



ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

What: Aitkin County Board Agenda

When: November 14, 2023

Where: Government Center Board Room

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

Phone: 1-415-655-0001

Access Code: 2552 744 8229

Meeting Password: 7282

9:00 a.m.

1) **J. Mark Wedel, County Board Chair**

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

9:00 a.m.

- D) **Citizens Public Comment-** Comments from visitors must be informational and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-727 option 7 no later than 2:30 P.M. on the Monday before the meeting.
- 2) **Consent Agenda-** All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the times will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File-**
October 25, 2023 - November 14, 2023
 - B) **Approve County Board Minutes-**
October 24, 2023
 - C) **Approve Electronic Funds Transfers**
EFT report through 11-06-2023
 - D) **Approve Auditor Vouchers-**
R&B 10-20-2023
 - E) **Approve Manual Warrants/Voids/Corrections-**
ELAN 10-12-2023
 - F) **Approve Commissioner's Vouchers**
Commissioner Warrants 10-27-2023
 - G) **Adopt Resolution-**
LG220 Permit - Ducks Unlimited Aitkin Chapter
 - H) **Adopt Resolution-**
Donation - Sentence to Serve - Aitkin Lions Club
 - I) **Approve Auditor Vouchers-**
School Advances 10-23-2023
 - J) **Approve Auditor Vouchers-**
Property Tax Overpayments 10-31-2023
 - K) **Approve Manual Warrants/Voids/Corrections-**
Manual Warrants 10-26-2023
 - L) **Approve Manual Warrants/Voids/Corrections-**
Manual Warrants 10-31-2023
 - M) **Approve Manual Warrants/Voids/Corrections-**
Manual Warrants - Est MNCare Tax, HHS
 - N) **Approve-**
Appointment of Community Corrections Advisory Board members
 - O) **Adopt Resolution-**
License to Sell Off Sale Liquor - McGregor Spirits LLC
 - P) **Adopt Resolution-**
License to Sell Tobacco Products - McGregor Spirits LLC
 - Q) **Approve-**
2024 Newspaper Bid Specifications
 - R) **Approve-**
Affidavit for Duplicate of Lost Warrant
 - S) **Adopt Resolution-**
License to Sell Tobacco Products - Petry's Bait Mille Lacs Inc.
 - T) **Adopt Resolution-**
Sponsorship Resolution for City of Aitkin LRIP Project
 - U) **Approve-**
Fire Protection Contract - Town of Ball Bluff
 - V) **Approve-**
Fire Protection Contract with City of Palisade
 - W) **Approve Commissioner's Vouchers**
Commissioner Warrants 11-09-2023
 - X) **Approve-**
Extension Committee Members
 - Y) **Approve-**
2023 Audit Agreement

9:05 a.m.

- 3) Dennis Thompson – Land Commissioner
A) Approve American Peat Technology amendments to peat leases

9:10 a.m.

- 4) Mike Dangers – County Assessor
A) Approve Individual Disaster Abatement and Credit - Parcel 29-1-469400

9:20 a.m.

- 5) Mark Jeffers – Economic Development Coordinator
A) Approve Revitalization Grant: Award funding
B) Approve Childcare Acceleration Grant: Award funding
C) Approve Motion for letter of support - East Central Energy Broadband Project
D) Approve Motion for letter of support - Mille Lacs Energy Broadband Project
E) Approve Request Public Hearing - Housing Trust Fund Ordinance
F) Economic Development Q3 Impact Report - Discussion Only

10:10 a.m.

- 6) Bobbie Danielson – Human Resources Director
A) Approve Remote/Alternative Work Site Policy
B) Approve Personnel Policy Updates

10:20 a.m.

- 7) Jessica Seibert – County Administrator
A) 2024 Budget Discussion - Discussion Only
B) Administrator Updates

10:35 a.m.

- 8) Andrew Carlstrom – Environmental Services Director
A) Approve Wealthwood RV Resort Expansion EAW
B) Greater MN Recycling Grant - Recyclops Rural Curbside Recycling - Discussion Only

10:55 a.m.

- 9) Board of Commissioners
A) Committee Reports

ADJOURN



AITKIN COUNTY BOARD OF COMMISSIONERS

October 24, 2023

9:00 a.m.

Government Center Board Room

Regular Session Minutes

1.A CALL TO ORDER

Chair Wedel called the meeting to order at 9:01 a.m.

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

1.B PLEDGE OF ALLEGIANCE

1.C APPROVAL OF AGENDA

Motion to: Approve the agenda.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Bret Sample
SECONDER:	Commissioner Travis Leiviska

1.D Health & Human Services (see separate HHS Agenda)

1.E Citizens Public Comment by:

The Board recognized County Auditor Kirk Peysar for 35 years of service.

2 CONSENT AGENDA

Motion to: Approve the Consent Agenda.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Bret Sample
SECONDER:	Commissioner Michael Kearney

A) Correspondence File-

October 11, 2023 - October 24, 2023

B) Approve County Board Minutes-

October 10, 2023

C) Approve Electronic Funds Transfers

Total	\$1,220,768.48
--------------	----------------

D) Approve Auditor Vouchers-

Sales/Use & Diesel Tax, September 2023

	General	LLCC	Trust	Parks	Total
	\$216.18	\$56.39	\$4.44	\$354.53	
	\$649.93				\$1,281.47

E) Approve Manual Warrants/Voids/Corrections-

ELAN 9-28-2023

	General	Trust	LLCC	Opioid	Total
	\$4,853.35	\$162.84	\$270.00	\$16.03	
	\$1,794.10				\$7,096.32

F) Approve Commissioner's Vouchers

Commissioner Warrants 10-13-2023

	General	Reserves	R&B	HHS	
	\$276,974.82	\$52,060.00	\$59,456.88	\$30,224.43	
	\$13,562.66	\$21,853.77	\$48,045.80	\$393.59	
	\$7,323.50	\$6,736.44	\$2,792.06		\$519,423.95

G) Approve Auditor Vouchers-

R&B 10-13-2023

R&B	\$57,345.00					Total	\$57,345.00
-----	-------------	--	--	--	--	--------------	-------------

H) Adopt Resolution-

Donation - Aitkin County Jail - CRMC

I) Approve Manual Warrants/Voids/Corrections-

R&B Fee

R&B	\$25.00					Total	\$25.00
-----	---------	--	--	--	--	--------------	---------

J) Approve Manual Warrants/Voids/Corrections-

Manual Warrants 10-12-2023

General	\$1,568.39	State	\$101,369.85	Taxes	\$505.00	LLCC	\$169.45
Parks	\$45.00					Total	\$103,657.69

K) Approve-

Century Link Utility Easement

L) Approve-

Equipment Purchase - Pickup Truck Chassis w/flatbed

Regular Agenda

3A Bobbie Danielson – Human Resources Director

Motion to:

Approve 2024-2026 LELS Supervisory Agreement

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Michael Kearney
SECONDER:	Commissioner Bret Sample

4A Janet Smude - District Manager Aitkin County SWCD

Motion to:

Adopt Resolution - Mississippi River Brainerd 1W1P

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Travis Leiviska
SECONDER:	Commissioner Bret Sample

5A Dennis Thompson – Land Commissioner

Motion to:

Approve Private Sale of Tax Forfeited Land to Phillip Gerber

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Michael Kearney
SECONDER:	Commissioner Bret Sample

5B Dennis Thompson – Land Commissioner

Motion to:

Approve Private Sale of Tax Forfeited Land to Charles & Mary Ann Wark

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Bret Sample
SECONDER:	Commissioner Travis Leiviska

6A Mark Jeffers – Economic Development Coordinator

Motion to:

Approve Senior Developer Agreement INH

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Travis Leiviska
SECONDER:	Commissioner Michael Kearney

6B Mark Jeffers – Economic Development Coordinator

Motion to:

Approve Workforce Developer Agreement INH

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Michael Kearney
SECONDER:	Commissioner Bret Sample

7A John Welle – County Engineer

Motion to:

Adopt Resolution - Sponsorship Resolution Shamrock Township LRIP Project

RESULT: APPROVED (4 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Travis Leiviska

7B John Welle – County Engineer

Informational Only

2023 Highway Contract Summary - Discussion Only

RESULT: INFORMATIONAL ONLY
MOVER:
SECONDER:

7C John Welle – County Engineer

Motion to:

Approve 2024 Highway Contract Schedule

RESULT: APPROVED (4 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Travis Leiviska

8A Jessica Seibert – County Administrator

Informational Only

3rd Quarter Budget Review

RESULT: INFORMATIONAL ONLY
MOVER:
SECONDER:

8B Jessica Seibert – County Administrator

Informational Only

Administrator Updates

GE workout meeting, Strategic planning dates, Department Heads meeting, Staff onboarding, Sandberg remembrance, MACA Regional call

8C Jessica Seibert – County Administrator

Motion to:

Approve Strategic planning workshop

RESULT: APPROVED (4 TO 0)
MOVER: Commissioner Michael Kearney
SECONDER: Commissioner Bret Sample
November 6, 2023 12:00-3:00pm Government Center Training Room

9A Board of Commissioners

Informational Only

Committee Reports

Arrowhead Economic Opportunity Agency, Arrowhead Counties Association, Aitkin County Association of Township, Snake River 1W1P, Arrowhead Regional Development Commission, Mississippi Brainerd 1W1P, Towards Zero Deaths, Aitkin Economic Development Administration

Motion to Adjourn

Motion made at 11:39 a.m.

MOVER: Commissioner Bret Sample
SECONDER: Commissioner Travis Leiviska
Next Meeting: Tuesday, November 14, 2023

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

Jessica Seibert
County Administrator



AITKIN COUNTY HEALTH & HUMAN SERVICES

204 First Street NW
Aitkin, MN 56431

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

AITKIN COUNTY HEALTH & HUMAN SERVICES BOARD October 24, 2023 H&HS Board Minutes

Attendance

The Aitkin County Board of Commissioners met this 24th day of October 2023, at 9:01 a.m. as the Aitkin County Health & Human Services Board with the following members present: Board Chair, Commissioner J. Mark Wedel, Commissioners Travis Leiviska, Bret Sample and Michael Kearney. County Administrator Jessica Seibert, Administrative Assistant April Kellerman, Health & Human Services Director Sarah Pratt, and Administrative Assistant Paula Arimborgo. Others present included: H&HS Supervisors Carli Goble, Jessi Goble & Erin Melz; Hannah Colby H&HS Public Health, Lon Nicko City of Aitkin, ACHHS Advisory Committee member representative Lynette Maas, Jeanne Schram Aitkin Age, and other public guests. Joining via WebEx: Mark Jeffers, AC Economic Development.

1.A Approval of the Agenda

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

1.B Approval of the September 26, 2023 Minutes

Motion by Commissioner Leiviska, seconded by Commissioner Sample and carried, all members present voting yes to approve September 26, 2023 Health & Human Services minutes.

1.C Approval of Bills

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

1.D Approval of 2024-2025 DHS Service Agreement

Motion by Commissioner Leiviska, seconded by Commissioner Sample and carried, all members present voting yes to approve the 2024-2025 DHS Service Agreement (County and Tribal Nation MFIP Biennial Service Agreement with DHS). This agreement allows Aitkin County to receive the consolidated funding needed to administer the family cash assistance programs.

2.A Director Updates

Sarah Pratt, H&HS Director updated the board on the following:

- Healthcare renewals – approaching the midpoint for renewals which is also the heaviest months due to MNCare & MNSure open enrollments time & cost of living adjustments for Social Security.
 - An ever-changing process with new strategies monthly

- Processes have become more complex
- There has been an increase of walk-ins, phone calls and correspondence due to these changes
- Support for modernization of systems for healthcare is vital
- H&HS is losing a financial worker to DHS
- MNCHOICES Revision 2.0
 - DHS Guidelines
 - Phase 1 (7/1/23-9/30/23) 10% of users in system
 - Phase 2 (10/1/23-11/30/23) 30% of users in system
 - Phase 3 (12/1/23-2/29/24) 100% of users in system
 - Aitkin County Status
 - Phase 1 – All profiles entered into the 2.0 system, 7 staff plus 1 supervisor in 2.0
 - Phase 2 – All users (11 staff) will be in the system by 11/1/23, starting to accept COL and CDCS cases
 - Phase 3 – All users in 2.0 by 11/1/23 and all users completing 100% of cases in 2.0 by 1/1/24
 - Challenges
 - Multiple work arounds as not all aspects work accurately
 - DHS delays in responding to questions asked and support needed
 - Positives
 - Assessment is more efficient and flow is more natural
 - Support Plan is detailed and different but once learned, easy to use
- Public Health Flu & COVID Clinics
 - We have 24 locations to include 3 school districts
 - Clinics run October 10th – November 17th
 - Offering the Moderna COVID vaccination for ages 12+ (have ordered 300 doses so far)

3.A 3rd Quarter 2023 Fiscal Report

Carli Goble, H&HS Fiscal Supervisor, presented to the board the 3rd Quarter 2023 Fiscal Report to include:

- Revenues by Department
- Revenues by Category
- Expenditures by Department
- Expenditures by Category
- Fund Balance
- Budget Summary

4.A City of Aitkin Demonstration Project Overview

Hannah Colby, H&HS Public Health and Lon Nicko, City of Aitkin Interim Street Commissioner, presented to the board the City of Aitkin Demonstration Project Overview to include:

- About the Project
- Adjustments to Demonstration Project
- 37 Comments received

- Aitkin Transportation Study
- Pros of the Demonstration Project
- Cons of the Demonstration Project
- Next Steps – 2030 projected start date on draft concept by MNDOT

5.A Committee Updates

The Board discussed the CARE Board, Lakes & Pines, ARDC/AAAA, H&HS Advisory Committee and AEOA.

Adjourn

The meeting was adjourned at 9:56 a.m.

Next Meeting – November 28, 2023



Board of County Commissioners Agenda Request



Requested Meeting Date: 11/14/2023

Title of Item: EFT Report

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: EFT Report thru 11/6/2023		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

ELECTRONIC FUNDS TRANSFER

Thru November 6, 2023 Board Meeting November 14, 2023

Abstract Number	Date	Amount	Reason
21859	10/12/23	\$9,191.92	Manual Abstract
21860	10/20/23	\$541,912.88	Auditor Abstract
21861	10/20/23	\$674,291.27	Payroll Abstract
21862	10/20/23	\$1,936.64	Auditor Abstract
21863	10/24/23	\$14,470.62	Commissioner Abstract
21864	10/24/23	\$1,601,405.24	Auditor Abstract
21865	10/27/23	\$112,730.76	Commissioner Abstract
21867	10/27/23	\$1,701.74	Auditor Abstract
21868	10/26/23	\$10,722.13	Manual Abstract
21869	10/26/23	\$815,953.71	Manual Abstract
21873	10/31/23	\$2,695.74	Manual Abstract
21874	10/31/23	\$162.59	Manual Abstract
21875	11/3/23	\$852,953.60	Payroll Abstract
21876	11/3/23	\$7,204.40	Auditor Abstract

\$0

Voids/No ACH

21866

21870

21871

21872

21877

\$4,647,333.24

S:Board Report:2023 EFT Board Report Thru Date

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
307	DEPT			R&B Capital Infrastructure			
9911	KGM CONTRACTORS INC 03-307-000-0000-6262		528,004.88	CONT 20231 PMT 5	CONT 20231 PMT 5	Contract Payments	N
	9911 KGM CONTRACTORS INC		528,004.88	1 Transactions			
9457	Marvin Tretter, Inc 03-307-000-0000-6262		13,908.00	CONT 20228 PMT 6	CONT 20228 PMT 6	Contract Payments	N
	9457 Marvin Tretter, Inc		13,908.00	1 Transactions			
307	DEPT Total:		541,912.88	R&B Capital Infrastructure	2 Vendors	2 Transactions	
3	Fund Total:		541,912.88	Road & Bridge		2 Transactions	
	Final Total:		541,912.88	2 Vendors	2 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	3	541,912.88	Road & Bridge
	All Funds	541,912.88	Total

Approved by,

.....

.....

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
5462	Bremer Bank (Elan ACH)						
18	01-200-003-0000-6241		25.00	JEN O PORTALS TRNG	014354	Registration Fee	N
3	01-090-000-0000-6268		200.00	PROSECUTION TRNG - MESA	032503	Staff Training, Development	N
27	01-110-000-0000-6335		81.13	GAS FOR TRUCK	04935	Gas/Vehicle Fuel Charges	N
26	01-110-000-0000-6570		86.47	GAS FOR EQUIPMENT	04935	Motor Fuel & Lubricants	N
19	01-200-000-0000-6205		9.00	EVIDENCE TO BCA 23001789	087378	Postage	N
10	01-053-000-0000-6360		191.00	RACARIE SOFTWARE/APPLICANT STA 10/01/2023 11/01/2023	180110	Services, Labor, Contracts	N
17	01-040-000-0000-6335		36.51	MACATFO TRAINING / BRAINERD	310941	Gas/Vehicle Fuel Charges	N
21	01-391-000-0000-6332		142.39	HOLIDAY INN ALEXANDRIA	37805	Hotel / Motel Lodging	N
8	01-122-000-0000-6405		133.24	SAFETY VESTS	42998000	Office, Film, & Field Supplies	N
9	01-391-000-0000-6405		33.30	SAFETY VESTS	42998000	Office, Film, & Field Supplies	N
20	01-200-000-0000-5840		63.60	TRAINING - MEAL	451493	Misc Receipts	N
29	01-043-000-0000-6332		441.48	HOTEL STAY FOR TRAINING	566879	Hotel / Motel Lodging	N
28	01-053-000-0000-6268		50.00	MPELRA ESST TRAINING	6044	Staff Training, Development	N
1	01-049-000-0000-6332		330.42	HOTEL MNCITLA CONFERENCE	68168	Hotel / Motel Lodging	N
22	01-391-000-0000-6268		350.00-	SSTS TRAINING - CANCELLED	759675	Staff Training, Development	N
24	01-110-000-0000-6422		508.20	WAX STRIPPER	903064720	Janitorial Supplies	N
25	01-110-000-0000-6422		689.70	FLOOR WAX	903066064	Janitorial Supplies	N
6	01-392-000-0000-6405		304.99	THERMO SCIENTIFIC PROBE	B002112	Office, Film, & Field Supplies	N
7	01-122-000-0000-6360		15.99	MONTHLY ZOOM CONTRACT 09/22/2023 10/21/2023	INV220078864	Services, Labor, Contracts	N
2	01-090-000-0000-6240		274.00	MN LAWYER REGISTRATION RAKOTZ	LAWYER000287919	Membership/Dues/Association Fees	N
4	01-043-000-0000-6332		335.01	CRAGUN'S STAY FOR CONFERENCE	LT09272023	Hotel / Motel Lodging	N
5	01-043-000-0000-6339		12.18	KFC LUNCH DURING FALL CONF.	LT09272023	Meals (Overnight)	N
23	01-110-000-0000-6360		505.63	TRIP CHARGE,1HR DIAGNOSTICS	MCIT REIMB.	Services, Labor, Contracts	N
14	01-100-000-0000-6332		143.49	HOTEL-WCI USER GROUP	SEPTEMBER 2023	Hotel / Motel Lodging	N
30	01-043-000-0000-6332		819.58	HOTEL FOR TRAINING	SP092123	Hotel / Motel Lodging	N
5462	Bremer Bank (Elan ACH)		5,082.31	25 Transactions			
1 Fund Total:			5,082.31	General Fund	1 Vendors	25 Transactions	

WLB1
 10/25/23 11:58AM

Aitkin County



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

10 Trust

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
16	5462 Bremer Bank (Elan ACH) 10-923-000-0000-6268		102.60	TOM AND RYAN FOREST BIRD CONFE	2407	Staff Training, Development	N
	5462 Bremer Bank (Elan ACH)		102.60	1 Transactions			
10 Fund Total:			102.60	Trust	1 Vendors	1 Transactions	

WLB1

10/25/23

11:58AM

Aitkin County



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

Page 4

19 Long Lake Conservation Cen

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	5462 Bremer Bank (Elan ACH)						
13	19-521-000-0000-6230		202.80	HOMESCHOOL FACEBOOK	4715110303635416	Printing, Publishing & Adv	N
11	19-524-000-0000-6590		950.00	GARN EQUIPMENT	4715110303635416	Repair & Maintenance Supplies	N
12	19-524-000-0000-6590		293.58	GARN EQUIPMENT	4715110303635416	Repair & Maintenance Supplies	N
	5462 Bremer Bank (Elan ACH)		1,446.38	3 Transactions			
19 Fund Total:			1,446.38	Long Lake Conservation Center	1 Vendors	3 Transactions	

WLB1
 10/25/23 11:58AM
 21 Parks

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
15	5462 Bremer Bank (Elan ACH) 21-520-000-0000-6523		1,029.03	VISPO MORTAR FOLLOW PLATE CAUL	0340699-IN	Misc Bldg & Shop Supplies	N
	5462 Bremer Bank (Elan ACH)		1,029.03	1 Transactions			
21 Fund Total:			1,029.03	Parks	1 Vendors	1 Transactions	
Final Total:			7,660.32	4 Vendors	30 Transactions		

WLB1

10/25/23

11:59AM

Aitkin County



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

Page 2

5 Health & Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	5462 Bremer Bank (Elan ACH) 05-430-700-4800-6241		20.00	DEMENTIA CONF 2023 (SN) 09/19/2023 09/19/2023		Meeting/Conference Registration Fee	N
	5462 Bremer Bank (Elan ACH)		20.00	1 Transactions			
5 Fund Total:			20.00	Health & Human Services	1 Vendors	1 Transactions	

WLB1
10/25/23 11:59AM

Aitkin County



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

25 Opioid Settlement

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2	5462 Bremer Bank (Elan ACH) 25-000-000-0000-6435		7.49	OPIOID SETTLEMENT--SUPPLIES 10/03/2023 10/03/2023		Public Health Program Related Supplies N	
	5462 Bremer Bank (Elan ACH)		7.49		1 Transactions		
25 Fund Total:			7.49	Opioid Settlement	1 Vendors	1 Transactions	
Final Total:			27.49	2 Vendors	2 Transactions		

Aitkin County



5 Health & Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
7	5462 Bremer Bank (Elan ACH) 05-400-410-0413-6339		6.82	ADMIN-MACSSA MTG MEALS (SP) 09/26/2023 09/28/2023		Meals (Overnight)	N
4	05-400-440-0410-6241		62.09	ADMIN-MACSSA MTG LODGING (SP) 09/26/2023 09/28/2023		Meeting/Conference Registration Fee	N
11	05-400-440-0410-6332		60.61	ACCTG -MFSRC CONF LODGING 10/04/2023 10/04/2023		Hotel/Lodging	N
5	05-420-600-4800-6241		146.36	ADMIN-MACSSA MTG LODGING (SP) 09/26/2023 09/28/2023		Meeting/Conference Registration Fee	N
12	05-420-600-4800-6332		142.88	ACCTG -MFSRC CONF LODGING 10/04/2023 10/04/2023		Hotel/Lodging	N
8	05-420-600-4800-6339		16.07	ADMIN-MACSSA MTG MEALS (SP) 09/26/2023 09/28/2023		Meals (Overnight)	N
10	05-420-640-4800-6332		432.96	CS-MFSRC CONF LODGING 10/04/2023 10/04/2023		Hotel/Lodging	N
6	05-430-700-4800-6241		235.06	ADMIN-MACSSA MTG LODGING (SP) 09/26/2023 09/28/2023		Meeting/Conference Registration Fee	N
13	05-430-700-4800-6332		229.47	ACCTG -MFSRC CONF LODGING 10/04/2023 10/04/2023		Hotel/Lodging	N
9	05-430-700-4800-6339		25.80	ADMIN-MACSSA MTG MEALS (SP) 09/26/2023 09/28/2023		Meals (Overnight)	N
14	05-430-700-4800-6810		126.00	ADULT MH-FLEX STORAGE UNIT 10/02/2023 10/02/2023		Mh Init - Flex (418)	N
1	05-400-440-0410-6268		2.80	ADM-STRENGTH ASSESS TRAIN (PA) 09/29/2023 09/29/2023	104665	Staff Training, Development	N
2	05-420-600-4800-6268		6.60	ADM-STRENGTH ASSESS TRAIN (PA) 09/29/2023 09/29/2023	1046653244839	Staff Training, Development	N
3	05-430-700-4800-6268		10.59	ADM-STRENGTH ASSESS TRAIN (PA) 09/29/2023 09/29/2023	1046653244839	Staff Training, Development	N
	5462 Bremer Bank (Elan ACH)		1,504.11	14 Transactions			
5 Fund Total:			1,504.11	Health & Human Services	1 Vendors	14 Transactions	
Final Total:			1,504.11	1 Vendors	14 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	5,082.31	General Fund
10	102.60	Trust
19	1,446.38	Long Lake Conservation Center
21	1,029.03	Parks
All Funds	7,660.32	Total

Approved by,

.....

.....

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	5	20.00	Health & Human Services
	25	7.49	Opioid Settlement
All Funds		27.49	Total

Approved by,

.....

.....

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	5	1,504.11	Health & Human Services
All Funds		1,504.11	Total

Approved by,

.....

.....

TOTAL Elan paid 10/12/2023 = \$9,191.92

WLB1
10/23/23 2:40PM

Aitkin County



2F

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	DEPT			Commissioners			
86222	Aitkin Independent Age 01-001-000-0000-6230		96.00	SEPT. 12, '23 SYNOPSIS PRINT	1344858	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		96.00	1 Transactions			
15240	AT&T Mobility (Central Serv) 01-001-000-0000-6220		192.52	COMMISSIONERS MOBILE PHONE	287298817699	Telephone	N
15240	AT&T Mobility (Central Serv)		192.52	1 Transactions			
10121	Leiviska/Travis 01-001-000-0000-6330		662.86	TRAVEL REIMBUR. - LEIVISKA 07/10/2023 09/21/2023	10102023	Transportation/Travel/Parking	N
10121	Leiviska/Travis		662.86	1 Transactions			
10930	Tidholm Productions 01-001-000-0000-6405		76.25	COMMISSIONER NAME BADGES (3)	3400 5224	Office Supplies	Y
10930	Tidholm Productions		76.25	1 Transactions			
10895	Westerlund/Laurie Ann 01-001-000-0000-6330		564.61	TRAVEL REIMBUR. - WESTERLUND 09/06/2023 10/02/2023	10102023	Transportation/Travel/Parking	N
10895	Westerlund/Laurie Ann		564.61	1 Transactions			
1	DEPT Total:		1,592.24	Commissioners	5 Vendors	5 Transactions	
40	DEPT			Auditor			
3165	MDRA 01-040-021-0000-6240		360.00	2024 MDRA DUES	DEPUTY #83	Membership/Dues/Association Fees	N
3165	MDRA		360.00	1 Transactions			
86290	Mn Counties Information Systems 01-040-000-0000-6266		1,997.00	2023 OPEB SHARE	2453	Data Processing/Computer Services	N
86290	Mn Counties Information Systems		1,997.00	1 Transactions			
86235	The Office Shop Inc 01-040-021-0000-6405		71.93	LASER TONER	1133198-0	Office Supplies	N
	01-040-021-0000-6405		716.13	TONER (3)	1133198-1	Office Supplies	N
86235	The Office Shop Inc		788.06	2 Transactions			

Aitkin County



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

1 General Fund

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
40	DEPT Total:				3,145.06	Auditor			3 Vendors		4 Transactions	
42	DEPT					Treasurer						
	11603	Girard's Business Solutions, Inc.										
		01-042-000-0000-6405			49.99	ROLLER KIT FOR CANON IMAGING M		948		Office Supplies		N
	11603	Girard's Business Solutions, Inc.			49.99		1 Transactions					
42	DEPT Total:				49.99	Treasurer			1 Vendors		1 Transactions	
43	DEPT					Assessor						
	10452	AT&T Mobility										
		01-043-000-0000-6220			317.27	TABLET BILLS		287298660812		Telephone		N
	10452	AT&T Mobility			317.27		1 Transactions					
	86235	The Office Shop Inc										
		01-043-000-0000-6405			13.99	LEGAL PADS & BINDERS		1133287-0		Office Supplies		N
	86235	The Office Shop Inc			13.99		1 Transactions					
	13934	The Tire Barn										
		01-043-000-0000-6302			274.95	NEW BATTERY 2012 FORD PICKUP		69753		Vehicle Maintenance		N
	13934	The Tire Barn			274.95		1 Transactions					
	9934	WEX BANK - Assessors										
		01-043-000-0000-6335			740.59	FUEL FROM 9/7 TO 10/5/23		92426069		Gas/Vehicle Fuel Charges		N
						09/07/2023	10/05/2023					
	9934	WEX BANK - Assessors			740.59		1 Transactions					
43	DEPT Total:				1,346.80	Assessor			4 Vendors		4 Transactions	
44	DEPT					Central Services						
	783	Canon Financial Services, Inc										
		01-044-000-0000-6342			248.78	OCT. '23 COPIER/PRINTER RENTAL		31412903		Office Equipment Rental/Contracts		N
						10/01/2023	10/31/2023					
	783	Canon Financial Services, Inc			248.78		1 Transactions					
	3336	Office Of MN. IT Services										
		01-044-000-0000-6266			1,338.65	MNIT WAN SEPT 2023		DV23090311		Data Processing/Computer Services		N

Aitkin County



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

1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
3336	Office Of MN. IT Services		1,338.65		1 Transactions		
13722	Quadient Finance USA, Inc.						
	01-044-048-0000-6205		3,500.00	POSTAGE	31215653	Postage	N
13722	Quadient Finance USA, Inc.		3,500.00		1 Transactions		
44	DEPT Total:		5,087.43	Central Services	3 Vendors	3 Transactions	
45	DEPT			Motor Pool			
13725	Beartooth True Value						
	01-045-000-0000-6480		28.99	BRUSH FOR WASHING CARS	A139935	Car Equipment	N
13725	Beartooth True Value		28.99		1 Transactions		
13934	The Tire Barn						
	01-045-000-0000-6302		65.37	LUBE, OIL, FILTER	69849	Vehicle Maintenance	N
	01-045-000-0000-6302		80.04	LUBE,OIL,FILTER,TIRE ROTATE	69890	Vehicle Maintenance	N
13934	The Tire Barn		145.41		2 Transactions		
45	DEPT Total:		174.40	Motor Pool	2 Vendors	3 Transactions	
49	DEPT			Information Technologies			
10452	AT&T Mobility						
	01-049-000-0000-6220		49.66	SEPT IT CELL PHONE	287322433519	Telephone	N
10452	AT&T Mobility		49.66		1 Transactions		
5398	CDW Government, Inc						
	01-049-000-0000-6283		4,608.00	RSA ANNUAL MAINTENANCE	MH65774	Programming, Services, Contracts	N
5398	CDW Government, Inc		4,608.00		1 Transactions		
5893	CTC						
	01-049-000-0000-6283		155.00	OCTOBER GUEST INTERNET	21276311	Programming, Services, Contracts	N
				10/12/2023 11/11/2023			
5893	CTC		155.00		1 Transactions		
86290	Mn Counties Information Systems						
	01-049-000-0000-6283		2,385.00	CTYHOSTLV2	2464	Programming, Services, Contracts	N
	01-049-000-0000-6283		1,709.00	CTYHOSTMNT	2464	Programming, Services, Contracts	N

Aitkin County



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

1 General Fund

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
86290	Mn Counties Information Systems				4,094.00				2 Transactions			
49	DEPT Total:				8,906.66	Information Technologies			4 Vendors		5 Transactions	
52	DEPT					Administration						
9561	Amazon Business											
		01-052-000-0000-6405			76.02	FILE FOLDER TABS FOR CABINET		19W4-3P4P-QW9M		Office Supplies		N
		01-052-000-0000-6405			78.58	OFFICE SUPPLIES		1PQ9-FYDM-TFH4		Office Supplies		N
9561	Amazon Business				154.60				2 Transactions			
248	Association of Mn Counties											
		01-052-000-0000-6268			175.00	MACA-MCHRMA FALL CONF. JESSICA		65941 & 65948		Staff Training, Development		N
						10/04/2023	10/06/2023					
248	Association of Mn Counties				175.00				1 Transactions			
15240	AT&T Mobility (Central Serv)											
		01-052-000-0000-6220			49.66	ADMIN MOBILE PHONE		287298817699		Telephone		N
15240	AT&T Mobility (Central Serv)				49.66				1 Transactions			
86235	The Office Shop Inc											
		01-052-000-0000-6405			40.72	1/3 CUT FILE FOLERS STRONG TAB		1133092-0		Office Supplies		N
86235	The Office Shop Inc				40.72				1 Transactions			
52	DEPT Total:				419.98	Administration			4 Vendors		5 Transactions	
53	DEPT					Human Resources						
86222	Aitkin Independent Age											
		01-053-000-0000-6230			10.22	INVOICE 963407		483646		Printing, Publishing & Adv		Y
						09/02/2023	09/02/2023					
		01-053-000-0000-6230			30.65	INVOICE 964140		483646		Printing, Publishing & Adv		Y
						09/06/2023	09/09/2023					
		01-053-000-0000-6230			30.65	INVOICE 965044		483646		Printing, Publishing & Adv		Y
						09/13/2023	09/16/2023					
		01-053-000-0000-6230			30.65	INVOIC 965970		483646		Printing, Publishing & Adv		Y
						09/20/2023	09/23/2023					
		01-053-000-0000-6230			30.65	INVOICE 966865		483646		Printing, Publishing & Adv		Y
						09/27/2023	09/30/2023					

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
86222	Aitkin Independent Age		132.82		5 Transactions		
9561	Amazon Business 01-053-000-0000-6405		56.97	BADGE SUPPLIES- HOLDERS&CLIPS	1PQ9-FYDM-TFH4	Office Supplies	N
9561	Amazon Business		56.97	1 Transactions			
248	Association of Mn Counties 01-053-000-0000-6241		200.00	MACA-MCHRMA FALL CONF. BOBBIE 10/04/2023 10/06/2023	65941 & 65948	Registration Fee	N
248	Association of Mn Counties		200.00	1 Transactions			
10629	Ergometrics & Applied Personnel Research 01-053-000-0000-6360		273.33	DEPUTY TESTING - 8 CANDIDATES 08/28/2023 09/08/2023	144642	Services, Labor, Contracts	N
10629	Ergometrics & Applied Personnel Research		273.33	1 Transactions			
11590	Safetyhub Inc 01-053-000-0000-6360		995.00	SAFETYHUB ANNUAL SUBSCRIPTION	70657	Services, Labor, Contracts	N
11590	Safetyhub Inc		995.00	1 Transactions			
9894	Vault Health 01-053-000-0000-6360		61.16	DOT DRUG SCREEN 09/06/2023 09/06/2023	FL00	Services, Labor, Contracts	6
9894	Vault Health		61.16	1 Transactions			
53	DEPT Total:		1,719.28	Human Resources	6 Vendors	10 Transactions	
90	DEPT			Attorney			
783	Canon Financial Services, Inc 01-090-000-0000-6342		358.10	COPIER CONTRACT CHARGE 10/01/2023 10/31/2023	31412911	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		358.10	1 Transactions			
3251	Mn Attorney Generals Office 01-090-030-0000-6269		194.40	REIM TRAVEL EXP 01CR22611 07/01/2023 09/30/2023	762963	Murder Trial	N
3251	Mn Attorney Generals Office		194.40	1 Transactions			
5970	Pine County Sheriff's Office						

Aitkin County



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

1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		01-090-000-0000-6264			75.00	SUBPOENA SERVICE 01JV2392		IN202301531		Sheriff Services		N
5970	Pine County Sheriff's Office				75.00		1 Transactions					
11949	Swanson/Sondra	01-090-000-0000-6264			15.00	REIMBURSEMENT CERT COPY		10/10/23		Sheriff Services		N
11949	Swanson/Sondra				15.00		1 Transactions					
90	DEPT Total:				642.50	Attorney		4 Vendors		4 Transactions		
100	DEPT					Recorder						
	10452	AT&T Mobility										
		01-100-000-0000-6220			49.66	RECORDER CELL PHONE		287323078605		Telephone		N
10452	AT&T Mobility				49.66		1 Transactions					
100	DEPT Total:				49.66	Recorder		1 Vendors		1 Transactions		
110	DEPT					Courthouse Maintenance						
	86222	Aitkin Independent Age										
		01-110-000-0000-6230			100.00	AD FOR SNOWPLOWING		1342202		Printing, Publishing & Adv		Y
						09/20/2023	09/27/2023					
86222	Aitkin Independent Age				100.00		1 Transactions					
	9561	Amazon Business										
		01-110-000-0000-6415			38.97	BULBS - WINDOW SQUEEGEE		1QMQ-3CG1-TDDT		Operational Supplies		N
		01-110-000-0000-6415			26.59	WINDOW TINT		1WJ7-D13C-TGRM		Operational Supplies		N
9561	Amazon Business				65.56		2 Transactions					
15240	AT&T Mobility (Central Serv)	01-110-000-0000-6220			49.66	MAINT MOBILE PHONE		287298817699		Telephone		N
15240	AT&T Mobility (Central Serv)				49.66		1 Transactions					
88628	Dalco Enterprises	01-110-000-0000-6422			179.56	GLOVES, JUG HOLDER		4147692		Janitorial Supplies		N
88628	Dalco Enterprises				179.56		1 Transactions					
2340	Hyytinen Hardware Hank	01-110-000-0000-6415			20.97	WHITE PAINT		13004		Operational Supplies		N

Aitkin County



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

1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
2340	Hyytinen Hardware Hank			20.97		1 Transactions		
12709	K & N Electric LLC							
	01-110-000-0000-6415			5,664.99	LLCC DISCONNECTS -ENERGY	2735-MCIT REIMB	Operational Supplies	Y
12709	K & N Electric LLC			5,664.99		1 Transactions		
13934	The Tire Barn							
	01-110-000-0000-6415			204.97	NEW TIRE, MAINTENANCE TRUCK	69507	Operational Supplies	N
13934	The Tire Barn			204.97		1 Transactions		
110	DEPT Total:			6,285.71	Courthouse Maintenance	7 Vendors	8 Transactions	
120	DEPT				Veterans Service			
10452	AT&T Mobility							
	01-120-000-0000-6220			99.32	FIRSTNET SEPTEMBER	287298585696	Telephone	N
					08/26/2023 09/25/2023			
10452	AT&T Mobility			99.32		1 Transactions		
10981	Bakken/Glen A.J.							
	01-120-000-0000-6278			50.00	GLEN SEPTEMBER	092023	Per Diem	Y
					09/20/2023 09/20/2023			
10981	Bakken/Glen A.J.			50.00		1 Transactions		
10677	Olsen/Gerald D							
	01-120-000-0000-6278			50.00	GERRY SEPTEMBER	092723	Per Diem	Y
					09/27/2023 09/27/2023			
10677	Olsen/Gerald D			50.00		1 Transactions		
3518	Voyageur Press Of Mcgregor, Inc							
	01-120-000-0000-6230			125.00	V PRESS SEPTEMBER	47544	Printing, Publishing & Adv	N
					09/19/2023 09/19/2023			
	01-120-000-0000-6230			125.00	V PRESS OCT	47680	Printing, Publishing & Adv	N
					10/10/2023 10/10/2023			
3518	Voyageur Press Of Mcgregor, Inc			250.00		2 Transactions		
9933	WEX BANK - Veteran Services							
	01-120-000-0000-6335			200.96	FLEET SEPT	92426041	Gas/Vehicle Fuel Charges	N
					09/08/2023 10/07/2023			

Aitkin County



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

1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
9933	WEX BANK - Veteran Services				200.96		1 Transactions		
9255	Witt/Warren	01-120-000-0000-6278			50.00	WARREN SEPTEMBER 09/14/2023 09/14/2023	091423	Per Diem	Y
9255	Witt/Warren				50.00		1 Transactions		
120	DEPT Total:				700.28	Veterans Service	6 Vendors	7 Transactions	
122	DEPT					Planning & Zoning			
15239	AT&T Mobility (P&Z)	01-122-000-0000-6220			223.15	MONTHLY CELLULAR CHARGES 08/26/2023 09/25/2023	287301120814	Telephone	N
15239	AT&T Mobility (P&Z)				223.15		1 Transactions		
783	Canon Financial Services, Inc	01-122-000-0000-6342			219.42	MONTHLY COPIER CONTRACT 10/01/2023 10/31/2023	31412912	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc				219.42		1 Transactions		
15142	Christensen/Charles	01-122-000-0000-6278			100.00	PC MEETING	101723	Advisory Board/Committee Per Diem	Y
		01-122-038-0000-6330			108.73	PC MILEAGE	101723	BOA/PC Mileage	Y
15142	Christensen/Charles				208.73		2 Transactions		
999999000	Cook/William	01-122-000-0000-6820			200.00	APP#2023-000924 REFUND	51457	Refunds & Reimbursements	N
999999000	Cook/William				200.00		1 Transactions		
11990	Lange/David	01-122-000-0000-6278			100.00	PC MEETING	101723	Advisory Board/Committee Per Diem	Y
		01-122-038-0000-6330			123.80	PC MILEAGE	101723	BOA/PC Mileage	N
11990	Lange/David				223.80		2 Transactions		
4010	Rasley Oil Company	01-122-000-0000-6335			370.52	MONTHLY FUEL CHARGES 09/01/2023 09/30/2023	AITCOZOS	Gas/Vehicle Fuel Charges	N
4010	Rasley Oil Company				370.52		1 Transactions		

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
86235	The Office Shop Inc 01-122-000-0000-6405		47.97	KEYS FOR FILE CABINETS	11333480	Office, Film, & Field Supplies	N
86235	The Office Shop Inc		47.97	1 Transactions			
10895	Westerlund/Laurie Ann 01-122-000-0000-6278		30.00	PC ONSITE (3)	101723	Advisory Board/Committee Per Diem	N
	01-122-038-0000-6330		158.51	PC MILEAGE	101723	BOA/PC Mileage	N
10895	Westerlund/Laurie Ann		188.51	2 Transactions			
122	DEPT Total:		1,682.10	Planning & Zoning	8 Vendors	11 Transactions	
123	DEPT			Coroner			
3987	Ramsey County Medical Examiner 01-123-000-0000-6260		1,549.00	P.R. AUTOPSY	MEDEX-035073	Autopsies--Pathologist, Xrays, Etc	N
3987	Ramsey County Medical Examiner		1,549.00	1 Transactions			
123	DEPT Total:		1,549.00	Coroner	1 Vendors	1 Transactions	
200	DEPT			Enforcement			
7628	Al's Welding & Sandblasting 01-200-000-0000-6360		926.96	TRAINING PIPES	10791	Services, Labor, Contracts	Y
7628	Al's Welding & Sandblasting		926.96	1 Transactions			
9561	Amazon Business 01-200-000-0000-6405		56.90	POCKET FOLDERS; HIGHLIGHTERS	19L4-JPTC-NM7X	Office Supplies	N
	01-200-000-0000-6460		47.90	NOISE CANCELLING EARPLUGS	1CTL-6HKL-PG6F	Deputy Supplies	N
	01-200-000-0000-6405		128.99	SECURITY- WIRELESS HEADSET	1LY9-G1JQ-XF9D	Office Supplies	N
	01-200-000-0000-6405		44.16	BATTERIES	1P61-H6PD-Q63T	Office Supplies	N
9561	Amazon Business		277.95	4 Transactions			
9926	AT&T (VCET) 01-200-200-0000-6265		675.00	TRACKING ORDER - FILE CODE 375	481856	Programs	N
9926	AT&T (VCET)		675.00	1 Transactions			
9203	AT&T Mobility (Sheriff's) 01-200-000-0000-6220		2,118.61	DEPUTY CELL & SQUAD PC	287297906116	Telephone	N
	01-200-200-0000-6260		89.26	CI PHONES	287297906116	CI Funds	N
	01-200-200-0000-6265		1,257.16	VCET PHONE & HOT SPOT	287297906116	Programs	N

Aitkin County



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

1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
9203	AT&T Mobility (Sheriff's)			3,465.03		3 Transactions		
612	BCA Training							
	01-200-200-0000-6268			450.00	BASIC UNDERCOVER OPERATIONS (L	31657	Training, Development	N
612	BCA Training			450.00		1 Transactions		
788	Bureau of Crim. Apprehension							
	01-200-000-0000-6360			1,560.00	BCA_CJDN ACCESS FEE	00000761653	Services, Labor, Contracts	N
					07/01/2023 06/30/2024			
788	Bureau of Crim. Apprehension			1,560.00		1 Transactions		
783	Canon Financial Services, Inc							
	01-200-000-0000-6342			170.74	ADMIN COPIER LEASE	31412907	Office Equipment Rental/Contracts	N
					10/01/2023 10/31/2023			
783	Canon Financial Services, Inc			170.74		1 Transactions		
1775	Galls LLC							
	01-200-000-0000-6180			84.48	#226 FORMAL PANTS	025742124	Clothing Allowance	N
1775	Galls LLC			84.48		1 Transactions		
252	Lynn Peavey Company							
	01-200-000-0000-6405			138.52	EVIDENCE BOXES -KNIVES	404546	Office Supplies	N
252	Lynn Peavey Company			138.52		1 Transactions		
9825	McGregor Print Pros, LLC							
	01-200-000-0000-6180			1,594.00	DEPUTY SHIRTS	3145	Clothing Allowance	Y
9825	McGregor Print Pros, LLC			1,594.00		1 Transactions		
12553	MEYER'S SERVICE CENTER							
	01-200-000-0000-6302			1,238.70	#207 OIL CHANGE, TIRES	25067	Vehicle Maintenance	N
12553	MEYER'S SERVICE CENTER			1,238.70		1 Transactions		
13934	The Tire Barn							
	01-200-000-0000-6302			70.68	#204 OIL CHANGE	69732	Vehicle Maintenance	N
	01-200-000-0000-6302			56.68	#223 OIL CHANGE	69811	Vehicle Maintenance	N
	01-200-000-0000-6302			370.92	#226 BRAKES	69839	Vehicle Maintenance	N
	01-200-000-0000-6302			60.00	#OLD 224- BATTERY	69851	Vehicle Maintenance	N
13934	The Tire Barn			558.28		4 Transactions		

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9302	WEX Bank 01-200-000-0000-6335		7,607.68	DEPUTY GAS	92504750	Gas/Vehicle Fuel Charges	N
9302	WEX Bank		7,607.68	1 Transactions			
9932	WEX BANK - Sheriff's Department 01-200-000-0000-6335		113.94	#221 GAS	92400825	Gas/Vehicle Fuel Charges	N
9932	WEX BANK - Sheriff's Department		113.94	1 Transactions			
10270	Winkle/Dalton 01-200-000-0000-6180		185.95	#214 REIMBURSE BOOT PURCHASE	10052023	Clothing Allowance	Y
10270	Winkle/Dalton		185.95	1 Transactions			
200	DEPT Total:		19,047.23	Enforcement	15 Vendors	23 Transactions	
202	DEPT			Boat & Water			
9203	AT&T Mobility (Sheriff's) 01-202-000-0000-6220		87.89	#208 CELL & SQUAD PC	287297906116	Telephone	N
9203	AT&T Mobility (Sheriff's)		87.89	1 Transactions			
9302	WEX Bank 01-202-000-0000-6335		510.45	B/W GAS	92504750	Gas/Vehicle Fuel Charges	N
9302	WEX Bank		510.45	1 Transactions			
202	DEPT Total:		598.34	Boat & Water	2 Vendors	2 Transactions	
204	DEPT			ATV			
9302	WEX Bank 01-204-000-0000-6335		179.32	B/W - ATV GAS	92504750	Gas/Vehicle Fuel Charges	N
9302	WEX Bank		179.32	1 Transactions			
204	DEPT Total:		179.32	ATV	1 Vendors	1 Transactions	
252	DEPT			Corrections			
10165	Advanced Correctional Healthcare, Inc. 01-252-000-0000-6262		525.00	MENTAL HEALTH 9/29, 10/2, 10/3	134727	Contract Service or Medical Service	6
10165	Advanced Correctional Healthcare, Inc.		525.00	1 Transactions			
9203	AT&T Mobility (Sheriff's)						

Aitkin County



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

1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	01-252-000-0000-6220		99.32	DISPATCH CELL, TRANSPORT CELL	287297906116	Telephone	N
9203	AT&T Mobility (Sheriff's)		99.32	1 Transactions			
88628	Dalco Enterprises						
	01-252-000-0000-6590		367.20	REPAIR JAIL DISHWASHER	4146844	Repair & Maintenance Supplies	N
88628	Dalco Enterprises		367.20	1 Transactions			
1775	Galls LLC						
	01-252-000-0000-6180		81.85	#321 PANTS	025702128	Clothing Allowance	N
	01-252-000-0000-6180		64.95	CUFF KEYS	025755587	Clothing Allowance	N
	01-252-000-0000-6180		81.86	#321 PANTS	025814245	Clothing Allowance	N
1775	Galls LLC		228.66	3 Transactions			
14559	Goodin Company						
	01-252-000-0000-6605		4,550.35	JAIL POST 2 -SINKS & STRAINERS	6644915-00	Building & Structure Related Expenditure	N
14559	Goodin Company		4,550.35	1 Transactions			
15362	GuidePoint Pharmacy #114 Aitkin						
	01-252-000-0000-6430		2,068.55	INMATE RX	30	Medical Expense/Supplies - Inmates	N
	01-252-000-0000-6430		642.86	INMATE MEDS	684	Medical Expense/Supplies - Inmates	N
15362	GuidePoint Pharmacy #114 Aitkin		2,711.41	2 Transactions			
4812	JC32 Teamsters H&W Fund						
	01-252-000-0000-6101		6,972.00	EE OCT HEALTH INSURANCE	202310	Salaries-Full Time	N
	01-252-000-0000-6150		25,935.00	ER OCT HEALTH INSURANCE	202310	Health Insurance-Employer	N
4812	JC32 Teamsters H&W Fund		32,907.00	2 Transactions			
10147	Medline Industries, LP						
	01-252-000-0000-6430		351.13	SPECIMEN CONTAINERS; LICE RX	2288007732	Medical Expense/Supplies - Inmates	6
10147	Medline Industries, LP		351.13	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea						
	01-252-000-0000-6254		331.86	SHELTER/TOWER	345401501	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		331.86	1 Transactions			
9228	North Memorial Ambulance Service						
	01-252-000-0000-6262		1,919.00	AM B TRANSP 9/27 - M.M.F.	AK2309090:1	Contract Service or Medical Service	N
	01-252-000-0000-6262		1,919.00	AMB TRANSP - 10/2/23 J.O.	AK2310008:1	Contract Service or Medical Service	N
	01-252-000-0000-6262		1,919.00	AMB TRANSP 9/30 - A.M.D. (K.)	BR23090724:1	Contract Service or Medical Service	N

Aitkin County



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

1 General Fund

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
9228	North Memorial Ambulance Service				5,757.00							
							3 Transactions					
3789	Pan-O-Gold Baking Company											
	01-252-000-0000-6418				81.31	BREAD & BUNS		10002423278001		Groceries		N
	01-252-000-0000-6418				149.68	BREAD & BUNS		10002423285001		Groceries		N
3789	Pan-O-Gold Baking Company				230.99		2 Transactions					
9808	Performance Foodservice											
	01-252-000-0000-6418				3,181.04	GROCERIES		762092		Groceries		N
	01-252-000-0000-6418				2,882.71	GROCERIES		771664		Groceries		N
9808	Performance Foodservice				6,063.75		2 Transactions					
9302	WEX Bank											
	01-252-000-0000-6335				60.98	TRANSPORT GAS		92504750		Gas/Vehicle Fuel Charges		N
9302	WEX Bank				60.98		1 Transactions					
252	DEPT Total:				54,184.65	Corrections		13 Vendors		21 Transactions		
253	DEPT					Sentence to Serve						
9203	AT&T Mobility (Sheriff's)											
	01-253-000-0000-6220				38.23	STS AIR CARD		287297906116		Telephone		N
9203	AT&T Mobility (Sheriff's)				38.23		1 Transactions					
13725	Beartooth True Value											
	01-253-000-0000-6464				26.99	MACHETE/SAW TOOL		A140713		STS Supplies		N
13725	Beartooth True Value				26.99		1 Transactions					
4812	JC32 Teamsters H&W Fund											
	01-253-000-0000-6101				332.00	EE OCT HEALTH INSURANCE		202310		Salaries-Full Time		N
	01-253-000-0000-6150				1,235.00	ER OCT HEALTH INSURANCE		202310		Health Insurance-Employer		N
4812	JC32 Teamsters H&W Fund				1,567.00		2 Transactions					
253	DEPT Total:				1,632.22	Sentence to Serve		3 Vendors		4 Transactions		
257	DEPT					Community Corrections						
9561	Amazon Business											
	01-257-000-0000-6405				152.85	OFFICE SUPPLIES		13QW-TTJX-1G7P		Office Supplies		N
						10/03/2023	10/05/2023					

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9561	Amazon Business		152.85		1 Transactions		
14563	Anoka County Corrections 01-257-255-0000-6269		433.60	SEC DETENTION RX ONLY (GWG) 09/01/2023 09/30/2023	917-1000002-1	Juvenile Detention	N
14563	Anoka County Corrections		433.60		1 Transactions		
10265	AT&T Mobility (Community Correct) 01-257-000-0000-6215		108.94	WIRELESS TELEPHONE SERVICES 07/25/2023 09/25/2023	287332245168	Wireless Telephone Services	N
	01-257-255-0000-6215		108.94	WIRELESS TELEPHONE SERVICES 07/25/2023 09/25/2023	287332245168	Wireless Telephone Services	N
	01-257-257-0000-6215		544.65	WIRELESS TELEPHONE SERVICES 07/25/2023 09/25/2023	287332245168	Wireless Telephone Services	N
	01-257-258-0000-6215		108.94	WIRELESS TELEPHONE SERVICES 07/25/2023 09/25/2023	287332245168	Wireless Telephone Services	N
10265	AT&T Mobility (Community Correct)		871.47		4 Transactions		
788	Bureau of Crim. Apprehension 01-257-000-0000-6360		600.00	BCA CJDN ACCESS FEE (ANNUAL) 07/01/2023 06/30/2024	00000761840	Services, Labor, Contracts	N
788	Bureau of Crim. Apprehension		600.00		1 Transactions		
14666	Minnesota Corrections Association 01-257-000-0000-6240		252.00	MCA MEMBERSHIP (FULL DEPT) 10/11/2023 10/11/2023	2023-AITKIN COUN	Membership/Dues/Association Fees	N
14666	Minnesota Corrections Association		252.00		1 Transactions		
4010	Rasley Oil Company 01-257-000-0000-6335		38.40	ADMIN FUEL 09/01/2023 09/30/2023	AITCOPROS SEPT	Gas/Vehicle Fuel Charges	N
	01-257-255-0000-6335		63.12	JUVENILE AGENT FUEL 09/01/2023 09/30/2023	AITCOPROS SEPT	Gas/Vehicle Fuel Charges	N
	01-257-257-0000-6335		33.39	ADULT AGENT FUEL 09/01/2023 09/30/2023	AITCOPROS SEPT	Gas/Vehicle Fuel Charges	N
	01-257-258-0000-6335		47.52	SOBRIETY COURT AGENT FUEL 09/01/2023 09/30/2023	AITCOPROS SEPT	Gas/Vehicle Fuel Charges	N
4010	Rasley Oil Company		182.43		4 Transactions		

Aitkin County



1 General Fund

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
9489	Redwood Toxicology Laboratory, Inc	01-257-267-0000-6274			256.51	DRUG TESTING LAB FEES	09/01/2023 09/30/2023	02239920239		Drug Testing Fee		6
9489	Redwood Toxicology Laboratory, Inc				256.51		1 Transactions					
257	DEPT Total:				2,748.86	Community Corrections		7 Vendors		13 Transactions		
280	DEPT					Emergency Management						
259	Arrowhead Region Emergency Mngmt Assn	01-280-000-0000-6240			85.00	ARROWHEAD EMS ASSOC DUES	10/01/2023 09/30/2024	12294		Membership/Dues/Association Fees		N
259	Arrowhead Region Emergency Mngmt Assn				85.00		1 Transactions					
9302	WEX Bank	01-280-003-0000-6335			60.38	#227 EM TRAINING GAS		92504750		Gas/Vehicle Fuel Charges		N
9302	WEX Bank				60.38		1 Transactions					
280	DEPT Total:				145.38	Emergency Management		2 Vendors		2 Transactions		
391	DEPT					Solid Waste						
15239	AT&T Mobility (P&Z)	01-391-000-0000-6220			44.63	MONTHLY CELLULAR CHARGES	08/26/2023 09/25/2023	287301120814		Telephone		N
15239	AT&T Mobility (P&Z)				44.63		1 Transactions					
4010	Rasley Oil Company	01-391-000-0000-6335			32.56	MONTHLY FUEL CHARGES	09/01/2023 09/30/2023	AITCOZOS		Gas/Vehicle Fuel Charges		N
4010	Rasley Oil Company				32.56		1 Transactions					
11507	Waste Management of Minnesota, Inc	01-391-060-0000-6360			14,220.86	MONTHLY RECYCLING CONTRACT	09/01/2023 09/30/2023	010762628088		Recycling Contract		N
11507	Waste Management of Minnesota, Inc				14,220.86		1 Transactions					
5056	Western Lake Superior Sanitary	01-391-000-0000-6360			1,994.70	SW REGIONAL PLAN		082123AT1SWFP2		Services, Labor, Contracts		N

Aitkin County



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

1 General Fund

Vendor No.	Name	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
				Service Dates	Paid On Bhf #	On Behalf of Name	
5056	Western Lake Superior Sanitary		1,994.70		1 Transactions		
391	DEPT Total:		16,292.75	Solid Waste	4 Vendors	4 Transactions	
601	DEPT			Extension			
89471	Aitkin Co 4-H Council						
	01-601-551-0000-5840		680.00	PLAT BOOKS #759-776, #782	JULY-OCT 2023	4-H Plat Book Sales	N
89471	Aitkin Co 4-H Council		680.00		1 Transactions		
601	DEPT Total:		680.00	Extension	1 Vendors	1 Transactions	
711	DEPT			Economic Development			
15240	AT&T Mobility (Central Serv)						
	01-711-000-0000-6220		44.63	ECON DEV PHONE	287298817699	Telephone	N
15240	AT&T Mobility (Central Serv)		44.63		1 Transactions		
711	DEPT Total:		44.63	Economic Development	1 Vendors	1 Transactions	
1	Fund Total:		128,904.47	General Fund		144 Transactions	

Aitkin County



2 Reserves Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
44	DEPT			Central Services			
86235	The Office Shop Inc						
	02-044-251-0000-6268		73.90	FLIPCHART PAPER PAKS FOR WKSHP	1133268-0	Staff Training, Development	N
	02-044-251-0000-6268		177.50	SUPPLIES FOR REVIT. WORKSHOP	328757-0	Staff Training, Development	N
	86235 The Office Shop Inc		251.40	2 Transactions			
44	DEPT Total:		251.40	Central Services	1 Vendors	2 Transactions	
200	DEPT			Enforcement			
10268	Enterprise UAS, LLC						
	02-200-020-0000-6360		28,056.00	SAR DRONES	5000133655	Sheriff Search & Rescue Reserve Expense	
	10268 Enterprise UAS, LLC		28,056.00	1 Transactions			
200	DEPT Total:		28,056.00	Enforcement	1 Vendors	1 Transactions	
2	Fund Total:		28,307.40	Reserves Fund		3 Transactions	

Aitkin County



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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
301	DEPT			R&B Administration			
9561	Amazon Business 03-301-000-0000-6405		55.00	OFFICE SUPPLIES	13J4-HJQX-3LJR	Office Supplies	N
9561	Amazon Business		55.00	1 Transactions			
9261	RTVision, Inc. 03-301-000-0000-6300		600.00	ONEOFFICE LICENSE	INV483	Maintenance/Service Contracts	N
9261	RTVision, Inc.		600.00	1 Transactions			
301	DEPT Total:		655.00	R&B Administration	2 Vendors	2 Transactions	
302	DEPT			R&B Engineering/Construction			
9139	BABCOCK/DAVID 03-302-000-0000-6181		153.00	BOOT REIMBURSEMENT	THE FT PPL	Safety Footwear Allowance	N
9139	BABCOCK/DAVID		153.00	1 Transactions			
302	DEPT Total:		153.00	R&B Engineering/Construction	1 Vendors	1 Transactions	
303	DEPT			R&B Highway Maintenance			
195	Aitkin Tire Shop 03-303-000-0000-6590		560.00	TIRES	0-062708	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		25.00	REPAIR LABOR	0-062708	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		70.00	REPAIR LABOR	0-062769	Repair & Maintenance Supplies	Y
195	Aitkin Tire Shop		655.00	3 Transactions			
7916	AT&T Mobility (R&B) 03-303-000-0000-6220		38.23	PAUL'S IPAD SVC	287303768387	Telephone	N
	03-303-000-0000-6220		38.23	MIKE LAPTOP SVC	287303768387	Telephone	N
	03-303-000-0000-6220		38.23	CAROL LAPTOP SVC	287303768387	Telephone	N
7916	AT&T Mobility (R&B)		114.69	3 Transactions			
13725	Beartooth True Value 03-303-000-0000-6570		43.57	PROPANE FOR MASTIC	A139801	Motor Fuel & Lubricants	N
	03-303-000-0000-6417		16.99	AITKIN SHOP SUPPLIES	A139918	Shop/Building Maintenance	N
	03-303-000-0000-6521		30.00	PROPANE FOR MASTIC	A140254	Maintenance Supplies	N
	03-303-000-0000-6521		30.00	PROPANE FOR MASTIC	B239213	Maintenance Supplies	N
13725	Beartooth True Value		120.56	4 Transactions			

Aitkin County



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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
14887	Cintas Corporation 03-303-000-0000-6360		13.92	SHOP LAUNDRY	4170270079	Services, Labor, Contracts	N
14887	Cintas Corporation		13.92	1 Transactions			
9714	CONCRETE LIFTING SOLUTION 03-303-000-0000-6521		1,180.00	BRIDGE REPAIR	0-0425	Maintenance Supplies	N
	03-303-000-0000-6521		560.00	BRIDGE REPAIR	0-0425	Maintenance Supplies	N
	03-303-000-0000-6521		2,080.00	BRIDGE REPAIR	0-0425	Maintenance Supplies	N
	03-303-000-0000-6521		2,740.00	BRIDGE REPAIR	0-0425	Maintenance Supplies	N
9714	CONCRETE LIFTING SOLUTION		6,560.00	4 Transactions			
2763	Countryside Sanitation, LLC 03-303-000-0000-6255		117.00	OCT 23 MCGREGOR	4132	Garbage	Y
	03-303-000-0000-6255		81.90	OCT 23 PALISADE	4133	Garbage	Y
2763	Countryside Sanitation, LLC		198.90	2 Transactions			
5893	CTC 03-303-000-0000-6254		350.00	HIGH SPEED INTERNET	21282640	Utilities-Gas and Electric	N
5893	CTC		350.00	1 Transactions			
2089	Heartland Tire Inc 03-303-000-0000-6590		4,790.56	TIRES	15024485	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		79.36	REPAIR PARTS	15024485	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		192.00	REPAIR LABOR	15024485	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		1,054.34	TIRES	15024487	Repair & Maintenance Supplies	N
2089	Heartland Tire Inc		6,116.26	4 Transactions			
7525	Hometown Bldg Supply 03-303-000-0000-6417		44.64	AITKIN SHOP	2308-088810	Shop/Building Maintenance	N
	03-303-000-0000-6417		90.75	PALISADE SHOP	2309-090577	Shop/Building Maintenance	N
7525	Hometown Bldg Supply		135.39	2 Transactions			
91187	Lake Country Power 03-303-000-0000-6254		100.73	SEPT 23 JACOBSON	1400073000	Utilities-Gas and Electric	N
	03-303-000-0000-6254		88.77	SEPT 23 SWATARA	140946401	Utilities-Gas and Electric	N
	03-303-000-0000-6254		60.00	SEPT 23 CSAH 6	143093502	Utilities-Gas and Electric	N
91187	Lake Country Power		249.50	3 Transactions			
15300	MCGREGOR ACE HARDWARE						

Aitkin County



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

3 Road & Bridge

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099	On Behalf of Name
15300	MCGREGOR ACE HARDWARE	03-303-000-0000-6417			35.99	PALISADE SHOP		A90330		Shop/Building Maintenance	N	
					35.99		1 Transactions					
3100	McGregor Oil	03-303-000-0000-6570			2,985.74	JACOBSON DIESEL		0-14480		Motor Fuel & Lubricants	N	
					2,985.74		1 Transactions					
12927	Midwest Machinery Co.	03-303-000-0000-6590			250.87	REPAIR PARTS-FILTERS		9806473		Repair & Maintenance Supplies	N	
					250.87		1 Transactions					
3160	Mille Lacs Energy Coop-Albert Lea	03-303-000-0000-6254			140.53	POWER: PALISADE		185202601		Utilities-Gas and Electric	N	
		03-303-000-0000-6254			68.60	169 & CSAH 3		192301001		Utilities-Gas and Electric	N	
		03-303-000-0000-6254			68.00	CSAH 5		273501502		Utilities-Gas and Electric	N	
		03-303-000-0000-6254			104.49	POWER: MCGREGOR		295300301		Utilities-Gas and Electric	N	
		03-303-000-0000-6254			69.00	CSAH 8		300601202		Utilities-Gas and Electric	N	
		03-303-000-0000-6254			68.00	CSAH 4		323200702		Utilities-Gas and Electric	N	
		03-303-000-0000-6254			742.78	POWER: AITKIN		335200702		Utilities-Gas and Electric	N	
		03-303-000-0000-6254			69.00	CSAH 17		336503101		Utilities-Gas and Electric	N	
		03-303-000-0000-6101			76.46	169 & CSAH 28		396202201		Salaries-Full Time	N	
		03-303-000-0000-6254			42.40	CSAH 12		400600001		Utilities-Gas and Electric	N	
		03-303-000-0000-6254			69.00	CSAH 12		465602302		Utilities-Gas and Electric	N	
		03-303-000-0000-6254			69.00	CSAH 11		480900902		Utilities-Gas and Electric	N	
		03-303-000-0000-6254			69.15	47 & CSAH 2		545110401		Utilities-Gas and Electric	N	
					1,656.41		13 Transactions					
13503	Minnesota Petroleum Service	03-303-000-0000-6417			826.00	MCGRATH SHOP		131767		Shop/Building Maintenance	N	
					826.00		1 Transactions					
3555	Newman Signs Inc	03-303-000-0000-6516			996.44	RESIDENTIAL E-911 SIGNS		TRFINV050117		Signs & Posts	N	
					996.44		1 Transactions					
15211	Quality Disposal Systems Inc	03-303-000-0000-6255			70.79	GARBAGE: MCGRATH		ACCT 1652085		Garbage	N	
					70.79		1 Transactions					

Aitkin County



3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
6097	Verizon Wireless 03-303-000-0000-6220		424.90	DEPT CELL PHONES	9945823822	Telephone	N
6097	Verizon Wireless		424.90	1 Transactions			
303	DEPT Total:		21,761.36	R&B Highway Maintenance	18 Vendors	47 Transactions	
307	DEPT			R&B Capital Infrastructure			
9556	American Engineering Testing Inc 03-307-000-0000-6269		1,200.00	ASB/HAZ MAT SURVEY	INV-152418	Professional Services	N
9556	American Engineering Testing Inc		1,200.00	1 Transactions			
7652	Erickson Engineering Co. 03-307-000-0000-6269		205.50	PROFESSIONAL SERVICES	16047	Professional Services	Y
	03-307-000-0000-6269		1,370.00	PROFESSIONAL SERVICES	16051	Professional Services	Y
7652	Erickson Engineering Co.		1,575.50	2 Transactions			
10272	LEMIRE/MARK E 03-307-000-0000-6362		500.00	PART OF LOT 4	ROW PARCEL 3	Right Of Way	S
10272	LEMIRE/MARK E		500.00	1 Transactions			
10271	YEATS/CAROLE A 03-307-000-0000-6362		500.00	PART OF LOT 5 S26T45R27	ROW PARCEL 1	Right Of Way	N
10271	YEATS/CAROLE A		500.00	1 Transactions			
307	DEPT Total:		3,775.50	R&B Capital Infrastructure	4 Vendors	5 Transactions	
308	DEPT			R&B Equipment & Facilities			
88880	Datacomm Computers & Networks Inc 03-308-000-0000-6610		1,870.00	JOHN'S COMPUTER	16400	Equipment	N
88880	Datacomm Computers & Networks Inc		1,870.00	1 Transactions			
308	DEPT Total:		1,870.00	R&B Equipment & Facilities	1 Vendors	1 Transactions	
3	Fund Total:		28,214.86	Road & Bridge		56 Transactions	

Aitkin County

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



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
400	DEPT			Public Health Department			
86222	Aitkin Independent Age 05-400-400-0402-6360		53.96	AITKIN AGE VAX CLINIC SCHEDULE 10/08/2023 10/08/2023	96	Services, Labor, Contracts	Y
	05-400-400-0402-6360		53.95	COVID VAX GRANT-CLINIC SCHEDUL 10/15/2023 10/15/2023	968959	Services, Labor, Contracts	Y
86222	Aitkin Independent Age		107.91	2 Transactions			
9608	AMAZON CAPITAL SERVICES 05-400-440-0410-6405		21.99	PH-WEBCAM (SDS) 10/16/2023 10/16/2023	1KKJ-CN4C-1R6J	Office Supplies	N
	05-400-440-0410-6405		5.37	AGENCY-POST IT NOTES 10/17/2023 10/17/2023	1VLM-1XKW-16XN	Office Supplies	N
	05-400-440-0410-6405		2.10	AGENCY-WIRELESS MOUSE 10/06/2023 10/06/2023	1XG9-G7RK-DXVY	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		29.46	3 Transactions			
783	Canon Financial Services, Inc 05-400-440-0410-6342		38.75	MAILROOM COPIER CONTRACT 10/01/2023 10/31/2023	31412906	Office Equipment Rental/Contracts	N
	05-400-440-0410-6342		25.20	OSS COPIER CONTRACT 10/01/2023 10/31/2023	31412909	Office Equipment Rental/Contracts	N
	05-400-440-0410-6342		288.36	PH COPIER CONTRACT 10/01/2023 10/31/2023	31412910	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		352.31	3 Transactions			
9590	FFF Enterprises 05-400-400-0402-6432		12,111.36	COVID VACCINE 10/03/2023 10/03/2023	92128201	Vaccine Cost	N
	05-400-400-0402-6432		12,111.36	COVID VACCINE 10/03/2023 10/03/2023	92128202	Vaccine Cost	N
9590	FFF Enterprises		24,222.72	2 Transactions			
10657	Quadient Finance USA, Inc 05-400-440-0410-6405		24.34	POSTAGE INK 09/29/2023 09/29/2023	17130747	Office Supplies	N
10657	Quadient Finance USA, Inc		24.34	1 Transactions			
13624	Quadient Leasing USA, Inc						

Aitkin County

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



Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099
		05-400-440-0410-6342			68.75	MAIL MACHINE CONTRACT	08/14/2023 11/13/2023	Q1026933		Office Equipment Rental/Contracts	N
13624	Quadient Leasing USA, Inc				68.75		1 Transactions				
400	DEPT Total:				24,805.49	Public Health Department		6 Vendors		12 Transactions	
420	DEPT					Income Maintenance					
88284	Aitkin Co Recorder	05-420-650-4800-6800			13.00	MA ESTATE DEATH CERTIFICATE	10/09/2023 10/09/2023	103658		Program Expenses Direct Charge Ffp	N
88284	Aitkin Co Recorder				13.00		1 Transactions				
9608	AMAZON CAPITAL SERVICES	05-420-600-4800-6405			12.65	AGENCY-POST IT NOTES	10/17/2023 10/17/2023	1VLM-1XKW-16XN		Office Supplies	N
		05-420-600-4800-6405			14.99	IM-WIRELESS MOUSE (WM)	10/06/2023 10/06/2023	1XG9-G7RK-DXVY		Office Supplies	N
		05-420-600-4800-6405			4.95	AGENCY-WIRELESS MOUSE	10/06/2023 10/06/2023	1XG9-G7RK-DXVY		Office Supplies	N
9608	AMAZON CAPITAL SERVICES				32.59		3 Transactions				
783	Canon Financial Services, Inc	05-420-640-4800-6342			120.14	CS COPIER CONTRACT	10/01/2023 10/31/2023	31412905		Office Equipment Rental/Contracts	N
		05-420-600-4800-6342			91.34	MAILROOM COPIER CONTRACT	10/01/2023 10/31/2023	31412906		Office Equipment Rental/Contracts	N
		05-420-600-4800-6342			59.39	OSS COPIER CONTRACT	10/01/2023 10/31/2023	31412909		Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc				270.87		3 Transactions				
1333	Dell Marketing L.P.	05-420-600-4800-6485			4,098.57	IM-DELL LATITUDE 5540	09/28/2023 09/28/2023	10701313545		Computer/Technology Supplies	N
		05-420-640-4800-6485			4,098.57	CS-DELL LATITUDE 5540	09/28/2023 09/28/2023	10701313545		Computer/Technology Supplies	N
1333	Dell Marketing L.P.				8,197.14		2 Transactions				
10657	Quadient Finance USA, Inc	05-420-600-4800-6405			57.37	POSTAGE INK		17130747		Office Supplies	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
10657	Quadient Finance USA, Inc		57.37	09/29/2023 09/29/2023 1 Transactions			
13624	Quadient Leasing USA, Inc 05-420-600-4800-6342		162.06	MAIL MACHINE CONTRACT 08/14/2023 11/13/2023 1 Transactions	Q1026933	Office Equipment Rental/Contracts	N
13624	Quadient Leasing USA, Inc		162.06				
86401	Sheriff Isanti County 05-420-640-4800-6379		70.00	IV-D SERVICES #001069651302 10/02/2023 10/02/2023 1 Transactions	16238	Other Iv-D Charges	N
86401	Sheriff Isanti County		70.00				
13025	ST LOUIS COUNTY AUDITOR 05-420-600-4800-6266		3,269.92	REG 3 EDMS-IT SUPPORT Q2 2023 04/01/2023 06/30/2023	IN-00000937	Software Fees/License Fees	N
	05-420-640-4800-6266		1,852.70	REG 3 EDMS-IT SUPPORT Q2 2023 04/01/2023 06/30/2023	IN-00000937	Software Fees/License Fees	N
	05-420-600-4800-6266		3,269.92	REG 3 EDMS-IT SUPPORT Q3 2023 07/01/2023 09/30/2023	IN-00000943	Software Fees/License Fees	N
	05-420-640-4800-6266		1,852.70	REG 3 EDMS-IT SUPPORT Q3 2023 07/01/2023 09/30/2023	IN-00000943	Software Fees/License Fees	N
13025	ST LOUIS COUNTY AUDITOR		10,245.24	4 Transactions			
9475	Tech Know Systems, Inc 05-420-640-4800-6266		3,825.00	JETPCL LICENSE 11/25/2023 11/24/2024 1 Transactions	2004530	Software Fees/License Fees	N
9475	Tech Know Systems, Inc		3,825.00				
420	DEPT Total:		22,873.27	Income Maintenance	9 Vendors	17 Transactions	
430	DEPT			Social Services			
9608	AMAZON CAPITAL SERVICES 05-430-710-3190-6020		222.62	LUGGAGE-COURT RELATED SERVICES 10/12/2023 10/12/2023	147326084	Court Related Services & Activities	N
	05-430-710-3810-6057		37.99	CHILD FOSTER CARE - CLOTHING 10/12/2023 10/12/2023	14RT-Y1KR-DJNK	Family Foster Care	N
	05-430-710-3810-6057		83.59	CHILD FOSTER CARE - CLOTHING 09/22/2023 09/22/2023	1911-K39C-NVKW	Family Foster Care	N

Aitkin County

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



Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	05-430-710-3810-6057		43.93-	CHILD FOSTER CARE - CLOTHING 10/05/2023 10/05/2023	1G6R-KWJ3-9K3R	Family Foster Care	N
	05-430-710-3810-6057		16.77-	CHILD FOSTER CARE - CLOTHING 10/04/2023 10/04/2023	1JNF-6XPH-X6RH	Family Foster Care	N
	05-430-700-4800-6405		16.89	SS-PHONE HEADSET BATTERY (KW) 10/16/2023 10/16/2023	1JPD-9N6Y-1QPL	Office Supplies	N
	05-430-710-3810-6057		14.98	CHILD FOSTER CARE - CLOTHING 09/24/2023 09/24/2023	1MWM-JJT9-VDRD	Family Foster Care	N
	05-430-700-4800-6405		11.90	SS-IPHONE CHARGE (MS) 10/15/2023 10/15/2023	1QMQ-3CG1-PT7T	Office Supplies	N
	05-430-700-4800-6405		20.31	AGENCY-POST IT NOTES 10/17/2023 10/17/2023	1VLM-1XKW-16XN	Office Supplies	N
	05-430-710-3810-6057		13.59-	CHILD FOSTER CARE - CLOTHING 10/04/2023 10/04/2023	1X37-1NRX-X1V7	Family Foster Care	N
	05-430-700-4800-6405		7.94	AGENCY-WIRELESS MOUSE 10/06/2023 10/06/2023	1XG9-G7RK-DXVY	Office Supplies	N
	05-430-710-3810-6057		688.03	CHILD FOSTER CARE - CLOTHING 09/13/2023 09/13/2023	1Y11-WQN1-79XV	Family Foster Care	N
9608	AMAZON CAPITAL SERVICES		1,029.96	12 Transactions			
783	Canon Financial Services, Inc						
	05-430-700-4800-6342		146.70	MAILROOM COPIER CONTRACT 10/01/2023 10/31/2023	31412906	Office Equipment Rental/Contracts	N
	05-430-700-4800-6342		95.38	OSS COPIER CONTRACT 10/01/2023 10/31/2023	31412909	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		242.08	2 Transactions			
1333	Dell Marketing L.P.						
	05-430-700-4800-6485		1,366.19	SS-DELL LATITUDE 5540 09/28/2023 09/28/2023	10701313545	Computer/Technology Supplies	N
1333	Dell Marketing L.P.		1,366.19	1 Transactions			
11051	Department of Human Services						
	05-430-710-0000-5483		171.00	FY23 MA LCTS ADMIN FEE	00000764484	MA Admin LCTS (F07)	N
	05-430-740-0000-5450		11.00	FY23 CHILD MH-TCM ADMIN FEE	00000764484	MA CMH TCM (F64)	N
	05-430-745-0000-5421		17.00	FY23 ADULT MH-TCM ADMIN FEE	00000764484	MA Adult MH TCM (F31)	N
	05-430-750-0000-5445		5.00	FY23 VA DD TCM ADMIN FEE	00000764484	MA VA/DD TCM (F42)	N
11051	Department of Human Services		204.00	4 Transactions			

WLB1

10/23/23

2:40PM

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 27

5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
10657	Quadient Finance USA, Inc 05-430-000-0000-1205		2,000.00	POSTAGE 10/02/2023 10/02/2023	1465883	Postage Account N
	05-430-700-4800-6405		92.14	POSTAGE INK 09/29/2023 09/29/2023	17130747	Office Supplies N
10657	Quadient Finance USA, Inc		2,092.14	2 Transactions		
13624	Quadient Leasing USA, Inc 05-430-700-4800-6342		260.29	MAIL MACHINE CONTRACT 08/14/2023 11/13/2023	Q1026933	Office Equipment Rental/Contracts N
13624	Quadient Leasing USA, Inc		260.29	1 Transactions		
430	DEPT Total:		5,194.66	Social Services	6 Vendors	22 Transactions
5	Fund Total:		52,873.42	Health & Human Services		51 Transactions

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
900	DEPT			Timber Permit Bonds			
2424	Jobe/Peter N 10-900-000-0000-2300		948.63	REFUND BOND	14084	Timber Permit Bonds	Y
2424	Jobe/Peter N		948.63	1 Transactions			
11574	Timber Transport-Curt Raveill 10-900-000-0000-2300		1,808.00	REFUND BOND	14244	Timber Permit Bonds	N
	10-900-000-0000-2300		2,184.00	REFUND BOND	14280	Timber Permit Bonds	N
	10-900-000-0000-2300		608.00	REFUND BOND	14409	Timber Permit Bonds	N
11574	Timber Transport-Curt Raveill		4,600.00	3 Transactions			
900	DEPT Total:		5,548.63	Timber Permit Bonds	2 Vendors	4 Transactions	
923	DEPT			Forfeited Tax Sales			
170	Aitkin Motor Company 10-923-000-0000-6590		59.07	2023 F150 SUPER	44936	Repair & Maintenance Supplies	N
	10-923-000-0000-6590		62.04	2021 F150 SUPER	45326	Repair & Maintenance Supplies	N
170	Aitkin Motor Company		121.11	2 Transactions			
13725	Beartooth True Value 10-923-000-0000-6450		3.74	2 KEYS	B239108	Field Supplies	N
13725	Beartooth True Value		3.74	1 Transactions			
783	Canon Financial Services, Inc 10-923-000-0000-6342		158.21	COPIER CONTRACT 10/01/2023	31412904 10/31/2023	Office/Equipment-Rental	N
783	Canon Financial Services, Inc		158.21	1 Transactions			
5893	CTC 10-923-000-0000-6254		350.00	INTERNET 10/12/2023	21283641 11/11/2023	Utilities-Gas and Electric	N
5893	CTC		350.00	1 Transactions			
2099	Harmon/Elizabeth 10-923-000-0000-6330		41.07	LLCC TO WORK AT GIFT SHOP	102023	Transportation/Travel/Parking	N
2099	Harmon/Elizabeth		41.07	1 Transactions			
15229	Thompson/Dennis J 10-923-000-0000-6330		105.12	LAND COMMISSIONERS MTG CHISHOL	102023	Transportation/Travel/Parking	N

WLB1
 10/23/23 2:40PM
 10 Trust

Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
15229	Thompson/Dennis J		105.12	1 Transactions		
10180	WEX Bank - Land Dept 10-923-000-0000-6335		2,692.52	GAS 09/08/2023 10/07/2023	92442787	Gas/Vehicle Fuel Charges N
10180	WEX Bank - Land Dept		2,692.52	1 Transactions		
923	DEPT Total:		3,471.77	Forfeited Tax Sales	7 Vendors	8 Transactions
10	Fund Total:		9,020.40	Trust		12 Transactions

Aitkin County



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

11 Forest Development

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
925	DEPT			Resource Management			
14742	Berg/James M						
	11-925-000-0000-6278		35.00	NRAC MEETING	102023	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		44.54	NRAC MILEAGE	102023	Transportation/Travel/Parking	N
14742	Berg/James M		79.54	2 Transactions			
12526	Bixby/James						
	11-925-000-0000-6278		35.00	NRAC MEETING	102023	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		22.27	NRAC MILEAGE	102023	Transportation/Travel/Parking	N
12526	Bixby/James		57.27	2 Transactions			
2270	Hoppe/Russell Peter						
	11-925-000-0000-6278		35.00	NRAC MEETING	102023	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		19.65	NRAC MILEAGE	102023	Transportation/Travel/Parking	N
2270	Hoppe/Russell Peter		54.65	2 Transactions			
9705	Johnson/Christopher M						
	11-925-000-0000-6450		157.49	2023 BOOT ALLOWANCE	102023	Field Supplies	N
9705	Johnson/Christopher M		157.49	1 Transactions			
11990	Lange/David						
	11-925-000-0000-6278		35.00	NRAC MEETING	102023	Advisory Board/Committee Per Diem	Y
	11-925-000-0000-6330		47.16	NRAC MILEAGE	102023	Transportation/Travel/Parking	N
11990	Lange/David		82.16	2 Transactions			
8050	Liljenquist Sewer & Excavating						
	11-925-000-0000-6361		7,946.00	FOREST RD 22-1 MALMO TWP	4480	Road Construction Service	Y
8050	Liljenquist Sewer & Excavating		7,946.00	1 Transactions			
10266	Thomas Forestry						
	11-925-000-0000-6273		4,845.42	2023 DEER BROWSE PROTECTION	8	Timber Improvement	Y
10266	Thomas Forestry		4,845.42	1 Transactions			
9736	Timber Lakes Portable Services, LLC						
	11-925-000-0000-6360		180.00	PORTABLE FOR NRAC TOUR	4173	Services, Labor, Contracts	Y
9736	Timber Lakes Portable Services, LLC		180.00	1 Transactions			
4927	Turnock/Franklin Allen						
	11-925-000-0000-6278		35.00	NRAC MEETING	102023	Advisory Board/Committee Per Diem	Y

WLB1
 10/23/23 2:40PM

Aitkin County



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

11 Forest Development

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	11-925-000-0000-6330		NRAC MILEAGE	102023	Transportation/Travel/Parking	N
4927	Turnock/Franklin Allen			2 Transactions		
925	DEPT Total:		13,476.83	Resource Management	9 Vendors	14 Transactions
11	Fund Total:		13,476.83	Forest Development		14 Transactions

Aitkin County



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

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
521	DEPT					LLCC Administration						
11419	Beaudry Oil & Service, Inc.	19-521-000-0000-6254			967.56	PROPANE - DINING HALL		2436040		Utilities-Gas and Electric		N
11419	Beaudry Oil & Service, Inc.				967.56		1	Transactions				
3160	Mille Lacs Energy Coop-Albert Lea	19-521-000-0000-6254			457.61	ENERGY CENTER		271300502		Utilities-Gas and Electric		N
		19-521-000-0000-6254			678.69	DINING HALL		271300601		Utilities-Gas and Electric		N
		19-521-000-0000-6254			611.26	NORTH STAR LODGE		271300703		Utilities-Gas and Electric		N
		19-521-000-0000-6254			63.36	PARKING LOT		271300801		Utilities-Gas and Electric		N
		19-521-000-0000-6254			91.93	STAFF RESIDENCE		271300901		Utilities-Gas and Electric		N
3160	Mille Lacs Energy Coop-Albert Lea				1,902.85		5	Transactions				
521	DEPT Total:				2,870.41	LLCC Administration		2	Vendors		6	Transactions
522	DEPT					LLCC Education						
9561	Amazon Business	19-522-000-0000-6241			208.24	ARCHERY EQUIPMENT FOR CLASS		1YNP-DTVH-NCK1		Educational Supplies		N
9561	Amazon Business				208.24		1	Transactions				
9606	Minnesota Deer Hunters Association	19-522-000-0000-6241			2,755.00	MDHA FEES		20061		Registration Fee		N
9606	Minnesota Deer Hunters Association				2,755.00		1	Transactions				
522	DEPT Total:				2,963.24	LLCC Education		2	Vendors		2	Transactions
523	DEPT					LLCC Food						
3810	Paulbeck's County Market	19-523-000-0000-6418			67.46	CHOCOLATE FOR S'MORES		7684653		Groceries-Students		N
		19-523-000-0000-6418			167.98	GROCERIES		7684653		Groceries-Students		N
3810	Paulbeck's County Market				235.44		2	Transactions				
4761	Sysco Minnesota Inc	19-523-000-0000-6418			1,910.51	GROCERIES		253489554		Groceries-Students		N
		19-523-000-0000-6418			1,345.68	GROCERIES		253494573		Groceries-Students		N
4761	Sysco Minnesota Inc				3,256.19		2	Transactions				
4968	Upper Lakes Foods, Inc											

Aitkin County



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	19-523-000-0000-6418		1,378.50	GROCERIES	354445-00	Groceries-Students N
	19-523-000-0000-6418		541.27	GROCERIES	356473-00	Groceries-Students N
	19-523-000-0000-6418		556.42	GROCERIES	358009-00	Groceries-Students N
4968	Upper Lakes Foods, Inc		2,476.19	3 Transactions		
523	DEPT Total:		5,967.82	LLCC Food	3 Vendors	7 Transactions
524	DEPT			LLCC Maintenance		
	9491 Nistler/Tony					
	19-524-000-0000-6360		2,799.00	GRAVEL -BOG TRAIL GRANT. REIMB	38170	Services, Labor, Contracts Y
	9491 Nistler/Tony		2,799.00	1 Transactions		
	3776 Palisade One Stop					
	19-524-000-0000-6335		126.30	GAS FOR VEHICLES	2187684653	Gas/Vehicle Fuel Charges G
	3776 Palisade One Stop		126.30	1 Transactions		
524	DEPT Total:		2,925.30	LLCC Maintenance	2 Vendors	2 Transactions
19	Fund Total:		14,726.77	Long Lake Conservation Center		17 Transactions

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT			Parks			
999999000	Bahr/Bonnie 21-520-000-0000-5510		30.00	CAMP REFUND - BAHR	B - MAIL	Co. Parks Campground Fees	N
999999000	Bahr/Bonnie		30.00	1 Transactions			
13725	Beartooth True Value 21-520-000-0000-6523		50.98	RECIP BLADES	B238608	Misc Bldg & Shop Supplies	N
13725	Beartooth True Value		50.98	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 21-520-000-0000-6254	B	161.54	BERGLUND PARK 09/01/2023	185110602	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		161.54	1 Transactions			
15211	Quality Disposal Systems Inc 21-520-000-0000-6255		189.92	SNAKE RIVER GARBAGE	1187622	Garbage	N
15211	Quality Disposal Systems Inc		189.92	1 Transactions			
9617	Timber Lakes Septic Service, Inc. 21-520-000-0000-6360	B	150.00	BERGLUND DUMP	36400	Services, Labor, Contracts	N
	21-520-000-0000-6360	B	150.00	AITKIN DUMP	36525	Services, Labor, Contracts	N
9617	Timber Lakes Septic Service, Inc.		300.00	2 Transactions			
5128	Widseth Smith & Nolting Inc 21-520-000-0000-6808		8,800.00	NORTHWOOD REG TRL MILLELAC P1	225969	State Grant-Other	N
5128	Widseth Smith & Nolting Inc		8,800.00	1 Transactions			
520	DEPT Total:		9,532.44	Parks	6 Vendors	7 Transactions	
21	Fund Total:		9,532.44	Parks		7 Transactions	

WLB1
 10/23/23 2:40PM
 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	Service Dates	Paid On Bhf #	On Behalf of Name	
716	DEPT		American Rescue Plan - COVID			
	1010 City Of Aitkin					
	22-716-000-0000-6802		FRF REQUEST AITKIN AIRPORT	101320231	Category: Negative Economic Impacts	N
	1010 City Of Aitkin		1 Transactions			
	5128 Widseth Smith & Nolting Inc					
	22-716-000-0000-6818		FRF, JAIL BOILER/CHILLER	226309	Category: Revenue Replacement	N
	5128 Widseth Smith & Nolting Inc		1 Transactions			
716	DEPT Total:		37,200.00	American Rescue Plan - COVID	2 Vendors	2 Transactions
22	Fund Total:		37,200.00	Coronavirus Relief Fund		2 Transactions

Aitkin County



25 Opioid Settlement

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			
86222	Aitkin Independent Age 25-000-000-0000-6360		207.18	OPIOID SETTLEMENT-MEDIA 09/27/2023 09/27/2023	966863	Services, Labor, Contracts	Y
86222	Aitkin Independent Age		207.18	1 Transactions			
710	Brainerd Dispatch 25-000-000-0000-6360		145.00	MEDIA-DAVE BAKER OUTREACH 09/23/2023 09/23/2023	MP105757	Services, Labor, Contracts	N
710	Brainerd Dispatch		145.00	1 Transactions			
0	DEPT Total:		352.18	Undesignated	2 Vendors	2 Transactions	
25	Fund Total:		352.18	Opioid Settlement		2 Transactions	
	Final Total:		322,608.77	194 Vendors	308 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	128,904.47	General Fund
2	28,307.40	Reserves Fund
3	28,214.86	Road & Bridge
5	52,873.42	Health & Human Services
10	9,020.40	Trust
11	13,476.83	Forest Development
19	14,726.77	Long Lake Conservation Center
21	9,532.44	Parks
22	37,200.00	Coronavirus Relief Fund
25	352.18	Opioid Settlement
All Funds	322,608.77	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request



Requested Meeting Date: December 2, 2023

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

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Christy M. Bishop		Department: Auditor's Office
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Event (Bingo and Raffle) location will take place at Castaways 32360 215th Lane Isle, MN 56432. Event Date: 12/02/2023 <div style="text-align: center; padding: 20px;">Gambling Permit Application</div>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: <div style="text-align: center; padding: 10px;">See attached proposed Resolution</div>		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED November 14, 2023

By Commissioner: xxx

20231114-xxx

LG220 Permit – Ducks Unlimited Aitkin Chapter

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Ducks Unlimited Aitkin Area Chapter, at the following location – Castaways, which has an address of 32360 215th Lane Isle, MN 56432 – Lakeside Township. (Note: Date of activity for Bingo and Raffle – December 2, 2023)

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

xxx MEMBERS PRESENT

xx Members Voting Yes

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

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

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

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2H
Agenda Item #

Requested Meeting Date: 11/14/2023

Title of Item: Sentence to Serve Donation

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

Submitted by: Sheriff Dan Guida	Department: Sheriff
---	-------------------------------

Presenter (Name and Title): Sheriff Dan Guida	Estimated Time Needed:
---	-------------------------------

Summary of Issue:

The Aitkin Lions Club has made a \$150.00 donation to the Aitkin County Sentence to Serve in appreciation for their work throughout Aitkin County.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Recommend accepting donation

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:*

Accept Donation

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

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

Aitkin Lions Club	\$150.00
-------------------	----------

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

Aitkin Lions Club	Aitkin County Sentence to Serve
-------------------	---------------------------------

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

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

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
932	DEPT			Schools			
393	ISD 1 Aitkin-Treasurer 12-932-000-0000-6801		867,381.41	OCT 2023 ADVANCE	Oct 2023 Adv	Appropriations	N
393	ISD 1 Aitkin-Treasurer		867,381.41		1 Transactions		
1985	ISD 182 Crosby-Treasurer 12-932-000-0000-6801		6.31	OCT 2023 ADVANCE	OCT 2023 ADV	Appropriations	N
1985	ISD 182 Crosby-Treasurer		6.31		1 Transactions		
392	ISD 2 Hill City-Treasurer 12-932-000-0000-6801		97,137.49	OCT 2023 ADVANCE	OCT 2023 ADV	Appropriations	N
392	ISD 2 Hill City-Treasurer		97,137.49		1 Transactions		
1983	ISD 2165 Hinckley Finlayson-Treasurer 12-932-000-0000-6801		79,249.75	OCT 2023 ADVANCE	OCT 2023 ADV	Appropriations	N
1983	ISD 2165 Hinckley Finlayson-Treasurer		79,249.75		1 Transactions		
1979	ISD 2580 East Central-Treasurer 12-932-000-0000-6801		20,403.02	OCT 2023 ADVANCE	OCT 2023 ADV	Appropriations	N
1979	ISD 2580 East Central-Treasurer		20,403.02		1 Transactions		
395	ISD 4 McGregor-Treasurer 12-932-000-0000-6801		421,559.53	OCT 2023 ADVANCE	OCT 2023 ADV	Appropriations	N
395	ISD 4 McGregor-Treasurer		421,559.53		1 Transactions		
1982	ISD 473 Isle-Treasurer 12-932-000-0000-6801		109,742.58	OCT 2023 ADVANCE	OCT 2023 ADV	Appropriations	N
1982	ISD 473 Isle-Treasurer		109,742.58		1 Transactions		
1981	ISD 577 Willow River-Treasurer 12-932-000-0000-6801		3,537.20	OCT 2023 ADVANCE	OCT 2023 ADV	Appropriations	N
1981	ISD 577 Willow River-Treasurer		3,537.20		1 Transactions		
394	ISD 698 Floodwood-Treasurer 12-932-000-0000-6801		2,127.87	OCT 2023 ADVANCE	OCT 2023 ADV	Appropriations	N
394	ISD 698 Floodwood-Treasurer		2,127.87		1 Transactions		
1984	ISD 95 Cromwell-Wright-Treasurer 12-932-000-0000-6801		260.08	OCT 2023 ADVANCE	OCT 2023 ADV	Appropriations	N

WLB1

10/23/23

1:24PM

Aitkin County



Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

12 Townships/Cities/ARDC/Amt

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
1984	ISD 95 Cromwell-Wright-Treasurer		260.08	1 Transactions		
932	DEPT Total:		1,601,405.24	Schools	10 Vendors	10 Transactions
12	Fund Total:		1,601,405.24	Townships/Cities/ARDC/Ambulan		10 Transactions
	Final Total:		1,601,405.24	10 Vendors	10 Transactions	

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	12	1,601,405.24	Townships/Cities/ARDC/Ambulan
All Funds		1,601,405.24	Total
			Approved by,
		
		

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



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

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
943	DEPT			Taxes And Penalties			
999999000	ANTHONY KIRBY 13-943-000-0000-2001		656.00	PROPERTY TAX OVERPAYMENT-P2	421	Cur - Property Taxes	N
999999000	ANTHONY KIRBY		656.00	1 Transactions			
999999000	ARNIS KURMIS 13-943-000-0000-2001		90.00	PROPERTY TAX OVERPAYMENT-P2	388	Cur - Property Taxes	N
999999000	ARNIS KURMIS		90.00	1 Transactions			
999999000	BARBARA FRITZ 13-943-000-0000-2001		212.92	PROPERTY TAX OVERPAYMENT-P2	411	Cur - Property Taxes	N
999999000	BARBARA FRITZ		212.92	1 Transactions			
999999000	BERNARD SMITH 13-943-000-0000-2001		50.00	PROPERTY TAX OVERPAYMENT-P2	372	Cur - Property Taxes	N
999999000	BERNARD SMITH		50.00	1 Transactions			
999999000	BRUCE HUBERTY 13-943-000-0000-2001		39.14	PROPERTY TAX OVERPAYMENT-P2	373	Cur - Property Taxes	N
999999000	BRUCE HUBERTY		39.14	1 Transactions			
999999000	BRUCE PEARSON 13-943-000-0000-2001		55.00	PROPERTY TAX OVERPAYMENT-P2	390	Cur - Property Taxes	N
999999000	BRUCE PEARSON		55.00	1 Transactions			
999999000	BRYAN HAUGLY 13-943-000-0000-2001		86.00	PROPERTY TAX OVERPAYMENT-P2	393	Cur - Property Taxes	N
999999000	BRYAN HAUGLY		86.00	1 Transactions			
999999000	CHARLES MCNEFF 13-943-000-0000-2001		760.00	PROPERTY TAX OVERPAYMENT-P2	392	Cur - Property Taxes	N
999999000	CHARLES MCNEFF		760.00	1 Transactions			
999999000	CHRISTINA WILLIAMS 13-943-000-0000-2001		946.00	PROPERTY TAX OVERPAYMENT-P2	444	Cur - Property Taxes	N
999999000	CHRISTINA WILLIAMS		946.00	1 Transactions			
999999000	CHRISTOPHER COATES 13-943-000-0000-2001		112.00	PROPERTY TAX OVERPAYMENT-P2	376	Cur - Property Taxes	N

Aitkin County



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

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	CHRISTOPHER COATES		112.00		1 Transactions		
999999000	CHRISTY ANDERSON 13-943-000-0000-2001		104.92	PROPERTY TAX OVERPAYMENT-P2	408	Cur - Property Taxes	N
999999000	CHRISTY ANDERSON		104.92		1 Transactions		
999999000	CLAUDIA JOHNSTON 13-943-000-0000-2001		100.00	PROPERTY TAX OVERPAYMENT-P2	400	Cur - Property Taxes	N
999999000	CLAUDIA JOHNSTON		100.00		1 Transactions		
999999000	CORELOGIC 13-943-000-0000-2001		1,164.00	PROPERTY TAX OVERPAYMENT-P2	423	Cur - Property Taxes	N
	13-943-000-0000-2001		1,153.00	PROPERTY TAX OVERPAYMENT-P2	433	Cur - Property Taxes	N
	13-943-000-0000-2001		832.00	PROPERTY TAX OVERPAYMENT-P2	436	Cur - Property Taxes	N
999999000	CORELOGIC		3,149.00		3 Transactions		
999999000	CRAIG SCHADOW 13-943-000-0000-2001		166.00	PROPERTY TAX OVERPAYMENT-P2	363	Cur - Property Taxes	N
999999000	CRAIG SCHADOW		166.00		1 Transactions		
999999000	DAN FROMM 13-943-000-0000-2001		1,084.00	PROPERTY TAX OVERPAYMENT-P2	358	Cur - Property Taxes	N
999999000	DAN FROMM		1,084.00		1 Transactions		
999999000	DANA VAN DELLEN 13-943-000-0000-2001		73.00	PROPERTY TAX OVERPAYMENT-P2	348	Cur - Property Taxes	N
999999000	DANA VAN DELLEN		73.00		1 Transactions		
999999000	DANIEL ECKLUND 13-943-000-0000-2001		252.00	PROPERTY TAX OVERPAYMENT-P2	425	Cur - Property Taxes	N
999999000	DANIEL ECKLUND		252.00		1 Transactions		
999999000	DANIEL RING 13-943-000-0000-2001		12.00	PROPERTY TAX OVERPAYMENT-P2	407	Cur - Property Taxes	N
999999000	DANIEL RING		12.00		1 Transactions		
999999000	DARRELL MISHLER 13-943-000-0000-2001		16.00	PROPERTY TAX OVERPAYMENT-P2	420	Cur - Property Taxes	N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	DARRELL MISHLER		16.00		1 Transactions		
999999000	DARRYL PYLVANEN 13-943-000-0000-2001		64.88	PROPERTY TAX OVERPAYMENT-P2	395	Cur - Property Taxes	N
999999000	DARRYL PYLVANEN		64.88		1 Transactions		
999999000	DAVID ERLANDSON 13-943-000-0000-2001		98.00	PROPERTY TAX OVERPAYMENT-P2	378	Cur - Property Taxes	N
999999000	DAVID ERLANDSON		98.00		1 Transactions		
999999000	DAWN HORNER 13-943-000-0000-2001		76.00	PROPERTY TAX OVERPAYMENT-P2	402	Cur - Property Taxes	N
999999000	DAWN HORNER		76.00		1 Transactions		
999999000	DEERWOOD BANK 13-943-000-0000-2001		734.00	PROPERTY TAX OVERPAYMENT-P2	353	Cur - Property Taxes	N
	13-943-000-0000-2001		335.00	PROPERTY TAX OVERPAYMENT-P2	386	Cur - Property Taxes	N
999999000	DEERWOOD BANK		1,069.00		2 Transactions		
999999000	DENNIS MOOS 13-943-000-0000-2001		82.00	PROPERTY TAX OVERPAYMENT-P2	366	Cur - Property Taxes	N
999999000	DENNIS MOOS		82.00		1 Transactions		
999999000	DIANE ZIWICKI 13-943-000-0000-2001		281.00	PROPERTY TAX OVERPAYMENT-P2	342	Cur - Property Taxes	N
999999000	DIANE ZIWICKI		281.00		1 Transactions		
999999000	EDWARD LAMB 13-943-000-0000-2001		48.00	PROPERTY TAX OVERPAYMENT-P2	375	Cur - Property Taxes	N
999999000	EDWARD LAMB		48.00		1 Transactions		
999999000	EILEEN DEERING 13-943-000-0000-2001		18.00	PROPERTY TAX OVERPAYMENT-P2	442	Cur - Property Taxes	N
999999000	EILEEN DEERING		18.00		1 Transactions		
999999000	EVANGELINE GOLDSCHMITZ 13-943-000-0000-2001		47.20	PROPERTY TAX OVERPAYMENT-P2	418	Cur - Property Taxes	N
999999000	EVANGELINE GOLDSCHMITZ		47.20		1 Transactions		

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	GRAND TIMBER BANK						
	13-943-000-0000-2001		279.00	PROPERTY TAX OVERPAYMENT-P2	339	Cur - Property Taxes	N
	13-943-000-0000-2001		181.00	PROPERTY TAX OVERPAYMENT-P2	349	Cur - Property Taxes	N
	13-943-000-0000-2001		357.00	PROPERTY TAX OVERPAYMENT-P2	350	Cur - Property Taxes	N
	13-943-000-0000-2001		230.00	PROPERTY TAX OVERPAYMENT-P2	360	Cur - Property Taxes	N
	13-943-000-0000-2001		108.00	PROPERTY TAX OVERPAYMENT-P2	384	Cur - Property Taxes	N
	13-943-000-0000-2001		597.00	PROPERTY TAX OVERPAYMENT-P2	394	Cur - Property Taxes	N
	13-943-000-0000-2001		366.00	PROPERTY TAX OVERPAYMENT-P2	403	Cur - Property Taxes	N
	13-943-000-0000-2001		1,345.00	PROPERTY TAX OVERPAYMENT-P2	404	Cur - Property Taxes	N
	13-943-000-0000-2001		46.00	PROPERTY TAX OVERPAYMENT-P2	406	Cur - Property Taxes	N
	13-943-000-0000-2001		175.00	PROPERTY TAX OVERPAYMENT-P2	419	Cur - Property Taxes	N
	13-943-000-0000-2001		951.00	PROPERTY TAX OVERPAYMENT-P2	428	Cur - Property Taxes	N
	13-943-000-0000-2001		161.00	PROPERTY TAX OVERPAYMENT-P2	429	Cur - Property Taxes	N
	13-943-000-0000-2001		709.00	PROPERTY TAX OVERPAYMENT-P2	430	Cur - Property Taxes	N
	13-943-000-0000-2001		328.00	PROPERTY TAX OVERPAYMENT-P2	431	Cur - Property Taxes	N
	13-943-000-0000-2001		900.00	PROPERTY TAX OVERPAYMENT-P2	435	Cur - Property Taxes	N
	13-943-000-0000-2001		650.00	PROPERTY TAX OVERPAYMENT-P2	443	Cur - Property Taxes	N
999999000	GRAND TIMBER BANK		7,383.00	16 Transactions			
999999000	GREGGREY VALENTINE						
	13-943-000-0000-2001		65.00	PROPERTY TAX OVERPAYMENT-P2	401	Cur - Property Taxes	N
999999000	GREGGREY VALENTINE		65.00	1 Transactions			
999999000	JAMES KRUTA						
	13-943-000-0000-2001		180.00	PROPERTY TAX OVERPAYMENT-P2	369	Cur - Property Taxes	N
999999000	JAMES KRUTA		180.00	1 Transactions			
999999000	JARED LUNDGREN						
	13-943-000-0000-2001		35.52	PROPERTY TAX OVERPAYMENT-P2	365	Cur - Property Taxes	N
	13-943-000-0000-2001		35.68	PROPERTY TAX OVERPAYMENT-P2	434	Cur - Property Taxes	N
999999000	JARED LUNDGREN		71.20	2 Transactions			
999999000	JEFFREY PUTZ						
	13-943-000-0000-2001		64.00	PROPERTY TAX OVERPAYMENT-P2	355	Cur - Property Taxes	N
999999000	JEFFREY PUTZ		64.00	1 Transactions			
999999000	KAREN WANDERSEE						
	13-943-000-0000-2001		64.00	PROPERTY TAX OVERPAYMENT-P2	367	Cur - Property Taxes	N

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
999999000	KAREN WANDERSEE		64.00		1 Transactions		
999999000	KELLI BRENDELAND 13-943-000-0000-2001		28.00	PROPERTY TAX OVERPAYMENT-2	335-337	Cur - Property Taxes	N
999999000	KELLI BRENDELAND		28.00		1 Transactions		
999999000	KIM ALBERTSON 13-943-000-0000-2001		100.00	PROPERTY TAX OVERPAYMENT-P2	371	Cur - Property Taxes	N
999999000	KIM ALBERTSON		100.00		1 Transactions		
999999000	LARRY ANDERSON 13-943-000-0000-2001		106.52	PROPERTY TAX OVERPAYMENT-P2	340 & 341	Cur - Property Taxes	N
999999000	LARRY ANDERSON		106.52		1 Transactions		
999999000	LAURA SPAULDING 13-943-000-0000-2001		508.00	PROPERTY TAX OVERPAYMENT-P2	441	Cur - Property Taxes	N
999999000	LAURA SPAULDING		508.00		1 Transactions		
999999000	LERETA 13-943-000-0000-2001		470.00	PROPERTY TAX OVERPAYMENT-P2	362	Cur - Property Taxes	N
999999000	LERETA		470.00		1 Transactions		
999999000	MATTHEW NOBLE 13-943-000-0000-2001		59.88	PROPERTY TAX OVERPAYMENT-P2	357	Cur - Property Taxes	N
999999000	MATTHEW NOBLE		59.88		1 Transactions		
999999000	MELANIE HANSEN 13-943-000-0000-2001		518.82	PROPERTY TAX OVERPAYMENT-P2	345	Cur - Property Taxes	N
999999000	MELANIE HANSEN		518.82		1 Transactions		
999999000	MEMBERS COOP CREDIT UNION 13-943-000-0000-2001		272.00	PROPERTY TAX OVERPAYMENT-P2	346	Cur - Property Taxes	N
	13-943-000-0000-2001		137.00	PROPERTY TAX OVERPAYMENT-P2	352	Cur - Property Taxes	N
	13-943-000-0000-2001		260.00	PROPERTY TAX OVERPAYMENT-P2	364	Cur - Property Taxes	N
	13-943-000-0000-2001		423.00	PROPERTY TAX OVERPAYMENT-P2	368	Cur - Property Taxes	N
	13-943-000-0000-2001		1,478.00	PROPERTY TAX OVERPAYMENT-P2	409	Cur - Property Taxes	N
	13-943-000-0000-2001		245.00	PROPERTY TAX OVERPAYMENT-P2	410	Cur - Property Taxes	N
	13-943-000-0000-2001		603.00	PROPERTY TAX OVERPAYMENT-P2	422	Cur - Property Taxes	N
	13-943-000-0000-2001		19.44	PROPERTY TAX OVERPAYMENT-P2	432	Cur - Property Taxes	N

Aitkin County



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

13 Taxes & Penalties

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
999999000	MEMBERS COOP CREDIT UNION	13-943-000-0000-2001			846.00	PROPERTY TAX OVERPAYMENT-P2		437		Cur - Property Taxes		N
					4,283.44		9 Transactions					
999999000	MICHAEL CHAMBERS	13-943-000-0000-2001			55.42	PROPERTY TAX OVERPAYMENT-P2		370		Cur - Property Taxes		N
999999000	MICHAEL CHAMBERS				55.42		1 Transactions					
999999000	MICHAEL KRAUS	13-943-000-0000-2001			70.00	PROPERTY TAX OVERPAYMENT-P2		417		Cur - Property Taxes		N
999999000	MICHAEL KRAUS				70.00		1 Transactions					
999999000	MIKE SELMECKI	13-943-000-0000-2001			53.00	PROPERTY TAX OVERPAYMENT-P2		426		Cur - Property Taxes		N
999999000	MIKE SELMECKI				53.00		1 Transactions					
999999000	NATHAN BREVER	13-943-000-0000-2001			84.00	PROPERTY TAX OVERPAYMENT-P2		398		Cur - Property Taxes		N
999999000	NATHAN BREVER				84.00		1 Transactions					
999999000	NATHAN NORRIE	13-943-000-0000-2001			1,033.00	PROPERTY TAX OVERPAYMENT-P2		377		Cur - Property Taxes		N
999999000	NATHAN NORRIE				1,033.00		1 Transactions					
999999000	NORTHVIEW BANK	13-943-000-0000-2001			1,129.00	PROPERTY TAX OVERPAYMENT-P2		361		Cur - Property Taxes		N
		13-943-000-0000-2001			259.00	PROPERTY TAX OVERPAYMENT-P2		396-397		Cur - Property Taxes		N
999999000	NORTHVIEW BANK				1,388.00		2 Transactions					
999999000	PARK STATE BANK	13-943-000-0000-2001			27.00	PROPERTY TAX OVERPAYMENT-P2		438		Cur - Property Taxes		N
		13-943-000-0000-2001			27.00	PROPERTY TAX OVERPAYMENT-P2		439		Cur - Property Taxes		N
999999000	PARK STATE BANK				54.00		2 Transactions					
999999000	PAUL PALZER	13-943-000-0000-2001			142.00	PROPERTY TAX OVERPAYMENT-P2		382		Cur - Property Taxes		N
999999000	PAUL PALZER				142.00		1 Transactions					
999999000	PAULA LOBINSKY	13-943-000-0000-2001			75.00	PROPERTY TAX OVERPAYMENT-P2		424		Cur - Property Taxes		N

Aitkin County



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

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	PAULA LOBINSKY		75.00		1 Transactions		
999999000	PETER MIESEN 13-943-000-0000-2001		20.00	PROPERTY TAX OVERPAYMENT-P2	405	Cur - Property Taxes	N
999999000	PETER MIESEN		20.00		1 Transactions		
999999000	PHYLLIS HENSEL 13-943-000-0000-2001		50.00	PROPERTY TAX OVERPAYMENT-P2	379	Cur - Property Taxes	N
999999000	PHYLLIS HENSEL		50.00		1 Transactions		
999999000	RANDY KUCHENMEISTER 13-943-000-0000-2001		141.00	PROPERTY TAX OVERPAYMENT-P2	343	Cur - Property Taxes	N
999999000	RANDY KUCHENMEISTER		141.00		1 Transactions		
999999000	RANDY PIKUS 13-943-000-0000-2001		502.00	PROPERTY TAX OVERPAYMENT-P2	440	Cur - Property Taxes	N
999999000	RANDY PIKUS		502.00		1 Transactions		
999999000	REED MOORMEIER 13-943-000-0000-2001		1,485.00	PROPERTY TAX OVERPAYMENT-P2	344	Cur - Property Taxes	N
999999000	REED MOORMEIER		1,485.00		1 Transactions		
999999000	RICHARD GREENE 13-943-000-0000-2001		195.00	PROPERTY TAX OVERPAYMENT-P2	338	Cur - Property Taxes	N
999999000	RICHARD GREENE		195.00		1 Transactions		
999999000	RICHARD SACHSE 13-943-000-0000-2001		12.00	PROPERTY TAX OVERPAYMENT-P2	391	Cur - Property Taxes	N
999999000	RICHARD SACHSE		12.00		1 Transactions		
999999000	ROBERT NOVALANY 13-943-000-0000-2001		62.00	PROPERTY TAX OVERPAYMENT-P2	412	Cur - Property Taxes	N
999999000	ROBERT NOVALANY		62.00		1 Transactions		
999999000	RONALD JAROMBEK 13-943-000-0000-2001		60.00	PROPERTY TAX OVERPAYMENT-P2	415	Cur - Property Taxes	N
999999000	RONALD JAROMBEK		60.00		1 Transactions		
999999000	ROSALIE ECKHOFF						

Aitkin County



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

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	ROSAIE ECKHOFF 13-943-000-0000-2001		78.00 78.00	PROPERTY TAX OVERPAYMENT-P2 1 Transactions	347	Cur - Property Taxes	N
999999000	ROYAL CREDIT UNION 13-943-000-0000-2001		547.00 547.00	PROPERTY TAX OVERPAYMENT-P2 1 Transactions	359	Cur - Property Taxes	N
999999000	SALLY ANDERSON 13-943-000-0000-2001		1,764.00 1,764.00	PROPERTY TAX OVERPAYMENT-P2 1 Transactions	413-414	Cur - Property Taxes	N
999999000	SANDRA WACHOLZ 13-943-000-0000-2001		14.00 14.00	PROPERTY TAX OVERPAYMENT-P2 1 Transactions	380	Cur - Property Taxes	N
999999000	SCOTT WAKEFIELD 13-943-000-0000-2001		78.00 78.00	PROPERTY TAX OVERPAYMENT-P2 1 Transactions	416	Cur - Property Taxes	N
999999000	SUZANNE KENNEDY 13-943-000-0000-2001		72.00 72.00	PROPERTY TAX OVERPAYMENT-P2 1 Transactions	381	Cur - Property Taxes	N
999999000	THEIA JOHNSON 13-943-000-0000-2001		95.00 95.00	PROPERTY TAX OVERPAYMENT-P2 1 Transactions	389	Cur - Property Taxes	N
999999000	THOMAS NESS 13-943-000-0000-2001		292.00 292.00	PROPERTY TAX OVERPAYMENT-P2 1 Transactions	385	Cur - Property Taxes	N
999999000	TIM MILLER 13-943-000-0000-2001		2,802.00 2,802.00	PROPERTY TAX OVERPAYMENT-P2 1 Transactions	399	Cur - Property Taxes	N
999999000	TIMOTHY EKLUND 13-943-000-0000-2001		151.16 151.16	PROPERTY TAX OVERPAYMENT-P2 1 Transactions	427	Cur - Property Taxes	N

Aitkin County



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

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	TRAVIS BEITO 13-943-000-0000-2001		15.08	PROPERTY TAX OVERPAYMENT-P2	356	Cur - Property Taxes	N
999999000	TRAVIS BEITO		15.08	1 Transactions			
999999000	WAYNE MAXWELL 13-943-000-0000-2001		86.00	PROPERTY TAX OVERPAYMENT-P2	374	Cur - Property Taxes	N
999999000	WAYNE MAXWELL		86.00	1 Transactions			
943	DEPT Total:		35,125.58	Taxes And Penalties	72 Vendors	101 Transactions	
13	Fund Total:		35,125.58	Taxes & Penalties		101 Transactions	
	Final Total:		35,125.58	72 Vendors	101 Transactions		

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	13	35,125.58	Taxes & Penalties
All Funds		35,125.58	Total

Approved by,

.....

.....

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
10/26/23 2:26PM

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
8410 Bremer Bank							
10	01-044-904-0000-6379		625.75	WEX SEPTEMBER FEE	0001825676-IN	Flex Services, Labor, Etc.	N
4	01-044-904-0000-6360		155.00	MED FSA CLAIMS 2023	10/15/2023	Flex Plan Withdrawals	N
6	01-044-904-0000-6360		141.54	MED FSA CLAIMS 2023	10/19/2023	Flex Plan Withdrawals	N
11	01-044-904-0000-6360		416.68	DEP CARE FSA CLAIMS 2023	10/23/2023	Flex Plan Withdrawals	N
12	01-257-000-0000-5556		200.00	NSF - M KING	1027	Supervision Fee	N
8410 Bremer Bank			1,538.97	5 Transactions			
1 Fund Total:			1,538.97	General Fund	1 Vendors	5 Transactions	

KMR1
 10/26/23 2:26PM
 9 State

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
7	8410 Bremer Bank 09-000-000-0000-2058		810,189.74	PERIOD 2 ADVANCE STATE GEN TAX 1 Transactions	ADVANCE 1&2	State General Tax-Education	N
9 Fund Total:			810,189.74	State	1 Vendors	1 Transactions	

KMR1
10/26/23 2:26PM

Aitkin County



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

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	8410 Bremer Bank						
5	13-943-000-0000-2001		802.00	NSF & UNABLE TO LOC - P2	332-334	Cur - Property Taxes	N
8	13-943-000-0000-2001		804.00	REV PMT-FROZE/BLOCK ACCT-P2	445-448	Cur - Property Taxes	N
9	13-943-000-0000-2001		2,347.00	REV PMT-STOP PMT - P2	449-450	Cur - Property Taxes	N
	8410 Bremer Bank		3,953.00	3 Transactions			
13 Fund Total:			3,953.00	Taxes & Penalties	1 Vendors	3 Transactions	

KMR1
 10/26/23 2:26PM
 19 Long Lake Conservation Cen

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	8410 Bremer Bank						
2	19-522-000-0000-5553		97.00	ROVERS HALLOWEEN REFUND	ACHCCD	Non School Groups	N
13	19-522-000-0000-5553		95.00	REFUND FOR ROVERS HALLOWEEN EV	ACHCCD	Non School Groups	N
	8410 Bremer Bank		192.00	2 Transactions			
19 Fund Total:			192.00	Long Lake Conservation Center	1 Vendors	2 Transactions	

KMR1
 10/26/23 2:26PM
 21 Parks

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
3	8410 Bremer Bank 21-520-000-0000-5510		50.00	CAMP REFUND - OLSON	A - 7214	Co. Parks Campground Fees	N
1	21-520-000-0000-5510		30.00	CAMP REFUND - SAUL	B - 7058	Co. Parks Campground Fees	N
	8410 Bremer Bank		80.00	2 Transactions			
21 Fund Total:			80.00	Parks	1 Vendors	2 Transactions	
Final Total:			815,953.71	5 Vendors	13 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	1,538.97	General Fund
	9	810,189.74	State
	13	3,953.00	Taxes & Penalties
	19	192.00	Long Lake Conservation Center
	21	80.00	Parks
	All Funds	815,953.71	Total

Approved by,

.....

.....

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
 10/31/23 10:07AM

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2	8410 Bremer Bank 01-044-904-0000-6360		272.03	MED FSA CLAIMS 2023	10/25/2023	Flex Plan Withdrawals	N
3	01-044-904-0000-6360		20.71	MED FSA CLAIMS 2023	10/27/2023	Flex Plan Withdrawals	N
	8410 Bremer Bank		292.74	2 Transactions			
1 Fund Total:			292.74	General Fund	1 Vendors	2 Transactions	

KMR1
 10/31/23 10:07AM

Aitkin County



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

13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 13-943-000-0000-2001		2,403.00	NSF CHECK - P2	3001-3005	Cur - Property Taxes	N
	8410 Bremer Bank		2,403.00	1 Transactions			
13 Fund Total:			2,403.00	Taxes & Penalties	1 Vendors	1 Transactions	
Final Total:			2,695.74	2 Vendors	3 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	292.74	General Fund
13	2,403.00	Taxes & Penalties
All Funds	2,695.74	Total

Approved by,

.....

.....

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
10/31/23 10:08AM

Aitkin County



5 Health & Human Services

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

Page 2

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 05-400-400-0402-6360		162.59	2023 EST MN CARE TAX-TYPE 399 10/01/2023 12/31/2023		Services, Labor, Contracts	N
	8410 Bremer Bank		162.59	1 Transactions			
5 Fund Total:			162.59	Health & Human Services	1 Vendors	1 Transactions	
Final Total:			162.59	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund

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

Approved by,

.....

.....



Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: Appointment of Community Corrections Advisory Board members

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

Submitted by: Kameron Genz	Department: Community Corrections
--------------------------------------	---

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

Summary of Issue:

On November 7, 2023, the Aitkin County Community Corrections Advisory Board voted to recommend the following appointments to the Aitkin County Community Corrections Advisory Board:

Cheryl Meld - Education representative
 Rachele Moose - Ethnic Minorities representative
 Ann Marcotte - Defense Counsel representative

No other applications were received.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve the appointment of Cheryl Meld - Education representative; Rachele Moose - Ethnic Minorities representative; Ann Marcotte -Defense Counsel representative to the Aitkin County Community Corrections Advisory Board for 2 year terms.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*



Board of County Commissioners Agenda Request

20

Agenda Item #

Requested Meeting Date:

Title of Item:

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

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

ADOPTED November 14, 2023

By Commissioner: xxx

20231114-xxx

Approve License to Sell Off Sale Liquor – McGregor Spirits LLC dba McGregor Spirits

WHEREAS, application approval is subject to the completion of all paperwork in full.

WHEREAS, license is valid upon approval through the period ending December 31, 2023.

NOW THEREFORE BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the application for license to sell Off Sale Liquor through the period ending December 31, 2023 to McGregor Spirits LLC dba McGregor Spirits 41561 Highway 65, Suite B McGregor, MN 55760, Town of Jevne

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

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

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2P
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: Approve License to Sell Tobacco Products - McGregor Spirits LLC

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input checked="" type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing*

**provide copy of hearing notice that was published*

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

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

Summary of Issue:

A new application for license to sell tobacco products for the period ending March 31, 2024 for McGregor Spirits LLC, dba McGregor Spirits - 41561 Highway 65, Suite B McGregor, MN 55760 Town of Jevne.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to adopt resolution for approval of application for license to sell tobacco products for McGregor Spirits LLC, dba McGregor Spirits - Town of Jevne.

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 November 14, 2023

By Commissioner: xxx

20231114-xxx

Approve License to Sell Tobacco Products – McGregor Spirits LLC dba McGregor Spirits

WHEREAS, application approval is subject to the completion of all paperwork in full.

WHEREAS, license is valid upon approval through the period ending March 31, 2024.

NOW THEREFORE BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the application for license to sell tobacco products through the period ending March 31, 2024 to McGregor Spirits LLC dba McGregor Spirits 41561 Highway 65, Suite B McGregor, MN 55760, Town of Jevne

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

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

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2Q
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: 2024 Newspaper Bid Specifications

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 5 Min
Summary of Issue: Attached is a draft of the 2024 Newspaper Bid Specifications. Upon approval, this will be mailed out to Aitkin Independent Age, Voyageur Press, and NewsHopper.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve 2024 Newspaper Bid Specifications		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

CALENDAR YEAR 2024 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

I. GENERAL INFORMATION FOR BIDDERS

- A. Sealed bids for newspaper publication of Aitkin County legal notices for 2024 will be received in the **Aitkin County Administrator's Office**, 307 2nd Street NW - Room 310, Aitkin, MN 56431, until **Noon on Thursday, December 14, 2023** at which time they will be opened, read and tabulated.
- B. All bids must be typewritten or written legibly in ink, sealed in an envelope, and bear the inscription "2024 NEWSPAPER PUBLISHING BID" together with the name and address of the publisher.
- C. Bidders must use the attached form when submitting a bid.
- D. Bids received after the time set for bid opening will be returned to the bidder unopened.
- E. Bids will be considered at the Aitkin County Board of Commissioners meeting on **January 2, 2024**.
- F. Copies of all bids received will be available for inspection in the Aitkin County Administrator's Office at Noon on Thursday, December 14, 2023.
- G. Aitkin County will send written notice of bid awards to the successful publishers.
- H. Aitkin County reserves the right to waive any irregularities in the bids, to reject any or all bids and to make any award which it considers to be in the best interest of the County.
- I. Aitkin County does not discriminate on the basis of disability, race, color, national origin, sex, religion, age or handicapped status in employment or the provision of services. If you need assistance due to disability or language barrier please call (218) 927-7276.

II. SPECIFIC REQUIREMENTS FOR BIDDERS

- A. Separate bids are required for each type of publication notice, no joint bids will be accepted.
- B. Bids must be submitted using the attached form.
- C. Bidders are required to provide circulation statistics by zip code.
- D. Types of legal notices to which bids are requested.
 - (1) **PUBLICATION OF OFFICIAL PROCEEDINGS IN SUMMARY FORM:** (Minnesota Statute 375.12 refers.) The County will provide all official proceedings in digital format and may specify font, point size and leading.
 - (2) **PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS:** (Minnesota Statute 331A.01 subd. 7 and 331A.05 - .07 refer.) The County will provide all legal notices and miscellaneous advertisements in digital format and may specify font, point size and leading.

**CALENDAR YEAR 2024 BID SPECIFICATIONS
NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES**

(3) **PUBLICATION OF DELINQUENT REAL ESTATE NOTICE AND LIST:** Minnesota Statute 279.08 refers.) The list of real estate taxes remaining delinquent on the first Monday of January 2024 shall be published once in each of two non-consecutive weeks. The county will provide the Real Estate List in digital format and may specify font, point size and leading.

(4) **FIRST PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication to be done in a newspaper located in a different municipality. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit, and first publisher may be asked to provide copies of Financial Statement **insert** for second publication. The County will provide the Financial Statement in camera ready format.

(5) **SECOND PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication of the financial statement to be done in one other newspaper, if one of general circulation is located in a different municipality in the county than the official newspaper. Per MN statute the county board shall call for separate bids for each publication. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit. To be considered for award of the bid for second publication of the financial statement, bidders must include a specific bid for the second publication of the Financial Statement. The County will provide the Financial Statement in camera ready format.

III. BID AWARD CRITERIA

- A. A successful bidder will be designated by the County Board as the “Official County Newspaper” for calendar year 2024 and will be required to publish all legal notices and advertisements as required by law to be published in the official newspaper.
- B. A successful bidder will be designated by the County Board for publication of the “Second Publication of the County Financial Statement.” That bidder must be other than the bidder designated as the official county newspaper and located in a municipality other than the official newspaper per MN Statue 375.17 subd. 3.
- C. Bidder must certify by signature they meet the requirements of a qualified newspaper pursuant to MN Statute Chapter 331A.
- D. In determining the lowest bidder, the cost per media impression provided to the public within the boundaries of Aitkin County will be considered.
- E. The board may reject any offer if, in its judgment, the public interests require, and may then designate a newspaper without regard to any rejected offer.
- F. Bidder's adherence to all bid submission instructions and requirements. Failure to properly fill out the bid form may result in that bid being disqualified. Failure to enter a bid amount for each of item designated as “Official Newspaper” (Items 1-4) on the bid form may result in rejection of the entire bid with respect to designation the official newspaper.

AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2024

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)
\$ _____ per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)
\$ _____ per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)
\$ _____ per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ _____ per column inch
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ _____ per column inch

Size in inches of newspaper single page sheet = _____ by _____

Maximum number of columns per page in legal notice section = _____

Newspaper circulation within the boundaries of Aitkin County = _____

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 _____ 56469 _____ 55748 _____ 55760 _____ 55787 _____ 56350 _____

Subscription cost per individual customer within Aitkin County for 1 year = _____

(Please Print Clearly)

Name of Bidding Newspaper: _____

Official Address: _____

Printed Name of Submitter _____ Title _____

Phone: _____

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

Signature in Ink of Submitter

Date



Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: Approve Affidavit for Duplicate of Lost Warrant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Nikki Knutson		Department: Human Resources, Payroll
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Ratify approval of Affidavit for Duplicate of Lost Municipal Order or Warrant: Michael C. Carlson , Warrant number 18656, dated October 6, 2023 in the amount of \$544.40.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Ratify approval of Affidavit for Duplicate of Lost Municipal Order or Warrant: Michael C. Carlson , Warrant number 18656, dated October 6, 2023 in the amount of \$544.40.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)
) ss. Michael C. Carlson
)

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

dated the 6th day of October, 2023, numbered 18656,

issued by Aitkin County to Michael C. Carlson in the sum of \$ 544.40 has been Lost in the manner
("Lost" or "Destroyed")

following, to wit:

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

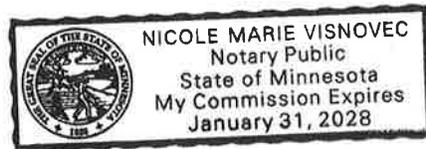
x Michael Carlson

Subscribed and sworn to before me this 3 day of November, 2023

[Signature]

Notary Public Aitkin County, Minnesota

My Commission Expires January 31, 2028



STATE OF MINNESOTA,

County of Aitkin

_____ of _____

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

Made and filed by _____

this _____ day of _____ 2023



Board of County Commissioners Agenda Request

2S
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: Approve License to Sell Tobacco Products - Petry's Bait Mille Lacs Inc.

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

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

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

Summary of Issue:

A new application for license to sell tobacco products for the period ending March 31, 2024 for Petry's Bait Mille Lacs Inc., dba Petry's On the Lake - 22167 State Highway 47, Aitkin, MN 56431 Town of Malmo.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to adopt resolution for approval of application for license to sell tobacco products for Petry's Bait Mille Lacs Inc. dba Petry's On the Lake - 22167 State Highway 47, Aitkin, MN 56431 Town of Malmo.

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 November 14, 2023

By Commissioner: xxx

20231114-xxx

Approve License to Sell Tobacco Products – Petry's Bait Mille Lacs Inc. dba Petry's On the Lake

WHEREAS, application approval is subject to the completion of all paperwork in full.

WHEREAS, license is valid upon approval through the period ending March 31, 2024.

NOW THEREFORE BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the application for license to sell tobacco products through the period ending March 31, 2024 to Petry's Bait Mille Lacs Inc., dba Petry's On the Lake - 22167 State Highway 47, Aitkin, MN 56431 Town of Malmo.

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

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

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2T
Agenda Item #

Requested Meeting Date: 11-14-23

Title of Item: Sponsorship Resolution for City of Aitkin LRIP Project

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input checked="" type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by: John Welle	Department: Highway Department
------------------------------------	--

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

Summary of Issue:

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.

Attached is a sponsorship resolution for a project on Bunker Hill Drive in the City of Aitkin.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Request approval of the attached resolution.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

County of Aitkin
City of Aitkin, Minnesota

Resolution No. _____

**RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR THE CITY OF
AITKIN'S PURSUIT OF 2023 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING
FOR THE BUNKER HILL DRIVE PROJECT**

WHEREAS, the Bunker Hill Drive project includes a one-mile stretch from 4th St SE (TH47) to Aitkin County Road 12, and

WHEREAS, the Bunker Hill Drive project provides direct access to the local hospital and is a critical route for emergency services vehicles, and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development, and

WHEREAS, the LRIP requires a city, such as Aitkin, that is not a State Aid city, to have a county sponsor and the support of the County Board, and

WHEREAS, the proposed year for project construction is 2025.

NOW, THEREFORE BE IT RESOLVED BY THE AITKIN COUNTY BOARD OF COMMISSIONERS AS FOLLOWS; that

1. The County supports the City of Aitkin's pursuit of LRIP funds for the reconstruction of Bunker Hill Drive from 4th St SE (TH47) to Aitkin County Road 12, within the Bunker Hill Drive project, and
2. The County agrees to sponsor the City of Aitkin's Local Road Improvement Program application to MnDOT and act as the city's fiscal agent for this project.

ADOPTED BY THE AITKIN COUNTY BOARD, THIS ____ DAY OF ____ 2023.

ATTEST:

COUNTY OFFICIAL NAME

COUNTY OFFICIAL NAME



Board of County Commissioners Agenda Request

2U
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: Fire Protection Contract-Town of Ball Bluff

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Kirk Peysar, County Auditor		Department: County Auditor
Presenter (Name and Title): Kirk Peysar, County Auditor		Estimated Time Needed: n/a
Summary of Issue: Approve and authorize signatures to the 2024 Fire Protection Contract for the Unorganized Towns of 51-22 \$11,292.27; 52-22 \$3,424,44; and 52-24 \$524.12 with the Town of Ball Bluff.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve and authorize signatures to the contract with Ball Bluff Township for 2024.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ as attached Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

**Jacobson Volunteer Fire Department
Fiduciary Agent: Ball Bluff Township
Fire Protection Agreement
with Aitkin County Fiduciary Agent for:
Unorg. Townships: 51-22, 52-22, 52-24
Effective January 1, 2024**

This agreement made and entered into by and between the Jacobson Volunteer Fire Department, in the Township of Ball Bluff, in the County of Aitkin in the State of Minnesota and the Townships of 51-22, 52-22, 52-24, a township of the County of Aitkin in the State of Minnesota.

WHEREAS, the Townships of 51-22, 52-22, 52-24 desires the services of the Jacobson Volunteer Fire Department in case of fires occurring in 51-22, 52-22, 52-24 Townships as well as the emergency medical services of the Jacobson Volunteer Fire Department 1st Responders in case of a medical emergency, and

WHEREAS, the Township of Ball Bluff maintains a volunteer fire department with emergency medical response capability, which department is available to provide fire protection and emergency medical response services to properties located in the Townships of 51-22, 52-22, 52-24, and

THEREFORE, it is agreed by and between said parties as follows:

1. The Jacobson Volunteer Fire Department shall provide fire protection and emergency medical response services to those properties in 51-22, 52-22, 52-24 Township lying within the areas outlined in red on the attached map. Such fire protection and emergency medical response services shall be provided from **January 1, 2024 through December 31, 2024** with the existing and any newly-obtained fire, medical equipment, apparatus and with members of the Jacobson Volunteer Fire Department.
2. Jacobson Volunteer Fire Department agrees to provide fire protection and emergency medical response services as described above to 51-22, 52-22, 52-24 Township in exchange for payment of the portion of the budget that would be equal to the portion of 51-22, 52-22, 52-24's tax capacity in relation to the tax capacity of the fire departments total coverage area. **The portions are as follows 51-22 \$11,292.27, 52-22 \$3,424.44, 52-24 \$524.12, which will provide coverage from January 1, 2024 to December 31, 2024.** Payment arrangements should be made with the clerk of Ball Bluff Township (fiduciary agent of the Jacobson Volunteer Fire Department), 68368 198th Ave, Box B, Jacobson, MN 55752.
3. The Jacobson Volunteer Fire Department's obligation to provide fire protection service and emergency medical response shall be subject to the following:
 - a. If road and weather conditions at the time of the call are such that the fire/medical run cannot be made with reasonable safety to men and equipment, and the decision of the Fire Chief or his Assistant or Captains in charge shall be final in such matter, no obligation arises under this agreement on the part of the Jacobson Volunteer Fire Department to answer such call.
 - b. In the event that a sufficient amount of the fire fighting/medical equipment and number of volunteer firemen, or both, are committed at the time of which another fire call comes in from the dispatcher of Aitkin County, in the sole judgment of the Fire Chief, his Assistant or Captains, to fighting pre-existing fires or attending pre-existing medical emergencies, so as to render the available equipment and manpower inadequate to answer a fire or medical call from the dispatcher of Aitkin County, no obligation shall arise under this agreement to answer such call. A pre-existing fire/medical emergency for the purposes of this agreement shall be a fire/medical emergency to which the Jacobson Volunteer Fire Department is called previous to receiving the call from the dispatcher of Aitkin County and which fire is still being fought or medical emergency is still being attended to by the Jacobson Volunteer Fire Department at the time the call from the dispatcher of Aitkin County is received.

- c. In the event a fire call is answered by the Jacobson Volunteer Fire Department, but before the fire in question is extinguished, the fire fighting equipment or volunteer firemen, or both are needed to fight another fire in the Jacobson Fire Departments fire district to protect property in the Jacobson Fire Departments fire district from a fire, the Chief or his Assistant Chief or Captains without liability therefore to any person or to the Jacobson Volunteer Fire Department or Township of Ball Bluff under this agreement, may in their judgment recall the fire equipment and firemen to another emergency for the purpose of fighting the fire in the fire district. The judgment of the Fire Chief, Assistant Chief or Captains shall be final and no person or party shall have recourse against the Townships or fire department for any damages or losses resulting from such action or decision.
- d. The first Responder's protocols for medical response units receiving medical direction from Med-1 Ambulance Service Inc., Minnesota Emergency Medical Services Regulatory Board, Minnesota Statutes 144E.27 subd. 5: The 1st responders from the Jacobson area and of the Jacobson Volunteer Fire Department responds in the geographical are licensed to Med-1 Inc. and their mutual aid area.
4. The parties acknowledge the fact that the Jacobson Volunteer Fire Department may enter into similar contracts with other townships, and acknowledge that the Jacobson Volunteer Fire Department has entered into mutual aid contracts with other Fire Departments in other municipalities, and that a fire call under any such contract preceding a call in the Township could be a valid and reasonable basis for the decision of the Fire Chief, Assistant Chief or Captains in refusing to answer a fire call in the Township.
5. Because the Jacobson Volunteer Fire Department has heretofore entered into mutual assistance fire fighting agreements with other municipalities possessing fire fighting equipment and firemen, which equipment and firemen could be called by the Chief, Assistant Chief or Captains to a fire in the Township, the Township agrees to pay such additional cost as may be incurred thereby if the sole judgment of the Chief, or his Assistant Chief or Captains, such additional fire fighting equipment and firemen are needed to fight a fire in the Township and are in fact called to such fire by the Chief, or his Assistant Chief or Captains.
6. Ball Bluff Township shall appoint one person from its board to sit on the Jacobson Volunteer Fire Department Budget Committee to assist in preparing the following year's fire department budget and attend their monthly fire department meetings.
7. Townships contracted with the Jacobson Volunteer Fire Department is invited to send representatives to the Jacobson Volunteer Fire Department meetings and Ball Bluff Township meetings. The Jacobson Volunteer Fire Department business meeting is held the first Thursday of each month. The Township of Ball Bluff meets the second Tuesday of each month.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this 12 day of October, 2023.

Township of **Ball Bluff Township**

by Steven J. Seari
Chairman

Attest: Daniel A. Dering
Township Clerk

by Daniel A. Dering
Fire Chief

Township of **Unorganized 51-22, 52-22, 52-24**

by _____
Chairman

Attest: _____
Township Clerk



Board of County Commissioners Agenda Request

2V
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: Fire Protection Contract with City of Palisade

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

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

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

Summary of Issue:

Approve and authorize signatures to the 2024 Fire Protection Contract for the unorganized townships served by the Palisade Fire Department.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve and authorize signatures to the contract with City of Palisade for 2024

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

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

CITY OF PALISADE
Palisade Fire Department
Agreement of Fire Protection

This Agreement Made and entered into this 4th day of November 2022 by and between the City of Palisade, a Municipal corporation of Aitkin County, MN and the City of Palisade of Aitkin, County, MN.

WHEREAS, the second party, deeming it advisable to have available for the benefit of the residents said Township, service of the first parties Fire Department, and the Electors of said Town having pursuant to law, provided a fund for furnishing of said service and WHEREAS, the first party has by appropriate action authorized its Mayor and Council Members to enter into a contract with the second party for furnishing of said service. NOW, THEREFORE, it is mutually agreed between the parties hereto, that for a period of ONE YEAR from and after the date hereof, the FIRE DEPARTMENT of the first party will answer any and all fire calls of the residents in the following sections of Unorganized Townships.

and will respond to such calls with suitable firefighting apparatus manned by at least three members of the Palisade Fire Department, who will render all assistance possible in the saving of life and property. In consideration of said service, second party agrees to pay as following; 50-26 \$1631.83; 51-25 \$296.38; 49-27 \$5,295.18; 50-27 \$348.62; 50-25 \$1630.68 = \$9202.69. The amount of \$9202.69 due and payable by Jul 1st 2023.

It is understood and agreed however, that at times weather and road conditions through the various seasons of the year can and no doubt will interfere in the rendering of such service, in which event, failure to furnish the service herein agreed upon, shall not be taken to be a breach of this agreement.

It is further agreed that this contract shall continue to be in effect for a period of not more than ten years with the privilege of canceling by either party with a written notice within 30 days. Late fees of 1.5% of total agreement will be assessed monthly after due date of July 1st.

CONTRACT DATE: JANUARY 1, 2024 to DECEMBER 31, 2024.

IN WITNESS, WHEREOF, the respective parties have caused this instrument to be executed by respective officers thereof and the respective seals of the parties to be affixed thereto.

CITY OF PALISADE, A MUNICIPAL CORPORATION OF AITKIN COUNTY, MN. IN PRESENCE OF:

Nancy Harila

Shawn McNeill
David Simon

Unorganized TOWNSHIP, A MUNICIPAL CORPORATEON OF AITKIN COUNTY, MN

Samuel Nordstrom

Kathleen Eklund

Mayor

City Clerk - Treas.

City of Palisade PO Box 144 304 Main Street Palisade, MN 56469 city@frontierngt.net (218) 845-2051

Unorg clerk

Unorg chair

WLB1
11/6/23 11:03AM

Aitkin County



2W

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

Page 1

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	DEPT			Commissioners			
86222	Aitkin Independent Age 01-001-000-0000-6230		100.00	SEPT 26 SYNOPSIS MINUTES	1348015	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		100.00	1 Transactions			
15240	AT&T Mobility (Central Serv) 01-001-000-0000-6220		193.06	COMMISSIONERS MOBILE PHONE	287298817699	Telephone	N
15240	AT&T Mobility (Central Serv)		193.06	1 Transactions			
10119	Kearney/Michael 01-001-000-0000-6330		1,509.12	07/07/2023-09/20/2023 MLG	10272023	Transportation/Travel/Parking	Y
	01-001-000-0000-6332		293.38	07/07/2023 09/20/2023 AMC CONFERENCE HOTEL	10272023	Hotel / Motel Lodging	Y
10119	Kearney/Michael		1,802.50	2 Transactions			
1	DEPT Total:		2,095.56	Commissioners	3 Vendors	4 Transactions	
12	DEPT			Court Administration			
11634	Gammello & Pearson PLLC 01-012-000-0000-6263		52.50	01-PR-17-186	95877	Contract Legal Services	Y
	01-012-000-0000-6263		15.00	01-PR-22-272	95879	Contract Legal Services	Y
	01-012-000-0000-6263		15.00	01-PR-22-716	95880	Contract Legal Services	Y
	01-012-000-0000-6263		195.00	01-PR-23-193	95882	Contract Legal Services	Y
11634	Gammello & Pearson PLLC		277.50	4 Transactions			
9046	Loffler Companies, Inc. 01-012-000-0000-6220		21.21	MONTHLY TELEPHONE	4517182	Telephone	N
				10/01/2023 10/31/2023			
9046	Loffler Companies, Inc.		21.21	1 Transactions			
10225	Shaffer/Paul T. 01-012-000-0000-6263		8,756.25	LEGAL SERVICES	11/2/23	Contract Legal Services	Y
10225	Shaffer/Paul T.		8,756.25	1 Transactions			
12	DEPT Total:		9,054.96	Court Administration	3 Vendors	6 Transactions	
40	DEPT			Auditor			
13475	Bright/Wendie						

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
13475	Bright/Wendie 01-040-000-0000-6330		98.79 98.79	MLG - IFS YE TRNG 10/24 1 Transactions	10242023	Transportation/Travel/Parking	N
999999000	Kings Mart #45 01-040-000-0000-5119		60.00	REFUND LIQUOR 57B-2023 CLOSED	REFUND-CLOSED	Liquor Licenses	N
	01-040-000-0000-5132		20.85	REFUND TOBACCO 14-2023 CLOSED	REFUND-CLOSED	Cigarette License Fees	N
999999000	Kings Mart #45		80.85	2 Transactions			
9046	Loffler Companies, Inc. 01-040-000-0000-6220		42.43	MONTHLY TELEPHONE 10/01/2023 10/31/2023	4517182	Telephone	N
	01-040-021-0000-6220		21.21	MONTHLY TELEPHONE 10/01/2023 10/31/2023	4517182	Telephone	N
9046	Loffler Companies, Inc.		63.64	2 Transactions			
14071	Marco Technologies LLC 01-040-000-0000-6266		38.00	OFFICE 365 SUBSCRIPTION	INV11770061	Data Processing/Computer Services	Y
14071	Marco Technologies LLC		38.00	1 Transactions			
3195	MCCC LOCKBOX 01-040-000-0000-6268		40.00	MN DOR YE TRAINING (KR)	2310122	Staff Training, Development	N
	01-040-000-0000-6268		50.00	IFS YE TRAINING (WB)	2310154	Staff Training, Development	N
3195	MCCC LOCKBOX		90.00	2 Transactions			
89796	Ryan/Kathleen 01-040-000-0000-6330		149.85	DOR TRNG 270*.555	IFS/DOR TRNG	Transportation/Travel/Parking	N
	01-040-000-0000-6330		98.79	IFS YE TRNG 178*.555	IFS/DOR TRNG	Transportation/Travel/Parking	N
89796	Ryan/Kathleen		248.64	2 Transactions			
86235	The Office Shop Inc 01-040-000-0000-6405		15.72	CALCULATOR TAPE (9 ROLLS)	1134208-0	Office Supplies	N
86235	The Office Shop Inc		15.72	1 Transactions			
40	DEPT Total:		635.64	Auditor	7 Vendors	11 Transactions	
42	DEPT			Treasurer			
9046	Loffler Companies, Inc. 01-042-000-0000-6220		21.21	MONTHLY TELEPHONE 10/01/2023 10/31/2023	4517182	Telephone	N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9046	Loffler Companies, Inc.		21.21		1 Transactions		
86235	The Office Shop Inc 01-042-000-0000-6405		12.54	REPLACEMENT INK BLUE/RED INK P 10/05/2023 10/31/2023	1133429-0	Office Supplies	N
86235	The Office Shop Inc		12.54		1 Transactions		
14330	US Bank 01-042-000-0000-6342		100.00	RENTAL OF RICOH PRINTER	514337369	Office Equipment Rental/Contracts	N
14330	US Bank		100.00		1 Transactions		
42	DEPT Total:		133.75	Treasurer	3 Vendors	3 Transactions	
43	DEPT			Assessor			
9046	Loffler Companies, Inc. 01-043-000-0000-6220		58.34	MONTHLY TELEPHONE 10/01/2023 10/31/2023	4517182	Telephone	N
9046	Loffler Companies, Inc.		58.34		1 Transactions		
3810	Paulbeck's County Market 01-043-000-0000-6335		351.58	FUEL	9277327	Gas/Vehicle Fuel Charges	N
3810	Paulbeck's County Market		351.58		1 Transactions		
86235	The Office Shop Inc 01-043-000-0000-6405		31.90	NOTE PAPER, BATTERIES, TAPE	1134191-0	Office Supplies	N
86235	The Office Shop Inc		31.90		1 Transactions		
43	DEPT Total:		441.82	Assessor	3 Vendors	3 Transactions	
44	DEPT			Central Services			
1010	City Of Aitkin 01-044-100-0000-6800		5,138.00	2023 ABATEMENT / PAULBECKS	56-0-181801	Tax Abatements	N
1010	City Of Aitkin		5,138.00		1 Transactions		
9046	Loffler Companies, Inc. 01-044-000-0000-6220		37.13	MONTHLY TELEPHONE 10/01/2023 10/31/2023	4517182	Telephone	N

Aitkin County



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

1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9046	Loffler Companies, Inc.		37.13		1 Transactions		
44	DEPT Total:		5,175.13	Central Services	2 Vendors	2 Transactions	
49	DEPT			Information Technologies			
9561	Amazon Business						
	01-049-000-0000-6485		718.98	APC SMARTUPS 1500 HWYSERVER	16LN-6MNQ-WTLM	Computer/Technology Supplies	N
	01-049-000-0000-6485		24.86	FIRE BARRIER SEALANT	1MQC-LM6G-YXVT	Computer/Technology Supplies	N
9561	Amazon Business		743.84		2 Transactions		
2386	Information Systems Corp						
	01-049-000-0000-6283		5,195.00	NEXSAN ANNUAL SUPPORT	M30783	Programming, Services, Contracts	N
	01-049-000-0000-6283		441.00	CREDIT FOR 2022PAYMENT	M30783	Programming, Services, Contracts	N
2386	Information Systems Corp		4,754.00		2 Transactions		
9046	Loffler Companies, Inc.						
	01-049-000-0000-6220		37.13	MONTHLY TELEPHONE	4517182	Telephone	N
				10/01/2023 10/31/2023			
9046	Loffler Companies, Inc.		37.13		1 Transactions		
14071	Marco Technologies LLC						
	01-049-000-0000-6283		7,232.60	ZIX ANNUAL HOSTED	INV11645745	Programming, Services, Contracts	Y
	01-049-000-0000-6266		1,890.35	OFFICE 365 SUBSCRIPTION	INV11770061	Software Fees/License Fees	Y
	01-049-000-0000-6283		687.50	FIREWALL CONFIG IP CHANGE	INV11789412	Programming, Services, Contracts	Y
14071	Marco Technologies LLC		9,810.45		3 Transactions		
49	DEPT Total:		15,345.42	Information Technologies	4 Vendors	8 Transactions	
52	DEPT			Administration			
9561	Amazon Business						
	01-052-000-0000-6405		110.83	OFFICE SUPPLIES	1YVX-Q7NV-6D9Q	Office Supplies	N
9561	Amazon Business		110.83		1 Transactions		
15240	AT&T Mobility (Central Serv)						
	01-052-000-0000-6220		49.77	ADMIN MOBILE PHONE	287298817699	Telephone	N
15240	AT&T Mobility (Central Serv)		49.77		1 Transactions		
9046	Loffler Companies, Inc.						

Aitkin County



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

1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
		01-052-000-0000-6220			53.04	MONTHLY TELEPHONE	10/01/2023 - 10/31/2023	4517182		Telephone		N
9046	Loffler Companies, Inc.				53.04		1 Transactions					
9542	Seibert/Jessica	01-052-000-0000-6330			357.42	07/13/2023-10/12/2023 MLG	07/13/2023 - 10/12/2023	10272023		Transportation/Travel/Parking		N
9542	Seibert/Jessica				357.42		1 Transactions					
52	DEPT Total:				571.06	Administration		4 Vendors		4 Transactions		
53	DEPT					Human Resources						
9046	Loffler Companies, Inc.	01-053-000-0000-6220			15.91	MONTHLY TELEPHONE	10/01/2023 - 10/31/2023	4517182		Telephone		N
9046	Loffler Companies, Inc.				15.91		1 Transactions					
84172	Riverwood Healthcare Center	01-053-000-0000-6265			990.00	PRE-EMPLOYMENT PHYSICALS (2)		74W-GNZ-D32 & YM		Background Check Fee		N
84172	Riverwood Healthcare Center				990.00		1 Transactions					
53	DEPT Total:				1,005.91	Human Resources		2 Vendors		2 Transactions		
60	DEPT					Elections						
9243	Command Central, LLC	01-060-000-0000-6360			4,465.00	ICE BATTERY CHANGE/REPLACE		31971		Services, Labor, Contracts		Y
		01-060-000-0000-6342			7,820.00	ICE HARDWARE MAINT AGREE		32481		Office Equipment Rental/Contracts		Y
9243	Command Central, LLC				12,285.00		01/01/2024 - 12/31/2024 2 Transactions					
11051	Department of Human Services	01-060-000-0000-6205			164.31	SEPT2023 MAILING SERVICES	09/01/2023 - 09/30/2023	A3001C01248I		Postage		N
11051	Department of Human Services				164.31		1 Transactions					
10879	Shred-It	01-060-000-0000-6360			12.00	SHREDDING		8005121140		Services, Labor, Contracts		N

Aitkin County



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

1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
10879	Shred-It				12.00							
60	DEPT Total:				12,461.31	Elections		3 Vendors		4 Transactions		
90	DEPT					Attorney						
11327	Hubbard County Sheriff's Office	01-090-000-0000-6264			78.20	SUBPOENA SERVICE 01CR2101		3587		Sheriff Services		N
11327	Hubbard County Sheriff's Office				78.20		1 Transactions					
9046	Loffler Companies, Inc.	01-090-000-0000-6220			74.25	MONTHLY TELEPHONE		4517182		Telephone		N
						10/01/2023	10/31/2023					
9046	Loffler Companies, Inc.				74.25		1 Transactions					
14071	Marco Technologies LLC	01-090-000-0000-6266			228.00	OFFICE 365 SUBSCRIPTION		INV11770061		Computer Research		Y
14071	Marco Technologies LLC				228.00		1 Transactions					
86235	The Office Shop Inc	01-090-000-0000-6405			99.05	OFFICE SUPPLIES		1134009-0		Office Supplies		N
		01-090-000-0000-6405			58.40	OFFICE SUPPLIES		1134009-1		Office Supplies		N
		01-090-000-0000-6405			83.15	OFFICE SUPPLIES		1134010-0		Office Supplies		N
86235	The Office Shop Inc				240.60		3 Transactions					
90	DEPT Total:				621.05	Attorney		4 Vendors		6 Transactions		
100	DEPT					Recorder						
9046	Loffler Companies, Inc.	01-100-000-0000-6220			26.52	MONTHLY TELEPHONE		4517182		Telephone		N
						10/01/2023	10/31/2023					
9046	Loffler Companies, Inc.				26.52		1 Transactions					
100	DEPT Total:				26.52	Recorder		1 Vendors		1 Transactions		
110	DEPT					Courthouse Maintenance						
9561	Amazon Business	01-110-000-0000-6415			323.97	SNOW SHOVELS AND SALT TRAYS		17DM-WWVP-DY14		Operational Supplies		N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9561	Amazon Business		323.97		1 Transactions		
15240	AT&T Mobility (Central Serv) 01-110-000-0000-6220		49.77	MAINT MOBILE PHONE	287298817699	Telephone	N
15240	AT&T Mobility (Central Serv)		49.77		1 Transactions		
86467	Auto Value Aitkin 01-110-000-0000-6415		31.98	LIGHTS OF SWEEPER	40230804	Operational Supplies	N
86467	Auto Value Aitkin		31.98		1 Transactions		
9085	Climate Makers Inc 01-110-000-0000-6360		33,063.33	LLCC BROWN OUT	110058	Services, Labor, Contracts	N
9085	Climate Makers Inc		33,063.33		1 Transactions		
88628	Dalco Enterprises 01-110-000-0000-6415		1,090.33	SALT AND CAN WHEELS	4144795	Operational Supplies	N
	01-110-000-0000-6422		1,424.00	GLOVES, SOAP, TOWELS	4144795	Janitorial Supplies	N
	01-110-000-0000-6415		725.19	SIDEWALK SALT	4150880	Operational Supplies	N
88628	Dalco Enterprises		3,239.52		3 Transactions		
1754	Garrison Disposal Company, Inc 01-110-000-0000-6255		692.22	MONTHLY SERVICE 10/01/2023	347451	Garbage	N
				10/31/2023			
1754	Garrison Disposal Company, Inc		692.22		1 Transactions		
9046	Loffler Companies, Inc. 01-110-000-0000-6220		10.61	MONTHLY TELEPHONE 10/01/2023	4517182	Telephone	N
				10/31/2023			
9046	Loffler Companies, Inc.		10.61		1 Transactions		
9692	Minnesota Energy Resources Corporation 01-110-000-0000-6254		1,173.52	GAS SERVICE 09/20/2023	4776558369	Utilities-Gas and Electric	N
				10/17/2023			
9692	Minnesota Energy Resources Corporation		1,173.52		1 Transactions		
3950	Public Utilities 01-110-000-0000-6254		4,614.86	GOVT CENTER 09/16/2023	1430-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254		133.64	GLARCO UTILITIES	50186-00	Utilities-Gas and Electric	N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	01-110-000-0000-6254		261.32	09/16/2023 10/16/2023 LA TOOL UTILITIES	50188-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254		41.87	09/16/2023 10/16/2023 OLD COUNTY GARAGE UTILITIES	50202-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254		64.28	09/16/2023 10/16/2023 EMERG STORAGE UTILITIES	507-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254		37.15	09/16/2023 10/16/2023 JUD'L CENTER	509-00	Utilities-Gas and Electric	N
3950	Public Utilities		5,153.12	6 Transactions			
10698	Stericycle,Inc						
	01-110-000-0000-6360		30.10	11/01/2023 11/30/2023 STERI-SAFE	8004972677	Services, Labor, Contracts	6
10698	Stericycle,Inc		30.10	1 Transactions			
110	DEPT Total:		43,768.14	Courthouse Maintenance	10 Vendors	17 Transactions	
120	DEPT			Veterans Service			
10981	Bakken/Glen A.J.						
	01-120-000-0000-6278		50.00	10/19/2023 10/19/2023 GLEN OCT	10192023	Per Diem	Y
10981	Bakken/Glen A.J.		50.00	1 Transactions			
2448	Janzen/Carroll Mark						
	01-120-000-0000-6278		50.00	10/27/2023 10/27/2023 CARROLL OCT	102723	Per Diem	Y
2448	Janzen/Carroll Mark		50.00	1 Transactions			
14508	Janzen/Hugh						
	01-120-000-0000-6278		50.00	10/20/2023 10/20/2023 HUGH OCT	102023	Per Diem	Y
14508	Janzen/Hugh		50.00	1 Transactions			
5767	Lamke/Dennis C.						
	01-120-000-0000-6278		50.00	10/24/2023 10/24/2023 DENNIS OCT	10242023	Per Diem	Y
5767	Lamke/Dennis C.		50.00	1 Transactions			
9046	Loffler Companies, Inc.						

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	01-120-000-0000-6220		15.91	MONTHLY TELEPHONE 10/01/2023 10/31/2023	4517182	Telephone	N
9046	Loffler Companies, Inc.		15.91	1 Transactions			
10012	Tuorila Consulting 01-120-000-0000-6360		450.00	TUORILA 2ND OPIN FOR DF 10/25/2023 10/25/2023	10252023	Services, Labor, Contracts	6
10012	Tuorila Consulting		450.00	1 Transactions			
11970	Wikelius/Charles 01-120-000-0000-6278		150.00	CHARLIE OCT 10/04/2023 10/30/2023	100423	Per Diem	Y
11970	Wikelius/Charles		150.00	1 Transactions			
9063	Workman/Jeff 01-120-000-0000-6278		50.00	JEFF OCT 10/03/2023 10/03/2023	100323	Per Diem	Y
9063	Workman/Jeff		50.00	1 Transactions			
120	DEPT Total:		865.91	Veterans Service	8 Vendors	8 Transactions	
122	DEPT			Planning & Zoning			
86222	Aitkin Independent Age 01-122-000-0000-6230		82.00	NOV BOA	1348141	Printing, Publishing & Adv	Y
	01-122-000-0000-6230		82.00	ZONING ORDINANCE AMEND	1348178	Printing, Publishing & Adv	Y
	01-122-000-0000-6230		74.25	NOV PC	1349352	Printing, Publishing & Adv	Y
	01-122-000-0000-6230		89.75	ZONING ORDINANCE	1349620	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		328.00	4 Transactions			
10194	Anderson/Brock 01-122-000-0000-6339		88.90	SSTS TRAINING ALEXANDRIA	101823	Meals (Overnight)	N
10194	Anderson/Brock		88.90	1 Transactions			
10118	Bristow/Jane 01-122-000-0000-6278		90.00	BOA MEETING	110223	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		149.34	BOA MILEAGE	110223	BOA/PC Mileage	N
10118	Bristow/Jane		239.34	2 Transactions			
15142	Christensen/Charles						

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	01-122-000-0000-6278		90.00	BOA MEETING	110223	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		81.22	BOA MILEAGE	110223	BOA/PC Mileage	N
15142	Christensen/Charles		171.22		2 Transactions		
10274	JC Septic Systems						
	01-122-029-0000-6304		19,874.00	WAYNE REID - FIX UP GRANT	101923	MPCA SSTS Upgrade Grant Expenses	Y
10274	JC Septic Systems		19,874.00		1 Transactions		
9046	Loffler Companies, Inc.						
	01-122-000-0000-6220		47.73	MONTHLY TELEPHONE 10/01/2023 10/31/2023	4517182	Telephone	N
9046	Loffler Companies, Inc.		47.73		1 Transactions		
10117	Olson/Dake						
	01-122-000-0000-6278		90.00	BOA MEETING	110223	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		88.36	BOA MILEAGE	110223	BOA/PC Mileage	N
10117	Olson/Dake		178.36		2 Transactions		
10164	Plagge/Connor						
	01-122-000-0000-6339		55.37	SSTS TRAINING-ALEXANDRIA	101823	Meals (Overnight)	N
10164	Plagge/Connor		55.37		1 Transactions		
14132	R & R Landscaping						
	01-122-000-0000-6820		250.00	WRONG SEPTIC SELECTED - REFUND	110123	Refunds & Reimbursements	N
14132	R & R Landscaping		250.00		1 Transactions		
13424	Sonnee/Dennise J						
	01-122-000-0000-6278		90.00	PC MEETING	101823	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		72.05	PC MILEAGE	101823	BOA/PC Mileage	N
13424	Sonnee/Dennise J		162.05		2 Transactions		
12077	Stromberg/Kevin						
	01-122-000-0000-6278		90.00	BOA MEETING	110223	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		85.81	BOA MILEAGE	110223	BOA/PC Mileage	N
12077	Stromberg/Kevin		175.81		2 Transactions		
8612	Veenker/Thomas H						
	01-122-000-0000-6278		90.00	BOA MEETING	110223	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330		81.22	BOA MILEAGE	110223	BOA/PC Mileage	N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
8612	Veenker/Thomas H		171.22		2 Transactions		
122	DEPT Total:		21,742.00	Planning & Zoning	12 Vendors	21 Transactions	
123	DEPT			Coroner			
9151	River Valley Forensic Services PA 01-123-000-0000-6260		500.00	AUTOPSY P.M.R. JR	2262	Autopsies--Pathologist, Xrays, Etc	6
	01-123-000-0000-6262		250.00	MTHLY SERVICE	2262	Coroner Fees	6
9151	River Valley Forensic Services PA		750.00		2 Transactions		
123	DEPT Total:		750.00	Coroner	1 Vendors	2 Transactions	
200	DEPT			Enforcement			
9561	Amazon Business 01-200-000-0000-6405		14.25	RETURN DUST-OFF COMPRESSED AIR	14T6-9J31-1FMP	Office Supplies	N
	01-200-000-0000-6405		25.26	MAGNETIC SHEETS; STAPLER	1CCY-X9LQ-G44G	Office Supplies	N
	01-200-000-0000-6460		40.72	#214 HANDCUFF CASES	1CCY-X9LQ-G44G	Deputy Supplies	N
	01-200-200-0000-6405		37.77	OFFICE SUPPLIES	INRX-NWDD-GJ7F	VCET - AIM Office Supplies	N
9561	Amazon Business		89.50		4 Transactions		
10288	Asmus/Daniel 01-200-000-0000-6180		189.95	#208 BOOT REIMBURSE	10282023	Clothing Allowance	N
10288	Asmus/Daniel		189.95		1 Transactions		
1152	Cook/Steven 01-200-000-0000-6260		550.00	SKAHL BACKGROUND	10302023	Professional Consulting	Y
1152	Cook/Steven		550.00		1 Transactions		
1775	Galls LLC 01-200-000-0000-6180		149.72	#222 L/S SHIRTS	026025244	Clothing Allowance	N
1775	Galls LLC		149.72		1 Transactions		
9740	Johnson/Zach 01-200-003-0000-6339		18.80	#226 TRNG - MOORHEAD	20072	Meals (Overnight)	N
9740	Johnson/Zach		18.80		1 Transactions		
9046	Loffler Companies, Inc. 01-200-000-0000-6220		222.75	MONTHLY TELEPHONE	4517182	Telephone	N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9046	Loffler Companies, Inc.		222.75	10/01/2023 10/31/2023 1 Transactions			
3950	Public Utilities 01-200-000-0000-6254		6,910.10	NEW JAIL 2 UTILITIES 09/23/2023 10/16/2023 1 Transactions	1431-00	Utilities-Gas and Electric	N
3950	Public Utilities		6,910.10				
11538	RCB Collections Range Credit Bureau Inc 01-200-000-0000-6360		40.00	CREDIT REPORTS RUDERICK & SKAH 1 Transactions	47553	Services, Labor, Contracts	N
11538	RCB Collections Range Credit Bureau Inc		40.00				
10273	T-Mobile USA Inc 01-200-200-0000-6265		100.00	GPS LOCATE 09/21/2023 09/26/2023 1 Transactions	9548602916	Programs	N
10273	T-Mobile USA Inc		100.00				
86235	The Office Shop Inc 01-200-000-0000-6405		220.10	CALENDARS 1 Transactions	1133953-0	Office Supplies	N
86235	The Office Shop Inc		220.10				
13934	The Tire Barn 01-200-000-0000-6302		56.68	#225 OIL CHANGE 69841		Vehicle Maintenance	N
	01-200-000-0000-6302		205.82	OLD 222 - OIL CHANGE & SOLENOID 69876		Vehicle Maintenance	N
	01-200-000-0000-6302		70.68	#207 OIL CHANGE 69930		Vehicle Maintenance	N
	01-200-000-0000-6302		70.68	#214 OIL CHANGE 70041		Vehicle Maintenance	N
13934	The Tire Barn		403.86	4 Transactions			
10252	Tierney/Tim 01-200-000-0000-6180		142.45	#220 BOOT REIMBURSEMENT 1 Transactions	10122023	Clothing Allowance	Y
10252	Tierney/Tim		142.45				
200	DEPT Total:		9,037.23	Enforcement	12 Vendors	18 Transactions	
252	DEPT			Corrections			
10165	Advanced Correctional Healthcare, Inc. 01-252-000-0000-6262		17,499.92	DEC MEDICAL SERVICES 134958		Contract Service or Medical Service	6
	01-252-000-0000-6262		525.00	MENT HLTH 10/19,10/26, 10/31 135663		Contract Service or Medical Service	6

Aitkin County



1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10165	Advanced Correctional Healthcare, Inc.		18,024.92		2 Transactions		
14005	American Tower Corporation 01-252-000-0000-6342		389.48	JACOBSON TOWER LEASE	411199940	Tower Lease and Rental/Contracts	N
14005	American Tower Corporation		389.48		1 Transactions		
163	Charter Communications Holdings LLC 01-252-252-0000-6465		201.88	INMATE CABLE	175591501102123	Inmate Welfare Supplies	N
163	Charter Communications Holdings LLC		201.88		1 Transactions		
1152	Cook/Steven 01-252-000-0000-6260		1,025.00	HENRY & HERTLE BACKGROUNDS	10302023	Prof Counseling - Inmates	Y
1152	Cook/Steven		1,025.00		1 Transactions		
10855	Culligan Soft Water 01-252-000-0000-6342		55.00	NOV COOLER RENTAL	150X01512508	Tower Lease and Rental/Contracts	N
10855	Culligan Soft Water		55.00		1 Transactions		
1775	Galls LLC 01-252-000-0000-6180		242.87	#328 S/S SHIRTS	025946235	Clothing Allowance	6
1775	Galls LLC		242.87		1 Transactions		
9578	Kangas Concrete Coatings 01-252-252-0000-5870		1,600.00	GYM CONCRETE REPAIR	1260	Prisoner Welfare Account(Non Tax)	Y
9578	Kangas Concrete Coatings		1,600.00		1 Transactions		
5503	Keefe Supply Company 01-252-000-0000-6418		340.50	SNACK CAKES	1768415	Groceries	N
5503	Keefe Supply Company		340.50		1 Transactions		
9046	Loffler Companies, Inc. 01-252-000-0000-6220		106.07	MONTHLY TELEPHONE 10/01/2023	4517182 10/31/2023	Telephone	N
9046	Loffler Companies, Inc.		106.07		1 Transactions		
89765	Minnesota Elevator, Inc 01-252-000-0000-6360		211.57	NOV MONTHLY SERVICE	1044866	Services, Labor, Contracts	N
89765	Minnesota Elevator, Inc		211.57		1 Transactions		

Aitkin County



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

1 General Fund

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9692	Minnesota Energy Resources Corporation						
	01-252-000-0000-6254		524.14	JAIL GAS SERVICE 09/20/2023	4775513523	Utilities-Gas and Electric	N
	01-252-000-0000-6254		55.00	STS GAS SERVICE	4775665675	Utilities-Gas and Electric	N
	01-252-000-0000-6254		1,505.62	GAS SERVICE - JAIL 09/22/2023	4781708966	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		2,084.76		3 Transactions		
9228	North Memorial Ambulance Service						
	01-252-000-0000-6262		1,887.00	TRANSPORT 10/16/23 C.S.	AK2310052:1	Contract Service or Medical Service	N
9228	North Memorial Ambulance Service		1,887.00		1 Transactions		
3789	Pan-O-Gold Baking Company						
	01-252-000-0000-6418		5.55	REIMBURSE FOR BUNS	10002423187007	Groceries	N
	01-252-000-0000-6418		81.27	BREAD & BUNS	10002423292002	Groceries	N
	01-252-000-0000-6418		107.15	BREAD & BUNS	10002423299001	Groceries	N
	01-252-000-0000-6418		86.86	BREAD & BUNS	10002423306003	Groceries	N
3789	Pan-O-Gold Baking Company		269.73		4 Transactions		
9808	Performance Foodservice						
	01-252-000-0000-6418		2,530.74	GROCERIES	779757	Groceries	N
	01-252-000-0000-6418		2,412.44	GROCERIES	787762	Groceries	N
	01-252-000-0000-6418		2,585.50	GROCERIES	794532	Groceries	N
9808	Performance Foodservice		7,528.68		3 Transactions		
11947	Phoenix Supply						
	01-252-252-0000-6465		21.90	RED UNIFORM PANTS	31720	Inmate Welfare Supplies	N
11947	Phoenix Supply		21.90		1 Transactions		
3950	Public Utilities						
	01-252-000-0000-6254		116.16	STS UTILITIES 09/16/2023	50109-00	Utilities-Gas and Electric	N
	01-252-000-0000-6254		1,237.98	NEW JAIL UTILITIES 09/16/2023	512-00	Utilities-Gas and Electric	N
3950	Public Utilities		1,354.14		2 Transactions		
11538	RCB Collections Range Credit Bureau Inc						
	01-252-000-0000-6360		20.00	CREDIT REPORT HENRY	47553	Services, Labor, Contracts	N

Aitkin County



1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
11538	RCB Collections Range Credit Bureau Inc				20.00				1 Transactions			
5774	Riverwood Healthcare Clinic											
	01-252-000-0000-6262				87.10	T.D.B. CHEMISTRY TESTS 7/20/23		103097030		Contract Service or Medical Service		N
	01-252-000-0000-6262				72.80	A.M.E. - 9/7/23 MLCO		103585006		Contract Service or Medical Service		N
	01-252-000-0000-6262				89.37	A.M.E. -9/20/23 -MLCO		103585006		Contract Service or Medical Service		N
	01-252-000-0000-6262				93.60	A.M.E. 9/20/23 -MLCO		103585006		Contract Service or Medical Service		N
	01-252-000-0000-6262				104.97	A.M.E. 9/28 - MLCO		103585006		Contract Service or Medical Service		N
	01-252-000-0000-6262				1,060.15	M.K.S. 5/16/23- MLCO		104902849		Contract Service or Medical Service		N
	01-252-000-0000-6262				1,260.09	L.D. 5/19/23- MLCO		104905952		Contract Service or Medical Service		N
	01-252-000-0000-6262				3,495.37	J.M. ER 9/2/23		104981669		Contract Service or Medical Service		N
	01-252-000-0000-6262				402.67	T.E.O 9/18/23 - ICSO		104992047		Contract Service or Medical Service		N
5774	Riverwood Healthcare Clinic				6,666.12				9 Transactions			
10289	Roger's Two Way Radio											
	01-252-000-0000-6314				4,253.34	RADIO TOWER SWITCHES		24182		Radio Maint		Y
10289	Roger's Two Way Radio				4,253.34				1 Transactions			
10291	Russ Sorensen Cabinetry											
	01-252-252-0000-5870				9,995.00	POST 2 CABINETS/COUNTERTOPS		50477843		Prisoner Welfare Account(Non Tax)		Y
10291	Russ Sorensen Cabinetry				9,995.00				1 Transactions			
13934	The Tire Barn											
	01-252-000-0000-6302				70.68	TRANSPORT CAR OIL CHANGE		70108		Vehicle Maintenance		N
13934	The Tire Barn				70.68				1 Transactions			
5072	Ukuras Big Dollar											
	01-252-000-0000-6418				299.36	CAKE MIXES/PUDDING		776612		Groceries		N
5072	Ukuras Big Dollar				299.36				1 Transactions			
252	DEPT Total:				56,648.00	Corrections			22 Vendors		39 Transactions	
253	DEPT					Sentence to Serve						
	9046 Loffler Companies, Inc.											
	01-253-000-0000-6220				5.31	MONTHLY TELEPHONE		4517182		Telephone		N
						10/01/2023	10/31/2023					
9046	Loffler Companies, Inc.				5.31				1 Transactions			
13934	The Tire Barn											

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	01-253-000-0000-6302		246.98	TRAILER TIRES	69866	Vehicle Maintenance	N
13934	The Tire Barn		246.98	1 Transactions			
253	DEPT Total:		252.29	Sentence to Serve	2 Vendors	2 Transactions	
255	DEPT			Crime Victims			
9046	Loffler Companies, Inc. 01-255-000-0000-6220		5.30	MONTHLY TELEPHONE 10/01/2023 10/31/2023	4517182	Telephone	N
9046	Loffler Companies, Inc.		5.30	1 Transactions			
255	DEPT Total:		5.30	Crime Victims	1 Vendors	1 Transactions	
257	DEPT			Community Corrections			
14563	Anoka County Corrections 01-257-255-0000-6269		8,973.00	SECURE JUV DET - RJC CONTRACT 10/01/2023 10/31/2023	10.31.23	Juvenile Detention	N
14563	Anoka County Corrections		8,973.00	1 Transactions			
10265	AT&T Mobility (Community Correct) 01-257-000-0000-6215		45.20	WIRELESS TELEPHONE SERVICES 09/26/2023 10/25/2023	287332245168	Wireless Telephone Services	N
	01-257-255-0000-6215		45.20	WIRELESS TELEPHONE SERVICES 09/26/2023 10/25/2023	287332245168	Wireless Telephone Services	N
	01-257-257-0000-6215		225.94	WIRELESS TELEPHONE SERVICES 09/26/2023 10/25/2023	287332245168	Wireless Telephone Services	N
	01-257-258-0000-6215		45.17	WIRELESS TELEPHONE SERVICES 09/26/2023 10/25/2023	287332245168	Wireless Telephone Services	N
10265	AT&T Mobility (Community Correct)		361.51	4 Transactions			
9046	Loffler Companies, Inc. 01-257-000-0000-6220		47.73	MONTHLY TELEPHONE 10/01/2023 10/31/2023	4517182	Telephone	N
9046	Loffler Companies, Inc.		47.73	1 Transactions			
10373	Northwestern MN Juvenile Ctr-Consequenc 01-257-255-0000-6269		9,036.00	JUV DET RESIDENTIAL (ADB) 10/01/2023 10/31/2023	295-179-1	Juvenile Detention	N

Aitkin County



1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
10373	Northwestern MN Juvenile Ctr-Consequenc			9,036.00		1 Transactions		
257	DEPT Total:			18,418.24	Community Corrections	4 Vendors	7 Transactions	
280	DEPT				Emergency Management			
361	Arrowhead EMS Association							
	01-280-000-0000-6240			85.00	ARROWHEAD EMA ASSOC DUES	12294	Membership/Dues/Association Fees	N
361	Arrowhead EMS Association			85.00		1 Transactions		
280	DEPT Total:			85.00	Emergency Management	1 Vendors	1 Transactions	
391	DEPT				Solid Waste			
9561	Amazon Business							
	01-391-000-0000-6800			82.59	HALLOWEEN BAGS	17K9-4WCF-4CRR	Miscellaneous(Promotional)	N
	01-391-000-0000-6405			53.40	CANON 125 TONER CARTRIDGE	1VN9-4L9M-7Q6P	Office, Film, & Field Supplies	N
9561	Amazon Business			135.99		2 Transactions		
2763	Countryside Sanitation, LLC							
	01-391-060-0000-6360			2,462.35	MONTHLY RECYCLING CONTRACT	102723	Recycling Contract	Y
					07/01/2023 10/31/2023			
2763	Countryside Sanitation, LLC			2,462.35		1 Transactions		
9046	Loffler Companies, Inc.							
	01-391-000-0000-6220			10.61	MONTHLY TELEPHONE	4517182	Telephone	N
					10/01/2023 10/31/2023			
9046	Loffler Companies, Inc.			10.61		1 Transactions		
2880	Long Lake Conservation Ctr							
	01-391-036-0000-6431			8,979.60	EED 2023	1083	EED Expenses/Supplies	N
2880	Long Lake Conservation Ctr			8,979.60		1 Transactions		
391	DEPT Total:			11,588.55	Solid Waste	4 Vendors	5 Transactions	
601	DEPT				Extension			
9046	Loffler Companies, Inc.							
	01-601-000-0000-6220			5.30	MONTHLY TELEPHONE	4517182	Telephone	N
					10/01/2023 10/31/2023			

Aitkin County



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

1 General Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
9046	Loffler Companies, Inc.			5.30	1 Transactions			
601	DEPT Total:			5.30	Extension	1 Vendors	1 Transactions	
711	DEPT				Economic Development			
15240	AT&T Mobility (Central Serv)							
	01-711-000-0000-6220			44.73	ECON DEV PHONE	287298817699	Telephone	N
15240	AT&T Mobility (Central Serv)			44.73	1 Transactions			
9046	Loffler Companies, Inc.							
	01-711-000-0000-6220			5.30	MONTHLY TELEPHONE	4517182	Telephone	N
					10/01/2023 10/31/2023			
9046	Loffler Companies, Inc.			5.30	1 Transactions			
8819	Mille Lacs Energy Coop-Aitkin							
	01-711-043-0000-6801			668,444.05	BROADBAND PAYMENT	CARE-21-0011-0-FY	CDBG-CV Broadband Grant Expenditures	N
8819	Mille Lacs Energy Coop-Aitkin			668,444.05	1 Transactions			
711	DEPT Total:			668,494.08	Economic Development	3 Vendors	3 Transactions	
1	Fund Total:			879,228.17	General Fund		179 Transactions	

Aitkin County



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 ORGANIZATION DEVELOP. CONSULT	7	Staff Training, Development	Y
	10203 Brendel/William		7,000.00		1 Transactions		
44	DEPT Total:		7,000.00	Central Services	1 Vendors	1 Transactions	
200	DEPT 9863 Brown/Todd M 02-200-020-0000-6360		71.15	Enforcement SIDE X SIDE OIL & FILTER	11315408	Sheriff Search & Rescue Reserve Expense	
	9863 Brown/Todd M		71.15		1 Transactions		
	3334 MCIT 02-200-020-0000-6360		192.00	MCIT INSURANCE FOR DRONES	9658	Sheriff Search & Rescue Reserve Expense	
	3334 MCIT		192.00		1 Transactions		
200	DEPT Total:		263.15	Enforcement	2 Vendors	2 Transactions	
2	Fund Total:		7,263.15	Reserves Fund		3 Transactions	

Aitkin County



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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
301	DEPT			R&B Administration			
86222	Aitkin Independent Age 03-301-000-0000-6405		77.55	YEARLY SUBSCRIPTION	TAA-210317	Office Supplies	Y
86222	Aitkin Independent Age		77.55	1 Transactions			
783	Canon Financial Services, Inc 03-301-000-0000-6342		192.60	CONTRACT CHARGE	31412908	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		192.60	1 Transactions			
10855	Culligan Soft Water 03-301-000-0000-6342		55.00	WATER COOLER RENTAL	150-10020584-1	Office Equipment Rental/Contracts	N
10855	Culligan Soft Water		55.00	1 Transactions			
11406	Innovative Office Solutions, LLC 03-301-000-0000-6405		109.51	OFFICE SUPPLIES	IN4361196	Office Supplies	Y
	03-301-000-0000-6405		29.91	OFFICE SUPPLIES	IN4363659	Office Supplies	Y
11406	Innovative Office Solutions, LLC		139.42	2 Transactions			
14071	Marco Technologies LLC 03-301-000-0000-6266		190.00	OFFICE 365 SUBSCRIPTION	INV11770061	Data Processing/Computer Services	Y
14071	Marco Technologies LLC		190.00	1 Transactions			
9261	RTVision, Inc. 03-301-000-0000-6300		1,892.21	TIMECARD PLUS 1/1-12/31/24	INV532	Maintenance/Service Contracts	N
9261	RTVision, Inc.		1,892.21	1 Transactions			
11605	Shred Right 03-301-000-0000-6405		40.00	DOCUMENT DESTRUCTION	0010888	Office Supplies	N
11605	Shred Right		40.00	1 Transactions			
301	DEPT Total:		2,586.78	R&B Administration	7 Vendors	8 Transactions	
303	DEPT			R&B Highway Maintenance			
50	Aitkin Body Shop, Inc 03-303-000-0000-6590		30.00	REPAIR PARTS	2584	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		80.00	REPAIR LABOR	2584	Repair & Maintenance Supplies	N
50	Aitkin Body Shop, Inc		110.00	2 Transactions			
86467	Auto Value Aitkin						

Aitkin County



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

3 Road & Bridge

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6417		77.22	AITKIN SHOP SUPPLIES	400300	Shop/Building Maintenance	N
	03-303-000-0000-6590		80.17	REPAIR PARTS-FILTERS	400300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		92.33	REPAIR PARTS-FILTERS	400300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		92.33	REPAIR PARTS-FILTERS	400300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		92.33	REPAIR PARTS-FILTERS	400300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		92.33	REPAIR PARTS-FILTERS	400300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		92.33	REPAIR PARTS-FILTERS	400300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		92.33	REPAIR PARTS-FILTERS	400300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		92.33	REPAIR PARTS-FILTERS	400300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		92.33	REPAIR PARTS-FILTERS	400300	Repair & Maintenance Supplies	N
86467	Auto Value Aitkin		803.70				
				9 Transactions			
13725	Beartooth True Value						
	03-303-000-0000-6417		71.32	AITKIN SHOP	A142809	Shop/Building Maintenance	N
13725	Beartooth True Value		71.32				
				1 Transactions			
163	Charter Communications Holdings LLC						
	03-303-000-0000-6220		142.55	PHONE: HWY OFFICE	175592901101423	Telephone	N
163	Charter Communications Holdings LLC		142.55				
				1 Transactions			
14887	Cintas Corporation						
	03-303-000-0000-6360		37.96	SHOP LAUNDRY	4170976130	Services, Labor, Contracts	N
	03-303-000-0000-6360		15.16	SHOP LAUNDRY	4171681033	Services, Labor, Contracts	N
	03-303-000-0000-6360		16.91	SHOP LAUNDRY	4172396426	Services, Labor, Contracts	N
14887	Cintas Corporation		70.03				
				3 Transactions			
1115	Contech Engineered Solutions, LLC						
	03-303-000-0000-6515		502.08	24" BAND	27996680	Culverts	N
	03-303-000-0000-6515		11,838.73	AITKIN TWP CULVERT	27996680	Culverts	N
1115	Contech Engineered Solutions, LLC		12,340.81				
				2 Transactions			
7935	East Central Energy						
	03-303-000-0000-6254		86.24	SEPT/OCT POWER-MCGRATH	35018290	Utilities-Gas and Electric	N
	03-303-000-0000-6254		42.91	SEPT/OCT POWER-STREET LIGHT	35018408	Utilities-Gas and Electric	N
7935	East Central Energy		129.15				
				2 Transactions			
11180	Fastenal Company						
	03-303-000-0000-6417		735.78	AITKIN SHOP SUPPLIES	MNBAX264378	Shop/Building Maintenance	N
11180	Fastenal Company		735.78				
				1 Transactions			

Aitkin County



3 Road & Bridge

Vendor No.	Name	Accr	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	1099
		Rpt				Paid On Bhf #	On Behalf of Name	
8622	Frontier Communications Holdings LLC							
	03-303-000-0000-6220		91.73	JACOBSON		218-752-6591	Telephone	N
	03-303-000-0000-6220		91.73	MCGREGOR		218-768-4481	Telephone	N
	03-303-000-0000-6220		91.73	PALISADE		218-845-2607	Telephone	N
8622	Frontier Communications Holdings LLC		275.19		3	Transactions		
1754	Garrison Disposal Company, Inc							
	03-303-000-0000-6255		140.28	AITKIN SHOP		1979600	Garbage	N
	03-303-000-0000-6255		70.20	GARBAGE PICK UP		1979600	Garbage	N
1754	Garrison Disposal Company, Inc		210.48		2	Transactions		
1818	Glen's Sign Design							
	03-303-000-0000-6590		65.00	TRUCK LETTERS		..	Repair & Maintenance Supplies	Y
1818	Glen's Sign Design		65.00		1	Transactions		
2089	Heartland Tire Inc							
	03-303-000-0000-6590		373.48	TIRES		15024568	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		57.92	REPAIR PARTS		15024568	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		24.00	REPAIR LABOR		15024568	Repair & Maintenance Supplies	N
2089	Heartland Tire Inc		455.40		3	Transactions		
10047	HUFFMAN SPRINGS & U-BOLTS CORPORA							
	03-303-000-0000-6590		1,909.00	REPAIR PARTS		10653	Repair & Maintenance Supplies	N
10047	HUFFMAN SPRINGS & U-BOLTS CORPORA		1,909.00		1	Transactions		
9009	JOERGER/JOSH							
	03-303-000-0000-6181		195.00	WORK BOOT REIMBURSEMENT		L&M FLEET	Safety Footwear Allowance	N
9009	JOERGER/JOSH		195.00		1	Transactions		
91187	Lake Country Power							
	03-303-000-0000-6254		61.32	SEPT/OCT CSAH 14		141979801	Utilities-Gas and Electric	N
	03-303-000-0000-6254		60.37	SEPT/OCT CSAH 6		141979901	Utilities-Gas and Electric	N
91187	Lake Country Power		121.69		2	Transactions		
8050	Liljenquist Sewer & Excavating							
	03-303-000-0000-6254		34,300.00	SALT SAND		4495	Winter Sand	Y
8050	Liljenquist Sewer & Excavating		34,300.00		1	Transactions		
9046	Loffler Companies, Inc.							

Aitkin County



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

3 Road & Bridge

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6220		95.47	MONTHLY TELEPHONE	4517182	Telephone	N
9046	Loffler Companies, Inc.		95.47	10/01/2023 10/31/2023			1 Transactions
12927	Midwest Machinery Co.						
	03-303-000-0000-6590		86.56	REPAIR PARTS	9839353	Repair & Maintenance Supplies	N
12927	Midwest Machinery Co.		86.56				1 Transactions
5917	Mike's Bobcat Service, Inc.						
	03-303-000-0000-6360		260.00	GRADING	SEPT/OCT 2023	Services, Labor, Contracts	N
5917	Mike's Bobcat Service, Inc.		260.00				1 Transactions
9692	Minnesota Energy Resources Corporation						
	03-303-000-0000-6423		172.47	NAT AGAS: AITKIN SHOP	0506048841-001	Fuel for Buildings	N
9692	Minnesota Energy Resources Corporation		172.47				1 Transactions
8446	Northern Star Coop Service						
	03-303-000-0000-6423		501.61	LP: SWATARA SHOP	21271	Fuel for Buildings	N
8446	Northern Star Coop Service		501.61				1 Transactions
8436	Northland Parts						
	03-303-000-0000-6590		37.99	REPAIR PARTS	474301	Repair & Maintenance Supplies	N
8436	Northland Parts		37.99				1 Transactions
10720	Nuss Truck Group Inc						
	03-303-000-0000-6590		714.91	REPAIR PARTS	PSO050536-1	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		312.60	REPAIR PARTS	PSO052198-1	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		11.59	REPAIR PARTS	PSO053390-1	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		24.78	REPAIR PARTS	PSO053394-1	Repair & Maintenance Supplies	N
10720	Nuss Truck Group Inc		1,063.88				4 Transactions
10412	O'Reilly Auto Parts						
	03-303-000-0000-6590		13.51	REPAIR PARTS	1878-168351	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		496.89	REPAIR PARTS	1878-168715	Repair & Maintenance Supplies	N
	03-303-000-0000-6417		74.95	AITKIN SHOP SUPPLIES	1878-168988	Shop/Building Maintenance	N
	03-303-000-0000-6590		55.08	REPAIR PARTS	1878-169393	Repair & Maintenance Supplies	N
10412	O'Reilly Auto Parts		640.43				4 Transactions
8537	Powerplan OIB						

Aitkin County



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

3 Road & Bridge

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6590		15.31	REPAIR PARTS	2267113	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		153.76	REPAIR PARTS	2270783.	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		477.94	REPAIR PARTS	2273091	Repair & Maintenance Supplies	N
8537	Powerplan OIB		647.01		3 Transactions		
3950	Public Utilities						
	03-303-000-0000-6254		53.11	HWY 47 & CR 12	1686-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		46.49	HWY 210 W & CR 28	59455-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		91.65	AITKIN SHOP: WATER	63335-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		47.41	HWY210/169 E & CR 12	63388-00	Utilities-Gas and Electric	N
3950	Public Utilities		238.66		4 Transactions		
13116	Rally Snares						
	03-303-000-0000-6360		200.00	BEAVER REMOVAL	9/25-10/19/23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		100.00	BEAVER REMOVAL	9/25-10/19/23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		35.00	DAM REMOVAL LABOR	9/25-10/19/23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		35.00	DAM REMOVAL LABOR	9/25-10/19/23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		150.00	BEAVER REMOVAL	9/25-10/19/23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		100.00	BEAVER REMOVAL	9/25-10/19/23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		35.00	DAM REMOVAL LABOR	9/25-10/19/23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		1,050.00	BEAVER REMOVAL	9/25-10/19/23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		249.72	MILEAGE	9/25-10/19/23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		126.43	MILEAGE	9/25-10/19/23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		125.64	MILEAGE	9/25-10/19/23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		126.43	MILEAGE	9/25-10/19/23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		126.43	MILEAGE	9/25-10/19/23	Services, Labor, Contracts	Y
	03-303-000-0000-6360		142.66	MILEAGE	9/25-10/19/23	Services, Labor, Contracts	Y
13116	Rally Snares		2,602.31		14 Transactions		
14812	SCI Broadband/Savage Communications						
	03-303-000-0000-6220		155.02	PHONE/INTERNET	ACCT 009-038972	Telephone	N
14812	SCI Broadband/Savage Communications		155.02		1 Transactions		
90805	Temco						
	03-303-000-0000-6417		111.96	AITKIN SHOP SUPPLIES	28290	Shop/Building Maintenance	Y
90805	Temco		111.96		1 Transactions		
8364	Towmaster, Inc						
	03-303-000-0000-6590		524.81	REPAIR PARTS	464165	Repair & Maintenance Supplies	N

Aitkin County



3 Road & Bridge

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
8364	Towmaster, Inc		524.81				
				1 Transactions			
9362	TRUEMAN WELTERS, INC						
	03-303-000-0000-6590		1,234.80	RPR PARTS-MISSED PART OF INV	IE36282	Repair & Maintenance Supplies	N
9362	TRUEMAN WELTERS, INC		1,234.80				
				1 Transactions			
9642	WEX BANK - Highway Dept						
	03-303-000-0000-6417		34.82	SHOP SUPPLIES	0496-00-360070-7	Shop/Building Maintenance	N
	03-303-000-0000-6570		80.17	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		75.37	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		501.49	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		197.71	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		328.87	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		179.41	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		161.52	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		273.73	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		195.85	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		939.69	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		571.16	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		529.98	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		275.33	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		222.81	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		336.76	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		134.09	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		22.17	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6590		60.77-	REBATE	0496-00-360070-7	Repair & Maintenance Supplies	N
9642	WEX BANK - Highway Dept		5,000.16				
				19 Transactions			
5295	Ziegler Inc						
	03-303-000-0000-6590		557.19	REPAIR PARTS	SI000396831	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		552.40	REPAIR LABOR	SI000396831	Repair & Maintenance Supplies	N
5295	Ziegler Inc		1,109.59				
				2 Transactions			
303	DEPT Total:		66,417.83	R&B Highway Maintenance	33 Vendors	95 Transactions	
307	DEPT			R&B Capital Infrastructure			
8694	Department of Transportation						
	03-307-000-0000-6269		588.71	JOB COST TRANSFERS	P00017483	Professional Services	N
	03-307-000-0000-6269		971.88	JOB COST TRANSFERS	P00017483	Professional Services	N

Aitkin County



3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-307-000-0000-6269		JOB COST TRANSFERS	P00017483	Professional Services	N
	03-307-000-0000-6269		JOB COST TRANSFERS	P00017618	Professional Services	N
	03-307-000-0000-6269		JOB COST TRANSFERS	P00017618	Professional Services	N
	03-307-000-0000-6269		JOB COST TRANSFERS	P00017618	Professional Services	N
	03-307-000-0000-6269		JOB COST TRANSFERS	P00017761	Professional Services	N
	03-307-000-0000-6269		JOB COST TRANSFERS	P00017761	Professional Services	N
8694	Department of Transportation		10,029.72	8 Transactions		
307	DEPT Total:		10,029.72	R&B Capital Infrastructure	1 Vendors	8 Transactions
3	Fund Total:		79,034.33	Road & Bridge		111 Transactions

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
400	DEPT			Public Health Department			
13599	AITKIN FARMER'S MARKET 05-400-450-0451-6435		160.86	PH BUDGET LINE-AFM DEMO 10/23/2023 10/23/2023	2205	Public Health Program Related Supplies	N
13599	AITKIN FARMER'S MARKET		160.86	1 Transactions			
86222	Aitkin Independent Age 05-400-400-0402-6360		53.95	COVID VAX GRANT-VAX SCHEDULES 10/22/2023 10/22/2023	969871	Services, Labor, Contracts	Y
86222	Aitkin Independent Age		53.95	1 Transactions			
9608	AMAZON CAPITAL SERVICES 05-400-440-0410-6405		1.59	CLEANING SUPPLIES 10/29/2023 10/29/2023	19X6-JNC3-K7N9	Office Supplies	N
	05-400-450-0451-6405		323.94	SHIP PLOTTER INK 10/29/2023 10/29/2023	1WCT-MCY1-JL7N	Office Supplies	N
	05-400-440-0410-6405		36.12	ACCTG-TONER CARTRIDGES 10/25/2023 10/25/2023	1YJ-PQ7Y-7966	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		361.65	3 Transactions			
9553	Aramark Uniform Services 05-400-440-0410-6422		8.62	JANITORIAL SUPPLIES 10/31/2023 10/31/2023	2530201475	Janitorial Supplies	N
9553	Aramark Uniform Services		8.62	1 Transactions			
175	City Of McGregor 05-400-400-0402-6342		125.00	COVID VAX -RENTAL FEE 10/24/2023 10/24/2023		Office Equipment Rental/Contracts	N
175	City Of McGregor		125.00	1 Transactions			
10855	Culligan Soft Water 05-400-440-0410-6342		20.10	COOLER RENTAL SERVICE 10/01/2023 10/31/2023		Office Equipment Rental/Contracts	N
	05-400-440-0410-6342		20.10	COOLER RENTAL SERVICE 11/01/2023 11/30/2023	150-10016285-1	Office Equipment Rental/Contracts	N
10855	Culligan Soft Water		40.20	2 Transactions			
11051	Department of Human Services 05-400-440-0410-6360		866.67	MERIT SYSTEM QE 09/30/2023	A300MR0124A	Services, Labor, Contracts	N

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
11051	Department of Human Services		866.67	07/01/2023 09/30/2023 1 Transactions			
9590	FFF Enterprises 05-400-400-0402-6432		11,384.68	IMMZ.-COVID-19 VACCINE 10/19/2023 10/19/2023 1 Transactions	921	Vaccine Cost	N
9590	FFF Enterprises		11,384.68				
9046	Loffler Companies, Inc. 05-400-440-0410-6220		54.21	MONTHLY TELEPHONE 10/01/2023 10/31/2023 1 Transactions	4517182	Telephone	N
9046	Loffler Companies, Inc.		54.21				
89765	Minnesota Elevator, Inc 05-400-440-0410-6300		29.91	ELEVATOR SERVICE 11/01/2023 11/30/2023 1 Transactions	1045222	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		29.91				
9692	Minnesota Energy Resources Corporation 05-400-440-0410-6254		29.57	GAS BILL 09/20/2023 10/18/2023 1 Transactions	0506533565-00001	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		29.57				
9014	PAPER STORM 05-400-440-0410-6360		13.61	PAPER SHREDDING 10/24/2023 10/24/2023 1 Transactions	23972	Services, Labor, Contracts	N
9014	PAPER STORM		13.61				
3950	Public Utilities 05-400-440-0410-6254		302.50	ELECTRIC BILL 09/16/2023 10/16/2023 1 Transactions	1433-00	Utilities-Gas and Electric	N
3950	Public Utilities		302.50				
88859	Spee*Dee-St Cloud 05-400-430-0408-6360		175.37	FAP SERVICE - 111 10/02/2023 10/28/2023 1 Transactions	908944	Services, Labor, Contracts	N
88859	Spee*Dee-St Cloud		175.37				
10698	Stericycle,Inc						

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
	05-400-440-0410-6360		16.86	STERI-SAFE 11/01/2023 11/30/2023	8004972677	Services, Labor, Contracts	6
10698	Stericycle, Inc		16.86	1 Transactions			
400	DEPT Total:		13,623.66	Public Health Department	15 Vendors	18 Transactions	
420	DEPT			Income Maintenance			
88284	Aitkin Co Recorder 05-420-600-4800-6800		13.00	MA ESTATE DEATH CERTIFICATE 10/27/2023 10/27/2023	104069	Other Expenses - Direct Charge	N
88284	Aitkin Co Recorder		13.00	1 Transactions			
9561	Amazon Business 05-420-600-4800-6405		32.68	COMPUTER CABLES-JA/JH/JT 10/18/2023 10/18/2023	1LMW-DMMM-6H1R	Office Supplies	N
	05-420-640-4800-6405		32.68	COMPUTER CABLES-JL/DJ/KP 10/18/2023 10/18/2023	1LMW-DMMM-6H1R	Office Supplies	N
9561	Amazon Business		65.36	2 Transactions			
9608	AMAZON CAPITAL SERVICES 05-420-600-4800-6405		3.74	CLEANING SUPPLIES 10/29/2023 10/29/2023	19X6-JNC3-K7N9	Office Supplies	N
	05-420-600-4800-6405		85.14	ACCTG-TONER CARTRIDGES 10/25/2023 10/25/2023	1YJ-PQ7Y-7966	Office Supplies	N
9608	AMAZON CAPITAL SERVICES		88.88	2 Transactions			
9553	Aramark Uniform Services 05-420-600-4800-6422		20.31	JANITORIAL SUPPLIES 10/31/2023 10/31/2023	2530201475	Janitorial Supplies	N
9553	Aramark Uniform Services		20.31	1 Transactions			
10855	Culligan Soft Water 05-420-600-4800-6342		47.39	COOLER RENTAL SERVICE 10/01/2023 10/31/2023		Office Equipment Rental/Contracts	N
	05-420-600-4800-6342		47.39	COOLER RENTAL SERVICE 11/01/2023 11/30/2023	150-10016285-1	Office Equipment Rental/Contracts	N
10855	Culligan Soft Water		94.78	2 Transactions			
11051	Department of Human Services						

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	05-420-600-4800-6360		2,042.86	MERIT SYSTEM QE 09/30/2023 07/01/2023 09/30/2023	A300MR0124A	Services, Labor, Contracts	N
	05-420-620-4100-6011		1,468.56	MAXIS GRH RECOVERIES 06/01/2023 06/30/2023	A300MX01244I	County Share - Ga	N
	05-420-630-4100-6011		1.94	MAXIS FS RECOVERIES 06/01/2023 06/30/2023	A300MX01244I	County Share-Food Support	N
	05-420-610-4100-6011		147.00	MAXIS MFIP RECOV TANF 07/01/2023 07/31/2023	A300MX01245J	County Share-Afdc/Mfip	N
	05-420-630-4100-6011		43.63	MAXIS FS RECOVERIES 07/01/2023 07/31/2023	A300MX01245J	County Share-Food Support	N
11051	Department of Human Services		3,703.99	5 Transactions			
9046	Loffler Companies, Inc.						
	05-420-600-4800-6220		127.76	MONTHLY TELEPHONE 10/01/2023 10/31/2023	4517182	Telephone	N
	05-420-640-4800-6220		31.87	MONTHLY TELEPHONE 10/01/2023 10/31/2023	4517182	Telephone	N
9046	Loffler Companies, Inc.		159.63	2 Transactions			
89765	Minnesota Elevator, Inc						
	05-420-600-4800-6300		70.49	ELEVATOR SERVICE 11/01/2023 11/30/2023	1045222	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		70.49	1 Transactions			
9692	Minnesota Energy Resources Corporation						
	05-420-600-4800-6254		69.71	GAS BILL 09/20/2023 10/18/2023	0506533565-00001	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		69.71	1 Transactions			
9014	PAPER STORM						
	05-420-600-4800-6360		32.08	PAPER SHREDDING 10/24/2023 10/24/2023	23972	Services, Labor, Contracts	N
9014	PAPER STORM		32.08	1 Transactions			
3950	Public Utilities						
	05-420-600-4800-6254		713.04	ELECTRIC BILL 09/16/2023 10/16/2023	1433-00	Utilities-Gas and Electric	N
3950	Public Utilities		713.04	1 Transactions			

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
87016	Sheriff Itasca County 05-420-640-4800-6379		75.00	IV-D SERVICES #00100546903 10/13/2023 10/13/2023	202302113	Other Iv-D Charges	N
87016	Sheriff Itasca County		75.00	1 Transactions			
88859	Spee*Dee-St Cloud 05-420-600-4800-6205		53.96	IM SERVICE - 101 10/02/2023 10/28/2023	908944	Postage	N
88859	Spee*Dee-St Cloud		53.96	1 Transactions			
15347	St Louis County - PHHS 05-420-650-4400-6211		485.76	MTM ADMIN FEE NON-FFP 08/01/2023 08/01/2023	IP-00026719	Medical Assistance - MTM Admin	N
	05-420-650-4400-6211		331.20	MTM ADMIN FEE NON-FFP 08/15/2023 08/15/2023	IP-00026723	Medical Assistance - MTM Admin	N
	05-420-650-4400-6211		662.40	MTM ADMIN FEE NON-FFP 08/29/2023 08/29/2023	IP-00026727	Medical Assistance - MTM Admin	N
15347	St Louis County - PHHS		1,479.36	3 Transactions			
10698	Stericycle,Inc 05-420-600-4800-6360		39.73	STERI-SAFE 11/01/2023 11/30/2023	8004972677	Services, Labor, Contracts	6
10698	Stericycle,Inc		39.73	1 Transactions			
420	DEPT Total:		6,679.32	Income Maintenance	15 Vendors	25 Transactions	
430	DEPT			Social Services			
9561	Amazon Business 05-430-700-4800-6405		10.90	COMPUTER CABLES-NA 10/18/2023 10/18/2023	1LMW-DMMM-6H1R	Office Supplies	N
9561	Amazon Business		10.90	1 Transactions			
9608	AMAZON CAPITAL SERVICES 05-430-700-4800-6405		6.01	CLEANING SUPPLIES 10/29/2023 10/29/2023	19X6-JNC3-K7N9	Office Supplies	N
	05-430-700-4800-6405		11.88	SS-SCREEN PROTECTOR (JM) 10/24/2023 10/24/2023	1JFD-T77V-3D61	Office Supplies	N
	05-430-700-4800-6405		9.98	SS-PLANNER (EM) 10/25/2023 10/25/2023	1YJ-PQ7Y-7966	Office Supplies	N

Aitkin County



Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	05-430-700-4800-6405			136.74	ACCTG-TONER CARTRIDGES	1YJ-PQ7Y-7966	Office Supplies	N
9608	AMAZON CAPITAL SERVICES			164.61	10/25/2023 10/25/2023			
					4 Transactions			
9553	Aramark Uniform Services			32.63	JANITORIAL SUPPLIES	2530201475	Janitorial Supplies	N
	05-430-700-4800-6422				10/31/2023 10/31/2023			
9553	Aramark Uniform Services			32.63				
					1 Transactions			
10855	Culligan Soft Water			76.11	COOLER RENTAL SERVICE		Office Equipment Rental/Contracts	N
	05-430-700-4800-6342				10/01/2023 10/31/2023			
	05-430-700-4800-6342			76.11	COOLER RENTAL SERVICE	150-10016285-1	Office Equipment Rental/Contracts	N
					11/01/2023 11/30/2023			
10855	Culligan Soft Water			152.22				
					2 Transactions			
11051	Department of Human Services			3,280.95	MERIT SYSTEM QE 09/30/2023	A300MR0124A	Services, Labor, Contracts	N
	05-430-700-4800-6360				07/01/2023 09/30/2023			
11051	Department of Human Services			3,280.95				
					1 Transactions			
9046	Loffler Companies, Inc.			205.20	MONTHLY TELEPHONE	4517182	Telephone	N
	05-430-700-4800-6220				10/01/2023 10/31/2023			
9046	Loffler Companies, Inc.			205.20				
					1 Transactions			
10284	MAFCWA Treasurer-Deb Suek			20.00	SS-MAFCWA MEMBERSHIP (BB)		Membership/Dues/Association Fees	Y
	05-430-700-4800-6240				07/01/2023 06/30/2025			
10284	MAFCWA Treasurer-Deb Suek			20.00				
					1 Transactions			
89765	Minnesota Elevator, Inc			113.22	ELEVATOR SERVICE	1045222	Maintenance/Service Contracts	N
	05-430-700-4800-6300				11/01/2023 11/30/2023			
89765	Minnesota Elevator, Inc			113.22				
					1 Transactions			
9692	Minnesota Energy Resources Corporation			111.96	GAS BILL	0506533565-00001	Utilities-Gas and Electric	N
	05-430-700-4800-6254				09/20/2023 10/18/2023			

Aitkin County



5 Health & Human Services

Vendor No.	Name	Accr	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	1099
						Paid On Bhf #	On Behalf of Name	
9692	Minnesota Energy Resources Corporation		111.96			1 Transactions		
9014	PAPER STORM							
	05-430-700-4800-6360		51.51	PAPER SHREDDING		23972	Services, Labor, Contracts	N
				10/24/2023	10/24/2023			
9014	PAPER STORM		51.51			1 Transactions		
3950	Public Utilities							
	05-430-700-4800-6254		1,145.18	ELECTRIC BILL		1433-00	Utilities-Gas and Electric	N
				09/16/2023	10/16/2023			
3950	Public Utilities		1,145.18			1 Transactions		
10698	Stericycle,Inc							
	05-430-700-4800-6360		63.81	STERI-SAFE		8004972677	Services, Labor, Contracts	6
				11/01/2023	11/30/2023			
10698	Stericycle,Inc		63.81			1 Transactions		
430	DEPT Total:		5,352.19	Social Services		12 Vendors	16 Transactions	
5	Fund Total:		25,655.17	Health & Human Services			59 Transactions	

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
900	DEPT			Timber Permit Bonds			
493	Johnson/Martin 10-900-000-0000-2300		2,979.75	REFUND BOND	14233	Timber Permit Bonds	N
	10-900-000-0000-2300		1,483.00	REFUND BOND	14405	Timber Permit Bonds	N
493	Johnson/Martin		4,462.75	2 Transactions			
5791	Sappi 10-900-000-0000-2300		939.60	REFUND BOND	14390	Timber Permit Bonds	N
5791	Sappi		939.60	1 Transactions			
900	DEPT Total:		5,402.35	Timber Permit Bonds	2 Vendors	3 Transactions	
923	DEPT			Forfeited Tax Sales			
10855	Culligan Soft Water 10-923-000-0000-6342		69.00	SHOP WATER 11/01/2023	150-10046456-2	Office/Equipment-Rental	N
10855	Culligan Soft Water		69.00	1 Transactions			
1754	Garrison Disposal Company, Inc 10-923-000-0000-6255		110.30	SHOP GARBAGE	347481	Garbage	N
1754	Garrison Disposal Company, Inc		110.30	1 Transactions			
9046	Loffler Companies, Inc. 10-923-000-0000-6220		42.43	MONTHLY TELEPHONE 10/01/2023	4517182	Telephone	N
9046	Loffler Companies, Inc.		42.43	1 Transactions			
14071	Marco Technologies LLC 10-923-000-0000-6266		285.00	OFFICE 365 SUBSCRIPTION	INV11770061	Data Processing/Computer Services	Y
14071	Marco Technologies LLC		285.00	1 Transactions			
10412	O'Reilly Auto Parts 10-923-000-0000-6590		156.02	BATTERY 65EXT	1878-166887	Repair & Maintenance Supplies	N
10412	O'Reilly Auto Parts		156.02	1 Transactions			
5473	Parkin/Tom 10-923-000-0000-6339		17.85	MEAL AT CONFERENCE - GRONKS	102023	Meals (Overnight)	N
	10-923-000-0000-6339		24.00	MEAL AT CONF - DEEP WATER GRIL	102023	Meals (Overnight)	N
	10-923-000-0000-6339		17.00	MEAL AT CONFERENCE - A&W	102023	Meals (Overnight)	N

WLB1
11/6/23 11:03AM

Aitkin County



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

10 Trust

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
5473	Parkin/Tom		58.85		3 Transactions		
3950	Public Utilities						
	10-923-000-0000-6254		217.39	ACLD UTILITIES 09/16/2023	10/16/2023	348-00 Utilities-Gas and Electric	N
3950	Public Utilities		217.39		1 Transactions		
86235	The Office Shop Inc						
	10-923-000-0000-6360		268.78	COPIER CONTRACT 07/07/2023	10/06/2023	329008-0 Miscellaneous-Services	N
86235	The Office Shop Inc		268.78		1 Transactions		
923	DEPT Total:		1,207.77	Forfeited Tax Sales	8 Vendors	10 Transactions	
10	Fund Total:		6,610.12	Trust		13 Transactions	

Aitkin County



11 Forest Development

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
925	DEPT				Resource Management			
	5511 Milbradt/Kris							
	11-925-000-0000-6273			1,437.50	WHITE ELK SITE 6 BUD CAP	102023	Timber Improvement	Y
	5511 Milbradt/Kris			1,437.50	1 Transactions			
925	DEPT Total:			1,437.50	Resource Management	1 Vendors	1 Transactions	
939	DEPT				County Surveyor			
	15226 Data Activation Center							
	11-939-000-0000-6405			356.80	VNET 2GB 350 ANNUAL SUBSCRIPT	83622	Office Supplies	N
					11/01/2023 10/31/2024			
	15226 Data Activation Center			356.80	1 Transactions			
	12500 Frontier Precision, Inc							
	11-939-000-0000-6405			1,926.00	TRIMBLE FIRMWARE MAINT 12 MONT	285832	Office Supplies	N
					10/25/2023 10/25/2024			
	11-939-000-0000-6610			5,241.79	TRIMBLE POLE BRACKET CABLE STY	286153	Equipment	N
	12500 Frontier Precision, Inc			7,167.79	2 Transactions			
	9046 Loffler Companies, Inc.							
	11-939-000-0000-6220			21.21	MONTHLY TELEPHONE	4517182	Telephone	N
					10/01/2023 10/31/2023			
	9046 Loffler Companies, Inc.			21.21	1 Transactions			
939	DEPT Total:			7,545.80	County Surveyor	3 Vendors	4 Transactions	
11	Fund Total:			8,983.30	Forest Development		5 Transactions	

WLB1
 11/6/23 11:03AM

Aitkin County



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

13 Taxes & Penalties

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
943	DEPT		Taxes And Penalties			
	4258 St Louis County Auditor					
	13-943-000-0000-2001		111,359.98	FISCAL DISPARITIES - 2023	2ND HALF 2023	Cur - Property Taxes
	4258 St Louis County Auditor		111,359.98	1 Transactions		N
943	DEPT Total:		111,359.98	Taxes And Penalties	1 Vendors	1 Transactions
13	Fund Total:		111,359.98	Taxes & Penalties		1 Transactions

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
521	DEPT			LLCC Administration			
13867	BrainRunner Inc 19-521-000-0000-6360		2,835.00	ANNUAL SUBSCRIPTION CAMPBRAIN	CB000266	Services, Labor, Contracts	N
	13867 BrainRunner Inc		2,835.00	1 Transactions			
14812	SCI Broadband/Savage Communications 19-521-000-0000-6220		685.80	PHONE AND INTERNET 11/01/2023 11/30/2023	024-033167	Telephone	N
	14812 SCI Broadband/Savage Communications		685.80	1 Transactions			
521	DEPT Total:		3,520.80	LLCC Administration	2 Vendors	2 Transactions	
522	DEPT			LLCC Education			
85003	Aitkin County DAC 19-522-000-0000-6431		73.10	STRINGING WOOD COOKIES	2023093004	Educational Supplies	N
	85003 Aitkin County DAC		73.10	1 Transactions			
9561	Amazon Business 19-522-000-0000-6431		34.62	LETTERS FOR DH BOARDS	1TM9-KT6P-CYR3	Educational Supplies	N
	9561 Amazon Business		34.62	1 Transactions			
3810	Paulbeck's County Market 19-522-000-0000-6431		23.50	SEEDS FOR BIRDS	7684653	Educational Supplies	N
	3810 Paulbeck's County Market		23.50	1 Transactions			
522	DEPT Total:		131.22	LLCC Education	3 Vendors	3 Transactions	
523	DEPT			LLCC Food			
9561	Amazon Business 19-523-000-0000-6420		16.98	APPLE CORER	1CCY-X9LQ-MLLK	Food Service Supplies	N
	9561 Amazon Business		16.98	1 Transactions			
10076	PFS Minnesota 19-523-000-0000-6418		2,199.79	GROCERIES	69948007	Groceries-Students	N
	10076 PFS Minnesota		2,199.79	1 Transactions			
4968	Upper Lakes Foods, Inc 19-523-000-0000-6418		1,784.50	GROCERIES	360247-00	Groceries-Students	N

Aitkin County



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
4968	Upper Lakes Foods, Inc		1,784.50	1 Transactions		
523	DEPT Total:		4,001.27	LLCC Food	3 Vendors	3 Transactions
524	DEPT			LLCC Maintenance		
88628	Dalco Enterprises					
	19-524-000-0000-6590		92.71	PARTS FOR ZAMBONI	4092070	Repair & Maintenance Supplies N
	19-524-000-0000-6590		480.04	SOFTENER SALT	4109504	Repair & Maintenance Supplies N
88628	Dalco Enterprises		572.75	2 Transactions		
14014	Hughes/Steven Roger					
	19-524-000-0000-6360		400.00	MOW POLLINATOR FIELD (SWCD)	2023-12	Services, Labor, Contracts Y
14014	Hughes/Steven Roger		400.00	1 Transactions		
524	DEPT Total:		972.75	LLCC Maintenance	2 Vendors	3 Transactions
19	Fund Total:		8,626.04	Long Lake Conservation Center		11 Transactions

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT			Parks			
10618	Erik's Lawn Service 21-520-000-0000-6360	B	218.00	AITKIN CAMPGROUND MOWING 10/01/2023 10/31/2023	9798	Services, Labor, Contracts	Y
	21-520-000-0000-6360	B	298.00	BERGLUND PARK MOWING 10/01/2023 10/31/2023	9798	Services, Labor, Contracts	Y
	21-520-000-0000-6360	B	198.00	JACOBSON MOWING 10/01/2023 10/31/2023	9798	Services, Labor, Contracts	Y
	21-520-000-0000-6360		78.00	ROUND LAKE BEACH MOWING 10/01/2023 10/31/2023	9798	Services, Labor, Contracts	Y
	21-520-000-0000-6360		318.00	SNAKE RIVER CAMPGROUND MOWING 10/01/2023 10/31/2023	9798	Services, Labor, Contracts	Y
10618	Erik's Lawn Service		1,110.00	5 Transactions			
3024	Kingsley/Russell Lee 21-520-000-0000-6802	Q	8,240.00	BLIND LK ATV CTY RD 29 TO P L	103123	Trail Grants-State	Y
3024	Kingsley/Russell Lee		8,240.00	1 Transactions			
9109	Nelson Sanitation & Rental, Inc.						
	21-520-000-0000-6360		174.00	LONE LAKE BEACH PORTABLE	INV/2023/14775	Services, Labor, Contracts	N
	21-520-000-0000-6360		174.00	ROUND LAKE BEACH PORTABLE	INV/2023/14776	Services, Labor, Contracts	N
	21-520-000-0000-6360		84.00	BLIND LAKE PORTABLE	INV/2023/14777	Services, Labor, Contracts	N
	21-520-000-0000-6360		84.00	AXTELL RIDING PORTABLE	INV/2023/14778	Services, Labor, Contracts	N
	21-520-000-0000-6360		84.00	CITY OF MCGRATH PORTABLE	INV/2023/14780	Services, Labor, Contracts	N
	21-520-000-0000-6360		84.00	MCGREGOR TRAILHEAD PORTABLE	INV/2023/14781	Services, Labor, Contracts	N
	21-520-000-0000-6360		84.00	SWATARA PARKING PORTABLE	INV/2023/14952	Services, Labor, Contracts	N
	21-520-000-0000-6360		84.00	LAWLER TRAILHEAD PORTABLE	INV/2023/14953	Services, Labor, Contracts	N
9109	Nelson Sanitation & Rental, Inc.		852.00	8 Transactions			
10277	Novotny/John (Land Dept) 21-520-000-0000-6523		7.26	FUNNEL WITH SCREEN	102023	Misc Bldg & Shop Supplies	N
10277	Novotny/John (Land Dept)		7.26	1 Transactions			
3950	Public Utilities						
	21-520-000-0000-6254	B	130.55	MISS ACCESS PARK 09/16/2023 10/16/2023	1670-00	Utilities-Gas and Electric	N
	21-520-000-0000-6254	B	168.62	MISS SHOWER HOUSE 09/16/2023 10/16/2023	1671-00	Utilities-Gas and Electric	N

WLB1
 11/6/23 11:03AM
 21 Parks

Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3950	Public Utilities			2 Transactions		
14585	Ruyak Enterprises, Inc 21-520-000-0000-6802	Q	GRADE SOO LINE TRAIL	7128	Trail Grants-State	N
14585	Ruyak Enterprises, Inc			1 Transactions		
9617	Timber Lakes Septic Service, Inc. 21-520-000-0000-6360	B	BERGLUND DUMP	36650	Services, Labor, Contracts	N
9617	Timber Lakes Septic Service, Inc.			1 Transactions		
520	DEPT Total:		11,813.43 Parks	7 Vendors	19 Transactions	
21	Fund Total:		11,813.43 Parks		19 Transactions	

Aitkin County



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
716	DEPT		American Rescue Plan - COVID			
	13726 MCGREGOR BAKING COMPANY					
	22-716-000-0000-6802		4,000.00	REVITALIZATION GRANT AWARD	102320231	Category: Negative Economic Impacts G
	13726 MCGREGOR BAKING COMPANY		4,000.00	1 Transactions		
716	DEPT Total:		4,000.00	American Rescue Plan - COVID	1 Vendors	1 Transactions
22	Fund Total:		4,000.00	Coronavirus Relief Fund		1 Transactions
	Final Total:		1,142,573.69	239 Vendors	402 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	879,228.17	General Fund
2	7,263.15	Reserves Fund
3	79,034.33	Road & Bridge
5	25,655.17	Health & Human Services
10	6,610.12	Trust
11	8,983.30	Forest Development
13	111,359.98	Taxes & Penalties
19	8,626.04	Long Lake Conservation Center
21	11,813.43	Parks
22	4,000.00	Coronavirus Relief Fund
All Funds	1,142,573.69	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request

2X
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: Extension Committee members

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Kirk Peysar		Department: Extension
Presenter (Name and Title): n/a		Estimated Time Needed: n/a
Summary of Issue: Districts 2, 4, and 5 are up for reappointment. Joy Janzen has applied for District 2; Becky Joerger has applied for District 4, and David Carlson has applied for District 5		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Approve the appointment of the applicants to the Etension Committee for a 3 year term.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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



Application:

County Extension Committee

Dist 2

Mail or email no later than _____ to:

Name	<i>Joy Janzen</i>
Address, City, Zip	<i>36208 Deer St., Aitkin, MN 56431</i>
County of Residence	<i>Aitkin</i>
Business and/or Cell Phone	<i>218-937-6119</i>
Email	<i>janze003@umn.edu</i>

Have you held any other appointed offices in the county? If yes, please list.

No

Please limit your responses to the following questions to the space provided:

Why do you wish to serve on the county Extension committee?

I have always been a person who help people. I am asked questions and try to find the answer. All that I have learned and continue to learn help me.

What perspectives/insights can you bring to the county Extension committee?

I am involved in many civic, community & church activities so I have many resources available.

Please list volunteer or community involvement and indicate any leadership positions you have held.

Aitkin Lions President and on numerous community events, American Legion Auxiliary Kitcher committee, St. John's Lutheran Circle President and finance board, and many church events.

What do you see as key educational needs or issues in the county?

Nutrition education of youth and young couples. Gardening, Canning.

Any additional background you would like to share with the county committee:

Served on extension committee for many terms, served on Aitkin Co. Fair board for 10 yrs. Judge at Aitkin Co. Fair and open class at state fair.

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin County Extension Committee

AITKIN COUNTY COMMISSIONER DISTRICT 4

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

I grew up on a dairy and beef farm and worked on it for many years. My son is in 4-H and I am an adult volunteer. I was involved in 4-H + FFA growing up and also served as a dairy princess. I enjoy volunteering and helping others. I've been involved with county fairs and volunteer at church. The last couple years I've been involved with the Mille Lacs Energy Trust Board.

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

Becky Joerger
Signature of Applicant

9-16-2023
Date

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

Is this application submitted by appointing authority? Yes _____ No _____

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

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

NAME OF APPLICANT: Becky Joerger

STREET ADDRESS OF APPLICANT:
36089 Grove Street
Palisade MN 56469

PHONE NUMBERS:
DAYS 218-821-5475
EVENINGS 218-821-5475

For Office Use Only

Date Appointed: _____ Date of Term Expiration: _____ Term #: _____



Application:

County Extension Committee

Dist 5

Mail or email no later than _____ to:

Name	David L. CARLSON
Address, City, Zip	P.O. Box 133, Palisade, MN 56469
County of Residence	Aitkin
Business and/or Cell Phone	1-218-256-8231
Email	dogprojectdave@yahoo.com

Have you held any other appointed offices in the county? If yes, please list.

NO

Please limit your responses to the following questions to the space provided:

Why do you wish to serve on the county Extension committee?

I feel we can make a difference

What perspectives/insights can you bring to the county Extension committee?

I have been with Her and I hope to work with EXTENSION ON keeping our environment healthy

Please list volunteer or community involvement and indicate any leadership positions you have held.

I have been on the extended committee for many years, was a 4-H program director for 19 years and am the current Pres. of the

What do you see as key educational needs or issues in the county?

We need keep up educating our Palisade young people. And working to make our county healthy.

Any additional background you would like to share with the county committee:



Board of County Commissioners Agenda Request

2Y
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: 2023 Audit Agreement

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Kathleen Ryan		Department: Auditor
Presenter (Name and Title): Kathleen Ryan		Estimated Time Needed:
Summary of Issue: Please find the attached State of Work for the 2023 audit. This includes the specifics for the 2023 audit, including fees. The master services agreement which contains the general and legal language and is good up to 5 years, was approved November 22, 2022.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Please approve the SOW for Board Chair and Administrator to sign.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 74,500, plus additional fees as needed Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Fees are budgeted yearly.		



Statement of Work - Audit Services

November 1, 2023

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated November 11, 2022, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Aitkin County ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2023.

Kristen A. Houle is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Aitkin County, and the related notes to the financial statements as of and for the year ended December 31, 2023.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The following RSI will be subjected to certain limited procedures, but will not be audited.

- Management's discussion and analysis.
- Budgetary comparison schedules.
- GASB-required supplementary pension and OPEB information.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the required supplementary information (RSI).

- Preparation of the supplementary information.
- Preparation of schedule of federal awards.
- Preparation of adjusting journal entries, as applicable
- Preparation of the Data Collection Form
- Assistance with implementing new accounting standards, as applicable

Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or

disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or compliance are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for Political Subdivisions.

It is our understanding that our auditors' report will be included in your annual report which is comprised of your financial statements, including the introductory section and that your annual report will be issued by September 30, 2024. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Uniform Guidance.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of internal controls
- Improper revenue recognition
- Lack of adequate segregation of duties
- Risk that construction in progress may not be accurately recorded and capitalized

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3)

misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance

about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program

compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial

statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go

undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not

performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Office of the State Auditor, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Office of the State Auditor. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Our professional fees are outlined in the table below:

Service	Fee
Financial Statement Audit (includes 2 Single Audit programs)	\$74,500
Implementation of the New Risk Auditing Standards which includes an increase in information technology testing	SAS 143-145 \$3,500-\$7,000
SBITAs audit resource fee	\$1,000
Additional audit testing for GASB 96 SBITAs	\$250 per hour
Additional Single Audit programs, if applicable	\$5,000-\$7,000

We will also bill for a technology and client support fee of five (5%) of all professional fees billed. Our fee is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher.

Professional fees will be billed as follows:

Progress bill to be mailed on	Amount to be billed
Upon execution of the SOW	One-third of our professional fees
Upon the commencement of substantive procedures	One-third of our professional fees
Issuance of draft report(s)	One-third of our professional fees

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Agreement

We appreciate the opportunity to provide to you the services described in this SOW under the MSA and believe this SOW accurately summarizes the significant terms of our audit engagement. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA related to audit services. If you have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of Aitkin County.

CLA

ORG: CLA

NAME: Kristen A. Houle

TITLE: Signing Director

SIGN: *Kristen A Houle*

DATE: 11/01/2023

Client

ORG: Aitkin County

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____

ORG: Aitkin County

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: American Peat Technology amendments to peat leases

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title): Dennis (DJ) Thompson		Estimated Time Needed: NA
Summary of Issue: See attached memo.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve amendments to peat leases MLPN200002 and MLPN200003 with American Peat Technology, LLC		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



AITKIN COUNTY LAND DEPARTMENT

502 Minnesota Ave N.
Aitkin, MN 56431

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

MEMO

TO: Aitkin County Commissioners
FROM: Dennis (DJ) Thompson, Land Commissioner
DATE: November 14, 2023
RE: Amendments to peat leases

American Peat Technology, LLC currently has two leases with Aitkin County for the extraction of peat. One lease is in Spencer and Kimberly Township and the other lease spans across Idun, Pliny, and Seavey Township. Both leases include County Tax Forfeited land and Con Con land. American Peat Technology would like to amend both leases.

For Peat Lease MLPN200002 (Spencer and Kimberly Township), the only change would be to extend the deadline to secure the necessary permits to mine from December 31, 2025 to December 31, 2026. The amount of land being leased will remain unchanged at 638.43 acres.

For Peat Lease MLPN200003 (Idun, Pliny, and Seavey Township), American Peat Technology would like to extend the deadline to secure the necessary permits to mine from December 31, 2025 to December 31, 2026 and reduce the number of acres being leased. 927.95 acres of Con Con land and 1230 acres of County Tax Forfeited land will be dropped from the lease, leaving a total 1480 acres being leased, all of which is County Tax Forfeited land.

American Peat Technology currently pays \$9.9052 per acre for their leased lands. They do not pay a production fee at this time as they are not currently mining peat in these areas.

Aitkin County will see a reduction in revenue due to the removal of land from lease MLPN200003. Accounts being affected will vary depending on what type of land it is, Con Con versus tax forfeited. Revenue generated from the Con Con lands, including leases, is split equally between the County and the State. Mineral and peat lease revenue generated off tax forfeited land is split as follows: 2/9ths goes to the city or town, 3/9ths goes to the county, and the remaining 4/9ths goes to the school district. The state's Mineral Management Account receives 20% of all revenue generated off all lands from mineral and peat leases. The County's share from this lease (Con Con and tax forfeited) that will be lost is less than \$9,000 per year.

I recommend approving the amendments to the peat leases.

m DEPARTMENT OF
NATURAL RESOURCES

Minnesota Department of Natural Resources
Division of Lands and Minerals
1525 Third Ave. E.
Hibbing, MN 55746

August 22, 2023

Kirk Peysar, Auditor
Aitkin County Auditor's Office
307 2nd St NW, Room 121
Aitkin, MN 56431
kirk.peysar@co.aitkin.mn.us

Re: Amendment to State Peat Lease Nos. MLPN200002, MLPN200003
American Peat Technology, LLC

Dear Mr. Peysar:

Please be advised that American Peat Technology, LLC has requested lands be removed from State Peat Lease No. MLPN200003, dated March 2, 2018. The State is proposing an additional amendment to State Peat Lease Nos. MLPN200002 and MLPN200003 to extend the deadline to secure necessary permits. State Peat Lease Nos. MLPN200002 and MLPN200003 are governed by a February 6, 2017 joint powers agreement, as amended on January 5, 2018, wherein the state is to administer the lease for the harvesting of peat from county-administered tax-forfeited lands.

American Peat Technology, LLC requested that lands be removed from State Peat Lease No. MLPN200003 because they were not needed for their peat harvesting operation. A total of 2,157.95 acres of tax-forfeited lands will be removed through this lease amendment. The decrease in acreage in tax-forfeited lands to be leased will result in reduced lease revenues distributed to Aitkin County.

Upon review of MLPN200002 and MLPN200003, it was identified that American Peat Technology, LLC had not yet secured the required state and federal permits as required by the leases (Paragraph 21). As such, pursuant to the terms of the lease agreements, a later date for obtaining the required permits is proposed for American Peat Technology, LLC's consideration. The lease amendments provide American Peat Technology, LLC a new deadline of December 31, 2026 to secure necessary permits.

Pursuant to the joint powers agreement, any amendment to Peat Lease Nos. MLPN200002 and MLPN200003 regarding the tax-forfeited parcels must be approved by the county auditor. Please review the proposed changes and return your written response (approval or disapproval) to my attention. An e-mail reply to me will be sufficient.

The draft amendments are attached for your reference. We request your written approval of these proposed changes as soon as possible.

If you have any questions about the lease amendments, please contact me at shanda.fisher@state.mn.us.

Sincerely,

Shanda L. Fisher

Digitally signed by Shanda L.

Fisher

Date: 2023.08.22 16:12:52 -05'00'

Shanda L. Fisher
Attorney
shanda.fisher@state.mn.us

cc: Joe Henderson, Director, Lands and Minerals Division
Susan Damon, Assistant Director, Lands and Minerals Division
Dennis (DJ) Thompson, Aitkin County Land Commissioner

STATE OF MINNESOTA
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF LANDS AND MINERALS

AMENDMENT TO PEAT LEASE NO. MLPN200002
PURSUANT TO
MINNESOTA STATUTES 2022, SECTIONS
92.50; 282.04, SUBD. 1; AND 471.59.

Lease No. MLPN200002

This amendment is made this ___ day of _____, 2023, by and between the State of Minnesota, under the authority and subject to the provisions of Minnesota Statutes 2022, Sections 92.50, 282.04, subd. 1, and 471.59, and acting by and through its Commissioner of Natural Resources, for itself and for the County of Aitkin pursuant to the Joint Powers Agreement dated February 6, 2017, and as amended, hereinafter called the State, and

American Peat Technology, LLC
36203 350th Avenue
Aitkin, Minnesota, 56431, a Minnesota limited liability company,

hereinafter called the Lessee WITNESSETH:

The Lessee currently holds State Peat Lease No. MLPN200002, hereinafter referred to as the "Lease," that remains in effect.

NOW, THEREFORE, in consideration of the premises and agreements herein contained, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO, as follows:

1. Paragraph 21 of the Lease is amended to read as follows:

If the Lessee fails to obtain the required state and federal permits to harvest peat from the leased premises by December 31, 2026, the state may, at its option cancel this lease in the manner hereinafter provided. If the Lessee fails to obtain the required state and federal permits by such date and the state chooses not to cancel this lease, such other later date for obtaining the required permits shall be mutually agreed to between the state and Lessee.

All other terms and conditions of the lease remain in effect.

[The remainder of this page intentionally left blank. Signature page to follow]

IN TESTIMONY WHEREOF, The state by and through its Commissioner of Natural Resources, has caused this instrument to be executed, and the lessee has hereto set its hand, the day and year first above written.

Signed in Presence of:

STATE OF MINNESOTA
DEPARTMENT OF NATURAL RESOURCES

Joe Henderson, Director
Division of Lands and Minerals

As to State

STATE OF MINNESOTA)
) SS
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2023, by Joe Henderson, Director, Division of Lands and Minerals, Department of Natural Resources, on behalf of the State of Minnesota.

Notary Public
My commission expires: _____

STATE OF MINNESOTA
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF LANDS AND MINERALS

AMENDMENT TO PEAT LEASE NO. MLPN200003
PURSUANT TO
MINNESOTA STATUTES 2022, SECTIONS
92.50; 282.04, SUBD. 1; AND 471.59.

Lease No. MLPN200003

This amendment, made this ___ day of _____, 20___, by and between the State of Minnesota, under the authority and subject to the provisions of Minnesota Statutes 2022, Sections 92.50, 282.04, subd. 1, and 471.59, and acting by and through its Commissioner of Natural Resources, for itself and for the County of Aitkin pursuant to the Joint Powers Agreement dated February 6, 2017, and as amended, hereinafter called the State, and

American Peat Technology, LLC
36203 350th Avenue
Aitkin, Minnesota, 56431, a Minnesota limited liability company,

hereinafter called the Lessee, WITNESSETH:

The Lessee currently holds State Peat Lease No. MLPN200003, hereinafter referred to as the "Lease," that remains in effect.

The Lessee has requested certain lands be removed from the Lease.

NOW, THEREFORE, in consideration of the premises and agreements herein contained, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO, as follows:

1. The description of the "leased premises" in Paragraph 1 of the Lease is amended to read as follows:

South Half-section (S1/2) in Section Thirteen (13);
Southeast Quarter (SE1/4) in Section Fourteen (14);
North Half-section (N1/2), North Half of Southwest Quarter (N1/2-SW1/4), and North Half-section of Southeast Quarter (N1/2-SE1/4) in Section Twenty-three (23);
North Half-section (N1/2), North Half of Southwest Quarter (N1/2-SW1/4), North Half of Southeast Quarter (N1/2-SE1/4), and Southeast Quarter of Southeast Quarter (SE1/4-SE1/4) in Section Twenty-four (24);
all in Township Forty-four (44) North, Range Twenty-four (24) West of the Fourth Principal Meridian, containing 1,480.00 acres, more or less, hereinafter referred to as the "tax-forfeited lands".

2. Paragraph 21 of the Lease is amended to read as follows:

If the Lessee fails to obtain the required state and federal permits to harvest peat from the leased premises by December 31, 2026, the state may, at its option cancel this lease in the manner hereinafter provided. If the Lessee fails to obtain the required state and federal permits by such date and the state chooses not to cancel this lease, such other later date for obtaining the required permits shall be mutually agreed to between the state and Lessee.

All other terms and conditions of the lease remain in effect.

[The remainder of this page intentionally left blank. Signature page to follow]

IN TESTIMONY WHEREOF, the state by and through its Commissioner of Natural Resources, has caused this instrument to be executed, and the lessee has hereto set its hand, the day and year first above written.

Signed in Presence of:

STATE OF MINNESOTA
DEPARTMENT OF NATURAL RESOURCES

Joe Henderson, Director
Division of Lands and Minerals

As to State

STATE OF MINNESOTA)
) SS
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by Joe Henderson, Director, Division of Lands and Minerals, Department of Natural Resources, on behalf of the State of Minnesota.

Notary Public
My commission expires: _____



Board of County Commissioners Agenda Request



Requested Meeting Date: November 14, 2023

Title of Item: Individual Disaster Abatement and Credit - Parcel 29-1-469400

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

Submitted by: Mike Dangers	Department: County Assessor
--------------------------------------	---------------------------------------

Presenter (Name and Title): Mike Dangers, County Assessor	Estimated Time Needed: 10 minutes
---	---

Summary of Issue:

The County received a fire abatement application from Jacob and Mindy Koen. They are homestead property owners that lost their home to a fire on January 7, 2023.

The local option disaster abatement and credit is for owners that have lost at least 50% of their home to a disaster such as a fire. The benefits are a reduction in property taxes for the year of the disaster plus a tax credit for the following year. These benefits are prorated based on the number of months the property was unusable.

On page 2 is a short spreadsheet that shows the details of the situation. The tax reduction for both taxes payable in 2023 and 2024 is \$1368 for each year. Page 3 has a flowchart summary of how the disaster abatement and credit works. The right hand column pertains to this situation. On page 4 and 5 is a copy of the abatement application with a letter from the property insurer confirming the fire date and that it was a total loss. The last pages show photos of the property before and after the fire. The owners are currently rebuilding and hope to be in their new home in February 2024.

The cost of this abatement and credit is paid by other property owners in the County through the property tax system. If this was large scale disaster affecting many properties, we could apply to get State reimbursement of the costs.

Alternatives, Options, Effects on Others/Comments:

Approval of this is at the Board's discretion. In recent years, the Board has approved disaster abatements and credits. The Board could choose to just approve the abatement or credit (to provide one year of relief) and not both years. If neither the abatement or the credit is approved, the taxes would be reduced for payable 2025 if they didn't rebuild.

Recommended Action/Motion:

Motion to approve both the abatement and the credit as presented.

Financial Impact:

Is there a cost associated with this request? Yes No

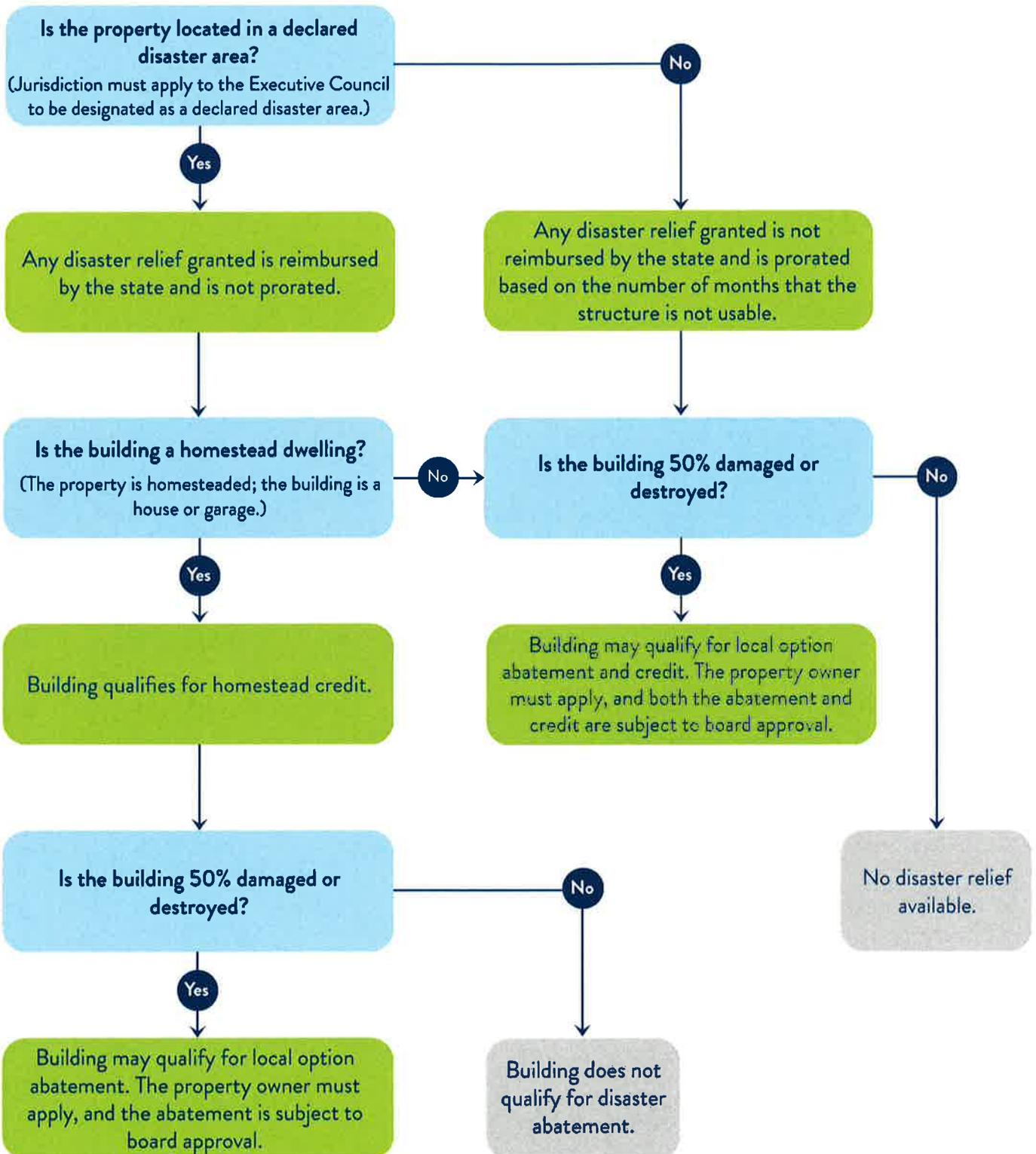
What is the total cost, with tax and shipping? \$ 2,736 (total of both the credit and abatement)

Is this budgeted? Yes No *Please Explain:*

We have not budgeted a cost for abatements or credits. The cost above does not include the administrative cost to process the paperwork.

Local Option Disaster Abatement and Credit Summary - November 14, 2023 County Board Meeting										
Owner Name	Parcel	Date of Fire	Number of Full Months Unusable	Homestead?	Estimated Market Value Before Fire	Estimated Market Value After Fire	Property Tax for 2023 Payable	Hypothetical 2023 Payable Tax After Fire	Prorated Abatement Amount 2023	Estimated Disaster Credit Amount 2024 Payable
Jacob and Mindy Koen	29-1-469400	1/7/2023	11	yes	430300	182800	2530	1038	1368	1368

Disaster Relief Qualification



For Office Use Only

Name of applicant _____

Assessment year _____

Approved

ALODA

Assessor's signature _____

Date _____

Denied

Application for Local Option Disaster Abatements and Credits

AITKIN County

If your property has been damaged or destroyed by a natural disaster or other type of accident, you may be eligible to receive some property tax relief on this year's and next year's property taxes. The type of tax relief you receive will depend on whether your property is homesteaded, whether it is located within a declared disaster or emergency area, the amount of damage sustained, and a number of other factors. If an assessor has not already reassessed your property, you should contact your county assessor's office and request that an assessor view the damage for the purpose of receiving disaster relief.

Applicant and Property Information

Last Name <u>Koen</u>	First Name <u>Mindy</u>	MI <u>M</u>	Social Security Number
Mailing Address - Street <u>50356 Long Point Place</u>	City/Town <u>McGregor</u>	State <u>MN</u>	Zip Code <u>55760</u>
Telephone (Work) [REDACTED]	Telephone (Home) <u>←</u>		

Property ID or Parcel Number (found on your property tax statement)

29 1 469400, 29-1-469500, 29-1-471200

Address of Damaged Property (if different than mailing address)

50356 LONG POINT PLACE MCGREGOR, MN 

Legal Description of Property (found on your property tax statement)

Is the property homesteaded?

Yes No

How many months was the property unable to be occupied or used?

Date you left property: January 7th, 2023

Is the property located in a county designated as a disaster or emergency area?

Yes No MN

Date you returned to property: Goal is February 2024

Statement of Facts

Applicant's statement of facts. (Please list type of disaster, type of damage, and any other information you deem relevant.)

- Experienced total loss house fire on January 7th, 2023
- McGregor, Aitkin, and Palisade fire departments responded.
- Cause of fire was suspected to be our Bissel vacuum cleaner that sat on docking station, per investigator.
- Not home at time of fire.
- Insurance company deemed it total loss on everything.

By signing below, I certify, to the best of my knowledge, the above statements are true and correct.

Sign Here

Signature of Property Owner

Mindy Koen

Date

October 19th, 2023

Note: Minnesota Statutes, Section 609.41. "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

The information on this form is required by Minnesota Statutes, section 273.1233 to properly identify you and determine if you qualify for a disaster abatement and/or credit. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

Rev. 01/13

Return to: Aitkin County Assessor, 307 Second St NW Room 120, Aitkin MN 56431

Phone: 218 827 7227

Auto-Owners
INSURANCE

LIFE · HOME · CAR · BUSINESS

Large Loss Claims Team

PO Box 30660 | Lansing MI 48909

6101 Anacapi Blvd | Lansing MI 48917

p. 844.359.4603 | f. 517.886.8723 | auto-owners.com

LargeLoss.CLM@aolns.com

Mindy & Jacob Koen
50356 Long Point Drive
McGregor, MN 55760

Named Insured: Mindy Koen, Jacob Koen
Date of Loss: January 7, 2023
Policy Number: 53-826649-01
Claim Number: 300-0017064-2023

October 18, 2023

Dear Mr. and Mrs. Koen,

This letter is to confirm that you suffered a total loss fire on January 7, 2023, at 50356 Long Point Drive, McGregor, MN.

We inspected your home on January 10, 2023, at which time we confirmed that your home was irreparable due to the fire damage it sustained.

Should you have any additional inquiries, please contact us.

Sincerely,

Ashleigh Hochstettler

Ashleigh Hochstettler
Manager – Large Loss Department
Auto-Owners Insurance Company
LargeLoss.CLM@aolns.com

Koen Parcel 29-1-469400

Before Fire



Koen Parcel 29-1-469400

After Fire





Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: Revitalization Grant: Award funding

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

Submitted by: Mark Jeffers	Department: Administration
--------------------------------------	--------------------------------------

Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator	Estimated Time Needed: 5 minutes
--	--

Summary of Issue:

The Aitkin County Economic Development Committee has received and reviewed grant funding requests for the Revitalization Grant Program. Grant applications for all grants applications reviewed and grant award summary are included.

The Committee recommends and requests approval to award the following grant at this time:

Crossroads Hotel, McGregor, \$5,000.

The purpose of this grant fund is to help support local businesses to upgrade/revitalize the outside presence of their business property in our community in an effort to drive economic growth. As business owners and members of our community, it is important that we establish and maintain an image of growth and success. The fund will help support upgrades of awnings, signage, outdoor aesthetics and general business image and appearance.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Economic Development requests approval of a motion to award the recommended grants.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

This funding is budgeted through the ARPA funding.

2023 Revitalization Grant Program

#	Applicant Name	Project Name	City	\$ requested	\$ Awarded	Informed
28	BarTopp Wash	exterior painting	McGregor	\$ 3,150.00		yes
29	Crossroads Hotel	exterior painting	McGregor	\$ 5,000.00	\$ 5,000.00	
				\$ 143,475.43	\$ 64,011.00	
				Remaining	\$ 5,411.00	

#29-2



Crossroads Hotel

September 7th, 2023

Mark Jeffers
Aitkin County Government
Center

307 2nd Street NW
Aitkin, MN 56431

Dear Aitkin County,

We are the new owners of Crossroads Hotel, formally Country Meadows Inn and Suite, in McGregor. Crossroads Hotel was purchased June 30th with the vision of bringing a quality, modernized hotel to the McGregor Lakes area. One that is comfortable, clean, and safe. We saw an opportunity to continue to invest in a community we have deep ties to.

We are in the middle of a complete refresh of the property. Including, but not limited to pool renovations, room updating, common area improvements, as well as security and entry upgrades.

We are asking for \$5,000.00 to assist in the upgrade of exterior door and entrance improvement. We are also adding upgrades to our outdoor signage with lighting and improved panels.

We look forward to hearing from you with hopes of being able to assist with some of this major expense.

Sincerely,

Brandon & Janae Popp
Tony and Pam Nistler



166 Yazdow Drive
McGregor, MN 56101



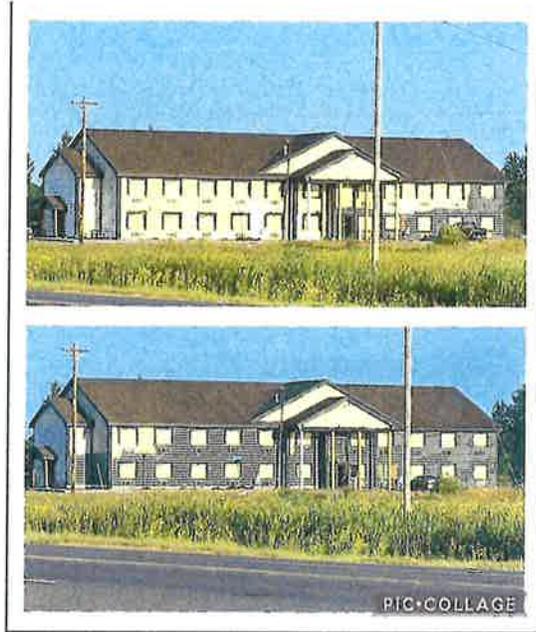
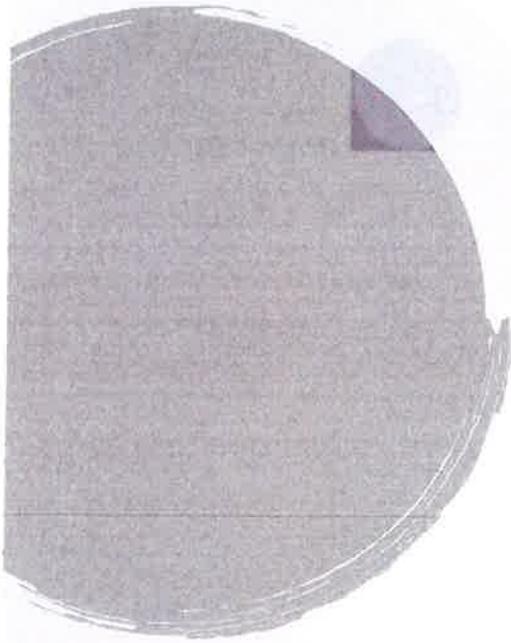
218 763 7778



info@mcgregorcrossroads.com



Crossroads Hotel



Project Crossroads Hotel	
Completion Date	Dec-23
Contact	Brandon Popp
Grant Amount	\$ 5,000.00

Exterior Door and front entrance improvement	\$ 4,200.00
improved lighting on signage	\$ 2,500.00
sign lighting panels	\$ 3,400.00
outdoor painting and window remodel	\$ 25,050.00
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
expense total	\$ 35,150.00

#28



Bartopp Carwash

August 30th, 2023

Mark Jeffers

Dear Aitkin County,

We are the new owners of the local carwash in McGregor. As business owners, we are excited to help improve the look of the city. We feel it is important to give our business a fresh look being we are located in a high traffic area for both those passing through, and the local community.

Our first year, we invested in the addition of an automatic wash & a set of new garage doors! It was important to focus on the interior issues first which left the exterior looking a bit run down. We are confident the new look would help improve the look of the town, as well as help overall business – it's tough to sell a Sparkling Wash when the building is lacking its own sparkle!

We are asking for \$3,150.00 to assist in covering half of the cost to give the outside of the building a fresh, modern look. This includes new paint on the exterior (building, trim, front door) and clean up and paint the garage doors on the manual bay side. Attached is a before and after photo of the building, along with the estimate from a local business for the entire job.

We look forward to hearing from you with hopes to be able to complete our exterior upgrades!

Bartopp Wash – Keeping McGregor clean, one car at a time!

Sincerely,
Brandon & Janae Popp
Jordan & Alli Barten

320-345-0582

bartopppropertiesllc@gmail.com

Before - -

Exterior - Blue paint
 Garage Doors - White
 Front Door - Red
 Trim - White

After - -

Exterior - Grey paint
 Garage Doors - Black



Service Contract

RG Services, Limited Liability Company

ghway 210

(608) 931-9402

Brandon Popp
 237 State Hwy 210
 McGregor, MN 55760
 (320) 345-0582

DATE August 30, 2023

Prepared by: **Ryan Grant**

Description	AMOUNT
Exterior Car Wash Paint	
Labor	\$ 6,300.00
Labor to include site prep, pressure wash, Two coats roof, body, trim, doors. Site clean up and waste disposal.	
Materials	
Sherwin Williams Multi Surface Acrylic Pro Industrial	
	\$ 6,300.00

TO BE COMPLETED THIS SEASON WEATHER PERMITTING



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: Childcare Acceleration Grant: Award funding

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

Submitted by: Mark Jeffers	Department: Administration
--------------------------------------	--------------------------------------

Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator	Estimated Time Needed: 5 minutes
--	--

Summary of Issue:

The Aitkin County Economic Development Committee has received and reviewed grant funding requests for the Childcare Acceleration Grant Program. Grant applications for all grants applications reviewed and grant award summary are included.

The Committee recommends and requests approval to award the following grant at this time:

Ashley's Little Adventurers, Ashley Warner, Aitkin, \$4,800.

Aitkin County has been awarded a grant from the Department of Employment and Economic Development (DEED). The Aitkin County Board of Commissioners, have approved this grant funding to be used to directly impact the Community of Aitkin County by establishing the Aitkin County Childcare Acceleration Grant.

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

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Economic Development requests approval of a motion to award the recommended grants.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

This funding is budgeted through an acquired DEED grant to the County.

2023 Childcare Acceleration Grant Program

Applicant Name	Project Name	Funding Category	City	\$ requested	\$ Awarded
Ashley Warner	Ashley's Little Adventurers	Remodel to meet licensing standards	Aitkin	\$ 4,800.00	\$ 4,800
				\$ 32,871.83	\$ 4,800

\$95,200



#7

Application for Aitkin County CHILDCARE ACCELERATION Grant Program 2023

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

APPLICANT INFORMATION

PROGRAM INFORMATION

Business Name: Ashley Warner (Ashley's Little Adventurers)
Address: 38934 State Highway 47
Aitkin, MN 56431

Person in Charge of Project: Ashley Warner

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

38934 State Highway 47
Aitkin, MN 56431

Contact Person's Phone #: 612-499-9019

Contact Person's Email: love-to-fish0711@gmail.com

Description of your childcare business: my business is going to be a play based daycare with additional curriculum throughout the year. The kids will spend time outdoors everyday (weather permitting) we will have crafts, art time, lots of play with problem solving, large motor, fine motor etc.

How many children are enrolled? 0

How many childcare slots will you increase if awarded? 10



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

Category	Grant Funds	Applicant Funds	Total
Oburg Fencing BID	3,000 ⁰⁰	2,000 ⁰⁰	5,000 ⁰⁰
Gross Motor Outdoor Toys	300 ⁰⁰	200 ⁰⁰	500 ⁰⁰
Outdoor playset/Swingset	1,500 ⁰⁰	500 ⁰⁰	2,000 ⁰⁰
TOTALS	4,800	2,700⁰⁰	7,500⁰⁰

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

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

Applicant Signature: Ashley Warner

Name Ashley Warner Date: October 11th



FUNDING:

Category for funding (circle or highlight):

- Licensing & training
- Remodel to meet licensing standards
- Supplies to meet licensing standards

Amount requested from Aitkin County

\$4,800

Amount of the business' match

\$2,700

Total projected budget

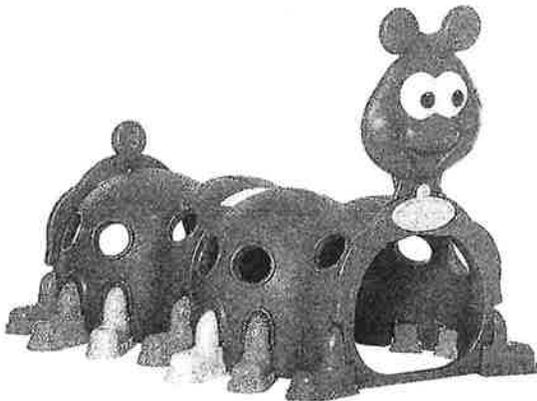
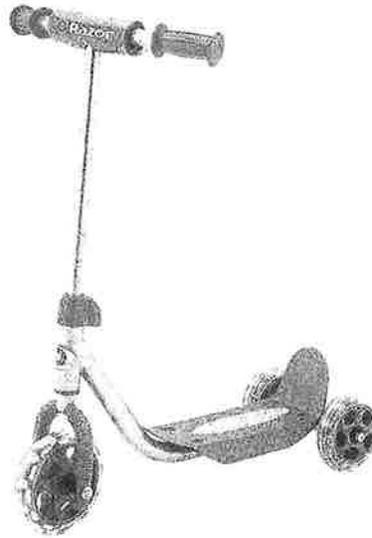
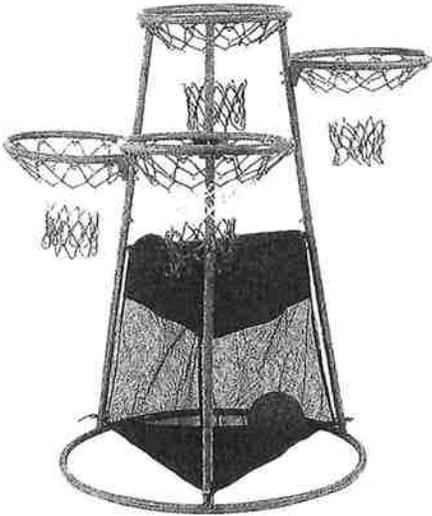
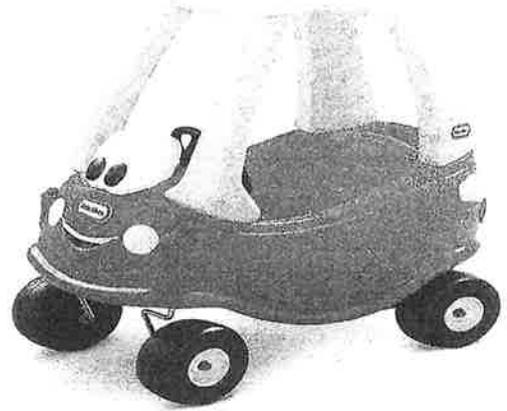
\$7,500

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

I live out on highway 47, pretty close to the highway and would need fence (per licensing) in order to open/become licensed. I have invested money into becoming a licensed childcare provider and would love to be able to have an outdoor playset and toys for the children. I am planning to be open/ready to be open by the beginning of November 2023.

Thank you for your consideration.

- Ashley Warner



Fence Bid

oberg fence

John Brabbit <johnb2185343118@gmail.com>
To: lovetofish0711@gmail.com

Tue, Sep 19, 2023 at 1:15

Ashley
For 30x60x30 of 5' high galvanized chain link fence with one 4' walk gate and one 10' double gate installed - \$ 4,974.00

SAA, but with black chain link - \$ 6,198.00

--
John Brabbit
Oberg Fence
Sales-Estimator
218-534-3118



Board of County Commissioners Agenda Request

5C
Agenda Item #

Requested Meeting Date: November 14,2023

Title of Item: Motion for letter of support- East Central Energy Broadband project

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

Submitted by: Mark Jeffers	Department: Administration
--------------------------------------	--------------------------------------

Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator	Estimated Time Needed: 5 minutes
--	--

Summary of Issue:

The Aitkin County Economic Development Committee has received a request for a letter of support for East Central Energy's grant application to the state Border to Border Grant Program.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Economic Development requests approval of a motion to forward a letter of support.

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:*



East Central Energy
 HOME GROWN, MEMBER OWNED,
 COMMUNITY FOCUSED

Rural electric co-ops are the fastest growing segment of broadband providers. East Central Energy powers some of the **most under-served counties** in the state. With the right funding, our electric grid can be leveraged to provide residential broadband and improve the overall quality of life for **over 123,000 residents**.

64,374 MEMBERS SERVED
8,473 MILES OF LINE
14 COUNTIES
180+ EMPLOYEES

Headquartered in Braham, MN, East Central Energy is **Minnesota's third largest** member-owned electric cooperative.



ECE is **uniquely positioned** to deliver broadband service to rural parts of Minnesota. We already have a deep relationship with our **member-owners**, plus we maintain a longer-term view of infrastructure investments.

What makes East Central Energy the broadband provider of choice?

As a not-for-profit organization...

We have **87+ years** of history in solid service

As ECE did in the '30s, we intend to **serve all areas...** not just densely populated

We have strong **relationships** with communities and access to resources

Across the nation, many other co-ops have deployed broadband **successfully**

...a regional project makes sense

Full fiber-to-the-home is the **gold standard** for internet service

ECE has the ability to blanket our 14-county area, helping to **offset expenses**

Our existing infrastructure = potential for **smart grid** technology

Positive long-term **economic impact** for families, schools, healthcare, and businesses

To learn more, contact:

Dennis Rice

Broadband Manager



dennis.rice@ecemn.com



763-691-2085

Minnesota Border-to-Border Grant Scope - Kanabec County

The Minnesota Office of Broadband has opened the FY 2024 grant window and allocated \$50M to bettering high-speed internet services throughout Minnesota. ECE will be applying for three grants, which are due on December 7, 2023. One of the three grants will directly impact Kanabec County. The Border-to-Border application awards points for community participation letters of support and financial commitment. The table below shows how much of each township/city would be served with high-speed internet if this grant is approved.

	Sq Miles	% of County
Pine Central	132	
Kanabec County	67	12.5%
Pine County	65	4.6%
Pine North	117	
Pine County	83	5.8%
Aitkin County	35	1.7%
Mille Lacs South	91	
Isanti County	14	3.0%
Mille Lacs County	78	11.4%
Total Kanabec	148	

“Community Engagement” wording from the B2B grant application:

Critical Need/Community Participation: 0 to 15 points possible

Addition scoring points will be awarded for the following:

- Project applications must identify why there is a critical need for the proposed project as it relates to access, affordability, reliability and/or consistency (in addition to being a scoring factor, applicants that do not address the critical need for their project may be disqualified from consideration)
- **Verified financial commitment to the project from any qualified community partner(s) [Community partner may be any public, private, non-profit, or philanthropic entity – this would include a business, county, township, city, tribal entity, or community coalition]**
- Projects that propose to serve or partially serve federally recognized tribal lands, and the associated tribal entity has provided application documentation of project support
- **Project applications that provide substantive evidence of community support for the project**

MN Border-to-Border Round 9 Grant Scope - Township Breakdown

Pine Central					
Townships	Sq Miles	% of Township	Underserved	Unserved	Total Service Points
Kanabec County					
Kroschel Township	8.7	24%	13	31	44
Peace Township	19.8	52%	56	186	242
Pomroy Township	37.1	98%	54	182	236
Whited Township	0.8	3%	-	6	6
Pine County					
Brook Park City	1.0	100%	13	58	71
Brook Park Township	20.6	69%	23	136	159
Hinckley Township	23.9	67%	77	181	258
Mission Creek Township	19.2	60%	35	119	154
Pokegama Township	0.7	1%	-	8	8
Total	132	-	271	907	1,178



AITKIN COUNTY ADMINISTRATION

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

November 14, 2023

East Central Energy
ATTN: ECE Board of Directors
412 Main Avenue North
Braham, MN. 55006

RE: ECE Letter of Support

Aitkin County would like to express our support for East Central Energy's Broadband Project for the MN Border-to-Border Round 9 grant program.

ECE's efforts will provide access to high-speed internet for many of our community members that currently do not have adequate internet access, or no internet access at all. These residents currently struggle with slow internet speed and poor connectivity—some residents have NO access to broadband—which adversely impacts school, work, and healthcare for these families.

This grant opportunity would greatly improve the quality of life for Aitkin County residents. Improving broadband to our residents in one of our highest priorities in Aitkin County. Currently, Aitkin County is 74th out of 87 counties for broadband access to under-served or un-served residents.

Aitkin County strongly supports this project and would appreciate your consideration of ECE's MN Border-to-Border Round 9 grant application.

Thank you for your consideration,

J Mark Wedel
County Commissioner, Board Chair
Aitkin County



Board of County Commissioners Agenda Request

5D
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: Motion for letter of support- Mille Lacs Energy Broadband project

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

Submitted by: Mark Jeffers	Department: Administration
--------------------------------------	--------------------------------------

Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator	Estimated Time Needed: 5 minutes
--	--

Summary of Issue:

The Aitkin County Economic Development Committee has received a request for a letter of support for Mille Lacs Energy Cooperative's grant application to the state Border to Border Grant Program.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Economic Development requests approval of a motion to forward a letter of support.

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 ADMINISTRATION

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

November 14, 2023

Mille Lacs Energy Cooperative
36559 US-169
Aitkin, MN 56431

RE: Mille Lacs Energy Cooperative (MLEC) Letter of Support

Aitkin County would like to express our support for Mille Lacs Energy Cooperative's Broadband Project for the MN Border-to-Border Round 9 grant program.

MLEC's efforts will provide access to high-speed internet for many of our community members that currently do not have adequate internet access, or no internet access at all. These residents currently struggle with slow internet speed and poor connectivity—some residents have NO access to broadband—which adversely impacts school, work, and healthcare for these families.

This grant opportunity would greatly improve the quality of life for Aitkin County residents. Improving broadband to our residents is one of our highest priorities in Aitkin County. Currently, Aitkin County is 74th out of 87 counties for broadband access to under-served or un-served residents. MLEC has been very aggressive in their commitment to improving broadband to County residents.

Aitkin County strongly supports this project and would appreciate your consideration of MLEC's MN Border-to-Border Round 9 grant application.

Thank you for your consideration,

J Mark Wedel
County Commissioner, Board Chair
Aitkin County



Board of County Commissioners Agenda Request

5E
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: Request Public Hearing- Housing Trust Fund Ordinance

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

Submitted by: Mark Jeffers	Department: Administration
--------------------------------------	--------------------------------------

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

Summary of Issue:

The Economic Development Committee is developing a Housing Trust Fund. This Ordinance may be adopted pursuant to Minnesota Statutes, Section 462C.16.

Pursuant to Minnesota Statutes, Section 462C.16, there is hereby created and established for the County of Aitkin a fund to be known and denominated as the Aitkin County Housing Trust Fund. The Trust Fund shall be a permanent source of funding and a continually renewable source of revenue to meet, in part, the housing needs of Moderate, Low Income and Very Low Income households of the County. The Trust Fund shall provide loans and grants to property owners, homeowners, local units of government, for-profit housing developers, and non-profit housing developers for the acquisition, capital and soft costs necessary for the creation of new Affordable Infrastructure and Workforce Housing (both rental and owner-occupied). Projects funded by the Trust Fund shall be dispersed throughout the County.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Schedule public hearing to review the ordinance. Suggested public hearing date and time: December 12, 2023 at 4:30 pm.

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:*

COUNTY OF AITKIN
STATE OF MINNESOTA

ORDINANCE No.: _____

**AN ORDINANCE ESTABLISHING A HOUSING TRUST FUND IN AITKIN
COUNTY**

THE AITKIN COUNTY BOARD OF COMMISSIONERS HEREBY ORDAINS AS
FOLLOWS:

SECTION 1: GENERAL PROVISIONS

- 1.1 Authority. This Ordinance is adopted pursuant to Minnesota Statutes, Section 462C.16.
- 1.2 Purpose. Pursuant to Minnesota Statutes, Section 462C.16, there is hereby created and established for the County of Aitkin a fund to be known and denominated as the Aitkin County Housing Trust Fund. The Trust Fund shall be a permanent source of funding and a continually renewable source of revenue to meet, in part, the housing needs of Moderate, Low Income and Very Low Income households of the County. The Trust Fund shall provide loans and grants to property owners, homeowners, local units of government, for-profit housing developers, and non-profit housing developers for the acquisition, capital and soft costs necessary for the creation of new Affordable Infrastructure and Workforce Housing (both rental and owner- occupied). Projects funded by the Trust Fund shall be dispersed throughout the County.

SECTION 2: DEFINITIONS

- 2.1 “Affordable” means a housing unit that has an Affordable Housing Cost
- 2.2 “Affordable Housing Cost” means an amount satisfied by:
- 2.2.1 For owner occupied housing, a housing payment inclusive of loan principal, loan interest, property taxes, property and mortgage insurance, and homeowners association dues which allows a moderate, low income or very low income household to purchase a home while paying no more than thirty percent (30%) of their gross household income.
 - 2.2.2 For rental or cooperative housing, a housing payment, inclusive of a reasonable allowance for heating, which allow a moderate, low income or very low income household to rent a unit while paying no more than thirty percent (30%) of their gross household income.
- 2.3 “Area Median Income” means the income guidelines established and published annually by the U.S. Department of Housing and Urban Development.
- 2.4 “Assisted Unit” means a housing unit that is Affordable because of assistance from the Trust Fund.
- 2.5 “Grant Supervisor” means the Aitkin County Economic Development Coordinator, or his or her designee.

- 2.6 “Low Income” means gross household income that is at or below eighty percent (80%) of Area Median Income, but more than fifty percent (50%) of Area Median Income.
- 2.7 “Moderate Income” means gross household income that is at or below one hundred fifteen percent (115%) of Area Median Income, but more than eighty percent (80%) of Area Median Income.
- 2.8 “Permanent Source of Funding” means once funds are allocated to the Trust those funds can only be expended for purposes outlined in section four (4) of this document.
- 2.9 “Project” may mean a single family house (attached or detached) or a multifamily property, either as owner-occupied property or rental property.
- 2.10 “Recipient” means any homeowner, for-profit, non-profit or local unit of government, or housing developer that receives funds in the form of a loan or grant from the Trust Fund Account. A Recipient may be an individual, partnership, local unit of Government, joint venture, Limited Liability Company or partnership, association or corporation.
- 2.11 “Trust Fund” means the Aitkin County Housing Trust Fund.
- 2.12 “Very Low Income” means gross household income that is at or below fifty percent (50%) of Area Median Income.
- 2.13 “Workforce Housing” means owner-occupied or rental housing units that are provided to households with at least one member per unit who is gainfully employed at the time of entry into the unit.

SECTION 3: TRUST FUND ACCOUNT; SOURCE OF TRUST FUNDS

- 3.1 There is also hereby established an Aitkin County Trust Fund Account, to be maintained by the Grants Supervisor. All funds received by Aitkin County on behalf of the Trust Fund shall be deposited in the Trust Fund Account. Principal and interest from loan repayments, and all other income from Trust Fund activities, shall be deposited in the Trust Fund Account. All interest earnings from the Trust Fund Account shall be reinvested and dedicated to the Trust Fund Account.
- 3.2 The Trust Fund shall consist of funds derived from the following, but not limited to:
 - 3.2.1 Private cash contributions designated for the Trust Fund;
 - 3.2.2 Payments in lieu of participation in current or future Affordable housing programs;
 - 3.2.3 Grants or loans from the federal or state government;
 - 3.2.4 Principal and interest from Trust Fund loan repayments and all other income from Trust Fund activities.
 - 3.2.5 Employer based funds and matches.
 - 3.2.6 Other sources to be considered; local or regional utility companies, specific county departments, specific county program funds (revolving loan fund), County HRA, City of Aitkin EDA.
 - 3.2.7 Application Fees - Projects applying for funds.
- 3.3 The Trust Fund may consist of funds derived from any other source, including but not limited to the following.
 - 3.3.1 Tax Increment returned to the County after decertification of a TIF district.

3.3.2 Any other appropriations as determined from time to time by action of the County Board of Commissioners.

SECTION 4: TRUST FUND DISTRIBUTIONS

4.1 The Trust Fund is to function as a resource to fund loans and grants in strict accordance with this Section. The Trust Fund shall be administered by the Grant Supervisor. No disbursements over \$25,000 may be made from the Trust Fund Account without the prior approval of the County Board of Commissioners.

4.2 Disbursements from the Trust Fund Account shall be made as loans or grants to assist Recipients in the creation of Assisted Units and administrative fees not to exceed 10 percent. Recipients may use the funds to pay for: capital costs, including but not limited to the actual costs of rehabilitating or constructing Assisted Units; preserving Affordable units; demolishing or converting existing non-residential buildings to create new Assisted Units; real property acquisition costs; and professional service costs, including but not limited to, those costs incurred for architectural, engineering, planning and legal services which are attributable to the creation of Assisted Units.

4.3 All projects exceeding \$25,000 considered for funding will be reviewed by the Aitkin County Board of Commissioners, prior to Grant Supervisor action.

4.4 The Grant Supervisor shall within thirty (30) days following the close of each fiscal year prepare and submit an annual report to the County Board of Commissioners on the activities undertaken with funds from the Trust Fund. The report shall specify the number and types of units assisted, the amount loaned per Assisted Unit, the amount of state, federal and private funds leveraged, the geographic distribution of Assisted Units and a summary of statistical data relative to the incomes of assisted households, including their monthly rent or mortgage payments, and the sales prices of owner-occupied Assisted Units.

SECTION 5: TERM OF AFFORDABILITY

5.1 The minimum term of affordability for an Assisted Unit shall be fifteen (15) years. The Grant Supervisor shall give preference to those projects that ensure that the Assisted Units remain Affordable for the longest period possible.

5.2 Assisted Units shall be deed-restricted to ensure long term affordability.

5.3 The County will enter into loan agreements with the Recipients of the Trust Fund monies. Each loan agreement will clearly state the conditions and requirements for the Recipient's use of Trust Fund monies, including the term of compliance, transfer or sale requirements and other requirements as specified.

5.4 In those cases where an Assisted Unit is sold or transferred prior to the expiration of the agreed-upon term, or where an Assisted Unit is no longer Affordable, the initial Recipient of assistance from the Trust Fund shall be obligated to repay to the Trust Fund the original amount of the loan or grant.

5.5 The County shall enforce all debt and lien instruments to the fullest extent of the law. The County may recommend debt settlement offers, if it is determined to be in the best interest of the Trust Fund.

SECTION 6: SEVERABILITY

6.1 If any provision of this Ordinance or the application thereof is held invalid, said invalidity does not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application and for this purpose, the provisions of the Ordinance are severable.

SECTION 7: EFFECTIVE DATE

This ordinance shall be in full force and effect immediately from and after its passage and publication as required by law.

ADOPTED by the Aitkin County Commissioners this _____ day of _____, 2023.

J. Mark Wedel, Aitkin County Board Chair

Attest: _____
Jessica Seibert, Aitkin County Administrator

Mark Jeffers

From: James Ratz
Sent: Wednesday, November 1, 2023 10:48 AM
To: Mark Jeffers
Subject: RE: Housing Trust Fund Ordinance- draft #1

Good Morning Mark,

I have reviewed the above-referenced ordinance, and it looks great!

I do not have any suggested edits at this time.

Please let me know if you have any questions.

Thanks,
Jim

From: Mark Jeffers <mark.jeffers@co.aitkin.mn.us>
Sent: Wednesday, October 25, 2023 4:13 PM
To: James Ratz <james.ratz@co.aitkin.mn.us>
Subject: Housing Trust Fund Ordinance- draft #1

Hello Jim. Please review the attached ordinance and let me know if approved to move on in the process.

Thank you, you are awesome!

Mark Jeffers

Aitkin County
Economic Development Coordinator
C- 218.513.6188





Board of County Commissioners Agenda Request

5F
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: Economic Development Q3 Impact Report

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

Submitted by: Mark Jeffers	Department: Administration
--------------------------------------	--------------------------------------

Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator	Estimated Time Needed: 20 minutes
--	---

Summary of Issue:

Mark Jeffers will present the Q3 Impact Report to Commissioners at the Board meeting.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
No action needed

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:*



Naturally Better.

Economic Development Update

Board of Commissioners

November 14, 2023

Priorities to Invoke Change

Promote Recreation
and Tourism

Improve
Broadband

Support
Childcare

Support Career
Development

Business Retention,
Expansion and
Attraction

Support Housing
Initiatives

Naturally Better.

EST 1857

ATKIN
COUNTY

ATKIN
COUNTY



Recreation & Tourism

- **Naturally Better Branding: digital marketing results (Aug).**

Aitkin County - Naturally Better - Digital Advertising Campaign Metrics

Tactic	Dates	Digital Ad Impressions	Clicks on Digital Ad to Naturally Better Here Website	Click Through Rate	National Average Click Through Rate	Video Views	YouTube Video View Through Rate	National YouTube Video View Through Rate
YouTube	August 2023	17,108	11	0.06%	.04% - 0.8%	16,345	95.5%	30-40%
Digital Display	August 2023	25,257	43	0.17%	.08% - 0.12%	758	-	-
Facebook	August 2023	637,098	4,672	0.7%	0.89%	-	-	0
Total		679,463	4726	0.70%		17,103		
Average				0.32%	0.9%			

- **Ripplesippi River Trails Committee:** The committee has worked to identify our river trail system and have named the Aitkin County trail system and the first 3 trails. A coordinated effort to inform the public and celebrate the naming will be held in early 2024.

Aitkin County Riverboat Trails

- | | |
|----------|---|
| Trail 1 | Pine Knoll Loop (Pine Knoll) |
| Trail 2 | Cedarbrook Way (Aitkin County Campground to Pine Knoll) |
| Trail 3 | Ripplesippi Trail (Aitkin City Park to Aitkin County Campground) |
| Trail 4 | Kimball Run (Kimball Access to Aitkin County Campground) |
| Trail 5 | (Waldeck to Kimball) |
| Trail 6 | (Palisade to Waldeck) |
| Trail 7 | (Wolds Ferry to Palisade) |
| Trail 8 | (Sandy Lake Recreation Area) |
| Trail 9 | (Lee Ferry to Wolds Ferry) |
| Trail 10 | (Verdon to Lee Ferry) |
| Trail 11 | (Jacobson to Verdon) |



Broadband

- **McGrath Project:** Construction is complete and home hook-up is underway. The project will be completed by December 2023. Stay tuned for the project completion celebration in the near future.
- **ISP Projects:** SCI continues building in the McGregor area for 2023. Paul Bunyan is completing construction in Ball Bluff Township and building out their RDOF area north of Aitkin.
- **DEED Border to Border Grants:** SCI was awarded \$794,822 to build out Broadband in Aitkin County. This was the only Border to Border grant awarded in Aitkin County for the current round of funds.
- **DEED Border to Border Grants:** 2024 applications are being submitted by ISPs. MLEC will present their 2024 plan to the economic development committee.



McGrath Project

www.naturallybetterhere.com



Child Care

- **2023 Childcare Acceleration Grant:** \$100,000 (DEED Grant) will be awarded to potential new childcare facilities in Aitkin County.
 - McGregor: A childcare provider in the McGregor area has applied for re-zoning in an effort to complete the transition from an at home provider to a **childcare center**, greatly increasing the amount of child slots available in that area.
 - Tamarack: Aitkin County Economic Development is currently collaborating with the City of Tamarack, Talon Metals, a childcare provider to establish a childcare center in Tamarack.



Business Retention, Expansion and Attraction

- **Revitalization Grant:** Aitkin County has awarded over \$64,000 in an effort to help support building upgrades and building aesthetics for economic growth. Over \$143,000 has been requested.

Grants by City:

Aitkin	10
Hill City	3
McGregor	3
Palisade	1
Tamarack	1

- **Business Development & Recreation Grant:** Aitkin County has awarded over \$12,900 in grants in an effort to support tourism growth. Over \$27,000 has been requested.

Grants by City:

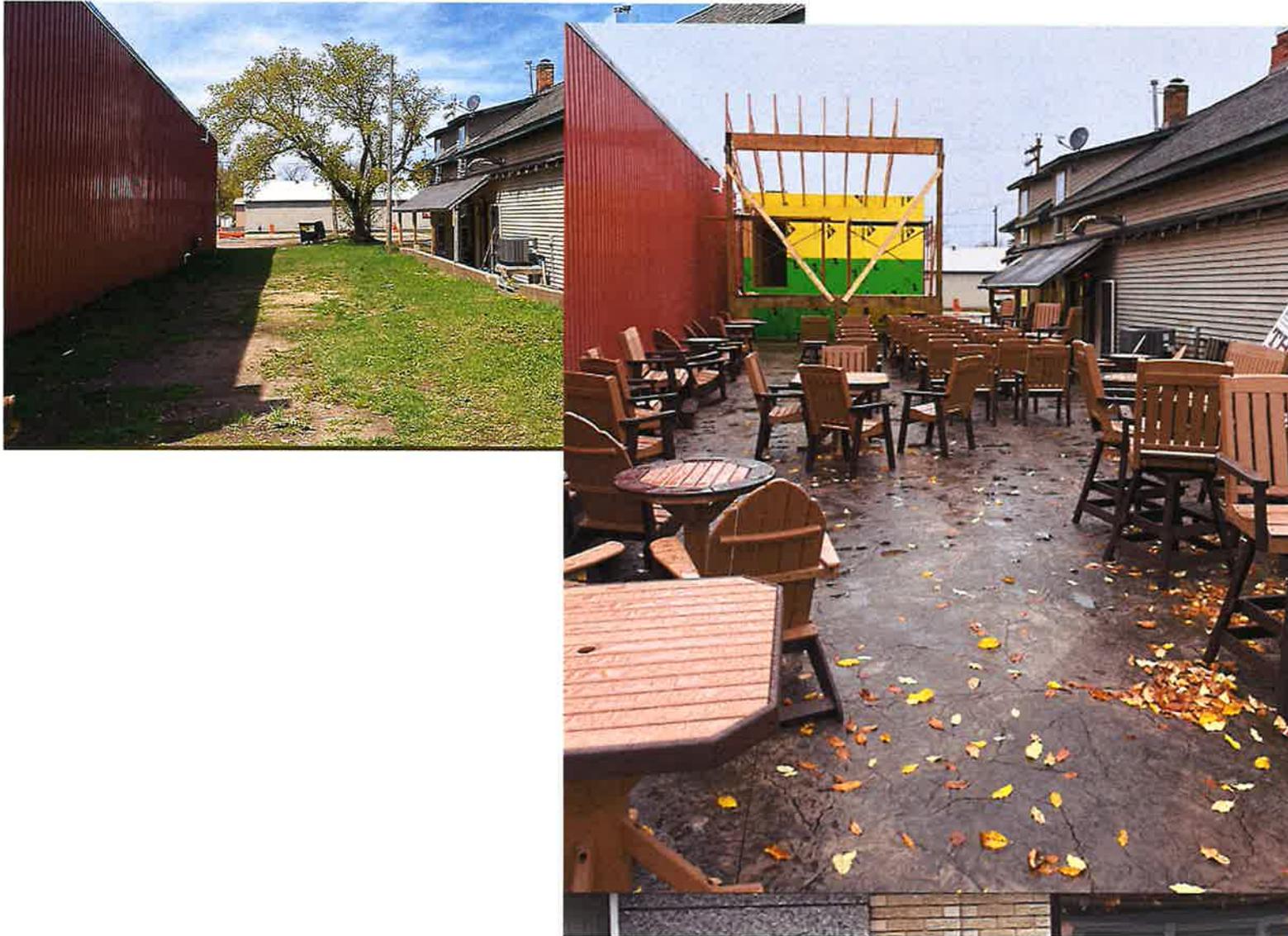
Aitkin	5
Hill City	1
McGregor	1
Palisade	2

- **Workforce Summit:** Aitkin County will host the first annual workforce summit March 7, 2024.

Revitalization Grant Execution: Hello Gorgeous

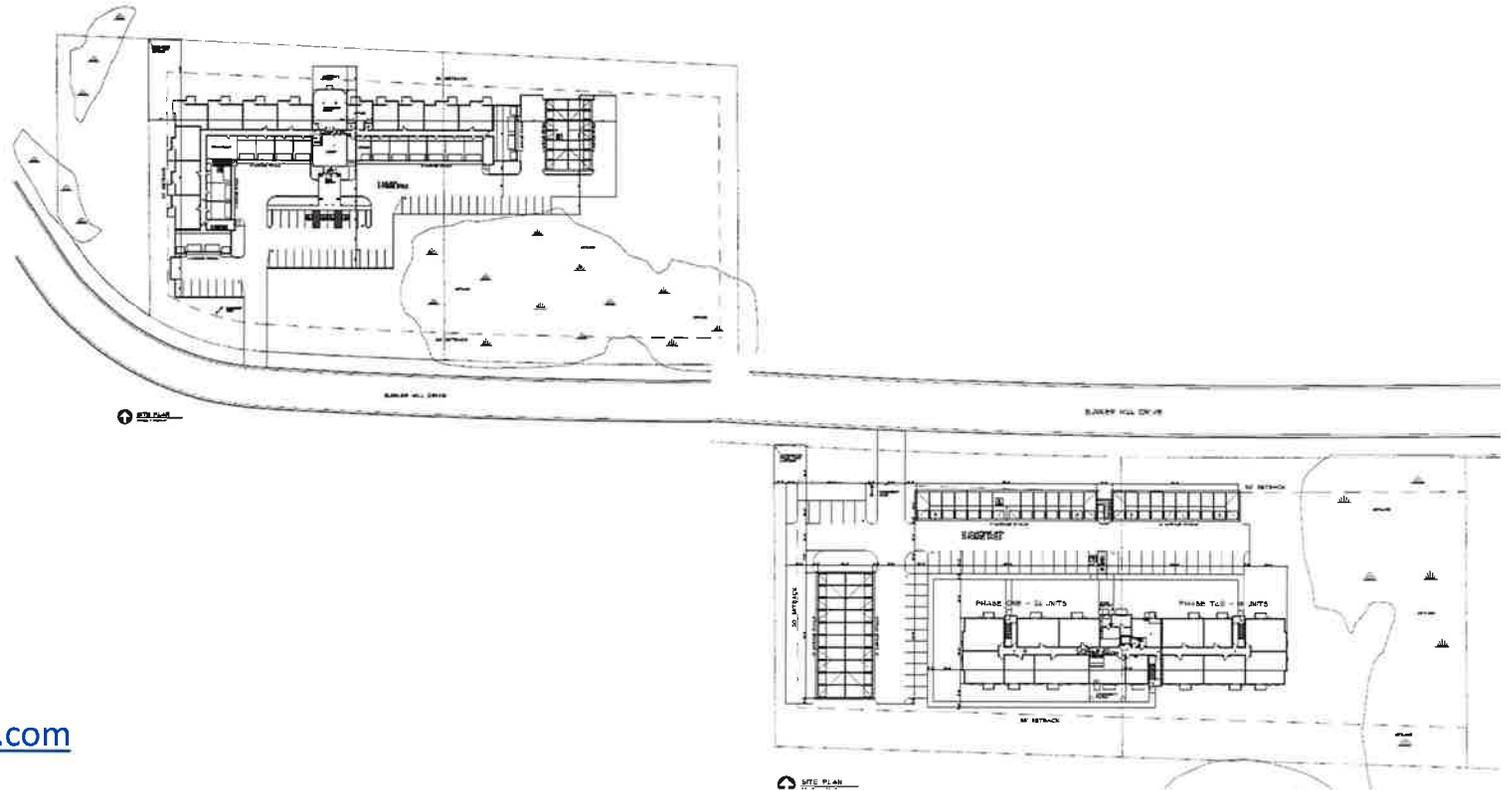


Revitalization Grant Execution: The Terrace



Support Housing Initiatives

- **Bunker Hills Housing**
 - Executed Developer Agreements for 44 unit workforce and 51 unit senior housing complex
 - Groundbreaking in June 2024
- **Housing Trust Fund**
 - Drafted ordinance
 - Drafted Housing Trust Fund implementation plan
 - Participating in the City Participation Program (new home buy down payment assistance)
 - Planning to engage cities with implementation plan ideas
 - Planning to engage developers with implementation plan ideas
 - Aitkin County will host the first annual housing development summit in Q1 2024.



Coordinator Updates

- **Organizations served:**
 - City of Aitkin Planning and Zoning Commission
 - Northspan Board of Directors, Vice-Chair
 - Iron Range Economic Alliance (IREA) Board of Directors, Vice-Chair
 - Minnesota Association of Professional Economic Developers (MAPCED) Legislative Priority Chairperson
 - Aitkin Chamber of Commerce Board of Directors, current Chamber President
 - Aitkin County Habitat for Humanity Board of Directors
- **General updates:**
 - Completed a social media policy and organized a social media advisory group.
 - Hosted both the IREA and MAPCED quarterly meetings here at the Government Center.
 - Virtually attended Civic Engagement training in August.
 - Collaboration meetings with City officials for Aitkin, McGregor, Hill City, Tamarack and Palisade.
 - Visited the City of Sandstone, City Administrator, to learn more information on childcare development.
 - Attended and engaged in City of Tamarack future planning sessions
 - Attended and engaged in the County Revitalization Initiative.
 - Continued Grant Award Audits.

Coordinator Updates

- Grant Award Audits:

#	YEAR	Grant	Facility Name	Contact Name	\$ Awarded	payment complete	All Docs	MJ check in	MJ check in2	MJ visit to confirm wo	Grant project completed
30	2022	Community Grant Program	Northwoods ATV Alliance	Harlan Kingsley	\$ 3,500.00	yes	yes	6/22/2023			yes
31	2022	Community Grant Program	ALANO Club	Jim Jenson	\$ 5,000.00	yes	yes				yes
32	2023	Business Development & Recreation	Long Lake Conservation Foundation	Bob Markum	\$ 2,000.00	yes	yes	6/27/2023			Yes
33	2023	Business Development & Recreation	Palisade Event Committee	Nancy Havila	\$ 925.00	yes	yes				yes
34	2023	Revitalization Grant	Lowe Properties	Peter Lowe	\$ 5,000.00	yes	yes	8/15/2023			Yes
35	2023	Revitalization Grant	Northland Hydraulic Services	Phil Gerber	\$ 5,000.00	Yes	yes				
36	2023	Revitalization Grant	My Crafts & Things	Michiyo Schanz	\$ 1,150.50	yes	yes	10/10/2023			
35	2023	Revitalization Grant	The Locker Room	Peter Lowe	\$ 3,000.00	yes	yes				
36	2023	Revitalization Grant	Jaques Art Center	Pamela Andell	\$ 1,020.00	yes	yes				
37	2023	Revitalization Grant	Smokey Jake's BBQ	Jacob Schanz	\$ 1,006.00	yes	yes	6/27/2023			Yes
38	2023	Revitalization Grant	Roadside Market	Anita Klennert-Sonaglia	\$ 5,000.00	yes	yes				
39	2023	Business Development & Recreation	Habitat for Humanity	Ann Schwartz	\$ 1,100.00	yes	Yes	6/27/2023			yes
40	2023	Business Development & Recreation	Jaques Art Center	Pamela Andell	\$ 1,400.00	yes	yes	9/28/2023	N/A	N/A	Yes
41	2023	Revitalization Grant	Growth Innovations (Bldg 2)	Stan Gustafson	\$ 1,521.00	yes	Yes	6/27/2023			Yes
42	2023	Revitalization Grant	The Village Pump Saloon	Allison Jensen	\$ 4,600.00	yes	Yes				
43	2023	Business Development & Recreation	Aitkin Chamber of Commerce	Taylor Enckson	\$ 1,550.00	yes	yes	8/15/2023			yes
44	2023	Business Development & Recreation	Rialto Theatre	Kirk Peysar	\$ 1,257.00						

Strategic Plan Tracking



Priority	Project	Action	Start Date	Completion Date	Status
Promote Recreation and Tourism	Aitkin County Branding Project		June, 2022	June, 2023	On track or Completed
	Pipplesippi naming of trails		March, 2023	May, 2023	On track or Completed
	Boost Grant		2022	2023	On track or Completed
	Business Development & Recreation Grant	Annual County Grant		ongoing	On track or Completed
Improve Broadband	McGrath Project	CDBG Grant, 5 Million to build internet availability	Aug. 2021	March, 2024	On track or Completed
	Border to Border Projects	continued support of ISP projects in Aitkin County	June, 2021	ongoing	On track or Completed
	Blandin Accelerate Cohort	County led committee on broadband knowledge	June, 2021	December, 2021	On track or Completed
	Digital Inclusion Committee	County led committee on inclusion of rural residences	April, 2023	August, 2023	On track or Completed
Support Childcare	Childcare facilities grant program	2022 Aitkin County Grant	April, 2022	Dec. 2022	Completed
	Childcare summit		June, 2022	June, 2022	Completed
	DEED Childcare grant		Dec. 2022	Dec. 2023	Caution on timing
	Childcare Acceleration Grant		Dec. 2022	Dec. 2023	On track or Completed
Support Career Development	Aitkin HS FAB LAB	Collaboration with School District to improve program		ongoing	Caution on timing
	Collaboration with JET			Feb. 2023	Completed
Business Retention, Expansion and Attraction	Business Revitalization Grant	Aitkin County Grant	Jan. 2023	Dec. 2023	Completed
	Community Grant Program	Aitkin County Grant	Jan. 2022	Dec. 2022	Completed
Support Housing Initiatives	Housing Strategy Sessions			ongoing	Caution on timing
	INH Development Tax Abatement	developer agreements complete			On track or Completed
	Established Housing Trust Fund		23-Oct		Caution on timing
	Statewide local Housing Aid	\$97,000 available for Housing Trust Fund type events			Caution on timing



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: Adopt Remote/Alternative Work Site Policy

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Bobbie Danielson		Department: Human Resources
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 5 Minutes
Summary of Issue: Seeking Board approval to approve the attached Remote/Alternative Work Site Policy. A work group was created to draft this policy and it has been through the Department Head committee for additional input and edits. Remote work became a widespread practice during the Covid-19 pandemic and it has continued in both the public and private sectors, including here in our organization. Many government agencies at the state and local levels have continued to support remote work for their employees. This was especially important during the pandemic as it allowed government services to continue while minimizing the risk of infection. The attached policy is a hybrid work model, allowing eligible employees to split their time between remote work and in-office work. This approach provides flexibility while maintaining a physical office presence (a minimum of 2 days per week in-office) to maintain team cohesion and collaboration.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to adopt the attached Remote/Alternative Work Site Policy, with an effective date of December 1, 2023.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

Aitkin County Personnel Policy, Supplemental Policy
Remote/Alternative Work Site Policy
(Hereinafter referred to as Remote Work Policy)

I. Introduction

- A. The purpose of this **Remote Work Policy** is to establish clear guidelines and expectations for remote work arrangements within the organization. This policy serves as a framework to ensure that remote work is managed consistently and effectively by outlining eligibility criteria, communication expectations, data privacy and security measures, and other considerations. This **Remote Work Policy** aims to provide a structured and supportive environment for remote work while safeguarding the organization's interests and values.
- B. Aitkin County is adopting a hybrid model, combining elements of both an "employer-initiated" and "employee-initiated" approach to remote work. The employer takes the lead in determining when and how remote work is implemented. This ensures that remote work arrangements align with the organization's strategic objectives and address specific business needs. Simultaneously, the organization considers individual requests from employees seeking flexibility and autonomy while working remotely. Employees are expected to meet their performance goals and maintain communication with colleagues and supervisors during remote work.
- C. Remote work is not considered a discretionary benefit or entitlement for employees. Decisions regarding remote work shall be made on a case-by-case basis, considering the organization's needs and nature of the work. While remote work may be approved when it aligns with business objectives, approval is not automatic or guaranteed, and remote work availability may change over time. The employer reserves the right to modify, suspend, or terminate remote work arrangements at its discretion.
- D. Upon request of MCIT or the County Auditor, employees who work remotely may be required to furnish an umbrella insurance policy that provides additional coverage beyond the limits of the organization's primary insurance policy
- E. Any questions regarding the **Remote Work Policy** shall be directed to the Department Head and/or HR Department.

II. Definitions

- A. **Remote location**: an approved alternate work site in which an employee is authorized to regularly conduct their work remotely. The remote location shall be the employee's residence unless otherwise approved by the Department Head.
- B. **Primary Work Site**: The Aitkin County Department that the employee would primarily work at, not the remote location.
- C. **Remote worker**: Full-time Aitkin County employee who has an approved remote

arrangement through their supervisor and Department Head.

- D. **Remote work**: Fulfilling job responsibilities at an approved remote location.
- E. **Scheduled work hours**: Those work hours during which the remote worker must be available for contact by the employer and/or public consumer.
- F. **Aitkin County Remote/Alternative Work Site (AWS) Arrangement**: A document that describes a specific remote arrangement agreed upon between the employee, the supervisor, and the Department Head.
- G. **Aitkin County Remote Access Agreement**: A required document from the IT Department to provide employees remote access to the network via methods that provide information security and protection. This document requires approval of the IT Manager and Department Head or designee.
- H. **Aitkin County Remote Equipment Inventory**: A document that lists the equipment removed from the primary work site to be used at the remote location. All employees working at a remote location must have an equipment inventory completed and on file.

III. Eligibility

- A. Many employees and positions can thrive in a remote work arrangement. In accordance with this policy, suitability for remote work will be assessed by the Department Head or designee, in consultation with Administration, Human Resources, and the IT Department.
- B. Positions that are not suitable for remote work typically involve tasks and responsibilities that require physical presence or access to specific equipment. Some examples of jobs that may not be well-suited for remote work include: front office staff providing face-to-face interactions to walk-in customers, staff delivering in-person care to clients or inmates, drivers, equipment operators, custodial and building maintenance staff, parks staff, correctional officers, dispatchers, licensed peace officers, food service, education staff, and other positions requiring face-to-face interactions with customers or those who rely on specialized equipment that cannot be replicated remotely.
- C. Employees on probation, trial periods, performance improvement plans (PIP), or having performance or disciplinary issues are not eligible for a remote work arrangement.
- D. Employees assigned a new caseload may be denied remote work for a period of time to complete necessary training and job shadowing.
- E. The employer may modify, suspend, or terminate the remote work arrangement at its discretion due to performance concerns, low productivity, attendance issues, missing meetings or trainings, disciplinary matters, or for any other reason.
- F. Decisions regarding an employee's eligibility for a remote work arrangement or the

modification, suspension, or termination of such an arrangement are not subject to the grievance procedures outlined in any collective bargaining agreement or county policy.

G. The employer is willing to consider exceptions to this policy in cases of medical necessity.

IV. Remote Work Arrangements

- A. Expectations for timely completion of work, meeting attendance, responsiveness, and other performance criteria are the same for remote workers as non-remote workers. Remote workers are expected to comply with all applicable personnel policies, acceptable use of computers, mobile phone, data privacy and security policies. Non-exempt (hourly paid) employees are required to abide by wage and hour reporting policies – accurate reporting of time worked, no working off the clock, etc. A remote work arrangement may be modified, suspended, or terminated by the Department Head at any time for any given reason. Violation of this policy may result in disciplinary action and termination of the remote work arrangement.
- B. Remote work arrangements shall generally be in accordance with the regular work day or under an approved flex schedule. All work rules regarding overtime, comp time, etc. apply to employees with an approved remote work arrangement. No overtime shall be accrued while working remotely, without prior supervisory approval. A remote work arrangement cannot be a substitute for dependent care, PTO, medical leave, sick leave, etc.
- C. All remote workers shall be required to schedule a minimum of two days per week at the primary work site to engage, collaborate, and ensure goals are being met. The two day per week minimum is dependent on work load and individual needs of the unit. The supervisor can request a remote worker to be at the primary work site more than two days per week to ensure department needs are being met.
- D. Business meetings and client visits to the employee's remote location are prohibited.
- E. No out-of-state remote work is permitted as the employer's workers' compensation insurance coverage does not extend out-of-state.
- F. The remote worker must not undertake other employment in the remote location during scheduled work hours.
- G. Travel time to and from the employee's home/AWS and primary work site is not considered work time and is not eligible for mileage reimbursement. This includes travel time for mandatory meetings and other work-related purposes requiring the employee to report to the primary work site. (If an employee's remote work location is home and they have to travel a distance that is greater than the distance to the primary work site, the additional distance would be reimbursable. As an example, if the employee typically travels 28 miles from Brainerd (home/AWS) to Aitkin (primary work site), but has a meeting in Grand Rapids, which is 81 miles from home/AWS, then the additional distance of 53 miles would be eligible for mileage reimbursement.)

- H. The remote worker agrees that all county-owned property will be returned to the primary work site at the employer's request. When the remote arrangement is terminated for any reason, all county-owned property and supplies must be returned within 24-hours or by the next business day. An inventory will be taken by the supervisor within two (2) business days to ensure everything is returned and in good condition. Appropriate steps will be taken if the county-owned property and supplies are not returned by the due date. The remote worker agrees to be responsible for covering the replacement cost of any equipment this is missing or not returned on time, and that said expense may be deducted from their final paycheck.

V. Expectations and Responsibilities

- A. Expectations and responsibilities are established to ensure the effectiveness and safety of a remote arrangement. All employees who have an approved remote arrangement must complete a 40-hour work week. If the remote worker is not able to complete their scheduled hours of work in accordance with Article III, Section G, of the personnel policy, they shall contact their supervisor in advance of logging off.
- B. All remote workers must come into the office for all in person work requirements, attend regularly scheduled staff meetings, and attend mandatory training sessions while adjusting their schedules accordingly.
- C. Remote workers shall be dressed appropriately and be ready to go into the field with little notice to conduct face to face visits or come into the primary work site for coverage.
- D. Remote workers will participate in meetings via video conferencing when called upon to do so, including on short notice. It is expected that participants will have their video cameras enabled during virtual calls and remote meetings unless doing so interferes with the quality of the meeting and participants are asked to turn off their video cameras. All office telephone calls will be forwarded to employees' work cell phones.
- E. It is the responsibility of the remote worker to assure that child or elder care responsibilities do not interfere with work tasks and scheduled work hours. During scheduled work hours, remote workers shall have dependent care arranged for their children, parent, or other family members. Remote workers cannot work while providing care to others. Conflicts must be immediately communicated to their supervisor and adjustments made to their schedule to reflect time worked. Personal tasks and errands shall only be performed during the remote workers scheduled rest breaks and meal periods.
- F. When remote workers resign employment or retire, they are required to return to the primary work site for the final two-week resignation notice period to facilitate the transfer of knowledge and a smooth transition.
- G. There may be additional expectations that are job specific. The Department Heads or designee will communicate these expectations with each employee individually.

VI. Responsiveness and Productivity Measures

- A. Employees who have an approved remote work arrangement must maintain regular communication with their supervisor and remain productive and responsive during their scheduled work hours. The remote worker is expected to maintain the same response times as if they were at their primary work site. Remote workers are responsible to take and respond to client, supervisor, and department calls in a timely manner. If the remote worker is found to be unavailable during scheduled work hours, the remote work arrangement may be terminated.
- B. Remote workers may be required to document their work completed each day and to provide a summary to their supervisor.
- C. Generally, it is the remote worker's responsibility to do their own printing, scanning, mailing, etc. If they are unable to complete these duties remotely, the remote worker may be required to come into the office more often. Team agreements for coverage may be considered, subject to Department Head approval.
- D. It is the responsibility of the supervisor to set clear expectations and regular meetings with remote workers to ensure their availability, schedules, communication protocols and methods, engagement, etc. The supervisor is responsible for regularly evaluating the remote workers' job performances to ensure the remote work arrangement remains suitable.

VII. Workspace Arrangements

- A. All remote workers are responsible for having their own designated workspace at the remote location. Remote workers must identify a workspace that is conducive to performing their job duties. Choose a good workspace that provides a safe place for their work with little interruption. They are also responsible for maintaining safe conditions in the workspace, including proper ergonomics, and to practice the same safety habits as those followed at the primary work site. Workplace injuries or illnesses must be reported immediately, or as soon as practical, to the employee's immediate supervisor. Work-related injuries or illnesses apply while the employee is remotely performing work for pay and is directly related to the performance of work, rather than general home environment. The remote location is considered a work site only during scheduled work hours for purposes of workers' compensation.
- B. The remote worker will furnish all furniture required for the workspace such as a desk, office chair, file cabinets, etc. The employer will not assume responsibility for operating costs, home maintenance or other costs to include Wi-Fi/internet fees incurred by the employee in the use of a residence for a remote workspace (i.e., if an employee voluntarily opts to accept a remote work arrangement; the employer will not reimburse costs). Materials and equipment must be in a secure place that can be protected from damage or misuse. Data must be protected from disclosure to unauthorized individuals.
- C. The employer reserves the right to audit remote work locations during work hours, to visit the remote work location with or without notice to the employee, and/or to request a video of the workspace, all intended to ensure compliance with this policy, proper set-up of the workspace,

and to ensure that private data is being stored properly at the remote work location.

D. When setting up the workspace, the following checklist shall be used to evaluate and take corrective actions. Note: additional hazards may be present in any given situation.

General

- Floors are clear and free of hazards.
- Work area is reasonably quiet and free of distractions.
- Electrical cords are secured under desk, along the wall, away from feet and heat sources.
- Temperature, ventilation, and lighting are adequate.
- First-aid supplies are readily available.
- Where appropriate, the home has been tested for radon.
- Carbon Monoxide detector is in an appropriate location.

Fire Safety

- Walkways, aisles, and doorways are unobstructed.
- Exits are accessible and kept unobstructed.
- Working smoke detector is located near designated work space.
- Charged fire extinguisher is accessible from designated work space.
- Work space is kept free of trash, clutter, and flammable liquids.
- Radiators and portable heaters are located at least three feet away from combustible items.

Electrical Safety

- Computer equipment is connected to a surge protector.
- Electrical system is adequate for office equipment and circuits not overloaded.
- Electrical panels are readily accessible in the event a breaker needs to be reached.
- All electrical plugs, cords, outlets, and panels are in good condition, no exposed/damaged wiring.
- Extension cords and power strips are not daisy chained (plugged into each other rather than the outlet) and no permanent extension cords are in use.
- Electrical cords run in non-traffic areas, do not run under rugs, and are not nailed or stapled in place.
- Equipment is turned off when not in use.

Workstation Ergonomics

- Office furniture and equipment is set up to fit employee ergonomically.
- Chair is sturdy and adjustable with backrest and casters appropriate for floor surface.
- Monitor is at arm's length or comfortable distance from eyes, and top of screen is slightly below eye level.
- Forearms are parallel to the floor and wrists are straight.
- Feet reach the floor when seated or fully supported by a foot rest.
- Back is adequately supported by backrest.

- Computer screen is free from noticeable glare and positioned to a height where neck and head are neutral.

VIII. Technology Requirements and Monitoring

- A. The necessary tools, technology and services must be readily available at the remote location. The employer will provide the necessary technology equipment to perform necessary duties to include: a suitable mobile computing device, up to two monitors, docking station, keyboard & mouse, and Webcam (if necessary). County-owned equipment will be serviced and maintained only by the Aitkin County IT Department or their designee. Employees will typically be given one set of technology equipment to be used between the primary work site and remote location. The employee must take appropriate steps to minimize damage to county-owned equipment at the remote location and ensure that it is not used by any unauthorized person.
- B. Aitkin County IT recommends cable or fiber internet service with a minimum download bandwidth of 20MB/s. Please note this is only a guideline – some internet connections may be inadequate even while meeting this guideline. Examples include but are not limited to Dial-up and Satellite internet services. All internet connections must come from within the United States, use of anonymizer VPN's or proxy servers may prevent the Aitkin County VPN from properly connecting.
- C. The remote worker is expected to set-up all computer connections. Aitkin County IT will not troubleshoot home networks/Wi-Fi, it is solely the responsibility of the remote worker. This is to include cyber threats present in the home network. In the event of a Cybersecurity threat being detected on or from a privately owned network, Aitkin County IT will revoke remote connections. All computers must be returned to Aitkin County IT for threat assessment before being returned to service either remote or on premises. Remote connections will not be restored until it can be proven to the satisfaction of Aitkin County IT that the threat has been mitigated.
- D. County-owned equipment and programs are for business use only. The department shall maintain an inventory of all county-owned equipment at the remote location to include serial numbers, when available. Personal computers and equipment may not be connected to the County's network.
- E. If the employee's internet goes out or if their equipment is not working, they will be expected to report to the primary work site to finish out the day. Repeated circumstances of technology issues may be cause for termination of the remote work arrangement.
- F. Aitkin County values the trust and autonomy of its remote workers, while also recognizing the need to ensure productivity, data security, and legal compliance. Remote workers may be subject to monitoring, including scenarios where such monitoring might occur without their explicit knowledge. Monitoring may include, but is not limited to network traffic, monitoring internet usage, email, and data transfer activities, periodic screen captures to ensure compliance with organizational policies, time tracking software, and performance and productivity metrics.

IX. Data Security/Client Confidentiality

- A. Remote workers are responsible for maintaining the security of data while working at a remote location. Because of the nature of remote work and the presence of others who are not employed by the County, remote workers have a greater individual responsibility for data security than employees have while working at a primary work site. The remote worker must follow all applicable provisions of the Minnesota Government Data Practices Act (“MGDPA”), HIPAA, Federal Tax Information (FTI), and county data privacy policies when performing work at the remote location. The remote worker and supervisor must discuss the type and form of data which will be taken to and from the remote location and must agree on the security and transfer process necessary to meet the needs of the county, to protect the security of the data, and to comply with the MGDPA, HIPAA, FTI, and county data privacy policy. Remote workers will ensure security of paper and electronic data outside of office network, password protect all county-owned devices, encrypt outgoing data, use a county VPN, and store work files on county equipment and never on personal drives or flash drives (if applicable). Wi-Fi must be password protected.
- B. Disclosure of private or confidential data related to remote work is grounds for terminating the remote work arrangement as well as other disciplinary action.
- C. Transporting data. Transportation of non-public, protected, or sensitive data must be done in a locked bag. Such data is permanently stored at the primary work site, with the only data that is transported limited to that which is necessary to conduct work assignments before returning to primary work site.

X. Procedures

- A. An **Aitkin County Remote Access Agreement** must be signed by the remote worker, the Department Head, and the IT Manager prior to beginning any remote work. This agreement needs to be completed once during their tenure unless the guidelines change. A copy of this agreement will be placed in the employee’s personnel file in the Aitkin County Human Resources Department.
- B. A **Remote Work Arrangement and Remote Equipment Inventory** must be completed, approved, and signed each calendar year by the remote worker, direct supervisor, and Department Head. Based on their remote work arrangement, the employee will decide whether their main computer setup is at the primary work site or at the remote location and be documented on the Remote Equipment Inventory.

Aitkin County Remote/Alternative Work Site Arrangement

I have read, understand and am fully aware of the terms of the Aitkin County Employee **Remote Work Policy**; and I agree to comply with the terms of this policy. I understand that the departmental Employee **Remote Work Policy** can be more restrictive than the county policy, but not less restrictive. Therefore, if changes are made to the county policy that are more restrictive than the departmental policy, I agree to comply with the terms of the most restrictive policy. I agree that I can be asked to return to the primary work site to work at any time upon the request of the employer. I also agree to remain informed of and comply with future revisions to this policy.

I understand that when I resign or retire, I am required to return to the primary work site for the final two-week resignation notice period to facilitate the transfer of knowledge and a smooth transition.

<u>Agreement/Form</u>	<u>Completed/Signed</u>	<u>N/A</u>
Aitkin County Remote Work Access Agreement	<input type="checkbox"/>	<input type="checkbox"/>
Aitkin County Remote Work Arrangement	<input type="checkbox"/>	<input type="checkbox"/>
Aitkin County Remote Work Equipment Inventory	<input type="checkbox"/>	<input type="checkbox"/>

Remote User

Remote User (print)

Signature of Remote User

Date

Supervisor

Signature

Date

Department Head

Signature

Date

Alternate Work Sites and Telecommuting

Void this section of current policy.

- (a) Utilizing alternate work sites and telecommuting is an administrative option not an employee benefit. Upon agreement of the department head an employee may be allowed to report to an alternate work site or to telecommute but the decision to allow it will be based on the business needs of the County and the Department.
- (b) Alternate work sites and telecommuting requires support from the Department Head and approval of the County Administrator. Alternate work sites and telecommuting is not appropriate for every job at the County. Alternate work sites and telecommuting agreements may be revoked by management at any time for any reason.
- (c) The necessary tools, technology and services must be readily available at the alternate work site. The County will provide the necessary technology equipment to perform necessary duties. The County will not assume responsibility for operating costs, home maintenance or other costs incurred by the employee in the use of a residence for telecommuting. (i.e. if an employee voluntarily opts to accept a telecommuting agreement; the County will not reimburse costs).
- (d) An employee's compensation and benefits, and the terms and conditions of employment will not change as a result of alternate work location or telecommuting. An employee who works from an alternate location or telecommutes is still accountable to all county policies, departmental rules and work direction. Employees at alternate work sites must maintain communications with supervisors as directed.
- (e) Work Schedules
 - (i) Alternate work sites or telecommuting scheduling should be in accordance with the regular work day or under an approved flexible schedule.
 - (ii) All work rules regarding overtime, comp time, etc... apply to employees under this section.
- (f) Requirements
 - (i) An agreement must be signed by the County Administrator, Supervisor, Department Head and employee prior to beginning any alternate work site or telecommuting.
 - (ii) There must be clear and mutually understood methods that are documented in the agreement for measuring and evaluating the work of and holding accountable an employee who is working at an alternate site or telecommuting.
 - (iii) All employees must be required to have at least 8 hours per week of time reporting to the normal work site, unless authorized otherwise by the Department Head for business continuity purposes, such as requiring some staff to work full-time from alternate work sites during the Covid-19 pandemic.



Board of County Commissioners Agenda Request

6B
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: Personnel Policy Updates

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Bobbie Danielson		Department: Human Resources
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 5 Minutes
Summary of Issue: <p>Personnel policies are updated on an ongoing basis, as needed. The attached outlines current revisions and an update will be posted on the intranet, contingent upon Board approval.</p> <p>Additional updates will follow before end of the year related to recent legislative changes, such as an Earned Sick and Safe Time (ESST) policy update.</p>		
Alternatives, Options, Effects on Others/Comments: If you have any questions or require additional information prior to the meeting, please feel free to contact me.		
Recommended Action/Motion: Motion to adopt the attached Personnel Policy, effective November 14, 2023.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Personnel Policy

Adopted: July 28, 2015

Last Revision: [November 14, 2023](#)

Deleted: March 1, 2022

If you have any suggestions for changes to policy content, please contact HR, or [click here to submit ideas for changes](#). All suggestions are welcome.

Deleted: 1/21/2022: This policy is currently under review for additional content and formatting updates.

Deleted: [click here to submit ideas for changes](#).

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

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

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

Article I	INTRODUCTION	3
Section A.	Purpose	3
Section B.	Adoption	3
Section C.	Administration Of The Manual	4
Section D.	Savings Clause	4
Section E.	Departmental Rules	5
Section F.	Collective Bargaining Agreements.....	5
Section G.	Other Agreements:	5
Section H.	Management Rights.....	6
Article II	DEFINITION OF TERMS.....	7
Article III	EMPLOYMENT.....	12
Section A.	Equal Employment Opportunity Policy Statement	12
Section B.	Recruitment Procedures	13
Section C.	Hiring Practices.....	14
Section D.	Orientation.....	18
Section E.	Probationary Period	19
Section F.	Access To Personnel Files.....	19
Section G.	Hours Of Work.....	20
Section H.	FLSA Safe Harbor For Exempt Employees.....	23
Section I.	Performance Management.....	24
Section J.	Disciplinary Action	24
Section K.	Termination Of Employment	27
Section L.	Grievance Procedure	28
Section M.	Exit Interviews	29
Article IV	WAGES AND SALARIES	30
Section A.	Elected and Appointed Officials; Employees Not Already Set By Agreement.....	30
Section B.	Job Reclassification Pay	31
Section C.	Overtime Pay.....	31
Section D.	Payroll Deductions	32
Section E.	Pay Procedure	33
Section F.	Market Rate Adjustments	34
Article V	EMPLOYEE BENEFITS AND SERVICES	35
Section A.	Group Insurance	35

Section B.	Health Insurance and HSA (or VEBA)	35
Section C.	Life Insurance	37
Section D.	Long Term Disability Insurance	37
Section E.	Affordable Care Act (ACA) Policy:	37
Section F.	Holidays	40
Section G.	Paid Time Off (PTO) – PTO schedule updated effective 12/6/2021	41
Section H.	Extended Sick Leave Bank / Care Of Relatives	43
Section I.	Personal Leave	43
Section J.	Workers Compensation Procedures	44
Section K.	Family And Medical Leave	46
Section L.	Bereavement Leave	54
Section M.	Military Leave	56
Section N.	Jury Duty Or Witness Pay	58
Section O.	Personal Leaves Of Absence	58
Section P.	Leave Donation Policy	58
Section Q.	Continuing Education	59
Section R.	Educational Tuition	60
Section S.	Life Lock Insurance Policy, board adopted 2/12/2019 – this employer paid premium sunsets on 12/31/2021	60
Article VI	EMPLOYEE COMMUNICATIONS	61
Section A.	Bulletin Boards	61
Article VII	SAFETY AND HEALTH	62
Section B.	Safety Committee	62
Article VIII	ORGANIZATIONAL STANDARDS AND RULES	64
Section A.	Code Of Ethics	64
Section B.	Harassment Policy, Including Sexual Harassment and General Harassment	67
Section C.	Smoke-Free And Tobacco-Free Policy	72
Section D.	Drug and Alcohol Free Workplace Policy (Update 1/1/2021)	72
Section E.	Job Classification	76
Section F.	Employee Recognition Service Awards	79
Article IX	FORMS AND ATTACHMENTS	81
Section A.	Appendix A, Salary Schedule	81
Section B.	Appendix B, Job Classifications	82

ARTICLE I INTRODUCTION

Section A. Purpose

It is the purpose of this Personnel Policies and Procedures Manual to provide a uniform, comprehensive and effective system of personnel administration in Aitkin County and to establish procedures which will serve as a guide to administrative action concerning personnel activities and transactions.

It is the further purpose of this Personnel Policies and Procedures Manual to ensure:

- (a) A spirit of confidence and cooperation between the Board and its employees.
- (b) That all appointments and promotions to positions in the County service shall be made on the basis of job-related qualifications.
- (c) That position classification and compensation plans shall be adopted which will conform to the principle of like compensation for like work.
- (d) That the citizens of Aitkin County can be assured that their best interests are being served by the employment of the most qualified personnel available.
- (e) Fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, creed, religion, national origin, citizenship, sex, marital status, familial status, pregnancy, disability, public assistance status, age, sexual orientation including gender expression and identity, political affiliation, veteran status, genetic information, local human rights commission activity, or other protected-class status, and with proper regard for the privacy and constitutional rights of applicants and employees.

Section B. Adoption

Subd. (1) This Personnel Policies and Procedures Manual was approved by the County Board of Commissioners at a regular board meeting on December 18, 2018, with revisions to be effective on January 1, 2019, and on subsequent dates as revised. Any changes in the content of the Personnel Policies and Procedures Manual must be approved by the Board of County Commissioners.

Subd. (2) Upon approval by the County Board, this Personnel Policies and Procedures Manual shall supersede all existing policies or rules that in any way conflict with these Personnel Policies and Procedures. The 2015 Non-union Compensation Guidelines shall become null and void and are also superseded by this policy update.

Subd. (3) To the extent that federal or state statutes or regulations change, this Personnel Policies and Procedures Manual shall be construed as consistent with those changes.

Section C. Administration Of The Manual

Subd. (1) Copies of this Personnel Policies and Procedures Manual shall be made available to all employees, appointing authorities, and interested union representatives. Copies of this Manual shall be on file in the Human Resources Department, and shall be available for public review upon request.

Subd. (2) The Aitkin County Board of Commissioners, through the County Administrator shall administer this Personnel Policies and Procedures Manual.

Subd. (3) The County Administrator or designee shall provide the necessary forms and reports for all personnel changes in the County under this Personnel Policies and Procedures Manual.

Subd. (4) This Manual may be amended whenever such an amendment is deemed necessary. Changes to the manual may be initiated by:

- (a) The County Board
- (b) The County Administrator
- (c) A Department Head

Subd. (5) All proposed changes shall be referred to the County Administrator or designee who shall make a recommendation to the County Board within a reasonable amount of time. Upon receipt of the County Administrator or designee's recommendation, the County Board may approve or reject the changes. The initiator of the change will be informed in writing of the status of the proposed change and anticipated time frame for a County Board response.

Section D. Savings Clause

In the event any provision of this Personnel Policies and Procedures Manual shall be held to be contrary to law by a court of competent jurisdiction, from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provision shall be null and void. All other provisions shall continue in full force and effect.

Section E. Departmental Rules

Subd. (1) In accordance with this Personnel Policies and Procedures Manual, each Department Head may establish a set of rules. Such rules shall be established for the purpose of handling personnel matters particular to the department concerned and shall be governed by this Personnel Policies and Procedures Manual.

Subd. (2) The Department Head is responsible to ensure that departmental rules remain in compliance with County policies and procedures, including but not limited to this Personnel Policies and Procedures Manual.

Subd. (3) Insofar as departmental personnel administration rules do not conflict with this Personnel Policies and Procedures Manual, they may be approved by the Department Head with the advice and consent of the County Administrator. Departmental rules which conflict with this Manual, but are necessary for the efficient and effective operations of the Department, may be presented to the County Board for consideration. The County Board must approve rules which conflict with this Manual prior to their implementation.

Section F. Collective Bargaining Agreements

Subd. (1) Employees who are subject to collective bargaining agreements as negotiated in accordance with the Public Employment Labor Relations Act, Minnesota Chapter 179A shall be exempt from those provisions of this Manual which are inconsistent with the provisions of such collective bargaining agreements.

Subd. (2) Aitkin County collective bargaining agreements recognized by the Minnesota Bureau of Mediation Services include:

- (a) Teamsters General Local Union No. 346 (Supervisory Unit)
- (b) Teamsters General Local Union No. 346 (Licensed Essential Unit)
- (c) Teamsters General Local Union No. 346 (Non-Licensed Essential Unit)
- (d) American Federation of State, County and Municipal Employees, AFL-CIO, Local Union No. 667 (Courthouse Unit)
- (e) American Federation of State, County and Municipal Employees, AFL-CIO, Local Union No. 1283 (Health & Human Services Unit)
- (f) International Union of Operating Engineers, Local #49

Section G. Other Agreements:

Employees who are subject to an individual agreement with the County Board shall be exempt from those provisions of this Manual which are inconsistent with the provisions of such an agreement.

Section H. Management Rights

The County Board retains the full and unrestricted right to operate and manage all personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish work schedules, and to perform any inherent managerial function not specifically limited to by current collective bargaining agreements, this Personnel Policies and Procedures Manual, County Board resolutions, and state and federal statutes.

ARTICLE II DEFINITION OF TERMS

The following words and phrases in the Personnel Policies and Procedures Manual shall have the meaning as indicated.

Anniversary Date - The first day of work with the County shall be the employee's date of hire and shall become the employee's anniversary date. This date is used for the determination of eligibility for benefits and some benefit levels. An employee's anniversary date will remain the same, unless he or she has an unpaid leave of absence from work of 31 calendar days or more. If an employee has such a leave of absence, his or her anniversary date will be adjusted forward by the number of days leave beyond 30 calendar days. The new date will become the employee's "adjusted" anniversary date. The employee's date of hire will remain the same, regardless of any time away from work. A leave of absence of 30 calendar days or less will not affect the employee's anniversary date. An employee's anniversary date may also be adjusted when he or she is promoted, demoted, or transferred to a new job classification within the County. Employees who terminate, and are rehired at a later date, will start their employment over with a new hire date and anniversary date.

Arbitration - The process of submitting a dispute or an unresolved grievance to an impartial third party for a binding decision.

At-Will Employee - The employer is free to terminate an employee for any reason or for no reason at all, as long as it is not an unlawful reason. The employee is also free to terminate employment at any time.

Background Check - Verification of information provided on application, resume, or during an interview and a review of criminal records. The individual must sign a release of information form.

Bargaining Unit - A group of employees with a clear and identifiable community of interests who are represented by a labor union in collective bargaining and other dealings with management. The bargaining unit is defined and set forth in the Certification of Exclusive Representative issued by the Minnesota Bureau of Mediation Services.

Class - One or more positions sufficiently similar with respect to duties and responsibilities; that the descriptive title may be used with clarity to designate each position allocated to the class; that the same general performance qualifications are applicable or that the same level of compensation can be applied.

Classification - The act of grouping positions into classes with regard to duties, educational requirements, and responsibilities.

Compensatory Time Off - Paid time off given to reimburse an employee for extra time or effort expended in lieu of overtime pay.

Confidential Data on Individuals - Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

Confidential Employee - An employee who as part of the employee's job duties: (1) is required to access and use labor relations information; or (2) actively participates in the meeting and negotiating on behalf of the public employer.

County Board - The elected Aitkin County Board of Commissioners.

Department Head - A director of a County department as designated by the Board of Commissioners or elected to a County office by the public. Department Heads are considered exempt from the requirements of the Fair Labor Standards Act and are excluded from the Minnesota Veterans Preference Act in discipline, discharge or job elimination. Department Heads are defined as follows:

Appointed: County Administrator County Assessor County Engineer Environmental Services Director Health and Human Services Director Human Resources Director IT Manager Land Commissioner	Elected: County Attorney County Auditor County Recorder County Sheriff County Treasurer <i>Elected officials are excluded from provisions of this Personnel Policies and Procedures Manual, such as Employee Benefits, except for insurance, and other provisions as noted within as well as any section pre-empted by their duties and privileges in accordance with Minnesota Statutes.</i>
---	--

Employee - A person holding a paid position within the County.

Employer - County of Aitkin.

Essential Employee - Firefighters, peace officers subject to licensure under Minnesota Statutes Sections §626.84 to §626.863, 911 system and police and fire department public safety dispatchers, guards at correctional facilities, confidential employees, supervisory employees, assistant County attorneys, assistant city attorneys, principals, and assistant principals.

Exempt Employee - All bona fide professional, administrative, and executive employees who do not receive overtime and are exempt from the requirements of the Fair Labor Standards Act.

Exit Interview - A structured interview conducted at the time of separation from employment.

Flex Schedule - A scheduling plan that permits employees to provide input regarding their work hours while meeting the needs of the County and with Department Head approval.

Full-time - Employees scheduled to work the normal workweek of the organization.

Job Description - See Position Description.

Job Evaluation - A systematic way of determining the value of a job in relation to other jobs in the organization for the purpose of establishing a rational pay structure. The position description is the basis for a job evaluation. The result consists of assigning jobs to salary grades.

Layoff - Dismissal or suspension of an employee due to lack of work or budgeting constraints. The layoff they can be temporary or permanent.

Long-Term Disability Insurance - An insurance policy with benefits that begin for covered employees on the 91st day of a qualifying disability and are payable for injury, sickness or pregnancy up to the employee's normal retirement age, as defined by Social Security. (Teamsters and L49 members have separate disability insurance included with their union Health Fund plan; refer to the union's plan documents for disability insurance information.)

Minimum Qualifications - The minimum requirements and experience necessary to perform and/or obtain a given job.

Near Miss - A potentially serious situation or series of events that could have resulted in injury.

Non-exempt - Employees who are subject to minimum wage and overtime requirements under the Fair Labor Standards Act (FLSA).

Organizational Chart - A diagram showing the relationships between various positions within the organization.

Orientation - Introduction given to new employees regarding the organization's strategic vision, environment, policies and procedures.

Overtime - Hours worked in excess of a regular work day or a work day under a flexible schedule.

Part-time - Employees scheduled to work less than a full-time work schedule.

Performance Management - An ongoing process of communication between a supervisor and an employee that occurs throughout the year, in support of accomplishing the strategic objectives of the organization.

Personnel Committee - Comprised of two Commissioners appointed by the Board, County Administrator, and Human Resources Director. The purpose of the Personnel Committee is to

ensure Board oversight of administrative personnel activities. The Personnel Committee is not a decision-making body and may only make recommendations to the County Board or County Administrator. The Personnel Committee has wide latitude to request information and reports related to personnel from Administration and Human Resources.

Position Description - A written summary of information and tasks necessary to perform a job which includes, but is not limited to, a job summary, essential functions, minimum qualifications, knowledge, skills and abilities required, physical activity requirements, FLSA status, and other relevant job information.

Private Data - Data which is made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of that data.

Probationary Period - A period of time during which a new employee is required to demonstrate a satisfactory capability of performing the duties of the position.

Professional - Occupations that require specialized knowledge acquired through college training, other related training, or through work experience.

Public Data - Data which is accessible to the public in accordance with the provisions of Minnesota Statutes §13.03.

Regular Full-time Employee - A full-time employee who has successfully completed the probationary period.

Regular Part-time Employee - An employee who works less than the standard work hours and was hired for service duration in excess of one year, and who has successfully completed the probationary period.

Resignation - The voluntary termination of employment by an employee.

Salary - Fixed compensation paid bi-weekly.

Seasonal Employee - A temporary employee hired to cover increased workloads due to peak business demands. Seasonal employees are not eligible for benefits and the position duration is generally not for more than 67 working days in any calendar year; or not for more than 100 working days in any calendar year if the employee is under the age of 22 and is a full-time student enrolled in a nonprofit or public educational institution prior to being hired by the employer, and have indicated, either in an application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as a student during or after their temporary employment with the County.

Short-Term Disability Insurance - A voluntary insurance policy with benefits that begin on the 15th day of a qualifying disability and are payable for accident or sickness up to 11 weeks or until LTD begins, whichever is earlier. (Teamsters and L49 members have separate disability insurance

included with their union Health Fund plan; refer to the union's plan documents for disability insurance information.)

Supervisor - An employee delegated responsibility for the day to day administration of a work unit.

Suspension - A forced leave of absence with or without pay for disciplinary purposes or pending investigation of specific charges made against an employee.

Temporary Employee - An employee hired for a pre-established period of time which may not exceed twelve months. Temporary employees work standard work hours but are not seasonal. Temporary employees are not eligible for benefits.

Termination - a voluntary resignation, involuntary discharge, or discontinuation of employment with the County.

Transfer - A lateral movement from one job to another of the same grade level. A transfer can include moving from one department to another department.

Veteran - Applicants and employees who are entitled to veteran's preference as defined by Minnesota Chapter 196.

ARTICLE III EMPLOYMENT

Section A. Equal Employment Opportunity Policy Statement

Purpose: To affirm Aitkin County's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes §363.

Aitkin County will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, citizenship, sex, marital status, familial status, pregnancy, disability, public assistance status, age, sexual orientation including gender expression and identity, political affiliation, veteran status, genetic information, local human rights commission activity, or other protected-class status.

Aitkin County will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices included, but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination and rates of pay or other forms of compensation.

Aitkin County will use its best effort to afford minority and female business enterprises with the maximum practicable opportunity to participate in the performance of subcontracts for construction projects that this County engages in.

Aitkin County fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.

Any employee of this County, who does not comply with the Equal Employment Opportunity Policies and Procedures as set forth in this statement, will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes §363 will be subject to appropriate legal sanctions.

If any employee or applicant for employment believes he/she has been discriminated against, he/she should contact the County Administrator or the Human Resources Department, Aitkin County Courthouse, 307 2nd Street NW, Room 312, Aitkin, MN 56431 or (218) 927-7306.

Chairperson - Aitkin County Board of Commissioners

Date

Section B. Recruitment Procedures

Purpose: To ensure consistent procedures are utilized to recruit the best possible candidate in the most efficient way possible for each position.

Subd. (1) Roles and Responsibilities

- (a) The Human Resources Director or designee has the primary responsibility for coordinating recruitment, screening, interviewing and facilitating hiring recommendations of new employees. The Human Resource Director or designee will be the primary point of contact for all applicants until a conditional job offer has been made.
- (b) The Department Head or supervisory designee is responsible for making the final recommendation on all job offers.
- (c) The County Administrator must approve the recommendation for previously budgeted positions. The Administrator may also approve recommendations for temporary unbudgeted positions, up to 67 days per calendar year in duration.
- (d) The Aitkin County Board of Commissioners must approve the recommendation for newly created or unbudgeted positions (with the exception of unbudgeted temporary positions as noted in (c) above).

Subd. (2) All Permanent County Job Openings will be Posted

- (a) All permanent job openings will be posted internally on the intranet and on the bulletin board outside of the Human Resources office and advertised externally simultaneously, unless the County is precluded from doing so by a collective bargaining agreement. Each notice will include the posting date, job title, department, position description, pay range, and closing date or open until filled notation. Qualified County employees who apply will be given consideration. Temporary and seasonal job openings may be posted, filled by word of mouth advertising, or with returning staff members as deemed most suitable for the position.
- (b) All bargaining unit job openings will be posted according to applicable collective bargaining agreements.
- (c) All employees (probationary and non-probationary) are eligible to apply for internal vacancies or transfers, unless an applicable collective bargaining agreement provides otherwise.
- (d) If applicable, employees must be Merit System eligible. All HHS Department positions are hired from Merit System registers, except the HHS Director position which is exempted from merit personnel system coverage ([5 CFR 900.602](#)). Minnesota Merit System's online [application center](#) and hiring practices shall apply where applicable.

Section C. Hiring Practices

Purpose: To fill newly created or vacant County positions.

Subd. (1) County Application

Application forms and position descriptions are available in the Human Resources Department. Completed application forms are to be submitted electronically to the Human Resources Department by the published deadline. Late applications will not be considered.

Subd. (2) Designation of Data (§13.43, Subd. 3)

Except for applicants to undercover law enforcement officer positions, the following personnel data on current and former applicants for employment by the County is public data:

- (a) Names of applicants when determined to be eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position. For purposes of this section, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.
- (b) Veteran status.
- (c) Relevant test scores.
- (d) Rank on eligible list.
- (e) Job history.
- (f) Education and training.
- (g) Work availability.
- (h) Personnel examinations and answer keys are nonpublic data, except pursuant to valid court order.

Subd. (3) Applications For and the Filling of Vacancies

The following procedure will be followed:

- (a) Aitkin County will afford employment to the applicant possessing the best qualifications that fit the requirements of the job regardless of race, color, creed, religion, national origin, citizenship, sex, marital status, familial status, pregnancy, disability, public assistance status, age, sexual orientation including gender expression and identity, political affiliation, veteran status, genetic information (including family medical history), local human rights commission activity, or other protected-class status.
- (b) Job requirements will be posted and included on the position description.
- (c) A high school diploma or equivalent is generally required as consideration for employment.
- (d) Any testing requirements will be conducted by the Human Resources Director or designee or by the Minnesota Merit System and will only be used for testing skills specifically required for the job.
- (e) Where applicable, Minnesota Merit System's online application center and hiring practices will be used.
- (f) All applications will be required to be completed on the Aitkin County official application forms or Minnesota Merit System forms when applicable. Resumes cannot be substituted for the application forms.
- (g) When an opening exists or is contemplated for a bargaining unit position, applicable provisions from a collective bargaining agreement shall be followed.
- (h) Job applications are to be submitted for a designated position and must be received before the published deadline, if applicable.

Subd. (4) Advertisement for External Applicants:

Sources for recruiting employees from outside are listed below:

- (a) Advertising will be placed on the County's website, AMC website, Aitkin County Job Opportunities Facebook page, and sent to the [Grand Rapids WorkForce Center](#), [Aitkin WorkForce Center](#), [Brainerd WorkForce Center](#), and the [Mille Lacs Band of Ojibwe](#). The advertisement of select County positions may also appear in the designated County [newspaper or other publications](#) as recommended by the Department Head, Human Resources Director, County Administrator and/or County Board.
- (b) Job applications from the general public for employment will only be accepted in the event that there are position vacancies.

Subd. (5) Position Description

- (a) If the Department Head or County Administrator determines that the position description needs to be reviewed and updated, the Human Resources Director or designee will assist the Department Head to make revisions.
- (b) The County Administrator or designee may approve revisions to the position description provided the classification of the position will not increase due to the updates.
- (c) The County Board must approve revisions to the position description if the revisions will result in an increase in classification.
- (d) The minimum qualifications shall be established prior to any external advertising.

Subd. (6) Screening Process

- (a) All applications will be reviewed and screened by the Human Resources Director or designee for minimum qualifications. All candidates listed on the Minnesota Merit System Register are deemed to meet minimum qualifications.
- (b) The hiring Department Head or designee may review qualified applications for further screening, if desired. The hiring Department Head or designee may request to view all applications received for the position, regardless of qualifications.
- (c) The Department Head will choose the candidates for interview, or will delegate this responsibility to a supervisor in the department and/or to the HR Director.
- (d) Applicants who have previously been interviewed and declined for a position within the past 12 months of the interview date (deemed not the right match for the role or organization), who have been backgrounded and received negative references, who do not return calls or emails for screening or interviews, or who have not showed for interviews may be unselected or not chosen as a finalist for interview if deemed appropriate by the department head and HR Director.

Deleted: At a minimum, the top 3 scoring (qualified) finalists, all qualified Veterans as defined by MN Statute ~~197.447~~, and all qualified internal candidates will be invited for an interview. [Last sentence Board approved 6/13/2022.]

Formatted: Font: 14 pt

Formatted: Normal

Subd. (7) Interview

- (a) The Human Resources Director or designee is responsible for coordination of interviews. Best practices for interviews will be followed, as determined by legal counsel, the County Administrator, and Human Resources Director.

- (b) The interview teams for all positions will typically be comprised of a combination of the supervisor(s), department head, and HR Director or designee. The panel should include at least one employee of the county who has attended training on employment law and best practices related to interviews. Upon request of the County Administrator, County Board representative(s) or external subject matter experts may be asked to participate in the interview portion of the hiring process if the opening is for a Department Head position.
- (c) Any candidate not receiving an interview will be notified in writing or via email. If a candidate is interviewed, but not selected for the position, the Human Resources Director or designee shall notify the candidate. The Human Resources Director or designee shall be responsible for notification to the candidates.

Subd. (8) Conditional Job Offer

- (a) The Human Resources Director or designee and the Department Head or designee will review and evaluate the experience and qualifications of the applicants for a position and may assign experience credit deemed reasonable. This will be the starting salary proposed to the County Administrator for approval of the applicant.
- (b) Once a candidate is selected for the position, a conditional job offer will be made by the Human Resources Director or designee.

Subd. (9) Reference and Background Checks

- (a) Employment references will be checked on all candidates conditionally offered employment with Aitkin County.
- (b) Criminal background checks will be done by the HR Director or designee, through a firm specializing in background investigation and pre-employment screening services, by the Bureau of Criminal Apprehension, and/or by the Aitkin County Sheriff's Office on the candidate conditionally offered employment with Aitkin County and in accordance with the law.

Subd. (10) Pre-Employment Physical

- (a) Candidates in selected job classes who have received a conditional offer of employment will be required to pass a Health Screening/Pre-Employment Physical.
- (b) The Health Screening/Pre-Employment Physical shall be conducted by a local medical facility or correctional jail nurse, at no cost to the applicant.
- (c) The Human Resources Director or County Administrator may approve an alternate pre-employment physical site when deemed necessary.

Subd. (11) Hiring Of Relatives

- (a) The employment of relatives in the same area of an organization may cause conflicts. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment may be carried into day-to-day working relationships.
- (b) Relatives of persons currently employed by Aitkin County may be hired only if they will not be working directly for or supervising a relative within the organization. This policy applies to any person, higher or lower in the organization, who has the authority to review employment decisions. Aitkin County employees cannot be transferred into such a reporting relationship.
- (c) For the purposes of this section, a relative includes: child, step-child, parent, step-parent, sibling, step-sibling, grandparent, grandchild, the employee's fiancé, spouse, spouse's parent, spouse's step-parent, spouse's sibling, spouse's step-sibling and any other person whom the employee has been declared legal guardian.

Subd. (12) Employee Relationships outside of the workplace

Aitkin County desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment and the employee morale and dissension problems that can potentially result from intimate relationships involving managerial and supervisory employees in the County or certain other employees in the County.

Accordingly, Department Heads and Supervisors are discouraged from fraternizing or becoming romantically involved with any subordinate employee in the department.

All employees should also remember that the County maintains a strict policy against unlawful harassment of any kind, including sexual harassment. The County will vigorously enforce this policy consistent with all applicable federal, state, and local laws.

Section D. Orientation

Purpose: To clarify a new employee's role in the organization as a whole and to explain applicable personnel policies and procedures and/or provisions of the applicable collective bargaining agreement. The Human Resources Director or designee, the Payroll Technician or designee, and the individual's immediate Supervisor share the responsibility for orientation.

Subd. (1) The orientation of a new employee is the final step in the hiring process. The County has an orientation program for all new employees, including:

- Payroll, E-time, and Benefits Orientation (HR/Payroll)
- General Orientation, Policies, and Training (HR/Payroll)
- Position, Department, Performance Management, and Social Orientation (Immediate Supervisor or Department Head)

Section E. Probationary Period

Purpose: To provide a time frame for the employee's supervisor to observe the employee's fitness for continued employment with the County. The probationary period shall be utilized by supervisors to closely observe the employee to determine whether the employee will be able to meet the organization's core values, the Department demands, and become a contributing member to the County's workforce or whether it is necessary to remove the employee whose performance does not meet the values and performance standards.

Subd. (1) All County employees will serve and successfully complete a probationary period.

Subd. (2) All newly hired or promoted non-union employees will be on a probationary period for six (6) calendar months unless specified otherwise by statute. Employment may be terminated for any reason during this period unless specified otherwise by statute. Upon request of the Department Head, the County Administrator or designee may extend the probationary period by up to 6 months. Under no circumstances may a probationary period exceed 12 months. The employee will be notified in writing and informed of performance deficiencies and offered assistance to improve performance.

Subd. (3) If the employee takes a leave of absence while on probation, the probationary period shall be extended by a period of time equal to the total number of calendar days on leave.

Subd. (4) Union employees will follow the probationary periods as they are defined in the applicable collective bargaining agreement.

Subd. (5) Probationary employees are eligible to apply for other positions for which they are qualified.

Section F. Access To Personnel Files

Purpose: Aitkin County maintains a personnel file on each employee. Personnel files are the property of Aitkin County. Aitkin County allows access to personnel files in accordance with applicable law.

Personnel and payroll files are kept in the Human Resources Department.

Access

Employees are permitted reasonable access to their personnel files, including medical, workers' compensation, and immigration files, by appointment during regular business hours. A request for access by an employee must be submitted in writing to the Human Resources Director or designee.

Copies

Employees may receive a copy of any information in their personnel file at the expense of the County.

Additions and Corrections

Employees are permitted to propose the addition of material and changes to any information in their personnel files. A proposal to add information or change information is subject to review by the immediate supervisor and the Human Resources Director. If there is a dispute between the supervisor and the employee concerning any added or corrected information, a meeting will be set up with the employee, supervisor and Human Resources Director to resolve the disagreement.

Access by Other Employees And Supervisors

- (a) Personnel records and medical, workers' compensations, and immigration files of employees may be accessed by other employees and supervisors on a need-to-know basis in the course of performing their job functions and in accordance with applicable laws.
- (b) In other situations, personnel records and other data on employees may only be accessed pursuant to the Minnesota Government Data Practices Act, Minn. Stat. §13.01 et seq.

Access by Former Employees

Former employees may have reasonable access to their personnel records in accordance with applicable laws.

Documents Contained in the Personnel File

Employees shall be notified of any entry to their personnel file concerning performance evaluations or discipline. Payroll records, such as Forms I-9, W-2, and timesheets, shall be maintained in payroll files in the HR Department. Employee medical information will be kept in a separate medical file. Workers' compensation information will be kept in a separate workers' compensation file.

Section G. Hours Of Work

Purpose: To define the schedule of work hours for Aitkin County employees as determined by operational needs and demands of Aitkin County. Hours of work generally include all of the time an employee is on duty at the employer's establishment or at a prescribed work place, as well as all other time during which the employee is suffered or permitted to work for the employer.

The normal workweek of the organization is Monday through Friday, 8:00 a.m. to 4:30 p.m.; however, it is expected that all staff will provide service necessary to carry out the functions of their position which includes weekends and evenings as required. Department Heads are authorized to establish schedules to meet the business needs of their department.

Flexible Schedules

- (a) Flexible hours for staff may be arranged with the Department Head or designee provided the normal scheduled hours worked fall between 6:00 a.m. and 7:00 p.m.
- (b) A flexible schedule is an agreed upon schedule that meets the business needs of the Department and meets with the approval of the employee which is outside of the normal business day. The expectation under a flexible schedule is that employees are accountable to begin and conclude work for the day at the agreed upon, scheduled time.
- (c) Flexible schedules may not include scheduled work days longer than 10 hours and should generally not incur overtime pay.

Remote / Alternative Work Site Policy ~~see Remote Work/Alternative Work Site Policy~~

- (a) ~~Utilizing alternate work sites and telecommuting is an administrative option not an employee benefit. Upon agreement of the department head an employee may be allowed to report to an alternate work site or to telecommute but the decision to allow it will be based on the business needs of the County and the Department.~~
- (b) ~~Alternate work sites and telecommuting requires support from the Department Head and approval of the County Administrator. Alternate work sites and telecommuting is not appropriate for every job at the County. Alternate work sites and telecommuting agreements may be revoked by management at any time for any reason.~~
- (c) ~~The necessary tools, technology and services must be readily available at the alternate work site. The County will provide the necessary technology equipment to perform necessary duties. The County will not assume responsibility for operating costs, home maintenance or other costs incurred by the employee in the use of a residence for telecommuting. (i.e. if an employee voluntarily opts to accept a telecommuting agreement; the County will not reimburse costs).~~

Deleted: Alternate Work Sites and Telecommuting¶

Deleted: see attached

Formatted: Strikethrough

(d) An employee's compensation and benefits, and the terms and conditions of employment will not change as a result of alternate work location or telecommuting. An employee who works from an alternate location or telecommutes is still accountable to all county policies, departmental rules and work direction. Employees at alternate work sites must maintain communications with supervisors as directed.

(e) Work Schedules

- (i) Alternate work sites or telecommuting scheduling should be in accordance with the regular work day or under an approved flexible schedule.
- (ii) All work rules regarding overtime, comp time, etc... apply to employees under this section.

(f) Requirements

- (i) An agreement must be signed by the County Administrator, Supervisor, Department Head and employee prior to beginning any alternate work site or telecommuting.
- (ii) There must be clear and mutually understood methods that are documented in the agreement for measuring and evaluating the work of and holding accountable an employee who is working at an alternate site or telecommuting.
- (iii) All employees must be required to have at least 8 hours per week of time reporting to the normal work site, unless authorized otherwise by the Department Head for business continuity purposes, such as requiring some staff to work full-time from alternate work sites during the Covid-19 pandemic.

Meal Periods

The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he or she is required to perform any duties, whether active or inactive, while eating. If the employee is not completely relieved from duty, the meal period must be counted as hours worked. For example, an employee who is required to remain at his/her desk while eating lunch and regularly answers the telephone and refers callers is working. This time must be counted and paid as compensable hours worked because the employee has not been completely relieved from duty.

Lectures, Meetings and Training Programs

Attendance at lectures, meetings, training programs and similar activities are not counted as working time if four criteria are met, namely: it is outside normal hours, it is voluntary, not job related, and no other work is concurrently performed.

Travel Time

The principles which apply in determining whether time spent in travel is compensable time depends upon the kind of travel involved. The County will observe all FLSA standards related to travel time and compensation. Compensation for travel time is typically at the discretion of the Department Head.

Rest Break

Employees scheduled to work four (4) or more continuous hours shall be allowed a paid fifteen-minute break within each four (4) hour period at times designated by their supervisor.

Break Time for Nursing Mothers

In accordance with MN Statute 181.939 and in recognition of the well documented health advantages of breastfeeding for infants and mothers, nursing mothers shall be provided reasonable break time to breastfeed or express milk using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or make up the time as negotiated with their supervisor. A lactation space, other than a restroom, that is private and sanitary, includes an electrical outlet and has a lock will be provided and identified by Department Head for breastfeeding employees.

- (a) Expressed milk may be stored in County refrigerators as long as the milk is properly stored and labeled.
- (b) Employees may contact a Public Health Nurse to review equipment and other resources available for Aitkin County breastfeeding employee use. Interested employees are expected to arrange for this during their personal time.
- (c) Employees who wish to express milk during the work period shall keep their supervisors, department heads and HR Department advised of any necessary requests to ensure that appropriate accommodations can be made to satisfy the needs of both the employee and the County.

Compensatory Time

Employees are not eligible for accrual of compensatory time, unless otherwise provided by a collective bargaining agreement.

Section H. FLSA Safe Harbor For Exempt Employees

Department Heads or Supervisors may require exempt employees to work a schedule, to record daily attendance, and to record and track hours for billing or other business related purposes that are directly related to the exempt employees' job duties. Department Heads and supervisors will familiarize themselves with FLSA rules and regulations to ensure no exempt employee's FLSA protections are infringed upon.

The County will observe all FLSA rules and regulations as they apply to exempt employees.

Section I. Performance Management

Purpose: To provide communication between the employee and the immediate supervisor relating to job performance, work standards, the employee's performance strengths, and developmental needs.

Once the performance appraisal process is completed, the evaluation will be sent to the Human Resources Department and placed in the employee's personnel file.

Probationary Employees

- (a) Performance evaluations will be conducted on all probationary employees during and prior to completion of the probationary period, typically a performance discussion at 3 months and a formal evaluation at 6 months.
- (b) The Department head or immediate supervisor is responsible for the evaluation.
- (c) The performance evaluation will be completed using the Aitkin County Performance Evaluation form.

Employees

The Department head or immediate supervisor will conduct the performance evaluation for supervisors and non-management employees on an annual basis.

Department Heads

The County Administrator will conduct the performance evaluation for appointed Department heads on an annual basis.

County Administrator

The County Board will conduct the performance evaluation for the County Administrator on an annual basis.

Section J. Disciplinary Action

Purpose: To establish standard disciplinary procedures for employees who violate rules, regulations, or perform unsatisfactorily.

The progressive disciplinary system will be used as defined by Aitkin County's Disciplinary Action policy. The severity of the infraction will dictate the level of the first action taken, which may include, but not be limited to, verbal reprimand, written reprimand, demotion, suspension or termination.

Disciplinary Measures

Different types of disciplinary measures may be used depending on the offense. Disciplinary measures include:

- (a) Personal Discussions - This measure is to be used when a problem arises that can be handled in an informal manner through discussions between the employee and the immediate supervisor.
- (b) Verbal Warning - This measure will be used when personal discussions have not resolved the matter. A statement by the immediate supervisor that the warning was given shall be placed in the employee's personnel file.
- (c) Written Warning - This measure involves a written statement to the employee referencing previous warnings and/or discussions regarding the problem, what the employee must do to resolve the problem to the supervisor's satisfaction, and indication of the consequences for not resolving the problem. The employee and supervisor shall sign written reprimands. If an employee refuses to sign a written reprimand, a notation of such shall be made on the reprimand. A copy of all written reprimands shall be placed in the employee's personnel file and retained therein.
- (d) Suspension - An employee may be suspended with or without pay for a period of up to thirty (30) calendar days and may be extended for cause as determined by the employer. A suspension may be used when previous disciplinary measures have been used and were then unsuccessful in resolving the problem, or when a problem or situation arises that may warrant an immediate suspension due to the seriousness of the offense.
- (e) Termination - This disciplinary measure may be used when attempts at resolving the problem have failed or the seriousness of the offense warrants termination. The termination notice with the reasons for termination will be stated in writing to the employee. Probationary employees are not entitled to grieve termination of employment.
- (f) Authority to conduct discipline up to and including termination is delegated as follows:

County Board	All disciplinary action up to and including termination of all personnel
--------------	--

County Administrator	All disciplinary action up to and including termination of all personnel below department head level and all disciplinary action up to termination of department head level positions. County Board approval is required for termination of department heads.
Department Head	All disciplinary action up to written reprimand of personnel under the department head's authority, or as otherwise directed by the County Administrator. [For example, on occasion the department head and/or HR Director may be requested by the Administrator to administer a suspension or termination notice if the Administrator is unavailable or out of the office. It provides most timely notification to the employee and union.]
Supervisor	Personal discussion, verbal warning and counseling statements of personnel under the supervisor's authority

General Guidelines

- (a) As a general rule, at the first notice of a complaint, the immediate supervisor shall handle the problem or concern informally and orally. If the problem is not corrected within a reasonable period of time, a written reprimand shall be issued. Disciplinary documents shall be filed in the employee's personnel file located in the Human Resources Department. The employee shall receive, by hand delivery, a copy of any disciplinary document. If the problem is still not corrected, more severe forms of disciplinary action shall be used, up to and including termination. In some situations, more severe initial disciplinary measures may be used including termination.
- (b) All disciplinary actions will be in conformity with the applicable collective bargaining agreement and applicable laws, including, but not limited to PELRA and Veteran's Preference laws.

Section K. Termination Of Employment

Purpose: To make the separation of employment with Aitkin County as amicable as possible for both the employee and the County.

If a Department Head elects to terminate employment, at least a 1-month notice shall be given to Aitkin County. All other employees who elect to terminate employment shall give at least a 2-week notice. Resignation effective dates shall typically represent the last day actually worked.

An employee may be temporarily suspended or immediately terminated by the appropriate authority. The employee shall be notified of the action and the reason in writing at the time of the suspension or termination. If the employee feels that he or she has been wrongfully suspended or terminated or that the period of suspension was unwarranted, the employee shall have the right to appeal under the grievance procedure, provided that objection is made in writing within ten (10) calendar days of written notice of the suspension or termination.

Involuntary Separations: Employees who are involuntarily separated, including layoff and discharge, shall be paid in full according to Minnesota Statute §181.13.

Voluntary Separations: Employees who are voluntarily separated from employment shall be paid in full no later than the next regular payday.

General Procedures

- (c) Accrued benefits and/or severance pay may be granted in accordance with applicable collective bargaining agreements and pursuant to law.

- (d) Employees will receive their final pay check in the same manner as previously received.
- (e) It is the responsibility of the separating employee's immediate supervisor to assure that the employee returns all County property, access badge, ID badge, keys and/or equipment, prior to the employee's receipt of the final paycheck. All expenses and credit cards should also be balanced and returned prior to the employee's receipt of the final paycheck.

Job Abandonment: Aitkin County expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her supervisor as soon as practicable but no later than the employee's scheduled start time in accordance with the sick leave policy. Employees who fail to report to work for three consecutive business days without notifying their supervisor, department head, or HR of the absence will be considered as having voluntarily resigned as a result of job abandonment.

If the employee is unable to make contact for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact the employer due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the employer within three days), the employee or his or her representative must contact the employer as soon as practicable to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

Section L. Grievance Procedure

Purpose: To provide a method for the prompt and equitable resolution of disputes relating to the administration of the Personnel Policies and Procedures Manual.

Union Contract Provisions

The grievance procedures found in applicable collective bargaining agreements shall be followed.

Grievance Procedure for Employees Not Covered by a Collective Bargaining Agreement

It is the policy of the County to adjust all grievances promptly and fairly. To expedite resolution, two or more Steps may be combined by the parties, through mutual agreement, in writing. Grievances related to terminations shall start at Step 3.

- (a) Step 1: An employee claiming a violation concerning the interpretation or application of these Personnel Policies and Procedures shall, within ten (10) calendar days after the employee, through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance, present such grievance in writing to the employee's Department Head. A response to the grievance shall be issued within ten (10) calendar days following a meeting with the Department Head or designee. Any grievance not appealed in writing to Step 2 by the employee within ten (10) calendar days shall be considered waived.
- (b) Step 2: If appealed, the written grievance shall be presented by the employee and discussed with the Human Resources Director within ten (10) calendar days. A response to the grievance shall be issued within ten (10) calendar days following a meeting with the HR Director. Any grievance not appealed in writing to Step 3 by the employee within ten (10) calendar days shall be considered waived.
- (c) Step 3: If appealed, the written grievance shall be presented by the employee and discussed with the County Administrator within ten (10) calendar days. A response to the grievance shall be issued within ten (10) calendar days following a meeting with the County Administrator. The decision of the County Administrator shall be final.

Section M. Exit Interviews

Purpose: To provide a separating County employee the opportunity to express an opinion with regard to employment issues with Aitkin County.

Employees separating from County employment have the opportunity for an exit interview with the Human Resources Director or designee. The Exit Interview Form is available on the intranet or may be sent to the employee. The form may be completed by the employee or interviewer, and will be retained on file in the Human Resources Department, separate from the employee's personnel file. Employee participation in exit interviews is optional.

The separating employee may contact the Human Resources Department and Payroll with any questions related to separation, including but not limited to final pay, vacation pay, and COBRA benefits.

Exit Interview information will be compiled and reviewed by the Human Resources Director to determine trends or corrective action that may be necessary. When necessary, this information will be shared with the County Board, County Administrator, and/or Department Head.

ARTICLE IV WAGES AND SALARIES

Section A. Elected and Appointed Officials; Employees Not Already Set By Agreement

Purpose: To establish and administer a compensation system for Aitkin County elected officials, appointed officials, and other county employees who are not already covered by a collective bargaining agreement. This policy shall provide:

- (a) Compliance with Minnesota Statutes relative to setting compensation levels for elected officials and is specifically intended to ensure compensation levels are formally established and publicly announced well in advance of the opening of filings for elected offices.
- (b) A defined process for establishing compensation levels for employees who are not already covered by a collective bargaining agreement.

Elected Officials

- (a) The salaries of Aitkin County Attorney (~~\$388.18~~), County Auditor (~~\$384.151~~), County Recorder (~~\$386.015~~), County Sheriff (~~\$387.20~~), and County Treasurer (~~\$385.373~~), shall each be set by resolution of the County Board in December of each year, prior to the year in which the salary is to be paid.
- (b) A payroll holdback shall be used for all elected officials in accordance with the Pay Procedure Policy, Article IV, Section F.

Appointed Positions

The salaries for appointed positions, including County Assessor (~~\$273.061~~, Subd. 6), County Highway Engineer (~~\$163.07~~, Subd. 2), Veterans Service Officer (~~\$197.60~~, Subd. 3), and Land Commissioner (~~\$282.13~~) shall be payable in accordance with Article IV, Section A, Subd. (3).

Other Employees

The salaries for appointed and other employees not already covered by a collective bargaining agreement shall be adjusted according to the following procedures:

- (a) The supervisor is responsible for completing the employee's annual performance evaluation each year in accordance with the Performance Management Guidelines.

- (b) The employee shall receive a wage or salary adjustment based upon the County Board adopted compensation schedule referred to in Appendix A. In no event shall an employee's wage or salary be adjusted to exceed the maximum of the appropriate salary range.
- (c) An employee's salary may not exceed the range maximum. If an employee's salary currently exceeds the maximum of their pay scale, their salary will be frozen until the pay scale catches up.
- (d) Pay days for all employees shall be bi-weekly on a Friday.
- (e) At the end of each year, all non-union employees shall remain at their rate of pay until a new wage scale, Appendix A, is adopted by the Board. Employees who terminate employment prior to the date of County Board approval of the annual non-union wage scale shall not be eligible for retroactive wage adjustments.
- (f) Promotion Pay: A FLSA non-exempt employee who is promoted to a higher paid classification would be placed within range or on the step that results in at least a \$0.25 per hour increase. A FLSA exempt employee who is promoted to a higher paid classification would be placed within the higher pay range resulting in at least a \$520.00/year increase (pro-rated if promotion occurs mid-year).
- (g) Any special benefits or conditions of employment negotiated with an individual employee prior to this policy adoption shall be in addition to the rights and benefits covered by these guidelines.

Section B. Job Reclassification, Promotion Pay, and Demotion

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 new pay grade.

An employee who is demoted to a lower paid classification will be placed into the lower classification at the same percentile of the scale. Thereafter, the employee will receive within range movement as provided for by policy. (For example: a Grade 6 employee who is paid 25% higher than the Grade 6 minimum will move to the Grade 5 classification and be paid 25% higher than the Grade 5 minimum.)

Deleted: A FLSA non-exempt employee whose (DBM) job classification is upgraded will be placed in the new pay range that results in at least a \$0.75 per hour increase. A FLSA exempt employee whose (DBM) job classification is upgraded will be placed in the new pay range that results in at least a \$1,560.00/year increase (pro-rated if reclassification occurs mid-year).¶

Section C. Overtime Pay

Purpose: To follow the Fair Labor Standards Act for non-exempt employees as it relates to hours worked in excess of the regular work day or an approved flexible schedule, or an amount set forth in an applicable collective bargaining agreement.

General Procedures

- (a) Employees will flex their schedules to the greatest extent possible to avoid incurring overtime.
- (b) No employee shall be allowed to accrue compensatory time off unless otherwise provided by a collective bargaining agreement.
- (c) All overtime hours worked shall be authorized in advance by the Department Head or designee, unless a departmental rule states otherwise. All records of overtime hours worked must be maintained and reported on the employee's timesheet.
- (d) Upon approval of the Department Head, FLSA non-exempt employees are eligible for overtime compensation at the rate of one and one-half (1-1/2) times their regular base wage for hours worked in excess of a normal work day or an approved flexible schedule day. Within the constraints of FLSA, this policy shall not be construed to limit the ability of the Department Head to request or require that employees flex their schedule in a given week, or employees to request flex time in recognition of hours worked in excess of a normal work day.
- (e) Overtime hours that are approved by the Department Head or designee and submitted on a timesheet may be paid without Board approval.
- (f) When an employee is required to travel in connection with a temporary assignment, payment of overtime during this period is to be determined by the immediate supervisor on the basis of the circumstances involved and in accordance with applicable law.
- (g) Supervisors will not permit employees to work off the clock without recording the time as hours worked.

Exempt employees are those who are exempt from the overtime and minimum wage requirements of the Fair Labor Standards Act (FLSA). Exempt employees are not eligible for overtime compensation or accrual of compensatory time.

Section D. Payroll Deductions

Purpose: To make deductions from an employee's wage in accordance with applicable laws and, where required, the employee's consent.

General Deductions

Deductions will be made from employees' wages in the following order:

- (a) Federal and State income taxes
- (b) FICA or Medicare (Social Security)

(c) Public Employees Retirement Association (eligible employees)

(d) Union Dues in accordance with applicable collective bargaining agreement and PELRA

Employees shall be required to complete all applicable forms necessary for deductions as may be required by law.

No deduction from an employee's wages for any period shall cause the employee's wages for any such period to be less than the wage required to be paid by the County pursuant to applicable law. i.e. garnishment exemptions, etc.

Employees are to be notified of all deductions. If the employee objects to a deduction, such as a garnishment or child support order, the dispute will be referred to the legal counsel.

Deductions Requiring Written Consent

Employees must consent in writing to the following deductions:

- (a) Payment of group health, dental, life, long-term disability, short-term disability, long-term care insurance, and any other voluntary benefits elected
- (b) Contributions to a retirement plan
- (c) Contributions to deferred compensation plans
- (d) Contributions to a flexible spending account
- (e) Contributions to a health savings account (HSA)

Section E. Pay Procedure

Purpose: To define the County-wide guidelines, policies and procedures governing payroll and to ensure relevance, accuracy, and consistency of payroll procedures across all departments.

General Procedures

- (a) The payroll period shall be biweekly. Aitkin County employees shall be paid biweekly on Friday for work performed during the previous pay period. All pay periods are regular cycle pay periods with the exception to the end of the year pay period. There are 26 pay periods in one year.
- (b) Funds will be distributed from the Treasurer's Office following the completion of payroll processing.
- (c) Aitkin County implements a two-week holdback on wages/salaries.

Automatic Payroll Deposit

This policy is effective for all departments.

- (d) Those employees who began employment prior to September 10, 1999 and are not participating in automatic deposit will have their payroll checks mailed. All new employees hired after September 10, 1999 will be required to utilize automatic payroll deposit.
- (e) All exceptions to this policy and employees with special circumstances must request exemption for approval to the County Administrator in writing.
- (f) All County employees will have their payroll check deposited into a checking account or savings account.

Section F. Market Rate Adjustments

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

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

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

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

ARTICLE V EMPLOYEE BENEFITS AND SERVICES

Section A. Group Insurance

Purpose: To provide medical, life and long term disability insurance to eligible employees of Aitkin County.

Summary

- (a) Full time (probationary and non-probationary) employees who work a minimum of thirty (30) hours per week are entitled to health and life insurance provided by Aitkin County. Some exclusions apply for LLCC staff. See Subd. (1) (d) below. Those who are eligible for medical insurance and can prove that they are already covered by a different policy are not required to sign up for a plan provided by Aitkin County.
- (b) Select voluntary benefits are also available for full-time employees to purchase, including dental insurance, supplemental life insurance, short-term disability insurance, and critical illness voluntary insurance policies.
- (c) The effective date of coverage shall be based upon the specific policy.
- (d) The County offers health insurance to substantially all full-time employees, which is defined under the Affordable Care Act as 95% of employees working 30 or more hours per week on average or 130 or more hours per month on average. The County is not subject to a penalty if 5% of employees working 30 or more hours per week on average or 130 or more hours per month on average are not offered health care coverage. The Affordable Care Act offers limited exemptions and the County Administrator may authorize use of those exemptions as needed.

Refer to applicable agreements for additional details and employer contribution rates.

Section B. Health Insurance and HSA (or VEBA)

Health insurance coverage will be provided in accordance with the County's group health insurance policy with the Minnesota Public Employees Insurance Program, commonly referred to as "PEIP". The employee and employer premium contributions and HSA (or VEBA) contributions shall be established by the County Board and calculated in the same manner as defined in the Agreement between Aitkin County and AFSCME Council 65, Local Union #667 (Courthouse Unit), or as otherwise adopted by the Board.

The effective date of coverage shall be based upon the specific policy.

Eligible employees will receive a pro-rated HSA (or VEBA) 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 (or VEBA) 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.

HSA (or VEBA) ADVANCEMENT: If an employee meets his/her annual deductible, the employee may provide proof and request advance payment up to the remainder employer HSA (or VEBA) allocation for the plan year, provided the employee agrees in writing to reimburse the County for the HSA (or VEBA) contribution, prorated by pay period [over 24 pay periods per year] for any time that remains, in the event the employee leaves employment for any reason other than death, and that the County has the right to deduct this amount from the employee's final paycheck. This "HSA (or VEBA) advancement" option as described in this paragraph will also be extended to bargaining unit members who are on the PEIP plan.

WAIVER PLAN OPTION: The employer may offer a waiver plan for employees who waive health insurance coverage. Effective January 1, 2019, employees who waive health insurance coverage, may elect to receive \$2,750 per year, pro-rated over 24 pay periods. Employees who waive coverage can elect to place their waiver dollars into their deferred comp account, into their HSA if they have a corresponding High Deductible Health Plan (HDHP), or receive it as taxable cash through the cafeteria plan, unless prohibited by law.

Subd. (1) MSRS HCSP Early Retirement Health Insurance Incentive:

Term: January 1, 2019 through December 31, 2024

Intent: Aitkin County values its long-term employees and this incentive is intended to assist employees who want to retire between the age of 62 and 65. Age 62 is the age at which most employees can start receiving Social Security retirement benefits (the amount is reduced until they reach full retirement at age 65 or older). Age 65 is the age at which employees become eligible for Medicare. This early retirement health insurance incentive is intended to help the employee cover any health insurance gaps between age 62 and 65.

Applies to: All employees age 62 or older who have 15 or more years of full-time service with Aitkin County, with at least 5 of the 15 years being served immediately prior to retirement, and who have met age and service requirements necessary to receive an annuity from PERA or who are receiving a disability benefit from PERA who elect to participate in the county's Early Retirement Incentive option in calendar year 2019, 2020, or 2021. All of these factors (age + years of service + PERA annuity or disability) must be met in order to qualify for the early retirement incentive. (Part-time, seasonal, intermittent, and temporary service does not apply.)

Contribution: The employer will deposit up to \$512.08 per month into a Minnesota State Retirement Systems (MSRS) Health Care Savings Plan (HCSP) account as a reimbursement for the employee's single health insurance premium up to age 65. Employer contributions will stop sooner than age 65 in cases where the employee becomes eligible for Medicare sooner¹, or upon death. In cases where the single health insurance premium is less than \$512.08 per month for single coverage, the employer's contribution shall not exceed the cost of the actual single premium. The employee will be responsible for any difference in premium.

¹If the employee becomes eligible for Medicare sooner by either satisfying eligibility or disability criteria.

[HR file note: Retirements effective by June 30th, 60 days written notice required. An example: If an eligible employee submits their written retirement notice by April 30, 2022, and retires by June 30, 2022, they are eligible for the \$512.08 per month from July through December 2022 or until age 65 or eligible for Medicare. If an eligible employee submits their written retirement notice after April 30, 2022 and does not retire by June 30, 2022, they are ineligible for the \$512.08 per month from July through December 2022; their contribution would start in January 2023.]

Section C. Life Insurance

The County Board agrees to provide and pay for a life insurance policy of \$25,000 for all full-time employees, and to provide life insurance coverage in the amount of \$15,000 for their spouses and dependents up to age 26, subject to carrier restrictions.

Section D. Long Term Disability Insurance

All employees covered by a collective bargaining agreement shall follow the LTD provisions contained in the applicable union agreement.

Part-time, seasonal and temporary employees are not eligible for LTD insurance.

The County shall provide Long Term Disability Insurance reimbursement for full-time employees based on current salaries, subject to the provisions of this Article and limitations, benefits and conditions established by the contract with the insurance carrier. Said insurance shall take effect for new employees and elected department heads on the 1st of the month following date of hire. LTD monthly premiums will be paid by the employee via payroll deduction and then reimbursed by the employer.

Section E. Affordable Care Act (ACA) Policy:

In March 2010, Congress enacted and President Obama signed major reform legislation – the Patient Protection and Affordable Care Act (commonly called PPACA, ACA, or “Obamacare”) (Pub.L.

111-148), as amended by the Health Care and Education Reconciliation Act of 2010 (Pub. L. 111-152). This represents the most significant regulatory overhaul of the U.S. healthcare system since the passage of Medicare and Medicaid in 1965. The law includes hundreds of new requirements packed into thousands of pages of rules that affect the delivery and administration of employer-sponsored group health plans. The rules, as applied to employer-sponsored group health plans, generally fall into one of seven general categories, namely: 1) effective dates and grandfathering; 2) qualifying coverage mandates (insurance reforms); 3) employer mandates (play-or-pay provisions); 4) reporting and disclosure requirements; 5) individual mandates; 6) tax issues (revenue generating rules); and 7) the exchange program.

To the extent that federal statute or regulations change, this policy shall be construed as consistent with those changes.

Purpose: To comply with requirements of the Affordable Care Act and to offer health care coverage to "substantially all" full-time employees, effective January 1, 2015.

ACA Policy Definitions

- (a) Employer: Aitkin County
- (b) Full-time Employee: For purposes of this Affordable Care Act (ACA) policy, full-time means an employee working 30 or more hours per week on average or 130 or more hours per month on average.
- (c) Variable Hour Employee: For purposes of the Affordable Care Act (ACA), variable hour employee means an employee working in a position classified as part-time, seasonal, temporary, or intermittent. The employer will use a look back period to determine each variable hour employee's full-time status by looking back 12 months to analyze whether the employee worked an average of 30 or more hours per week on average or 130 or more hours per month on average.
- (d) Substantially All: Substantially all full-time employees is defined as 95% of employees working 30 or more hours per week on average or 130 or more hours per month on average. The employer is not subject to a penalty if 5% of employees working 30 or more hours per week on average or 130 or more hours per month on average are not offered health care coverage.

Measurement Periods

- (a) Standard measurement period, 12 months (October 15 – October 14)
- (b) Administrative period not to exceed 90 days (October 15 – December 31)
- (c) Stability period, 12 months (January 1 – December 31)

For Positions Classified as Full-time: Employees who are expected to be full-time, working 30 or more hours per week on average or 130 or more hours per month on average, during the standard measurement period will be offered health coverage under the employer's health insurance plan during new hire orientation.

For Positions Classified as Variable Hour (aka Part-time, Seasonal, Temporary or Intermittent): The employer will implement a standard measurement period of 12 calendar months to determine whether or not a variable hour employee is eligible for health coverage under the employer's health insurance plan. The standard measurement period will be from October 15th through October 14th of each calendar year.

If an employee is determined to be full-time during the standard measurement period, they will be treated as full-time during a subsequent stability period, regardless of the number of hours they work during the stability period. The employer will implement a stability period of 12 calendar months during which a variable hour employee, determined to be full-time in the standard measurement period, will be eligible for health coverage under the employer's health insurance plan. The stability period will be from January 1st through December 31st of each calendar year.

If an employee is determined to be eligible for health insurance coverage through the standard measurement period, the employer has up to 90 days to enroll the employee in the employer's health insurance plan. An administrative period will be used to determine eligibility and to facilitate notification and enrollment of employees. This administrative period will be from October 15th through December 31st of each calendar year. During this period, eligible variable hour employees will be given a two-week open enrollment period to enroll in health coverage under the employer's health insurance plan which will be in effect for the upcoming stability period/plan year. (Note: Variable hour employees are not eligible for other insurance benefits, such as dental, life, long-term or short-term disability, long-term care insurance, or FSA plan enrollment.)

Unless mandated otherwise by the Local 49 or Teamsters Health Fund agreement, all eligible variable hour employees will be offered coverage on one plan, the PEIP Advantage HSA Plan, during the stability period. The employee and employer contributions towards this plan shall be established by the County Board and calculated in the same manner as defined in the agreement between Aitkin County and AFSCME Council 65, Local Union #667 (Courthouse Unit). In the event the health insurance provisions or contribution rates 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 Employer may amend contribution rates or implement alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

If funds are not available in a department's budget to cover the cost of health insurance, the Department Head may submit a written request to the County Administrator to reduce the employee's work hours to less than 30 hours per week or less than 130 hours per month to avoid the obligation to offer health care coverage. Said request will generally be approved if it is not prohibited by the terms of a collective bargaining agreement.

Rehired Seasonal Employees

- (a) Seasonal employees work up to 67 days per calendar year. For ease of recordkeeping, seasonal employees will be required to be inactive (zero hours of work) for a period of 26 consecutive weeks between work seasons.
- (b) An employee who is rehired and had no active service with the employer for a period of 26 consecutive weeks will be treated as a new employee and will be evaluated by the employer during the standard measurement period to determine if the employee is eligible for health insurance benefits during a subsequent stability period.
- (c) Active service is based on all hours combined with the employer and is not separated or tracked individually by department.

Opt-out Health Insurance Waivers: Employees who elect to waive coverage will be required to do so in writing. The employer does not provide a cash in-lieu of health insurance benefit.

Section F. Holidays

Full-time (probationary and non-probationary) employees shall be entitled to the following paid holidays, eight (8) hours each, unless noted otherwise:

- (a) New Year's Day
- (b) Martin Luther King Day
- (c) President's Day
- (d) Memorial Day
- (e) 4th of July
- (f) Juneteenth
- (g) Labor Day
- (h) Veteran's Day
- (i) Thanksgiving Day
- (j) Friday after Thanksgiving
- (k) Christmas Even when it falls on a Monday through Thursday, four (4) hours (eff. 2019)
- (l) Christmas Day

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.

Part-time (probationary and non-probationary) employees shall be entitled to holiday pay on a pro-rated basis. Seasonal and temporary employees are not eligible for holiday pay. For example:

A 14 hour per week employee shall receive 2.8 hours holiday pay for each 8 hour holiday listed above or 1.4 hours holiday pay for Christmas Eve when it falls on a Monday through Thursday.

A 20 hour per week employee shall receive 4 hours holiday pay for each 8 hour holiday listed above or 2 hours holiday pay on Christmas Eve when it falls on a Monday through Thursday.

A 29 hour per week employee shall receive 5.8 hours holiday pay for each 8 hour holiday listed above or 2.9 hours holiday pay on Christmas Eve when it falls on a Monday through Thursday.

Non-exempt employees who are required to work on a holiday shall receive compensation at the rate of one and one-half (1-1/2) times the employee's regular straight time hourly rate of pay, or will be given an alternate day off as determined by the department head.

When a paid holiday falls during an employee's paid leave of absence or vacation (PTO) period, they shall receive holiday pay for that day.

Employees will not receive pay for holidays occurring while on an unpaid leave of absence.

When an employee does not work on any of the above-named holidays, the holiday shall nevertheless count as eight (8) hours worked for the purpose of computing overtime for hours worked in excess of forty (40) in any such week. When necessary, the Department Head and/or County Board may require an employee to work on a holiday.

Section G. Paid Time Off (PTO) – PTO schedule updated effective 12/6/2021

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:

Annual Completed Years of Service	Rate of Accumulation PTO Days per Month	Annual Days of PTO
0	2.00	24

	(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.)	
3	2.25	27
5	2.50	30
10	2.75	33
15+	3.00	36

PTO cash out: Employees who have used at least 80 hours PTO in the previous twelve-month period may elect pay in lieu of PTO for up to 120 hours (15 days) once in any calendar year.

Employees may not accrue more than 35 days (280 hours) at any time.

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 vacation credits shall be paid to the employee's estate.

Employees are allowed to transfer any accrued PTO over the maximum accrual amount to the sick leave bank where there is no severance payment upon separation of service. At no time can the sick leave bank exceed 720 hours (90 working days). PTO that has been transferred to the sick leave bank can only be used in accordance with the sick leave provisions in Article V, Section H.

Part-time employees shall be entitled to PTO benefits on a pro-rated basis, up to a total of 40 hours PTO. 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 non-union employees may use accrued PTO with supervisory approval.

Section H. 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, step child, adult child, parent, step parent, 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 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.

Section I. 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 36 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death.

Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis. Seasonal and temporary employees are not entitled to personal leave with pay.

~~Subd. (3) Eligible employees will receive the quarter's contribution if they were actively employed on the 1st day of that quarter. Removed 4/23/2019~~

Section J. Workers Compensation Procedures

Reporting A Work-Related Injury or Illness

An employee who experiences a work-related injury or illness should immediately notify his/her supervisor of the injury/illness. The employee should fill out a First Report of Injury form and forward it to the HR as soon as possible. The employee should also complete an Accident Report and submit it to his/her immediate supervisor. These forms are available for download from the intranet, or by calling HR.

Workers' Compensation Notification

- (a) After receiving the report of a work-related injury or illness, the County's workers' compensation administrator, MCIT, will send the employee written notification at their home address regarding the acceptance or denial of their workers' compensation claim. If the employee's claim has been accepted and a loss of time is involved, the workers' compensation administrator will make no payment for lost work time for the first three calendar days after the disability commenced. If the disability continues for ten calendar days or longer, the compensation is computed from the commencement of the disability.
- (b) The workers' compensation administrator will pay up to 66-2/3% of the injured employee's gross average weekly wages based on a 26-week period prior to the date of injury. This payment is made directly from MCIT and none of the usual payroll deductions are taken from it (e.g. taxes, insurance premiums, etc.).

Supplementing Workers' Compensation with Accrued Benefits

- (c) Pursuant to Minnesota Statute §176.021, Subd. 5, Aitkin County will allow its employees to supplement their workers' compensation benefits when unable to perform their job duties for an extended period of time due to a work-related injury or illness.

- (d) It is the practice of Aitkin County to allow employees who have accrued benefits at the time of their injury to use these benefits to supplement the difference between the payment from the workers' compensation administrator and their average weekly wage at the time of the injury. The additional payments shall not result in the payment of a combined total weekly rate of compensation that exceeds the average weekly wage of the employee on the date of injury.
- (e) The employee is responsible for continuing to pay any applicable union dues, flex plan contributions, group health insurance premiums, and other employee-elected benefit costs, including any changes to such premiums. In instances where the dues, contributions, and premiums exceed the amount the employee is getting paid from his/her accrued benefit account(s), he/she is responsible for issuing a payment for the balance due to the Auditor's Office by the 1st of each month for that month's coverage. The County shall have no obligation to maintain the group coverage if the employee's premium payment is more than 30 days late.
- (f) The process for issuing payment to an employee who has chosen to use accrued benefits (i.e. sick, comp time, vacation) under these conditions shall be as follows:
 - (i) The County shall issue the employee a check in the amount of one-third of their pre-injury/illness compensation (using the average rate that the employee was earning based on a 26-week period prior to the time of the injury/illness) in a normal bi-weekly pay period.
- (g) The check issued by Aitkin County shall be treated like a regular payroll check, in that it will have Federal, State, and Social Security tax; PERA deduction; and any other deductions that would normally be taken out of the employee's paycheck (e.g., employee's portion of health, dental, or life premiums; flex plan contributions; union dues; etc.) subtracted from the gross amount.
- (h) The combined amount of the workers' compensation wage loss check and the accrued benefit check from Aitkin County shall not exceed the employee's average weekly wage prior to the date of injury/illness.
- (i) If an employee elects to be paid accrued benefits, Aitkin County shall issue the accrued benefits by deducting monetary amounts from each available plan (i.e. sick, personal leave, comp time, vacation) until exhausted; and shall typically exhaust the available benefit plans in the following order: 1) sick and/or personal leave at the employee's discretion, 3) comp time, and 4) vacation.

Tracking Absences That Are Work-Related

Regardless of whether an employee chooses to use accrued benefits when absent from work due to a work-related injury or illness, such absences should be noted on the employee's timesheet as work comp related.

Employee Status during Workers' Compensation Leave

Employees will cease to accrue paid benefits during an unpaid workers' compensation leave of absence. If the injury or illness is FMLA-qualifying, the employee will be placed on FMLA status and will not be responsible for the employer portion of health insurance benefit payments during the FMLA. If the injury or illness is not FMLA-qualifying, the employee will be notified of his/her rights under COBRA and will be required to pay the full amount of the health insurance premiums.

Section K. Family And Medical Leave

Purpose: The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

To the extent that federal statute or regulations change, this policy shall be construed as consistent with those changes.

Federal Department of Labor Wage and Hour Division 29 CFR Part 825

February 6, 2013 Register

Aitkin County will comply with the Family and Medical Leave Act of 1993, as amended. The employer posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act on the bulletin board in the courthouse, on the Intranet, and in each staffed building.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact the Human Resources Department.

A. General Provisions

Under this policy, Aitkin County will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

B. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the employer for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement stating the employer's intention to rehire the employee after the service break.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

C. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) For placement with the employee of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for the employee's spouse, child or parent (not parent in-law) with a serious health condition (described below). *Note, in some circumstances this may include "in loco parentis", meaning whoever is standing in the place of a parent, such as same-sex couples, grandparents, or other non-biological parents if they have held themselves out as the parent. It requires a statement explaining the family scenario relationship and each will be reviewed on a case by case basis.*
- 4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

Employees with questions about what illnesses are covered under this FMLA policy are required to consult with the Human Resource Department. FMLA eligibility is determined on a case by case basis.

5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation to a maximum of 15 calendar days for each instance, 7) post-deployment activities, and 8) Eligible employees may also take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility. 9) Additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

"Covered active duty" means:

(a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

(b) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

6) Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or covered veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to care for the covered service member.

The term "covered service member" means:

(a) a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(b) a covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. An eligible employee must commence leave to care for a covered veteran within five years of the veteran's active duty service. Some exceptions may apply to the single 12-month period; each request will be considered on a case by case basis.

The term "serious injury or illness":

(a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the covered member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

(b) in the case of a covered veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran, and is:

(1) A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; OR

(2) A physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; OR

(3) A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; OR

(4) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Retroactive designation. If an employee is absent for a condition or event that is or progresses into a FMLA qualifying event and the employee subsequently requests a leave as provided under this policy, the employer may designate all or some portion of the related prior leave taken as FMLA, to the extent that the earlier leave meets the necessary qualifications.

D. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The employer will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any FMLA leave under this policy. Each time an employee takes leave, the employer will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the employer will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the employer and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may each take 12 weeks of leave for qualifying events. If a husband and wife both work for the employer and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may each take 26 weeks of leave.

E. Employee Status and Benefits During Leave

While an employee is on FMLA, the employer will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the employer will require the employee to reimburse the employer the amount it paid for the employee's health insurance premium during the leave period. An employee who returns to work for at least 30 calendar days is considered to have returned to work. An employee who transfers directly from taking FMLA leave to retirement, or who retires during the first 30 days after the employee returns to work, is deemed to have returned to work.

While on paid FMLA, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid FMLA, the employee must continue to make

this payment, either in person or by mail. The payment must be received in the Auditor's Office by the 1st day of each month. If the payment is more than 30 days late and other payment arrangements have not been made, the employee's health insurance coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan or other voluntary plans, the employer will continue making payroll deductions while the employee is on paid FMLA. While the employee is on unpaid FMLA, the employee may request continuation of such benefits and pay his or her portion of the premiums. If the employee does not continue these payments or make other payment arrangements, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

F. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms and conditions of employment. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. With written notice to the employee at the time the employee gives notice of the need for FMLA leave (or when FMLA leave commences, if earlier), the employer may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

G. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid comp time, vacation, PTO, personal or sick leave prior to being eligible for unpaid leave, unless provided otherwise by law or a collective bargaining agreement. Accrued time off shall run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the employer's sick leave policy) prior to being eligible for unpaid leave.

H. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period) and the employee must make a reasonable effort to schedule treatments so as not to disrupt unduly the employer's operations.

The employer may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the employer and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken during the 12 month period beginning on the date of birth or placement of the child.

I. Certification for the Employee's Serious Health Condition

The employer will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The employer may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, HR representative, or management official. Before the employer makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification.

The employer has the right to ask for a second opinion if it has reason to doubt the certification. The employer will pay for the employee to get a certification from a second doctor, which the employer will select. The employer may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the employer will require the opinion of a third doctor. The employer and the employee will mutually select the third doctor, and the employer will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

J. Certification for the Family Member's Serious Health Condition

The employer will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The employer may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, HR representative, or management official. Before the employer makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification.

The employer has the right to ask for a second opinion if it has reason to doubt the certification. The employer will pay for the employee's family member to get a certification from a second doctor, which the employer will select. The employer may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the employer will require the opinion of a third doctor. The employer and the employee will mutually select the third doctor, and the employer will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

K. Certification of Qualifying Exigency for Military Family Leave

The employer will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

L. Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

The employer will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member.

M. Recertification

The employer may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason

given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the employer may request recertification for the serious health condition of the employee or the employee's family member when the minimum duration expires or every six months in connection with a FMLA absence. The employer may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

N. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR Department. Within five business days after the employee has provided this notice, the HR Department will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the employer's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

O. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR Department will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

P. Intent to Return to Work From FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the employer may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Section L. Bereavement Leave

Purpose: To provide employees with time off for bereavement due to the death of a member of their immediate family.

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, namely: spouse, life partner, child, step child, parent, step parent, 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 if necessary subject to the approval of the Department Head. Additional time, if needed, may be allowed by the County Board, but such additional time in excess of five (5) days (40 hours) indicated above shall be deducted from the employee's sick leave bank, personal leave, or PTO.

Part-time (probationary and non-probationary) employees employed 20 or more hours per week on average shall be entitled to bereavement leave on a pro-rated basis.

General Procedures

- (a) Up to three (3) days paid bereavement leave will be granted to an employee when a death occurs in their immediate family for the purpose of attending the funeral and related matters.
- (b) An additional leave of up to two (2) days absence may be granted if necessary and must be approved by the Department Head.
- (c) Temporary and seasonal employees shall not be eligible for bereavement leave benefits.

Section M. Military Leave

Purpose: To grant military leave as required by law and to provide certain benefits to employees who are granted such a leave.

General Procedures

- (a) Any regular employee who enlists, is drafted, or is called to active duty shall notify their Department Head as soon as they are notified that they have been called to active duty or have enlisted in any branch of the armed services. and shall be granted a leave of absence from the County (duplicate, see (b)).
- (b) Requests for military leave will be honored in accordance with Minnesota Statutes.
- (c) Requests must be made in advance of and supported by submitting a copy of the Orders to report for military duty. The effective date of the military leave shall be the specified date on the Orders. The employee shall submit a copy of their Orders upon receipt to the Department Head, HR Director, and Payroll Technician.

Leave Without Pay

- (a) An employee who enlists or is inducted into the United States military service for an extended period of active duty shall be granted a military leave without pay.
- (b) Where the employee shall serve an extended period of active duty, unless an employee submits a written request to HR to utilize accrued vacation/PTO benefits during the military leave, all accumulated vacation/PTO benefits will be paid for in a lump sum at the first payroll period following the beginning of said military leave without pay.
- (c) An employee who has been on a military leave without pay will be returned to County employment provided the following conditions are met:
 - (i) The employee shall make written application for return to their position within thirty (30) days after the termination of military service or thirty (30) days after the termination of hospitalization which followed and is a result of such service.
- (d) The employee is physically and mentally capable of satisfactorily performing the duties of their position.
- (e) The employee shall submit proof of an honorable discharge or other form of release indicating their military service was satisfactory.

Leave With Pay

Employees who are members of the National Guard or an organized Military Reserve Component and are ordered to active duty for a temporary or indefinite period, shall be granted a Military leave with pay for up to a maximum of 15 days in any one calendar year. After completion of the 15 days' paid leave, the employee shall be granted military leave without pay for the remainder of the active period.

The employee may choose to use all of the 15 days of paid military leave at one time or, in the alternative, the 15 days of paid military leave may be divided and taken throughout the calendar year at the discretion of the employee and in accordance with MN Statute 192.26.

The 15 days of paid military leave is allowed presuming the employee (1) returns to the public position immediately on being relieved from such military or naval service and not later than the expiration of the time herein limited for such leave, or (2) is prevented from so returning by physical or mental disability or other cause not due to the officer's or employee's own fault, or (3) is required by proper authority to continue in such military service beyond the time for such leave.

Benefits during Military Leave and Reinstatement

Upon reinstatement the employee shall have the same rights with respect to accrued and future seniority status, vacation/PTO accrual, sick leave accrual, and other benefits as if that employee had been actually employed during the time of such leave. The employee reinstated is entitled to vacation/PTO and sick leave with pay as provided in the personnel policy or applicable collective bargaining agreement, and accumulates vacation/PTO and sick leave from the time the person enters active military service until the date of reinstatement.

Employees continue to accrue vacation/sick or PTO/extended sick while they are on military leave, up to the maximum accrual rate that the employee would otherwise be limited to by the policy or collective bargaining agreement.

As long as the employee is in a paid status (e.g. vacation/PTO time), deductions will be taken from the employee's paycheck.

Upon entering non-pay status, the employee must make arrangements with Payroll to pay the employee cost of any such benefits.

The employee on military leave has the right to elect to continue existing employer-based health plan coverage for self and dependents through COBRA for up to 24 months while in the military, or as otherwise provided by law.

Other benefits that an employer provides to similarly situated employees covered by the same policy or collective bargaining agreement will apply. The standard is to compare how the benefits are handled for other employees on comparable leaves of absence. For example, (1) holiday pay is paid when the employee is in a paid status, but holiday pay is

not paid when the employee is in an unpaid status, (2) the employer's contribution towards health insurance is applied when the employee works 30 or more hours per week, but is not paid when the employee works less than 30 hours per week, etc.

Jury Duty Or Witness Pay

Purpose: To allow full-time employees summoned to serve on a jury or testify as a witness for County-related business.

The County will pay the full-time employee's full, regular salary, and benefits while serving time on jury duty. Employees must reimburse County per diem salary paid for jury duty. Employees shall keep expenses reimbursed to them by the court for jury duty service. If employee is excused from jury duty, and not on vacation or leave, employee shall report back to work and suffer no loss in pay for the day.

Full time employees required to be absent in response to a court order or subpoena in which they are personally involved shall have the option of taking such time off as PTO or without pay.

Part time, temporary, or seasonal employees shall not be eligible for jury duty or witness pay benefits.

Section N. Personal Leaves Of Absence

Purpose: To establish a uniform policy for processing requests for leaves.

Personal Leave of Absence

- (a) An employee requesting a leave of absence other than Family & Medical Leave (see Article V, Section J) or Military Leave (see Article V, Section L) shall apply for same in writing. Leaves of absence of ten (10) work days or less may be approved by the employee's Department Head. Leaves of absence of more than ten (10) work days are subject to approval by the County Administrator. The request shall include the length of leave requested and the reason for said leave.
- (b) Employees who are on a leave of absence shall receive no pay or benefits as apply to holidays, vacations, etc.

Section O. Leave Donation Policy

Purpose: To allow employees the option to donate their accrued, unused vacation and/or personal leave to other county employees who are on unpaid leave status for medical emergencies or a serious health condition. Effective on the date this Manual is adopted, a serious health condition shall be defined under this Leave Donation Policy to mean an illness, injury, impairment, or physical

or mental condition that is covered under the Family and Medical Leave Act and shall include any period of incapacity of the employee due to pregnancy, or for prenatal care.

General Procedures

- (a) Each calendar year, employees may voluntarily donate up to 50 percent, with a maximum of 40 hours, of their accrued, unused vacation and/or personal leave time in increments of eight (8) hours to any other county employee to be used for a medical emergency or a serious health condition. All unused donations are revoked and returned to the donor upon the recipient returning to full time status.
- (b) The employee donating the leave shall notify the Auditor's Office in writing of their voluntary donation. The notice shall include the name of the donor, the name of the recipient, the number of hours donated in increments of eight (8), the effective date of the donation, and whether the hours should be deducted from the donor's vacation and/or personal accrued leave bank. Upon receipt, the Auditor's Office shall verify that the donating employee has sufficient accrued leave on the books in the amount necessary to cover the donation and then notify the recipient and his/her supervisor of the donation.
- (c) The value of the leave that is donated shall be based upon the donor's rate of pay that is in effect on the day of the donation. The value of the leave that is received shall be based upon the recipient's rate of pay that is in effect on the day of the donation. The amount paid to the recipient of the donated leave shall be considered wages. That amount shall be included as gross income of the recipients and shall be subject to social security, Medicare, FUTA taxes, and income tax withholding. The amount donated shall not be included or reported as income for the donor of the leave.
- (d) Information relating to the donation and use of said leave is subject to the MN Government Data Practices Act.

Section P. Continuing Education

Continuing education will be established in conjunction with the individual's Performance Appraisal and utilized to improve performance in the current position and/or prepare the employee for advancement within County Government. This will be in addition to training required to maintain licenses and certifications. Training expenses may be paid by the County as outlined below in the Educational Tuition section.

If the continuing education provided results in a certification, accreditation or diploma not specifically required by the County an employee must remain in the employment of Aitkin County for at least one year following completion of the course or they shall reimburse the County for any costs incurred by the County related to the course.

Section Q. Educational Tuition

The cost of participation in formalized courses of study will be reimbursed to an employee who has permanent status in the amount equal to one-third (1/3) of the tuition cost provided:

- (a) That the course is germane to the duties of the employee's job.
- (b) That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "B-" in an A-F course.
- (c) That the employee remains in the employment of Aitkin County for a period of one year following completion of the course, or they shall reimburse the County for any costs incurred by the County because of such schooling.
- (d) That the course be approved by the Department Head and the County Board prior to taking the course.
- (e) It shall be noted that the cost of "tuition" is covered; this does not include books or other assessed administrative fees.

Section R. Life Lock Insurance Policy, board adopted 2/12/2019 - this employer paid premium sunsets on 12/31/2021

The employer will provide from 1/1/2019 (or employee enrollment date, if later) through 12/31/2021 Life Lock Benefit Elite Premium at \$11.99/month for the following positions: Sheriff, Undersheriff, County Attorney, Sr. Assistant County Attorney, Assistant County Attorney I and II. Any excess premium shall be paid by the employee.

ARTICLE VI EMPLOYEE COMMUNICATIONS

Section A. Bulletin Boards

Purpose: To notify employees and the public of County required postings and notices.

Any required state, federal, or local notices and/or required posting notices will be posted on Aitkin County's official bulletin boards and/or Intranet as applicable. Official Bulletin Boards:

- (a) Government and Judicial Center, outside the Human Resources Department, located on the 3rd floor in the Government Center.
- (b) Health & Human Services staff break room.
- (c) Road & Bridge Department staff break room.
- (d) Long Lake Conservation Center staff break room.
- (e) Land Department conference room.
- (f) Sheriff's Office and Jail staff break rooms.

ARTICLE VII SAFETY AND HEALTH

Section A. Gym Membership / Exercise Facility

Aitkin County provides \$10.00 per month towards the cost of a gym membership at 210 Fitness in Aitkin, MN for full-time and part-time employees, including elected officials, and encourages staff to take advantage of the facility to maintain a healthy lifestyle. A gym membership policy acknowledgment form, waiver and release of liability must be signed prior to issuance of a gym access key.

Please be aware that while you are utilizing the gym, you are not covered by Workers' Compensation insurance. No work should be performed while at the gym. Use of the gym is considered a privilege. Employees not complying with policy may be asked to leave and/or be restricted or banned from the facility. Employees are expected to:

- a) Abide by all terms of the Aitkin County Personnel Policy manual and departmental policies and procedures while at the gym, including prohibitions against sexual harassment, harassment, and violence. Sexualized comments or actions are strictly prohibited.
- b) Utilize exercise equipment with care and in a safe and responsible manner.
- c) Wear appropriate athletic clothing, including a shirt and shorts or pants that cover the legs to at least mid-thigh.
- d) Wear appropriate clean athletic shoes in all fitness areas; bare feet, sandals, or street shoes are not permitted.
- e) Be courteous to others by limiting the length of workouts, observing posted time limits, etc., when others are waiting.
- f) Return portable fitness equipment/items to appropriate locations after use.
- g) Refrain from taking pictures or videos in any portion of the gym to maintain other users' right to privacy.
- h) Be sensitive to other employees' privacy in all locker rooms or changing facilities, and, at all times, treat each other with common courtesy, respect, and professionalism.

Section B. Safety Committee

Purpose: To develop a committee as defined by state statute, to oversee Aitkin County's safety and health issues as they relate to employees and the public.

The Human Resources Director or designee is designated as the Safety Coordinator who coordinates the Safety Committee. Members of the Safety Committee include a representative from the following departments:

Formatted: Normal

Formatted: Font: Bold

- (a) Human Resources
- (b) Building Maintenance
- (c) Government Center
- (d) Health & Human Services
- (e) Road & Bridge
- (f) Land Department
- (g) Long Lake Conservation Center
- (h) Sheriff's Office

The Safety Committee will meet on a regular, as-needed basis to review injury claims and safety concerns brought forth by County employees and the public. The Safety Committee will review:

- (a) Accident frequencies and losses
- (b) Overall compliance with the safety program
- (c) Areas in the program that may require broader development
- (d) Status of any outstanding safety recommendations

These reviews ensure the continued direction of the County program. Recommendations by the Safety Coordinator will be brought to the Aitkin County Board of Commissioners for direction and/or action. Meeting minutes will be posted on the Intranet.

See also the [Aitkin County Emergency Action Plan for Employees](#) which covers designated actions Department Heads and Employees must take to ensure employee safety from fires, severe thunderstorms, tornados, floods, and other emergencies. This includes the County's AWAIR/Safety Policy, Workplace Violence Policy, Incident/Injury/Accident Report Form, Media Procedures, Evacuation Procedures, Lock-down Procedures, Bomb Threat Procedures, Bloodborne Pathogens, Lockout/Tagout, and other safety and emergency policies and procedures.

ARTICLE VIII ORGANIZATIONAL STANDARDS AND RULES

Section A. Code Of Ethics

Purpose: To define conflict of interest to Aitkin County employees.

CODE OF ETHICS FOR AITKIN COUNTY EMPLOYEES

(Conflict of Interest)

Definitions

For the purpose of this policy the following definitions shall apply:

- (a) Business means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity that engages either in nonprofit or profit making activities.
- (b) Confidential information means any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (c) Private interest means any interest, including but not limited to a financial interest, which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (d) Immediate family means spouse, child, parent, grandparent and spouse of such persons.
- (e) Employee shall include elected officials and all County employees, including department heads.

Acceptance of Gifts Or Favors

Employees of the County of Aitkin in the course of or in relation to their official duties, shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the County, for any activity related to the duties of the employee unless otherwise provided by law. The provisions of Minn.Stat. §471.87 and the exceptions set forth in Minn. Stat. . §471.88 shall apply. The acceptance of any of the following shall not be in violation of this Section:

- (a) Plaques or similar mementos recognizing individual services in a field of specialty or to a charitable cause;
- (b) Honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time for which they are not compensated by the County of Aitkin.

Use of Confidential Information

An employee of the County of Aitkin shall not use confidential information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

Use of Property

An employee shall not use or allow the use of County time, supplies, or County owned or leased property and equipment for the employee's private interest or any other use not in the interest of the County, except as provided by law and/or the County's Information Systems' Policy.

Conflicts of Interest

The following actions by an employee of the County of Aitkin shall be deemed a conflict of interest and subject to disciplinary action as appropriate:

- (a) Use or attempted use of the employee's official position to secure benefits, privileges, exceptions or advantages for the employee or the employee's immediate family or an organization with which the employee is associated, which are different from those available to the public; or
- (b) Acceptance of other employment, engagement in private business or in the conduct of a profession during the hours for which the employee is employed to work for the County, or outside such hours in a manner, that would affect the employee's usefulness as an employee of the County or affect the employee's independent judgment in exercise of the employee's official duties; or
- (c) Actions as an agent or attorney in any action or matter pending before the County of Aitkin, except in the proper discharge of official duties or on the employee's behalf, or as a member of a local labor bargaining unit.

Determination of Conflict of Interest

When an employee believes that the potential for a conflict of interest exists, it is the employee's duty to report the matter to his/her supervisor, or if there is not a supervisor, to the County Board. Such report shall be made within 7 days after the potential for a conflict becomes known. A conflict of interest shall be deemed to exist when a review of the occurrence by the employee or the

employee's supervisor (or the County Board if there is no supervisor) determines that this code of ethics has not been complied with.

Resolution of Conflict of Interest

If either the employee or the employee's supervisor determines that a conflict of interest exists, the County Board shall handle resolution of the conflict. NOTE: In the case of conflict of interest involving a County Commissioner, the County Attorney shall handle the resolution.

Acceptance of Advantage By County Employee

- (a) No employee of the County in direct contact with suppliers or potential suppliers of the County, or who may directly or indirectly influence a purchased product or products, evaluation contracted services, or otherwise has official involvement in the purchasing or contracting process shall:
 - (i) Have any financial interest or have any personal beneficial interest directly or indirectly on contracts or purchase orders for goods or services used by, or purchased for resale or furnished to the county; or
 - (b) Accept directly from a person, firm or corporation to which a contract or purchase order has been or may be awarded, a rebate gift, money, or anything of value other than as defined in Section B. No such employee may further accept any promise, obligation or contract for future reward.

Complaints

If a fellow employee or a non-employee makes a complaint about an employee's compliance with this Policy, the complaint should be initially brought to the attention of his/her department head in private. The department head will notify the subject of the complaint regarding the complaint within 7 days and before addressing the complaint at a public meeting as allowed by law.

Violations

Violation of the provisions of this policy shall be grounds for disciplinary action against an employee, up to and including termination of employment.

Annual Confirmation

Department Heads will sign an annual confirmation that they have received, read and understood the Aitkin County Code of Ethics Policy and that they are not aware of any violations of such policy. Such confirmation will be filed with the Human Resources Director.

Section B. Harassment Policy, Including Sexual Harassment and General Harassment

Purpose: To provide a work environment free of harassment in any form.

Policy Statement

- (a) It is the policy of Aitkin County to maintain a work environment free of harassment and any form of sex discrimination in employment prohibited by Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act. Sexual harassment is unacceptable and will not be permitted. Threats, threatening language or other acts of aggression, harassment, or violence made toward or by any County employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. Any employee found to have acted in violation of this policy will be subject to disciplinary action, up to and including discharge from employment.

General Harassment

- (a) It is Aitkin County's expectation that all employees will be treated with dignity and respect. The County will not in any instance tolerate harassment. Employees found in violation of this policy will be disciplined, up to and including termination.
- (b) Harassment may be intentional or unintentional. However the intention of the alleged harassment is irrelevant. It is the effect of the behavior upon the individual which is important. Aitkin County considers the following types of behavior examples of harassment:
 - (ii) Shouting at an individual in public and/or in private.
 - (iii) Using verbal or obscene gestures.
 - (iv) Personal insults and use of offensive nicknames.
 - (v) Public humiliation in any form.
 - (vi) Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).
- (c) Work direction, constructive criticism, performance management and disciplinary actions are not to be construed as harassment.

Definition from Minnesota Human Rights Act (§363A.03, Subd. 43.)

- (a) "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:
 - (i) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment;
- (b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
- (c) That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, or creating an intimidating, hostile or offensive employment environment; and the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

Definition from Title VII of the Civil Rights Act of 1964

- (a) Harassment on the basis of sex is a violation of Section 703 of Title VII. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - (i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (c) Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of behavior or conduct which may constitute harassment or sexual harassment may include, but are not limited to the following:

- (a) Verbal
 - (i) Verbal bullying – slandering, ridiculing or maligning a person or his or her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks;
 - (ii) Unwelcome sexual comments, innuendoes, or suggestions about an individual's body, clothing or sexual activity;

- (b) Discussion of sexual topics, sexual practices, sexual preferences, sexual experiences, sexual jokes and stories;
- (c) Requesting or demanding sexual favors, explicit or implicit suggestions that there is a positive or negative connection between sexual behavior or sexual compliance and any term or condition of employment; or
- (d) Language of an obscene or sexual connotation and stereotypical terms such as "sweetheart," "slut," "stud," or "hunk."
- (e) Non-Verbal
 - (i) Gesture bullying – non-verbal threatening gestures.
 - (ii) Exclusion – socially or physically excluding or disregarding a person in work-related activities.
 - (iii) The display or posting of sexually explicit or graphic pictures, objects or items in the work place such as a "girlie calendar" or cartoons depicting sexual jokes or sexual acts;
- (f) The use of suggestive facial expressions or gestures of a sexual nature; or
- (g) Unwelcome visits to an individual's home, hotel room or areas considered private or outside the work premises.
- (h) Physical
 - (i) Physical bullying – pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault or violence, damage to a person's work area or property.
 - (ii) Kissing, touching, patting, pinching or brushing against a person's body;
 - (iii) Sexual contact; or
 - (iv) Assault and battery.
- (i) This list of examples is not intended to be exhaustive. Other types of behavior or conduct, which are not included in this list, may constitute sexual harassment and be in violation of County policy.

Responsibilities

- (a) All County employees and elected officials are required to conduct themselves in a manner consistent with the spirit and intent of this policy.

- (b) Any person who believes he or she has been subjected to harassment or sexual harassment by an employee, officer, agent of the County, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment, must report the alleged acts immediately to an appropriate County official. (See Article 8B(4)).
- (c) Department Heads, supervisors, and elected officials are responsible for:
 - (i) Establishing and maintaining a climate in the work unit that encourages all employees to communicate questions or concerns regarding this policy;
- (d) Recognizing incidents which they believe may be harassment or sexual harassment;
- (e) Immediately notifying the Human Resources Director or designee, or County Administrator in writing of harassment allegations so that investigatory procedures may be implemented. The failure of a department head and/or supervisor to report a complaint of harassment may result in disciplinary action; and
- (f) Taking corrective action to eliminate substantiated incidents of harassment or sexual harassment.
- (g) Retaliation against a person who makes a complaint of harassment or participates, testifies or assists in the investigation of a harassment complaint is prohibited. Retaliation includes but is not limited to, any form of intimidation, reprisal or harassment. Retaliation will not be tolerated and may, in and of itself, result in disciplinary action, up to and including discharge from employment.
- (h) The Human Resources Director or designee is responsible for:
 - (i) Informing department heads and supervisors of their obligations under this policy;
 - (i) Informing employees of the County's policy regarding harassment, including providing training and posting of this policy; and
 - (j) Investigating harassment allegations and ensuring that appropriate disciplinary action is consistently and fairly administered.

Internal Complaint System and Discipline Procedure

- (a) Reporting: Any person who believes he or she has been subjected to harassment or sexual harassment by an employee, officer, agent of the County, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment, must report the alleged acts immediately to an appropriate County official as designated below.

- (b) Appropriate County officials to whom complaints of harassment or sexual harassment should be made include:
- (c) Your supervisor and/or department head;
- (d) The harasser's supervisor and/or department head;
- (e) The Human Resources Director or designee;
- (f) The County Administrator.

If the individual engaging in harassment is an employee's supervisor and/or department head, the aggrieved employee should contact the County Administrator/Human Resources Director or designee. If the individual engaging in harassment is the County Administrator/Human Resources Director or designee, the aggrieved employee should contact a member of the Aitkin County Board.

REPORT IT—DO NOT IGNORE IT!

Investigation

- (a) Upon notice of an allegation of harassment or sexual harassment, the Human Resources Director or designee, or someone they designate, will conduct a prompt, fair, and thorough investigation of the complaint. Fair consideration will be given to all the facts presented. All complaints will be handled in a confidential manner to the extent possible pursuant to applicable laws.
- (b) Normally, as the first step of investigation, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The investigator will attempt to obtain the following information:
 - (i) A description of the incident(s), including date(s), time(s), and place(s);
- (c) Corroborating evidence;
- (d) A list of witnesses; and
- (e) Identification of the offender(s).

Prevention of Harassment

Aitkin County will:

- (a) Post notices of County policy and procedures;
- (b) Provide training activities in-house;

- (c) Provide counseling or support services to victims, or arrange for such services provided outside the County.

Section C. No Smoking, Cannabis (aka Marijuana), Tobacco, E-Cigarettes, or Vaping Products Policy

Deleted: Smoke-Free And

Deleted: -Free

Purpose: To provide an environment free of smoke, cannabis, tobacco, e-cigarettes, and vaping products for Aitkin County employees and citizens. This policy applies to all employees, applicants, visitors, and contractors on county property.

Deleted: a smoke-free and tobacco-free working

The Aitkin County Board of Commissioners acknowledges the Minnesota Clean Indoor Air Act, House File #79, Chapter 211, Laws, 1975, Enacted August 1, 1975, Minnesota Statutes \$144.411 to \$144.417 regarding "Smoking in Public Places."

- (a) All Aitkin County buildings will be smoke-free, cannabis-free, tobacco-free, e-cigarette and vape-free. Additionally, no use of these products is allowed in any county vehicle, equipment, or on lawn mowers or other ride-on equipment.
- (b) Smoking cigarettes, e-cigarettes, or vaping (non-THC) is permitted beyond 25 feet of any building entrance or exit, or in private automobiles provided no non-smokers are present.
- (c) The responsibility for the enforcement of this policy is delegated to Department Heads, both elected and appointed.

Deleted: and

Deleted: ;

Deleted: cigs are also prohibited.

Deleted: there is

Deleted: smoking or

Deleted: tobacco

Deleted: prohibited

Deleted: from

Deleted: .

Deleted: the smoke-free and tobacco-free

Deleted: the individual

Deleted: (Update 1/1/2021)

Section D. Drug and Alcohol Free Workplace Policy

Purpose

Aitkin County is committed to protecting the safety, health and well-being of all employees and individuals in the workplace. The county recognizes that alcohol abuse and drug use pose a significant threat to job performance and the safety and security of county operations. The county has established a drug and alcohol free workplace program that balances respect for individuals with the need to maintain a drug and alcohol free environment.

(a) Prohibitions/Requirements

All employees are accountable for maintaining a drug and alcohol free workplace by adhering to the following during work hours, while on the county's premises, or wherever the county's work is being performed:

- No employee shall report to work under the influence of illegal drugs, alcohol, cannabis, or controlled substances. No employee shall report to work under the influence of prescription drugs which adversely affect their alertness, reaction, response, judgment, decision-making, or safety.
- No employee shall operate, use, or drive any equipment, machinery, or vehicle of the county while under the influence of prescription drugs which adversely affect their alertness,

reaction, response, judgment, decision-making, or safety, or while under the influence of illegal drugs, alcohol, cannabis, or controlled substances. Such employee is under an affirmative duty to immediately notify his/her supervisor that he/she is not in an appropriate mental or physical condition to operate, use, or drive county equipment or his/her personal vehicle while on county business.

- During work hours, including rest and lunch breaks, or while on the county's premises, or while operating the county's vehicle, machinery or equipment, no employee shall use, sell, manufacture, possess, or transfer illegal drugs or alcoholic beverages.
- The required transportation or possession of illegal drugs, alcohol, cannabis, or controlled substances as a result of performing official peace officer duties or undercover operations by order of the Sheriff is not considered in violation of this policy.
- Supervisors shall notify the appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in their possession during work hours, or on county premises, or while operating the county's vehicle, machinery or equipment.
- Any employee engaging in the off-duty manufacture, sale, transfer, use, or possession of illegal drugs or controlled substances is subject to discipline up to and including termination of employment.
- Any employee convicted of manufacturing, using, selling, distribution or possessing a controlled substance in the workplace shall notify the county via the Human Resource Director within five (5) days of the conviction. The county will take appropriate action within thirty (30) days of notification. Appropriate action may include (a) personnel action against the employee, up to and including termination, or (b) require the employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.
- The county, as the employer, may be required to report any workplace drug crimes to a federal contracting agency within ten (10) calendar days of receiving notice of a conviction.

(b) Drug and/or Alcohol Testing

Any drug and/or alcohol testing undertaken by the county shall be in accordance with Minnesota Statutes 181.950-.957, the Minnesota Drug and Alcohol Testing in the Workplace Act, as amended. Any employee who has a confirmed positive drug or alcohol test may be removed from their position pending review by the county and a decision regarding the employee's status. The first time an employee has a confirmed positive test result, said employee will be given an opportunity to participate in either drug or alcohol counseling or a rehabilitation program. The employee will be responsible for expenses incurred for the counseling or rehabilitation program. The employee may be subject to disciplinary action up to and including termination of employment. Any employee desiring information concerning drug or alcohol abuse counseling and/or rehabilitation programs is encouraged to contact the county's Employee Assistance Program (EAP).

For classifications requiring Commercial Driver's License (CDL), the drug and/or alcohol testing provisions are governed by the Omnibus Transportation Employee Testing Act of 1991 and the Federal Motor Carrier Safety Administration. Testing protocols that are unique to CDL classifications are referenced in [refer to existing policy for CDL holders].

(c) Data Disclosure

The county will not disclose the drug and/or alcohol test result reports and other information acquired in the drug and alcohol testing process to another employer or to a third party individual, governmental agency, or private organization without the written consent of the employee tested, unless permitted by law or court order.

(d) Pre-Employment Testing

Applicants for positions shall be notified of the required drug and alcohol testing at the time of application for employment. Pre-employment drug testing will be given after a conditional offer of employment has been made. Receipt of a negative drug test result is required prior to employment.

(e) Post Incident Testing

All employees will be subject to drug and alcohol testing when the following conditions occur:

- an accident involving a citation for unsafe or unlawful operation of a county vehicle or county owned motorized equipment;
- an accident involving a fatality;
- an accident involving a county vehicle, county motorized equipment or county machinery requiring immediate medical treatment for any party, away from the accident site.

(f) Reasonable Suspicion Testing

All employees may be subject to drug and alcohol testing if the county has a reasonable suspicion that the employee:

- is under the influence of drugs or alcohol;
- has violated the county's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the county's premises or operating the county's vehicle, machinery, or equipment;
- has sustained a personal injury arising out of and in the course of employment, or has caused another person to sustain a personal injury; or
- has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

A reasonable suspicion referral for testing will be made on the basis of specific facts and rational inferences drawn from those facts.

(g) Routine Physical Examination Testing

An employee may be required to undergo drug and alcohol testing as part of a routine physical examination which will occur not more than once annually. The employee will be given at least two (2) weeks written notice that a drug or alcohol test is being required as part of the physical examination.

(h) Random Testing

Employees in safety-sensitive positions may be subject to drug and alcohol testing on a random selection basis. Employees in non-safety sensitive positions are not subject to random drug and alcohol testing procedures, except an employee who tests positive may be required to undergo random drug and alcohol tests pursuant to treatment program testing.

(i) Treatment Program Testing

The county may request or require an employee to undergo drug and alcohol testing if the employee has been referred by the county for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan. In this case, the employee may be requested or required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for up to two (2) years following completion of any prescribed chemical dependency treatment program.

(j) Employee Rights during Drug and/or Alcohol Testing

If an employee or job applicant refuses to take an alcohol or drug test, no test shall be given. However, if an employee refuses a test, they will be considered insubordinate and will be subject to disciplinary action, up to and including termination of employment. A job applicant who refuses to take a drug or alcohol test shall be deemed to have withdrawn their application for employment.

No employee or job applicant who refuses to undergo drug or alcohol testing of a blood sample upon religious grounds shall be deemed to have refused unless the employee or job applicant also refuses to undergo drug or alcohol testing of a urine sample.

Within three (3) working days after receipt of a test result report, the county will inform the employee or job applicant of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test, and of the employee's or job applicant's right to request and receive from the county a copy of the test result report. An employee or job applicant who tests positive for drug use will be given written notice of the right to explain the positive test, and the county may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

An employee or job applicant has a right to offer the county a written explanation of a positive test result on a confirmatory test within three (3) working days after notice of the positive test result. They also have the right to request within five (5) working days after notice of a positive test result a confirmatory retest of the original sample at another licensed testing laboratory at the employee's or job applicant's own expense.

(k) Consequences of Violations

An employee violating this policy may be referred to treatment and/or be subject to disciplinary action up to and including termination of employment. Each situation will be reviewed on a case-by-case basis evaluating the severity and circumstances involved.

An employee will not be disciplined or discharged on the basis of a positive test result that has not been verified by a confirmatory test. An employee will not be discharged based on the employee's first confirmed positive test result unless: (1) the county has given the employee an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is appropriate; and (2) the employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a confirmed positive test result after completion of the program.

(l) Employee Notification of this Policy

The county will post notice that this policy providing for drug and alcohol testing has been adopted, and the county will provide a copy of this policy to every employee currently employed by the county. New employees of the county will receive a copy of this policy with their orientation materials. Every job applicant subject to drug and alcohol testing will be given a copy of this policy prior to any testing. Copies of this policy are available for inspection during regular business hours.

(m) Non-Discrimination

The county's policy on work-related substance abuse is non-discriminatory in intent and application. In accordance with Minnesota Statutes, Chapter 363A, disability does not include any condition resulting from alcohol or drug abuse which prevents a person from performing the essential functions of the job or constitutes a direct threat to property or the safety of individuals. In accordance with the Americans with Disabilities Act, an individual who is currently engaging in the illegal use of drugs is not a "qualified individual with a disability" when the employer acts on the basis of such use.

Section E. Job Classification

Classification Plan

Job classifications are shown in Appendix B.

These policies and procedures express the Aitkin County Board of Commissioners' intent to maintain a County-wide plan which conforms with Comparable Worth standards found in Minnesota Statute [§471.991-§471.999](#) related to local governments in Minnesota.

The County Job Classification Plan provides a way for individual County jobs to be evaluated and classified according to their comparable work value. Each County job shall be evaluated and placed in a specific classification and pay grade to ensure compliance with pay equity requirements. The County Administrator shall provide a consistent format for position descriptions throughout the County, and a consistent process for evaluating jobs and assigning them to the appropriate pay grade.

It is the inherent right of management to redesign jobs, restructure jobs, and create new jobs in meeting the objectives of the County. From time to time, management will need to create new classifications to better respond to the needs and challenges of Aitkin County. The Plan shall be developed and maintained so that positions substantially similar with respect to knowledge and skills, supervisory authority, and working conditions, are included within the same class; and that the same schedules of compensation shall apply to all positions in the job class, as allowed by collective bargaining agreements.

Position Descriptions: Each job in the County shall have a corresponding position description. The position description shall define the following elements of each position:

- (a) Objective or summary of the position;
- (b) Essential job duties and responsibilities;
- (c) Supervisory authority of the position, if any;
- (d) Required Knowledge, Skills, and Abilities;
- (e) Required education, work experience, licenses and certifications;
- (f) Physical demands and working conditions;
- (g) Minimum or preferred qualifications; and
- (h) Fair Labor Standards Act (FLSA) status.

Position Reclassification

- (a) Position reclassification becomes necessary when a significant change takes place in the scope of the position.
- (b) The County shall review the Classification Plan periodically to ascertain whether or not it corresponds with existing conditions in the County service, and to make any revisions, where necessary.
 - (i) Department heads or their designees are encouraged to review position descriptions during annual performance appraisals and to inform the Human Resources Director of any revisions necessary in the position description, noting if there is a significant change in the nature or scope of the work performed in the job classification. The Human Resources Director is responsible for assisting the Department Head to make revisions. The County Administrator will approve position description revisions if the revisions will result in a lower grade level. County Board approval is required when positions are reclassified to higher grade levels.

- (c) Consideration for job classifications that experience significant change will be handled on a case-by-case basis with the department head notifying the Human Resources Director of the changes and reasons for the changes.
- (d) The County Administrator or designee shall determine whether a position description substantially matches an existing classification. Position descriptions that do not substantially match an existing classification will be forwarded to the consultant or other authority responsible for evaluating positions in accordance with the County's classification plan. The evaluation shall include an objective methodology to evaluate the jobs, the assignment of points and pay grades accordingly, the documentation to support the decision, and notification to the Human Resources Director of the decisions. The Human Resources Director shall notify the affected employee(s) and department head of the result of the evaluation, the effective dates of any change in pay grade, and actual salary.
- (e) A FLSA non-exempt employee whose job classification is upgraded, within the DBM classification system, will be placed in the new pay range that results in at least a \$0.75 per hour increase. A FLSA exempt employee whose job classification is upgraded, within the DBM classification system, will be placed in the new pay range that results in at least a \$1,560.00/year increase (pro-rated if reclassification occurs mid-year).
- (f) If a position is evaluated at a lower pay grade, within the DBM classification system, the employee will be placed on their current step in the new lower grade, and the employee's salary shall be frozen until such time when their grade and step placement exceeds their current pay rate.
- (g) Pay adjustments due to position reclassification will be applied prospectively, not retroactively. The effective date of any pay adjustment shall be January 1st or the first day of the first pay period following Board approval of the classification change. Agreement with the exclusive representative will be sought prior to Board action when necessary and changes must comply with the provisions of the union contract.

Periodic Classification Review

- (h) In the event that an employee requests a classification review and the department head elects to not bring the request to the Human Resources Director, the employee may appeal his or her classification by presenting facts to the Human Resources Director within ten (10) working days following the department head's response to the employee. The appeal to the Human Resources Director will be in writing and will include the department head's response.

- (i) The Human Resources Director will review the facts and respond to the employee within sixty (60) calendar days of receipt of the appeal. If the Human Resources Director agrees with the department head, the decision made by the Human Resources Director will submit the facts to the County Administrator for resolution. If the Human Resources Director agrees with the employee, the facts will be submitted to the County Administrator for resolution, and the decision made by the County Administrator will be final.
- (j) Periodic classification reviews can be requested by employee(s) of a particular job class, to their department head, once every 24 months when significant change has occurred to the job.

Classification Changes Initiated By the Human Resources Director

The Human Resources Director, when he or she deems appropriate, may re-classify the grade of a position up or down one grade after documenting the reason in writing and discussing with the supervisor and/or Department Head and obtaining the approval of the County Administrator. This action may be accomplished in cases where internal rankings do not conform to practiced lines of authority (i.e., office hierarchy or supervisory authority) but may also account for market relationships as well. This recommendation would be presented to the County Board for approval.

New Positions

If a new position classification is created, it will be the responsibility of management to define and determine essential requirements and duties of the position. The Human Resources Director will work with department heads and supervisors to develop the position description in a format consistent with all position descriptions. The position description will be assigned to a classification under the classification plan and to an appropriate pay grade in the compensation plan. Final approval of any new position classifications will require County Board approval.

Section F. Employee Recognition Service Awards

Goal: To improve employees' health and well-being and help create a positive work environment for employees, increase employee performance, engage employees, and maintain positive employee morale.

Purpose: The employer wishes to recognize and appreciate its employees in a way that is meaningful and aids in building a culture of continuous employee wellness and recognition.

Objective: To establish and operate a program of preventive health and employee recognition services for employees, providing necessary staff, equipment, and facilities to achieve the objectives of the program, consistent with the spirit and intent of MN Stat. 15.46.

Our employees are our most valuable assets. Workplace health and recognition programs integrating nutrition, physical activity and mental wellness are effective in reducing stress levels, combating back pain, limiting sedentary behavior, preventing obesity, reducing chronic diseases

(i.e. heart disease, stroke, hypertension, diabetes, depression, cholesterol), increasing productivity through better cognitive performance, enhancing satisfaction and employee morale, reducing absenteeism levels and workplace healthcare costs.

1. Department heads and immediate supervisors will recognize employees who have completed service with Aitkin County in 5 year increments. Full-time employees who reach 5 year milestones (5, 10, 15, 20 years) may select from \$75 ~~taxable cash through payroll~~ (\$100 at 25 years, \$125 at 30 years, \$150 at 35 years), or 4 hours of vacation/PTO time being added to their accrual bank, whichever they value most. Part-time employees who reach 5 year milestones may select from a \$25 ~~taxable cash through payroll~~ or 2 hours of vacation/PTO time being added to their accrual bank, whichever they value most.
2. Department heads and immediate supervisors will look for opportunities throughout the year to recognize employees with verbal acknowledgment or provide them with a personal note or card for excellent performance in their work or as part of a team, for contributing to a positive and supportive work environment, and for excellence in customer/client/inmate service. Cards are available in the Human Resources office.
3. Flexible hours for staff may be arranged with the Department Head or designee to accommodate physical activity during the day or to participate in medically-sponsored programs such as smoking cessation or chronic disease prevention, provided the normal scheduled hours of work fall between 6:00 a.m. and 7:00 p.m., as specified in Article III, Employment, Section G, Hours of Work.
4. The Health Promotion Team will offer low-cost, healthy food options in break rooms where space and customer participation (sales volume) is deemed feasible. Any profits acquired from these purchases shall be returned to employees on a reasonable and uniform basis, such as shared with the health promotion team to implement incentive-based programs to encourage physical activity or offer onsite fitness opportunities such as group classes, yoga, or personal training, as determined by the County Administrator.
5. The employer encourages employees to engage in stretching and walking during their rest breaks.

Deleted: a
Deleted: gift card
Deleted: gift card

Section G. Emotional Support Animal / Pet Policy

Employees do not have an automatic right to bring a pet or an emotional support animal into the workplace. Individuals with disabilities may request a reasonable accommodation from the employer by contacting the Human Resources Director.

ARTICLE IX FORMS AND ATTACHMENTS

Section A. Appendix A, Salary Schedule

Employees covered by these compensation guidelines shall receive an annual salary or wage as approved by the Aitkin County Board of Commissioners. Salary increases will take effect January 1 for all positions, unless noted otherwise.

Within Range Movement 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 in addition to any negotiated general adjustment increases and within range movement. This 2% does not apply if the State of Minnesota institutes a levy limitation. If the Open Range pay scale is eliminated, the 2% language shall not apply.

January 1, 2023

On January 1, 2023, full-time and part-time employees will receive 5% within range movement, not to exceed the scale maximum.

LLCC, temporary, and seasonal employees will be reviewed on an individual basis with any increases subject to County Administrator approval. Refer to separate LLCC scale.

January 1, 2024

On January 1, 2024, full-time and part-time employees will receive 5% within range movement, not to exceed the scale maximum.

LLCC, temporary, and seasonal employees will be reviewed on an individual basis with any increases subject to County Administrator approval. Refer to separate LLCC scale.

Deleted: ¶

Deleted: ¶

AITKIN COUNTY		
OPEN RANGE SCALE EFFECTIVE JANUARY 1, 2022		
Grade		MIN
		FLSA
20		\$
19		\$
18		\$
17		\$
16		\$
15		\$
14		\$
13		\$
12		\$
11		\$
10		\$
9		\$
8		\$
7		\$
6		\$
5		\$
4		\$
3		\$
2		\$
1		\$

¶
On 1/1/2022.

Formatted: Font: +Headings (Cambria), Font color: Black

Formatted: Space After: 0 pt

(COUNTY BOARD ADOPTED May 10, 2022)
 OPEN RANGE SCALE FOR JANUARY 1, 2023

Grade	MIN		MAX	
	FLSA Non-Exempt	FLSA Exempt	FLSA Non-Exempt	FLSA Exempt
20	\$ 50.90	\$ 70.34	\$105,881.95	\$146,305.16
19	\$ 49.02	\$ 67.73	\$101,967.89	\$140,877.52
18	\$ 47.14	\$ 65.12	\$ 98,053.83	\$135,449.88
17	\$ 45.26	\$ 62.51	\$ 94,139.76	\$130,022.23
16	\$ 43.38	\$ 59.90	\$ 90,225.70	\$124,594.59
15	\$ 41.50	\$ 57.29	\$ 86,311.64	\$119,166.94
14	\$ 39.61	\$ 54.68	\$ 82,397.58	\$113,739.30
13	\$ 37.73	\$ 52.07	\$ 78,483.51	\$108,311.65
12	\$ 35.85	\$ 49.46	\$ 74,569.45	\$102,884.01
11	\$ 33.97	\$ 46.85	\$ 70,655.39	\$ 97,456.37
10	\$ 32.09	\$ 44.24	\$ 66,741.33	\$ 92,028.72
9	\$ 30.20	\$ 41.64	\$ 62,819.33	\$ 86,601.08
8	\$ 28.32	\$ 39.03	\$ 58,903.94	\$ 81,173.43
7	\$ 26.44	\$ 36.42	\$ 54,988.54	\$ 75,745.79
6	\$ 24.56	\$ 33.81	\$ 51,094.78	\$ 70,318.15
5	\$ 22.68	\$ 31.20	\$ 47,179.39	\$ 64,890.50
4	\$ 20.80	\$ 28.59	\$ 43,264.00	\$ 59,462.86
3	\$ 18.92	\$ 25.98	\$ 39,348.61	\$ 54,035.21
2	\$ 17.04	\$ 23.37	\$ 35,433.22	\$ 48,607.57
1	\$ 15.15	\$ 20.76	\$ 31,517.82	\$ 43,179.92

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	\$ 65,332.10	\$ 90,065.12
8	\$ 29.45	\$ 40.59	\$ 61,260.09	\$ 84,420.37
7	\$ 27.49	\$ 37.87	\$ 57,188.09	\$ 78,775.62
6	\$ 25.55	\$ 35.16	\$ 53,138.58	\$ 73,130.87
5	\$ 23.59	\$ 32.45	\$ 49,066.57	\$ 67,486.12
4	\$ 21.63	\$ 29.73	\$ 44,994.56	\$ 61,841.37
3	\$ 19.67	\$ 27.02	\$ 40,922.55	\$ 56,196.62
2	\$ 17.72	\$ 24.30	\$ 36,850.54	\$ 50,551.87
1	\$ 15.76	\$ 21.59	\$ 32,778.54	\$ 44,907.12

Section B. SEASONAL AND TEMPORARY EMPLOYEE WAGE SCALE

Seasonal and temporary employee wages will be determined by the County Administrator or designee. Seasonal and temporary employees will typically be paid between the MIN and 15% above the minimum pay, depending on experience and qualifications.

Guidelines:

- Grade 3, Seasonal Equipment Operator, Seasonal Boat & Water Safety Officer
- Grade 2, Election Clerk, Temporary Clerical Worker, Seasonal Crew Leader, Survey Crew Technician, Survey/Construction Staking Laborer
- Grade 1, Seasonal Park Laborer, Substitute Cook, Substitute Custodian

Other Temporary and Seasonal Positions, including but not limited to all LLCC Substitutes and LLCC Seasonal Staff will be determined by the County Administrator or designee.

Section B. Appendix B, Job Classifications

Click here to request a current job classification list.

Deleted: generally

Deleted: "Minimum rate" and Step D for the applicable job classification, or as otherwise determined by Administration

Formatted: Underline

Formatted: Indent: Left: 0.5", Space After: 0 pt

Formatted: Indent: Left: 0.5"

Deleted: Administration

Deleted: Part-time or full-time employees who resign or retire at a rate higher than Step D, and are asked by the employer to stay on to provide substitute/intermittent services will be red-circled at their higher wage, but not eligible for general adjustment or step increases beyond the Step D rate.¶
 (File note: These seasonal and temporary positions are paid on the non-union 'open range' scale, the Step D reference is cited only for rate purposes. Actual wage increases for these positions may fall in between steps on the uniform wage 'step schedule'.)¶
 ¶



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: 2024 Budget Discussion

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input checked="" type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 10 Min.
Summary of Issue: A 10% rate increase is currently included in the 2024 preliminary budget. Recent notification of a decrease in premiums from PEIP has led to a discussion at the Budget Committee of various options for this savings. Options will be provided and Board direction requested.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Direction requested.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Board of County Commissioners Agenda Request

7B
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: Administative Updates

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 5 minutes
Summary of Issue: Administrative Updates.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Discussion Only.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input 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>		



Board of County Commissioners Agenda Request

8A
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: Approve Wealthwood RV Resort Expansion EAW

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

Submitted by: Andrew Carlstrom	Department: Environmental Services
--	--

Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director	Estimated Time Needed: 5 Minutes
---	--

Summary of Issue:

An Environmental Assessment Worksheet (EAW) is required for the Wealthwood RV Resort Expansion Project in accordance with MN Statute 4410.1500-4410.1700. The assessment has been completed, published, and reviewed by the EAW Review Committee. The proposal was publicly noticed in the Minnesota EQB Monitor on August 29, 2023 and public comments were received from August 29 to September 28, 2023. A Public Hearing was held on October 10, 2023.

The full EAW in its entirety can be found at:

<https://www.dropbox.com/scl/fi/ajc18yl3zll74b85djhv1/Wealthwood-Golf-Estates-EAW-FINAL-October-2023.pdf?rlkey=ysxitq64ia3s4uob8vrydh3ba&d=0>

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve EIS Record of Decision

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

By Commissioner:

20231114-xxx

EAW Record of Decision – Wealthwood RV Resort Expansion

NOW, THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Record of Decision for the Wealthwood RV Resort Expansion, noting that an Environmental Impact Statement is not required for the project.

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

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

Witness my hand and seal this 14th day of November, 2023

Jessica Seibert
County Administrator

In the Matter of Determination Of Need
For an Environmental Impact Statement for
the Wealthwood RV Resort Expansion
Wealthwood Township of Aitkin County, Minnesota.

**FINDINGS OF FACT,
CONCLUSIONS, AND
ORDER**

Final Findings Of Fact of EAW Review Committee 24 October 2023

- 1) On July 27, 2023, Aitkin County Environmental Services received the first draft Environmental Assessment Worksheet (EAW) for the proposed Wealthwood RV Resort – Front Nine Phase Two Expansion.
- 2) The EAW Review Committee met on August 9, 2023 to discuss and review the proposal of the Wealthwood RV Resort 88 full hook-up expansion. The EAW Review Committee requested minor changes be made, and the proposer made the requested changes. A copy of the EAW was sent to all persons on the EQB Distribution List and a press release announcing the availability of the EAW was published in the Aitkin Independent Age and posted on the Aitkin County website.
- 3) The Environmental Quality Board (EQB) determined that Aitkin County is the appropriate Responsible Governmental Unit (RGU). The EAW was published in the MN EQB Monitor on August 29, 2023 and a total of 8 public comments were received between August 29, 2023 and September 28, 2023.
- 4) The EAW Review Committee met again on October 5, 2023 to discuss and review the 8 public comments and concerns with the proposal. A unanimous decision was reached to return the EAW to the proposer, in order to answer concerns that were raised from the public and government officials. The first public hearing for discussion was held before the Aitkin County Board of Commissioners on October 10, 2023, and to offer the opportunity for additional input and public comments on the proposed Wealthwood RV Resort expansion.
- 5) The EAW Review Committee met a third time on October 24, 2023 and unanimously agreed that the concerns and questions raised during the public comment period were sufficiently addressed in the 3rd Draft EAW submitted by the proposer.
- 6) The EAW is incorporated by reference into this Record of Decision on the Determination of Need for an Environmental Impact Statement.
- 7) Dougherty Properties is seeking the approval for the installation of an additional 88 full hook-up RV sites on a portion of the Wealthwood RV Resort property that was previously the front nine holes of the Wealthwood Estates Golf Course. Wealthwood RV Resort will manage and operate the additional RV lots. Wealthwood RV Resort is located at 37789 Clover Street, Aitkin, MN 56431.
- 8) As part of the Conditional Use Permit process, the Aitkin County Planning Commission has the authority to attach conditions they deem necessary to protect the public health, safety and general welfare of the people and environment. Conditions such as solid waste disposal, RV Resort signage, storm shelter location, storm water run-off, campsite fire rings, sewage treatment, etc, can be placed on the permit if approved.
- 9) Citizens and government officials submitted their (attached) public comments from August 29, 2023 to September 28, 2023, and the following is the response from the EAW Review Committee:

Response to Ms. Pat Betz:

Comments noted by the EAW Review Committee. Concerns such as general RV Resort rules, storm shelter(s), fire supervision/rings, black water/septic systems, dry camping, garbage containment, camping season, speed signs, and the relocation of south end 4 sites will be addressed by conditions emplaced on the Conditional Use Permit with future Aitkin County Planning & Zoning staff condition enforcement. Stormwater management will be further amended in EAW.

Response to Ms. Barb Forrester:

Comments noted by the EAW Review Committee. Concerns such as general RV Resort rules, storm shelter(s), fire supervision/rings, black water/septic systems, dry camping, garbage containment, camping season, speed signs, and the relocation of south end 4 sites will be addressed by conditions emplaced on the Conditional Use Permit with future Aitkin County Planning & Zoning staff condition enforcement. Owner Bill Dougherty (deceased) was approved for the 18 hole golf course, driving range, clubhouse, maintenance shed and pump house on January 28, 2002 as stated, however he opted not to complete all the proposed projects. Aitkin County Planning & Zoning staff will work with owner on improved fencing around cemetery in accordance with Minnesota Statutes Chapter 307 – Private Cemeteries.

Response to Ms. Anne Hennessey:

Comments noted by the EAW Review Committee. Concerns such as general RV Resort rules, storm shelter(s), fire supervision/rings, black water/septic systems, dry camping, garbage containment, camping season, speed signs, and the relocation of south end 4 sites will be addressed by conditions emplaced on the Conditional Use Permit with future Aitkin County Planning & Zoning staff condition enforcement. Owner Bill Dougherty (deceased) was approved for the 18 hole golf course, driving range, clubhouse, maintenance shed and pump house on January 28, 2002 (and as materials and resources are available), however opted not to complete all projects. Aitkin County Planning & Zoning staff will work with owner on improved fencing around cemetery and in accordance with Minnesota Statutes Chapter 307 – Private Cemeteries.

Response to Ms. Dianne Jones:

Comments noted by the EAW Review Committee. According to proposed plans, the Wealthwood Back 9 hole golf course will remain in place. Concerns such as general RV Resort rules, storm shelter(s), fire supervision/rings, black water/septic systems, dry camping, garbage containment, camping season, speed signs, and the relocation of south end 4 sites will be addressed by conditions emplaced on the Conditional Use Permit with future Aitkin County Planning & Zoning staff condition enforcement. Aitkin County Planning & Zoning staff will work with owner on improved fencing around cemetery and in accordance with Minnesota Statutes Chapter 307 – Private Cemeteries.

Response to Mr. James Drake, MN DNR (Natural Heritage Review Specialist):

Comments noted by the EAW Review Committee. Regarding the impact of the Wealthwood RV Resort Expansion to rare species such as the log-eared bat (*Myotis septentrionalis*); to our knowledge there are no bat roost trees on the property. However, as best practice we will recommend for no tree felling or tree removal be done from June 1 to August 15 annually, which is the active nesting period. No impacts to threatened/endangered species are anticipated. Erosion prevention, sediment control practices, and avoiding tree removal from June 1 to August 15 are best management practices and can be embraced through conditions on CUP.

Response to Ms. Shelly Patten, MN DNR (NE Regional Director):

Comments noted by the EAW Review Committee. Based upon the comments received, the EAW Review Committee is asking the proposer to address Ms. Patten's concerns and amend the EAW accordingly. Upon completion, the EAW Review Committee will gather to review, discuss, and recommend their findings to the Aitkin County Board of Commissioners for their final decision on whether an Environmental Impact Statement is or is not required for the Wealthwood RV Resort Expansion.

Please clarify the number of reviewed, approved, permitted existing RV units and other infrastructure in total.

Additional information has been added to Section 6(f) and for better understanding of past permitting. Updated site plans have been added to Appendix D.

Please include the expansion plan as an appendix in the EAW. Additionally, please identify if any of these planned future amenities (shower house, pickleball court, outdoor pool) have active permits.

There are no active permits on named amenities. The future expansion plan is located in Appendix B.

Please confirm if the golf course is still in operation, explain how it is irrigated, and describe how the golf course is affiliated with the RV Resort.

The Back 9 holes are still in operation. Three ponds were approved in 2001 with the original EAW – holding ponds for the irrigation of full 18 holes. Latest flow data: 780,000 gallons in 2022 for the Back 9 only. Back 9 is not affiliated with the resort as Wealthwood RV leases land from Dougherty Properties. Source Water Assessment is covered in Appendix G and additional information is found in Section 12: Water Resources.

Please provide the (sewer & water) permit history for the entire project (both county and state) and dates of the permits for the existing sites. Additionally, please elaborate on the resort operating dates in which sewer and water will be utilized. Please include the permits as an appendix to the EAW.

All septic records can be found in the over 110 pages in Appendix C. The Clubhouse sewage is permitted through the County and is in operation from May through October.

Is Water Appropriations Permit needed?

Aitkin County staff will recommend CUP condition of annual water usage record review of Wealthwood RV Resort for accountability. If 10,000 gallons/day and/or 1 million gallons/year water usage thresholds are reached, Wealthwood RV Resort will apply for and acquire a Water Appropriations Permit.

Please provide estimated volume and acreage of soil excavation and/or grading and discuss impacts from project activities (distinguish between construction and operational activities) related to soils and topography.

An estimated 19.6 acres will be disturbed during the project and during the various phases of construction. More additional information can be found in Section 11: Geology, soils, and topography.

Please clarify whether lake access, docks, beaching areas, and/or mooring spaces through legal access is being considered as part of the overall plan for this project and provide written plans and maps to support the overall number and layout of such locations/facilities.

Access to the shoreline of Mille Lacs Lake is not part of the overall project plan, thus the project will not significantly change the number of watercraft on the lake.

Please include the addition of a 16.5 foot buffer along current wetlands to protect long-term wetland functions, and the filling "Moat 1" as described in the TEP recommendation.

TEP Notice of Decision in Appendix F. Wetlands are found in Section 12: Water Resources. Conditions can be emplaced upon the CUP requiring these items.

There appears to be additional opportunities to further cluster the proposed additional sites to retain more contiguous area of open space and concentrate new sites in nearby areas. Please describe other alternative design plans that were considered, and why they were dismissed.

The updated site plan in Appendix D includes consolidation in accordance with the December 2022 CUP conditions. Since the inception of Wealthwood Golf Estates, several water features were created which limited options during the design phase of the

Wealthwood RV Resort expansion. There appears to be concerted effort to cluster the proposed RV sites, resulting in a total Open Space of 63%. Additional details can be found in Section 10(iii).

Section 7.5 of the Aitkin County Shoreland Management Ordinance provides the process for determining the allowable number of camping sites for the commercial PUD expansion based on an evaluation of the suitable development areas in different “tiers”. Exceeding the allowable number of new sites in each “tier” requires an approved variance. Please explain how the proposed expansion meets tier densities. Please provide this information on the variance application and should be provided to the county prior to a decision being made on final project approval.

The proposed expansion meets Section 7.5 of the Aitkin County Shoreland Management Ordinance requirements of moving allowable densities away from the waterbody. Shoreland and non-shoreland density calculations are found in the updated Site Plan in Appendix D, and are meeting all requirements of Aitkin County ordinances.

Please list and describe water features near the site (include depth), as there could be indirect impacts associated with the implementation of the proposed project. This includes Mille Lacs Lake, nearby wetlands, manmade ponds, ditches, or wells. Describe how water used by the facility could negatively affect these resources, particularly in times of drought. Additionally, please describe if there are any planned changes or improvements to the existing ditches of man-made ponds.

The Stormwater Pollution Prevention Program (SWPPP) addresses a minimal increase in impervious surface coverage and expanded retention areas. In Section 12: Water Resources, it addresses surface water, groundwater, and storm water plans during the project.

Please explain the current and proposed impervious surface coverage, and break down in to categories such as: buildings, paved roads, gravel roads, concrete slabs, patios, within each tier. This must follow requirements outlined in the Aitkin County Shoreland Ordinance section 7.83(2) which states that impervious surface coverage within any tier must not exceed 25% of the tier area.

Information in response can be found in the updated site plans in Appendix D as well as in Section 10: Land Use (iii). Current non-shoreland impervious is 20.4% and shoreland is 9.1% which is considerably lower than the maximum allowed, and which meets Aitkin County and State of Minnesota standards.

Please provide open space calculations, and applicable graphs and/or figures.

Open space information for the project can be found in Section 10: Land Use (iii), and in the updated site plans within Appendix D. Total “Open Space” for the Wealthwood RV Resort expansion is 33.9 acres, which is 63% of the total project area.

Please provide a description of anticipated increases in the additional OHV/ATV traffic due to increased capacity of the resort and describe what impacts that could have on the surrounding natural areas/public resources.

Additionally, increased capacity of the resort could increase the risk for potential wildfire sources. Please explain to what magnitude risk of wildfire may increase and describe ways the resorts plans to communicate current local fire danger to guest, and how risk of wildfires can be reduced or prevented.

Off-site OHV/ATV traffic generated by the project is anticipated to be minimal, as Wealthwood RV Resort is not adjacent to a trail system. Aitkin County allows ATVs on township roads, however use on state highways is prohibited. Strict rules apply to ATV use and are included in the Wealthwood RV Resort lease, and violators of these rules will be evicted from the resort.

Increased capacity of the resort could increase the risk for potential wildfire sources. Fire risks will be reduced or prevented through conditions to be included on the conditional use permit.

Response to Mr. Thomas Cruikshank, MN DOT (Principal Planner – District 3):

Comments noted by the EAW Review Committee. The MN DOT District 3 staff had questions and concerns of increased pedestrian traffic along or crossing Highway 18, future lake access from Wealthwood RV Resort, limited and narrow shoulders on Highway 18, the abundance of accesses and encroachments, and the potentiality of increased incidents. The EAW Review Committee felt that conditions emplaced on the Conditional Use Permit from the Aitkin County Planning Commission will address these questions and concerns.

Response to Mr. Brett Scott:

Comments noted by the EAW Review Committee. Concerns such as general RV Resort rules, storm shelter(s), fire supervision/rings, black water/septic systems, dry camping, garbage containment, camping season, speed signs, and the relocation of south end 4 sites will be addressed by conditions emplaced on the Conditional Use Permit with future Aitkin County Planning & Zoning staff condition enforcement. Owner Bill Dougherty (deceased) was approved for the 18 hole golf course, driving range, clubhouse, maintenance shed and pump house on January 28, 2002 (and as materials and resources are available), however opted not to complete all projects. Aitkin County Planning & Zoning staff will work with owner on improved fencing around cemetery and in accordance with Minnesota Statutes Chapter 307 – Private Cemeteries.

Conclusions

- 1) Aitkin County, Minnesota has fulfilled all the procedural requirements of law and rule applicable to the need for an Environmental Impact Statement on the proposed Wealthwood RV Resort Expansion.
- 2) The identified environmental effects of the project are minor and/or temporary.
- 3) There are not elements of the project that pose the potential for significant environmental effects that cannot be addressed through permit and regulatory process.
- 4) The findings indicate the Petitioner's evidence fails to demonstrate the proposed project may have the potential for significant environmental effects.
- 5) That findings demonstrate that the proposed resort expansion does not have the potential for significant environmental effects.
- 6) Based on consideration of the criteria and factors specified in the Minnesota Environmental Review Program Rules to determine whether a project has the potential for significant environmental effects, and on the finding the record in this matter, Aitkin County determines that the proposed Wealthwood RV Resort Expansion does not have the potential for significant environmental effects.
- 7) An Environmental Impact Statement on the Wealthwood RV Resort Expansion in Aitkin County is not required.
- 8) That any Findings that might properly be termed Conclusions and any Conclusions that might properly be termed Findings are hereby adopted as such.

ORDER

Based on the above Findings of Fact and Conclusions:

Aitkin County determines that an Environmental Impact Statement is not required for the proposed Wealthwood RV Resort Expansion of 88 Recreational Vehicle sites.

Dated this _____ Day of November, 2023

Andrew L. Carlstrom
Director of Environmental Services,
Aitkin County, Minnesota

J. Mark Wedel
Chairperson, Aitkin County
Board of Commissioners,
Aitkin County, Minnesota

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
COUNTY OF Aitkin) ss

Rhonda Herberg being duly sworn on an oath, states or affirms that he/she is the Publisher's Designated Agent of the newspaper(s) known as:

Aitkin Independent Age

with the known office of issue being located in the county of:

Aitkin

with additional circulation in the counties of:

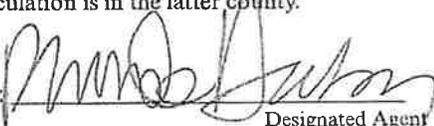
Aitkin

and has full knowledge of the facts stated below:

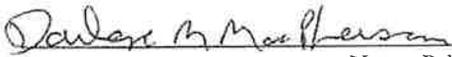
- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 2 successive week(s); the first insertion being on 08/30/2023 and the last insertion being on 09/06/2023.

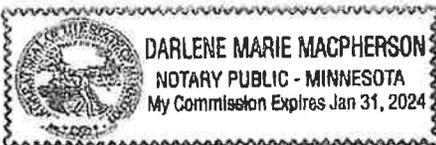
MORTGAGE FORECLOSURE NOTICES

Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: 
Designated Agent

Subscribed and sworn to or affirmed before me on 09/06/2023 by Rhonda Herberg.


Notary Public



Rate Information:

(1) Lowest classified rate paid by commercial users for comparable space:

\$999.99 per column inch

Ad ID 1337227

AITKIN COUNTY REQUEST FOR COMMENT

Dougherty Properties LLC is seeking approval for the installation of an additional 88 full hookup RV sites on a portion of the Wealthwood RV Resort property that was previously the front nine holes of the Wealthwood Estate Golf Course. Wealthwood RV Resort will manage and operate the additional RV lots. Copies of the Environmental Assessment Worksheet (EAW) are available for review at the Aitkin Public Library and the Aitkin County Planning & Zoning Department at 307 2nd Street NW, Room 219, Aitkin MN 56431. A digital copy is also posted on the Aitkin County website under News & Notices: <https://www.co.aitkin.mn.us/>

Aitkin County invites public comments on the EAW until 4:30pm on September 28, 2023. A public hearing before the Aitkin County Board of Commissioners will be on October 10, 2023 at 10:30AM and a final public hearing with the Aitkin County Planning Commission will take place on November 20, 2023 at 4:00 PM. Written comments may be submitted to Aitkin County Planning & Zoning or by email to aitkinpz@co.aitkin.mn.us with "Dougherty Properties LLC EAW" in the subject line. Please include your name and mailing address with all correspondence.

Published in the
Aitkin Independent Age
August 30,
September 6, 2023
1337227

Environmental review project notices

EQB publishes environmental review notices provided by responsible governmental units. For more information on a project undergoing environmental review, click on the individual project links below. You can also find information about active projects in your community on the [Environmental Review Projects Interactive Map](#).

Wealthwood RV Resort - Front Nine Phase Two

Location (city/township; county): Wealthwood; Aitkin

Process: EAW

Step: EAW available

Joint federal and state review: Yes

End of comment period: September 28, 2023

Project description: Dougherty Properties LLC is seeking approval for the installation of an additional 88 full hookup RV sites on a portion of the Wealthwood RV Resort property that was previously the front nine holes of the Wealthwood Estate Golf Course. Wealthwood RV Resort will manage and operate the additional RV lots.

Link to public documents: [Wealthwood RV Resort - Front Nine Phase Two EAW](#)

Location of public documents: Aitkin County Planning & Zoning Department, 307 2nd St NW, Aitkin, MN 56431

Responsible governmental unit and contact: Aitkin County Environmental Services, [Andrew Carlstrom](#), 218-927-7342

Former Macy's Site

Location (city/township; county): Edina; Hennepin

Process: EAW

Step: EIS need decision

Responsible governmental unit decision: Negative (EIS not ordered)

Responsible governmental unit record of decision date: August 17, 2023

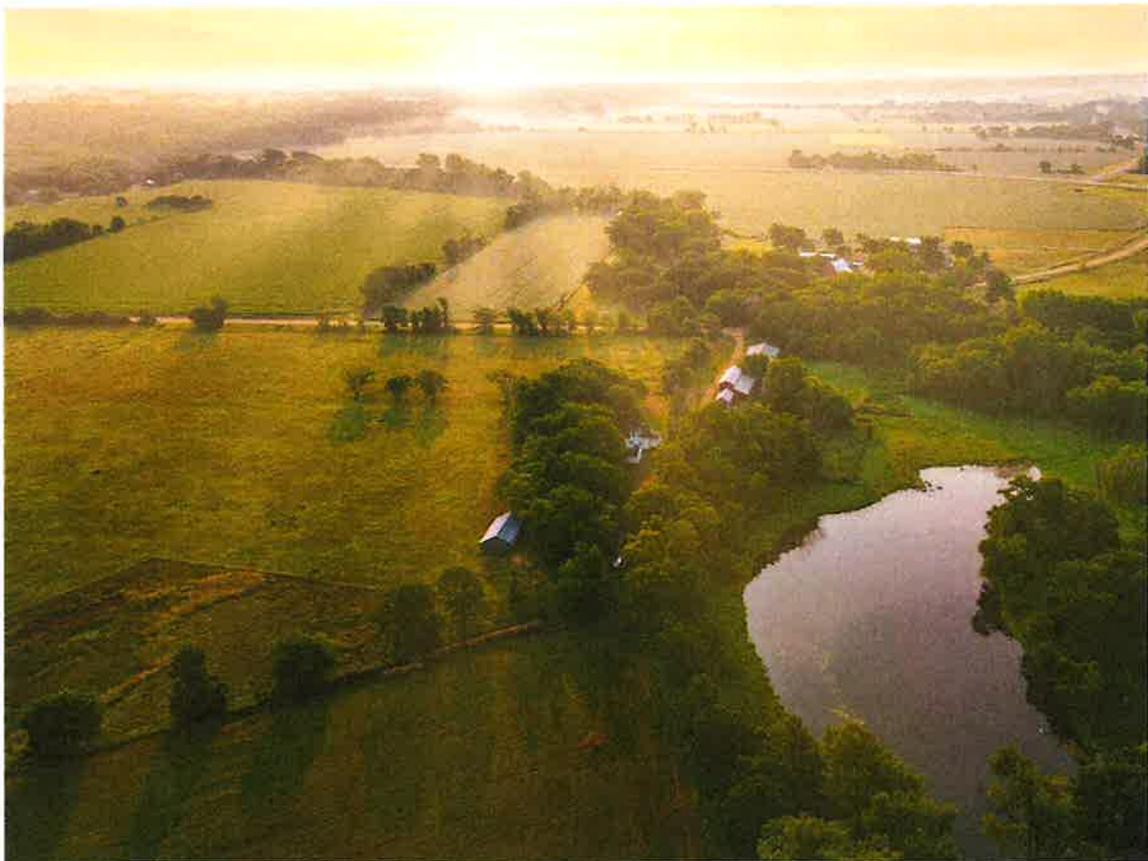
Project description: Enclave is proposing the redevelopment of the former Macy's Furniture Store site into 300,000 square feet of office/mixed use space and 460 multi-family residential units. The site is located on approximately eight acres on the east side of France Avenue north of Gallagher Drive in Edina, MN.

EQB Monitor

Weekly announcements and environmental review notices

Volume 47, Number 35

August 29, 2023





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.

Map may not be valid at this scale. Data was mapped at an accuracy of 1:24,000 so any representation of the data at a larger scale is not advised.

1 = 2017 16 RV LOTS
 2 = 2021 33 RV LOTS
 3 = 2021 49 RV LOTS

Dougherty A = 2023 Proposed 88 RV LOTS

Aitkin County

Date: 4/3/2023

NOTICE OF HEARING

THE **PLANNING COMMISSION** WILL ASSEMBLE FOR A HEARING OF PLAT/CONDITIONAL USE/INTERIM USE PERMIT APPLICATIONS ON **December 19, 2022 AT 4:00 P.M.** IN THE AITKIN COUNTY GOVERNMENT CENTER BOARD ROOM, 307 SECOND STREET NW, AITKIN, MN 56431. THE FOLLOWING APPLICATIONS WILL BE REVIEWED:

David Ydstie/Leaning Birch Lodge LLC, 4645 141st Street N, Hugo, MN 55038 is requesting to operate a vacation home rental up to 6 overnight occupants, in an area zoned Open and Farm Residential. SE OF SW, NW OF SE, AND SW SE LESS PART IN DOC 418754, Section Seventeen (17), Township Forty-five (45), Range Twenty-five (25), Aitkin County, Minnesota.

APPLICATION# 2022-009794

Long Point Storage LLC, 50801 237th Pl, McGregor, MN 55760 is requesting a Preliminary and Final Plat for a 20 unit storage facility in a common interest community, in a Farm Residential Zone. LOT 1 BLOCK 1 GAP ACRES, Section Seven (7), Township Forty-nine (49), Range Twenty-three (23), Aitkin County, Minnesota.

APPLICATION # 2022-009779 & 2022-009780

Rinta Brothers LLC, 15743 475th Ln, Tamarack, MN 55787 is requesting a Preliminary and Final Plat for a 24 unit storage facility in a common interest community, in a Farm Residential Zone. WEST 435.000 FT OF THE SW 1/4 OF THE SE 1/4, Section Thirty (30), Township Forty-nine (49), Range Twenty-three (23), Aitkin County, Minnesota.

APPLICATION # 2022-009797 & 2022-009590

Brian Linne/Mille Lacs Veterans RV Park, 4920 Upton Avenue South, Minneapolis, MN 55410 is requesting a Conditional Use Permit for a commercial planned unit development for a 43 unit recreational vehicle campground, in a Farm Residential zone. SOUTH 330 FEET OF THE SW 1/4 OF NE 1/4, Section Twenty (20), Township Forty-five (45), Range Twenty-six (26), Aitkin County, Minnesota.

APPLICATION # 2022-009793

Dougherty Properties LLC, 37789 Clover Street, Aitkin, MN 56431 is requesting a Conditional Use Permit for a 88 unit expansion to an existing recreational vehicle campground, in a area zoned Open and Shoreland (Mille Lacs). LOT 2 BLOCK 12 WEALTHWOOD GOLF ESTATES, Section Twenty-one (21), Township Forty-five (45), Range Twenty-six (26), Aitkin County, Minnesota.

APPLICATION # 2022-009795

Conditions for Dougherty Properties LLC #2022-009795
(contingent upon completed EAW)

1. Must comply with all local, state and federal regulations that pertain to this type of proposal. Must comply with all local, state, and federal regulations that pertain to this type of operation.
2. Approved use is for 88 unit expansion to an existing recreational vehicle campground and site must remain under 25% impervious surface coverage.
3. Construction not to begin until mandatory Environmental Assessment Worksheet is completed in accordance with Minnesota Environment Quality Board.
4. Access must be off of 374th Avenue.
5. All outdoor lighting must be downward directed.
6. Must comply with all state Wetland Conservation Act requirements and work with Aitkin County Environmental (Wetland) Specialist addressing any wetland concerns.
7. RV Park is for seasonally leased sites, and no transient or weekend camping allowed.
8. All pets are to be kept under control at all times and must be cleaned up after.
9. Only two vehicles allowed per campsite. Considered as a possible second vehicle will be one boat, or jet-ski, or snowmobile, or ATV, or fish house, etc. and will be allowed to be stored on a leased lot while member is away.
10. Quiet hours are from 10:00 pm to 7:00 am and campers must refrain from loud party noises, music, etc.
11. One storage shed per lot allowed not to exceed 120 square feet in size and building greater than 25 square feet must be permitted with Aitkin County.
12. No fireworks allowed unless permitted by the Aitkin County Sheriff.
13. No hunting or discharge of firearms is allowed.
14. Garbage service is required from May 1 to September 30 annually, no burning of garbage, and no refuse garbage or waste allowed outside of the dumpsters.
15. No overnight camping while RV park utilities are off.
16. 25 MPH speed limit signs must be installed on 374th Avenue by June 1, 2023. --
17. New road entrance to RV Park in the vicinity of 374th Avenue and 246th Street must be completed upon approval of Aitkin County Wetland Specialist. --
18. Vegetative buffer must be maintained on the south side of property line.
19. Applicant must remove sites 132-135 on current site plan and work with Aitkin County Planning & Zoning for re-location if applicable.

STORM SHELTERS PER 12.01 Aitkin Co. ORD. REG. MANUFACTURED
HOME PARKS & REC. CAMPING AREAS

NOTICE OF HEARING

THE **PLANNING COMMISSION** WILL ASSEMBLE FOR A HEARING OF CONDITIONAL/INTERIM USE PERMIT APPLICATIONS ON **OCTOBER 18, 2021 AT 4:00 P.M. IN THE AITKIN COUNTY GOVERNMENT CENTER BOARD ROOM, 307 SECOND STREET NW, AITKIN, MN 56431.** THE FOLLOWING APPLICATIONS WILL BE REVIEWED:

Glenn Browning, 44955 351st Lane, Aitkin, MN 56431 is requesting a Conditional Use Permit for automotive repairs and sales. 1 1/2 AC OF SW OF NE IN DOC 398773 LESS .35 AC HY, Section Twenty-seven (27), Township Forty-seven (47), Range Twenty-seven (27), Aitkin County, Minnesota 56431.
APPLICATION# 2021-007904

Mary Franke, 895 60th Ave SE, St. Cloud, MN 56304 is requesting an Interim Use Permit to operate a vacation home rental, up to 4 overnight occupants, in an area zoned Shoreland (Lake Minnewawa). LOT 12 BLOCK 20 SHESHEBE POINT THIRD ADDITION, Section Twenty-seven (27), Township Forty-nine (49), Range Twenty-three (23), Aitkin County, Minnesota 56431.
APPLICATION # 2021-008094

Chad Conner/Dougherty Properties LLC, 7804 Industrial Park Road, Baxter, MN 56425 is requesting a Conditional Use Permit for a 49 unit recreational vehicle campsite expansion to an existing campground, in an area zoned Open & Shoreland (Mille Lacs). LOT 2 BLK 12 WEALTHWOOD GOLF ESTATES, Section Twenty-one (21), Township Forty-five (45), Range Twenty-six (26), Aitkin County, Minnesota 56431.
APPLICATION # 2021-008147

AITKIN COUNTY ZONING

18 OCT 21

CONNOR CONNOR / DOUGHERTY

Conditions for Application# 2021-008147

1. Must comply with all local, state and federal regulations that pertain to this type of operation.
2. RV Campground is for seasonal sites, no transient or weekend camping allowed.
3. No burning of garbage.
4. All pets are to be kept under control at all times and must be cleaned up after.
5. Only two vehicles allowed per campsite.
6. No under-age driving of motorized vehicles throughout the campgrounds.
7. Quiet hours are from 10:00 pm to 8:00 am that refrain from loud party noises, music, etc.
8. A designated caretaker must be onsite during the seasonal operation.
9. One permitted storage shed per lot allowed not to exceed 120 sq.ft. in size.
10. Must obtain permits for all accessory structures (decks, porches, screened structures, gazebos, etc).
11. No fireworks allowed unless permitted by the Aitkin County Sheriff.
12. All new campsites must be licensed by Minnesota Department of Health.
13. Year-round garbage service is required and no refuse garbage or waste allowed outside of the dumpsters.
14. One boat, jet-ski, snowmobile, ATV, or fish house, etc. is allowed to be stored on a leased lot while the member is away during the season that item would be in use.

36-1-08440

STATE OF MINNESOTA
COUNTY OF AITKIN

PLANNING COMMISSION
CONDITIONAL USE PERMIT

In the matter of APPLICATION NUMBER 2021-008147 AND PERMIT NUMBER 46544C

REQUEST: is request for a Conditional Use Permit for a 40' x 100' mini recreational, portable
campsite expansion to an existing campground, in an area zoned Open & Recreational (O&R)
1000.

CONDITIONAL USE APPROVED
CHAD CONNER/DOUGHERTY PROPERTIES LLC
7804 INDUSTRIAL PARK ROAD
BAXTER, MN 56425

The above and this matter came to the board before the Aitkin County Planning Commission
on the 10th day of October, 2021, on a petition for a Conditional Use Permit to the
Aitkin County Zoning Ordinance, for the following described parcels of land:

**Lot Two (2), Block Twelve (12), Wealthwood Golf Estates, according to the filed plat
thereof, Aitkin County, Minnesota.**

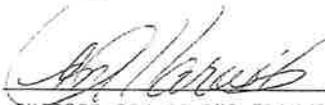
IT IS ORDERED that the Conditional Use BE granted upon the following conditions of
reasons as set forth:

1. Must comply with all local, state and federal regulations that pertain to this type
of operation.
2. No Dumping and no seasonal sites, no transient or seasonal camping allowed.
3. No parking of vehicles.
4. All pets and animals must be kept under control at all times and must be cleaned up after.
5. Only two vehicles allowed per campsite.
6. No overnight storage of motor and vehicles throughout the campground.
7. Gates closed at 10:00 pm to 6:00 am that prevent from third party houses, parties,
etc.
8. A designated dog park must be available during all seasons, year-round.
9. The campground should be inspected and approved for all safety and health.
10. Must have permits for all necessary structures, decks, porches, screened
structures, tables, etc.
11. All structures allowed unless prohibited by the Aitkin County Sheriff.
12. All fire equipment must be maintained, Minnesota Department of Safety.
13. Campground garbage service is required and to collect garbage in white all-ways
bins be in the dumpsters.
14. One plat, plat 41, 2nd addendum, A&S, of Sub 10000, also be required to be added or
a leased lot while the matter is being pending the board, that the plat, plat 41, 2nd
addendum, A&S, of Sub 10000, also be required to be added or a leased lot while the matter is
being pending the board.

WITNESSED my hand and the seal of this County this 10th day of October, 2021.

The notice and a copy of this Conditional Use Permit and the conditions of the permit
WERE MET.

See APPLICATION NUMBER 2021-008147 AND PERMIT NUMBER 46544C
DATED WITH THE DATE OF OCTOBER, 2021.


CHAIRPERSON OF THE PLANNING COMMISSION

STATE OF MINNESOTA)
) ss.
COUNTY OF AITKIN)

AITKIN COUNTY PLANNING
AND ZONING OFFICE

I, Andrew Carlstrom, Zoning Administrator for the County of Aitkin, do hereby certify that I have compared the foregoing Copy and Order
GRANTING a Conditional Use permit with the original record thereof preserved in my
office, and have found the same to be a correct and true transcript of the same
thereof.

IN WITNESS WHEREOF, I have hereunto subscribed my hand at Aitkin, Minnesota in
the County of Aitkin on the 10th day of October, 2021.


AITKIN COUNTY ZONING ADMINISTRATOR

THIS INSTRUMENT WAS DRAFTED BY:
AITKIN COUNTY ZONING ADMINISTRATOR
COURTHOUSE

AGENDA

THE **PLANNING COMMISSION** WILL ASSEMBLE FOR A HEARING OF PLAT/CONDITIONAL/INTERIM USE PERMIT APPLICATIONS ON **March 15, 2021 AT 4:00 P.M.** IN THE AITKIN COUNTY GOVERNMENT CENTER BOARD ROOM, 307 SECOND STREET NW, AITKIN, MN 56431. THE PUBLIC IS INVITED TO ATTEND THE MEETING IN PERSON OR VIRTUALLY. CITIZENS THAT WOULD LIKE TO ATTEND VIRTUALLY SHOULD CONTACT AITKIN COUNTY ZONING AT 218-927-7342 NO LATER THAN 9:00 A.M. ON MEETING DATE. THE FOLLOWING APPLICATIONS WILL BE REVIEWED:

- 1. **Call the meeting to order.**
- 2. **Roll call.**
- 3. **Approve the agenda** for the March 15, 2021 Planning Commission meeting.

OLD BUSINESS: (None)

NEW BUSINESS:

4. Kitti & Todd Jones, 58505 270th Ave, Palisade, MN 56469 is requesting an Interim Use Permit to operate a vacation home rental, up to 6 occupants, in an area zoned Shoreland (Mille Lacs). W 75 FT OF E 875 FT OF LOT 1 S OF HY 18 IN DOC 355183, Section Twenty-two (22), Township Forty-five (45), Range Twenty-six (26), Aitkin County, Minnesota 56431.

APPLICATION# 2021-006884

5. Chad Conner/Dougherty Properties LLC, 7804 Industrial Park Road, Baxter, MN 56425, is requesting a Conditional Use Permit for a 33 unit seasonal campsite expansion to an existing campground, in areas zoned Open and Shoreland (Mille Lacs). LOT 1 BLK 12 AND OUTLOT D IN WEALTHWOOD GOLF ESTATES, Section Twenty-one (21), Township Forty-five (45), Range Twenty-six (26), Aitkin County, Minnesota 56431.

APPLICATION# 2021-006898

6. Deborah Rudnitski, 11704 Arnold Palmer Trail NE, Blaine, MN 55449, is requesting an Interim Use Permit to operate a vacation home rental, up to 6 overnight occupants, in an area zoned Shoreland (Big Sandy Lake). 1.16 AC OF LOT 3 IN DOC #264790, Section Nine (9), Township Forty-nine (49), Range Twenty-three (23), Aitkin County, Minnesota 56431.

APPLICATION# 2021-006841

15 MAR 21

CHAD CONNOR / COVENEY PROPERTY PROPERTIES

Conditions for Application #2021-006898

1. Must comply with all local, state and federal regulations that pertain to this type of operation.
2. RV Campground is for seasonal sites, no transient or weekend camping allowed.
3. No burning of garbage.
4. All pets are to be kept under control at all times and must be cleaned up after.
5. Only one vehicle allowed per campsite.
6. No under-age driving of motorized vehicles throughout the campgrounds.
7. Quiet hours are from 10:00 pm to 8:00 am that refrain from loud party noises, music, etc.
8. A designated caretaker must be onsite during the seasonal operation.
9. One permitted storage shed per lot allowed not to exceed 120 sq.ft. in size.
10. Must obtain permits from all accessory structures (decks, porches, screened structures, gazebos, etc).
11. No fireworks allowed unless permitted by the Aitkin County Sheriff.
12. All new campsites must be licensed by Aitkin County Environmental Services. ^{NOIX}
13. Require republication to include 30 more feet in the legal description so the campsites can meet the required setbacks.
14. Year-round garbage service is required and no refuse garbage or waste allowed outside of the dumpsters.
15. No onsite storage of seasonal items including jet skis, boats, and fish houses, etc.
16. Wetland delineation must be submitted to Aitkin County Environmental Services.

1 DECISION E1,

12 EXTRA ITEMS, DECISION 24727 - KT (OUTWARDS)

36-1-024200 COPY

STATE OF MINNESOTA
COUNTY OF AITKIN

PLANNING COMMISSION
CONDITIONAL USE PERMIT

In the matter of APPLICATION NUMBER 2021-006898 AND PERMIT NUMBER 45797C

REQUEST: is requesting a Conditional Use Permit for a 33 unit seasonal campsite expansion to an existing campground, in areas zoned Open and Shoreland (Mille Lacs).

CONDITIONAL USE APPROVED
CHAD CONNER/DOUGHERTY PROPERTIES LLC
7804 INDUSTRIAL PARK ROAD
BAXTER, MN 56425

The above entitled matter came to be heard before the Aitkin County Planning Commission on the 15th day of March, 2021, on a petition for a Conditional Use Permit to the Aitkin County Zoning Ordinance, for the following described parcels of land:

Lot One (1), Block Twelve (12); and Outlot D, Wealthwood Golf Estates, according to the filed plat thereof.

AND

The North 24.00 feet of Lot Two (2), said Block Twelve (12), Wealthwood Golf Estates.

Aitkin County, Minnesota

IT IS ORDERED that the Conditional Use BE granted upon the following conditions or reasons (if any):

See attached 16 Conditions for Application #2021-006898

FINDING OF FACT (S) (if any):

The decisional standards of Aitkin County's Conditional Use Permit Findings of Fact WERE MET.

See APPLICATION NUMBER 2021-006898 AND PERMIT NUMBER 45797C
DATED THIS 15th DAY OF MARCH, 2021.



CHAIRMAN OF THE PLANNING COMMISSION

STATE OF MINNESOTA }
 } ss.
COUNTY OF AITKIN }

AITKIN COUNTY PLANNING
AND ZONING OFFICE

I, Andrew Carlstrom, Zoning Administrator for the County of Aitkin, with and in for said County, do hereby certify that I have compared the foregoing Copy and Order GRANTING a Conditional Use permit with the original record thereof preserved in my office, and have found the same to be a correct and true transcript of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Aitkin, Minnesota in the County of Aitkin on the 16th day of March, 2021.



AITKIN COUNTY ZONING ADMINISTRATOR

THIS INSTRUMENT WAS DRAFTED BY:
AITKIN COUNTY ZONING ADMINISTRATOR
COURTHOUSE

NOTICE OF HEARING

THE **PLANNING COMMISSION** WILL ASSEMBLE FOR A HEARING OF REZONING/CONDITIONAL/INTERIM USE PERMIT APPLICATIONS ON **May 15, 2017 AT 4:00 P.M.** IN THE AITKIN COUNTY COURTHOUSE, AITKIN, MINNESOTA 56431. THE FOLLOWING APPLICATIONS WILL BE REVIEWED:

Kennecott Exploration Company/Jeff Whips, 4700 Daybreak Parkway, South Jordan, UT 84009 is requesting to renew an Interim Use Permit for mineral exploration, in an area zoned Farm Residential. NW-SW LESS 1.82 AC CSAH 31, Section Twenty-seven (27), Township Forty-nine (49), Range Twenty-two (22), Aitkin County, Minnesota 56431.

APPLICATION# 2017-001564

5-A Ranch, Inc., 1177 162nd Ave. NW, Andover, MN 55304 is requesting the deletion of condition # 4 on existing Conditional Use Permit # 42155C and/or Application # 2016-000486. (NE NW) LOT 3, SE OF NW, NE OF SW, Section Four (4), Township Forty-nine (49), Range Twenty-six (26), Aitkin County, Minnesota 56431.

APPLICATION # 2017-001535

Russian Baptist Church Revival, 10414 260th St., Sturgeon Lake, MN 55783 is requesting a Conditional Use Permit to operate a group home sponsored by the Revival Church, in an area zoned Open. SW OF SE, Section Twelve (12), Township Forty-five (45), Range Twenty-two (22), Aitkin County, Minnesota 56431.

APPLICATION # 2017-001459

Zachary Laursen, 11120 Sumac Ln., Minnetonka, MN 55305, is requesting an Interim Use Permit to operate a vacation/private home rental, up to 8 occupants, in an area zoned Shoreland (Big Sandy). LOT 87 & PART OF LOT 88 IN DOC 433253, Section Four (4), Township Forty-nine (49), Range Twenty-three (23), Aitkin County, Minnesota 56431.

APPLICATION# 2017-001504

Dougherty Properties LLC, 518 1st Street, Princeton, MN 55371, is requesting a Conditional Use Permit to operate a 16 unit Recreational Camping Vehicle Park, in an area zoned Shoreland (Mille Lacs). OUTLOT D IN WEALTHWOOD GOLF ESTATES, Section Twenty-one (21), Township Forty-six (46), Range Twenty-six (26), Aitkin County, Minnesota 56431.

APPLICATION# 2017-001605

AITKIN COUNTY ZONING

PERMIT NUMBER **42758C**

PARCEL NUMBER 36-1-084900

Location OUTLOT D
Lot Block Gov't. Lot Section Twp. Rge.
21 46 26

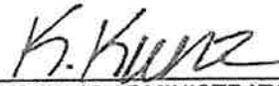
Issued May 15, 2017 To Dougherty Properties LLC

Nature of Authorization to operate a 16 unit Recreational Camping Vehicle Park with 11 conditions.

New Construction _____ Alteration _____
Sewer Installation _____
Flood Plain and Lowest Floor Elev. _____

NOTE:

This permit must be posted in a conspicuous place on premises on which work is to be done and remain until work has been completed and inspected.



ZONING ADMINISTRATOR

This permit expires one year from date of issuance
NOT TRANSFERABLE

No Portion of any Sewage Disposal System shall be Covered Prior to Inspection.

Conditions for Application # 2017-001605

1. Must comply with all local, state and federal regulations that pertain to this type of operation.
2. RV Campground is for seasonal sites, no transient or weekend camping allowed.
3. No burning of garbage.
4. All pets are to be kept under control at all times and must be cleaned up after.
5. Only one vehicle allowed per campsite.
6. No under-age driving of motorized vehicles throughout the campgrounds.
7. Quiet hours are from 11:00pm to 7:00am that refrain from loud party noises, music, etc.
8. A designated caretaker must be onsite during the seasonal operation.
9. One permitted storage shed per lot allowed not to exceed 120 sq.ft. in size.
10. Must obtain permits for all accessory structures (decks, porches, screened structures, gazebos, etc).
11. No fireworks allowed unless permitted by the Aitkin County Sheriff.

6. The applicant is to have 3 elevations done on the joint property line between the southeast of the southeast and the southwest of the southeast and to file it with the Planning & Zoning Office.

Nancy Eddy asked what direction does the buses run.

Mr. Tegantoort stated the buses go back and forth down the road twice a day.

Kathy Galliger stated she would like the Board to consider tabling the application if the applicant is willing to waive the 60-day rule.

Mr. Haller stated he is willing to waiver the 60-day rule and to come back in March with a plan developed from the Township and the school district.

Kathy Galliger stated the Board would like to have a written statement from the Township and the school district.

The chair called for a motion. Kathy Galliger moved to table the application until March 18, 2002. Bill Renstrom seconded the motion. Motion carried unanimously **3.0 to table the application until March 18, 2002.**

Mr. Haller signed the Request for Extension of the 60-Day Rule.

WILLIAM DOUGHERTY, 36569 STATE HIGHWAY 18, AITKIN, MN 56431 is requesting a Conditional Use Permit to construct and operate an 18-hole golf course, driving range, clubhouse, maintenance shed and pumphouse. N ½. Section 21, Township 45, Range 26. Aitkin County, Minnesota.

PERMIT #28432C

The chair called for the **STAFF REPORT:**

Terry Neff stated there were 68 notices sent out in regards to this permit application. Two letters of correspondence were received in favor of the permit. Mike Killeen, Rich Courtemanche and Terry Neff did the onsite inspection. There are commercial businesses along Highway 18. The proposed location of the golf course is out of the Shoreland zone. The proposed location of the clubhouse is 900 feet from ordinary high water level. There is a wealthwood forest to the north. The south end of the lake is residential and commercial. The property is wooded to the east and the west. An Environmental Assessment Worksheet was completed and an Environmental Impact Statement is not required for the project. There should be no impact to the wetlands. The area for the lodge has soil testing for a standard ISTS based on borings done by the Planning & Zoning Office and licensed soil scientist, Becky Sovde. The area is remote.

Kathy Galliger asked why an Environmental Impact Statement does not apply to this project.

Terry Neff stated an Environmental Assessment Worksheet was completed and that determined an Environmental Impact Statement was not required. He submitted a list of conditions to the Board members that was from the findings of fact from the Environmental Assessment Worksheet.

The chair called for **BOARD REVIEW:**

The chair asked if there are some small wetlands in the area.

Terry Neff stated yes, there are some small wetlands on the property. He further stated Mr. Dougherty made a few ponds. Becky Sovde determined the soil survey was inaccurately mapped. There are some manmade wetlands and some natural wetlands on the property.

Bill Renstrom asked if there would be an Association established.

Mr. Dougherty stated there would be individual lot owners and they would be responsible for their own property. He further stated if the project exceeds a certain amount of vehicles on the road the state would require him to install turn lanes.

Bill Renstrom stated there would be some runoff into Mille Lacs Lake. He asked if there would be traps set for the runoff water.

Mr. Dougherty stated a storm water design is required and has to be submitted to the Minnesota Pollution Control Agency before construction can be started.

The chair asked what should the Board be considering on this application.

Terry Neff stated the Board would be approving or denying the 18 hole golf course, the maintenance building and the clubhouse. He further stated the preliminary plat for the lots will come before the Planning Commission and then once it is approved it would go to the County Board.

Kathy Galliger stated the golf course is intermingled with the houses. She further stated she has some safety concerns.

The chair stated that at the present time the Board would be considering the golf course and not the housing units.

Terry Neff stated the number of housing units might change.

Bill Renstrom stated he would like to have turn lanes installed.

Nancy Eddy stated the turn lanes would be installed in phases.

The chair asked if the 1160 trips per day to access the facility would be for the golf course or the full development of the property.

Terry Neff stated the 1160 trips per day were for the full development of the property.

Mr. Dougherty stated mulching couldn't be done on turf grass.

The chair called for **AUDIENCE COMMENTS:**

The chair asked if there was anyone from the Township that would like to speak on this matter. There were none.

The chair asked if there were any Governmental units present that would like to speak on this matter.

Dick Siemers, Commissioner of District 2 stated he and Commissioner Haug visited the site and had a concern with County Road 51. He further stated the road is gravel and there would be a lot of traffic on it. He thought the proposed project would be fantastic for the area.

Kathy Galliger asked Commissioner Siemers if a condition should be placed on the permit regarding County Road 51.

Commissioner Siemers stated no, the Planning Commission should not place a condition on the permit regarding County Road 51. He further stated Aitkin County should deal with the road.

The chair called for comments in favor of the proposal. There were none.

The chair called for comments in opposition of the proposal. There were none.

Lowell Gillium stated he had a concern with weed killers and fertilizers that might be included with the runoff of water to Mille Lacs Lake.

Kathy Galliger stated Mr. Dougherty would be required to submit a storm water pollutant plan.

The chair stated Mr. Dougherty would have to comply with the National Pollutant Discharge Elimination System Permit.

Terry Neff stated Mr. Dougherty would be required to submit a turf management plan as well.

The chair called for a motion. Kathy Galliger moved to approve with 11 conditions.

The chair called for the **FINDINGS OF FACT:**

- 1. The requested use will not be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity, nor diminish substantially, nor impair property values within the surrounding neighborhood.***

Nancy Eddy	Kathy Galliger	Bill Renstrom	Mike Murphy
Yes	Yes, with conditions	Yes	Absent

- 2. The requested use will not increase local or state expenditures in relation to costs of servicing or maintaining neighboring properties.***

Nancy Eddy	Kathy Galliger	Bill Renstrom	Mike Murphy
Yes	Yes, with conditions	Yes	Absent

- 3. The location and character of the requested use are considered to be consistent with a desirable pattern of development for the locality in general.***

Nancy Eddy	Kathy Galliger	Bill Renstrom	Mike Murphy
Yes	Yes	Yes	Absent

- 4. The requested use conforms to the comprehensive land use for the County.***

Yes, requested use is allowed as a Conditional Use Permit.

- 5. Proper notice has been given to those people required under Minnesota Statutes, Chapter 394, of the propose requested use and of the hearing planned before the planning commission.***

Yes

- 6. That other applicable requirements of this ordinance, or other ordinances of the County have been met.***

Nancy Eddy	Kathy Galliger	Bill Renstrom	Mike Murphy
Yes	Yes, with conditions	Yes	Absent

- 7. The requested use is not injurious to the public health, safety and general welfare.***

Nancy Eddy	Kathy Galliger	Bill Renstrom	Mike Murphy
Yes	Yes, with conditions	Yes	Absent

The chair called for a second. Bill Renstrom supported the motion.

The chair called the question. Motion carried unanimously **3.0 to approve with 11 conditions.**

1. **Must comply with all Local, State and Federal regulations that pertain to this type of operation.**
2. **Must comply with the Wetland Conservation Act.**
3. **Must obtain and comply with the General National Pollutant Discharge Elimination System (NPDES) Permit.**
4. **Must obtain the General NPDES Permit prior to any land disturbing activities.**
5. **Work with the Aitkin County Soil and Water Conservation District (SWCD) for determination of the buffer width around the ponds.**
6. **Submit and obtain approval from the Aitkin County SWCD for a sedimentation and erosion control plan prior to any land disturbing activities.**
7. **Disturbed areas must be seeded and mulched as temporary measures to control erosion.**
8. **Submit a golf course turf management plan prior to obtaining permit for the clubhouse. Turf management plan to identify rates, methods of application and best management practices that will minimize runoff and water pollution for each chemical used.**
9. **Must establish an improved fence that will encompass the cemetery including the graves that now are on the periphery. A 50 foot buffer strip and structural setback distance must be maintained from the fence.**
10. **Obtain and comply with all requirements of the Minnesota Department of Transportation.**
11. **Comply with all Aitkin County Food, Beverage and Lodging requirements.**

Mr. Dougherty signed the Notice of Decision.

ELECTION OF OFFICERS:

Terry Neff called for a motion to appoint a chairperson. Kathy Galliger moved to appoint Jane Grimsbo-Jewett chairperson for the year 2002. Bill Renstrom supported the motion. Terry Neff called the question. Motion carried unanimously **3.0 to appoint Jane Grimsbo-Jewett chairperson.**

The chair called for a motion to appoint a vice-chair. Bill Renstrom moved to appoint Kathy Galliger vice-chair for the year 2002. Nancy Eddy supported the motion. The chair called the question. Motion carried unanimously **3.0 to appoint Kathy Galliger vice-chair.**



Board of County Commissioners Agenda Request

8B
Agenda Item #

Requested Meeting Date: November 14, 2023

Title of Item: Greater MN Recycling Grant - Recyclops Rural Curbside Recycling

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Andrew Carlstrom	Department: Environmental Services
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director	Estimated Time Needed: 15 Minutes
Summary of Issue: <p>Aitkin County recycled over 2200 tons of residential recycling in 2022, and we anticipate our numbers and citizen participation to continue to increase into the future. In 2022, Aitkin County applied for and received the Greater Minnesota Recycling and Composting grant in an effort to increase more access and participation of recycling in rural Aitkin County.</p> <p>Chief Executive Officer and Founder of Recyclops, Ryan Smith will present and discuss the mission of Recyclops. Recyclops is an "Uber-like" company that hires local drivers, with their own personal vehicles, to offer curbside recycling pickup. Recyclops operates in 19 states of the US and provides access to curbside recycling to over one million customers nationwide.</p> <p>For discussion only. Please see memorandum. County Attorney to review and approve final contract.</p>	
Alternatives, Options, Effects on Others/Comments: Discussion only.	
Recommended Action/Motion: Discussion only.	
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ 154,175.00 (estimated) <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Total grant monies anticipated from MPCA = \$91,325.00 (estimated) Total in-kind and match anticipated from Aitkin County = \$22,831.25 (estimated)	

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

Aitkin County Environmental Services Planning and Zoning
307 Second Street NW
Room 219
Aitkin, MN 56431
Phone: 218-927-7342
Fax: 218-927-4372



MEMORANDUM TO AITKIN COUNTY BOARD OF COMMISSIONERS

DATE: November 14, 2023

FROM: Andrew Carlstrom, Environmental Services Director – Planning & Zoning Administrator

RE: Greater Minnesota Recycling Grant and Composting Grant

In early 2022, Aitkin County Environmental Services applied for and received a Greater Minnesota Recycling Grant in an effort to encourage more access and participation of recycling in rural Aitkin County. The Minnesota Pollution Control Agency (MPCA), who manages the Greater Minnesota Recycling Grant, awarded Aitkin County a total of \$91,325.00 to implement a test pilot program to offer **Curbside Recycling Services** to rural Aitkin County residents.

The innovative business contractor that will work with Aitkin County to execute **Curbside Recycling Services** is called “**Recyclops**”. **Recyclops** has been in operation since 2014, currently operates **Curbside Recycling Services** in **19 states providing access to over 1 million households**, with a simple mission statement, “To make recycling accessible to everyone, regardless of where you live!”. **Recyclops** will recruit and hire local Aitkin County citizens, who use their own personal vehicles to pick up standard accepted recyclables at the customer’s home, then deliver the recyclables to Aitkin County’s Recycling Center in Aitkin (much like the public transportation company “Uber”). Please visit recyclops.com for more fascinating information about this technology-driven and creative new business model!

Initially for this test pilot, households in the townships of Aitkin, Farm Island, Nordland, and Spencer (which are in close proximity to the Aitkin Recycling Center) will be offered the chance to sign up for weekly service (from March 1, 2024 to December 31, 2024), at a discounted rate of \$10.00 per month, provided for by the Greater Minnesota Recycling Grant. If customers are satisfied with **Recyclops**, they can renew their monthly subscription for a regular cost of \$20.00 to \$30.00 per month starting in 2025. Lastly, in the next two months if the minimum required 625 customers sign up for **Recyclops**, to our knowledge, Aitkin County will be the first recycling test-pilot of this kind in Minnesota! Lastly and most importantly, our local waste haulers in Aitkin County are aware of this new concept of recycling, and **Recyclops** service will not interfere with any current **Curbside Recycling** being done by our haulers within the County.

Thank you for your time and consideration in this new venture of bringing recycling to rural Aitkin County residents and families!

If you have any questions, please feel free to contact me at 218-927-7342 or by email at andrew.carlstrom@co.aitkin.mn.us.

recyclops

Join your neighbors in making
your town more sustainable!

SIGN UP

Go to www.Recyclops.com & sign up
for your recycling pick ups.



BAG YOUR RECYCLABLES

No need to sort! Just put all of your
clean recyclables in Recyclops bags.

PLACE THEM ON THE CURB

Put your bags out on your recycling
pick-up day. We'll drive by and pick it up



WE'LL DO THE REST

Once we pick up your recyclables,
we'll take care of getting all of your
materials recycled!



SIGN UP NOW!

Scan the QR code & find your location to
start your sustainability journey!





At-home & business
recycling pickup is
now available in
Aitkin County!

Get your monthly
subscription for just
\$10/month.



Sign up today at
recyclops.com

recyclops





Aitkin County Board of Commissioners Committee Reports Forms



Committee	Freq	Scheduled	Representative
Association of MN Counties (AMC)			
Environment & Natural Resources Policy			Sample
General Government			Leiviska
Health & Human Services			HHS Director
Indian Affairs Task Force			Commissioner Laurie Westerlund
Public Safety Committee			Commissioner Laurie Westerlund
Transportation Policy			Kearney
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	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