



## ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

**What:** Aitkin County Board Agenda

**When:** October 24, 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: 2550 057 1602

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
- D) Health & Human Services (see separate HHS Agenda)

10:00 a.m.

- E) 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-**  
October 11, 2023 - October 24, 2023
  - B) Approve County Board Minutes-**  
October 10, 2023
  - C) Approve Electronic Funds Transfers**
  - D) Approve Auditor Vouchers-**  
Sales/Use & Diesel Tax, September 2023
  - E) Approve Manual Warrants/Voids/Corrections-**  
ELAN 9-28-2023
  - F) Approve Commissioner's Vouchers**  
Commissioner Warrants 10-13-2023
  - G) Approve Auditor Vouchers-**  
R&B 10-13-2023
  - H) Adopt Resolution-**  
Donation - Aitkin County Jail - CRMC
  - I) Approve Manual Warrants/Voids/Corrections-**  
R&B Fee
  - J) Approve Manual Warrants/Voids/Corrections-**  
Manual Warrants 10-12-2023
  - K) Approve-**  
Century Link Utility Easement
  - L) Approve-**  
Equipment Purchase - Pickup Truck Chassis w/flatbed

10:05 a.m.

- 3) **Bobbie Danielson – Human Resources Director**  
A) Approve 2024-2026 LELS Supervisory Agreement

10:10 a.m.

- 4) **Janet Smude - District Manager Aitkin County SWCD**  
A) Adopt Resolution - Mississippi River Brainerd 1W1P

10:25 a.m.

- 5) **Dennis Thompson – Land Commissioner**  
A) Approve Private Sale of Tax Forfeited Land to Phillip Gerber  
B) Approve Private Sale of Tax Forfeited Land to Charles & Mary Ann Wark

10:35 a.m.

- 6) **Mark Jeffers – Economic Development Coordinator**  
A) Approve Senior Developer Agreement INH  
B) Approve Workforce Developer Agreement INH

10:55 a.m.

- 7) **John Welle – County Engineer**  
A) Adopt Resolution - Sponsorship Resolution Shamrock Township LRIP Project  
B) 2023 Highway Contract Summary - Discussion Only  
C) Approve 2024 Highway Contract Schedule

11:25 a.m.

- 8) **Jessica Seibert – County Administrator**  
A) 3rd Quarter Budget Review  
B) Administrator Updates

11:35 a.m.

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

ADJOURN



**AITKIN COUNTY BOARD OF COMMISSIONERS**

October 10, 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 9:04 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
Jeff Schmitt	Administrative Assistant	Present

**1.B PLEDGE OF ALLEGIANCE**

**1.C APPROVAL OF AGENDA**

Motion to: Approve the agenda, as amended.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Travis Leiviska
	Remove item 9B from agenda.

**1.D Citizens Public Comment by:**

Richard Anderson - Ditch clearing along Soo Line boundary.

**2 CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Michael Kearney

**A) Correspondence File-**

September 27, 2023 - October 10, 2023

**B) Approve County Board Minutes-**

September 26, 2023

**C) Approve Electronic Funds Transfers**

<b>Total</b>	\$2,516,513.51
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**D) Approve Manual Warrants/Voids/Corrections-**

Elan 9-14-2023

General	\$2,490.17	LLCC	\$186.46	HHS	\$428.45	<b>Total</b>	\$3,105.08
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**E) Approve Commissioner's Vouchers**

Commissioner Warrants 9-29-2023

General	\$1,083,595.23	State	\$15,622.00	LLCC	\$8,341.77		
R&B	\$117,592.81	Trust	\$12,277.58	Parks	\$22,446.60		
HHS	\$32,630.70	Forest Dv.	\$8,273.11	Covid R.F.	\$12,922.00	<b>Total</b>	\$1,313,701.80

**F) Approve Auditor Vouchers-**

R&B Warrants 9-29-2023

General	\$10,544.56	R&B	\$654,758.94	Tax&Pnlty	\$2,159.52	<b>Total</b>	\$667,463.02
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**G) Approve Manual Warrants/Voids/Corrections-**

Manual Warrants 9-29-2023

General	\$1,950.77	Parks	\$210.00			<b>Total</b>	\$2,160.77
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**H) Adopt Resolution-**

Repurchase Tax-Forfeited Property

**I) Approve-**

2024 Medical Examiner Contract

**Regular Agenda**

3A Erin Melz – Public Health Supervisor

**Motion to:**

Approve 2023 Updated Public Health Nuisance Policy

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

4A Dennis Thompson – Land Commissioner

**Motion to:**

Approve Renewal of Enterprise Version of ESRI GIS Software

**RESULT:** APPROVED (5 TO 0)  
**MOVER:** Commissioner Laurie Westerlund  
**SECONDER:** Commissioner Bret Sample

4B Dennis Thompson – Land Commissioner

**Informational Only**

Discussion Only – Proposed Camping Rate Increase for 2024

**RESULT:** INFORMATIONAL ONLY

5A John Welle – County Engineer

**Informational Only**

Discussion Only – 2024 Budget Capital Road Improvement Plan Presentation

**RESULT:** INFORMATIONAL ONLY

6A Jessica Seibert – County Administrator

**Informational Only**

Administrator Updates

MACA Conference (elected to Executive Board), Dave Baker Presentation, 2023 AMC/LMC Salary Survey, Regional MACA Call

6B Jessica Seibert – County Administrator

**Informational Only**

Discussion Only - Bill Brendel Revitalization Initiative Update

**RESULT:** INFORMATIONAL ONLY

7A Andrew Carlstrom – Environmental Services Director

**Motion to:**

Adopt Resolution Amendment to Zoning Ordinance - Solar Energy Systems

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

8A Dan Guida – County Sheriff

**Motion to:**

Approve Search and Rescue Purchase of drones

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

9A Andrew Carlstrom – Environmental Services Director

**Informational Only**

Public Hearing – Wealthwood RV Resort Expansion EAW

**RESULT:** PUBLIC HEARING:  
10:39 a.m. Open for public comment. Ann Hennessey commented with concerns regarding Wealthwood RV Resort Expansion. Mike Peterson of Widseth spoke on the purpose and intent of completing an EAW. Public hearing closed at 10:51 a.m.

10A Board of Commissioners

**Informational Only**

Committee Reports

Opioid Crisis Presentation, Planning Commission, Land Department Tour, Aitkin County Opioid Settlement Sub-committee, State Capitol visit, JET, Lakes & Pines, H&HS Advisory, ECRL, Beacon, MN Rural Counties, Northern Counties Land Use Coordinating Board, Rum River 1W1P, Economic Development, Brainerd 1W1P, Aitkin Airport, AIS

**Motion to Adjourn**

Motion made at 11:26 a.m.

**MOVER:** Commissioner Laurie Westerlund  
**SECONDER:** Commissioner Travis Leiviska  
**Next Meeting:** Tuesday, October 24, 2023

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

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Jessica Seibert  
County Administrator



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

**ADOPTED October 10, 2023**

By Commissioner: Sample

**20231010-097**

**Approve Sheryl Ruhnke Repurchase Tax-Forfeited Property**

**WHEREAS**, Sheryl Ruhnke, was the owner at the time of forfeiture. (Applicant) and,

**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 #29-1-370300 Lot 204 Big Sandy Lake Highlands Sect: 3 Twp: 49 Rge: 23

**WHEREAS**, said Applicant 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:

Address change – also confusion at county with taxes paid on other lot – said I was good.

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

Lot is adjacent to other lot I own and my camper is parked there. I live there during summer months as I own the bar/restaurant on connecting lots.

**WHEREAS**, the Applicant has made payment of all delinquent taxes of properties.

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

**NOW, THEREFORE BE IT RESOLVED**, that the application of Sheryl Ruhnke 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 Kearney seconded the adoption of the resolution and it was declared adopted upon the following vote

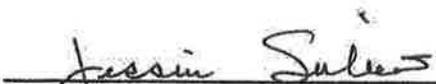
FIVE MEMBERS PRESENT

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 10<sup>th</sup> day of October 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10<sup>th</sup> day of October 2023

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

By Commissioner: Leiviska

20231010-098

Approve Aitkin County Zoning Ordinance Amendment of Solar Energy Systems

**WHEREAS**, the Aitkin County Zoning Ordinance currently does not individually address solar energy systems, and Aitkin County finds it is in the public interest to encourage the use and development of renewable energy systems that enhance conservation efforts, but result in limited adverse impact on nearby properties; and

**WHEREAS**, Aitkin County also finds that the development of solar energy systems should be balanced with the protection of the public health, safety and welfare and resolves that standards shall be adopted to ensure that solar energy systems and solar energy farms can be constructed within Aitkin County; and

**WHEREAS**, the State of Minnesota is experiencing a marked increase in solar energy systems statewide, which meets the intent of the 2040 carbon-free energy bill goal; and

**WHEREAS**, in accordance with the Aitkin County Comprehensive Land Use Plan it is the intent of the County, by adding solar energy systems, to create standards for the reasonable capture and use, by households, businesses and property owners; and

**NOW, THEREFORE BE IT RESOLVED**, the Aitkin County Board of Commissioners does hereby authorize the addition of Section 18.0 "Solar Energy Systems" of the Aitkin County Zoning Ordinance

Commissioner Sample seconded 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 10<sup>th</sup> day of October 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 10<sup>th</sup> day of October 2023

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



# Board of County Commissioners Agenda Request

20  
Agenda Item #

Requested Meeting Date: 10/24/2023

Title of Item: EFT Report

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Lori Grams	<b>Department:</b> County Treasurer	
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  EFT Report thru 10/16/2023		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

**ELECTRONIC FUNDS TRANSFER**

**Thru October 16, 2023 Board Meeting October 24, 2023**

<u>Abstract Number</u>	<u>Date</u>	<u>Amount</u>	<u>Reason</u>
21850	10/6/23	\$855,126.50	Payroll Abstract
21851	10/6/23	\$4,936.61	Auditor Abstract
21852	10/11/23	\$1,281.47	Auditor Abstract
21853	10/10/23	\$30,102.64	Commissioner Abstract
21854	10/13/23	\$161,977.94	Commissioner Abstract
21855	10/13/23	\$57,345.00	Auditor Abstract
21856	10/12/23	\$25.00	Manual Abstract
21857	10/12/23	\$103,657.69	Manual Abstract
21858	10/13/23	\$6,315.63	Auditor Abstract

\$0  
Voids/No ACH

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\$1,220,768.48

S:Board Report:2023 EFT Board Report Thru Date

KMR1  
10/6/23 10:16AM

# Aitkin County



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

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

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

**AUDITOR WARRANTS - Sales/Use & Diesel Tax,  
September 2023**

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

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
42	DEPT		Treasurer			
	89991 Bremer Bank					
	01-042-000-0000-5840		12.87	Receipt Nbr 21080 09/12/2023	Misc Receipts	N
	01-042-000-0000-5840		12.87	Receipt Nbr 21094 09/14/2023	Misc Receipts	N
	89991 Bremer Bank		25.74	2 Transactions		
42	DEPT Total:		25.74	Treasurer	1 Vendors	2 Transactions
43	DEPT		Assessor			
	89991 Bremer Bank					
	01-043-000-0000-5840		0.51	Receipt Nbr 21078 09/12/2023	Misc Receipts	N
	89991 Bremer Bank		0.51	1 Transactions		
43	DEPT Total:		0.51	Assessor	1 Vendors	1 Transactions
90	DEPT		Attorney			
	89991 Bremer Bank					
	01-090-000-0000-5840		2.57	Receipt Nbr 21033 09/05/2023	Misc Receipts	N
	01-090-000-0000-5840		6.11	Receipt Nbr 21054 09/07/2023	Misc Receipts	N
	01-090-000-0000-5840		2.57	Receipt Nbr 21096 09/15/2023	Misc Receipts	N
	01-090-000-0000-5840		3.54	Receipt Nbr 21146 09/27/2023	Misc Receipts	N
	89991 Bremer Bank		14.79	4 Transactions		
90	DEPT Total:		14.79	Attorney	1 Vendors	4 Transactions
100	DEPT		Recorder			
	89991 Bremer Bank					
	01-100-000-0000-5840		0.64	Receipt Nbr 6248 09/01/2023	Misc Receipts	N
	01-100-000-0000-5840		0.64	Receipt Nbr 6281 09/11/2023	Misc Receipts	N
	01-100-000-0000-5840		2.89	Receipt Nbr 6294 09/13/2023	Misc Receipts	N
	01-100-000-0000-5840		14.58	Receipt Nbr 6302 09/14/2023	Misc Receipts	N
	01-100-000-0000-5840		3.15	Receipt Nbr 6308 09/15/2023	Misc Receipts	N
	01-100-000-0000-5840		0.64	Receipt Nbr 6330 09/19/2023	Misc Receipts	N
	01-100-000-0000-5840		10.59	Receipt Nbr 6360 09/25/2023	Misc Receipts	N
	89991 Bremer Bank		33.13	7 Transactions		

KMR1  
 10/6/23 10:16AM  
 1 General Fund

# Aitkin County

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



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
100	DEPT Total:		Recorder	1 Vendors	7 Transactions	
122	DEPT		Planning & Zoning			
89991	Bremer Bank					
	01-122-000-0000-5840		4.28	Receipt Nbr 21019 09/01/2023	Misc Receipts	N
89991	Bremer Bank		4.28	1 Transactions		
122	DEPT Total:		4.28	Planning & Zoning	1 Vendors	1 Transactions
252	DEPT		Corrections			
89991	Bremer Bank					
	01-252-252-0000-5872		32.10	Receipt Nbr 21021 09/01/2023	Phone Card Prisoner Welfare(Taxable)	N
	01-252-252-0000-5872		105.63	Receipt Nbr 21102 09/18/2023	Phone Card Prisoner Welfare(Taxable)	N
89991	Bremer Bank		137.73	2 Transactions		
252	DEPT Total:		137.73	Corrections	1 Vendors	2 Transactions
1	Fund Total:		216.18	General Fund		17 Transactions

# Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated			
89991	Bremer Bank					
	03-000-000-0000-5517		2.89	Receipt Nbr 21063 09/07/2023		Charges-Individuals N
	03-000-000-0000-5517		2.89	Receipt Nbr 21063 09/07/2023		Charges-Individuals N
	03-000-000-0000-5517		17.37	Receipt Nbr 21097 09/15/2023		Charges-Individuals N
	03-000-000-0000-5517		19.30	Receipt Nbr 21097 09/15/2023		Charges-Individuals N
	03-000-000-0000-5517		2.89	Receipt Nbr 21110 09/19/2023		Charges-Individuals N
	03-000-000-0000-5517		2.89	Receipt Nbr 21120 09/21/2023		Charges-Individuals N
	03-000-000-0000-5517		17.37	Receipt Nbr 21124 09/22/2023		Charges-Individuals N
	03-000-000-0000-5517		14.47	Receipt Nbr 21124 09/22/2023		Charges-Individuals N
	03-000-000-0000-5517		2.89	Receipt Nbr 21147 09/27/2023		Charges-Individuals N
	03-000-000-0000-5517		5.79	Receipt Nbr 21155 09/29/2023		Charges-Individuals N
	03-000-000-0000-5517		2.89	Receipt Nbr 21160 09/29/2023		Charges-Individuals N
	03-000-000-0000-5517		4.82	Receipt Nbr 21160 09/29/2023		Charges-Individuals N
89991	Bremer Bank		96.46	12 Transactions		
0	DEPT Total:		96.46	Undesignated	1 Vendors	12 Transactions
303	DEPT			R&B Highway Maintenance		
89991	Bremer Bank					
	03-303-000-0000-6570		36.96	DIESEL TAX: SEPTEMBER 2023	SEPT 2023 DIESEL	Motor Fuel & Lubricants N
	03-303-000-0000-6570		49.38	DIESEL TAX: SEPTEMBER 2023	SEPT 2023 DIESEL	Motor Fuel & Lubricants N
	03-303-000-0000-6570		12.70	DIESEL TAX: SEPTEMBER 2023	SEPT 2023 DIESEL	Motor Fuel & Lubricants N
	03-303-000-0000-6570		142.10	DIESEL TAX: SEPTEMBER 2023	SEPT 2023 DIESEL	Motor Fuel & Lubricants N
	03-303-000-0000-6570		127.53	DIESEL TAX: SEPTEMBER 2023	SEPT 2023 DIESEL	Motor Fuel & Lubricants N
	03-303-000-0000-6570		71.95	DIESEL TAX: SEPTEMBER 2023	SEPT 2023 DIESEL	Motor Fuel & Lubricants N
	03-303-000-0000-6570		31.60	DIESEL TAX: SEPTEMBER 2023	SEPT 2023 DIESEL	Motor Fuel & Lubricants N
	03-303-000-0000-6570		14.11	DIESEL TAX: SEPTEMBER 2023	SEPT 2023 DIESEL	Motor Fuel & Lubricants N
	03-303-000-0000-6570		14.39	DIESEL TAX: SEPTEMBER 2023	SEPT 2023 DIESEL	Motor Fuel & Lubricants N
	03-303-000-0000-6570		52.75	DIESEL TAX: SEPTEMBER 2023	SEPT 2023 DIESEL	Motor Fuel & Lubricants N
89991	Bremer Bank		553.47	10 Transactions		
303	DEPT Total:		553.47	R&B Highway Maintenance	1 Vendors	10 Transactions
3	Fund Total:		649.93	Road & Bridge		22 Transactions

KMR1  
 10/6/23 10:16AM  
 10 Trust

# Aitkin County

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



Vendor	<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>
923	DEPT			Forfeited Tax Sales		
89991	Bremer Bank					
	10-923-000-0000-5260		4.44	Receipt Nbr 3737 09/13/2023		FTS-Leases/Easements N
89991	Bremer Bank		4.44	1 Transactions		
923	<b>DEPT Total:</b>		<b>4.44</b>	<b>Forfeited Tax Sales</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
10	<b>Fund Total:</b>		<b>4.44</b>	<b>Trust</b>		<b>1 Transactions</b>

# Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT		LLCC Administration			
	89991 <b>Bremer Bank</b>					
	19-521-000-0000-5885		39.17	Receipt Nbr 21125 09/22/2023	Commissary Sales Taxable	N
	19-521-000-0000-5885		15.70	Receipt Nbr 21131 09/25/2023	Commissary Sales Taxable	N
	19-521-000-0000-5885		1.52	Receipt Nbr 21156 09/29/2023	Commissary Sales Taxable	N
	<b>89991 Bremer Bank</b>		<b>56.39</b>	<b>3 Transactions</b>		
521	<b>DEPT Total:</b>		<b>56.39</b>	<b>LLCC Administration</b>	<b>1 Vendors</b>	<b>3 Transactions</b>
19	<b>Fund Total:</b>		<b>56.39</b>	<b>Long Lake Conservation Center</b>		<b>3 Transactions</b>

# 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		1.29	Receipt Nbr 3714 09/05/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 3714 09/05/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 3715 09/05/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 3715 09/05/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		18.01	Receipt Nbr 3716 09/05/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 3725 09/06/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.29	Receipt Nbr 3725 09/06/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		45.03	Receipt Nbr 3727 09/07/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 3727 09/07/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		18.33	Receipt Nbr 3727 09/07/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.91	Receipt Nbr 3727 09/07/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		4.57	Receipt Nbr 3727 09/07/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.92	Receipt Nbr 3727 09/07/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 3729 09/07/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 3731 09/08/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 3732 09/11/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 3732 09/11/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 3733 09/11/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.96	Receipt Nbr 3734 09/12/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		10.61	Receipt Nbr 3738 09/13/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 3741 09/14/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		25.73	Receipt Nbr 3743 09/15/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.29	Receipt Nbr 3743 09/15/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.96	Receipt Nbr 3743 09/15/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 3743 09/15/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		4.31	Receipt Nbr 3743 09/15/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.09	Receipt Nbr 3743 09/15/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.39	Receipt Nbr 3743 09/15/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 3747 09/18/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 3748 09/18/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		18.01	Receipt Nbr 3750 09/19/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		11.26	Receipt Nbr 3753 09/20/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 3753 09/20/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		14.47	Receipt Nbr 3753 09/20/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 3753 09/20/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.88	Receipt Nbr 3753 09/20/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.25	Receipt Nbr 3753 09/20/2023		Co. Parks Campground Fees	N

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	21-520-000-0000-5510		Receipt Nbr 3753 09/20/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3754 09/20/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3757 09/21/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3761 09/22/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3761 09/22/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3761 09/22/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3763 09/25/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3764 09/25/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3766 09/27/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3770 09/28/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3771 09/28/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3771 09/28/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3772 09/29/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3772 09/29/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3772 09/29/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3772 09/29/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3772 09/29/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3772 09/29/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3772 09/29/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3772 09/29/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3772 09/29/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3772 09/29/2023		Co. Parks Campground Fees	N
	21-520-000-0000-5510		Receipt Nbr 3773 09/29/2023		Co. Parks Campground Fees	N
<b>89991</b>	<b>Bremer Bank</b>		<b>354.53</b>	<b>57</b>	<b>Transactions</b>	
<b>520</b>	<b>DEPT Total:</b>		<b>354.53</b>	<b>Parks</b>	<b>1 Vendors</b>	<b>57 Transactions</b>
<b>21</b>	<b>Fund Total:</b>		<b>354.53</b>	<b>Parks</b>		<b>57 Transactions</b>
	<b>Final Total:</b>		<b>1,281.47</b>	<b>11 Vendors</b>	<b>100 Transactions</b>	

# Aitkin County

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



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	216.18	General Fund
	3	649.93	Road & Bridge
	10	4.44	Trust
	19	56.39	Long Lake Conservation Center
	21	354.53	Parks
<b>All Funds</b>		<b>1,281.47</b>	<b>Total</b>

Approved by, .....

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# Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	5462 Bremer Bank (Elan ACH) 05-400-410-0413-6241		140.00	WIC CON'D ED-ONLINE X4 09/08/2023 09/08/2023		Meeting/Conference Registration Fee	N
3	05-400-440-0410-6332		20.40	ADMIN-CONF LODGING (SP) 09/14/2023 09/14/2023		Hotel/Lodging	N
18	05-400-440-0410-6339		2.53	ADMIN-CONF MEALS (SP) 10/02/2023 10/02/2023		Meals (Overnight)	N
4	05-420-600-4800-6332		48.08	ADMIN-CONF LODGING (SP) 09/14/2023 09/14/2023		Hotel/Lodging	N
19	05-420-600-4800-6339		5.96	ADMIN-CONF MEALS (SP) 10/02/2023 10/02/2023		Meals (Overnight)	N
5	05-430-700-4800-6332		77.21	ADMIN-CONF LODGING (SP) 09/14/2023 09/14/2023		Hotel/Lodging	N
20	05-430-700-4800-6339		9.57	ADMIN-CONF MEALS (SP) 10/02/2023 10/02/2023		Meals (Overnight)	N
2	05-430-760-3980-6020		44.00	LICENSING AND RESOURCE DEVELOP 09/12/2023 09/12/2023		Licensing & Resource Development	N
13	05-400-400-0402-6266		16.03	WEBEX (PUBLIC HEALTH) 09/09/2023 10/08/2023	161-01324406	Software Fees/License Fees	N
6	05-400-440-0410-6266		6.73	WEBEX (SP, CG, PA) 09/09/2023 10/08/2023	161-01324406	Software Fees/License Fees	N
10	05-400-440-0410-6266		16.03	WEBEX (EM) 09/09/2023 10/08/2023	161-01324406	Software Fees/License Fees	N
7	05-420-600-4800-6266		15.87	WEBEX (SP, CG, PA) 09/09/2023 10/08/2023	161-01324406	Software Fees/License Fees	N
11	05-420-600-4800-6266		16.03	WEBEX (JG) 09/09/2023 10/08/2023	161-01324406	Software Fees/License Fees	N
12	05-420-640-4800-6266		16.03	WEBEX (JH) 09/09/2023 10/08/2023	161-01324406	Software Fees/License Fees	N
8	05-430-700-4800-6266		25.50	WEBEX (SP, CG, PA) 09/09/2023 10/08/2023	161-01324406	Software Fees/License Fees	N
9	05-430-700-4800-6266		48.09	WEBEX (KL, JS, RP) 09/09/2023 10/08/2023	161-01324406	Software Fees/License Fees	N
15	05-430-700-4800-6266		16.04	WEBEX (ADULT SERVICES) 09/09/2023 10/08/2023	161-01324406	Software Fees/License Fees	N
17	05-430-700-4800-6241		625.00	MARRCH 2023 CONF REG (RI) 10/30/2023 11/01/2023	200015368	Meeting/Conference Registration Fee	N
16	05-430-700-4800-6241		625.00	MARRCH 2023 CONF REG (NA) 10/30/2023 11/01/2023	200015405	Meeting/Conference Registration Fee	N

WLB1  
 10/9/23 3:20PM  
 5 Health & Human Services

# Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
21	05-400-440-0410-6266		2.80	AVAILITY - SEP '23 09/01/2023 09/30/2023	INV00999469	Software Fees/License Fees N
22	05-420-600-4800-6266		6.60	AVAILITY - SEP '23 09/01/2023 09/30/2023	INV00999469	Software Fees/License Fees N
23	05-430-700-4800-6266		10.60	AVAILITY - SEP '23 09/01/2023 09/30/2023	INV00999469	Software Fees/License Fees N
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>		<b>1,794.10</b>	<b>22 Transactions</b>		
<b>5 Fund Total:</b>			<b>1,794.10</b>	<b>Health &amp; Human Services</b>	<b>1 Vendors</b>	<b>22 Transactions</b>

WLB1  
 10/9/23 3:20PM  
 25 Opioid Settlement

# Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
14	5462 Bremer Bank (Elan ACH) 25-000-000-0000-6266		16.03	WEBEX (OPIOID) 09/09/2023 10/08/2023 1 Transactions	161-01324406	Data Processing/Computer Services	N
	5462 Bremer Bank (Elan ACH)		16.03				
<b>25 Fund Total:</b>			<b>16.03</b>	<b>Opioid Settlement</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>Final Total:</b>			<b>1,810.13</b>	<b>2 Vendors</b>	<b>23 Transactions</b>		

# Aitkin County



Vendor Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	1099
								Paid On Bhf #	On Behalf of Name	
<b>5462</b>		<b>Bremer Bank (Elan ACH)</b>								
28		01-280-000-0000-6339			60.00	MEALS AMEM CONFERENCE		018808	Meals (Overnight)	N
32		01-252-003-0000-6339			13.47	KING- MEAL - PORTALS TRNG		031515	Meals (Overnight)	N
24		01-200-003-0000-6241			60.00	#216 NRA INST. FIREARMS RECERT		060659	Registration Fee	N
33		01-252-003-0000-6335			36.77	KING - GAS- PORTALS TRNG		086777	Gas/Vehicle Fuel Charges	N
26		01-200-000-0000-6240			60.00	NRA 3 YR RENEWAL		09112023	Membership/Dues/Association Fees	N
13		01-001-000-0000-6332			291.38	COMMISSIONER LODGING- SEPT '23		09222023	Hotel / Motel Lodging	N
14		01-001-000-0000-6339			19.11	LODGE-OVERNIGHT MEAL		09222023	Meals (Overnight)	N
15		01-711-000-0000-6266			276.51	CISCO ANNUAL CHARGE 9-2023-24		09292023	Data Processing/Computer Services	N
5		01-043-000-0000-6360			57.00	MONTHLY MLS FEE		112976	Services, Labor, Contracts, GIS Mapping	N
22		01-255-003-0000-6241			51.85	MN ALLIANCE ON CRIME TRNG		1273	Registration Fee/Training	N
1		01-053-000-0000-6360			191.00	RACARIE SOFTWARE/APPLICANT STA		178905	Services, Labor, Contracts	N
						09/01/2023	10/01/2023			
8		01-090-000-0000-6406			25.00	2023 CRIM ELEMENTS BOOK		200010929	Law Publ. & Subscriptions	N
23		01-200-200-0000-6268			108.17	BROWN - HOTEL- TRNG IN BEMDIJI		21732	Training, Development	N
39		01-200-003-0000-6335			47.54	#226- GAS - DMT TRAINING		297863	Gas/Vehicle Fuel Charges	N
21		01-100-000-0000-6335			11.23	VITALS TRAINING-GAS		307689	Gas/Vehicle Fuel Charges	N
35		01-200-003-0000-6332			108.17	#226 HOTEL - DMT TRAINING		314928	Hotel / Motel Lodging	N
42		01-252-003-0000-6335			30.56	JAIL ADMIN CONFERENCE - GAS		314928	Gas/Vehicle Fuel Charges	N
25		01-200-003-0000-6241			250.00	#220 ARMORER COURSE		336293	Registration Fee	N
41		01-280-003-0000-6339			11.48	#227 EM TRAINING - MEAL		384719	Meals (Overnight)	N
6		01-391-000-0000-6332			142.39	AMC CONFERENCE (A. CARLSTROM)		411087	Hotel / Motel Lodging	N
31		01-280-000-0000-6332			205.00	#227 AMEM CONF - HOTEL		425730	Hotel / Motel Lodging	N
4		01-120-000-0000-6332			760.20	GRAND VIEW 3 NIGHTS		53444244-1	Hotel / Motel Lodging	N
						09/10/2023	09/13/2023			
36		01-200-003-0000-6332			7.23-	REIMBURSE SALES TAX		70092002	Hotel / Motel Lodging	N
37		01-200-003-0000-6332			93.82	#226 HOTEL DMT TRAINING		70874925	Hotel / Motel Lodging	N
38		01-200-003-0000-6332			6.27-	REIMBURSE SALES TAX		70874925	Hotel / Motel Lodging	N
7		01-391-000-0000-6268			380.00	SSTS INSPECTING (A. CARLSTROM)		759675	Staff Training, Development	N
34		01-252-000-0000-6405			2.50	PAINT PENS		843001	Office Supplies	N
30		01-252-003-0000-6332			217.32	KING - PORTALS TRAINING		85024EE012419	School Hotel / Motel Lodging	N
29		01-280-000-0000-6241			225.00	AMEM CONFERENCE		C-2023597	Registration Fee	N
27		01-200-000-0000-6360			5.00	SPYPOINT MTHLY MEMBERSHIP		CE486A8D-0008	Services, Labor, Contracts	N
43		01-049-000-0000-6266			488.43	SEPTEMBER HCI		G028699448	Software Fees/License Fees	N
						08/01/2023	08/31/2023			
17		01-043-000-0000-6339			81.81	MEALS DURING TRAINING		KS100223	Meals (Overnight)	N
18		01-043-000-0000-6485			16.02	JUMP DESKTOP - APP		KS100223	Computer/Technology Supplies	N
3		01-090-000-0000-6240			274.00	SUP CT LAWYER REG - WINGE		LAWYER000287062	Membership/Dues/Association Fees	N
2		01-090-000-0000-6240			128.00	SUP COURT LAWYER REG - SLYVA		LAWYER000287065	Membership/Dues/Association Fees	N

WLB1  
 10/9/23 3:20PM  
 1 General Fund

# Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
12	01-043-000-0000-6485		GOODREADER PDF VIEWER	MB092923	Computer/Technology Supplies	N
40	01-200-003-0000-6339		#226 MEAL - DMT TRAINING	NFXZ-BCGV-4DK4-2	Meals (Overnight)	N
19	01-043-000-0000-6339		MEALS DURING TRAINING	SP100223	Meals (Overnight)	N
20	01-043-000-0000-6485		JUMP DESKTOP - APP	SP100223	Computer/Technology Supplies	N
11	01-043-000-0000-6485		JUMP DESKTOP - APPLE APP	SW092923	Computer/Technology Supplies	N
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>		<b>40 Transactions</b>			
<b>1 Fund Total:</b>			<b>4,853.35</b>	<b>General Fund</b>	<b>1 Vendors</b>	<b>40 Transactions</b>

WLB1  
 10/9/23 3:20PM  
 10 Trust

# Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9	<b>5462 Bremer Bank (Elan ACH)</b> 10-923-000-0000-6240		SUBSCRIPTION	191480	Membership/Dues/Association Fees	N
10	10-923-000-0000-6332		MOTEL FOR MEETING	85884EE010320	Hotel / Motel Lodging	N
	<b>5462 Bremer Bank (Elan ACH)</b>					
					2 Transactions	
<b>10 Fund Total:</b>						
			<b>162.84</b>		<b>Trust</b>	
					<b>1 Vendors</b>	<b>2 Transactions</b>

WLB1  
 10/9/23 3:20PM  
 19 Long Lake Conservation Cer

# Aitkin County



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

Vendor	<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>	
16	5462 Bremer Bank (Elan ACH)		270.00	E-MAIL MARKETING SERVICE	SIB-582948	Printing, Publishing & Adv	N
	5462 Bremer Bank (Elan ACH)		270.00	1 Transactions			
<b>19 Fund Total:</b>			<b>270.00</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>Final Total:</b>			<b>5,286.19</b>	<b>3 Vendors</b>	<b>43 Transactions</b>		

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	4,853.35	General Fund
10	162.84	Trust
19	270.00	Long Lake Conservation Center
<b>All Funds</b>	<b>5,286.19</b>	<b>Total</b>

Approved by,

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# Aitkin County



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	5	1,794.10	Health & Human Services
	25	16.03	Opioid Settlement
All Funds		1,810.13	Total

Approved by, .....  
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Total Elan paid 9.28.23 = \$7,096.32



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10/9/23 11:58AM

# Aitkin County

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

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

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

**COMMISSIONER WARRANTS 10-13-2023**

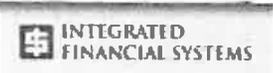
Explode Dist. Formulas?: N

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	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
9046	Loffler Companies, Inc. 01-012-000-0000-6220		20.85	MONTHLY TELEPHONE 09/01/2023 09/30/2023	4487034	Telephone	N
<b>9046</b>	<b>Loffler Companies, Inc.</b>		<b>20.85</b>	<b>1 Transactions</b>			
10225	Shaffer/Paul T. 01-012-000-0000-6263		7,706.25	LEGAL SERVICES 08/01/2023 09/22/2023	SEPT 21 2023	Contract Legal Services	Y
<b>10225</b>	<b>Shaffer/Paul T.</b>		<b>7,706.25</b>	<b>1 Transactions</b>			
<b>12</b>	<b>DEPT Total:</b>		<b>9,030.15</b>	<b>Court Administration</b>	<b>4 Vendors</b>	<b>12 Transactions</b>	
<b>40</b>	<b>DEPT</b>			<b>Auditor</b>			
9046	Loffler Companies, Inc. 01-040-000-0000-6220		41.70	MONTHLY TELEPHONE 09/01/2023 09/30/2023	4487034	Telephone	N
	01-040-021-0000-6220		20.85	MONTHLY TELEPHONE 09/01/2023 09/30/2023	4487034	Telephone	N
<b>9046</b>	<b>Loffler Companies, Inc.</b>		<b>62.55</b>	<b>2 Transactions</b>			
3195	MCCC LOCKBOX 01-040-000-0000-6268		130.00	BEGINNER EXCEL	2309055	Staff Training, Development	N
	01-040-000-0000-6268		130.00	ADVANCED EXCEL TRAINING	2310068	Staff Training, Development	N
<b>3195</b>	<b>MCCC LOCKBOX</b>		<b>260.00</b>	<b>2 Transactions</b>			
86290	Mn Counties Information Systems 01-040-000-0000-6266		5,503.00	CTYPAYQTR	2351	Data Processing/Computer Services	N
<b>86290</b>	<b>Mn Counties Information Systems</b>		<b>5,503.00</b>	<b>1 Transactions</b>			
86235	The Office Shop Inc 01-040-021-0000-6360		79.59	COPIER CONTRACT 06/06/2023 09/06/2023	328586-0	Services, Labor, Contracts	N
	01-040-000-0000-6405		12.52	APPT BOOK (KP)	328654-0	Office Supplies	N
<b>86235</b>	<b>The Office Shop Inc</b>		<b>92.11</b>	<b>2 Transactions</b>			
<b>40</b>	<b>DEPT Total:</b>		<b>5,917.66</b>	<b>Auditor</b>	<b>4 Vendors</b>	<b>7 Transactions</b>	
<b>41</b>	<b>DEPT</b>			<b>Internal Audit</b>			

# Aitkin County



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

1 General Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	01-043-000-0000-6405			38.38	2 BX OF # 10 BUS ENVELOPE	1131560-0	Office Supplies	N
<b>86235</b>	<b>The Office Shop Inc</b>			<b>38.38</b>	1 Transactions			
<b>43</b>	<b>DEPT Total:</b>			<b>95.72</b>	<b>Assessor</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
<b>44</b>	<b>DEPT</b>				<b>Central Services</b>			
9046	Loffler Companies, Inc.							
	01-044-000-0000-6220			36.49	MONTHLY TELEPHONE	4487034	Telephone	N
					09/01/2023 09/30/2023			
<b>9046</b>	<b>Loffler Companies, Inc.</b>			<b>36.49</b>	1 Transactions			
<b>44</b>	<b>DEPT Total:</b>			<b>36.49</b>	<b>Central Services</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>45</b>	<b>DEPT</b>				<b>Motor Pool</b>			
10412	O'Reilly Auto Parts							
	01-045-000-0000-6302			37.28	WIPERS CAR # 9	1878-166867	Vehicle Maintenance	N
<b>10412</b>	<b>O'Reilly Auto Parts</b>			<b>37.28</b>	1 Transactions			
	13934							
	The Tire Barn							
	01-045-000-0000-6302			64.87	LUBE, OIL AND FILTER CAR # 61	69587	Vehicle Maintenance	N
<b>13934</b>	<b>The Tire Barn</b>			<b>64.87</b>	1 Transactions			
<b>45</b>	<b>DEPT Total:</b>			<b>102.15</b>	<b>Motor Pool</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
<b>49</b>	<b>DEPT</b>				<b>Information Technologies</b>			
10231	eGoldfax							
	01-049-000-0000-6266			446.97	OCTOBER FAX	EGOLD-12048199	Software Fees/License Fees	N
<b>10231</b>	<b>eGoldfax</b>			<b>446.97</b>	1 Transactions			
	9046							
	Loffler Companies, Inc.							
	01-049-000-0000-6220			36.49	MONTHLY TELEPHONE	4487034	Telephone	N
					09/01/2023 09/30/2023			
<b>9046</b>	<b>Loffler Companies, Inc.</b>			<b>36.49</b>	1 Transactions			
	86290							
	Mn Counties Information Systems							
	01-049-000-0000-6283			17,745.00	CTYTAXQTR65	2351	Programming, Services, Contracts	N
	01-049-000-0000-6283			8,552.00	CTYTAXQTR35	2351	Programming, Services, Contracts	N
	01-049-000-0000-6283			50.00	CTYTAXADJ35	2351	Programming, Services, Contracts	N

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1 General Fund

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No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
9046	Loffler Companies, Inc.			15.64		1 Transactions		
12048	McDowell Agency, Inc./The 01-053-000-0000-6265			379.50	BACKGROUND CHECKS - 4 09/08/2023 10/28/2023	149637	Background Check Fee	N
12048	McDowell Agency, Inc./The			379.50		1 Transactions		
10722	Visnovec/Nicole 01-053-000-0000-6405			11.89	COFFEE FOR INTERVIEWS	327300008898	Office Supplies	N
10722	Visnovec/Nicole			11.89		1 Transactions		
53	DEPT Total:			1,869.03	Human Resources	4 Vendors	4 Transactions	
90	DEPT				Attorney			
10855	Culligan Soft Water 01-090-000-0000-6265			101.00	MONTHLY SERVICE	150X01493105	Drug & Forfeiture MS 387.213	N
10855	Culligan Soft Water			101.00		1 Transactions		
9046	Loffler Companies, Inc. 01-090-000-0000-6220			72.98	MONTHLY TELEPHONE 09/01/2023 09/30/2023	4487034	Telephone	N
9046	Loffler Companies, Inc.			72.98		1 Transactions		
10879	Shred-It 01-090-000-0000-6360			202.76	SEPT. MONTHLY SERVICE	8004852944	Services, Labor, Contracts	N
10879	Shred-It			202.76		1 Transactions		
11949	Swanson/Sondra 01-090-000-0000-6264			9.00	REQUEST CERTIFIED COPIES	18498	Sheriff Services	N
11949	Swanson/Sondra			9.00		1 Transactions		
86235	The Office Shop Inc 01-090-000-0000-6405			18.00	OFFICE SUPPLIES	1132280-0	Office Supplies	N
	01-090-000-0000-6405			20.86	OFFICE SUPPLIES	1132280-1	Office Supplies	N
	01-090-000-0000-6405			170.07	OFFICE SUPPLIES	1132280-2	Office Supplies	N
	01-090-000-0000-6360			1,065.67	COPIER CONTRACT	328404-0	Services, Labor, Contracts	N
86235	The Office Shop Inc			1,274.60		4 Transactions		
5173	Thomson Reuters-West Publishing							

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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	
	01-110-000-0000-6422		469.44	TP DISPENSERS,40X46 CAN LINERS	4138258	Janitorial Supplies	N
	01-110-000-0000-6422		237.60	EXAM GLOVES	4141357	Janitorial Supplies	N
	01-110-000-0000-6422		222.22	WHEELED TRASH CANS	4141362	Janitorial Supplies	N
<b>88628</b>	<b>Dalco Enterprises</b>		<b>797.11</b>				
				4 Transactions			
1754	Garrison Disposal Company, Inc						
	01-110-000-0000-6255		575.22	MONTHLY SERVICE	346966	Garbage	N
				09/01/2023 09/30/2023			
	01-110-000-0000-6255		105.30	DEMO OF LANDSCAPE TIMBERS	346998	Garbage	N
<b>1754</b>	<b>Garrison Disposal Company, Inc</b>		<b>680.52</b>				
				2 Transactions			
9046	Loffler Companies, Inc.						
	01-110-000-0000-6220		10.43	MONTHLY TELEPHONE	4487034	Telephone	N
				09/01/2023 09/30/2023			
<b>9046</b>	<b>Loffler Companies, Inc.</b>		<b>10.43</b>				
				1 Transactions			
8791	Menards Baxter						
	01-110-000-0000-6415		809.60	LANDSCAPE BLOCK	05623	Operational Supplies	N
<b>8791</b>	<b>Menards Baxter</b>		<b>809.60</b>				
				1 Transactions			
9694	Midwest Lock & Door, Inc.						
	01-110-000-0000-6360		1,007.00	DOOR HOLD OPENS	7595	Services, Labor, Contracts	N
	01-110-000-0000-6360		146.90	PADLOCKS - ALARM 3RD FLOOR	9367	Services, Labor, Contracts	N
<b>9694</b>	<b>Midwest Lock &amp; Door, Inc.</b>		<b>1,153.90</b>				
				2 Transactions			
89765	Minnesota Elevator, Inc						
	01-110-000-0000-6360		379.07	MONTHLY SERVICE	1040806	Services, Labor, Contracts	N
				10/01/2023 10/31/2023			
<b>89765</b>	<b>Minnesota Elevator, Inc</b>		<b>379.07</b>				
				1 Transactions			
3950	Public Utilities						
	01-110-000-0000-6254		5,431.73	GOVT CENTER UTILITIES	1430-00	Utilities-Gas and Electric	N
				08/19/2023 09/16/2023			
	01-110-000-0000-6254		101.87	GLARCO UTILITIES	50186-00	Utilities-Gas and Electric	N
				08/16/2023 09/16/2023			
	01-110-000-0000-6254		251.14	LA TOOL UTILITIES	50188-00	Utilities-Gas and Electric	N
				08/16/2023 09/16/2023			
	01-110-000-0000-6254		41.82	OLD CO GARAGE UTILITIES	50202-00	Utilities-Gas and Electric	N
				08/16/2023 09/16/2023			

# Aitkin County

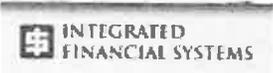


Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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	
86318	Tange/Susan					
		70.00	1 Transactions			
10017	Tveit/Galen					
	01-121-000-0000-6278	70.00	HRA MTG 7/26, 9/27	09272023	Advisory Board/Committee Per Diem	Y
10017	Tveit/Galen	70.00	1 Transactions			
121	DEPT Total:	350.00	Housing & Redevelopment	6 Vendors	6 Transactions	
122	DEPT		Planning & Zoning			
86222	Aitkin Independent Age					
	01-122-000-0000-6230	89.75	OCT BOA	1342032	Printing, Publishing & Adv	Y
	01-122-000-0000-6230	93.63	OCT PC	1343819	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age	183.38	2 Transactions			
9561	Amazon Business					
	01-122-000-0000-6405	93.82	BATTERIES,FLAGS,RECORDER	1CPC-VJ4K-VJ4Y	Office, Film, & Field Supplies	N
9561	Amazon Business	93.82	1 Transactions			
10118	Bristow/Jane					
	01-122-000-0000-6278	100.00	BOA MEETING	100423	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330	250.87	BOA MILEAGE	100423	BOA/PC Mileage	N
	01-122-000-0000-6278	140.00	BOA MEETING - JULY	100523	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330	453.92	BOA MILEAGE - JULY	100523	BOA/PC Mileage	N
10118	Bristow/Jane	944.79	4 Transactions			
15142	Christensen/Charles					
	01-122-000-0000-6278	90.00	BOA MEETING	100423	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330	139.52	BOA MILEAGE	100423	BOA/PC Mileage	N
15142	Christensen/Charles	229.52	2 Transactions			
13066	Downunder Inspections					
	01-122-000-0000-6360	17,000.00	SSTS INSPECTIONS	100323	Services, Labor, Contracts	Y
			08/07/2023	09/29/2023		
13066	Downunder Inspections	17,000.00	1 Transactions			
9046	Loffler Companies, Inc.					
	01-122-000-0000-6220	46.91	MONTHLY TELEPHONE	4487034	Telephone	N
			09/01/2023	09/30/2023		

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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name		
			Amount				
172	Aitkin Police Dept						
	01-200-200-0000-6264		2,017.82	VCET 3RD QTR OT- BROWN	Y2Q3OT-APD	VCET-Other County OT	N
<b>172</b>	<b>Aitkin Police Dept</b>		<b>2,017.82</b>	<b>1 Transactions</b>			
9561	Amazon Business						
	01-200-000-0000-6405		273.10	COMP AIR; PKNG TAPE, CABINET	13WY-94XH-YXJN	Office Supplies	N
	01-200-000-0000-6405		13.99	BLUE TOOTH MOUSE #216	1CPC-VJ4K-PT16	Office Supplies	N
	01-200-200-0000-6405		59.97	1 TB FLASHDRIVES	1JPG-RPH3-CF1W	VCET - AIM Office Supplies	N
	01-200-000-0000-6180		77.95	#222 DUTY BELT	1L1X-919T-C1M9	Clothing Allowance	N
	01-200-000-0000-6405		248.00	TV FOR CONFERENCE ROOM	1MXT-GDVJ-MKYW	Office Supplies	N
	01-200-000-0000-6405		158.98	JEN T -MONITOR	1W76-Y16J-7FVN	Office Supplies	N
	01-200-200-0000-6405		37.69	64 GB FLASHDRIVES	1XKG-KJD7-D1MN	VCET - AIM Office Supplies	N
	01-200-000-0000-6405		35.70	PG MARKERS, NOTEBOOKS	1Y1J-QGQX-Q1YY	Office Supplies	N
<b>9561</b>	<b>Amazon Business</b>		<b>905.38</b>	<b>8 Transactions</b>			
14568	Axon Enterprise, Inc						
	01-200-000-0000-6460		885.00	TASER TRAINING CARTRIDGES	INUS188897	Deputy Supplies	N
<b>14568</b>	<b>Axon Enterprise, Inc</b>		<b>885.00</b>	<b>1 Transactions</b>			
13325	Bruggman/Paul						
	01-200-000-0000-6180		149.99	#207 BOOT REIMBURSEMENT	10032023	Clothing Allowance	N
<b>13325</b>	<b>Bruggman/Paul</b>		<b>149.99</b>	<b>1 Transactions</b>			
788	Bureau of Crim. Apprehension						
	01-200-039-0000-6463		770.00	PERMIT TO CARRY NEW & RENEW	01-000078	Gun Permit Supplies/Expenses	N
<b>788</b>	<b>Bureau of Crim. Apprehension</b>		<b>770.00</b>	<b>1 Transactions</b>			
10442	Bureau Of Crim.Apprehension						
	01-200-003-0000-6241		50.00	LANA - CRIME REPORTING CLASS	30340	Registration Fee	N
	01-200-003-0000-6241		375.00	#226 BASIC NARCOTICS CLASS	31541	Registration Fee	N
<b>10442</b>	<b>Bureau Of Crim.Apprehension</b>		<b>425.00</b>	<b>2 Transactions</b>			
10259	Defense Technology, LLC						
	01-200-003-0000-6241		545.00	#216 FIREARM TRAINER RECERT	1016-000016226	Registration Fee	Y
<b>10259</b>	<b>Defense Technology, LLC</b>		<b>545.00</b>	<b>1 Transactions</b>			
1333	Dell Marketing L.P.						
	01-200-200-0000-6265		2,502.49	VCET COMPUTER TO USE FOR CELLB	10696867455	Programs	N

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	01-200-000-0000-6302		324.93	#219 BATTERY	69652	Vehicle Maintenance	N
<b>13934</b>	<b>The Tire Barn</b>		<b>2,109.93</b>	<b>4 Transactions</b>			
<b>200</b>	<b>DEPT Total:</b>		<b>19,930.58</b>	<b>Enforcement</b>	<b>20 Vendors</b>	<b>32 Transactions</b>	
<b>202</b>	<b>DEPT</b>			<b>Boat &amp; Water</b>			
	13934 The Tire Barn						
	01-202-000-0000-6302		70.68	B/W TRUCK OIL CHANGE	69547	B&W Maintenance	N
	01-202-000-0000-6302		25.00	B/W TRUCK TIRE REPAIR	69589	B&W Maintenance	N
<b>13934</b>	<b>The Tire Barn</b>		<b>95.68</b>	<b>2 Transactions</b>			
<b>202</b>	<b>DEPT Total:</b>		<b>95.68</b>	<b>Boat &amp; Water</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
<b>252</b>	<b>DEPT</b>			<b>Corrections</b>			
	10165 Advanced Correctional Healthcare, Inc.						
	01-252-000-0000-6262		17,499.92	NOV MEDICAL SERVICES	134066	Contract Service or Medical Service	6
	01-252-000-0000-6262		187.50	MENTAL HEALTH 1.25 HRS 9/18/23	134610	Contract Service or Medical Service	6
<b>10165</b>	<b>Advanced Correctional Healthcare, Inc.</b>		<b>17,687.42</b>	<b>2 Transactions</b>			
	9561 Amazon Business						
	01-252-000-0000-6405		39.97	BLUETOOTH HEADSET -TRANSPORT	113L-TRJJ-HM6Y	Office Supplies	N
	01-252-000-0000-6405		213.98	TV - PROGRAMS	1CHW-97XP-7494	Office Supplies	N
	01-252-000-0000-6405		29.41	LAMINATING SHEETS & ZIP TIES	1CPC-VJ4K-PT16	Office Supplies	N
	01-252-000-0000-6405		63.99	PHONE HOLDER CAR MOUNT; MICROP	1KJF-C3FQ-6LR1	Office Supplies	N
<b>9561</b>	<b>Amazon Business</b>		<b>347.35</b>	<b>4 Transactions</b>			
	14005 American Tower Corporation						
	01-252-000-0000-6342		389.48	JACOBSON TOWER RENTAL	411101204	Tower Lease and Rental/Contracts	N
<b>14005</b>	<b>American Tower Corporation</b>		<b>389.48</b>	<b>1 Transactions</b>			
	14568 Axon Enterprise, Inc						
	01-252-000-0000-6461		885.00	TASER TRAINING CARTRIDGES	INUS188897	Jail Supplies	N
<b>14568</b>	<b>Axon Enterprise, Inc</b>		<b>885.00</b>	<b>1 Transactions</b>			
	710 Brainerd Dispatch						
	01-252-252-0000-6465		250.80	INMATE NEWSPAPER- 1 YR SUB	178234833	Inmate Welfare Supplies	N
<b>710</b>	<b>Brainerd Dispatch</b>		<b>250.80</b>	<b>1 Transactions</b>			

# Aitkin County



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3789	Pan-O-Gold Baking Company		123.88				
				2 Transactions			
14668	Parenteau/Nate						
	01-252-000-0000-6360		100.00	SETTLEMENT AGREEMENT AND RELEA	GENERAL RELEAS	Services, Labor, Contracts	N
14668	Parenteau/Nate		100.00	1 Transactions			
9808	Performance Foodservice						
	01-252-000-0000-6418		2,185.16	GROCERIES	746308	Groceries	N
	01-252-000-0000-6418		3,523.78	GROCERIES	754960	Groceries	N
9808	Performance Foodservice		5,708.94	2 Transactions			
3950	Public Utilities						
	01-252-000-0000-6254		8,856.08	JAIL 2 UTILITIES	1431-00	Utilities-Gas and Electric	N
				08/16/2023	09/16/2023		
	01-252-000-0000-6254		128.80	STS UTILITIES	50109-00	Utilities-Gas and Electric	N
				08/16/2023	09/16/2023		
3950	Public Utilities		8,984.88	2 Transactions			
4010	Rasley Oil Company						
	01-252-000-0000-6330		389.10	TRANSPORT GAS	AITCOSHERS	Prisoner Transportation & Travel	N
4010	Rasley Oil Company		389.10	1 Transactions			
4761	Sysco Minnesota Inc						
	01-252-000-0000-6418		932.25	GROCERIES	253473550	Groceries	N
4761	Sysco Minnesota Inc		932.25	1 Transactions			
86235	The Office Shop Inc						
	01-252-000-0000-6405		71.93	TONER - PROGRAMS COMPUTER	1132725-0	Office Supplies	N
86235	The Office Shop Inc		71.93	1 Transactions			
252	DEPT Total:		40,078.37	Corrections	20 Vendors	28 Transactions	
253	DEPT			Sentence to Serve			
13725	Beartooth True Value						
	01-253-000-0000-6464		68.97	9' SCRAPERS	A137171	STS Supplies	N
13725	Beartooth True Value		68.97	1 Transactions			
2340	Hyytinen Hardware Hank						
	01-253-000-0000-6415		16.78	QUICK SQUARE	13225/1	Operational Supplies	N

# Aitkin County



1 General Fund

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
9046	Loffler Companies, Inc.		46.91	09/01/2023 09/30/2023	1 Transactions		
11997	Minnesota Monitoring, Inc 01-257-267-0000-6342		2,701.00	EHM RENTAL COSTS 09/01/2023 09/30/2023	14270 1 Transactions	Office Equipment Rental/Contracts	N
11997	Minnesota Monitoring, Inc		2,701.00				
89269	Northwestern MN Juv Ctr-Primary Resident 01-257-255-0000-6269		8,640.00	JUV DETENTION-RESIDENTIAL ADB 09/01/2023 09/30/2023	-1-179-1 1 Transactions	Juvenile Detention	N
89269	Northwestern MN Juv Ctr-Primary Resident		8,640.00				
13062	Prairie Lakes Youth Programs - Secure 01-257-255-0000-6269		11,314.25	SEC DET PROGRAM (GWG) 06/01/2023 06/27/2023	722-269-1	Juvenile Detention	N
	01-257-255-0000-6269		704.00	SEC DET MEDICAL RX (GWG) 08/01/2023 08/01/2023	732-269-1 2 Transactions	Juvenile Detention	N
13062	Prairie Lakes Youth Programs - Secure		12,018.25				
86235	The Office Shop Inc 01-257-000-0000-6360		156.15	COPIER SERVICE CONTRACT 06/08/2023 10/08/2023	328616-0 1 Transactions	Services, Labor, Contracts	N
86235	The Office Shop Inc		156.15				
257	DEPT Total:		32,535.31	Community Corrections	6 Vendors	7 Transactions	
391	DEPT			Solid Waste			
12106	Antoine Electric 01-391-000-0000-6360		274.58	AITKIN RECYCLING CENTER 1 Transactions	3057	Services, Labor, Contracts	Y
12106	Antoine Electric		274.58				
248	Association of Mn Counties 01-391-000-0000-6241		275.00	AMC FALL CONF 9/13-9/15 1 Transactions	100323	Registration Fee	N
248	Association of Mn Counties		275.00				
9046	Loffler Companies, Inc. 01-391-000-0000-6220		10.43	MONTHLY TELEPHONE 09/01/2023 09/30/2023	4487034	Telephone	N

# Aitkin County



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

2 Reserves Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
44	DEPT 10203 Brendel/William 02-044-251-0000-6268		7,000.00	Central Services			
	10203 Brendel/William		7,000.00	REVITALIZATION INITIATIVE 1 Transactions	6	Staff Training, Development	Y
44	<b>DEPT Total:</b>		<b>7,000.00</b>	<b>Central Services</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
60	DEPT 9243 Command Central, LLC 02-060-000-0000-6800		2,875.00	Elections			
	9243 Command Central, LLC		2,875.00	ICE INSTALLATION, UPDATES (5) 1 Transactions	31967	Election Reserve Expense	Y
	9212 Dominion Voting Systems Inc. 02-060-000-0000-6800		42,185.00	5 ICE MACHINES	DVS150476	Election Reserve Expense	N
	9212 Dominion Voting Systems Inc.		42,185.00	1 Transactions			
60	<b>DEPT Total:</b>		<b>45,060.00</b>	<b>Elections</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
2	<b>Fund Total:</b>		<b>52,060.00</b>	<b>Reserves Fund</b>		<b>3 Transactions</b>	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6590		19.83	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		19.83	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		6.61	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		6.61	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		6.61	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		6.61	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		6.61	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		6.61	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		6.61	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		6.61	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		6.61	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		6.61	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		6.61	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		6.61	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		6.61	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		6.61	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		6.61	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		6.61	REPAIR PARTS-FILTERS	Acct 4000300	Repair & Maintenance Supplies	N
<b>86467</b>	<b>Auto Value Aitkin</b>		<b>118.98</b>				
				14 Transactions			
11945	<b>Brainerd General Rental</b>						
	03-303-000-0000-6417		310.50	MCGREGOR SALT SHED	167060	Shop/Building Maintenance	N
<b>11945</b>	<b>Brainerd General Rental</b>		<b>310.50</b>				
				1 Transactions			
14887	<b>Cintas Corporation</b>						
	03-303-000-0000-6360		16.92	SHOP LAUNDRY	4168853318	Services, Labor, Contracts	N
	03-303-000-0000-6360		22.35	SHOP LAUNDRY	4169564726	Services, Labor, Contracts	N
<b>14887</b>	<b>Cintas Corporation</b>		<b>39.27</b>				
				2 Transactions			
9326	<b>Dehn Oil</b>						
	03-303-000-0000-6570		8,323.92	MCGREGOR DIESEL	25218020	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		17,341.50	PALISADE DIESEL	25218024	Motor Fuel & Lubricants	N
<b>9326</b>	<b>Dehn Oil</b>		<b>25,665.42</b>				
				2 Transactions			
7935	<b>East Central Energy</b>						
	03-303-000-0000-6254		76.52	AUG/SEPT POWER-MCGRATH	10003400	Utilities-Gas and Electric	N
	03-303-000-0000-6254		41.96	AUG/SEPT POWER-STREET LIGHT	207716700	Utilities-Gas and Electric	N
<b>7935</b>	<b>East Central Energy</b>		<b>118.48</b>				
				2 Transactions			
8622	<b>Frontier Communications Holdings LLC</b>						
	03-303-000-0000-6220		89.14	JACOBSON	218-752-6591	Telephone	N
	03-303-000-0000-6220		89.14	MCGREGOR	218-768-4481	Telephone	N
	03-303-000-0000-6220		89.14	PALISADE	218-845-2607	Telephone	N

# Aitkin County

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



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6220		93.83	MONTHLY TELEPHONE	4487034	Telephone	N
<b>9046</b>	<b>Loffler Companies, Inc.</b>		<b>93.83</b>	09/01/2023 09/30/2023 1 Transactions			
12927	Midwest Machinery Co.						
	03-303-000-0000-6590		116.93	REPAIR PARTS	9777186	Repair & Maintenance Supplies	N
<b>12927</b>	<b>Midwest Machinery Co.</b>		<b>116.93</b>	1 Transactions			
9692	Minnesota Energy Resources Corporation						
	03-303-000-0000-6423		82.02	NAT GAS: AITKIN SHOP	0506048841-00001	Fuel for Buildings	N
<b>9692</b>	<b>Minnesota Energy Resources Corporation</b>		<b>82.02</b>	1 Transactions			
10720	Nuss Truck Group Inc						
	03-303-000-0000-6590		145.10	REPAIR PARTS	PSO041836-1	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		3,937.90	REPAIR PARTS	SWO010647	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		2,446.50	REPAIR LABOR	SWO010647	Repair & Maintenance Supplies	N
<b>10720</b>	<b>Nuss Truck Group Inc</b>		<b>6,529.50</b>	3 Transactions			
10412	O'Reilly Auto Parts						
	03-303-000-0000-6417		89.99	AITKIN SHOP	1878-166750	Shop/Building Maintenance	N
<b>10412</b>	<b>O'Reilly Auto Parts</b>		<b>89.99</b>	1 Transactions			
3950	Public Utilities						
	03-303-000-0000-6254		49.19	HWY 47 & CR 12	1686-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		44.73	HWY 47 & CR 28	59455-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		71.36	AITKIN SHOP: WATER	63335-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		45.51	HWY 210/169E & CR 12	63388-00	Utilities-Gas and Electric	N
<b>3950</b>	<b>Public Utilities</b>		<b>210.79</b>	4 Transactions			
13116	Rally Snares						
	03-303-000-0000-6360		300.00	BEAVER REMOVAL	7-13 TO 9-22-23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		385.00	CANOE/DAM REMOVAL LABOR	7-13 TO 9-22-23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		150.00	BEAVER REMOVAL	7-13 TO 9-22-23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		140.00	DAM REMOVAL LABOR	7-13 TO 9-22-23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		168.75	MILEAGE	7-13 TO 9-22-23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		168.75	MILEAGE	7-13 TO 9-22-23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		188.75	MILEAGE	7-13 TO 9-22-23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		124.94	MILEAGE	7-13 TO 9-22-23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		304.31	MILEAGE	7-13 TO 9-22-23	Services, Labor, Contracts	Y

# Aitkin County



3 Road & Bridge

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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6515		35.84	2023 CULVERT ORDER	FP0000024697	Culverts N
	03-303-000-0000-6515		75.52	2023 CULVERT ORDER	FP0000024697	Culverts N
	03-303-000-0000-6515		5,469.79	2023 CULVERT ORDER	FP0000024697	Culverts N
	03-303-000-0000-6515		25.23	2023 CULVERT ORDER	FP0000024697	Culverts N
	03-303-000-0000-6515		27.36	2023 CULVERT ORDER	FP0000024697	Culverts N
	03-303-000-0000-6515		38.56	2023 CULVERT ORDER	FP0000024697	Culverts N
	03-303-000-0000-6515		33.52	2023 CULVERT ORDER	FP0000024697	Culverts N
	03-303-000-0000-6515		29.98	2023 CULVERT ORDER	FP0000024697	Culverts N
	03-303-000-0000-6515		692.04	2023 CULVERT ORDER	FP0000024697	Culverts N
	03-303-000-0000-6515		19.68	15" BAND	FP0000024697	Culverts N
<b>13622</b>	<b>TrueNorth Steel Inc</b>		<b>12,051.64</b>			<b>15 Transactions</b>
8279	Winzer Franchise Company					
	03-303-000-0000-6417		158.57	AITKIN SHOP SUPPLIES	1472919	Shop/Building Maintenance N
<b>8279</b>	<b>Winzer Franchise Company</b>		<b>158.57</b>			<b>1 Transactions</b>
10196	Yanmar CE NA					
	03-303-000-0000-6590		700.35	REPAIR PARTS	636731	Repair & Maintenance Supplies N
<b>10196</b>	<b>Yanmar CE NA</b>		<b>700.35</b>			<b>1 Transactions</b>
5295	Ziegler Inc					
	03-303-000-0000-6590		1,054.80	REPAIR PARTS	IN001177549	Repair & Maintenance Supplies N
<b>5295</b>	<b>Ziegler Inc</b>		<b>1,054.80</b>			<b>1 Transactions</b>
<b>303</b>	<b>DEPT Total:</b>		<b>58,901.88</b>	<b>R&amp;B Highway Maintenance</b>	<b>33 Vendors</b>	<b>103 Transactions</b>
<b>3</b>	<b>Fund Total:</b>		<b>59,456.88</b>	<b>Road &amp; Bridge</b>		<b>105 Transactions</b>

# Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2340	Hyytinen Hardware Hank		2.10	09/27/2023 09/27/2023 1 Transactions			
9046	Loffler Companies, Inc. 05-400-440-0410-6220		53.28	MONTHLY TELEPHONE 09/01/2023 09/30/2023 1 Transactions	4487034	Telephone	N
9046	Loffler Companies, Inc.		53.28				
89765	Minnesota Elevator, Inc 05-400-440-0410-6300		29.91	ELEVATOR SERVICE OCT '23 10/01/2023 10/31/2023 1 Transactions	1040805	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		29.91				
9014	PAPER STORM 05-400-440-0410-6360		13.61	PAPER SHREDDING 09/26/2023 09/26/2023 1 Transactions	23701	Services, Labor, Contracts	N
9014	PAPER STORM		13.61				
10698	Stericycle, Inc 05-400-440-0410-6360		16.86	STERI-SAFE 10/01/2023 10/31/2023 1 Transactions	8004726823	Services, Labor, Contracts	6
10698	Stericycle, Inc		16.86				
86235	The Office Shop Inc 05-400-440-0410-6300		1,533.58	PH-COPIER CONTRACT IRDXC58501 09/22/2023 09/22/2023	328409-0	Maintenance/Service Contracts	N
	05-400-440-0410-6300		77.45	OSS-COPIER CONTRACT IRDXC58501 09/22/2023 09/22/2023	328409-0	Maintenance/Service Contracts	N
86235	The Office Shop Inc		1,611.03	2 Transactions			
3518	Voyageur Press Of Mcgregor, Inc 05-400-400-0402-6360		740.00	COVID-19 & FLU CLINIC ADS 09/27/2023 09/27/2023 1 Transactions	47570	Services, Labor, Contracts	N
3518	Voyageur Press Of Mcgregor, Inc		740.00				
400	DEPT Total:		2,735.84	Public Health Department	11 Vendors	20 Transactions	
420	DEPT 86359 Aitkin Co Attorney			Income Maintenance			

# Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	05-420-640-4800-6220		31.32	MONTHLY TELEPHONE	4487034	Telephone	N
				09/01/2023 09/30/2023			
<b>9046</b>	<b>Loffler Companies, Inc.</b>		<b>156.88</b>	<b>2 Transactions</b>			
88439	Metro Legal Services						
	05-420-640-4800-6379		60.00	IV-D SERVICES #001419599402	3460978	Other Iv-D Charges	N
				09/26/2023 09/26/2023			
<b>88439</b>	<b>Metro Legal Services</b>		<b>60.00</b>	<b>1 Transactions</b>			
89765	Minnesota Elevator, Inc						
	05-420-600-4800-6300		70.49	ELEVATOR SERVICE OCT '23	1040805	Maintenance/Service Contracts	N
				10/01/2023 10/31/2023			
<b>89765</b>	<b>Minnesota Elevator, Inc</b>		<b>70.49</b>	<b>1 Transactions</b>			
9014	PAPER STORM						
	05-420-600-4800-6360		32.08	PAPER SHREDDING	23701	Services, Labor, Contracts	N
				09/26/2023 09/26/2023			
<b>9014</b>	<b>PAPER STORM</b>		<b>32.08</b>	<b>1 Transactions</b>			
10254	Sheriff Brown County						
	05-420-640-4800-6379		65.00	IV-D SERVICES #001472818902	202300000490	Other Iv-D Charges	Y
				09/25/2023 09/25/2023			
<b>10254</b>	<b>Sheriff Brown County</b>		<b>65.00</b>	<b>1 Transactions</b>			
86474	Sheriff Carlton County						
	05-420-640-4800-6379		50.00	IV-D SERVICES 001427568702	IN202301335	Other Iv-D Charges	N
				09/19/2023 09/19/2023			
<b>86474</b>	<b>Sheriff Carlton County</b>		<b>50.00</b>	<b>1 Transactions</b>			
86944	Sheriff Crow Wing County						
	05-420-640-4800-6379		75.00	IV-D SERVICES #001538155502	11577	Other Iv-D Charges	N
<b>86944</b>	<b>Sheriff Crow Wing County</b>		<b>75.00</b>	<b>1 Transactions</b>			
10698	Stericycle, Inc						
	05-420-600-4800-6360		39.73	STERI-SAFE	8004726823	Services, Labor, Contracts	6
				10/01/2023 10/31/2023			
<b>10698</b>	<b>Stericycle, Inc</b>		<b>39.73</b>	<b>1 Transactions</b>			
86235	The Office Shop Inc						

# Aitkin County



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

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	05-430-740-0000-5343			20,456.92	09/20/2023 09/20/2023 CMH RESIDENTIAL TREATMENT PATH	00000760214	CMH Residential Treatment Path (S30)	N
<b>11051</b>	<b>Department of Human Services</b>			<b>20,703.92</b>	09/22/2023 09/22/2023 2 Transactions			
2340	Hyytinen Hardware Hank 05-430-700-4800-6422			7.94	JANITORIAL - TOILET FLAPPER 09/27/2023 09/27/2023	13383	Janitorial Supplies	N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>			<b>7.94</b>	1 Transactions			
9046	Loffler Companies, Inc. 05-430-700-4800-6220			201.65	MONTHLY TELEPHONE 09/01/2023 09/30/2023	4487034	Telephone	N
<b>9046</b>	<b>Loffler Companies, Inc.</b>			<b>201.65</b>	1 Transactions			
89765	Minnesota Elevator, Inc 05-430-700-4800-6300			113.22	ELEVATOR SERVICE OCT '23 10/01/2023 10/31/2023	1040805	Maintenance/Service Contracts	N
<b>89765</b>	<b>Minnesota Elevator, Inc</b>			<b>113.22</b>	1 Transactions			
9014	PAPER STORM 05-430-700-4800-6360			51.51	PAPER SHREDDING 09/26/2023 09/26/2023	23701	Services, Labor, Contracts	N
<b>9014</b>	<b>PAPER STORM</b>			<b>51.51</b>	1 Transactions			
10698	Stericycle, Inc 05-430-700-4800-6360			63.81	STERI-SAFE 10/01/2023 10/31/2023	8004726823	Services, Labor, Contracts	6
<b>10698</b>	<b>Stericycle, Inc</b>			<b>63.81</b>	1 Transactions			
86235	The Office Shop Inc 05-430-700-4800-6300			293.19	OSS-COPIER CONTRACT IRDXC5850I 09/22/2023 09/22/2023	328409-0	Maintenance/Service Contracts	N
<b>86235</b>	<b>The Office Shop Inc</b>			<b>293.19</b>	1 Transactions			
10930	Tidholm Productions 05-430-700-4800-6405			117.75	LARGE BUSINESS CARDS (KH) 09/26/2023 09/26/2023	3417 5177	Office Supplies	Y

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 10/9/23 11:58AM  
 9 State

# Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
0	DEPT			Undesignated			
4580	Mn Dept Of Finance						
	09-000-000-0000-2030		555.00	MARRIAGE LICENSE FEES COLLECTE	SEPT	State Fees, Assessments & Surcharges	N
	09-000-000-0000-2022		516.00	BIRTH & DEATH SURCHARGES	SEPT 2023	Birth/Death Surcharges	N
	09-000-000-0000-2024		126.00	CHILDREN SURCHARGES	SEPT 2023	St Share Of Birth Cert.-Children	N
	09-000-000-0000-2031		24.00	TORRENS ASSURANCE	SEPT 2023	Real Estate Assurance (Was 5874 And €	N
	09-000-000-0000-2036		5,040.00	STATE GEN FUND/LEG. SURCHARGE	SEPT 2023	Recording Surcharges (Was 5871 & 6281)	N
4580	Mn Dept Of Finance		6,261.00	5 Transactions			
3375	Mn Dept Of Health						
	09-000-000-0000-2027		1,062.50	STATE WELL CERTIFICATE	SEPT 2023	State Well Cert Fees (Was 5097 & 6203)	N
3375	Mn Dept Of Health		1,062.50	1 Transactions			
0	DEPT Total:		7,323.50	Undesignated	2 Vendors	6 Transactions	
9	Fund Total:		7,323.50	State		6 Transactions	

# Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3100	McGregor Oil		201.36 201.36	NL 1 Transactions	AITKINLA	Gas/Vehicle Fuel Charges N
10412	O'Reilly Auto Parts		35.89	2 CABIN FILTERS	1878-165369	Repair & Maintenance Supplies N
10412	O'Reilly Auto Parts		35.89	1 Transactions		
3950	Public Utilities		234.85	ACLD UTILITIES	348-00	Utilities-Gas and Electric N
				08/16/2023	09/16/2023	
3950	Public Utilities		234.85	1 Transactions		
4010	Rasley Oil Company		1,062.26	#2 OFF ROAD	AITCOL&PS	Gas/Vehicle Fuel Charges N
			52.25	NL	AITCOL&PS	Gas/Vehicle Fuel Charges N
4010	Rasley Oil Company		1,114.51	2 Transactions		
4070	Riley Auto Supply		100.78	JIC HOSE FITTING & BALL MOUNT	640055	Repair & Maintenance Supplies N
4070	Riley Auto Supply		100.78	1 Transactions		
923	DEPT Total:		3,528.05	Forfeited Tax Sales	12 Vendors	13 Transactions
926	DEPT			Law Library		
5173	Thomson Reuters-West Publishing		1,562.70	ONLINE SUBSCRIPTION	849028880	Law Books N
				09/01/2023	09/30/2023	
			1,155.61	LIBRARY PLAN	849104373	Law Books N
				10/01/2023	10/31/2023	
5173	Thomson Reuters-West Publishing		2,718.31	2 Transactions		
926	DEPT Total:		2,718.31	Law Library	1 Vendors	2 Transactions
10	Fund Total:		6,736.44	Trust		16 Transactions

# Aitkin County



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

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
521	DEPT				LLCC Administration			
2763	Countryside Sanitation, LLC 19-521-000-0000-6255	B		157.95	OCTOBER GARBAGE 10/01/2023 10/31/2023	4189	Garbage	Y
2763	Countryside Sanitation, LLC			157.95	1 Transactions			
9743	Lakes Printing 19-521-000-0000-6454			303.24	POSTERS FOR CANTEEN	00217816	Commissary Supplies-Non Jail	N
9743	Lakes Printing			303.24	1 Transactions			
14812	SCI Broadband/Savage Communications 19-521-000-0000-6220			685.80	PHONE AND INTERNET 10/01/2023 10/31/2023	024-033167	Telephone	N
14812	SCI Broadband/Savage Communications			685.80	1 Transactions			
10034	Sorben Honey 19-521-000-0000-6454			456.00	HONEY FOR CANTEEN	561777	Commissary Supplies-Non Jail	Y
10034	Sorben Honey			456.00	1 Transactions			
86235	The Office Shop Inc 19-521-000-0000-6360			336.38	COPIER CONTRACT 06/06/2023 09/06/2023	328582-0	Services, Labor, Contracts	N
86235	The Office Shop Inc			336.38	1 Transactions			
9287	The Teehive LLC 19-521-000-0000-6454			2,153.00	T-SHIRTS AND SWEATSHIRTS	289302	Commissary Supplies-Non Jail	Y
	19-521-000-0000-6454			600.00	T-SHIRTS	289499	Commissary Supplies-Non Jail	Y
9287	The Teehive LLC			2,753.00	2 Transactions			
521	DEPT Total:			4,692.37	LLCC Administration	6 Vendors	7 Transactions	
523	DEPT				LLCC Food			
9658	McMillan/Dave 19-523-000-0000-6418			146.06	GROCERIES FOR APT GROUP	4291661	Groceries-Students	N
9658	McMillan/Dave			146.06	1 Transactions			
3810	Paulbeck's County Market 19-523-000-0000-6418			53.51	GROCERIES	7684653	Groceries-Students	N
	19-523-000-0000-6418			69.64	GROCERIES	7684653	Groceries-Students	N

# Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT			Parks			
116	Aitkin Pet & Farm Supply Inc 21-520-000-0000-6450	Q	74.95	FENCE AXTELL	3Q3M5SEP2VYG6	Field Supplies	N
116	Aitkin Pet & Farm Supply Inc		<b>74.95</b>	1 Transactions			
10083	Cedarbrook Lumber Comp 21-520-000-0000-6523		455.48	PINE SPF 100' FAT MAX	127149	Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		69.93	SPF	127163	Misc Bldg & Shop Supplies	N
10083	Cedarbrook Lumber Comp		<b>525.41</b>	2 Transactions			
1430	Dotzler Power Equipment 21-520-000-0000-6450		40.48	VERSACUT SAW CHAIN OIL FIL	34236	Field Supplies	N
	21-520-000-0000-6450		26.95	POWERCUT SAW CHAIN 3/8"	34447	Field Supplies	N
1430	Dotzler Power Equipment		<b>67.43</b>	2 Transactions			
10618	Erik's Lawn Service 21-520-000-0000-6360	B	436.00	AITKIN CAMPGROUND MOWING	9697	Services, Labor, Contracts	Y
	21-520-000-0000-6360	B	596.00	BERGLUND PARK MOWING	9697	Services, Labor, Contracts	Y
	21-520-000-0000-6360	B	396.00	JACOBSON MOWING	9697	Services, Labor, Contracts	Y
	21-520-000-0000-6360		156.00	ROUND LAKE BEACH MOWING	9697	Services, Labor, Contracts	Y
	21-520-000-0000-6360		636.00	SNAKE RIVER CAMPGROUND MOWING	9697	Services, Labor, Contracts	Y
10618	Erik's Lawn Service		<b>2,220.00</b>	5 Transactions			
1754	Garrison Disposal Company, Inc 21-520-000-0000-6255	B	163.80	AITKIN PARK GARBAGE	347000	Garbage	N
1754	Garrison Disposal Company, Inc		<b>163.80</b>	1 Transactions			
1818	Glen's Sign Design 21-520-000-0000-6450	Q	720.00	AXTELL AND N SOO LINE	092023	Field Supplies	Y
1818	Glen's Sign Design		<b>720.00</b>	1 Transactions			
3024	Kingsley/Russell Lee 21-520-000-0000-6802	Q	2,480.00	RABEY LINE TRAIL REPAIR	102023	Trail Grants-State	Y
3024	Kingsley/Russell Lee		<b>2,480.00</b>	1 Transactions			
9358	McNeil Excavating 21-520-000-0000-6802	Q	10,395.00	CLASS 5 RABEY LINE	092023	Trail Grants-State	Y
	21-520-000-0000-6802	Q	3,465.00	HAULING BLIND LAKE TRAIL ATV	092023	Trail Grants-State	Y

WLB1  
 10/9/23 11:58AM  
 22 Coronavirus Relief Fund

# Aitkin County

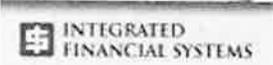


Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
716	DEPT		American Rescue Plan - COVID			
9272	ARCHITECTURAL RESOURCES INC					
	22-716-000-0000-6818		33,000.00	FRF-BOILER/CHILLER	2022177	Category: Revenue Replacement N
9272	ARCHITECTURAL RESOURCES INC		33,000.00	1 Transactions		
9085	Climate Makers Inc					
	22-716-000-0000-6818		13,895.30	FRF- CLIMATE CONTROLS LLCC	11525	Category: Revenue Replacement N
9085	Climate Makers Inc		13,895.30	1 Transactions		
10261	My Crafts N Things					
	22-716-000-0000-6802		1,150.50	REVITALIZATION GRANT	100620231	Category: Negative Economic Impacts G
10261	My Crafts N Things		1,150.50	1 Transactions		
716	DEPT Total:		48,045.80	American Rescue Plan - COVID	3 Vendors	3 Transactions
22	Fund Total:		48,045.80	Coronavirus Relief Fund		3 Transactions

# Aitkin County

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



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	276,974.82	General Fund
2	52,060.00	Reserves Fund
3	59,456.88	Road & Bridge
5	30,224.43	Health & Human Services
9	7,323.50	State
10	6,736.44	Trust
11	2,792.06	Forest Development
19	13,562.66	Long Lake Conservation Center
21	21,853.77	Parks
22	48,045.80	Coronavirus Relief Fund
25	393.59	Opioid Settlement
<b>All Funds</b>	<b>519,423.95</b>	<b>Total</b>

Approved by,

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10/10/23 3:54PM

# Aitkin County



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

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

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

**AUDITOR WARRANT - R&B 10-13-2023**

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

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 10/10/23 3:54PM

# Aitkin County



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

**3** Road & Bridge

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
<b>308</b>	DEPT			R&B Equipment & Facilities			
	5295 Ziegler Inc						
	03-308-000-0000-6610		57,345.00	310K BACKHOE LDR	IN001189403	Equipment	N
	5295 Ziegler Inc		57,345.00	1 Transactions			
<b>308</b>	<b>DEPT Total:</b>		<b>57,345.00</b>	<b>R&amp;B Equipment &amp; Facilities</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>3</b>	<b>Fund Total:</b>		<b>57,345.00</b>	<b>Road &amp; Bridge</b>		<b>1 Transactions</b>	
	<b>Final Total:</b>		<b>57,345.00</b>	<b>1 Vendors</b>	<b>1 Transactions</b>		

# Aitkin County

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



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	3	57,345.00	Road & Bridge
All Funds		57,345.00	Total

Approved by, .....

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# Board of County Commissioners Agenda Request

**2H**  
Agenda Item #

**Requested Meeting Date:** October 24, 2023

**Title of Item:** Accept Donation - Aitkin County Jail - Cuyuna Regional Medical Center

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

<b>Submitted by:</b> Dan Guida	<b>Department:</b> Sheriff's Office
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<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b> N/A
---	--------------------------------------

**Summary of Issue:**

The Cuyuna Regional Medical Center (CRMC) has donated \$100.00 to the Aitkin County Jail in recognition of a volunteer that has been volunteering at the jail. CRMC encourages its employees to give back to the community by volunteering in the community. When an employee has reached 10 volunteer hours a donation is given by CRMC to an organization of their choice.

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

**Recommended Action/Motion:**  
Recommend adoption of resolution in accepting donation from CRMC to Aitkin County Jail.

**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:



KMR1  
10/12/23 1:38PM

# Aitkin County



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

**R&B Fee**

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  
10/12/23 1:38PM

# Aitkin County



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

**3** Road & Bridge

<u>Vendor</u>	<u>Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
1	8410 Bremer Bank 03-303-000-0000-6570			25.00	23/24 SPEC FUEL LICENSE	SPEC FUEL DLRS	Motor Fuel & Lubricants	N
	8410 Bremer Bank			25.00	1 Transactions			
<b>3 Fund Total:</b>				<b>25.00</b>	<b>Road &amp; Bridge</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>Final Total:</b>				<b>25.00</b>	<b>1 Vendors</b>	<b>1 Transactions</b>		

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	25.00	Road & Bridge
All Funds	25.00	Total

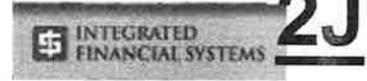
Approved by,

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10/12/23 1:57PM

# Aitkin County



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

## Manual Warrants 10-12-2023

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	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	<b>780 Bremer Bank</b>							
9	01-040-000-0000-5081			0.02	MORTGAGE REG-SEPTEMBER	SEPT 2023	Mortgage Registry-3%	N
10	01-042-000-0000-5079			0.02	DEED TAX-SEPTEMBER	SEPT 2023	3% State Deed Tax	N
	<b>780 Bremer Bank</b>			<b>0.04</b>	2 Transactions			
	<b>8410 Bremer Bank</b>							
4	01-044-904-0000-6360			120.80	MED FSA CLAIMS 2023	10/01/2023	Flex Plan Withdrawals	N
3	01-044-904-0000-6360			625.02	MED FSA CLAIMS 2023	10/02/2023	Flex Plan Withdrawals	N
5	01-044-904-0000-6360			50.34	MED FSA CLAIMS 2023	10/03/2023	Flex Plan Withdrawals	N
13	01-044-904-0000-6360			416.68	MED FSA CLAIMS 2023	10/10/2023	Flex Plan Withdrawals	N
14	01-044-904-0000-6360			155.51	DEP CARE FSA CLAIMS 2023	10/10/2023	Flex Plan Withdrawals	N
6	01-122-000-0000-6820			200.00	J. FISCHER ECHECK RETURNED	58772	Refunds & Reimbursements	N
	<b>8410 Bremer Bank</b>			<b>1,568.35</b>	6 Transactions			
<b>1 Fund Total:</b>				<b>1,568.39</b>	<b>General Fund</b>		<b>2 Vendors</b>	<b>8 Transactions</b>

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 10/12/23 1:57PM  
 9 State

# Aitkin County



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

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
7	780 Bremer Bank 09-000-000-0000-2025			67,263.06	DEED TAX-SEPTEMBER	SEPT 2023	State's Share Of Deed Tax (97%)	N
8	780 Bremer Bank 09-000-000-0000-2026			34,106.79	MORTGAGE REG-SEPTEMBER	SEPT 2023	State Share Of Mortgage Registry (97%)	N
				<b>101,369.85</b>		2 Transactions		
<b>9 Fund Total:</b>				<b>101,369.85</b>	<b>State</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	

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# Aitkin County



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

**13 Taxes & Penalties**

<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>
15	8410 Bremer Bank 13-943-000-0000-2001		505.00	UNABLE TO LOCATE CHGBK - P2	3290 & 330	Cur - Property Taxes
	8410 Bremer Bank		505.00	1 Transactions		N
<b>13 Fund Total:</b>			<b>505.00</b>	<b>Taxes &amp; Penalties</b>	<b>1 Vendors</b>	<b>1 Transactions</b>

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10/12/23 1:57PM

# Aitkin County



19 Long Lake Conservation Cer

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

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1	8410 Bremer Bank 19-522-000-0000-6267		TOTAL SERVICE CHARGES 09/01/2023 09/30/2023	461201217886	Credit Card Fees	N
2	19-522-000-0000-6267		TOTAL FEES 09/01/2023 09/30/2023	461201217886	Credit Card Fees	N
12	19-522-000-0000-5553		REFUND ROVERS HALLOWEEN	ACHCCD	Non School Groups	N
	8410 Bremer Bank		3 Transactions			
<b>19 Fund Total:</b>			<b>169.45</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>3 Transactions</b>

KMR1  
 10/12/23 1:57PM  
 21 Parks

# Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
11	8410 Bremer Bank 21-520-000-0000-5510		45.00	NSF CHECK - ANDERSON	J - ENVELOPE	Co. Parks Campground Fees	N
	8410 Bremer Bank		45.00	1 Transactions			
<b>21 Fund Total:</b>			<b>45.00</b>	<b>Parks</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>Final Total:</b>			<b>103,657.69</b>	<b>6 Vendors</b>	<b>15 Transactions</b>		

# Aitkin County



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,568.39	General Fund
9	101,369.85	State
13	505.00	Taxes & Penalties
19	169.45	Long Lake Conservation Center
21	45.00	Parks
<b>All Funds</b>	<b>103,657.69</b>	<b>Total</b>

Approved by, .....

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# Board of County Commissioners Agenda Request

2K  
Agenda Item #

**Requested Meeting Date:** October 24, 2023

**Title of Item:** Century Link Utility Easement

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Dennis (DJ) Thompson	<b>Department:</b> Land	
<b>Presenter (Name and Title):</b> Dennis (DJ) Thompson, Land Commissioner		<b>Estimated Time Needed:</b> NA
<b>Summary of Issue:</b> Century Link is requesting a utility easement for the placement of a telephone remote switch box in the NE NE of Section 15, Township 51, Range 27 (PID #54-0-014700). Easement area is 20' by 20'. They currently have a lease and would like to convert it to an easement.  Cost of the easement is the minimum fee of \$2,000 plus a recording fee of \$46 for a total of \$2,046. The applicant has paid the \$400 application fee, which will be credited to the assessment if the easement is approved.  Aitkin County Surveyor has reviewed the easement and has no objections.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to approve utility easement for Century Link.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

## UTILITY EASEMENT

Pursuant to the authority given to the undersigned County Auditor of Aitkin County, by the County Board of said County of Aitkin, as set forth in their resolution adopted by the County on \_\_\_\_\_ to CenturyLink of Minnesota, Inc, 33 North Main Street, Winter Garden, FL 34787, a perpetual easement for the purpose of an underground telephone cable line over, under, and across the following Aitkin County managed lands to wit:

20 ft x 20 ft area in the Northeast Quarter of the Northeast Quarter (NE NE), Section Fifteen (15), Township Fifty-one (51), Range Twenty-seven (27) described as follows: Commencing at the Northeast corner of Section Fifteen (15), Thence South, assumed bearing, Fifty-one (51) feet along the east line of said NE NE, Thence West, parallel with the north line of said NE NE, Two Hundred Thirty (230) feet to the point of beginning, Thence South, parallel with said east line, Twenty (20) feet, thence West, parallel with said north line, Twenty (20) feet, thence North, parallel with said east line, Twenty (20) feet, thence East, parallel with said north line, Twenty (20) feet to the point of beginning and there terminating.

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

1. The communication infrastructure shall be constructed and maintained by the grantee or permittee without any cost to the County of Aitkin and the land area shall be open for public use, as long as said easement is in force.
2. On the land covered by this easement, a fee of Two Thousand Forty-six Dollars (\$2,046.00).
3. Any timber cut or destroyed shall be paid for at the usual rate determined by the Land Commissioner. (Timber has been included in the easement costs.)
4. Aitkin County manages County owned and tax-forfeited lands to produce direct and indirect revenue for the taxing districts. This management includes the harvesting and extraction of timber, gravel, minerals, and other resources. The issuing and use of this easement shall not adversely affect the management and harvesting of timber and other resources on County owned and tax forfeited land. If for any reason, including township or county road construction or reconstruction, the easement needs to be relocated, the county and township will not be responsible for any relocation costs.
5. Any such easement may be canceled by resolution of the County Board for any substantial breach of its terms or if at any time its continuance will conflict with public

use of the land, or any part thereof, on which it is granted, after ninety (90) days written notice, addressed to the recorded owner of the easement at the last known address.

6. Land affected by this easement may be sold or leased for any legal purpose, but such sale or lease shall be subject to this easement and excepted from the conveyance or lease, while such easement remains in force.
7. Failure to use the right of way described in this document for the purpose for which this easement is granted for a period of five years, shall result in the cancellation of this easement and any rights granted to the grantee by this easement shall cease to exist and shall revert to the grantor.
8. Aitkin County manages the property for many purposes such as a motorized and non-motorized recreation trails, access to county managed and other lands for resource management purposes, including the harvesting of timber, extraction of gravel, peat, fill dirt, etc, and the mining and extraction of minerals. The issuing and use of this easement shall not adversely affect any other Aitkin County authorized use of this land.

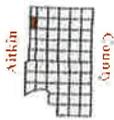
Dated at Aitkin, MN this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(SEAL)

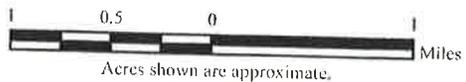
\_\_\_\_\_  
Kirk Peysar, Aitkin County Auditor

This instrument was drafted by:

Dennis Thompson, Land Commissioner  
Aitkin County Land Department  
502 Minnesota Ave. N  
Aitkin, MN. 56431



# UNORGANIZED T51N-R27W

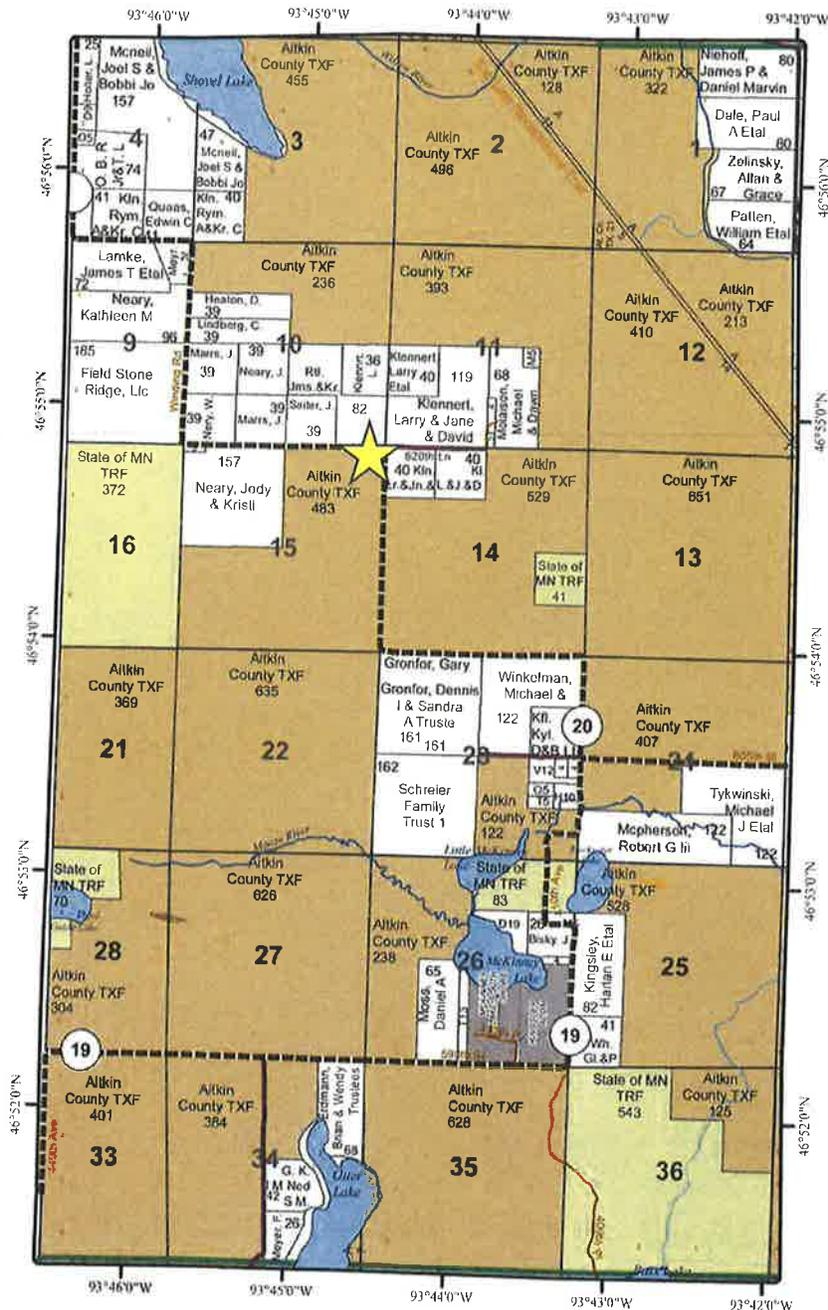


Acres shown are approximate.

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See (UNORGANIZED T52N-R27W) Page 62



See (MACVILLE T51N-R26W) Page 57

See (UNORGANIZED T50N-R27W) Page 50

## Celebration of Achievement Banquet



In October of each year, members are recognized for their achievements in 4-H. Awards are given out followed by a game of bowling.





# REQUEST FOR ACCESS ACROSS TAX-FORFEITED LANDS IN AITKIN COUNTY

November 12, 2019

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

1. Easement:  Utility Easement Only.  
 Recreational Road Easement – No Utilities allowed, for recreation use only.  
 Residential Road Easement – Includes Utility Easement, for year-round use.

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

2. Applicant Information (please print or type)

NAME Victoria S. Bucher, SR/WA COMPANY Centurylink of Minnesota, Inc.  
ADDRESS 33 North Main Street CITY, STATE, ZIP Winter Garden, FL 34787  
PHONE 407-256-6240 E-MAIL victoria.bucher@lumen.com

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

Tax Parcel Number: 54-6-014700 Acreage: 20'x20' (400 SF)  
Location of Parcel: Legal Description: 20'x20' area in NE/NE for Shovel Remote  
Section: 15 Township: 51 Range: 27

Do you have any other access into this property?  Yes  No

Will the proposed Easement route cross property other than Aitkin County Tax-Forfeited lands?  Yes  
 No. If yes, has legal access been acquired from these other properties?  Yes  No

4. Please write a brief note on why you are requesting an Easement: Current lease expires 9/30/2023.

CenturyLink desire to convert lease into an easement.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Signature of Application or Authorized Rep.  
Victoria S. Bucher  
\_\_\_\_\_  
Date \_\_\_\_\_

. Please return completed form, and map, along with the nonrefundable application fee of \$400.00 to:  
Aitkin County Land Department  
502 Minnesota Ave. N.  
Aitkin, MN 56431

## PRIVATE ROAD EASEMENTS ACROSS AITKIN COUNTY TAX-FORFEITED LANDS

MN Statute 282.4 Subdivision 4 provides that counties may grant easements across tax-forfeited lands for purposes such as legal access to an individual's private property. Aitkin County's Easement Policy allows for private road easements, however Aitkin County is not required to grant an easement across tax-forfeited lands. Aitkin County will consider the request of the individual applicant but must consider what is in the best long-term interest of the tax-payers and residents of Aitkin County. The County must evaluate a number of criteria prior to considering the granting of an easement, such as other reasonable access routes to a property or potential adverse environmental impacts. Other factors like the property's proximity to public roads, access to other infrastructure, and adverse impacts to public use may also be considered.

Private road easements will provide legal ingress and egress access across Aitkin County tax-forfeited lands to an individual private property, from a public road. A non-refundable application fee of \$400.00 is required to cover some of the County costs related to evaluating an easement application. If approved, the application fee will be applied to the easement fee. Fees for the easement will be based on a predetermined value per acre multiplied by the total acres encumbered; and the fee recording the easement. Other associated costs that, if required, are the responsibility of the applicant include a registered survey, or wetland replacement.

There are two types of private road easements...

1. **Private recreational road easements** are intended to be relatively low impact access routes into primarily undeveloped recreation property (e.g. hunting land), that will not require services such as utilities (electric, telephone, etc.). If granted, the easement right-of-way (ROW) will be 33' wide and cross no more than 1 mile (5280') of Aitkin County tax-forfeited lands. Utility easements will not be allowed in association with this type of easement.
2. **Private residential road easements** are intended to provide a developed access to an individual property that could potentially be established as a permanent residence, business, or recreational cabin that will require access to services such as electricity, telephone, etc. If granted, the easement right-of-way (ROW) will be 66' wide and cross no more than ½ mile (2640') of Aitkin County tax-forfeited lands. Utility easements will be allowed within the ROW for no additional fee.

## PRIVATE ROAD EASEMENTS ACROSS AITKIN COUNTY TAX-FORFEITED LANDS

### **Important considerations prior to applying for an Easement...**

Easements are a permanent encumbrance across Aitkin County tax-forfeited lands, so both the applicant and the County need to discuss the long-term plans for the property. For example, if developing the property or selling the property for development is a possibility in the future; applying for a private residential road easement would be the best long-term option. A private recreational road easement would not be a good option since easements for improvements (e.g. utilities) are not allowed. Going from a recreational road easement to a residential road easement would involve voiding the existing recreational road easement and entering into a new application process for a residential road easement.

In instances involving property in remote areas adjacent to large blocks of Aitkin County tax-forfeited lands, a land exchange might be a better option than an easement. In this scenario, a landowner could acquire property of substantially equal value with better development potential (e.g. closer to a public road) in exchange for their remote land-locked property. In some instances, the County may consider the purchase of a remote land-locked property if an easement is not deemed advisable and an exchange is not desirable to the landowner.

Many people assume that crossing public land is the easiest way to gain legal access to land-locked property. Usually, the most direct route from a public roadway that will have the least environmental impacts is the best route. If the best route involves crossing private land, it is usually the most reasonable access. Minnesota has specific laws concerning access to land-locked property across private lands.

Easements will not be granted through Aitkin County tax-forfeited lands when a property has an existing easement of record through another property.

Easements across Aitkin County tax-forfeited lands are granted to an individual property. Every individual property owner wanting to gain legal access must be granted an easement (no group easements). It may be advisable for multiple landowners requesting access through the same route to share the other associated costs (such as a registered survey, if required).

Any road easement granted by Aitkin County must commence from a public road. Aitkin County can only grant an easement across land it administers. The applicant must acquire legal access across any other property that the proposed route crosses.

## PRIVATE ROAD EASEMENTS ACROSS AITKIN COUNTY TAX-FORFEITED LANDS

### General Procedure:

- a. A landowner inquires about a possible easement. ACLD staff attempts to provide a timely and realistic response relative to the likelihood of approval and may provide other options (e.g. land exchange).
- b. The landowner proceeds with applying for an easement based on the type of easement that fits their needs. The application form must be filled out completely including the type of easement required, the application fee, contact information, legal description, and a map illustrating the property and the proposed access route.
- c. The ACLD and other County staff will evaluate the application and proposed route to determine important issues such as; if a registered survey is required, if there are any potential wetland impacts, and if there is an existing legal access to the property. An appraisal of the timber within the ROW will be done. Consultation with Township officials will occur if the proposed easement is accessed by a Township road.
- d. The Land Commissioner will send a letter to the applicant stating the findings of the evaluation:
  - a. If the evaluation determines denial of the request, the reason will be stated and possible alternatives may be outlined, such as an alternate easement route or type; or a possible land exchange.
  - b. If the request is to be recommended for approval by the County Board of Commissioners, the letter will outline the easement fees and any other requirements such as a registered survey, a road construction/maintenance plan, etc. The letter will also include an easement form outlining the terms of the easement.
- e. Upon receipt of the fees and other required information, the request will be presented to the County Board for approval. If approved, the easement will be recorded in the office of the County Recorder.



# Board of County Commissioners Agenda Request

24  
Agenda Item #

**Requested Meeting Date:** 10-24-23

**Title of Item:** Equipment Purchase - Pickup Truck Chassis with Hydraulic Flatbed

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway Department
<b>Presenter (Name and Title):</b> NA		<b>Estimated Time Needed:</b> NA
<b>Summary of Issue:</b>  See attached summary.		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Recommend purchase of 2024 Chevrolet Silverado from North Country GM, Hibbing, MN for \$45,595 Recommend purchase of Crysteel Hydraulic Flatbed from Bert's Equipment for \$16,125.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ \$61,720 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> \$60,000 was budgeted in the 2023 Capital Equipment Program for this purchase.		

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

**Attachment  
for  
Equipment Purchase – Pickup Truck with Hydraulic Flatbed**

Replacement of Unit 456 is listed in the 2023 Capital Equipment Replacement Program for a total cost of \$60,000. The complete acquisition includes two components: the purchase of a 1-ton pickup truck (chassis only) and the purchase/installation of the hydraulic flatbed. Quotes were received as follows:

1. Purchase of 1-ton Pickup Truck (chassis only)

	<b>Aitkin Motor Company – Aitkin , MN</b>	<b>North Country GM-Hibbing, MN</b>
Make/Model	2024 Ford F-350 Crew, 2WD	2024 Chevrolet Silverada 3500 Crew, 2WD
Cost	\$55,835	\$45,595

2. Purchase/Installation of Hydraulic Flatbed

	<b>TowMaster Truck Equipment</b>	<b>Bert's Truck Equipment</b>
Cost	\$29,114	\$16,125



# Board of County Commissioners Agenda Request

3A  
Agenda Item #

**Requested Meeting Date:** October 24, 2023

**Title of Item:** Approve 2024-2026 LELS Supervisory Agreement

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Bobbie Danielson	<b>Department:</b> Human Resources	
<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director		<b>Estimated Time Needed:</b> 5 Min.
<b>Summary of Issue:</b>  The negotiated 2024-2026 LELS Supervisory Agreement will be presented for approval.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve 2024-2026 LELS Supervisory Agreement		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

# AGREEMENT

By and Between

AITKIN COUNTY



and

LAW ENFORCEMENT LABOR SERVICES



**REPRESENTING:**  
SHERIFF'S OFFICE SUPERVISORY UNIT  
LOCAL #504

January 1, 202~~4~~<sup>1</sup>, through December 31, 202~~6~~<sup>3</sup>

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Will update table of contents and page #'s on final signature copy.

**SHERIFF'S OFFICE SUPERVISORY UNIT**

**AGREEMENT**

**By and Between**

**AITKIN COUNTY**

**AND**

**LAW ENFORCEMENT LABOR SERVICES, LOCAL #504  
(Sheriff's Office Supervisory Unit)**

**PREAMBLE**

Aitkin County, hereinafter referred to as the "Employer" and Law Enforcement Labor Services, Local 504, representing employees in those classifications covered by this Agreement, hereinafter referred to as the "Union", agree to the following provisions covering wages, hours and working conditions during the period of this Agreement. This Agreement shall supersede and replace all previous agreements between the parties hereto.

**TERMS AND RELATIONS**

This Agreement is intended to secure proper employment terms and conditions of said Employer and to advance friendly relations between the Employer and the employees. Both the Employer and the employees agree to carry it out fairly.

**ARTICLE 1. RECOGNITION**

- 1.1 Law Enforcement Labor Services, Inc. shall be recognized as the sole and exclusive representative for the Supervisory Unit as set forth in the Certification of Exclusive Representative, Case No. 22PRE0935 dated December 28, 2021 by the Bureau of Mediation Services, State of Minnesota, to with:

All essential supervisory employees employed by the Aitkin County Sheriff's Department, Aitkin, Minnesota, who are public employees within the meaning of Minn. Stat. §179A.03, subd. 14, excluding confidential and all other employees.

- 1.2 REPRESENTATION. The Union shall be the sole representative of all classifications of employees covered by this Agreement in collective bargaining with the Employer, and there shall be no discrimination against any employee because of non-Union affiliation.
- 1.3 CHECKOFF. In recognition of the Union as the exclusive representative, the Employer shall deduct from the pay of all employees an amount sufficient to provide payment of initiation fees and dues established by the Union from the wages of all employees who expressly authorize, in writing, such a deduction. The Employer shall remit such deduction to the appropriate designated representative of Law Enforcement Labor Services, Inc.

The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this section.

- 1.4 TIME OFF. The Employer agrees to grant reasonable and necessary time off, without discrimination or loss of seniority rights and without pay, to any employee designated by the Union to attend a labor convention or serve in any capacity or other Official Union business, provided one (1) week's written notice is given to the Sheriff by the Union, specifying length of time off. The Union agrees that in making its request for time off for Union activities, due consideration shall be given to the number of individuals affected in order that there shall be no disruption of the Employer's operations due to lack of available employees.

The Employer will not pay any employee to come in on their scheduled time or day(s) off for negotiations, but when on-duty, the Employer will permit the Union's Negotiating Committee, comprised of up to two members of the bargaining unit, to appear at all negotiation meetings with the Employer without the loss of pay.

## **ARTICLE 2. VESTED RIGHT OF MANAGEMENT**

The right to employ, transfer, direct and discipline employees and the management of the property and equipment of the Aitkin County is reserved and shall be vested exclusively in the County Board, including the sole authority of the County Board to define "cause" for management action. The County Board through authority vested through the Minnesota State Statutes shall have the right to determine how many individuals will be employed or retained together with the right to exercise full control and discipline in the proper conduct of its operation. The Aitkin County Board shall have the sole right to contract for any work it chooses, and direct employees to perform such work wherever located in its jurisdiction. The County Board shall have the exclusive right to determine the hours of employment and the length of the work week and to make changes in the detail of the employment of the various employees from time to time as is deemed necessary for the efficient operation of the Sheriff's ~~Department~~Office, and the Union and the members agree to cooperate with the County Board in all respects to promote the efficient operation of the Sheriff's ~~Office~~Department. The Union will be notified by the County Board of any said changes or adjustments. The provisions of this Article are subject to the procedural rights of the employees as set forth in the other Articles contained in this Agreement.

## **ARTICLE 3. EMPLOYMENT STATUS**

A regular employee is hereby defined as a person hired to fill a full-time permanent position.

## **ARTICLE 4. PROBATION**

- 4.1 PROBATION. All employees newly hired in a position covered by this Agreement, except the position of Undersheriff, shall serve a one (1) year probationary period of continuous service. During such probationary period they shall be subject to dismissal for any reason without recourse to the grievance procedure.

Employees who have completed their probationary period as outlined for the Deputy/Jailer Dispatcher Bargaining Unit shall be entitled to immediate coverages for all benefits upon transfer to a position within the Supervisory Unit.

- 4.2 TRANSFER OF EMPLOYEES FROM LICENSED ESSENTIAL UNIT. Any employee who is appointed to the position of Undersheriff shall be on a leave of absence from the Licensed Essential Unit without pay for up to ten (10) years. All accrued ~~vaeation~~PTO, personal leave, and sick leave shall carry forward with them to the Supervisory Unit. Their bargaining unit seniority shall be tolled (frozen) and remain with the Licensed Essential Unit until the Undersheriff returns to the Licensed Essential Unit.
- 4.3 TERMINATION OF APPOINTMENT – UNDERSHERIFF. The Undersheriff serves in a unique position of trust and in a confidential relationship with the Sheriff. The parties therefore agree that the Sheriff may terminate the appointment of the Undersheriff at any time, upon written notice and without cause. The parties further agree that termination of the appointment of the Undersheriff is not and shall not be construed as disciplinary action, and said termination of appointment is not subject to the grievance procedure of this Agreement. Upon termination of appointment, the Undersheriff may elect to return to the previous position held in an Aitkin County non-supervisory bargaining unit as outlined in Article 4.2 above, provided he/she holds more seniority in that bargaining unit than the least senior employee in the applicable job class. Termination from employment with Aitkin County is subject to the Grievance Procedure.

#### ARTICLE 5. EXPENSES/LOSS OR DAMAGE

- 5.1 EXPENSES. In accordance with the established policy of the County of Aitkin on presentation of expense report with receipts, all employees, when away from their homes overnight because of their duty, or outside the County, shall be reimbursed for food and lodging expenses during their absence.
- 5.2 LOSS OR DAMAGE. Employees shall not be charged for loss or damage to equipment unless clear proof of negligence is shown. This Article is not to be construed as applying to charging for normal usage or wear and tear on equipment.

#### ARTICLE 6. UNIFORMS AND POST LICENSE

The County agrees to supply to all regular full-time employees, three (3) winter and three (3) summer uniforms. Replacements will be furnished when needed.

The Employer shall contribute 100% of the cost of the license fee required by the Minnesota Peace Officer Standards and Training Board (POST) when licensure is required by the Employer.

The employer will agree to provide a safety footwear allowance for the Undersheriff of up to \$195.00 per calendar year, upon submission of receipt, to be used specifically for or towards safety footwear.

## ARTICLE 7. MEDICAL EXAMINATIONS

Physical, mental or other examinations required by the Employer shall be promptly complied with by all employees, provided, however, the Employer shall pay for all such examinations. Examinations not to exceed one (1) in any one (1) year, unless the employee has suffered serious injury or illness during the year. Employees shall receive their regular compensation and shall not be deducted pay for time spent during an examination required by the Employer. If the employee disagrees with the results of the medial examination required by the Employer, the employee may be examined by a doctor chosen by the employee or the Union. The Employer shall not be required to pay for said examination. Any further examinations shall only be done in accordance with disability law.

## ARTICLE 8. WORK HOURS

The Sheriff's ~~Department Office~~ maintains the facilities on a twenty-four (24) hour a day basis. Supervisory personnel may be required to respond on a twenty-four (24) hour a day basis. The normal work week is forty (40) hours. However, it is expected that employees will provide service necessary to carry out the functions of the position. This includes weekends and nights as required.

## ARTICLE 9. PAY PERIOD

All employees covered by this Agreement shall be paid bi-weekly on Friday for work performed during the previous pay period. If a holiday falls on Friday, pay day will be the last workday before the holiday. Each employee shall be provided with a statement of gross earnings and an itemized statement of all deductions made for any purpose.

## ARTICLE 10. LEAVES OF ABSENCE

- 10.1 FAMILY AND MEDICAL LEAVE. Eligible employees will be granted FMLA in accordance with legal mandates and County policy.
- 10.2 LEAVE OF ABSENCE. Any employee desiring leave of absence from his or her employment shall secure written permission from the County Administrator. Except as required by law, the maximum leave of absence shall be two (2) thirty (30) day periods and may be extended for like periods upon approval of the County Administrator. During the period of absence, the employee shall not engage in gainful employment. An employee who engages in gainful employment while on a leave of absence shall be deemed to have voluntarily quit employment with Aitkin County. The employee must make suitable arrangements for continuation of health insurance, union dues, and other benefit payments before the leave may be approved by the Employer.
- 10.3 PERSONAL LEAVE. Full-time (probationary and non-probationary) employees shall be granted nine (9) hours of personal leave each quarter, and may accumulate up to thirty-six (36) hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death.

10.4 **BEREAVEMENT LEAVE.** Full-time (probationary and non-probationary) employees will be allowed a maximum of three (3) days (24 hours) leave without loss of pay when a death occurs in an employee's family, which shall be construed in this section to mean spouse, life partner, child, stepchild, parent, stepparent, sibling, step sibling, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents and grandchildren. Two (2) additional days (16 hours) may be allowed when extensive travel is necessary (greater than 250 miles one way), subject to the approval of the Employer. Additional time, if needed, may be allowed by the Employer, but such additional time in excess of the five (5) days (40 hours) provided above shall be charged against the employee's sick leave.

**ARTICLE 11. HOLIDAYS**

All regular full-time employees (probationary and non-probationary) shall be entitled to eight (8) hours of holiday pay for the following holidays:

- |                             |                               |
|-----------------------------|-------------------------------|
| New Year's Day              | Labor Day                     |
| Presidents Day              | Veteran's Day                 |
| Martin Luther King Day      | Thanksgiving Day              |
| Memorial Day                | Friday after Thanksgiving Day |
| <u>Juneteenth (June 19)</u> | Christmas Day                 |
| Fourth of July              |                               |

When any of the above-named holidays fall on a Sunday, the following day shall be observed as the holiday. When the holiday falls on a Saturday, it shall be observed on the preceding Friday.

Employees shall be entitled to four (4) hours of holiday pay for Christmas Eve only in the years when the holiday falls on a Monday through Thursday. If Christmas Eve falls on a Friday, Saturday or Sunday there is no holiday pay provided.

**ARTICLE 12. VACATIONS**

This Vacations Article 12 will expire at the end of the day 1/13/2024, prior to PTO being implemented on 1/14/2024 (start of the first full pay period). Employees vacation banks will be transferred to their PTO bank on 1/14/2024.

12.1 Regular full-time employees shall be granted vacation based on length of County employment as follows:

<u>Completed Years of Service</u>	<u>Rate of Accumulation of Vacation Days Per Month of Work</u>	<u>Working Days Employee May Earn as Vacation Per Year</u>
0-3	1.0	12
3-5	1.25	15
5-10	1.50	18

10-15	1.75	21
15+	2.0	24

Upon termination of employment, permanent employees shall be paid for any accumulated vacation credits, unless the employee is terminated for just cause.

- 12.2 MAXIMUM ACCRUAL. Employees are expected to use their accumulated vacation within the year of accrual. Vacation leave may be accumulated up to a maximum of 280 hours. Vacation hours over 280 hour maximum shall be forfeited as accumulated on a monthly basis until such time as the employee is below the 280 hour maximum.
- 12.3 VACATION CASH OUT. Employees who have used at least twelve (12) vacation days in the previous twelve (12) month period may elect pay in lieu of accumulated vacation hours, for up to ten (10) days once in any calendar year.

**Article 12A PTO / Extended Sick Leave (new section, effective 1/14/2024, start of first full pay period).**

Effective 1/14/2024, employees will receive PTO that will accrue on a per payroll period basis. Full-time (probationary and non-probationary) employees shall accrue PTO benefits based on the following table:

<u>Annual Completed Years of Service</u>	<u>Rate of Accumulation (Hours per Month)</u>	<u>Annual Hours of PTO</u>
<u>0</u>	<u>16</u> <u>(New full-time employees will be provided 40 hours of PTO at time of hire so their rate of accumulation for the first year will be adjusted accordingly.)</u>	<u>192</u>
<u>3</u>	<u>18</u>	<u>216</u>
<u>5</u>	<u>20</u>	<u>240</u>
<u>10</u>	<u>22</u>	<u>264</u>
<u>15+</u>	<u>24</u>	<u>288</u>

Employees who have used at least 80 PTO hours in the previous twelve-month period may elect pay in lieu of PTO for up to 120 hours once in any calendar year. For FLSA non-exempt (hourly paid) employees, such PTO cash out will not be counted as hours worked for the purpose of computing overtime.

Employees may accrue up to a maximum of 280 hours PTO.

For FLSA non-exempt (hourly paid) employees, all PTO hours count as time worked for the purpose of overtime computation. (Holidays, comp time, personal leave, and extended sick bank hours do not count towards the computation of overtime.)

Upon separation of service, the employee will be paid for any unused PTO, up to the maximum accrued amount, unless the employee is terminated because of an illegal act regardless of whether any legal remedies are pursued or whether any conviction results. In the event of the death of an employee, the employee's accumulated PTO credits shall be paid to the employee's estate.

For employees who have met age and service requirements necessary to receive an annuity from PERA or who are receiving a disability benefit from PERA, the County will deposit 100% of the employee's accrued but unused PTO into a MSRS HCSP account upon retirement or resignation in good standing.

Commented [BJD1]: Ok, per Rick 9/27/2023.

Employees are allowed to transfer any accrued PTO over the maximum accrual amount to the extended sick leave bank where there is no severance payment upon separation of service. At no time can the extended sick leave bank exceed 960 hours for employees hired on or before September 1, 2023 or 720 hours for employees hired after September 1, 2023. PTO that has been transferred to the extended sick leave bank can only be used in accordance with the sick leave provisions in Article 12A, Section 2.

Part-time employees shall be entitled to PTO benefits on a pro-rated basis, up to a total of 40 hours PTO per calendar year, in accordance with county policy. Seasonal and temporary employees are not eligible to accrue PTO benefits.

PTO benefits shall only accrue when an employee is in a paid status or on an approved military leave. PTO benefits shall not be earned by any employee during a leave of absence without pay, suspension without pay, or time otherwise not paid.

In order to assure the orderly performance and continuity of services provided, employees wishing to schedule a vacation should request PTO as far in advance as reasonably possible, but usually at least one (1) week in advance of the requested vacation period. Requests for PTO usage shall be granted by the Department Head or designee unless it is determined that such absence would adversely affect and interfere with the orderly performance and continuity of services. It may be necessary to limit the number of employees taking vacation at the same time or during an event or particular period of time. Such requests, however, shall not arbitrarily be denied.

Requests for vacation will be processed giving preference to the order in which the requests are received. In the event requests are received at the same time for the same vacation period, then time-in-department will be the determining factor.

Probationary employees may use accrued PTO with supervisory approval.

#### Section 2. Extended Sick Leave Bank / Care Of Relatives

Accrued sick leave may be used when an employee cannot perform work duties due to but not limited to the following: personal illness or injury; necessity for medical or dental treatment or examination, where such treatment cannot be scheduled outside of working hours; emergency, illness or injury of the employee's immediate family member which requires the employee's attendance and care; quarantine directed by a medical physician; disability; pre and postnatal care. For the purpose of this paragraph, immediate family is defined as; spouse, child, stepchild, adult child, parent, stepparent, mother-in-law, father-in-law, or grandchild. To the extent that state statute (§181.9413) or regulations change, this policy shall be construed as consistent with those changes.

Sick leave may be used because of illness of the employee's sibling or grandparent as well. For siblings and grandparents, use is limited to 160 hours all combined per calendar year.

An employee must notify the employee's supervisor of sick leave usage prior to the employee's starting time, unless an emergency prevents the employee from doing so. Failure to give such notice may be cause for disciplinary action.

The County reserves the right to require written medical certification from an employee.

In the event of three (3) consecutive days of absence or in cases of the repeated and systematic absence of an employee the Department Head or Supervisor may require a medical statement from an appropriate medical authority before granting sick leave, as well as verification that an employee is able to perform the duties of employment before the employee is allowed to return to work.

#### **ARTICLE 13. SICK LEAVE BENEFITS/CARE OF RELATIVES**

This Sick Leave Benefits/Care of Relatives Article 13 will expire at the end of the day 1/13/2024, prior to PTO/Extended Sick being implemented on 1/14/2024 (the first full pay period). Employees sick leave banks will be transferred to their extended sick leave bank on 1/14/2024.

Full-time (probationary and non-probationary) employees are allowed to accumulate sick leave at the rate of eight (8) hours per month of continuous employment. Employees are allowed to accumulate up to a maximum of 960 hours (120 working days) of sick leave. Upon separation, employees shall not be paid for any unused sick leave.

Accrued sick leave may be used when an employee cannot perform work duties due to but not limited to the following: personal illness or injury; necessity for medical or dental treatment or examination, where such treatment cannot be scheduled outside of working hours; emergency, illness or injury of the employee's immediate family member which requires the employee's attendance and care; quarantine directed by a medical physician; disability; pre and postnatal care. For the purpose of this paragraph, immediate family is defined as; spouse, child, stepchild, adult child, parent, stepparent, mother-in-law, father-in-law, or grandchild. The County Sheriff or designee, at his/her discretion, may require a doctor's certificate showing the nature of an injury or illness.

Sick leave may be used because of illness or injury of the employee's sibling or grandparent as well. For siblings and grandparents, use is limited to 160 hours all combined per calendar year.

The County may require a doctor's certificate for the need of an employee's absence.

Employees who have completed their probationary period as outlined for the Deputy/Jailer Bargaining Unit shall be entitled to immediate coverages for all sick leave benefits upon transfer to a position within the Supervisory Unit.

#### **ARTICLE 14. RETIREMENT**

The parties agree and understand that PERA retirement benefits are governed by Minnesota statutes.

#### **ARTICLE 15. INSURANCE AND BONDS**

15.1 GROUP HEALTH INSURANCE. The Employer agrees to offer a Group Health Insurance plan equivalent to existing coverage, subject to the provisions of this Article and limitations, benefit and conditions established by the contract with the insurance carrier. The aggregate value of benefits provided by the group health insurance contract for employees covered by this collective bargaining agreement shall not be reduced, unless the employer and union agree to a reduction in benefits.

In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

The Employer shall contribute on behalf of eligible permanent and probationary employees working thirty (30) or more hours per week as follows:

<b>HSA Compatible Plan</b>	<b>Employer's Share of the Premium per month</b>	<b>Employee's Share of the Premium per month</b>
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Single	<del>\$618.10</del> <del>697.48</del> per month for 2024 <del>1</del> . <del>\$675.74 per month</del> <u>To be determined</u> for 2025 <del>2</del> \$ To be determined for 2026 <del>3</del>	\$0/month for 2024 <del>1</del> . \$0/month for 2025 <del>2</del> . \$0/month for 2026 <del>3</del> .
Single + 1	<del>\$1,211.04</del> <del>1,318.52</del> per month for 2024 <del>1</del> . <del>\$1,293.52 per month</del> <u>To be determined</u> for 2025 <del>2</del> \$ To be determined for 2026 <del>3</del>	<del>\$360.190.00</del> /month for 2024 <del>1</del> . <del>\$435260.00</del> /month for 2025 <del>2</del> . <del>\$460340.00</del> /month for 2026 <del>3</del> . ***
Family	<del>\$1,441.38</del> <del>569.20</del> per month for 2024 <del>1</del> . <del>\$ To be determined</del> <del>1,529.80 per month</del> for 2025 <del>2</del> \$ To be determined for 2026 <del>3</del>	<del>\$510360.00</del> /month for 2024 <del>1</del> . <del>\$585410.00</del> /month for 2025 <del>2</del> . <del>\$610460.00</del> /month for 2026 <del>3</del> . ***

\*\*\*For 2024, 2025, and 2026~~3~~, the employer and employee will split the premium increase or decrease 50:50, up to a maximum of \$50.00 per month each year of the contract, not to exceed the numbers above.

The Employer's contribution shall not exceed the cost of the premium.

The employer may offer a waiver plan by county policy.

The employee may "buy up" to available higher cost plans by paying the premium difference. However, note, there is no employer HSA contribution offered on the higher cost plans.

Effective June 1, 2021, the Employer shall make a contribution to each eligible employee's HSA account, pro-rated by pay period [over 24 pay periods per calendar year], as follows:

Single	\$2,260 per year, pro-rated by pay period
Single + 1	\$3,260 per year, pro-rated by pay period
Family	\$3,260 per year, pro-rated by pay period

Eligible employees will receive a pro-rated HSA contribution for all pay periods in which the employee is in a compensated payroll status or on FMLA.

The Employer shall be obligated to make only one (1) HSA account contribution on behalf of an employee. Therefore, if the employee is enrolled as a dependent of another employee for whom the Employer has made a family coverage contribution, the Employer is not obligated to make a separate single coverage contribution on behalf of the employee.

15.2 LIABILITY INSURANCE. The County of Aitkin agrees to furnish, at no cost to the employee, liability insurance to protect officers in amounts equal to the County's statutory liability for claims where the County has a duty of indemnification pursuant to Minnesota Statute Section §466.07.

15.3 LIFE INSURANCE. The County Board agrees to provide and pay for a life insurance policy of \$25,000.00 for all employees and to provide life insurance coverage in the amount of \$15,000.00 for their spouses and dependents to age 26, subject to carrier restrictions.

15.4 BONDS AND PREMIUMS. Should the Employer require any employee to give bond, cash bond shall not be compulsory, and any standard premium involved shall be paid by the Employer. The primary obligation to procure the bond shall be on the Employer. If the Employer cannot arrange for a bond within ninety (90) days, he must notify the employee in writing. Failure to so notify shall relieve the employee of the bonding requirement.

If the proper notice is given, the employee shall be allowed thirty (30) days from the date of such notice to make his/her bonding requirements. Standard premiums only on said bond to be paid by the Employer. The standard premium shall be that premium paid by the Employer for bonds applicable to all other of its employees in similar classifications. Any excess premium to be paid by the employee.

15.5 LONG TERM DISABILITY. The Employer shall provide Long Term Disability Insurance reimbursement for full-time permanent employees in accordance with the Personnel Policy. Part-time employees are not eligible for LTD.

Full-time permanent employees shall have the option to purchase other voluntary benefits as offered by the Employer at the employee's cost in accordance with the terms of the policy between the Employer and insurance carrier.

#### **ARTICLE 16. INDIVIDUAL AGREEMENT**

The Employer agrees not to enter into any contract or agreement with any employees, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement.

#### **ARTICLE 17. GRIEVANCE PROCEDURE**

17.1 Crucial to the cooperative spirit with which this Agreement is made and in the sense of fairness and justice brought by the parties to the adjudicator of employee grievance, should an employee feel that their rights and privileges under this Agreement have been violated, they shall consult with their Union Steward. The Steward shall arrange for a Step 1 grievance meeting. Discharges shall be handled as specified in Article 19, except as provided in Article 4 of this Agreement. Any such dispute, complaint or grievance shall be deemed to have been waived if not presented in writing by the aggrieved employee within ~~fourteen-twenty-one~~ (21) calendar days following the known occurrence out of which the grievance arose or from the first date of which the grievance could reasonably be assumed to be known.

Any controversy arising out of the interpretation of, or adherence to, the terms and provisions of this Agreement shall be settled by the grievance procedure hereinafter set forth: Should a difference arise between the Employer and the Union or employees as to the meaning and application of the provisions of this Agreement or as to the compliance of

either party with any of its obligations under this Agreement, or should there be any complaint or grievance by an employee, the Union or the Employer, an earnest effort shall be made to settle such differences immediately under the following procedure:

**Step 1.** Between the employee affected, Steward, and Human Resources Director.

**Step 2.** Should the Union feel that the reply of the Human Resources Director is unsatisfactory, the Union shall immediately submit the facts in writing to the County Administrator. The parties shall arrange for a meeting within five (5) calendar days for negotiation of the issue. If the parties desire, a representative of the Union and a representative of the Employer shall attend said meetings. If the issue remains unresolved it shall be submitted within ten (10) calendar days to arbitration in accordance with Step 3.

**Step 3.** Any dispute, difference or grievance relative to the interpretation of or adherence to the terms of this Agreement which has not been concluded through the above procedure within ten (10) calendar days after reduction in writing in the manner hereinabove provided, the matter may be referred by either party within five (5) calendar days to arbitration. For grievance matters involving written disciplinary action, discharge, or termination, the assignment of an arbitrator shall be consistent with Minnesota Statute §626.892. For all other grievances, a neutral arbitrator may be mutually agreed upon by the representatives of the parties. Should the representatives of the Union and the Employer fail to agree upon a neutral arbitrator within five (5) additional calendar days, the neutral arbitrator shall be appointed as follows:

- 17.2 ARBITRATOR'S AUTHORITY. The Commissioner of the Minnesota Bureau of Mediation Services shall be called upon to submit a panel of seven (7) neutral arbitrators. After said panel has been submitted to the parties by the Bureau of Mediation Services, the Neutral arbitrator shall be selected by striking six (6) names. The first strike to be determined by drawing lots, the seventh remaining name shall be the neutral arbitrator. The decision of the arbitrator shall be final and binding on the Union, the Employer and any employee affected in a controversy so settled. If either party fails to abide by the decision of the arbitrator, the parties will then be allowed to use whatever legal recourse they deem necessary. The Union and the Employer shall share equally any cost for the arbitrator. The arbitrator shall not add to, subtract from, or vary the terms of this Agreement. The arbitrator shall only determine issues submitted in writing. All decisions must be rendered in accordance with the language of this Agreement or written interpretation pertaining thereto signed by the parties to this Agreement or their representatives.

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For grievance matters involving a peace officer's written disciplinary action, discharge, or termination, the assignment of an arbitrator shall be consistent with Minnesota Statute 626.892.

- 17.3 WAIVER. If a grievance is not presented within the time limits set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof

within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and Union in each step.

- 17.4 **CHOICE OF REMEDY.** If as a result of the written Employer response in Step 2 the grievance remains unresolved and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 3 of this grievance procedure or to another procedure such as Veterans Preference or Fair Employment. If appealed to any procedure other than Step 3, the grievance shall not be subject to the arbitration procedure provided in Step 3. The aggrieved employee shall indicate in writing which procedure is to be used – Step 3 of this grievance procedure or an alternative procedure. The election set forth above shall not apply to claims subject to the jurisdiction of the United States Equal Employment Opportunity Commission unless allowed by law.

#### **ARTICLE 18. DISCIPLINE**

- 18.1 Disciplinary action, including oral reprimand, written reprimand, suspension without pay, demotion, or discharge, may be imposed upon an employee for just cause. Any disciplinary action imposed may be processed as a grievance through the grievance procedure outlined in Article 11. Oral reprimands may not be processed beyond Step 3 of the grievance procedure.
- 18.2 Employees have a right to make a clear request for union representation before or during an investigatory interview if the discussion could in any way lead to their being disciplined or terminated.

#### **ARTICLE 19. DISCHARGE AND LOUDERMILL HEARING**

This Article 19 shall pertain to discharge cases only, except as provided in Article 4 of this Agreement.

- 19.1 An action to discharge an employee shall be taken by the appointing authority only after a Loudermill Hearing has been held between the designated Union representative and employee, and the County Administrator, or the Employee has waived their Loudermill rights. The employee and the Union shall be given written notice of the charges against the employee, a detailed summary of the underlying investigation, if any, and of the Loudermill Hearing date and time at least ten (10) calendar days prior to the meeting. The Union and the employee shall be present at the meeting, and the Union shall present information relevant to the proposed discharge and may present witnesses and evidence. The Sheriff and/or Human Resources Director shall have the right to present information, witnesses and evidence at the meeting. This meeting shall be in lieu of Step 1 of the Grievance Procedure set forth in Article 17 of this Agreement.

19.2 In the event the appointing authority proceeds to discharge, then a grievance relating to discharge shall be filed at Step 2 of the Grievance Procedure within ten (10) working days of the date of the discharge action.

#### ARTICLE 20. SAVINGS AND SEPARABILITY CLAUSE

If any Articles or Section of this Agreement or any riders thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, or if any Article, Section or rider is contrary to a state or federal administrative ruling or in violation of state or federal legislation or administrative regulations, the remainder of this contract and any rider thereto, or the application of such Article or Section to persons or circumstances other than those to which it had been held invalid or to which compliance with or enforcement of has been restrained, shall not be affected thereby.

In the event that any Article or Section of this Agreement is held invalid or enforcement of or compliance with which has been restrained, as set forth, the parties affected thereby shall enter into immediate Collective Bargaining negotiations, upon the request of the Union or the County, for the purpose of arriving at a mutually satisfactory replacement, pertaining to the same subject matter for such Article or Section during the period of invalidity or restraint.

#### ARTICLE 21. WAGES

21.1 **Effective January 1, 2024**, employees covered by this Agreement shall be paid in accordance with Appendix A. Employees whose wage is below the maximum of the appropriate pay range will receive 5% within range movement, not to exceed the maximum.

~~In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.~~

**Effective January 1, 2025**, employees covered by this Agreement shall be paid in accordance with Appendix A. Employees whose wage is below the maximum of the appropriate pay range will receive 5% within range movement, not to exceed the maximum.

Effective March 1, 2025, Undersheriff Heidi Lenk will receive a 1% retention bonus (pay adjustment).

~~Effective March 1, 2025, Undersheriff Heidi Lenk will receive a 1% retention bonus (pay adjustment).~~

**Effective January 1, 2026**, employees covered by this Agreement shall be paid in accordance with Appendix A. Employees whose wage is below the maximum of the appropriate pay range will receive 5% within range movement, not to exceed the maximum.

In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

~~Employees will remain on the Open Range Scale through December 31, 2023 at which point the Union may elect to convert to the pay schedule attached as Appendix B. No~~

**Commented [BJD2]:** Rick, see also MOU to 2021-2023 Agreement for market adjustments and retention bonuses to be effective 11/19/2023.

~~Employee shall move to a lesser rate of pay if the Open Range Scale is not retained after December 31, 2023.~~

21.2 Within Range Movement Guarantee Effective January 1, 2027. While on the Open Range pay scale, all employees not at the maximum pay shall receive a minimum of a 2% within range movement on January 1, not to exceed the maximum pay. This 2% within range movement guarantee does not apply if the State of Minnesota institutes a levy limitation during the term of this Agreement. If the State of Minnesota institutes a levy limitation, this clause shall be reopened for negotiation. If the Open Range pay scale is eliminated, the 2% language shall not apply.

~~While on the Open Range Scale, employees whose wage is below the maximum of the~~

21.3 The Employer does not consider the Open Range Scale to include any elements of pay for performance. If the employer desires to move to a pay for performance system in the future it must be negotiated with the Union. There is no guarantee that the Union will agree to a pay for performance system.

21.4 All employees shall remain at their rate of pay at the expiration date of this Agreement until a new Agreement is executed by the parties.

21.5 Overtime Hours. Overtime compensation will be based on status under the Fair Labor Standards Act. All non-exempt employees who are assigned by the Employer to work in excess of forty (40) hours in a work week shall be compensated for such overtime hours at the rate of one and one-half (1 ½) times the regular straight time rate of pay.

21.6 Termination. Employees who terminate employment prior to the date of County Board approval of this Agreement shall not be eligible for retroactive wage adjustments.

21.7 Reclassification and Promotion: Employees who move to a position of a higher grade shall receive a minimum increase of 5% or \$1.00 per hour (whichever is greater), not to exceed the maximum, or be less than the minimum rate, and will be placed into the range of the next pay grade in this bargaining unit.

~~An employee who is promoted to a higher paid classification shall be placed on the step that results in at least a \$0.25 per hour increase (or \$520/year increase for full-time salaried/FLSA-exempt positions). Thereafter, the employee would receive increases as provided for by the Agreement.~~

21.8 Involuntary Demotion: An employee who is demoted to a lower paid classification will be placed into the lower classification at the same percentile of the scale, not to exceed the Maximum. Thereafter, the employee will receive within range movement as provided for by this Agreement. *(For example: a Grade 9 employee who is paid 25% higher than the Grade 9 minimum will move to the Grade 8 classification and be paid 25% higher than the Grade 8 minimum. Or, a Grade 9 employee who is paid at the Grade 9 maximum, will move to the Grade 8 classification and be paid at the Grade 8 maximum.)* This language does not apply to voluntary demotions when an employee applies for a new position in a lower graded classification.

~~An employee whose job classification is upgraded will be placed on the step in the new pay range that results in at least a \$0.75 per hour increase (or \$1,560/year increase for full-time salaried/FLSA-exempt positions).~~

## ARTICLE 22. MSRS HCSP

22.1 All employees (probationary and non-probationary) will contribute the following amount to the MSRS HCSP: ~~\$100~~75.00 per paycheck.

22.2 *This section applies only to employees who were hired on or before April 1, 2008, after completion of ten (10) years continuous service, and who were eligible for severance pay under either the Licensed Essential bargaining agreement or the Non-Licensed Essential bargaining agreement prior to promotion to this Law Enforcement Labor Services Supervisory unit:* For employees who have met age and service requirements necessary to receive an annuity from PERA or who are receiving a disability benefit from PERA, the County will deposit 100% of the employee's severance pay and accrued but unused vacation/PTO into a MSRS HCSP account upon retirement or resignation in good standing.

#### **ARTICLE 23. INDEMNIFICATION**

Should future amendment to Minn. Stat. §471.44 or §466.07 impact employees' terms and conditions of employment, the Union or Employer may elect to re-open the Labor Agreement to meet and negotiate.

#### **ARTICLE 24. EXPIRATION**

The period of this Agreement shall be from the 1st day of January, 2024~~1~~, until the 31st day of December, 2026~~3~~, and shall continue in full force and effect from year to year thereafter, unless written notice of intention to terminate or modify this Agreement is given by either party to the other party sixty (60) days prior to the date of expiration or any anniversary thereof. Such notice may be delivered personally or by certified mail and if by mail, the notice must be received sixty (60) days prior to the expiration or anniversary date thereof. If the notice is to terminate, this Agreement shall then terminate on the anniversary date next following. If the notice is to change or modify, such notice shall specify the changes or modifications demanded.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 24<sup>th</sup> day of ~~October~~June, 20232.

AITKIN COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Chairperson

By: \_\_\_\_\_  
County Administrator

By: \_\_\_\_\_  
Human Resources Director

LAW ENFORCEMENT LABOR SERVICES, LOCAL # 504

By: \_\_\_\_\_  
Secretary-Treasurer, Local No. 504

By: \_\_\_\_\_  
President, Local No. 504

By: \_\_\_\_\_  
Business Agent

Law Enforcement Labor Services Supervisory Unit  
January 1, 2024

Undersheriff, Grade 15  
Jail Administrator, Grade 14  
Assistant Jail Administrator, Grade 10  
Dispatch Supervisor / Co-Jail Program Coordinator, Grade 9  
STS Coordinator / Co-Jail Program Coordinator, Grade 7

**APPENDIX A**  
**Wage Schedules**

**OPEN RANGE SCALE FOR JANUARY 1, 2024**

Grade	MIN		MAX	
	FLSA Non-Exempt	FLSA Exempt	FLSA Non-Exempt	FLSA Exempt
20	\$ 52.94	\$ 73.15	\$110,117.23	\$152,157.37
19	\$ 50.98	\$ 70.44	\$106,046.60	\$146,512.62
18	\$ 49.03	\$ 67.72	\$101,975.98	\$140,867.87
17	\$ 47.07	\$ 65.01	\$ 97,905.35	\$135,223.12
16	\$ 45.11	\$ 62.30	\$ 93,834.73	\$129,578.37
15	\$ 43.16	\$ 59.58	\$ 89,764.10	\$123,933.62
14	\$ 41.20	\$ 56.87	\$ 85,693.48	\$118,288.87
13	\$ 39.24	\$ 54.16	\$ 81,622.85	\$112,644.12
12	\$ 37.28	\$ 51.44	\$ 77,552.23	\$106,999.37
11	\$ 35.33	\$ 48.73	\$ 73,481.61	\$101,354.62
10	\$ 33.37	\$ 46.01	\$ 69,410.98	\$ 95,709.87
9	\$ 31.41	\$ 43.30	\$ 65,340.35	\$ 90,065.12
8	\$ 29.45	\$ 40.59	\$ 61,269.72	\$ 84,420.37
7	\$ 27.49	\$ 37.87	\$ 57,199.09	\$ 78,775.62
6	\$ 25.55	\$ 35.16	\$ 53,128.46	\$ 73,130.87
5	\$ 23.59	\$ 32.45	\$ 49,057.83	\$ 67,486.12
4	\$ 21.63	\$ 29.73	\$ 44,987.20	\$ 61,841.37
3	\$ 19.67	\$ 27.02	\$ 40,916.57	\$ 56,196.62
2	\$ 17.72	\$ 24.30	\$ 36,845.94	\$ 50,551.87
1	\$ 15.76	\$ 21.59	\$ 32,775.31	\$ 44,907.12

**OPEN RANGE SCALE FOR JANUARY 1, 2025**

Grade	MIN		MAX	
	FLSA Non-Exempt	FLSA Exempt	FLSA Non-Exempt	FLSA Exempt
20	\$ 55.06	\$ 76.08	\$114,521.92	\$158,243.67
19	\$ 53.02	\$ 73.26	\$110,288.47	\$152,379.13
18	\$ 50.99	\$ 70.43	\$106,055.02	\$146,502.59
17	\$ 48.95	\$ 67.61	\$101,821.57	\$140,632.05
16	\$ 46.92	\$ 64.79	\$ 97,588.12	\$134,761.51
15	\$ 44.88	\$ 61.97	\$ 93,354.67	\$128,890.97
14	\$ 42.85	\$ 59.14	\$ 89,121.22	\$123,020.43
13	\$ 40.81	\$ 56.32	\$ 84,887.77	\$117,149.89
12	\$ 38.78	\$ 53.50	\$ 80,654.32	\$111,279.35
11	\$ 36.74	\$ 50.68	\$ 76,420.87	\$105,408.81
10	\$ 34.71	\$ 47.85	\$ 72,187.42	\$ 99,538.27
9	\$ 32.67	\$ 45.03	\$ 67,945.39	\$ 93,667.73
8	\$ 30.63	\$ 42.21	\$ 63,710.50	\$ 87,797.19
7	\$ 28.59	\$ 39.39	\$ 59,475.61	\$ 81,926.65
6	\$ 26.57	\$ 36.57	\$ 55,240.72	\$ 76,056.11
5	\$ 24.53	\$ 33.74	\$ 51,029.23	\$ 70,185.57
4	\$ 22.50	\$ 30.92	\$ 46,794.34	\$ 64,315.03
3	\$ 20.46	\$ 28.10	\$ 42,559.45	\$ 58,444.49
2	\$ 18.43	\$ 25.28	\$ 38,324.57	\$ 52,573.95
1	\$ 16.39	\$ 22.45	\$ 34,089.68	\$ 46,703.41

Appendix A continued on next page.

**APPENDIX A, Continued**  
**Wage Schedules**

**OPEN RANGE SCALE FOR JANUARY 1, 2026**

Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
20	\$ 57.26	\$ 79.12	\$119,102.79	\$164,573.41
19	\$ 55.14	\$ 76.19	\$114,700.01	\$158,468.05
18	\$ 53.03	\$ 73.25	\$110,297.22	\$152,362.69
17	\$ 50.91	\$ 70.32	\$105,894.43	\$146,257.33
16	\$ 48.79	\$ 67.38	\$101,491.64	\$140,151.97
15	\$ 46.68	\$ 64.45	\$ 97,088.86	\$134,046.60
14	\$ 44.56	\$ 61.51	\$ 92,686.07	\$127,941.24
13	\$ 42.44	\$ 58.57	\$ 88,283.28	\$121,835.88
12	\$ 40.33	\$ 55.64	\$ 83,880.49	\$115,730.52
11	\$ 38.21	\$ 52.70	\$ 79,477.70	\$109,625.16
10	\$ 36.09	\$ 49.77	\$ 75,074.92	\$103,519.80
9	\$ 33.97	\$ 46.83	\$ 70,663.20	\$ 97,414.44
8	\$ 31.86	\$ 43.90	\$ 66,258.92	\$ 91,309.07
7	\$ 29.74	\$ 40.96	\$ 61,854.63	\$ 85,203.71
6	\$ 27.63	\$ 38.03	\$ 57,474.68	\$ 79,098.35
5	\$ 25.51	\$ 35.09	\$ 53,070.40	\$ 72,992.99
4	\$ 23.40	\$ 32.16	\$ 48,666.12	\$ 66,887.63
3	\$ 21.28	\$ 29.22	\$ 44,261.83	\$ 60,782.27
2	\$ 19.16	\$ 26.29	\$ 39,857.55	\$ 54,676.90
1	\$ 17.04	\$ 23.35	\$ 35,453.27	\$ 48,571.54

Employee Name	1/1/2024 5% WIRM	1/1/2025 5% WIRM	3/1/2025 1%	1/1/2026 6% WIRM
			RETENTION BONUS HEIDI LENK	
EDDY ELIZABETH	\$ 80,850.00	\$ 84,892.50	N/A	\$ 89,986.05
ERICKSON PATRICE	\$ 76,320.24	\$ 80,136.25	N/A	\$ 84,944.42
LENK HEIDI	\$ 114,437.77	\$ 120,159.66	\$ 121,361.26	\$ 128,642.93
SCOLLARD PATRICK	\$ 35.37	\$ 37.14	N/A	\$ 39.37
WHITE KARLA	\$ 101,699.70	\$ 106,784.69	N/A	\$ 113,191.77

APPENDIX B

**MEMORANDUM OF AGREEMENT (EARLY RETIREMENT INCENTIVE)**

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and Law Enforcement Labor Services Local Union No. 504 (hereafter "Union").

**WHEREAS**, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and

**WHEREAS**, during negotiations for the 2024-2026 collective bargaining agreement, the parties discussed early retirement incentives; and

**WHEREAS**, the employer incorporated an early retirement incentive provision into the Aitkin County Personnel Policy manual in January 2019.

**NOW, THEREFORE**, the parties agree as follows:

1. Employees of this bargaining unit who meet the criteria defined in the Aitkin County Personnel Policy for participation in the early retirement incentive in 2024, 2025, and 2026 will have the opportunity to participate.
2. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

**IN WITNESS WHEREOF**, the parties have caused this MOA to be executed this 14th day of ~~October~~ June, 2023.

FOR LOCAL NO. 504:

FOR COUNTY OF AITKIN:

\_\_\_\_\_  
Secretary/Treasurer, Local No. 504

\_\_\_\_\_  
Chairperson,  
Aitkin County Board of Commissioners

\_\_\_\_\_  
President, Local No. 504

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Business Agent

\_\_\_\_\_  
Human Resources Director



**MEMORANDUM OF AGREEMENT**  
**(HOLIDAY PAY STIPEND FOR EXEMPT POSITIONS)**

This Memorandum of Agreement is entered into between the County of Aitkin (hereafter "County") and Law Enforcement Labor Services, Inc. (hereafter "Union").

WHEREAS, the County and the Union are parties to a Labor Agreement in effect from January 1, 2024, through December 31, 2026, and

WHEREAS, the County is experiencing high staff turnover in its County Jail and Dispatch Center; and

WHEREAS, some supervisory employees covered by the LELS Agreement are listed as FLSA exempt and essential employees whose hours of work are based on employer needs and are regularly required to work 80 or more hours per pay period, and are entitled to 8 hours of holiday pay on the holidays listed in Article 11 of the collective bargaining agreement; and

WHEREAS, some supervisory employees current workloads do not allow for time off on some of the holidays listed in Article 11 of the collective bargaining agreement;

NOW, THEREFORE, the County and the Union agree as follows:

1. HOLIDAY PAY STIPEND FOR FLSA EXEMPT EMPLOYEES: When required to work more than 2 hours on holidays or days observed as holidays, the FLSA exempt supervisory employee will be paid a stipend equal to time and one-half (1 1/2) pay when they work on the calendar day on which a major holiday falls. The term major holiday includes New Year's Day, Memorial Day, 4<sup>th</sup> of July, Thanksgiving Day, and Christmas Day. (NOTE: The reference here to major holidays mirrors the Highway Dept, except Veterans Day was switched to Thanksgiving Day at the request of LELS. The request from the Highway Dept. was to focus on those holidays when families typically gather.)

For the purposes of this MOA, the employee's hourly pay equivalent will be calculated by dividing their annual salary by 2,080 hours.

Example: If New Year's Day falls on a Sunday and is observed by policy on Monday, and the supervisor is required to work 5 hours on Sunday and 4 hours on Monday he or she will be paid as follows:

\* 8 hours Holiday pay at Regular rate on Monday, the day New Year's Day holiday is observed.

\* 3 hours stipend (taxable cash) equal to double time hourly pay on Sunday (actual day of the major holiday). Note, the first 2 hours of work on this date are not paid.

\* 2 hours stipend (taxable cash) equal to time-and-one-half hourly pay on Monday (day the holiday is observed. Note, the first 2 hours of work on this date are not paid.





**MEMORANDUM OF AGREEMENT**  
**(MARKET ADJUSTMENT AND RETENTION BONUS)**

This Memorandum of Agreement is entered into between the County of Aitkin (hereafter “County”) and Law Enforcement Labor Services, Inc. (hereafter “Union”).

WHEREAS, the County and the Union are parties to a Labor Agreement in effect from January 1, 2021, through December 31, 2023, and

WHEREAS, the County and Union have been engaged in contract negotiations for the 2024-2026 Agreement; and

WHEREAS, a tentative agreement was reached between the County and Union on September 27, 2023; and

WHEREAS, the tentative agreement for the 2024-2026 LELS Supervisory Agreement included market adjustments and retention bonuses to be effective on November 19, 2023, if the union ratifies the 2024-2026 Agreement by October 17, 2023 (for placement on the October 24, 2023 board agenda); and

WHEREAS, the union’s signature below confirms that the union ratified the 2024-2026 Agreement by October 17, 2023; and

WHEREAS, the November 19, 2023, market adjustment and retention bonus amounts agreed to are as follows:

Market Adjustment:

Karla White                    \$5,000 (FLSA exempt, salaried)  
Elizabeth Eddy                \$5,000 (FLSA exempt, salaried)  
Patrice Erickson               \$2,407 (FLSA exempt, salaried)

Retention Bonus:

Pat Scollard                    \$0.50 per hour (FLSA non-exempt, hourly)  
Heidi Lenk                      1% retention bonus (FLSA exempt, salaried)

NOW, THEREFORE, the County and the Union agree as follows:

1. Based on the above, payroll change forms will be submitted to increase salaries/wages as follows effective November 19, 2023:

Employee Name		From	To on 11/19/2023
EDDY	ELIZABETH	\$ 72,000.00	\$ 77,000.00
ERICKSON	PATRICE	\$ 70,278.94	\$ 72,685.94
LENK	HEIDI	\$ 107,909.26	\$ 108,988.35
SCOLLARD	PATRICK	\$ 33.190	\$ 33.69
WHITE	KARLA	\$ 91,856.86	\$ 96,856.86

2. The County and Union agree this MOA shall not set a precedent with regard to any future matters between the parties.

3. This Memorandum of Agreement represents the complete and total agreement between the parties regarding this matter.





# Board of County Commissioners Agenda Request

4A  
Agenda Item #

**Requested Meeting Date:** October 24, 2023

**Title of Item:** Adoption of Mississippi River Brainerd - One Watershed One Plan

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

<b>Submitted by:</b> Janet Smude, District Manager	<b>Department:</b> Aitkin Co Soil & Water Conservation District
---	--

<b>Presenter (Name and Title):</b> Janet Smude, District Manager	<b>Estimated Time Needed:</b> 15 minutes
---	---

**Summary of Issue:**

The One Watershed One Plan Comprehensive Plan has been completed by the partners. It will be brought before the North Region Minnesota Board of Water and Soil Resources Committee on November 1st for final approval. We are asking that the County Board adopt this Plan as the Comprehensive Plan, for the portion of the Mississippi River Brainerd Watershed in Aitkin County. This will replace Aitkin County Comprehensive Water Management Plan for this watershed. Adopting this plan before it goes before the Board of Water and Soil Resources will show support of the local partners and ensure that the plan is approved.

A copy of the Mississippi River Brainerd One Watershed One Plan may be viewed at [https://www.crowwing.gov/DocumentCenter/View/20255/Mississippi\\_Brainerd\\_1W1P](https://www.crowwing.gov/DocumentCenter/View/20255/Mississippi_Brainerd_1W1P).

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

The Board could choose to not adopt this Plan as the Comprehensive Plan. Future funding from the Board of Water and Soil Resources would be jeopardized.

**Recommended Action/Motion:**

It is recommended that this Resolution be approved.

**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 October 24, 2023**

By Commissioner: xxx

**20231024-xxx**

**Adopt Mississippi River – Brainerd Comprehensive 1W1P**

**WHEREAS** the Mississippi River - Brainerd Comprehensive Local Water Management Plan identifies high-priority erosion, sedimentation, and water quality problems in accordance with Board of Water and Soil Resources (BWSR) rules and guidelines and;

**WHEREAS** the Mississippi River - Brainerd Comprehensive Local Water Management Plan identifies high-priority erosion, sedimentation, and water quality improvement projects to maintain and improve the natural resources of the watershed in accordance with Board of Water Soil Resources (BWSR) rules and guidelines and;

**WHEREAS** the Mississippi River – Brainerd Comprehensive Local Watershed Management Plan replaces the Aitkin County Comprehensive Water Management Plan for the area of the county identified within the Plan.

**WHEREAS** the County supports sending the final draft plan of the Mississippi River - Brainerd Comprehensive Watershed Management Plan to BWSR for review and.

**WHEREAS** the BWSR Board will review and approve the Mississippi River - Brainerd Comprehensive Watershed Management Plan according to Minnesota Statutes §103B.101, Subdivision 14.

**NOW THEREFORE, BE IT RESOLVED** that Aitkin County adopts the Mississippi River - Brainerd Comprehensive Local Water Management Plan as its Comprehensive Plan within the Mississippi River - Brainerd Watershed from 2023 to 2033 upon approval from the BWSR Board.

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

xxx 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 24<sup>th</sup> day of October 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24<sup>th</sup> day of October 2023

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



# Board of County Commissioners Agenda Request

5A  
Agenda Item #

**Requested Meeting Date:** October 24, 2023

**Title of Item:** Private Sale of Tax Forfeited Land to Phillip Gerber

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Dennis (DJ) Thompson		<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Dennis (DJ) Thompson, Land Commissioner		<b>Estimated Time Needed:</b> 5 Minutes
<b>Summary of Issue:</b> <p>Phillip Gerber has requested the direct purchase of tax-forfeited parcels 57-1-088400 (.18 acres) and 57-1-088500 (.12 acres) described as Quadna Mountain Vacation Club First Addition Outlots A and B in Section 26, Township 52, Range 26. At its July 10, 2023 meeting, the Natural Resources Advisory Committee passed a motion to proceed with the sale.</p> <p>Minnesota Statutes, chapter 282 only allows for the private sale of tax-forfeited land through special legislation. The Land Commissioner has determined that the county's land management interests would best be served if the land was returned to private ownership. Both parcels of tax forfeited land involved in the sale have been classified as non-conservation.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b> <p>The county currently does not receive a PILT payment on these parcels because they are platted and within the city limits of Hill City.</p>		
<b>Recommended Action/Motion:</b> <p>Pass a motion for the Land Commissioner to seek special legislation to allow for the private sale of parcels 57-1-088400 and 57-1-088500 to Phillip Gerber.</p>		
<b>Financial Impact:</b> <p>Is there a cost associated with this request?      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted?      <input type="checkbox"/> Yes      <input type="checkbox"/> No      <i>Please Explain:</i></p>		

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



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

57-1-088400 & 57-1-088500



12.257 0 0.01 0.02 mi 1 inch = 188 feet

Date: 10/10/2023



# Board of County Commissioners Agenda Request

58  
Agenda Item #

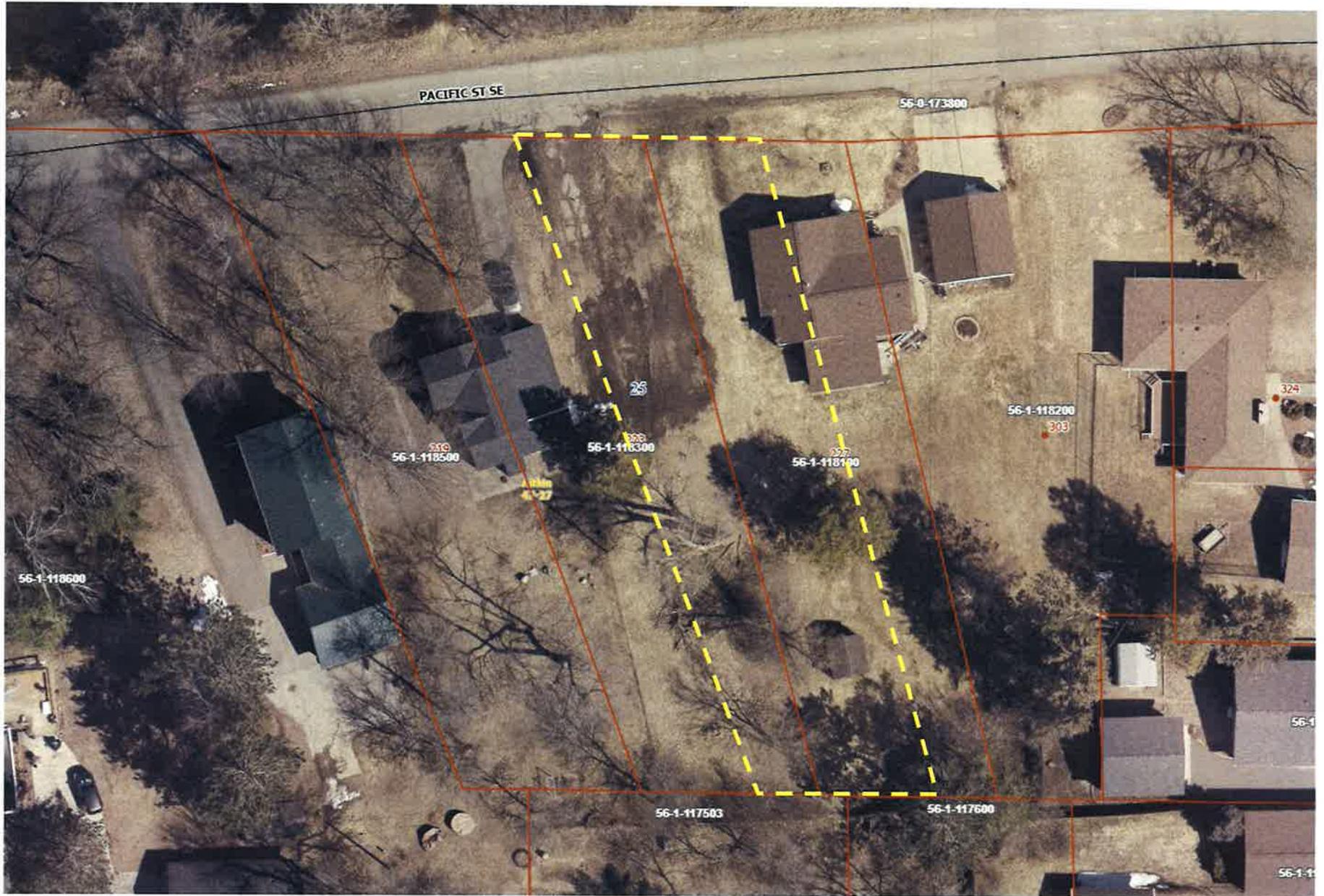
**Requested Meeting Date:** October 24, 2023

**Title of Item:** Private Sale of Tax Forfeited Land to Charles and Mary Ann Wark

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Dennis (DJ) Thompson	<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Dennis (DJ) Thompson, Land Commissioner	<b>Estimated Time Needed:</b> 5 Minutes
<b>Summary of Issue:</b> <p>Charles and Mary Ann Wark have requested the direct purchase of tax-forfeited parcel 56-1-118100 (.28 acres) described as Knox Irregular Lots, Lot 3 as in Doc 351384 in Section 25, Township 47, Range 27. At its July 10, 2023 meeting, the Natural Resources Advisory Committee passed a motion to proceed with the sale. After a survey was completed, it was determined that there is a major encroachment issue with this parcel.</p> <p>Minnesota Statutes, chapter 282 only allows for the private sale of tax-forfeited land through special legislation. The Land Commissioner has determined that the county's land management interests would best be served if the land was returned to private ownership. The parcel involved in the sale has been classified as non-conservation.</p>	
<b>Alternatives, Options, Effects on Others/Comments:</b> <p>The county currently does not receive a PILT payment on this parcel because it is platted and within the city limits of Aitkin.</p>	
<b>Recommended Action/Motion:</b> <p>Pass a motion for the Land Commissioner to seek special legislation to allow for the private sale of parcel 56-1-118100 to Charles and Mary Ann Wark.</p>	
<b>Financial Impact:</b> <p>Is there a cost associated with this request?      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted?      <input type="checkbox"/> Yes      <input type="checkbox"/> No      <i>Please Explain:</i></p>	



# Actual Lot Line

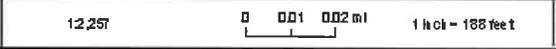




Map may not be valid at this scale. Data was mapped at an accuracy of 1:24000 so any representation of the data at a larger scale is not advised.

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

56-1-118100



Date: 10/10/2023



# Board of County Commissioners Agenda Request

6A  
Agenda Item #

**Requested Meeting Date:** October 24, 2023

**Title of Item:** Approve Senior Developer Agreement Bunker Hills Housing (INH)

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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>

<b>Submitted by:</b> Mark Jeffers	<b>Department:</b> Administration
--------------------------------------	--------------------------------------

<b>Presenter (Name and Title):</b> Mark Jeffers, Economic Development Coordinator	<b>Estimated Time Needed:</b> 10 minutes
--	---

**Summary of Issue:**

The Board of Commissioners passed resolution (20230822-081) to approve tax rebate financing for INH Properties. Tax Rebate Financing from the County of Aitkin for taxes payable to the County of Aitkin for a maximum term of twenty years. Tax Rebate Financing for the two projects is 90% tax abatement.

Legal description of the development properties are PID # 56 1-179300.

The agreement has been reviewed by the County Attorney and are found to be proper. The County Assessor has verified the accuracy of the tax abatement figures.

Economic Development has reviewed the Developer Agreements and request approval to sign the agreement.

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

**Recommended Action/Motion:**

Economic Development requests motion to approve Developer Agreement for Senior Housing, Bunker Hills Housing LLC, (INH Properties).

**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:*

*Draft 9/27/2023*

DEVELOPMENT AGREEMENT

BY AND BETWEEN

COUNTY OF AITKIN, MINNESOTA

AND

BUNKER HILLS HOUSING OF AITKIN, LLC

(Senior Housing Project)

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## DEVELOPMENT AGREEMENT

THIS AGREEMENT, made as of October 24, 2023, by and among the County of Aitkin, Minnesota, a municipal corporation, and political subdivision (the "County"), and Bunker Hills Housing of Aitkin, LLC, a Minnesota limited liability company (the "Developer").

WHEREAS, the Developer intends to construct an approximately 51-unit Senior housing project on the Development Property (the "Project") legally described on the attached Exhibit A (the "Development Property"); and

WHEREAS, pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815, the County has established a Tax Abatement Program pursuant to which the County is authorized to grant an abatement of ad valorem property taxes imposed by the County under certain conditions; and

WHEREAS, the Developer has requested that the County provide financial assistance as a 90% tax abatement for a period of up to 20-years to reimburse Developer through the Tax Abatement (defined below); and

WHEREAS, the County believes that the development and construction of the Project and fulfillment of this Agreement are vital and are in the best interests of the County, will increase the tax base in the County, and are in accordance with the public purpose and provisions of the applicable state and local laws and requirements under which the Project has been undertaken and is being assisted; and

WHEREAS, following notice and a public hearing the County adopted Resolution No. 20230822-081 of 2023, dated August 22, 2023 (the "Abatement Resolution"), agreeing to provide, in accordance with the referenced Abatement Resolution, State law and this Agreement, abatement of County property taxes on the Development Property subject to the terms and conditions contained in the above-referenced Abatement Resolution and this Agreement (the "Tax Abatement"); and

WHEREAS, the County believes that the Project will meet the conditions of the Tax Abatement Act and Tax Abatement Program in that: (a) the County expects the benefits to the County from this Agreement to equal or exceed the costs to the County of this Agreement; and (b) the County finds that granting the Tax Abatement is in the public interest because it will increase or preserve the tax base of the County; and

WHEREAS, the County has determined that the Project: (a) will promote and carry out the objectives for which development in the County has been undertaken; (b) will be in the vital best interests of the County and the health, safety, morals and welfare of its residents; and (c) is in accord with the public purposes and provisions of the applicable state and local laws, including requirements of the County's Code, under which the Project will be undertaken and is being assisted; and

WHEREAS, the Developer and the County desire to enter into this Agreement in satisfaction of applicable requirements of the County, and to set out the undertakings and obligations of each party from this point forward with respect to the Project.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

## ARTICLE I DEFINITIONS

**Section 1.1 Definitions.** All capitalized terms used and not otherwise defined herein shall have the following meanings unless a different meaning clearly appears from the context:

*"Agreement"* means this Agreement, as the same may be from time to time modified, amended or supplemented;

*"Business Day"* means any day except a Saturday, Sunday or a legal holiday or a day on which banking institutions in the County are authorized by law or executive order to close;

*"County"* means the County of Aitkin, Minnesota;

*"Code"* means the County's Code of Ordinances;

*"Completion Date"* means the date used in Section 3.3.

*"Developer"* means Bunker Hills Housing of Aitkin, LLC and its successors and assigns;

*"Development Property"* means the real property described on **Exhibit A**, attached hereto;

*"Event of Default"* means any of the events described in Section 4.1;

*"Project"* means the construction of an approximately 44-unit senior housing project on the Development Property, pursuant to County specifications as provided in the Project Plans (as the same may be modified with County approval from time to time) and this Agreement;

*"Project Plans"* means all submissions required by the County Ordinances, or this Agreement with respect to the Project and all plans, drawings, plats and related documents for the construction of the Project, approved by the County and Developer, irrespective of whether the Developer's and/or the County's final approval of any such documents occurs before or after the execution and delivery of this Agreement;

*"State"* means the State of Minnesota;

*"Tax Abatement Act"* means Minnesota Statutes, Sections 469.1812 through 469.1815;

*"Tax Abatement Program"* means the action by the County pursuant to Minnesota Statutes, Section 469.1812 through 469.1815, as amended, and undertaken in support of the Project;

*"Tax Abatement"* means the County's reimbursement to the Developer for a portion of public infrastructure pursuant to the specific provisions of Section 3.8.

**ARTICLE II**  
**REPRESENTATIONS AND WARRANTIES**

**Section 2.1 Representations and Warranties of the County.** The County makes the following representations and warranties:

(1) The County is a municipal corporation and political subdivision organized under the laws of the State and has the power to enter into this Agreement and can carry out its obligations hereunder.

(2) The Tax Abatement Program was created, adopted, and approved in accordance with the terms of the Tax Abatement Act.

(3) To finance the costs of the Project to be undertaken by the Developer, the County proposes, subject to the further provisions of this Agreement, to reimburse the Developer for Project costs as further provided in this Agreement.

(4) The County has made the findings required by the Tax Abatement Act for the Tax Abatement Program.

(5) This Agreement has been duly approved by the Aitkin County Board of Commissioners and the execution and delivery of this Agreement has been authorized by such County Board of Commissioners.

**Section 2.2 Representations and Warranties of the Developer.** The Developer makes the following representations and warranties:

(1) The Developer is a Minnesota limited liability company duly organized, in good standing, and validly existing under the laws of the State and is registered and in good standing with the Office of the Secretary of State of Minnesota, with full authority to transact business in this State, has the power to enter into the Agreement and to perform its obligations hereunder, and is not in violation of its charter, articles of incorporation, operating agreement or any local, state or federal laws.

(2) The Developer will cause the Project to be constructed in accordance with the terms of this Agreement, the Project Plans, and all applicable local, state, and federal laws and regulations (including, but not limited to, environmental, zoning, energy conservation, building code and public health laws and regulations, County Policy, and Code).

(3) The Developer will obtain or cause to be obtained, in a timely manner, all required permits, licenses and approvals, and will meet, in a timely manner, all requirements of all applicable local, state, and federal laws and regulations which must be obtained or met before the Project may be lawfully constructed. Without in any way limiting the foregoing, the Developer will request and seek to obtain from the County, if necessary, such approvals, variances, conditional use permits, zoning changes and other required County approvals as may be applicable.

(4) The Project will, as of the date it is completed and subject to the issuance of County approvals as herein contemplated, contain only uses permitted under the Code.

(5) The construction of the Project would not be undertaken by the Developer, and in the opinion of the Developer would not be economically feasible within the reasonably foreseeable future, without the assistance and benefit to the Developer provided for in this Agreement.

(6) Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prevented, limited by or conflicts with or results in a breach of, the terms, conditions or provision of any contractual restriction, evidence of indebtedness, agreement or instrument of whatever nature to which the Developer is now a party or by which it is bound, or constitutes a default under any of the foregoing.

(7) The Developer will cooperate fully with the County with respect to any litigation commenced with respect to the Project, but only to the extent that the County and the Developer are not adverse parties to the litigation.

### ARTICLE III

#### UNDERTAKINGS BY DEVELOPER AND COUNTY

##### **Section 3.1 Construction of Project and Reimbursement of Cost.**

(1) The Developer will construct or cause the Project to be constructed in a good and workmanlike manner in accordance with the Project Plans and at all times prior to the termination of this Agreement will operate and maintain, preserve and keep the Project or cause the Project to be maintained, preserved and kept with the appurtenances and every part and parcel thereof, in good repair and condition.

(2) The County shall partially reimburse the Developer for the costs of the Project paid by the Developer pursuant to the Abatement Program as provided in Section 3.8 and shall have no other financial obligation to the Developer with respect to the Project.

**Section 3.2 Limitations on Undertaking of the County.** Notwithstanding the provisions of Section 3.1, the County shall have no obligation to reimburse the Developer for the costs of the Project, if the County, at the time or times such payment is to be made, is entitled under Section 4.2 to exercise any of the remedies set forth therein as a result of an Event of Default which has not cured.

**Section 3.3 Commencement and Completion of Construction.** The Developer shall commence the Project by June 1, 2025, and complete the Project by May 1, 2026 (the "Completion Date"), unless extended to a date mutually agreeable to the County and Developer, in writing, which shall not be unreasonably denied. All work with respect to the Project to be constructed or provided by the Developer shall be in conformity with the Project Plans as submitted by the Developer and approved by the County.

Nothing in this Agreement shall be deemed to impair or limit any of the County's rights or responsibilities under its zoning laws or construction permit processes.

**Section 3.4 Damage and Destruction.** In the event of damage or destruction of the Project the Developer shall repair or rebuild the Project.

**Section 3.5 No Change in Use of Project.** The County's obligations pursuant to this Agreement shall be subject to the continued operation of the Project by the Developer.

**Section 3.6 Assignment of Agreement.** Developer may not assign its rights or obligations under this Agreement, or any portion of them, to a third party without the written consent of the County which consent the County may grant or withhold in its sole and absolute discretion. An assignment of the Developer's rights or obligations under this Agreement, shall not relieve the Developer of liability to the County for the performance of the Developer's obligations under this Agreement unless the County expressly agrees, in writing and in its sole and absolute discretion, to so release the Developer.

**Section 3.7 Real Property Taxes.** The Developer acknowledges that it is obligated under law to pay all real property taxes payable with respect to any part of the Development Property while owned by Developer.

**Section 3.8 Tax Abatement Program.**

(1) The Tax Abatement paid to the Developer shall be in accordance with and subject to the terms and conditions contained in the Abatement Resolution and the Tax Abatement Act.

(2) Commencing with taxes payable during the year 2027, the Tax Abatement shall be for a duration of not to exceed twenty years and shall apply to the lesser of: i) 90% of the amount produced by extending the County's total local tax rate for the applicable year against the total net tax capacity of the Development Property as of January 2 in the prior year, less the total net tax capacity of the Abatement Property as of January 2, 2023; or ii) an amount not to exceed \$29,834.00 annually.

(3) On or before August 1 and February 1 each year commencing August 1, 2027, to and including February 1, 2046, the County shall pay the Developer the amount of the Tax Abatement received by the County in the previous six-month period.

(4) In order to be entitled to the Tax Abatement provided for in this Agreement, the Developer shall not be in default within the County of any of its payment obligations respecting any taxes, assessments, utility charges or other governmental impositions. Notwithstanding the other provisions of this Article, the County shall not have any obligation to the Developer with respect to the Abatement of taxes hereunder if the County, at the time or times such obligation is required, is entitled to exercise any of the remedies set forth in this Agreement as a result of an Event of Default, which has not been cured.

**ARTICLE IV  
EVENTS OF DEFAULT**

**Section 4.1 Events of Default Defined.** The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean whenever it is used in this Agreement any one or more of the following events:

(1) Failure by the Developer to timely pay when due the payments required to be paid or secured under any provision of this Agreement or which are otherwise required, including the payment of any ad valorem real property taxes; special assessments, utility

charges or other governmental impositions with respect to the Development Property, the Project or any portion thereof owned by the Developer.

(2) Failure by the Developer to cause the construction of the Project to be completed pursuant to the terms, conditions and limitations of this Agreement.

(3) Failure by the Developer to observe or perform any other material covenant, condition, obligation or agreement on its part to be observed or performed under this Agreement.

(4) If Developer admits in writing of its inability to pay its debts generally as they become due or shall file or be involuntarily named as a debtor in a petition in bankruptcy or shall make an assignment for the benefit of creditors, or shall consent to the appointment of a receiver of itself or of the whole or any substantial part of the Development Property.

(5) If the Developer, on a petition in bankruptcy filed against it, be adjudicated bankrupt, or a court of competent jurisdiction shall enter an order or decree appointing, without the consent of the Developer, a receiver of the Developer or of the whole or substantially all of its property, or approve a petition filed against the Developer seeking reorganization or rearrangement of the Developer under the federal bankruptcy laws, and such adjudication, order or decree shall not be vacated or set aside or stayed within sixty (60) days from the date of entry thereof.

(6) If the Developer is in default under any mortgage and has not entered into a workout agreement with its mortgagee within sixty (60) days after such default.

**Section 4.2 Remedies on Default.** Whenever any Event of Default referred to in Section 4.1 occurs and is continuing, the County, as specified below, in addition to any other remedies or rights given the County under this Agreement, after the giving of thirty (30) days' written notice to the Developer citing with specificity the item or items of default and notifying the Developer that it has thirty (30) days within which to cure said Event of Default, and provided Developer does not cure such Event of Default within such time period, may take any one or more of the following actions:

(1) The County may suspend its performance under this Agreement, including the payment of any Tax Abatement, until it receives assurances from the Developer, deemed adequate by the County, that the Developer will cure its default and continue its performance under this Agreement.

(2) The County may cancel and rescind the Agreement.

(3) The County may take any action, including legal or administrative action, in law or equity, which may appear necessary or desirable to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement; provided that any exercise by the County of its rights or remedies hereunder shall always be subject to and limited by, and shall not defeat, render invalid or limit in any way the lien of any mortgage authorized by this Agreement; and provided further that should any mortgagee succeed by foreclosure of the

mortgage or deed in lieu thereof in respect to the Developer's interest in the Development Property, the mortgagee shall, notwithstanding the foregoing, be obligated to perform the obligations of the Developer to complete construction of the Project described, and in the manner required hereunder, but only to the extent that the same have not theretofore been performed by the Developer.

(4) The County may withhold any certificate or permit required hereunder.

The notice of an Event of Default required in this Section shall be effective on the date mailed or hand delivered to the Developer.

**Section 4.3 No Remedy Exclusive.** No remedy herein conferred upon or reserved to the County is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. Except as expressly set forth herein, it shall not be necessary to give notice to exercise a remedy, other than such notice as may be required in this Article.

**Section 4.4 No Implied Waiver.** In the event any obligation contained in this Agreement should be breached by either party hereto and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

**Section 4.5 Agreement to Pay Attorneys' Fees and Expenses.** Whenever any Event of Default occurs and the County shall employ attorneys or incur other expenses for the collection of payments due or for the enforcement or performance or observance of any obligation or agreement on the part of the Developer herein contained, the Developer agrees that it shall, on demand therefore, pay to the County the reasonable fees of such attorneys and such other expenses so incurred by the County.

**Section 4.6 Release and Indemnification Covenants.**

(1) The Developer expressly releases from and covenants and agrees to indemnify and hold the County and its officers, agents, servants, employees and all members of the County Council, County planning commission and other County board or commission harmless from and against all claims, costs and liability of every kind and nature, for injury or damage received or sustained by any person or entity to the extent in connection with, or an account of the Project, the Development Property, or the performance of work at the development site and elsewhere pursuant to this Agreement, and further releases such officers employees, agents and members from any personal liability in connection with handling funds pursuant to the terms of this Agreement. The indemnification provided hereunder shall not apply to intentional acts or gross misconduct of the individual or entity so indemnified.

(2) Except for any material misrepresentation or any willful or wanton or gross misconduct of the following named parties, the Developer agree to protect and defend the County and

its officers, agents, servants and employees and all members of the County Council, County planning commission and other County board or commission, now or forever, and further agrees to hold the aforesaid harmless from any claim, demand, action or other proceeding whatsoever by any person or entity whatsoever to the extent arising or purportedly arising from a breach of the obligations of the Developer under (i) this Agreement, or (ii) the transactions contemplated hereby, or (iii) the acquisition, construction, installation, ownership, maintenance and operation of the Project.

(3) The County and its officers, agents, employees and all members of the County Council, County planning commission and other County board or commission shall not be liable for any damages or injury to the persons or property of the Developer or its officers, agents, servants or employees or any other person who may be about the Project due to any act of negligence of any person other than their own.

(4) All covenants, stipulations, promises, agreements, and obligations of the County contained herein shall be deemed to be the covenants, stipulations, promises, agreements and obligations of the County and not of any officer, agent, servant, employee or any members of the County Council, planning commission and other board or commission of the County in the individual capacity thereof.

(5) The Developer is not an agent of the County, and this Agreement shall not be construed as creating a joint venture, partnership or other joint arrangement between the Developer and the County relating to the Project.

## ARTICLE V ADDITIONAL PROVISIONS

**Section 5.1 Conflicts of Interest/No Personal Liability.** No member of the governing body or other official or employee of the County shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official or employee participate in any decision relating to the Agreement which affects his or her personal interests or the interests of any corporation, partnership or association in which he or she is directly or indirectly interested. No member, official or employee of the County shall be personally liable to the Developer in the event of any default or breach by the County or for any amount that may become due to the Developer for any obligations under the terms of this Agreement.

**Section 5.2. Non-Discrimination.** Developer shall not violate any law applicable to it with respect to civil rights and non-discrimination including, without limitation, Minnesota Statutes, Section 181.59.

**Section 5.3. No Merger.** None of the provisions of this Agreement are intended to be or shall be merged by reason of any deed transferring any interest in any part of the Development\_ Property and any such deed shall not be deemed to affect or impair the provisions of this Agreement.

**Section 5.4. Responsibility for Costs.** Developer shall be responsible for the following costs incurred with respect to this Agreement, which costs shall be paid as set forth below:

(1) The Developer shall reimburse the County for reasonable, administrative, and out-of-pocket costs, expenses and disbursements incurred in the enforcement of this Agreement, including engineering and attorney's fees.

(2) The Developer shall pay in full all bills submitted to it by the County within thirty (30) days after receipt. If the bills are not paid on time, the County may without further notice to Developer exercise any one or more of the remedies provided to the County by Article IV hereunder.

**Section 5.5 Notices and Demands.** Except as otherwise expressly provided in this Agreement, a notice, demand or other communication under this Agreement by any party to any other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, and

(1) in the case of the Developer is addressed to or delivered personally to:

Bunker Hills Housing of Aitkin, LLC  
Attn: James Illies  
175 7<sup>th</sup> Avenue South  
Waite Park, MN 56387

(2)

in the case of the County is addressed to or delivered personally to:

County of Aitkin  
Attn: County Administrator  
307 Second Street NW  
Aitkin, MN 56431

or at such other address with respect to any such party as that party may, from time to time, designate in writing and forward to the other, as provided in this Section.

**Section 5.6 Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

**Section 5.7 Duration.** This Agreement shall remain in effect through February 1, 2046, unless earlier terminated or rescinded in accordance with its terms.

**Section 5.8 Provisions Surviving Rescission or Expiration.** Sections 4.5 and 4.6 shall survive any rescission, termination, or expiration of this Agreement with respect to or arising out of any event, occurrence or circumstance existing prior to the date thereof.

**Section 5.9 Data Practices.** The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 et seq.

**Section 5.10 Rules of Interpretation.**

(I) *Governing Law.* This Agreement shall be interpreted in accordance with and governed by the laws of the State of Minnesota,

(2) *Includes Entire Agreement.* The words "herein" and "hereof" and words of similar import, without reference to any particular section or subdivision refer to this Agreement as a whole rather than any particular section or subdivision hereof.

(3) *Original Sections.* References herein to any particular article, section, or paragraph hereof are to the section or subdivision of this Agreement as originally executed.

(4) *Headings.* Any headings, captions, or titles of the several parts, articles, sections, and paragraphs of this Agreement are inserted for convenience and reference only and shall be disregarded in construing or interpreting any of its provision,

(5) *Conflict Between Agreements.* In the event of any conflict between the terms, conditions and provisions of this Agreement and the terms, conditions and provisions of any other instrument, the terms, conditions and provisions of this Agreement shall control and take precedence.

(6) *Entire Agreement.* This Agreement including any Schedules and Exhibits hereto contain the entire agreement of the parties relating to the subject matter herein, and no other prior or contemporary agreements, oral or written, shall be binding upon the parties hereto.

(7) *Binding Effect.* This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns as provided and as conditioned in this Agreement.

*(Remainder of this page left blank intentionally)*

IN WITNESS WHEREOF, the County has caused this Agreement to be duly executed in its name and on its behalf and the Developer has caused this Agreement to be duly executed in its name and on its behalf: on or as of the date first above written.

COUNTY OF AITKIN, MINNESOTA

By \_\_\_\_\_

By \_\_\_\_\_

BUNKER HILLS HOUSING OF AITKIN,  
LLC

---

Exhibit A

Legal Description of Development Property

**PID NO. 56 1-179300**

**APPROVE TAX ABATEMENT INH PROPERTIES SENIOR HOUSING**

**WHEREAS**, INH Properties, (hereinafter Property Developer), has filed an application for Tax Rebate Financing pursuant to Minnesota Statute Sections 469.1812 to 469.1815 (Tax Abatement) to construct 51-units of new senior housing (the "Project") located on the ("Abatement Property") and identified by parcel identification number 56-1-179300, all pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815; and

**WHEREAS**, the Tax Rebate Financing will be in the form of a rebate of taxes paid by Property Developer to the County of Aitkin on parcel# 56-1-179300, commencing with taxes payable in 2026; and

**WHEREAS**, Property Developer's application meets the Criteria for awarding Tax Abatement Financing (TAF) in the TAF Policy for Aitkin County, Minnesota, including increasing the tax base and providing additional employment and housing opportunities in Aitkin County; and

**WHEREAS**, Property Developer has requested Tax Rebate Financing from the County of Aitkin for taxes payable to the County of Aitkin over a maximum term of twenty (20) years, commencing with taxes payable in 2027 and ending with taxes payable in 2046; and

**WHEREAS**, Property Developer's application is not considered a business subsidy pursuant to Minnesota Statutes, Section 116J.993; and

**WHEREAS**, The County agrees that it will annually pay to the City the County Tax Abatements at such times as the City is required to make its abatement payment to the Property Developer under the City Abatement Agreement. The City will use the County Tax Abatements paid to the City to, along with the City's tax abatement, reimburse the Property Developer's for the Developers payment of project costs; and

**WHEREAS**, a public hearing was conducted on the Tax Rebate Financing application from Property Developer on August 22, 2023, 10:30am, at the Aitkin County Government Center Board Room, pursuant to Minnesota Statutes, Sections 469.1812 - 1815, and 116J.993; and

**NOW, THEREFORE BE IT RESOLVED** that the Aitkin County Board of Commissioners approves the Tax Rebate Financing for INH Properties. Tax Rebate Financing from the County of Aitkin for taxes payable to the County of Aitkin over a maximum term of twenty (20) years, commencing with taxes payable in 2027 and ending with taxes payable in 2046. Tax rebate financing for this project is 90% tax abatement.

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

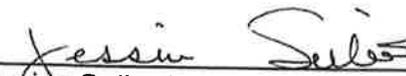
FIVE MEMBERS PRESENT

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 22<sup>nd</sup> day of August 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22<sup>nd</sup> day of August 2023

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



# Board of County Commissioners Agenda Request

6.B  
Agenda Item #

**Requested Meeting Date:** October 24, 2023

**Title of Item:** Approve Workforce Developer Agreement Bunker Hills Housing (INH)

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<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>

<b>Submitted by:</b> Mark Jeffers	<b>Department:</b> Administration
--------------------------------------	--------------------------------------

<b>Presenter (Name and Title):</b> Mark Jeffers, Economic Development Coordinator	<b>Estimated Time Needed:</b> 10 minutes
--	---

**Summary of Issue:**

The Board of Commissioners passed resolutions (20230822-082) to approve tax rebate financing for INH Properties. Tax Rebate Financing from the County of Aitkin for taxes payable to the County of Aitkin for a maximum term of twenty years. Tax Rebate Financing for the two projects is 90% tax abatement.

Legal description of the development properties are PID # 56 1-179500.

The agreement has been reviewed by the County Attorney and are found to be proper. The County Assessor has verified the accuracy of the tax abatement figures.

Economic Development has reviewed the Developer Agreements and requests approval to sign the agreements.

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

**Recommended Action/Motion:**  
Economic Development requests motion to approve Developer Agreements for Workforce Housing, Bunker Hills Housing LLC, (INH Properties).

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$  Yes  No *Please Explain:*

Is this budgeted?  Yes  No

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

*Draft 9/27/2023*

DEVELOPMENT AGREEMENT

BY AND BETWEEN

COUNTY OF AITKIN, MINNESOTA

AND

BUNKER HILLS HOUSING OF AITKIN, LLC

(Workforce Housing Project)

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## DEVELOPMENT AGREEMENT

THIS AGREEMENT, made as of October 24, 2023, by and among the County of Aitkin, Minnesota, a municipal corporation, and political subdivision (the "County"), and Bunker Hills Housing of Aitkin, LLC, a Minnesota limited liability company (the "Developer").

WHEREAS, the Developer intends to construct an approximately 44-unit workforce housing project on the Development Property (the "Project") legally described on the attached Exhibit A (the "Development Property"); and

WHEREAS, pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815, the County has established a Tax Abatement Program pursuant to which the County is authorized to grant an abatement of ad valorem property taxes imposed by the County under certain conditions; and

WHEREAS, the Developer has requested that the County provide financial assistance as a 90% tax abatement for a period of up to 20-years to reimburse Developer through the Tax Abatement (defined below); and

WHEREAS, the County believes that the development and construction of the Project and fulfillment of this Agreement are vital and are in the best interests of the County, will increase the tax base in the County, and are in accordance with the public purpose and provisions of the applicable state and local laws and requirements under which the Project has been undertaken and is being assisted; and

WHEREAS, following notice and a public hearing the County adopted Resolution No. 20230822-082 of 2023, dated August 22, 2023 (the "Abatement Resolution"), agreeing to provide, in accordance with the referenced Abatement Resolution, State law and this Agreement, abatement of County property taxes on the Development Property subject to the terms and conditions contained in the above-referenced Abatement Resolution and this Agreement (the "Tax Abatement"); and

WHEREAS, the County believes that the Project will meet the conditions of the Tax Abatement Act and Tax Abatement Program in that: (a) the County expects the benefits to the County from this Agreement to equal or exceed the costs to the County of this Agreement; and (b) the County finds that granting the Tax Abatement is in the public interest because it will increase or preserve the tax base of the County; and

WHEREAS, the County has determined that the Project: (a) will promote and carry out the objectives for which development in the County has been undertaken; (b) will be in the vital best interests of the County and the health, safety, morals and welfare of its residents; and (c) is in accord with the public purposes and provisions of the applicable state and local laws, including requirements of the County's Code, under which the Project will be undertaken and is being assisted; and

WHEREAS, the Developer and the County desire to enter into this Agreement in satisfaction of applicable requirements of the County, and to set out the undertakings and obligations of each party from this point forward with respect to the Project.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

**ARTICLE I**  
**DEFINITIONS**

**Section 1.1 Definitions.** All capitalized terms used and not otherwise defined herein shall have the following meanings unless a different meaning clearly appears from the context:

*"Agreement"* means this Agreement, as the same may be from time to time modified, amended or supplemented;

*"Business Day"* means any day except a Saturday, Sunday or a legal holiday or a day on which banking institutions in the County are authorized by law or executive order to close;

*"County"* means the County of Aitkin, Minnesota;

*"Code"* means the County's Code of Ordinances;

*"Completion Date"* means the date used in Section 3.3.

*"Developer"* means Bunker Hills Housing of Aitkin, LLC and its successors and assigns;

*"Development Property"* means the real property described on **Exhibit A**, attached hereto;

*"Event of Default"* means any of the events described in Section 4.1;

*"Project"* means the construction of an approximately 44-unit workforce housing project on the Development Property, pursuant to County specifications as provided in the Project Plans (as the same may be modified with County approval from time to time) and this Agreement;

*"Project Plans"* means all submissions required by the County Ordinances, or this Agreement with respect to the Project and all plans, drawings, plats and related documents for the construction of the Project, approved by the County and Developer, irrespective of whether the Developer's and/or the County's final approval of any such documents occurs before or after the execution and delivery of this Agreement;

*"State"* means the State of Minnesota;

*"Tax Abatement Act"* means Minnesota Statutes, Sections 469.1812 through 469.1815;

*"Tax Abatement Program"* means the action by the County pursuant to Minnesota Statutes, Section 469.1812 through 469.1815, as amended, and undertaken in support of the Project;

*"Tax Abatement"* means the County's reimbursement to the Developer for a portion of public infrastructure pursuant to the specific provisions of Section 3.8.

**ARTICLE II**  
**REPRESENTATIONS AND WARRANTIES**

**Section 2.1 Representations and Warranties of the County.** The County makes the following representations and warranties:

(1) The County is a municipal corporation and political subdivision organized under the laws of the State and has the power to enter into this Agreement and can carry out its obligations hereunder.

(2) The Tax Abatement Program was created, adopted, and approved in accordance with the terms of the Tax Abatement Act.

(3) To finance the costs of the Project to be undertaken by the Developer, the County proposes, subject to the further provisions of this Agreement, to reimburse the Developer for Project costs as further provided in this Agreement.

(4) The County has made the findings required by the Tax Abatement Act for the Tax Abatement Program.

(5) This Agreement has been duly approved by the Aitkin County Board of Commissioners and the execution and delivery of this Agreement has been authorized by such County Board of Commissioners.

**Section 2.2 Representations and Warranties of the Developer.** The Developer makes the following representations and warranties:

(1) The Developer is a Minnesota limited liability company duly organized, in good standing, and validly existing under the laws of the State and is registered and in good standing with the Office of the Secretary of State of Minnesota, with full authority to transact business in this State, has the power to enter into the Agreement and to perform its obligations hereunder, and is not in violation of its charter, articles of incorporation, operating agreement or any local, state or federal laws.

(2) The Developer will cause the Project to be constructed in accordance with the terms of this Agreement, the Project Plans, and all applicable local, state, and federal laws and regulations (including, but not limited to, environmental, zoning, energy conservation, building code and public health laws and regulations, County Policy, and Code).

(3) The Developer will obtain or cause to be obtained, in a timely manner, all required permits, licenses and approvals, and will meet, in a timely manner, all requirements of all applicable local, state, and federal laws and regulations which must be obtained or met before the Project may be lawfully constructed. Without in any way limiting the foregoing, the Developer will request and seek to obtain from the County, if necessary, such approvals, variances, conditional use permits, zoning changes and other required County approvals as may be applicable.

(4) The Project will, as of the date it is completed and subject to the issuance of County approvals as herein contemplated, contain only uses permitted under the Code.

(5) The construction of the Project would not be undertaken by the Developer, and in the opinion of the Developer would not be economically feasible within the reasonably foreseeable future, without the assistance and benefit to the Developer provided for in this Agreement.

(6) Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prevented, limited by or conflicts with or results in a breach of, the terms, conditions or provision of any contractual restriction, evidence of indebtedness, agreement or instrument of whatever nature to which the Developer is now a party or by which it is bound, or constitutes a default under any of the foregoing.

(7) The Developer will cooperate fully with the County with respect to any litigation commenced with respect to the Project, but only to the extent that the County and the Developer are not adverse parties to the litigation.

### ARTICLE III

#### UNDERTAKINGS BY DEVELOPER AND COUNTY

##### **Section 3.1 Construction of Project and Reimbursement of Cost.**

(1) The Developer will construct or cause the Project to be constructed in a good and workmanlike manner in accordance with the Project Plans and at all times prior to the termination of this Agreement will operate and maintain, preserve and keep the Project or cause the Project to be maintained, preserved and kept with the appurtenances and every part and parcel thereof, in good repair and condition.

(2) The County shall partially reimburse the Developer for the costs of the Project paid by the Developer pursuant to the Abatement Program as provided in Section 3.8 and shall have no other financial obligation to the Developer with respect to the Project.

**Section 3.2 Limitations on Undertaking of the County.** Notwithstanding the provisions of Section 3.1, the County shall have no obligation to reimburse the Developer for the costs of the Project, if the County, at the time or times such payment is to be made, is entitled under Section 4.2 to exercise any of the remedies set forth therein as a result of an Event of Default which has not cured.

**Section 3.3 Commencement and Completion of Construction.** The Developer shall commence the Project by June 1, 2024, and complete the Project by May 1, 2025 (the "Completion Date"), unless extended to a date mutually agreeable to the County and Developer, in writing, which shall not be unreasonably denied. All work with respect to the Project to be constructed or provided by the Developer shall be in conformity with the Project Plans as submitted by the Developer and approved by the County.

Nothing in this Agreement shall be deemed to impair or limit any of the County's rights or responsibilities under its zoning laws or construction permit processes.

**Section 3.4 Damage and Destruction.** In the event of damage or destruction of the Project the Developer shall repair or rebuild the Project.

**Section 3.5 No Change in Use of Project.** The County's obligations pursuant to this Agreement shall be subject to the continued operation of the Project by the Developer.

**Section 3.6 Assignment of Agreement.** Developer may not assign its rights or obligations under this Agreement, or any portion of them, to a third party without the written consent of the County which consent the County may grant or withhold in its sole and absolute discretion. An assignment of the Developer's rights or obligations under this Agreement, shall not relieve the Developer of liability to the County for the performance of the Developer's obligations under this Agreement unless the County expressly agrees, in writing and in its sole and absolute discretion, to so release the Developer.

**Section 3.7 Real Property Taxes.** The Developer acknowledges that it is obligated under law to pay all real property taxes payable with respect to any part of the Development Property while owned by Developer.

**Section 3.8 Tax Abatement Program.**

(1) The Tax Abatement paid to the Developer shall be in accordance with and subject to the terms and conditions contained in the Abatement Resolution and the Tax Abatement Act.

(2) Commencing with taxes payable during the year 2026, the Tax Abatement shall be for a duration of not to exceed twenty years and shall apply to the lesser of: i) 90% of the amount produced by extending the County's total local tax rate for the applicable year against the total net tax capacity of the Development Property as of January 2 in the prior year, less the total net tax capacity of the Abatement Property as of January 2, 2023; or ii) an amount not to exceed \$20,286.00 annually.

(3) On or before August 1 and February 1 each year commencing August 1, 2026, to and including February 1, 2045, the County shall pay the Developer the amount of the Tax Abatement received by the County in the previous six-month period.

(4) In order to be entitled to the Tax Abatement provided for in this Agreement, the Developer shall not be in default within the County of any of its payment obligations respecting any taxes, assessments, utility charges or other governmental impositions. Notwithstanding the other provisions of this Article, the County shall not have any obligation to the Developer with respect to the Abatement of taxes hereunder if the County, at the time or times such obligation is required, is entitled to exercise any of the remedies set forth in this Agreement as a result of an Event of Default, which has not been cured.

**ARTICLE IV  
EVENTS OF DEFAULT**

**Section 4.1 Events of Default Defined.** The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean whenever it is used in this Agreement any one or more of the following events:

(1) Failure by the Developer to timely pay when due the payments required to be paid or secured under any provision of this Agreement or which are otherwise required, including the payment of any ad valorem real property taxes, special assessments, utility

charges or other governmental impositions with respect to the Development Property, the Project or any portion thereof owned by the Developer.

(2) Failure by the Developer to cause the construction of the Project to be completed pursuant to the terms, conditions and limitations of this Agreement.

(3) Failure by the Developer to observe or perform any other material covenant, condition, obligation or agreement on its part to be observed or performed under this Agreement.

(4) If Developer admits in writing of its inability to pay its debts generally as they become due or shall file or be involuntarily named as a debtor in a petition in bankruptcy or shall make an assignment for the benefit of creditors, or shall consent to the appointment of a receiver of itself or of the whole or any substantial part of the Development Property.

(5) If the Developer, on a petition in bankruptcy filed against it, be adjudicated bankrupt, or a court of competent jurisdiction shall enter an order or decree appointing, without the consent of the Developer, a receiver of the Developer or of the whole or substantially all of its property, or approve a petition filed against the Developer seeking reorganization or rearrangement of the Developer under the federal bankruptcy laws, and such adjudication, order or decree shall not be vacated or set aside or stayed within sixty (60) days from the date of entry thereof.

(6) If the Developer is in default under any mortgage and has not entered into a workout agreement with its mortgagee within sixty (60) days after such default.

**Section 4.2 Remedies on Default.** Whenever any Event of Default referred to in Section 4.1 occurs and is continuing, the County, as specified below, in addition to any other remedies or rights given the County under this Agreement, after the giving of thirty (30) days' written notice to the Developer citing with specificity the item or items of default and notifying the Developer that it has thirty (30) days within which to cure said Event of Default, and provided Developer does not cure such Event of Default within such time period, may take any one or more of the following actions:

(1) The County may suspend its performance under this Agreement, including the payment of any Tax Abatement, until it receives assurances from the Developer, deemed adequate by the County, that the Developer will cure its default and continue its performance under this Agreement.

(2) The County may cancel and rescind the Agreement.

(3) The County may take any action, including legal or administrative action, in law or equity, which may appear necessary or desirable to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement; provided that any exercise by the County of its rights or remedies hereunder shall always be subject to and limited by, and shall not defeat, render invalid or limit in any way the lien of any mortgage authorized by this Agreement; and provided further that should any mortgagee succeed by foreclosure of the

mortgage or deed in lieu thereof in respect to the Developer's interest in the Development Property, the mortgagee shall, notwithstanding the foregoing, be obligated to perform the obligations of the Developer to complete construction of the Project described, and in the manner required hereunder, but only to the extent that the same have not theretofore been performed by the Developer.

- (4) The County may withhold any certificate or permit required hereunder.

The notice of an Event of Default required in this Section shall be effective on the date mailed or hand delivered to the Developer.

**Section 4.3 No Remedy Exclusive.** No remedy herein conferred upon or reserved to the County is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. Except as expressly set forth herein, it shall not be necessary to give notice to exercise a remedy, other than such notice as may be required in this Article.

**Section 4.4 No Implied Waiver.** In the event any obligation contained in this Agreement should be breached by either party hereto and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

**Section 4.5 Agreement to Pay Attorneys' Fees and Expenses.** Whenever any Event of Default occurs and the County shall employ attorneys or incur other expenses for the collection of payments due or for the enforcement or performance or observance of any obligation or agreement on the part of the Developer herein contained, the Developer agrees that it shall, on demand therefore, pay to the County the reasonable fees of such attorneys and such other expenses so incurred by the County.

**Section 4.6 Release and Indemnification Covenants.**

- (1) The Developer expressly releases from and covenants and agrees to indemnify and hold the County and its officers, agents, servants, employees and all members of the County Council, County planning commission and other County board or commission harmless from and against all claims, costs and liability of every kind and nature, for injury or damage received or sustained by any person or entity to the extent in connection with, or an account of the Project, the Development Property, or the performance of work at the development site and elsewhere pursuant to this Agreement, and further releases such officers employees, agents and members from any personal liability in connection with handling funds pursuant to the terms of this Agreement. The indemnification provided hereunder shall not apply to intentional acts or gross misconduct of the individual or entity so indemnified.

- (2) Except for any material misrepresentation or any willful or wanton or gross misconduct of the following named parties, the Developer agree to protect and defend the County and

its officers, agents, servants and employees and all members of the County Council, County planning commission and other County board or commission, now or forever, and further agrees to hold the aforesaid harmless from any claim, demand, action or other proceeding whatsoever by any person or entity whatsoever to the extent arising or purportedly arising from a breach of the obligations of the Developer under (i) this Agreement, or (ii) the transactions contemplated hereby, or (iii) the acquisition, construction, installation, ownership, maintenance and operation of the Project.

(3) The County and its officers, agents, employees and all members of the County Council, County planning commission and other County board or commission shall not be liable for any damages or injury to the persons or property of the Developer or its officers, agents, servants or employees or any other person who may be about the Project due to any act of negligence of any person other than their own.

(4) All covenants, stipulations, promises, agreements, and obligations of the County contained herein shall be deemed to be the covenants, stipulations, promises, agreements and obligations of the County and not of any officer, agent, servant, employee or any members of the County Council, planning commission and other board or commission of the County in the individual capacity thereof.

(5) The Developer is not an agent of the County, and this Agreement shall not be construed as creating a joint venture, partnership or other joint arrangement between the Developer and the County relating to the Project.

## ARTICLE V ADDITIONAL PROVISIONS

**Section 5.1 Conflicts of Interest/No Personal Liability.** No member of the governing body or other official or employee of the County shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official or employee participate in any decision relating to the Agreement which affects his or her personal interests or the interests of any corporation, partnership or association in which he or she is directly or indirectly interested. No member, official or employee of the County shall be personally liable to the Developer in the event of any default or breach by the County or for any amount that may become due to the Developer for any obligations under the terms of this Agreement.

**Section 5.2. Non-Discrimination.** Developer shall not violate any law applicable to it with respect to civil rights and non-discrimination including, without limitation, Minnesota Statutes, Section 181.59.

**Section 5.3. No Merger.** None of the provisions of this Agreement are intended to be or shall be merged by reason of any deed transferring any interest in any part of the Development\_ Property and any such deed shall not be deemed to affect or impair the provisions of this Agreement.

**Section 5.4. Responsibility for Costs.** Developer shall be responsible for the following costs incurred with respect to this Agreement, which costs shall be paid as set forth below:

(1) The Developer shall reimburse the County for reasonable, administrative, and out-of-pocket costs, expenses and disbursements incurred in the enforcement of this Agreement, including engineering and attorney's fees.

(2) The Developer shall pay in full all bills submitted to it by the County within thirty (30) days after receipt. If the bills are not paid on time, the County may without further notice to Developer exercise any one or more of the remedies provided to the County by Article IV hereunder.

**Section 5.5 Notices and Demands.** Except as otherwise expressly provided in this Agreement, a notice, demand or other communication under this Agreement by any party to any other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, and

(1) in the case of the Developer is addressed to or delivered personally to:

Bunker Hills Housing of Aitkin, LLC  
Attn: James Illies  
175 7<sup>th</sup> Avenue South  
Waite Park, MN 56387

(2) in the case of the County is addressed to or delivered personally to:

County of Aitkin  
Attn: County Administrator  
307 Second Street NW  
Aitkin, MN 56431

or at such other address with respect to any such party as that party may, from time to time, designate in writing and forward to the other, as provided in this Section.

**Section 5.6 Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

**Section 5.7 Duration.** This Agreement shall remain in effect through February 1, 2046, unless earlier terminated or rescinded in accordance with its terms.

**Section 5.8 Provisions Surviving Rescission or Expiration.** Sections 4.5 and 4.6 shall survive any rescission, termination, or expiration of this Agreement with respect to or arising out of any event, occurrence or circumstance existing prior to the date thereof.

**Section 5.9 Data Practices.** The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 et seq.

**Section 5.10 Rules of Interpretation.**

(I) *Governing Law.* This Agreement shall be interpreted in accordance with and governed by the laws of the State of Minnesota,

(2) *Includes Entire Agreement.* The words "herein" and "hereof" and words of similar import, without reference to any particular section or subdivision refer to this Agreement as a whole rather than any particular section or subdivision hereof.

(3) *Original Sections.* References herein to any particular article, section, or paragraph hereof are to the section or subdivision of this Agreement as originally executed.

(4) *Headings.* Any headings, captions, or titles of the several parts, articles, sections, and paragraphs of this Agreement are inserted for convenience and reference only and shall be disregarded in construing or interpreting any of its provision,

(5) *Conflict Between Agreements.* In the event of any conflict between the terms, conditions and provisions of this Agreement and the terms, conditions and provisions of any other instrument, the terms, conditions and provisions of this Agreement shall control and take precedence.

(6) *Entire Agreement.* This Agreement including any Schedules and Exhibits hereto contain the entire agreement of the parties relating to the subject matter herein, and no other prior or contemporary agreements, oral or written, shall be binding upon the parties hereto.

(7) *Binding Effect.* This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns as provided and as conditioned in this Agreement.

*(Remainder of this page left blank intentionally)*

IN WITNESS WHEREOF, the County has caused this Agreement to be duly executed in its name and on its behalf and the Developer has caused this Agreement to be duly executed in its name and on its behalf: on or as of the date first above written.

COUNTY OF AITKIN, MINNESOTA

By \_\_\_\_\_

By \_\_\_\_\_

BUNKER HILLS HOUSING OF AITKIN,  
LLC



Exhibit A

Legal Description of Development Property

**PID NO. 56 1-179500**

**APPROVE TAX ABATEMENT INH PROPERTIES WORKFORCE HOUSING**

**WHEREAS**, INH Properties, (hereinafter Property Developer), has filed an application for Tax Rebate Financing pursuant to Minnesota Statute Sections 469.1812 to 469.1815 (Tax Abatement) to construct 44-units of new workforce rental housing (the "Project") located on the ("Abatement Property") and identified by parcel identification number 56-1-179500, all pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815; and

**WHEREAS**, the Tax Rebate Financing will be in the form of a rebate of taxes paid by Property Developer to the County of Aitkin on parcel# 56-1-179500, commencing with taxes payable in 2026; and

**WHEREAS**, Property Developer's application meets the Criteria for awarding Tax Abatement Financing (TAF) in the TAF Policy for Aitkin County, Minnesota, including increasing the tax base and providing additional employment and housing opportunities in Aitkin County; and

**WHEREAS**, Property Developer has requested Tax Rebate Financing from the County of Aitkin for taxes payable to the County of Aitkin over a maximum term of twenty (20) years, commencing with taxes payable in 2026 and ending with taxes payable in 2045; and

**WHEREAS**, Property Developer's application is not considered a business subsidy pursuant to Minnesota Statutes, Section 116J.993; and

**WHEREAS**, The County agrees that it will annually pay to the City the County Tax Abatements at such times as the City is required to make its abatement payment to the Property Developer under the City Abatement Agreement. The City will use the County Tax Abatements paid to the City to, along with the City's tax abatement, reimburse the Property Developer's for the Developers payment of project costs; and

**WHEREAS**, a public hearing was conducted on the Tax Rebate Financing application from Property Developer on August 22, 2023, 10:30am, at the Aitkin County Government Center Board Room, pursuant to Minnesota Statutes, Sections 469.1812 - 1815, and 116J.993; and

**NOW, THEREFORE BE IT RESOLVED** that the Aitkin County Board of Commissioners approves the Tax Rebate Financing for INH Properties. Tax Rebate Financing from the County of Aitkin for taxes payable to the County of Aitkin over a maximum term of twenty (20) years, commencing with taxes payable in 2026 and ending with taxes payable in 2045. Tax Rebate Financing for this project is 90% tax abatement.

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

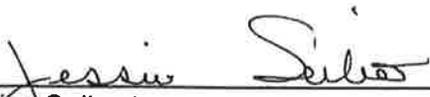
FIVE MEMBERS PRESENT

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 22<sup>nd</sup> day of August 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22<sup>nd</sup> day of August 2023

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



# Board of County Commissioners Agenda Request

7A  
Agenda Item #

**Requested Meeting Date:** 10-24-23

**Title of Item:** Sponsorship Resolution for Shamrock Township LRIP Project

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway Department
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> <p>The 2023 Legislature appropriated \$102.967 million to the Local Road Improvement Program (LRIP) as part of the bonding bill. These funds are available to fund improvements on city, township, and county roads throughout Minnesota. Grant applications are currently being accepted by the Minnesota Department of Transportation for eligible local projects through December 8, 2023. Applications from cities and townships are required to be sponsored by their county.</p> <p>Attached is a sponsorship resolution for a project on Long Point Place (Bridge Road) in Shamrock Township.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Request approval of the attached resolution.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

By Commissioner: xxx

20231024-xxx

**SPONSORSHIP RESOLUTION**

**PROJECT SPONSORSHIP RESOLUTION FOR SHAMROCK TOWNSHIP PURSUIT OF 2023 LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) FROM THE MINNESOTA DEPARTMENT OF TRANSPORTATION FOR THE RECONSTRUCTION OF LONG POINT PLACE (BRIDGE ROAD) FROM MINNESOTA TRUNK HIGHWAY 65 TO 209<sup>TH</sup> PLACE.**

**WHEREAS**, 102.967 million in LRIP funding is available, with a cap of \$1.5 million for each project, and

**WHEREAS**, LRIP funds can be used on reasonable elements associated with roadway construction and that other costs, including but not limited to consultant engineering and inspection, utility construction, as well as construction costs above the LRIP award will need to have alternate funding sources identified; and

**WHEREAS**, Shamrock Township wishes to pursue LRIP funds to reconstruct 2 miles of Bridge Road between Trunk Highway 65 to 209<sup>th</sup> Place to a 9-ton roadway standard to improve safety and accessibility to the residents utilizing the roadway for ingress and egress to their properties; and

**WHEREAS**, the construction on Bridge Road will benefit many agencies and people, including but not limited to MnDOT, Aitkin County, and residents as roadway geometrics will be improved to provide for safer travel and clear zones, areas below the 50-year flood elevation will be raised to provide access during historic flooding events where emergency services were typically called to assist, and residents will have year round access to their properties utilizing a reconstructed roadway; and

**WHEREAS**, Bridge Road serves as the only route for citizens in the township to ingress and egress from their properties on the peninsula and island, which creates a safety hazard when these more frequent and intense flooding events occur on the lake; and

**WHEREAS**, Shamrock Township wishes to pursue the funds and complete the project work in construction year 2025; and

**WHEREAS**, non-state aid cities and townships must have a county sponsor; and

**WHEREAS**, the Township has committed to maintain such improvements for the lifetime of the improvements; and

**WHEREAS**, the Township has committed to provide for all other project costs in which would be ineligible for LRIP funding including but not limited to design engineering, construction administration and testing, legal/administrative fees, and utility construction; and

**WHEREAS**, the Township passed a resolution seeking County support and sponsorship at their October 12, 2023 Township Board meeting.

**NOW THEREFORE, BE IT RESOLVED BY THE AITKIN COUNTY BOARD OF COMMISSIONERS THAT:**

1. The County agrees to act as project sponsor and provide support for the project should Shamrock Township be awarded LRIP funds, and that such sponsorship shall include the following responsibilities:
  - a. Authorizing the County Engineer to act as an agent on behalf of the sponsoring agency.
  - b. Be the fiscal agent on behalf of the Township and have funds flow from MnDOT to the County and to the Contractor.
  - c. Work with the township's representative, WSB, through the state aid process including plan reviews, approvals, and grant agreements.
  - d. Request an SAP number for the project.
  - e. Work with WSB to ensure project is meeting milestones and dates.
  - f. Review and sign the plans prepared by WSB along with providing cursory review of the engineers estimate and proposal before submission to the DSAE.
  - g. Review and sign state aid pay requests (SAPRs) prepared by WSB before submission to State Aid for review.
  - h. Assist WSB in communicating progress and updates with the DSAE's and State Aid State Programs Engineer.

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

xxx 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 24<sup>th</sup> day of October 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 24<sup>th</sup> day of October 2023.

---

Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

7B  
Agenda Item #

**Requested Meeting Date:** 10-24-23

**Title of Item:** 2023 Highway Contract Summary

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> The attached 2023 Highway Contract Summary will be reviewed to give an update on the 2023 Highway Maintenance/Construction contracts.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

**2023 Highway Contract Schedule**

Line	Contract Number	Road Number	Project Number	Project Description	Project Location	Project Length (miles)	Bid Opening Date	Cost Estimate	Actual Bid	Comments
<b>Maintenance:</b>										
1	20229		CP 001-090-041	Aggregate Processing	Gun Lake, Pliny, Swatara, Glen Pits		10/24/2022	\$ 403,000.00	\$ 432,500.00	Includes \$32,500 for Fleming Township
2	NA			Application of pavement markings	various locations		3/13/2023	\$ 65,360.39	\$ 85,713.73	
3	20232		NA	Application of calcium chloride	various locations		3/13/2023	\$ 652,080.00	\$ 725,296.00	
<b>Total:</b>								<b>\$ 1,120,440.39</b>	<b>\$ 1,243,509.73</b>	
<b>Construction:</b>										
4	20228		SP 001-090-003	Bike Trail		1.3	8/29/2022	\$ 388,672.44	\$ 524,818.25	
5	20231	CH 11	SP 001-611-003	Reconstruction		3.2	1/17/2023	\$ 3,795,745.18	\$ 4,227,400.75	
6	20233	CH 31 CH 40 CH 52	SAP 001-631-003	Bituminous Resurfacing		3.5	4/10/2023	\$ 677,739.50	\$ 571,592.50	
			SAP 001-640-003	Bituminous Resurfacing		4.9		\$ 1,186,542.00	\$ 1,064,913.52	
			CP 001-062-004	Bituminous Resurfacing		2.6		\$ 488,547.25	\$ 441,334.25	
			SAP 001-030-008	Bituminous Patches				\$ 137,356.60	\$ 187,219.70	
7	20234	various	SP 001-070-010	HSIP Pavement Markings	various highways		6/5/2023	\$ 124,424.78	\$ 147,652.00	
<b>Total:</b>								<b>\$ 6,799,028</b>	<b>\$ 7,164,931</b>	



# Board of County Commissioners Agenda Request

7C  
Agenda Item #

**Requested Meeting Date:** 10-24-23

**Title of Item:** 2024 Highway Contract Schedule

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway
<b>Presenter (Name and Title):</b> John Welle, Aitkin County Engineer		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> The attached 2024 Highway Contract Schedule will be reviewed to give an outline of contracts anticipated to be executed for construction during the 2024 construction season.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to approve 2024 Highway Contract Schedule		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

### 2024 Highway Contract Schedule

Line	Contract Number	Road Number	Project Number	Project Description	Project Location	Project Length (miles)	Bid Opening Date	Cost Estimate	Actual Bid	Comments
<b>Maintenance:</b>										
1	2024		CP 001-090-0	Crack Sealing	various locations		1/22/2024	\$ 103,000.00		
2	NA			Application of pavement markings	various locations		3/11/2024	\$ 94,800.00		
3	2024		NA	Application of calcium chloride	various locations		3/11/2024	\$ 745,000.00		
<b>Total:</b>								<b>\$ 942,800.00</b>	<b>\$ -</b>	
<b>Construction:</b>										
4	2024	210th Lane Pliny Twp Road 420th Avenue	SAP 001-599-043	Bridge Replacement	over Snake River	0.1	12/4/2023	\$ 488,374.00		
5	2024	Farm Island Twp	SAP 001-599-041	Bridge Replacement	over Ripple River	0.1	12/4/2023	\$ 314,751.50		
6	2024	CH 5	SAP 001-605-016	Bridge Replacement	over Willow River	0.1	12/4/2023	\$ 1,017,651.00		
7	2024	CH 2	SP 001-602-014	Bituminous Resurfacing		10.4	1/15/2024	\$ 2,025,000.00		
8	2024	CH 14	SAP 001-614-015	Culvert Replacements		6.3	4/8/2024	\$ 1,315,000.00		
9	2023	UT 470	CP 001-470-001	Gravel Road Improvement	UT 470 in UT 51-27 from 630th Lane to 1 mile	1	4/8/2024	\$ 140,000.00		
		CH 29	CP 001-029-006	Gravel Road Improvement	2.0 to 3.2 miles north of CH 68 intersection	1.2		\$ 250,000.00		
<b>Total:</b>								<b>\$ 5,550,777</b>	<b>\$ -</b>	



# Board of County Commissioners Agenda Request

8A  
Agenda Item #

**Requested Meeting Date:** October 24, 2023

**Title of Item:** 3rd Quarter Budget Review

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 10 Min.
<b>Summary of Issue:</b> The attached 3rd quarter budget review worksheet will be discussed with the Board.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Discussion only.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Fund Dept	2023 Budgeted		2023 Actual		2023 Act - Bud		% of Budget		Comments
	Rev	Exp	Rev	Exp	Rev +/-	Exp +/-	Rev	Exp	
<b>General Fund</b>									
<b>Administration/General Gov't Depts</b>									
1 1 Commissioners	0	296,369	0	203,973	0	(92,396)		69%	
1 40 Auditor	(318,875)	875,155	(239,025)	593,636	79,850	(281,519)	75%	68%	
1 41 Internal Audit	0	78,500	0	78,579	0	79		100%	2022 audit complete
1 42 Treasurer	(24,000)	323,955	(27,114)	232,811	(3,114)	(91,144)	113%	72%	Escrow maintenance fees collected at beginning of year and Deed tax greater than budgeted.
1 43 Assessor	(155,156)	874,430	(154,232)	682,464	924	(191,966)	99%	78%	Assessment charges collected at beginning of year.
1 44 Central Services	(13,338,253)	233,303	(8,793,255)	201,857	4,544,998	(31,446)	66%	87%	Majority of expenses occur at beginning of year. Two tax-forfeit properties demolished that were not budgeted. Expenses to be recouped through sale of properties at future date.
1 45 Motor Pool	(60,000)	28,760	(60)	6,964	59,940	(21,796)	0%	24%	
1 49 Information Technologies	(21,500)	808,162	(1,376)	448,973	20,124	(359,189)	6%	56%	
1 52 Administration	0	228,267	(15)	161,854	(15)	(66,413)		71%	
1 53 Human Resources	0	393,521	(9,277)	259,368	(9,277)	(134,153)		66%	
1 60 Elections	0	80,828	(6,868)	30,696	(6,868)	(50,132)		38%	Budgeted to add to reserves to pay 2024 election costs.
1 100 Recorder	(210,500)	506,076	(60,876)	321,373	149,624	(184,703)	29%	64%	Lower than anticipated fees received
1 110 Courthouse Maint	0	587,104	0	444,058	0	(143,046)		76%	
1 111 Buildings	0	75,500	0	30,716	0	(44,784)		41%	
1 120 VSO	(13,000)	177,169	(15,309)	123,791	(2,309)	(53,378)	118%	70%	
1 121 HRA	0	2,000	0	1,540	0	(460)		77%	
<b>Administration/General Gov't Depts Subtotal</b>	<b>(14,141,284)</b>	<b>5,569,099</b>	<b>(9,307,407)</b>	<b>3,822,653</b>	<b>4,833,877</b>	<b>(1,746,446)</b>	<b>66%</b>	<b>69%</b>	

Fund Dept	2023 Budgeted		2023 Actual		2023 Act - Bud		% of Budget		Comments
	Rev	Exp	Rev	Exp	Rev +/-	Exp +/-	Rev	Exp	
<b>Public Safety</b>									
1 12 Court Administration	(5,100)	92,200	(4,821)	22,066	279	(70,134)	95%	24%	Attorney costs lower than anticipated
1 90 Attorney	(80,768)	1,280,949	(59,481)	836,120	21,287	(444,829)	74%	65%	
1 123 Coroner	0	90,000	0	35,028	0	(54,972)		39%	
1 200 Enforcement	(444,238)	3,120,764	(334,231)	2,436,836	110,007	(683,928)	75%	78%	
1 201 Sheriff Contingency	0	0	(1,730)	0	(1,730)	0			
1 202 Boat and Water	(26,503)	133,897	(21,647)	87,533	4,856	(46,364)	82%	65%	
1 203 Snowmobile	(6,028)	47,039	(6,729)	37,482	(701)	(9,557)	112%	80%	
1 204 ATV	(13,192)	28,632	(13,192)	10,667	0	(17,965)	100%	37%	
1 206 Forfeitures	0	0	(2,745)	43	(2,745)	43			
1 252 Corrections	(129,500)	3,333,688	(181,866)	2,497,145	(52,366)	(836,543)	140%	75%	
1 253 Sentence to Serve	(38,000)	158,502	(30,549)	116,716	7,451	(41,786)	80%	74%	
1 254 Enhanced 911	0	0	(178,563)	14,492	(178,563)	14,492	#DIV/0!	#DIV/0!	
1 255 Crime Victim	(71,000)	96,603	(53,093)	61,501	17,907	(35,102)	75%	64%	
1 257 Aitkin Co. Community Corrections	(471,384)	1,016,612	(401,113)	713,067	70,271	(303,545)	85%	70%	
1 280 Emergency Management	(19,276)	57,141	0	37,514	19,276	(19,627)	0%	66%	
<b>Public Safety Subtotal</b>	<b>(1,304,989)</b>	<b>9,456,027</b>	<b>(1,289,760)</b>	<b>6,906,210</b>	<b>15,229</b>	<b>(2,549,817)</b>	<b>99%</b>	<b>73%</b>	
<b>Culture and Recreation</b>									
1 500 Library & Historical Society	0	313,691	0	307,984	0	(5,707)		98%	Quarter three expenses paid in October. Now at 70% of expenses.
1 601 Extension	0	86,199	(480)	40,728	(480)	(45,471)		47%	
<b>Culture and Recreation Subtotal</b>	<b>0</b>	<b>399,890</b>	<b>(480)</b>	<b>348,712</b>	<b>(480)</b>	<b>(51,178)</b>		<b>87%</b>	

Fund Dept	2023 Budgeted		2023 Actual		2023 Act - Bud		% of Budget		Comments
	Rev	Exp	Rev	Exp	Rev +/-	Exp +/-	Rev	Exp	
<b>Conservation of Natural Resources</b>									
1 122 Planning and Zoning	(339,316)	643,418	(316,709)	448,417	22,607	(195,001)	93%	70%	Revenue has surpassed 2022 general permit revenue. Expenses on track and include septic school training for 3 zoning officers. Account no longer used. 2nd half of SCORE funding and levy apportionment will occur by year end. Expenditure on track with recycling contracts above average. Higher than anticipated revenue from water testing. Appropriations made at beginning of year
1 390 Environmental Health	0	0	0	0	0	0			
1 391 Solid Waste	(425,885)	425,885	(230,603)	287,126	195,282	(138,759)	54%	67%	
1 392 Water Wells	(8,000)	5,500	(8,315)	5,236	(315)	(264)	104%	95%	
1 600 Ag Soc, Soil & Water, Ag	0	121,659	(2,523)	114,326	(2,523)	(7,333)		94%	
<b>Conservation of Natural Resources Subtotal</b>	<b>(773,201)</b>	<b>1,196,462</b>	<b>(558,150)</b>	<b>855,105</b>	<b>215,051</b>	<b>(341,357)</b>	<b>72%</b>	<b>71%</b>	
<b>Economic Development</b>									
1 700 Promotion, Tran, Airport,	0	54,600	(40,000)	45,816	(40,000)	(8,784)		84%	CDBG and Blandin grants received and paid from this account
1 711 Economic Development	0	123,968	(1,746,148)	1,869,453	(1,746,148)	1,745,485	#DIV/0!	1508%	
<b>Economic Development Subtotal</b>	<b>0</b>	<b>178,568</b>	<b>(1,786,148)</b>	<b>1,915,269</b>	<b>(1,786,148)</b>	<b>1,736,701</b>		<b>1073%</b>	
<b>General Fund</b>	<b>(16,219,474)</b>	<b>16,800,046</b>	<b>(12,941,945)</b>	<b>13,847,949</b>	<b>3,277,529</b>	<b>(2,952,097)</b>	<b>80%</b>	<b>82%</b>	
<b>Road and Bridge Fund</b>									
3 0 Undesignated	(5,986,982)	0	(3,820,456)	0	2,166,526	0	64%		
3 301 Administration/HR	0	619,915	0	461,550	0	(158,365)		74%	
3 302 Engineering/Construction	0	649,318	0	439,032	0	(210,286)		68%	
3 303 Highway Maintenance	0	4,717,749	0	4,112,751	0	(604,998)		87%	
3 307 Capital Infrastructure	(7,930,200)	7,930,200	(5,229,422)	4,725,228	2,700,778	(3,204,972)	66%	60%	
3 308 Equipment and Facilities	(477,300)	477,300	(477,300)	305,595	0	(171,705)	100%	64%	
3 310 232 Turnback	0	0	0	0	0	0			
<b>Road and Bridge Fund</b>	<b>(14,394,482)</b>	<b>14,394,482</b>	<b>(9,527,178)</b>	<b>10,044,156</b>	<b>4,867,304</b>	<b>(4,350,326)</b>	<b>66%</b>	<b>70%</b>	

Fund Dept	2023 Budgeted		2023 Actual		2023 Act - Bud		% of Budget		Comments
	Rev	Exp	Rev	Exp	Rev +/-	Exp +/-	Rev	Exp	
<b>Health and Human Services Fund</b>									
5 400 Public Health	(957,849)	1,000,773	(633,152)	683,293	324,697	(317,480)	66%	68%	Large October deposit will increase revenues next quarter. Flu/Covid vaccine expense will also be reflected in October. MA estate recovery revenue higher than expected.
5 420 Income Maintenance	(2,197,571)	2,137,182	(1,797,995)	1,630,021	399,576	(507,161)	82%	76%	
5 430 Social Services	(4,177,499)	4,419,651	(2,941,817)	3,107,322	1,235,682	(1,312,329)	70%	70%	
<b>Health and Human Services Fund</b>	<b>(7,332,919)</b>	<b>7,557,606</b>	<b>(5,372,964)</b>	<b>5,420,636</b>	<b>1,959,955</b>	<b>(2,136,970)</b>	<b>73%</b>	<b>72%</b>	
<b>Trust</b>									
10 921 County Development	(543,406)	543,406	(336,874)	122,978	206,532	(420,428)	62%	23%	Expected revenues have come in. Transfers to Hwy. Dept. and Survey are done at the end of the year. Revenue is on track. Expenses are a little over budget and will be monitored.
10 923 Forfeited Tax Sales	(1,500,000)	1,555,066	(1,158,750)	1,479,774	341,250	(75,292)	77%	95%	
<b>Trust Fund</b>	<b>(2,043,406)</b>	<b>2,098,472</b>	<b>(1,495,624)</b>	<b>1,602,752</b>	<b>547,782</b>	<b>(495,720)</b>	<b>73%</b>	<b>76%</b>	
<b>Forest Development</b>									
11 924 Forest Resource	0	0	0	0	0	0			Received a higher than expected apportionment which accounts for higher than budgeted revenue, expenses are less than budgeted.  Revenue transfers made at year end. On track.
11 925 Resource Management	(449,200)	587,219	(621,660)	361,621	(172,460)	(225,598)	138%	62%	
11 934 Memorial Forest	0	0	0	0	0	0			
11 935 Forest Road	0	0	0	0	0	0			
11 939 County Surveyor	(465,312)	460,856	(600)	340,376	464,712	(120,480)	0%	74%	
<b>Forest Development</b>	<b>(449,200)</b>	<b>587,219</b>	<b>(621,660)</b>	<b>361,621</b>	<b>(172,460)</b>	<b>(225,598)</b>	<b>138%</b>	<b>62%</b>	
<b>Long Lake Conservation Center</b>									
19 521 LLCC Administration	(104,576)	231,786	(41,877)	173,438	62,699	(58,348)	40%	75%	For all of LLCC accounts, expenses are looking good, but will be urging LLCC staff to better track and follow up on invoices to groups and schools. Payments always lag behind.  Transfer of \$75,000 is done at the end of the year Rent is down as one of the houses has sat empty all year.
19 522 LLCC Education	(715,632)	363,901	(268,351)	260,932	447,281	(102,969)	37%	72%	
19 523 LLCC Food	(5,000)	184,689	(1,603)	102,651	3,397	(82,038)	32%	56%	
19 524 LLCC Maintenance	(75,000)	131,927	0	99,580	75,000	(32,347)	0%	75%	
19 525 LLCC Capital Improvement	(19,200)	2,000	(10,800)	0	8,400	(2,000)	56%	0%	
<b>LLCC Fund</b>	<b>(919,408)</b>	<b>914,303</b>	<b>(322,631)</b>	<b>636,601</b>	<b>596,777</b>	<b>(277,702)</b>	<b>35%</b>	<b>70%</b>	
<b>21 520 Parks</b>	<b>(672,944)</b>	<b>747,950</b>	<b>(644,247)</b>	<b>724,403</b>	<b>28,697</b>	<b>(23,547)</b>	<b>96%</b>	<b>97%</b>	



# Board of County Commissioners Agenda Request

8 B  
Agenda Item #

**Requested Meeting Date:** October 24, 2023

**Title of Item:** Administrator Updates

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested	
<input type="checkbox"/> CONSENT AGENDA		<input type="checkbox"/> Approve/Deny Motion	<input checked="" 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>

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 5 Minutes
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**Summary of Issue:**

Administrator updates.

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

**Recommended Action/Motion:**

Discussion Only.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

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

Is this budgeted?  Yes  No *Please Explain:*



## Aitkin County Board of Commissioners Committee Reports Forms

9A

Agenda Item #

Committee	Freq	Scheduled	Representative
<b>Association of MN Counties (AMC)</b>			
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
Age-Friendly Changemakers			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 Opioid Settlement Sub-committee	TBD	TBD	Sample
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)	Monthlv	4th Wednesday	Leiviska
Joint Powers Natural Resource Board	Odd Months	4th Monday	Sample and Land Commissioner Alt.
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 1W1P JPA	TBD	TBD	Leiviska, Alt. Sample
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