional, or deliberately indifferent conduct of the county or its workers, which is related to medical treatment or care provided by ACH. With respect to any claim for indemnification, ACH will (i) give written notice thereof to the county within a reasonable period following the event or occurrence as to which the right to indemnification is or may be asserted and (ii) allow the county (including the workers, agents, and counsel) reasonable access to any of its workers, property, and records for the purposes of conducting an investigation of such claim and for the purpose of obtaining statements, photographs, and taking such other steps as may be reasonable to preserve evidence of the occurrence on which the claim is based. If ACH denies the

county reasonable access as set forth, after written request therefore, ACH will assume sole responsibility for the claim for which indemnification is sought and will not be entitled to indemnity.

- 5.13 INDEPENDENT CONTRACTORS. ACH may engage certain health care professionals as independent contractors rather than workers. The county understands and acknowledges that some physicians, advanced practice providers, nurses, mental health workers, consultants, specialists, and other allied health professionals practicing with ACH (“health care team members”) are not workers or associates of ACH; and that ACH is not responsible for their opinions, decisions or medical procedures performed.
- 5.14 INSURANCE.
- 5.14.1 ACH or its subsidiary(s) will maintain professional liability insurance, including civil rights liability, with minimum limits of \$1,000,000 each occurrence, \$3,000,000 annual aggregate.**
- 5.14.2 ACH or its subsidiary(s) will maintain workers’ compensation and employer’s liability insurance covering its workers while on the facility’s premises that complies with the statutory minimum requirements in the applicable state(s).**
- 5.14.3 ADDITIONAL INSUREDS. ACH or its subsidiary(s) will cover the county as an additional insured for the sole negligence of ACH or its subsidiary(s) (as appropriate) under the professional liability portion of insurance.**
- 5.15 INTERGOVERNMENTAL AGREEMENTS (IGAs) (PIGGYBACK). ACH agrees to allow the county to authorize other government agencies to purchase the proposed items by issuance of a purchase order at the same terms and conditions as this agreement, and to make payments directly to ACH during the period of time that this agreement is in effect.
- 5.16 MINNESOTA DATA PRACTICES ACT. ACH understands it may be subject to the Minnesota Data Practices Act.
- 5.17 NO GRANT OF RIGHTS. Each of the parties understands and agrees that no grant or license of a party’s rights in any patent, trademark, trade secret, copyright and/or other intellectual property right is made hereby, expressly or by implication.
- 5.18 NO RELATIONSHIP OR AUTHORITY. The parties agree that ACH will at all times be an independent contractor in the performance of the services hereunder, and that nothing in this agreement will be construed as or have the effect of constituting any relationship of employer/employee, partnership, or joint venture between the county and ACH. ACH does not have the power or authority to bind the county or to assume or create any obligation or responsibility on the county’s behalf or in the county’s name, except as otherwise explicitly detailed in this agreement, and ACH will not represent to any person or entity that ACH has such power or authority. ACH will not act as an agent nor will ACH be deemed to be an employee of the county for the purposes of any employee benefit program.
- 5.19 NOTICE. Any notice required or permitted to be given hereunder will be in writing and delivered to the respective addresses in this section or such other addresses as may be designated in writing by the applicable party from time to time and will be deemed to have been given when sent. To the county: Aitkin County Jail, 217 2nd St NW, Aitkin, MN 56431. To ACH: Advanced Correctional

Healthcare, Inc., Attn: Legal, 720 Cool Springs Blvd., Suite 100, Franklin, TN 37067; facsimile: 309.214.9977; email: Contracts@advancedch.com.

- 5.20 OTHER CONTRACTS AND THIRD PARTY BENEFICIARIES. The parties acknowledge that ACH is not bound by or aware of any other existing contracts to which the county is a party and which relate to the provision of health care to patients at the facility. The parties agree that they have not entered into this agreement for the benefit of any third person(s) and it is their express intention that this agreement is intended to be for their respective benefits only and not for the benefits of others who might otherwise be deemed to constitute third party beneficiaries thereof.
- 5.21 SEVERABILITY. If any provision of this agreement, or any portion thereof, is found to be invalid, unlawful, or unenforceable to any extent, such provision will be enforced to the maximum extent permissible so as to effect the intent of the parties, and the remainder of this agreement will continue unaffected in full force and effect. The parties will negotiate in good faith an enforceable substitute provision for such invalid provision that most nearly achieves the same intent and economic effect.
- 5.22 SUBCONTRACTING. ACH may subcontract services including, but not limited to, biomedical waste disposal, electronic medical records, mobile services, pharmaceutical services, staffing, and training. For example, ACH subcontracts staffing to USA Medical & Psychological Staffing, LLC; behavioral health care to Freedom Behavioral Health, S.C.; EMR to Advanced Inmate Medical Management, LLC; and training to Spark Training, LLC.
- 5.23 TRAINING MATERIAL. Information in any training material should be treated as guidelines, not rules. The information presented is not intended to establish a standard of medical care and is not a substitute for common sense. The information presented is not legal advice, is not to be acted on as such, may not be current, and is subject to change without notice. Each situation should be addressed on a case-by-case basis.
- 5.24 WAIVER. Any waiver of the provisions of this agreement or of a party's rights or remedies under this agreement must be in writing to be effective. Failure, neglect, or delay by a party to enforce the provisions hereof or its rights or remedies at any time, will not be construed as a waiver of such party's rights or remedies hereunder and will not in any way affect the validity of this agreement or prejudice such party's right to take subsequent action.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the date and year written below.

ADVANCED CORRECTIONAL HEALTHCARE, INC.

Jessica K. Young, Esq., CCHP-A
President & Chief Executive Officer

Date

COUNTY OF AITKIN, MINNESOTA

Sheriff

Date

Please complete and return via email to Contracts@advancedch.com.

If this contract is not returned to ACH by 2/20/23, the price will increase.



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: February 14, 2023

Title of Item: Approve Transfer to LLCC from LATCF Fund (ARPA)

<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*
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Submitted by: Kathleen Ryan	Department: Auditor
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Presenter (Name and Title): Dennis Thompson, Land Commissioner / Kathleen Ryan, CFO	Estimated Time Needed: 5 min.
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Summary of Issue:

Approve transfer of \$50,000 from LATCF Fund (ARPA) to cover the amount needed to make the Long Lake Conservation Center whole for year ending 2022.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve recommendation to use LATCF Fund (ARPA) to make LLCC whole at the end of 2022.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ \$50,000.00

Is this budgeted? Yes No *Please Explain:*

The amount requested are funds that have not been allocated elsewhere.

Aitkin County Fiscal Recovery Funds

Strategic Investment Project

Project Identification: Long Lake Conservation Center – Budget Support

Funding amount: \$50,000 LATCF

Project Expenditure Category: [Category number, Category Name]

Project overview

- *A description of the project that includes an overview of the main activities of the project, the approximate timeline, primary delivery mechanisms and partners, if applicable, intended outcomes and briefly describe the goals of the project:*

Long Lake Conservation Center – balance budget

- *Identify the dollar amount of the total project spending that is allocated towards evidence-based interventions for each project in the Public Health (EC 1), Negative Economic Impacts (EC 2), Services to Disproportionately Impacted Communities (EC 3), Infrastructure (EC 5) Revenue Replacement (EC 6) and Administrative (EC 7) Expenditure Categories. Attach all quotes, invoices, etc.*

\$50,000 LATCF

Table of Expenses by Expenditure Category

Category		Funding Requested for Project	Funding Approved for Project
1	Expenditure Category: Public Health		
1.1	COVID-19 Vaccination		
1.2	COVID-19 Testing		
1.3	COVID-19 Contact Tracing		
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)		
1.5	Personal Protective Equipment		
1.6	Medical Expenses (including Alternative Care Facilities)		
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency		
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)		
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19		
1.10	Mental Health Services		
1.11	Substance Use Services		
1.12	Other Public Health Services		
2	Expenditure Category: Negative Economic Impacts		
2.1	Household Assistance: Food Programs		
2.2	Household Assistance: Rent, Mortgage, and Utility Aid		
2.3	Household Assistance: Cash Transfers		
2.4	Household Assistance: Internet Access Programs		
2.5	Household Assistance: Eviction Prevention		
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers		
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)		
2.8	Contributions to UI Trust Funds*		
2.9	Small Business Economic Assistance (General)		
2.10	Aid to nonprofit organizations		
2.11	Aid to Tourism, Travel, or Hospitality		
2.12	Aid to Other Impacted Industries		
2.13	Other Economic Support		
2.14	Rehiring Public Sector Staff		

Category		Funding Requested for Project	Funding Approved for Project
3	Expenditure Category: Services to Disproportionately Impacted Communities		
3.1	Education Assistance: Early Learning		
3.2	Education Assistance: Aid to High-Poverty Districts		
3.3	Education Assistance: Academic Services		
3.4	Education Assistance: Social, Emotional, and Mental Health Services		
3.5	Education Assistance: Other		
3.6	Healthy Childhood Environments: Child Care		
3.7	Healthy Childhood Environments: Home Visiting		
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System		
3.9.	Healthy Childhood Environments: Other		
3.10	Housing Support: Affordable Housing		
3.11	Housing Support: Services for Unhoused persons		
3.12	Housing Support: Other Housing Assistance		
3.13	Social Determinants of Health: Other		
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators		
3.15	Social Determinants of Health: Lead Remediation		
3.16	Social Determinants of Health: Community Violence Interventions		
4	Expenditure Category: Premium Pay		
4.1	Public Sector Employees		
4.2	Private Sector: Grants to other employers		
5	Expenditure Category: Infrastructure		
5.1	Clean Water: Centralized wastewater treatment		
5.2	Clean Water: Centralized wastewater collection and conveyance		
5.3	Clean Water: Decentralized wastewater		
5.4	Clean Water: Combined sewer overflows		
5.5	Clean Water: Other sewer infrastructure		
5.6	Clean Water: Stormwater		
5.7	Clean Water: Energy conservation		
5.8	Clean Water: Water conservation		
5.9	Clean Water: Nonpoint source		
5.10	Drinking water: Treatment		
5.11	Drinking water: Transmission & distribution		
5.12	Drinking water: Transmission & distribution: lead remediation		

Aitkin County Fiscal Recovery Funds

Fiscal Recovery Funds/LATCF		Estimated Expense	Board Obligated Funding	Balance Remaining
\$	3,085,669	\$ 3,058,233	\$ 2,275,544	\$ 860,125
\$	50,000			

77,436 Est. expenses vs. FRF received

Category	Project	Estimated Expense	Board Obligated Funding	Balance Remaining
Budget Committee	Electronic HR system	\$ 1,547,381	\$ 1,397,695	\$ 149,686
	Public health supplies	\$ 20,000		\$ 20,000
	Highway Department lost revenue	\$ 5,000		\$ 5,000
	AppXtender Software	\$ 560,000	\$ 560,000	\$ -
	2023 Staffing (Levy Reduction)	\$ 20,000	\$ 20,000	\$ -
	Public health staffing (board approved)	\$ 700,000	\$ 700,000	\$ -
	LLCC Transfer	\$ 192,381	\$ 117,695	\$ 74,686
			\$ 50,000	\$ 50,000

Economic Development Committee		\$ 387,350	\$ 686,016	\$ (298,666)
Tourism and small business aid		\$ 202,350	\$ 202,350	\$ -
Website development		\$ 20,000		\$ 20,000
Community grant program		\$ 100,000	\$ 100,000	\$ -
McGregor airport		\$ 65,000		\$ 65,000

Additional FRF previously funded		\$ 106,325	\$ 106,325	\$ -
LLCC to balance 2021 lost revenue		\$ 106,325	\$ 106,325	\$ -

Facilities Committee		\$ 1,017,177	\$ 85,508	\$ 931,669
Jail HVAC/Chiller		\$ 750,000		\$ 750,000
Jail audio/visual		\$ 26,784		\$ 26,784
LLCC electrical panels		\$ 12,922	\$ 12,922	\$ -
Security Cameras		\$ 5,028	\$ 5,028	\$ -
LLCC fire suppression system		\$ 80,000		\$ 80,000
School house roof		\$ 25,000		\$ 25,000
LLCC second house roof		\$ 15,000		\$ 15,000
LLCC director's house boiler		\$ 8,000		\$ 8,000
Fairgrounds improvements		\$ 43,316		\$ 43,316
LLCC energy center air handler controls		\$ 51,127	\$ 67,558	\$ (16,431)

Can be completed outside of a larger project
Chris will receive quote by 7/31/22

Need quote

Trouble finding contractor for quote

Trouble finding contractor for quote

Need quote

Fair board reviewing needs



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: February 14, 2023

Title of Item: Approve Transfer to LLCC to Zero Out 2022 ending balance

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

Submitted by: Kathleen Ryan	Department: Auditor
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Presenter (Name and Title): Dennis Thompson, Land Commissioner / Kathleen Ryan, CFO	Estimated Time Needed: 5 min.
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Summary of Issue:

Approve attached resolution to transfer budgeted funds from the Environmental Trust Fund and the Parks Fund in the amount of \$75,000.00. Also included in the resolution is the transfer of funds from the LATCF (ARPA) Fund and the Resource Management Fund in the amount of \$113,034.87. With these transfers, the Long Lake Conservation Center Fund will be made whole at the end of 2022. Beginning balance for 2023 will be zero.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Recommend approval of the attached resolution authorizing the transfers.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ \$188,034.87

Is this budgeted? Yes No *Please Explain:*

The Environmental Trust Fund and Parks Fund has funds budgeted for their portion of the transfer.

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

ADOPTED February 14, 2023

By Commissioner: xx

20230214-0xx

Long Lake Conservation Center – Fund Transfer, Zero Out 2022

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following transfer of funds:

Environmental Trust Fund (interest only)	\$ 6,908.69
Parks Fund	\$68,091.31
LATCF (ARPA) Fund	\$50,000.00
Resource Management Fund (11-925)	\$63,034.87

Total to Zero out Fund 19, ending 2022 balance \$188,034.87

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

FIVE MEMBERS PRESENT

All Members Voting

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 14th day of February 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 14th day of February 2023

Jessica Seibert
County Administrator

By Commissioner: xxx

20230214-xxx

Federal Recreational Trail Program Grant Application

WHEREAS, Aitkin County supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program. The application is to purchase grooming equipment for the Aitkin County Cross-Country Ski Trail System. The trail systems to be groomed include Long Lake Conservation Center, Vispo, and No Achen, and

WHEREAS, Aitkin County recognizes the twenty-five (25) percent match requirement for the Federal Recreational Trail Program, and has secured the matching funds.

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

BE IT FURTHER RESOLVED, that the applicant has read the Conflict of Interest Policy contained in the Trail Program Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

BE IT FURTHER RESOLVED, Aitkin County names the fiscal agent for this project as:

Aitkin County Land Department
502 Minnesota Avenue N.
Aitkin, MN. 56431

BE IT FURTHER RESOLVED, Aitkin County hereby assures the grooming equipment acquired through this grant will be maintained for no less than twenty (20) years as required by the Federal Recreational Trail Grant Program or until such time as appropriate disposition actions are approved by the Minnesota Department of Natural Resources.

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 14th day of February 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 14^h day of February 2023

Jessica Seibert – County Administrator



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: February 14, 2023

Title of Item: FRF Request - Remove and Replace Steel Roofing

<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*
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Submitted by: Jim Bright	Department: Maintenance
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Presenter (Name and Title): Jim Bright - Facilities Coordinator	Estimated Time Needed: 5 Minutes
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Summary of Issue:

Seeking Fiscal Recovery Funds to remove and replace steel roofing at Long Lake Conservation Center (House past Woodpile)

Scope of Work: Remove and Dispose of old roofing, underlayment, and debris. Inspect Roof Deck and make any necessary repairs.

Requested Amount: \$18,398.00 (Includes Materials, Labor and disposal costs)

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to approve FRF Request to Replace and Remove Steel Roofing for 18,398.00.
 Motion to approve Roof Proposal from Matt Lueck Construction to replace and remove steel roofing.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ 18,398.00

Is this budgeted? Yes No Please Explain:

Table of Expenses by Expenditure Category

Category		Funding Requested for Project	Funding Approved for Project
1	Expenditure Category: Public Health		
1.1	COVID-19 Vaccination		
1.2	COVID-19 Testing		
1.3	COVID-19 Contact Tracing		
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)		
1.5	Personal Protective Equipment		
1.6	Medical Expenses (including Alternative Care Facilities)		
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency		
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)		
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19		
1.10	Mental Health Services		
1.11	Substance Use Services		
1.12	Other Public Health Services		
2	Expenditure Category: Negative Economic Impacts		
2.1	Household Assistance: Food Programs		
2.2	Household Assistance: Rent, Mortgage, and Utility Aid		
2.3	Household Assistance: Cash Transfers		
2.4	Household Assistance: Internet Access Programs		
2.5	Household Assistance: Eviction Prevention		
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers		
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)		
2.8	Contributions to UI Trust Funds*		
2.9	Small Business Economic Assistance (General)		
2.10	Aid to nonprofit organizations		
2.11	Aid to Tourism, Travel, or Hospitality		
2.12	Aid to Other Impacted Industries		

Category		Funding Requested for Project	Funding Approved for Project
2.13	Other Economic Support		
2.14	Rehiring Public Sector Staff		
3	Expenditure Category: Services to Disproportionately Impacted Communities		
3.1	Education Assistance: Early Learning		
3.2	Education Assistance: Aid to High-Poverty Districts		
3.3	Education Assistance: Academic Services		
3.4	Education Assistance: Social, Emotional, and Mental Health Services		
3.5	Education Assistance: Other		
3.6	Healthy Childhood Environments: Child Care		
3.7	Healthy Childhood Environments: Home Visiting		
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System		
3.9.	Healthy Childhood Environments: Other		
3.10	Housing Support: Affordable Housing		
3.11	Housing Support: Services for Unhoused persons		
3.12	Housing Support: Other Housing Assistance		
3.13	Social Determinants of Health: Other		
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators		
3.15	Social Determinants of Health: Lead Remediation		
3.16	Social Determinants of Health: Community Violence Interventions		
4	Expenditure Category: Premium Pay		
4.1	Public Sector Employees		
4.2	Private Sector: Grants to other employers		
5	Expenditure Category: Infrastructure		
5.1	Clean Water: Centralized wastewater treatment		
5.2	Clean Water: Centralized wastewater collection and conveyance		
5.3	Clean Water: Decentralized wastewater		
5.4	Clean Water: Combined sewer overflows		
5.5	Clean Water: Other sewer infrastructure		
5.6	Clean Water: Stormwater		
5.7	Clean Water: Energy conservation		
5.8	Clean Water: Water conservation		
5.9	Clean Water: Nonpoint source		
5.10	Drinking water: Treatment		
5.11	Drinking water: Transmission & distribution		

Category		Funding Requested for Project	Funding Approved for Project
5.12	Drinking water: Transmission & distribution: lead remediation		
5.13	Drinking water: Source		
5.14	Drinking water: Storage		
5.15	Drinking water: Other water infrastructure		
5.16	Broadband: "Last Mile" projects		
5.17	Broadband: Other projects		
6	Expenditure Category: Revenue Replacement		
6.1	Provision of Government Services		
7	Administrative and Other		
7.1	Administrative Expenses	18,398. ⁰⁰	
7.2	Evaluation and data analysis		
7.3	Transfers to Other Units of Government		
7.4	Transfers to Nonentitlement Units (States and Territories only)		

Signature of Applicant; Jim Bright
Date; 1-20-23

Reviewed by Economic Development Coordinator;
Signature; [Signature]
Date; 1-23-23

Approval by County Administrator;
Signature; Jessie Salas
Date; 1-23-23

(Approval by County Administrator allows request to be presented to the Board of Commissioners for final approval.)



Board of County Commissioners Agenda Request

7B
Agenda Item #

Requested Meeting Date: February 14, 2023

Title of Item: FRF Request - Remove and Replace Steel Roofing

<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*
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Submitted by: Jim Bright	Department: Maintenance
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Presenter (Name and Title): Jim Bright - Facilities Coordinator	Estimated Time Needed: 5 Minutes
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Summary of Issue:

Seeking Fiscal Recovery Funds to remove and replace steel roofing at Long Lake Conservation Center School House Building.

Scope of Work: Remove and Dispose of old roofing, underlayment, and debris. Inspect Roof Deck and make any necessary repairs.

Requested Amount: \$22, 977.00 (Includes Materials, Labor and disposal costs)

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to approve FRF Request to Remove and Replace School House Building Roof for \$22,977.00
 Motion to approve Roof Proposal from Matt Lueck Construction to replace and remove school house roofing.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ 22,977.00

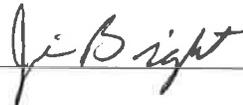
Is this budgeted? Yes No *Please Explain:*

Table of Expenses by Expenditure Category

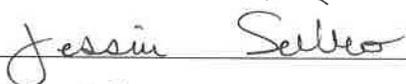
	Category	Funding Requested for Project	Funding Approved for Project
1	Expenditure Category: Public Health		
1.1	COVID-19 Vaccination		
1.2	COVID-19 Testing		
1.3	COVID-19 Contact Tracing		
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)		
1.5	Personal Protective Equipment		
1.6	Medical Expenses (including Alternative Care Facilities)		
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency		
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)		
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19		
1.10	Mental Health Services		
1.11	Substance Use Services		
1.12	Other Public Health Services		
2	Expenditure Category: Negative Economic Impacts		
2.1	Household Assistance: Food Programs		
2.2	Household Assistance: Rent, Mortgage, and Utility Aid		
2.3	Household Assistance: Cash Transfers		
2.4	Household Assistance: Internet Access Programs		
2.5	Household Assistance: Eviction Prevention		
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers		
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)		
2.8	Contributions to UI Trust Funds*		
2.9	Small Business Economic Assistance (General)		
2.10	Aid to nonprofit organizations		
2.11	Aid to Tourism, Travel, or Hospitality		
2.12	Aid to Other Impacted Industries		

Category		Funding Requested for Project	Funding Approved for Project
2.13	Other Economic Support		
2.14	Rehiring Public Sector Staff		
3	Expenditure Category: Services to Disproportionately Impacted Communities		
3.1	Education Assistance: Early Learning		
3.2	Education Assistance: Aid to High-Poverty Districts		
3.3	Education Assistance: Academic Services		
3.4	Education Assistance: Social, Emotional, and Mental Health Services		
3.5	Education Assistance: Other		
3.6	Healthy Childhood Environments: Child Care		
3.7	Healthy Childhood Environments: Home Visiting		
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System		
3.9.	Healthy Childhood Environments: Other		
3.10	Housing Support: Affordable Housing		
3.11	Housing Support: Services for Unhoused persons		
3.12	Housing Support: Other Housing Assistance		
3.13	Social Determinants of Health: Other		
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators		
3.15	Social Determinants of Health: Lead Remediation		
3.16	Social Determinants of Health: Community Violence Interventions		
4	Expenditure Category: Premium Pay		
4.1	Public Sector Employees		
4.2	Private Sector: Grants to other employers		
5	Expenditure Category: Infrastructure		
5.1	Clean Water: Centralized wastewater treatment		
5.2	Clean Water: Centralized wastewater collection and conveyance		
5.3	Clean Water: Decentralized wastewater		
5.4	Clean Water: Combined sewer overflows		
5.5	Clean Water: Other sewer infrastructure		
5.6	Clean Water: Stormwater		
5.7	Clean Water: Energy conservation		
5.8	Clean Water: Water conservation		
5.9	Clean Water: Nonpoint source		
5.10	Drinking water: Treatment		
5.11	Drinking water: Transmission & distribution		

Category		Funding Requested for Project	Funding Approved for Project
5.12	Drinking water: Transmission & distribution: lead remediation		
5.13	Drinking water: Source		
5.14	Drinking water: Storage		
5.15	Drinking water: Other water infrastructure		
5.16	Broadband: "Last Mile" projects		
5.17	Broadband: Other projects		
6	Expenditure Category: Revenue Replacement		
6.1	Provision of Government Services		
7	Administrative and Other		
7.1	Administrative Expenses	22,977.00	
7.2	Evaluation and data analysis		
7.3	Transfers to Other Units of Government		
7.4	Transfers to Nonentitlement Units (States and Territories only)		

Signature of Applicant; 
Date; 1-20-23

Reviewed by Economic Development Coordinator;
Signature; 
Date; 1-23-23

Approval by County Administrator;
Signature; 
Date; 1-23-23

(Approval by County Administrator allows request to be presented to the Board of Commissioners for final approval.)

Matt Lueck Construction LLC

36772 Deer St.

Aitkin, MN 56431 (218) 839-2828

Lic#BC635422

12/19/22

Roof Proposal

Long Lake Conservation center

School house building

We propose to furnish the materials and labor necessary for the replacement of roof with Metal Sales steel roofing.

Scope Remove and dispose of old roofing, underlayment, debris and plastic gutters
Inspect roof deck and make any necessary repairs

Supply Ice and water shield underlayment on entire roof
& Steel roof edge
Install steel 42" W valley flashing
Metal Sales steel roof panels and trim work
20" vented ridge cap

Materials, Labor and disposal Estimated total cost \$22,977.00

50% materials deposit balance due upon completion

Roof deck repairs due to water damage or rot that exceed \$150.00 in cost will be an extra charge over and above estimated cost. Homeowner will be notified so any extra cost can be discussed and agreed upon. All material is guaranteed to be as specified, and the work performed in accordance with specifications submitted for above work and to be completed in a substantial workmanlike manner.

Owner to carry fire, tornado and other necessary insurance upon above work. Workman's compensation and public liability insurance on above work to be provided by: Matt Lueck Construction
Acceptance of proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Matt Lueck Construction is authorized to do the work as specified and payments will be made as outlined above.

Proposal accepted by: _____ date _____

Respectfully submitted: Matt Lueck Construction



Board of County Commissioners Agenda Request

8A

Agenda Item #

Requested Meeting Date: February 14, 2023

Title of Item: Childcare Acceleration Grant document approval

<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: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 10 minutes
Summary of Issue: <p>Aitkin County has been awarded a grant from the Department of Employment and Economic Development (DEED). The Aitkin County Board of Commissioners, have approved this grant funding to be used to directly impact the Community of Aitkin County by establishing the AITKIN COUNTY CHILDCARE ACCELERATION GRANT Program.</p> <p>The purpose of this grant fund is to help support community members who aspire start their career in childcare and become childcare providers in Aitkin County in an effort to drive economic growth. The main purpose of this grant is to increase childcare slot availability and consideration will be given to new Childcare providers increasing the slot availability. The funding will help support fees associated with new licensing and training needed to open a childcare center or at home facility, general remodeling costs to meet licensing standards and/or funding support to add additional employees to new and existing childcare businesses.</p> <p>Economic Development staff, with collaboration and recommendation by the Economic Development Committee, has developed a Childcare Acceleration Grant Program.</p> <p>The Economic Development Committee recommends approval to execute this program. The County Attorney has reviewed the document and finds it complete and proper as to form.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Economic Development requests a motion to approve execution of the Childcare Acceleration Grant Program.		
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.



AITKIN COUNTY CHILDCARE ACCELERATION GRANT PROGRAM

PROGRAM OVERVIEW

Aitkin County has been awarded a grant from the Department of Employment and Economic Development (DEED). The Aitkin County Board of Commissioners, have approved this grant funding to be used to directly impact the Community of Aitkin County by establishing the AITKIN COUNTY CHILDCARE ACCELERATION GRANT Program.

The purpose of this grant fund is to help support community members who aspire start their career in childcare and become childcare providers in Aitkin County in an effort to drive economic growth. The main purpose of this grant is to increase childcare slot availability and consideration will be given to new Childcare providers increasing the slot availability. The funding will help support fees associated with new licensing and training needed to open a childcare center or at home facility, general remodeling costs to meet licensing standards and/or funding support to add additional employees to new and existing childcare businesses.

Grant Guidelines: Guidelines for application and awarding of AITKIN COUNTY CHILDCARE ACCELERATION GRANTS are as follows:

1. Acceleration Grant funds will be awarded in two categories:
 - Licensing and Training Fees. Childcare professionals can be awarded a maximum of \$500 annually, for up to three (3) years, to be used directly for licensing and training purposes. Proof of expense must be submitted to Aitkin County prior to reimbursement of the funds. ***Currently established/existing childcare professionals must commit to increasing childcare slots to the maximum allotted by standard regulations. No match will be necessary for this award.
 - Remodel costs/supplies to meet licensing standards and regulations. Childcare professionals can be awarded a maximum of \$5000 to be used directly for new facility upgrades to meet licensing standards and regulations. Applicants are required to provide a 1:1 match of all funds awarded. This funding may also be used for supplies needed for child occupancy. Examples are cribs, toys, cots, educational material, etc. The supplies are intended to directly contribute to the capacity of children and increase the child care slot availability. Applicants are required to provide a 1:1 match of all funds awarded.
2. The Economic Development Committee may recommend to the Board of Commissioners to increase or decrease the amount awarded at their discretion. The Aitkin County Board of Commissioners grants the final approval for funding.
3. County-Wide Distribution: The intent of this program is to provide assistance throughout Aitkin County. Consideration shall be given to amounts awarded and number of grants approved for any particular region of the county to ensure that an equitable level of funding is available throughout the county.
4. AITKIN COUNTY CHILDCARE ACCELERATION GRANT funds may not be used to reimburse expenses that occurred prior to grant approval by Aitkin County.
5. The Aitkin County Economic Development Committee will rank applications based on immediate need and actionable project completion. Priority will be given to those applicants who commit to increase childcare slot availability.
6. Eligible Project Examples:



- Annual licensing and training fees
- General remodeling costs to meet licensing standards
- Start-up supplies, cribs, educational material, toys, etc.

7. Eligible organizations:

- Community members aspiring to become childcare providers in Aitkin County
- Existing childcare providers in Aitkin County with a commitment to increase childcare slot availability.

Application Procedure: Guidelines for applications are as follows:

1. Grant requests should be submitted by EMAIL to:
mark.jeffers@co.aitkin.mn.us, subject line: Childcare Acceleration Grant 2023 or by mail to:

Mark Jeffers
Aitkin County Government Center,
307 2nd Street NW, Room 316,
Aitkin, MN 56431.

2. Funding recommendations will be considered at the regularly scheduled monthly meetings of the Aitkin County Economic Development Committee in 2023. Application deadline is **ongoing until all available funds are awarded**.
3. Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

Reporting Requirements

1. Applicants that are awarded a Childcare Acceleration Grant are required to submit proof of fund use no more than 18 months after the grant is approved and awarded by the Board of Commissioners. Reporting information documents and deadlines will be included in the award letter.
2. Economic Development staff will collaborate with grant award winners to verify qualified grant use.
3. Unused funds at the conclusion of the 18 month grant period must be returned to Aitkin County.
4. In the event that a childcare business accepts funds and the business is not opened or child care slot availability is not increased (existing childcare businesses) within 18 months of funding award, all funding must be paid back to Aitkin County.
5. Applicants agree to use funds only for the designated purposes as described in the grant application and to notify Aitkin County Childcare Acceleration Grant Program Administration and receive consent to any substantial deviation from the grant application.



6. Applicants agree to complete an onsite evaluation no later than 60 days following the event/project completion. This evaluation will be completed by the Economic Development Coordinator of Aitkin County.
7. That the total amount of the grant may be discontinued, modified or withheld at any time, when, in the judgement of the County, such action is necessary to comply with requirements of the law or when, compliance to all of the rules stated on the recipient agreement form are not met.
8. Businesses eligible for the Aitkin County Childcare Acceleration Grant, must have a physical location in Aitkin County.
9. All applicants must be current on their property taxes through 2022 or any other obligations to Aitkin County.
10. All applicants agree that by signing and submitting the Aitkin County Childcare Acceleration Grant application they will be subject to a random audit by Aitkin County for accuracy in expenses, demonstration of business loss or any other statements or information requested. If it is determined that false or misleading information is provided on the Aitkin County Childcare Acceleration Grant Application, the applicant will be required to repay Aitkin County the entire grant amount.
11. All materials and promotion of the program must indicate/acknowledge Aitkin County Economic Development as a supporter of the event/project.
12. All applicants will be required to submit a Form W-9, for payment processing.
13. No interest shall be earned on the grant money provided through the program.
14. No reimbursement grants will be awarded.

Further information and additional forms and materials may be obtained by contacting:

Mark Jeffers
Aitkin County Economic Development Coordinator
218-531-6188
mark.jeffers@co.aitkin.mn.us



Application for Aitkin County CHILDCARE ACCELERATION Grant Program 2023

1. Grant requests should be submitted by EMAIL to:
mark.jeffers@co.aitkin.mn.us, subject line: CHILDCARE ACCELERATION GRANT 2023
Or by mail to:
Mark Jeffers
Aitkin County Government Center,
307 2nd Street NW, Room 316,
Aitkin, MN 56431.
2. Funding recommendations will be considered at the regularly scheduled monthly meeting of the Aitkin County Economic Development Committee.
3. Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

APPLICANT INFORMATION

PROGRAM INFORMATION

Business Name:

Address:

Person in Charge of Project:

Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):

Contact Person's Phone #:

Contact Person's Email:

Description of your childcare business:

How many children are enrolled?

How many childcare slots will you increase if awarded?



FUNDING:

Category for funding (circle or highlight):

Licensing & training

Remodel to meet licensing standards

Supplies to meet licensing standards

Amount requested from Aitkin County \$

Amount of the business' match \$

Total projected budget \$

PROJECT DESCRIPTION: Be concise and complete; attach supporting information if needed.



PROJECT BUDGET: in the space below, provide a budget for the entire project.

Category	Grant Funds	Applicant Funds	Total
TOTALS			

Will your organization accept a grant if it is partially funded?

Along with your application, please attach all documents that will assist the committee in their decision. Examples should include detailed quotes of work to be accomplished (if available), timeline of potential opening.

Applicant Signature:

Name _____ Date: _____



Board of County Commissioners Agenda Request

8B

Agenda Item #

Requested Meeting Date: February 14, 2023

Title of Item: DEED Office of Broadband Development: Committee participation

<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: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 10 minutes
Summary of Issue: <p>Staff has identified a participation and mini-grant opportunity to support the Minnesota Office of Broadband's digital equity planning process by forming a committee of local community members focused on identifying need for digital equity in Aitkin County.</p> <p>DEED's Office of Broadband Development (OBD) is developing a digital equity plan to create improvements in internet affordability, access to internet-enabled devices, and ways to provide digital skills training. We want to hear from Minnesotans most impacted by the digital access and skills gap to ensure our digital equity plan reflects the goals and needs of all Minnesotans. This plan will help us determine how to spend federal funding coming in 2024 aimed at increasing digital access and skills.</p> <p>Cities, counties, schools, libraries, faith communities, businesses, internet providers, nonprofits, and other organizations are encouraged to form Digital Connection Committees and partner with us to share these critical insights.</p> <p>The Economic Development staff recommends approval to allow the Economic Development Coordinator to lead a community Digital Communications Committee, submit the mini-grant application and authorize the County Administrator and Economic Development Coordinator to administer the grant agreement documents.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Board approval to allow the Economic Development Coordinator to lead a community Digital Communications Committee, submit the mini-grant application and authorize the County Administrator and Economic Development Coordinator to administer the grant agreement documents.		
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 Please Explain:		

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

Assessing Digital Inclusion: Mini-Grant Application Packet

Coversheet

Applicant Information

Legal name of applicant organization: Aitkin County Government

Minnesota SWIFT vendor ID number: 0000197275

Total grant request (maximum of \$4,000): [Click or tap here to enter text](#)

Official with Authority to Sign

This is person who has the authority to approve grant applications for your organization.

Name of official with authority to sign this application: Mark Jeffers

Title: Economic Development Coordinator

Address, including city, state, and ZIP code: 307 2nd Street NW, Aitkin, MN 56431

Phone number: 218-513-6188

Email: mark.jeffers@co.aitkin.mn.us

Primary Program Contact

This is person who will be the primary contact for all grant activities. Please fill out this section completely even if this individual is the same person identified in the previous section.

Name of program contact: Mark Jeffers

Title: Economic Development Coordinator

Address, including city, state, and ZIP code: 307 2nd Street NW, Aitkin, MN 56431

Phone number: 218-513-6188

Email: mark.jeffers@co.aitkin.mn.us

Business Manager

This is person who will be the primary contact for grant payments. Please fill out this section completely even if this individual is the same person identified in either of the previous sections.

Name of business manager: Mark Jeffers

Business manager title: Economic Development Coordinator

Address, including city, state, and ZIP code: 307 2nd Street NW, Aitkin, MN 56431

Phone number: 218-513-6188

Email: mark.jeffers@co.aitkin.mn.us

Signature of Official with Authority and Date

Mark Jeffers

I certify I have read the full application (including narrative, budget, assurances, and any supplemental documentation if applicable) and will comply with the approved application and assurances herein and additional state, local, federal regulations and policies that apply to my organization.

Submission Instructions

The completed application and assurances must be submitted by email to hannah.buckland@state.mn.us by **March 3, 2023, no later than 3:00 p.m. Central Time**. Late applications will not be accepted.

Application Narrative and Budget

Applicant Eligibility

Eligible applicants are limited to those aligning with one or more of the following categories. Use the checkboxes to select any applicable categories:

- Minnesota counties, cities, and townships
- Federally recognized tribes sharing geography with Minnesota
- Community anchor institutions: [Click or tap here to select type of anchor institution](#)
- Social service providers and community-building nonprofits serving a population or clientele comprised at least 50% of the following covered population: [Click or tap here to select population category](#)

If you have additional context you want to provide regarding your organization's eligibility, you may do so in the space provided below.

[Click or tap here to enter text](#)

Applicant Background

In no more than 100 words, please describe your organization's experience in the area of digital inclusion and assessment, including planning broadband infrastructure deployment, promoting internet service affordability, providing internet-enabled devices, and delivering digital skills training. This question is intended to help Office of Broadband Development provide appropriate resources and support that align with each applicant's needs. Limited experience will have no effect on whether grant funds are awarded.

Aitkin County Government has created momentum within our community to improve our broadband deployment. We currently administrate the CDBG-CV CARE-21-0011-O-FY21 Broadband Grant for Aitkin County. This grant award was \$5 million dollars to directly build out an unserved area of our County. Previously, Aitkin County Government was the lead member of a Blandin Cohort, Community Broadband Resources- Accelerate! Program.

Project Activities and Timeline

In 50 to 200 words, describe the grant-funded activities that will occur during the performance period and identify the expected dates by or during which these activities will occur. The required deliverables are as follows; more information about each is included in the application instruction document:

- Evidence of having established a Digital Connection Committee
- Quantitative digital inclusion data
- Qualitative digital inclusion data
- An asset inventory identifying any existing digital inclusion resources supporting the grantees' geographic and/or service populations

The anticipated performance period for this grant is **April 3, 2023 to June 30, 2023**. No extensions will be offered.

Aitkin County Government, through the Economic Development Coordinator, has established a committee of local community leaders involved in Career Development (JET), Aitkin County CARES, Tribal members, Internet Service Providers, Chamber of Commerce members and County employees. This committee will lead the community as its focus group, gathering information on digital equity and status of under-served

and unserved residents of our community. Focus meetings will take place in April and May of 2023 and be completed by the deadline of June 30, 2023.

Communication and Engagement

In no more than 100 words, describe how you will communicate and engage with your targeted community members, clients, learners, patrons, etc. throughout the performance period. For example, who are the primary audiences you intend to reach? What methods will you use to reach these audiences? How often will communication occur?

The plan to engage community will be dual-focused using a survey to collect information and more importantly, face to face connection with community member demographics that are identified to have the largest need in our community. We intend to reach our seniors, indigenous population, veterans, low income households and rural community members. Communication will begin in April and be ongoing through May of 2023.

Budget

Complete the table below specifying the grant amount requested and detailing all *necessary and reasonable* expenditures anticipated during the project period. *Necessary* means it is important to the success of the project. *Reasonable* means you are paying fair market price for the item or services. Each line-item must be accompanied by a complete description that explains and justifies the cost.

Category	Budgeted Amount	Description and Justification
Wages	1423.00	2 existing staff members, focusing on completing the project data. Estimated 40 hours of work.
Fringe	\$0.00	Click or tap here to enter text
Travel	\$0.00	Click or tap here to enter text
Equipment	\$0.00	Click or tap here to enter text
Supplies	75.00	Survey material for conducting face to face survey requirements
Contracts	90.00	Survey Monkey platform subscription
Construction	unallowable	Capital costs are unallowable.
Other	200.00	Meeting space for two focus meetings
Indirect costs	unallowable	Indirect costs are unallowable.
Total	1788.00	Enter the total grant amount requested.

Assurances

The applicant by signing the coversheet to the application submitted to the state, certifies they have read all application documents including any revised documents and agree to comply with the approved application and all federal, state and local laws, ordinances, rules and regulations, public policies herein and all others as applicable.

1. Survival of Terms

The following clauses below survive the expiration or cancellation of this award: 4B) Audits; 5) Liability; 6) Intellectual Property Rights; 7) Publicity; 8) Government Data Practices; 9) Data Disclosure; and 11) Governing Law, Jurisdiction and Venue.

2. Use of Funds

The use of funds shall be limited to that portion identified in the application materials and the attached application and by any applicable state or federal laws. Funds must support the purpose and activities approved in the application. Funds must not be used for indirect or administrative costs, construction or other capital investments, implementing or piloting a new digital inclusion program, supporting an existing digital inclusion program, supplanting staff wages currently paid using state or federal funds, or for any other ineligible cost as identified by the National Telecommunications and Information Administration.

- A. The grantee, in the conduct of activities under this award, shall submit such reports as may be required by written instructions of the state within the times required by it. The state reserves the right to withhold funding if reporting requirements are not met. The grantee must promptly return to the state any unexpended funds not accounted for in the financial report due to the state at grant closeout.
- B. The grantee shall present reports to the Department of Employment and Economic Development or the state's Authorized Representative. At the Commissioner's discretion, these reports may be presented at departmental, legislative, other state agency or public meetings where the grantee shall be available to explain the project and respond to questions.
- C. Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid if state is allowed in the approved budget, provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "Commissioner's Plan," promulgated by the Commissioner of Minnesota Management and Budget (MMB). The grantee will only be reimbursed for travel and subsistence outside Minnesota if it has received prior written approval for such out-of-state travel from the state. The current [Commissioner's Plan](#) can be viewed to obtain current maximum expense reimbursement rates.

3. Time

In the performance of this grant, time is of the essence. The grantee must comply with the time requirements described in the application and award, in the performance of this award, and inform the grantor of any potential long-term delays or changes affecting those timelines.

4. Financial and Administrative Provisions

A. Allowability of Costs

The allowability of costs for funding incurred under this award shall be determined in accordance with:

- The approved budget
- The procedures and principles in [2 Code of Federal Regulations \(CFR\), Part 200](#)
- The procedures and principles set forth by the National Telecommunications and Information Administration pertaining to the Digital Equity Act

For all funds, no claim for materials purchased in excess of budget categories or program services not specifically provided for in this award by the grantee will be allowed by the state unless approved in writing by the state.

Such approval shall be considered to be a modification of the award. There may be additional limitations on allowable costs, which shall be noted in the award.

B. Audits

Under [Minn. Stat. 16B.98, subd. 8](#), the grantee's books, records, document, and accounting procedures and practices relevant to this grant are subject to examination by the state and/or the state auditor or legislative auditor, as appropriate, for a minimum of six years from the end of this grant, receipt and approval of all final reports, or the required period of time to satisfy all state retention requirements, whichever is later. For federal funding, all grantees are subject to retention requirements related to audits. If the grantee (in federal Office of Management and Budget (OMB) Circular language known as "subrecipient") receives federal assistance from the state of Minnesota, it will comply with the applicable single audit requirements. The grantee will provide copies of the single audit reporting package upon request.

C. State Requirements

- The grantee will comply with required grants management policies and procedures set forth through [Minn. Stat. 16B.97, subd. 4\(a\)\(1\)](#)
- Pursuant to [Minn. Stat. 16B.98, subd. 1](#), the grantee agrees to minimize administrative costs as a condition of this grant
- The grantee certifies they are not [suspended or debarred](#) in MN
- The grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout

5. Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents, employees or independent contractors. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

6. Intellectual Property Rights

The Grantee represents and warrants that Grantee's intellectual property used in the performance of this grant contract agreement does not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 5, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of Grantee's intellectual property used in the performance of this grant contract agreement infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing intellectual property as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

7. Publicity and Endorsement

A. Publicity

Any publicity regarding the subject matter of this grant must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

B. Endorsement

The Grantee must not claim that the State endorses its products or services.

8. Government Data Practices

The grantee and the state must comply with the Minnesota Government Data Practices Act, [Minn. Stat. 13](#), as it applies to all data provided by the state under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the grantee under the award. The civil remedies of [Minn. Stat. 13.08](#) apply to the release of the data referred to in this paragraph by either the grantee or the state. If the grantee receives a request to release the data referred to in this paragraph, the grantee must immediately notify the state. The state will give the grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

9. Data Disclosure

Under [Minn. Stat. 270C.65, subd. 3](#), and other applicable laws, the grantee consents to disclosure of its SWIFT Supplier ID Number (formally known as SWIFT Vendor ID), Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the state, to federal and state tax agencies and state personnel involved in the payment of state obligations. These numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the grantee to file state tax returns and pay delinquent state tax liabilities, if any.

10. Worker's Compensation

Grantee certifies that it is in compliance with [Minn. Stat. 176.181 subd. 2](#), pertaining to workers' compensation insurance coverage. The grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the state's obligation or responsibility.

11. Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12. Transferability

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the state. It is understood, however, that grantee remains solely responsible to the state for providing the products and services described.

13. Affirmative Action and Nondiscrimination

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified per [Minn. Stat. 363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. Per [Minnesota Rules 5000.3500](#), the grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

14. Pre-Award Work and Pre-Award Costs

The grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained; an official Grant Award Notification (GAN) has been issued or other award documentation has been received and the grantee is notified to begin work by the state's program authorized representative or their designee. If an exception to this is determined necessary by Department of Employment and Economic Development, the grantee would be informed in writing or email by the state's program authorized representative or designee.

15. Grantee's Grant Program Representative

The applicant's Program Contact Representative will be named on the Grant Award Notification (GAN) or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

16. Cancellation

- **With or Without Cause:**
 - An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the grantee. Upon termination, the grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.
- **Due to Discontinued or Insufficient Funding:**
 - It is expressly understood and agreed that in the event the funding to the state from Federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an

aggregate level sufficient to allow for the grantee’s program to continue operating, the grant shall immediately be terminated upon written notice by the state to the grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The state must provide the grantee notice within a reasonable time of the state receiving notice.

- **Due to Failure to Comply:**

- The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

17. Conflict of Interest

In accordance with the Minnesota Office of Grants Management Policy 08-01, the grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain. Grantees will maintain and implement written standards of conduct covering conflicts of interest.

18. Voter Registration

The grantee will comply with [Minn. Stat. 201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

19. Contracting Requirements

- A. Per [Minn. Stat. 471.345](#), grantees that are municipalities as defined in subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of \$25,000 or more.
 - i. Municipalities are encouraged to utilize [Minn. Stat. 471.345, subd. 8](#) for targeted business procurement where available
 - ii. Municipalities must not contract with vendors who are [suspended or debarred](#) in MN
 - iii. Support documentation for the procurement processes must be retained regardless of the source of funding
- B. Grantees that are nongovernmental entities must use these guidelines for approved grant budget contracted services based on these thresholds:
 - i. Grant-funded services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process
 - ii. Grant-funded services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids

- iii. Grant-funded services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor
- iv. For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. 177.41](#). The bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole
- v. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
 - Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)
- vi. Notwithstanding B (i) – (v), the State may waive bidding process requirements when it is determined there is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price
- vii. The grantee must maintain:
 - Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts
 - Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable
- The grantee must not contract with vendors who are [suspended or debarred](#) in MN

20. Amendments

Any amendment to an award must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant award, or their successors in office.

21. Financial Statements

All Non-Governmental Organizations (NGO's) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher in order to comply with [Policy on the Financial Review of Nongovernmental Organizations](#). Please submit one of the following documents with your application, based on the following criteria:

- Grant applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements
- Grant applicants with total annual revenue of \$50,000 or more and less than \$750,000 should submit their most recent IRS Form 990
- Grant applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit

22. Other Provisions

- a. Grantees will comply with the terms as outlined in the Grant Award Notification (GAN)
- b. Grantees will submit financial and narrative reports as outlined in the GAN
- c. Grantees will receive reimbursement for actual approved grant costs as a lump sum following the receipt and approval of final financial report, final narrative report, and invoice. No advance payments will be provided. Invoices must correspond to the line items in the approved grant contract agreement budget (e.g., personnel costs, indirect costs, and equipment costs) and must be submitted according to the schedule outlined in the GAN

Unemployment Insurance Account Consent

Before awarding a grant, DEED will need to verify that your organization does not have any outstanding Unemployment Insurance tax liability. If you choose not to provide this consent, DEED staff may determine that you are ineligible for DEED funding.

This authorization to release unemployment insurance data is not valid until the requirements listed below are met.

You need to:

1. Check the appropriate box authorizing what data the MN Unemployment Insurance program can release
2. Have an *active user listed on the MN Unemployment Insurance employer account*:
 - a. Sign and date this consent form
 - b. Print their name below their signature

The consent form will expire three months after the signature date.

If you have any questions about your private data, how to complete this consent form, or if you want to withdraw your consent, call Aaron Tell (651) 259-7567.

EXPLANATION OF YOUR RIGHTS

Purpose of this form

You must complete, sign and return this form if you want to authorize a person or organization to receive certain private or nonpublic information that we collect to administer the Unemployment Insurance (UI) Program.

You have the right to choose what data we release. This means you can let us release all of the data, some of the data, or none of the data listed on this consent.

You have the right to allow us to release the data to all, some or none of the persons or entities listed on this form. This means you can choose which entities or persons may receive the data and what data they may receive.

You may withdraw your permission at any time. Withdrawing your permission will not affect the data that we have already released because we had your permission to release the data.

1. Data Subject

Your name or name of organization: _____

Minnesota Unemployment Insurance (UI) Employer Account No.: _____

Address: _____

City: _____

State: _____

ZIP Code: _____ - _____

2. Authorized person or organization

I authorize the following person or organization to receive the private and nonpublic data checked below:

DEED, [Insert appropriate division]

332 Minnesota Street, Suite E200

Saint Paul, MN 55101

3. UI Data

Types of data that I agree to be released:

Payment- Employer UI account status

Other – information about all outstanding UI account debt, including the age, amount owed and when the debt was incurred. Status of wage detail submission.

4. Signature

I voluntarily authorize DEED to release the selected private data to the above individual/organization. I am aware of the purpose for releasing the private data and I understand that there may be consequences for releasing the data to the individual/organization.

Your signature or signature of corporate officer, partner or fiduciary

Print your name (and title, if applicable): _____

Phone: (____) - ____ - ____

Date: __-__-____ (mm-dd-yyyy)

Instructions: Please return your completed form as part of the Response submittal.

Conflict of Interest Disclosure Form

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Policy 08-01: Grants Conflict of Interest](#) (Current Policies tab) and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict of interest disclosure form.

I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

I or my grant organization have an ACTUAL or POTENTIAL conflict of interest. (*Please describe below*):

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name: Mark Jeffers

Signature:

Organization: Aitkin County Government

Date: February 7, 2023

Instructions: Please return your completed form as part of the Response submittal.

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation).
2. That the attached proposal submitted in response to <<NAME OF THE GRANT>> Request for Proposal has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit fair and open competition.
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals.
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Authorized Signature

Responder's firm name: Aitkin County

Print authorized representative name: Mark Jeffers

Title: Economic Development Coordinator

Authorized signature: _____

Date (mm/dd/yyyy): _____

Notary Public

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public signature

Commission expires (mm/dd/yyyy): _____



Board of County Commissioners Agenda Request

9A
Agenda Item #

Requested Meeting Date: 14 February 2023

Title of Item: Dell Azure Stack HCI proposal

<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: Chris Sutch	Department: IT
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Presenter (Name and Title): Chris Sutch IT Manager	Estimated Time Needed: 5 Minutes
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Summary of Issue:

IT needs to replace some of our aging infrastructure. In years past, the normal has been to purchase several physical servers to carry the workloads. The current best practice is to run a Hyper Converged Infrastructure; Physical servers are clustered in order to virtualize workloads. Allowing servers to share resources more effectively, and provide redundancy and replication within the system. We may also see some savings on power consumption and cooling. The solution I am recommending is the Dell Azure Stack HCI.

This will replace most of Aitkin County's current server infrastructure.

Alternatives, Options, Effects on Others/Comments:

Alternatives explored include:
 Nutanix - \$100,000 plus \$40,000 annual software costs.
 Lenovo - \$50,000 - While the Lenovo product is cheaper the Dell proposal is a superior technology incorporating all solid state hard drives, whereas the Lenovo proposal was a hybrid option, with mostly conventional storage and a small amount of solid state for cache. With the Lenovo proposal adjusted for all solid state storage the costs are similar.

Recommended Action/Motion:
 Approve purchase of Dell Azure Stack HCI

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ 99,022.80

Is this budgeted? Yes No *Please Explain:*

IT has been reserving funds for server & infrastructure upgrades for the past several years. I have also obtained the County Recorder, Tara Snyder's approval to utilize \$50,000 from the Recorder Tech funds.



Dell Azure Stack HCI

Prepared for:

Aitkin County MN

Chris Sutch
csutch@co.aitkin.mn.us

Prepared by:

Austin Glazier

February 3, 2023



Eastern At-A-Glance

Eastern Computer Exchange, a trusted solution provider with a highly skilled and certified staff, has been delivering best in breed end-to-end technology to customers across the globe for over 30 years.

- Founded in 1990 - over 30 years!
- **World Headquarters:** Westport, CT, United States
- **Global Presence:** North America, South America, Asia Pacific, and Europe with over 50 offices on five continents
- **Core Business:** Hybrid Cloud, Software Defined Infrastructure, Business Continuance, Data Center Migrations, Consulting, Staffing, and Program Management
- **Partnerships:**



Industry Awards:

- 2022 Dell Titanium Partner
 - 2022 Cisco Gold Partner
 - 2022 Cisco Advanced Data Center Architecture Specialization Certificate
 - 2022 Cisco Customer Experience Specialization Certificate
 - CRN Tech Elite 250 Award 2022
 - Ten Best Industry Solution Providers of 2022, Industry Era Magazine
 - Five Best Dell Solution Providers of 2022, Enterprise World Magazine
- **Proven Leader in the Industry:** Over 30 years in business successfully deploying many of the largest solutions with our customers. Our customer business outcome focused processes for delivering solutions includes developing strategies for digital transformation, assessments, architectural planning / design, flexible consumption modeling, staging, implementation, and programmatic project management.
 - **Specialty Solutions:** Multi & Hybrid Cloud Strategy, Operations Managed Services, Hyper-Converged Infrastructure Solutions, End User Compute Modernization (Mobility Management), Virtual Desktops, Cyber Recovery, Zero Trust, Identity Management, Edge Computing, Internet of Things (IoT), Video Surveillance, Autonomous Operations, Managed Services, Data Center Relocation, Migrations, and Media & Entertainment.
 - **Networking:** We are highly skilled in the design of advanced Enterprise Network Architectures. Our Data Center designs are extremely adaptable and have been implemented worldwide by numerous Enterprise customers. Eastern's ability to design, deploy, and troubleshoot helps our customers streamline network operations, reduce cost, and improve total cost of ownership.
 - **Security:** Eastern's technology expertise is an integral part of any cyber security program. We partner with industry-leading security product manufacturers and possess an intimate knowledge of best-of-breed technologies and how they work together. Our knowledge and experience provide our customers with more effective, integrated solutions that exceed requirements.
 - **Global Presence:** United States, Argentina, Australia, Brazil, Bulgaria, Canada, China, Columbia, Czech Republic, France, Germany, Hong Kong, India, Indonesia, Ireland, Japan, Malaysia, Netherlands, New Zealand, Panama, Philippines, Romania, Singapore, South Africa, South Korea, Switzerland, Taiwan, Thailand, Turkey, United Kingdom and Uruguay.



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Executive Summary

February 3, 2023

Chris Sutch
County of Aitkin, MN
209 2nd St. NW
Aitkin, MN 56431-1269
United, States

Dear Chris:

On behalf of Eastern Computer Exchange, Inc. (Eastern), thank you for the opportunity to present the *Dell Azure Stack HCI* proposal for **County of Aitkin, MN**. Eastern is the leader in providing IT Digital and Cloud Transformation including Storage, Software, Networking, Security and Virtualization Solutions for your Infrastructure for over 30 years.

We greatly appreciate your time and the opportunity you have given us to prove Eastern and this solution is the best **County of Aitkin, MN**. Please review the below financial summary and proposal.

Financial Summary:

Dell Azure Stack HCI	
Hardware	\$85,045.26
Software	\$1,045.14
Services	\$4,078.74
Maintenance	\$8,853.66
Total	\$99,022.80

If you have any questions or need additional information, please feel free to contact me at **708-218-6928**.

Regards,

Austin Glazier
Account Executive
Eastern Computer Exchange Inc.
Mobile: 708-218-6928
Email: austinglazier@ecei.com

Dell Azure Stack HCI

Qty	Part #	Description	Total List	Total Price
		Hardware		
3	379-BDTF	2.5 Chassis	\$0.00	\$0.00
3	379-BDSS	SAS/SATA Backplane	\$0.00	\$0.00
3	379-BDTE	No Rear Storage	\$0.00	\$0.00
3	379-BDSR	No GPU Enablement	\$0.00	\$0.00
3	210-BBSN	Dell EMC AX-750	\$10,029.00	\$2,940.96
3	350-BCBP	All Flash Node, Azure Stack HCI	\$0.00	\$0.00
3	350-BCBR	Luggage Tag Label, Azure Stack HCI	\$0.00	\$0.00
3	350-BCGU	Lug Tag, Azure Stack HCI AX-750	\$0.00	\$0.00
3	350-BCKG	IDM, AX-750	\$0.00	\$0.00
3	461-AAIG	Trusted Platform Module 2.0 V3	\$297.00	\$87.12
3	321-BGFC	2.5" Chassis with up to 24 SAS/SATA Drives	\$2,820.00	\$826.95
3	338-CBWI	Intel Xeon Silver 4309Y 2.8G, 8C/16T, 10.4GT/s, 12M Cache, Turbo, HT (105W) DDR4-2666	\$3,357.00	\$984.45
3	338-CBWI	Intel Xeon Silver 4309Y 2.8G, 8C/16T, 10.4GT/s, 12M Cache, Turbo, HT (105W) DDR4-2666	\$3,357.00	\$984.45
3	379-BDCO	Additional Processor Selected	\$0.00	\$0.00
3	412-AAWE	Heatsink for 2 CPU configuration (CPU less than 165W)	\$0.00	\$0.00
3	370-AAIP	Performance Optimized	\$0.00	\$0.00
3	370-AEVR	3200MT/s RDIMMs	\$0.00	\$0.00
3	780-BCDI	No RAID	\$0.00	\$0.00
3	405-AAXY	Dell HBA355i Controller Front	\$2,157.00	\$632.52
3	750-ADED	Front PERC Mechanical Parts, for 2.5" x24 SAS/SATA Chassis	\$0.00	\$0.00
3	800-BBDM	UEFI BIOS Boot Mode with GPT Partition	\$0.00	\$0.00
3	750-ADGJ	Very High Performance Fan x6	\$867.00	\$254.22

Dell Azure Stack HCI

Qty	Part #	Description	Total List	Total Price
3	450-AJHG	Dual, Hot-Plug, Power Supply Redundant (1+1), 1400W, Mixed Mode	\$4,197.00	\$1,230.78
3	330-BBRX	Riser Config 2, Half Length, 4x16, 2x8 slots, SW GPU Capable	\$1,647.00	\$482.97
3	329-BFGT	R750 Motherboard with Broadcom 5720 Dual Port 1Gb On-Board LOM	\$0.00	\$0.00
3	540-BCOD	Broadcom 57416 Dual Port 10GbE BASE-T Adapter, OCP NIC 3.0	\$1,917.00	\$562.17
3	325-BEEY	Azure Stack HCI, 2U Standard Bezel	\$147.00	\$43.11
3	403-BCMG	BOSS-S2 controller card + with 2 M.2 240GB (RAID 1)	\$3,777.00	\$1,107.60
3	470-AERR	BOSS Cables and Bracket for R750 (Riser 1)	\$150.00	\$43.98
3	350-BBYX	No Quick Sync	\$0.00	\$0.00
3	605-BBFN	No Media Required	\$0.00	\$0.00
3	770-BBBQ	ReadyRails Sliding Rails	\$447.00	\$131.10
3	770-BDRQ	Cable Management Arm, 2U	\$207.00	\$60.69
3	750-ACOM	Fan Foam, HDD 2U	\$0.00	\$0.00
3	631-AACK	No Systems Documentation, No OpenManage DVD Kit	\$0.00	\$0.00
3	340-CULS	PowerEdge R750 Shipping	\$0.00	\$0.00
3	481-BBFG	PowerEdge R750 Shipping Material	\$297.00	\$87.12
3	389-DYHE	PowerEdge R750 CE Marking, No CCC Marking	\$0.00	\$0.00
3	389-DYHF	Dell/EMC label (BIS) for 2.5" Chassis	\$0.00	\$0.00
3	989-3439	Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800-945-3355	\$0.00	\$0.00
48	370-AEVQ	16GB RDIMM, 3200MT/s, Dual Rank	\$40,800.00	\$11,964.48
24	345-BCTI	7.68TB SSD vSAS Read Intensive 12Gbps 512e 2.5in Hot-Plug ,AG Drive SED, 1DWPD,	\$210,950.88	\$61,860.48
6	492-BBDH	Jumper Cord - C13/C14, 0.6M, 250V, 13A (North American, Guam, North Marianas, Philippines, Samoa)	\$120.00	\$35.22

Dell Azure Stack HCI

Qty	Part #	Description	Total List	Total Price
3	540-BDIN	Mellanox ConnectX-5 Dual Port 10/25GbE SFP28 Adapter, PCIe Low Profile, V2	\$2,127.00	\$623.73
3	470-ACET	Dell Networking, Cable, SFP28 to SFP28, 25GbE, Passive Copper Twinax Direct Attach Cable, 2 Meter	\$345.00	\$101.16
Hardware Subtotal			\$290,012.88	\$85,045.26
Software				
3	379-BEHV	Azure Stack HCI Operating System	\$0.00	\$0.00
3	528-CRVW	iDRAC9 Datacenter 15G	\$2,067.00	\$606.15
3	528-CJIT	OpenManage Integration with MS Windows Admin Center Premium License for MSFT HCI Solutions, Perpetual	\$1,497.00	\$438.99
3	379-BCSG	iDRAC, Legacy Password	\$0.00	\$0.00
3	379-BCQY	iDRAC Group Manager, Disabled	\$0.00	\$0.00
3	634-BZEF	Microsoft Azure Stack HCI Operating System	\$0.00	\$0.00
Software Subtotal			\$3,564.00	\$1,045.14
Services				
3	839-3617	ProDeploy for AX 1U-2U	\$4,078.74	\$4,078.74
Services Subtotal			\$4,078.74	\$4,078.74
Maintenance: 36 Months				
3	865-7971	Dell Hardware Limited Warranty Plus Onsite Service	\$1,288.14	\$377.73
3	865-7981	ProSupport Next Business Day Onsite Service After Problem Diagnosis 3 Years	\$0.00	\$0.00
3	865-8001	ProSupport 7X24 Technical Support and Assistance 3 Years	\$25,851.00	\$8,475.93
Maintenance: 36 Months Subtotal			\$27,139.14	\$8,853.66

Total: \$99,022.80

Dell Azure Stack HCI

Prepared by:

Eastern Computer Exchange, Inc.

Austin Glazier
708-218-6928
Fax 203-877-5335
austinglazier@ECEI.com

Prepared for:

Aitkin County MN

209 2nd St. NW
Aitkin, MN 56431-1269
United States
Chris Sutch
(218) 927-7318
csutch@co.aitkin.mn.us

Quote Information:

Quote #: 11501, 6841

Version: 2

Proposal Date: 02/03/2023

Expiration Date: 02/17/2023

Quote Summary

Description	Amount
Dell Azure Stack HCI	\$99,022.80
Total:	\$99,022.80

Aitkin County MN

Eastern Computer Exchange, Inc.

Signature:

Signature:

Name:

Name:

Title:

Title:

Date:

Date:

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.



Board of County Commissioners Agenda Request

10A
Agenda Item #

Requested Meeting Date: 2-14-23

Title of Item: Award Palisade Cold Storage Building Bid

<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: John Welle	Department: Highway Department
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Presenter (Name and Title): John Welle, Aitkin County Engineer	Estimated Time Needed: 10 minutes
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Summary of Issue:
The 2023 Capital Facility Improvement Plan includes construction of a 40'x60' wood framed/steel sided cold storage building at the Palisade Maintenance Facility. Bids were opened at 2:00 pm on Monday, January 30, 2023 with four bids recieved as shown on the attached bid summary.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Recommend Award of Palisade Cold Storage Building to Baratto Brothers, Crosslake, MN.

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$ 117,130
 Is this budgeted? Yes No *Please Explain:*
 A total of \$120,000 was budgeted in 2022/2023 for this structure.

Bidders List

Palisade Cold Storage

Bid Date: 1/30/2023

Bid Time: 2:00 PM

Initial Engineer Estimate: \$121,903.00

PLAN HOLDER	Bond 5%	BID AMOUNT
Baratto Brothers - Crosslake, MN	X	\$117,130.00
Jerry Hills Construction - Aitkin, MN	X	\$118,000.00
Specialty Construction Service, Grand Rapids, MN	X	\$148,960.00
Gilbert Contracting Services - Grand Rapids, MN	X	\$150,567.00

FINAL



Board of County Commissioners Agenda Request

10B
Agenda Item #

Requested Meeting Date: 2-14-23

Title of Item: Authorize Purchase of Diesel Fuel Tank

<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: John Welle	Department: Highway Department
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Presenter (Name and Title): John Welle, Aitkin County Engineer	Estimated Time Needed: 10 minutes
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Summary of Issue:
 The 2023 Capital Facility Improvement Plan includes acquisition of a 10,000 gallon above ground diesel fuel storage tank at the McGregor Maintenance Facility to replace the 8,000 gallon underground tank that was installed in 1988. Replacement of this tank is necessary to allow continued 7400-gallon diesel fuel tanker delivery at wholesale pricing at this location. Wholesale pricing historically costs \$0.24-\$0.50 less per gallon less than local bulk fuel delivery. With an average annual use of 16,000 gallons of diesel fuel per year at the McGregor facility, this amounts to an annual cost savings of \$4,000-\$8,000 per year with the cost of tank therefore being recovered in a 5-10 year time period.
 Quotes were received as follows:
 True North Steel, Fargo, ND - \$35,675.00
 STAFCO, Columbia City, IN - \$38,373.92
 Centra Sota, Buffalo, MN - \$50,850.00

Note that this same tank was acquired from True North Steel, Fargo, MN in 2021 for the Aitkin Maintenance Facility at a cost of \$24,256. The cost of this tank has therefore increased 47% over this two-year time period.
 All site work for tank removal and installation will be performed by maintenance staff/equipment. Additional services will be obtained for environmental testing/reporting and providing the electrical connection to the tank.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Request authorization to purchase tank from True North Steel, Fargo, ND.

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$ 35,675
 Is this budgeted? Yes No *Please Explain:*
 \$45,000 was budgeted in 2023 for this purchase.



Board of County Commissioners Agenda Request

10C
Agenda Item #

Requested Meeting Date: 2-14-23

Title of Item: Bridge Priority Resolution

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

Submitted by: John Welle	Department: Highway Department
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Presenter (Name and Title): John Welle, Aitkin County Engineer	Estimated Time Needed: 10 minutes
--	---

Summary of Issue:
The MnDOT Office of State Aid requests that counties periodically update their 5-year bridge replacement plans so they are able to plan, on a statewide basis, the amount of funding needed for the Local Bridge Replacement Program. Aitkin County last updated it's bridge priority resolution in July, 2021.

The county highway bridges on the attached resolution are proposed for replacement based on annual bridge safety inspections and corresponding condition ratings. These bridge replacement projects are also reflected in the 2023-2027 Capital Road Improvement Program that was updated as part of the 2023 budget process.

For the township bridges on the list, agreements are in place between the identified townships and Aitkin County Highway Department to facilitate those bridge replacement projects.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve resolution.

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

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

ADOPTED February 14, 2023

By Commissioner: xxx

20230214-xxx

Bridge Priority

WHEREAS, Aitkin County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, and

WHEREAS, Aitkin County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

NOW, THEREFORE BE IT RESOLVED that the following deficient bridges are high priority for replacement and Aitkin County intends to replace these bridges as soon as possible when funds are available,

Existing Bridge Number	Road Number	Crossing	Local Planning Index	Project Cost	Programmed Federal Funds	Local or State -Aid Funds	Township/State Bridge Funds Requested	Program Year
NA	420 th Avenue Farm Island Township	Ripple River	NA	\$340,000		\$10,000	\$330,000	2023
L5965	210 th Lane Pliny Township	Snake River	48	\$560,000		\$10,000	\$550,000	2023
01509	Aitkin CSAH 5	Willow River	44	\$1,023,000	\$818,400		\$204,600	2024
01508	Aitkin CSAH 5	Rice River	38	\$713,000		\$356,500	\$356,500	2025
7375	Aitkin CH 54	Sissabagamah Creek	52	\$425,000			\$425,000	2025
01502	Aitkin CSAH 22	WakeField Brook	61	\$400,000		\$200,000	\$200,000	2025
NA	430 th Street Morrison Township	Ditch	NA	\$350,000		\$10,000	\$340,000	2027
7215	Aitkin CSAH 2	Stream	61	\$630,000		\$315,000	\$315,000	2027
7216	Aitkin CSAH 2	Snake River	58	\$770,000		\$385,000	\$385,000	2027
88102	Aitkin CSAH 19	Moose River	65	\$400,000		\$200,000	\$200,000	2027

BE IT FURTHER RESOLVED that Aitkin County does hereby request authorization to replace such bridges; and

BE IT FURTHER RESOLVED that Aitkin County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

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 14th day of February 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 14th day of February 2023

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

11A
Agenda Item #

Requested Meeting Date: February 14, 2023

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):		Estimated Time Needed: 5 min
Summary of Issue: Administrator Updates		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Discussion Only		
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>		



Board of County Commissioners Agenda Request

11B
Agenda Item #

Requested Meeting Date: January 3, 2023

Title of Item: Closed Session under MN Statute 13D.05 Subd.3(b) Attorney-Client Privilege

<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*
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Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert - County Administrator	Estimated Time Needed: 30 Minutes
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Summary of Issue:
 Closed Session for Attorney-Client privilege, Authorized under Minn. Stat. 13D.05, subd. 3(b)
 - PERA Disability Appeal

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

11C
Agenda Item #

Requested Meeting Date: February 14, 2023

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*
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Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed:
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Summary of Issue:
Discuss 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:*



Aitkin County Board of Commissioners Committee Reports Forms

12A

Agenda Item #

Committee	Freq	Scheduled	Representative
Association of MN Counties (AMC)			
Environment & Natural Resources Policy			Sample
General Government			Leiviska
Health & Human Services			HHS Director
Indian Affairs Task Force			Commissioner Laurie Westerlund
Public Safety Committee			Commissioner Laurie Westerlund
Transportation Policy			Kearney
Aitkin Airport Commission	Monthly	1st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	Wedel and Sample
Aitkin County CARE Board	Monthly	3rd Thursday	Leiviska
Aitkin County Community Corrections	Quarterly	Varies	Wedel and Westerlund
Anoka County JPA Advisory Board	3x per year	1st Thursday in Feb, June and	Westerlund
Aitkin County Water Planning Task Force	Bi-monthly	3rd Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly Sept. to May	1x a month, 3rd Wed.	Kearney, Alt. Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly (begin Feb.)	3rd Wednesday	Kearney, ALT. Leiviska
Arrowhead Regional Development Comm.	Quarterly	3rd Thursday	Leiviska Alt. Sample
ATV Committee	Monthly		Sample and Westerlund
Big Sandy Lake Management Plan	Monthly	2nd Wednesday	Sample Alt. Kearney
Brainerd 1 Watershed 1 Plan	Monthly	4th Tuesday	Wedel
Budget Committee	Monthly	1st Tuesday	Westerlund and Wedel
East Central Regional Library Board	Monthly	2nd Monday	Leiviska Alt. Sample
Economic Development	Monthly	4th Wednesday	Wedel and Sample
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Kearney and Sample
Extension	4x year	Monday	Kearney Alt. Westerlund
Facilities/Technology	As needed		Wedel and Westerlund
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and Leiviska
Historical Society (Liaison)	Monthly	4th Wednesday	Leiviska
Joint Powers Natural Resource Board	Odd Months	4th Monday	Sample and Land Commissioner
Lakes and Pines	Monthly	3rd Monday	Leiviska Alt. Kearney
Law Library	Quarterly	Set by Judge	Leiviska Alt. Kearney
MCIT			Westerlund, Seibert
McGregor Airport Commission	Monthly	Last Wednesday	Kearney
Mille Lacs Fisheries Input Group	8-10x yr		Westerlund
Mille Lacs Watershed	10x year	3rd Monday	Leiviska, Alt. Westerlund
Mississippi Grand Rapids 1W1P			Kearney
Mississippi Headwaters Board	Monthly	4th Friday	Kearney Alt. Sample
MN Rural Counties	8x year	Varies	Westerlund, Alt. Leiviska
Natural Resources Advisory Committee	8-10x yr	2nd Monday	Kearney and Sample
NE MN Office Job Training	As called		Leiviska
Northeast MN ATP	Quarterly	2nd Wednesday	Kearney (Leiviska, Alt.) and
Northeast MN Emergency Communications Board	5-6x yr	4th Thursday	Leiviska (Sheriff Guida Alt.)
Northeast Waste Advisory Council	Quarterly	2nd Monday	Sample, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1st Thursday	Westerlund Alt. Kearney
Ordinance	As needed		Leiviska and Sample
Personnel/Insurance	As needed	2nd Tuesday	Westerlund and Wedel
Planning Commission	Monthly	3rd Monday	Westerlund Alt. Kearney
Rum 1W1P Policy Committee	Monthly	Unknown	Westerlund, Alt. Leiviska
Snake River Watershed	Monthly	4th Monday	Sample Alt. Leiviska
Snake River 1W1P Policy			Sample, Alt. Leiviska
Sobriety Court	Bi-Monthly	3rd Thursday	Wedel
Solid Waste Advisory	As needed		Wedel and Sample
Toward Zero Deaths	Monthly	2nd Wednesday	Wedel
Tri-County Community Health Services	Bi-Monthly	2nd Thursday	Westerlund