



ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

What: Aitkin County Board Agenda

When: December 12, 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: 2553 229 4525

Meeting Password: 7282

3:30 p.m.

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

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

3:30 p.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 items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.

- A) **Correspondence File-**
November 29, 2023 - December 12, 2023
- B) **Approve County Board Minutes-**
November 28, 2023
- C) **Approve Electronic Funds Transfers**
EFT through 12-04-23
- D) **Approve Auditor Vouchers-**
R&B 12-01-23
- E) **Approve Manual Warrants/Voids/Corrections-**
Manual Warrants 11-30-23
- F) **Approve Manual Warrants/Voids/Corrections-**
ELAN 11-24-23
- G) **Approve-**
Donation - Aitkin County K-9 fund - Edge of the Wilderness Sams
- H) **Adopt Resolution-**
Off Sale Liquor License - 1865 Liquor, LLC
- I) **Adopt Resolution-**
Cory Aultman application to repurchase tax-forfeited property
- J) **Adopt Resolution-**
LG220 Application for Exempt Permit - Up North Riders ATV Club
- K) **Approve-**
Reaffirm Annual Code of Ethics
- L) **Adopt Resolution-**
On, Off and Sunday Sale Liquor License - Mudflats Bar & Grill LLC
- M) **Adopt Resolution-**
"On" and "Sunday" Sale Liquor License - RD Experience LLC
- N) **Approve-**
Donation - Aitkin County Search and Rescue - Aitkin Lions Club
- O) **Approve Commissioner's Vouchers**
Commissioner Warrants 12-08-23
- P) **Approve-**
Personnel Policy Updates (Nursing Mothers and Lactating Employees)
- Q) **Adopt Resolution-**
County Liquor and 3.2% Malt Liquor Licenses for 2024

3:35 p.m.

3) **Dennis Thompson – Land Commissioner**

- A) **Adopt Resolution for Camping Rate Increase for 2024**
- B) **Scott Johnson - Ruffed Grouse Society - Discussion Only**

4:00 p.m.

4) **Sarah Pratt – Health & Human Services Director**

- A) **Approve Amendment to Charter Agreement**

4:10 p.m.

5) **Bobbie Danielson – Human Resources Director**

- A) **Approve Personnel Committee Recommendations**
- B) **Approve Job Evaluation (New Position, Community Corrections Dept.)**
- C) **Elected Officials 2024 Salaries - Discussion Only**

4:30 p.m.

6) **Mark Jeffers – Economic Development Coordinator**

- A) **Public Hearing - Housing Trust Fund Ordinance**
- B) **Approve Resolution- Aitkin County Housing Trust Fund Ordinance**
- C) **Approve Childcare Acceleration Grant: Award Funding**
- D) **Approve Revitalization Grant: Award Funding**
- E) **Approve Fiscal Recovery Fund request- Economic Development projects**

5:25 p.m.

- 7) Jessica Seibert – County Administrator
 - A) 2024 Commissioner Salary Discussion
 - B) 2023 Reserves Discussion
 - C) 2024 Capital Improvement Plan Discussion
 - D) Administration Updates

5:45 p.m.

- 8) Board of Commissioners
 - A) Commissioner Committees

ADJOURN



AITKIN COUNTY BOARD OF COMMISSIONERS

November 28, 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 9:00 a.m.

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

1.B PLEDGE OF ALLEGIANCE

1.C APPROVAL OF AGENDA

Motion to: Approve the agenda, as amended.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Michael Kearney
SECONDER:	Commissioner Bret Sample
	Added item 8D- Committee of the whole meeting
	item 8E- LRIP resolution

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

1.E Citizens Public Comment by:

Charley Christenson spoke about Vacation Short-Term Rentals.

2 CONSENT AGENDA

Motion to: Approve the Consent Agenda.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Bret Sample
SECONDER:	Commissioner Michael Kearney

A) Correspondence File-

November 15, 2023 - November 28, 2023

B) Approve County Board Minutes-

November 14, 2023

C) Approve Electronic Funds Transfers

Total	\$5,784,344.34
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D) Approve Auditor Vouchers-

R&B 11-10-2023

R&B	\$1,457,918.00					Total	\$1,457,918.00
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E) Approve Auditor Vouchers-

Sales/Use & Diesel Tax, October 2023

General	\$286.36	R&B	\$1,470.09	Trust	\$29.59	LLCC	\$284.16
Parks	\$188.14					Total	\$2,258.34

F) Approve Manual Warrants/Voids/Corrections-

Manual Warrants 11-15-2023

General	\$1,219.28	State	\$66,819.46	Taxes	\$43,143.00	LLCC	\$161.39	
							Total	\$111,343.13

G) Approve Auditor Vouchers-

Property Tax Overpayments 11-17-2023

Taxes	\$3,556.29						Total	\$3,556.29
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H) Approve Manual Warrants/Voids/Corrections-

ELAN 10-26-2023

General	\$4,552.34	Trust	\$580.36	Forest	\$376.60	LLCC	\$57.39	
Parks	\$247.20	R&B	\$1,708.00	HHS	\$3,184.21	Opioid	\$16.03	
							Total	\$10,722.13

I) Approve Manual Warrants/Voids/Corrections-

Tax Settlements 11-22-2023

Townships	\$3,501,022.00						Total	\$3,501,022.00
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J) Approve Commissioner's Vouchers

Commissioner Warrants 11-22-2023

General	\$123,974.82	Unorgan.	\$9,202.69	Trust	\$59,960.38	Forest	\$3,144.00
Reserves	\$809.85	HHS	\$43,418.97	LLCC	\$9,837.69	Parks	\$11,608.72
R&B	\$27,880.47	State	\$540.00			Total	\$290,377.59

K) Adopt Resolution-

Donation - Sentence to Serve - VFW McGregor

L) Adopt Resolution-

Donation - Sentence to Serve - McGregor Area Lions

M) Adopt Resolution-

Sponsorship Resolution for City of McGregor LRIP Project

N) Approve-

Off Highway Vehicle Safety Grant 7/1/2023-6/30/2025

O) Adopt Resolution-

LG214 Premises Permit-Mille Lacs Drift Skippers

P) Adopt Resolution-

Application for Grant-in-Aid ATV Trail maintenance funds

Q) Approve-

Tax Abatement Financing Policy

R) Approve-

2024 Business Development & Recreation Grant

S) Approve Manual Warrants/Voids/Corrections-

ELAN 11-09-2023

General	\$1,793.93	Forest	\$258.75	LLCC	\$115.12	HHS	\$1,996.19	
HHS	\$89.31						Total	\$4,253.30

T) Approve County Board Minutes-

COW 11-06-2023

U) Approve-

Fire Protection Contract with City of Palisade

V) Approve-

Affidavit for Lost Check

Regular Agenda

3A Dennis Thompson – Land Commissioner

Motion to:

Approve Date and Time of 2024 Timber Auction

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Michael Kearney

SECONDER: Commissioner Bret Sample

3B Dennis Thompson – Land Commissioner

Motion to:

Approve Private Sale of Tax Forfeited Land to Eric Mann

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Laurie Westerlund

4A Kyle Fredrickson - AIS Coordinator

Informational Only

Aquatic Invasive Species 2023 Summary - Discussion Only

RESULT: INFORMATIONAL ONLY

MOVER:

SECONDER:

5A Bobbie Danielson – Human Resources Director

Motion to:

Approve Job Re-Evaluations

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Travis Leiviska

5B Bobbie Danielson – Human Resources Director

Motion to:

Approve Personnel Policy Updates

RESULT: APPROVED (4 TO 1)

MOVER: Commissioner Travis Leiviska

SECONDER: Commissioner Laurie Westerlund

Commissioner Bret Sample voted No

6A Mark Jeffers – Economic Development Coordinator

Motion to:

Approve City Participation Program Agreement

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Michael Kearney

7A Andrew Carlstrom – Environmental Services Director

Motion to:

Amend & Adopt The Greater MN Recycling Grant Resolution and Budget

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Laurie Westerlund

7B Andrew Carlstrom – Environmental Services Director

Motion to:

Accept and Sign Contract with Recyclops for Curbside Recycling

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Travis Leiviska

7C Andrew Carlstrom – Environmental Services Director

Informational Only

Amendment to General Zoning Ordinance - Vacation Short-Term Rentals - Discussion Only

RESULT: INFORMATIONAL ONLY

MOVER:

SECONDER:

8A Jessica Seibert – County Administrator

Motion to:

Approve 2024 Legislative Priorities

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

8B Jessica Seibert – County Administrator

Motion to:

Approve Out-of-state Travel

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

8C Jessica Seibert – County Administrator

Informational Only

Administrative Updates - Discussion Only

Department Heads Meeting/Cannabis Training, Facilities Meeting, Meeting with DDA, MACA Executive Committee, working on year end reserves and budget presentation, Zoom meeting with Orion Difranco- Smith office , AMC basket items

9A Board of Commissioners

Informational Only

Commissioner Committees

H&HS Advisory, Arrowhead Regional Development Commission, Snake River 1W1P, Facilities, Arrowhead Counties Association, Planning Commission, Economic Development

Motion to Adjourn

Motion made at 12:33 p.m.

MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Michael Kearney
Next Meeting:	Tuesday, December 12, 2023

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

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2C
Agenda Item #

Requested Meeting Date: 12/12/2023

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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Lori Grams	Department: County Treasurer	
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: EFT Report thru 12/4/2023		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

ELECTRONIC FUNDS TRANSFER

Thru December 4, 2023 Board Meeting December 12, 2023

Abstract Number	Date	Amount	Reason
21894	11/28/23	\$12,862.08	Commissioner Abstract
21895	11/22/23	\$28,142.63	Manual Abstract
21896	11/24/23	\$3,364.72	Manual Abstract
21897	11/30/23	\$1,378.30	Manual Abstract
21898	12/1/23	\$26,325.55	Auditor Abstract
21899	12/1/23	\$6,177.23	Auditor Abstract
21900	12/1/23	\$858,589.22	Payroll Abstract

\$0

Voids/No ACH

21892

21893

\$936,839.73

S:Board Report:2023 EFT Board Report Thru Date

WLB1
11/29/23

3:13PM

Aitkin County



2D

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



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

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	
307	DEPT		R&B Capital Infrastructure			
	9911 KGM CONTRACTORS INC					
	03-307-000-0000-6262		26,325.55	CONTRACT 20231 PAYMENT 7	CONTRACT20231 P	Contract Payments
	9911 KGM CONTRACTORS INC		26,325.55	1 Transactions		N
307	DEPT Total:		26,325.55	R&B Capital Infrastructure	1 Vendors	1 Transactions
3	Fund Total:		26,325.55	Road & Bridge		1 Transactions
	Final Total:		26,325.55	1 Vendors	1 Transactions	

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	3	26,325.55	Road & Bridge
	All Funds	26,325.55	Total

Approved by,

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
8410	Bremer Bank						
2	01-044-904-0000-6360		63.02	MED FSA CLAIMS 2023	11/24/2023	Flex Plan Withdrawals	N
3	01-044-904-0000-6360		208.34	DEP CARE FSA 2023	11/27/2023	Flex Plan Withdrawals	N
1	01-044-904-0000-6379		625.75	WEX OCT 2023 FEES	11/27/2023	Flex Services, Labor, Etc.	N
4	01-044-904-0000-6360		481.19	MED FSA CLAIMS 2023	11/29/2023	Flex Plan Withdrawals	N
8410	Bremer Bank		1,378.30	4 Transactions			
1 Fund Total:			1,378.30	General Fund	1 Vendors	4 Transactions	
Final Total:			1,378.30	1 Vendors	4 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,378.30	General Fund
All Funds	1,378.30	Total

Approved by,

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Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
21	5462 Bremer Bank (Elan ACH) 05-400-430-0408-6332		343.00	MECSH-CONF LODGING (NL) 11/14/2023 11/15/2023		Hotel/Lodging	N
4	05-400-440-0410-6332		37.36	ADMIN-MACSSA CONF LODGING (SP) 11/08/2023 11/08/2023		Hotel/Lodging	N
7	05-400-440-0410-6339		2.83	MACSSA MONTHLY FORUM MEAL (SP) 11/08/2023 11/08/2023		Meals (Overnight)	N
5	05-420-600-4800-6332		88.06	ADMIN-MACSSA CONF LODGING (SP) 11/08/2023 11/08/2023		Hotel/Lodging	N
8	05-420-600-4800-6339		6.68	MACSSA MONTHLY FORUM MEAL (SP) 11/08/2023 11/08/2023		Meals (Overnight)	N
22	05-420-640-4800-6405		26.99	NOTARY STAMP (KP) 11/16/2023 11/16/2023		Office Supplies	N
6	05-430-700-4800-6332		141.44	ADMIN-MACSSA CONF LODGING (SP) 11/08/2023 11/08/2023		Hotel/Lodging	N
20	05-430-700-4800-6332		45.72-	CREDIT-MARRCH CONF LODGING 11/09/2023 11/09/2023		Hotel/Lodging	N
9	05-430-700-4800-6339		10.73	MACSSA MONTHLY FORUM MEAL (SP) 11/08/2023 11/08/2023		Meals (Overnight)	N
17	05-400-400-0402-6266		16.03	WEBEX (PUBLIC HEALTH) 11/09/2023 12/08/2023	A-S00051899	Software Fees/License Fees	N
10	05-400-440-0410-6266		6.73	WEBEX (SP, CG, PA) 11/09/2023 12/08/2023	A-S00051899	Software Fees/License Fees	N
14	05-400-440-0410-6266		16.03	WEBEX (EM) 11/09/2023 12/08/2023	A-S00051899	Software Fees/License Fees	N
11	05-420-600-4800-6266		15.87	WEBEX (SP, CG, PA) 11/09/2023 12/08/2023	A-S00051899	Software Fees/License Fees	N
15	05-420-600-4800-6266		16.03	WEBEX (JG) 11/09/2023 12/08/2023	A-S00051899	Software Fees/License Fees	N
16	05-420-640-4800-6266		16.03	WEBEX (JH) 11/09/2023 12/08/2023	A-S00051899	Software Fees/License Fees	N
12	05-430-700-4800-6266		25.50	WEBEX (SP, CG, PA) 11/09/2023 12/08/2023	A-S00051899	Software Fees/License Fees	N
13	05-430-700-4800-6266		48.09	WEBEX (KL, JS, RP) 11/09/2023 12/08/2023	A-S00051899	Software Fees/License Fees	N
19	05-430-700-4800-6266		16.04	WEBEX (ADULT SERVICES) 11/09/2023 12/08/2023	A-S00051899	Software Fees/License Fees	N
1	05-400-440-0410-6266		2.80	AVAILITY OCT '23 10/01/2023 10/31/2023	INV01012755	Software Fees/License Fees	N

WLB1

11/30/23

3:03PM

Aitkin County



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

Page 3

5 Health & Human Services

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2	05-420-600-4800-6266			6.60	AVAILITY OCT '23 10/01/2023 10/31/2023	INV01012755	Software Fees/License Fees	N
3	05-430-700-4800-6266			10.60	AVAILITY OCT '23 10/01/2023 10/31/2023	INV01012755	Software Fees/License Fees	N
5462	Bremer Bank (Elan ACH)			807.72	21 Transactions			
5 Fund Total:				807.72	Health & Human Services	1 Vendors	21 Transactions	

WLB1
 11/30/23 3:03PM
 25 Opioid Settlement

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
18	5462 Bremer Bank (Elan ACH) 25-000-000-0000-6266		16.03	WEBEX (OPIOID) 11/09/2023 12/08/2023	A-S00051899	Data Processing/Computer Services	N
	5462 Bremer Bank (Elan ACH)		16.03	1 Transactions			
25 Fund Total:			16.03	Opioid Settlement	1 Vendors	1 Transactions	
Final Total:			823.75	2 Vendors	22 Transactions		

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
5462 Bremer Bank (Elan ACH)							
8	01-252-252-0000-5870		22.41	SPRAY PAINT FOR JAIL	001721	Prisoner Welfare Account(Non Tax)	N
6	01-200-200-0000-6265		277.41	UC TRUCK BATTERY	078480	Programs	N
1	01-053-000-0000-6360		191.00	APPLICANTSTACK SUBSCRIPTION	181596	Services, Labor, Contracts	N
				11/01/2023 12/01/2023			
9	01-252-003-0000-6241		75.00	FOOD SAFE TRAINING REG - RENEE	36299	School Registration Fee	N
4	01-120-000-0000-6360		119.00	ANCESTRY MEMBERSHIP	464530846	Services, Labor, Contracts	N
				05/12/2023 05/11/2024			
10	01-049-000-0000-6266		9.99	CLICKY WEBSITE ANALYTICS	504131	Software Fees/License Fees	N
2	01-049-000-0000-6283		491.07	AZURESTACKHCI - NOVEMBER	G031997801	Programming, Services, Contracts	N
5462 Bremer Bank (Elan ACH)			1,185.88	7 Transactions			
1 Fund Total:			1,185.88	General Fund	1 Vendors	7 Transactions	

Aitkin County



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

2 Reserves Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
7	5462 Bremer Bank (Elan ACH) 02-200-019-0000-6620		10.00	FAA DRONE REGISTRATION	349WKPM	Canine Replacement Reserve Expense	N
	5462 Bremer Bank (Elan ACH)		10.00	1 Transactions			
2 Fund Total:			10.00	Reserves Fund	1 Vendors	1 Transactions	

WLB1
 11/30/23 3:02PM

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
3	5462 Bremer Bank (Elan ACH) 10-923-000-0000-6590		921.49	BOBCAT PALLET FORKS 48"HD TINE	58201	Repair & Maintenance Supplies	N
	5462 Bremer Bank (Elan ACH)		921.49	1 Transactions			
10 Fund Total:			921.49	Trust	1 Vendors	1 Transactions	

WLB1
 11/30/23 3:02PM
 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
5	5462 Bremer Bank (Elan ACH) 19-522-000-0000-6431		18.60	WINDOW BIRD FEEDERS	4715110303635416	Educational Supplies	N
	5462 Bremer Bank (Elan ACH)		18.60	1 Transactions			
19 Fund Total:			18.60	Long Lake Conservation Center	1 Vendors	1 Transactions	
Final Total:			2,135.97	4 Vendors	10 Transactions		

WLB1
11/30/23 3:03PM

Aitkin County



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

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	5462 Bremer Bank (Elan ACH)						
1	03-302-000-0000-6268		130.00	CONST SITE MGR RECERT-BABCOCK	ELAN STMT 11-17-2	Staff Training, Development	N
2	03-302-000-0000-6268		165.00	DES OF CONST SWPPP REC-BABCOCK	ELAN STMT 11-17-2	Staff Training, Development	N
3	03-303-000-0000-6268		110.00	MIP RECERT - BOBENMOYER	ELAN STMT 11-17-2	Staff Training, Development	N
	5462 Bremer Bank (Elan ACH)		405.00	3 Transactions			
3 Fund Total:			405.00	Road & Bridge	1 Vendors	3 Transactions	
Final Total:			405.00	1 Vendors	3 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,185.88	General Fund
2	10.00	Reserves Fund
10	921.49	Trust
19	18.60	Long Lake Conservation Center
All Funds	2,135.97	Total

Approved by,

.....

.....

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	5	807.72	Health & Human Services
	25	16.03	Opioid Settlement
All Funds		823.75	Total

Approved by,

.....

.....

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	3	405.00	Road & Bridge
	All Funds	405.00	Total

Approved by,

.....

.....

Total Elan paid 11.24.23 = \$3,364.72



Board of County Commissioners Agenda Request

2G
Agenda Item #

Requested Meeting Date: 12/12/2023

Title of Item: Search & Rescue Donation

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Dan Guida		Department: Sheriff
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed:
Summary of Issue: The Edge of The Wilderness Sams have donated \$100.00 to the Aitkin County K-9 fund to use as needed for training or supplies as a Thank you for all their efforts.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend accepting donation		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Board of County Commissioners Agenda Request

2H
Agenda Item #

Requested Meeting Date: December 12, 2023

Title of Item: Off Sale Liquor License - 1865 Liquor, LLC

<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):		Estimated Time Needed:
Summary of Issue: Application for new County Off-Sale Liquor License for 1865 Liquor, LLC - 1865 Liquor located at 14072 State Highway 65 McGrath, MN 56350		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Resolution to approve new County Off-Sale Liquor License for 1865 Liquor, LLC - 1865 Liquor located at 14072 State Highway 65 McGrath, MN 56350		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED December 12, 2023

By Commissioner: xxx

20231212-xxx

Off Sale Liquor License - 1865 Liquor, LLC

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following new liquor license for a period of January 1, 2024 - December 31, 2024:

“OFF” Sale:

1865 Liquor, LLC d/b/a **1865 Liquor** – Williams Township

This establishment has an address of 14072 State Highway 65 McGrath, MN 56350

Commissioner xxx moved 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 12th day of December, 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of December, 2023

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

21
Agenda Item #

Requested Meeting Date: December 12, 2023

Title of Item: Cory Aultman application to repurchase tax-forfeited property

<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: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title): Dennis (DJ) Thompson, Land Commissioner		Estimated Time Needed: NA
Summary of Issue: <p>S 282.241 allows application to repurchase tax-forfeited property by an owner/heir/mortgagee/representative of heirs of a vested interest in the property at the time of forfeiture, have the privilege to make written application to the Aitkin County Board requesting to be allowed to repurchase this property.</p> <p>Cory Aultman, owner at the time of forfeiture, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax-forfeited land:</p> <p>Parcel #12-0-021501 N 1/2 of the SE 1/4 of the SE 1/4 Sect: 12 Twp: 52 Rge: 26</p> <p>Property will revert to the owner at the time of forfeiture.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Adopt resolution allowing repurchase of tax forfeited property		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED December 12, 2023

By Commissioner: xxx

20231212-xxx

Cory Aultman Repurchase Resolution

WHEREAS, Cory Aultman, was the owner at the time of forfeiture. (Applicant) and,

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

Parcel #12-0-021501 N ½ of the SE ¼ of the SE ¼ Sect: 12 Twp: 52 Rge: 26

WHEREAS, said Applicant has set forth in his application that:

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

We have a baby buried on our land and it's going to be our 3 son's land in the future. My sons all plan to build on the property when they graduate.

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

All of our family live within 10 miles of the property and we are an asset to the community.

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

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

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

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

FIVE MEMBERS PRESENT

All Members Voting 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 12th day of December 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of December 2023

Jessica Seibert – County Administrator



AITKIN COUNTY LAND DEPARTMENT

502 Minnesota Ave N.
Aitkin, MN 56431

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

October 27, 2023

Cory Aultman
101 4th Ave
PO Box 536
Bovey MN 55709

RE: 12-0-021501, N ½ SE SE Sec 12, Twp 52, Rge 26

The above property forfeited to Aitkin County on August 8, 2023 for the nonpayment of real estate taxes. The property is now owned by Aitkin County and is the responsibility of this department.

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

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

1. A copy of any document, preferably the deed, that shows you have a legal interest in this property and what type of ownership you hold on the property, whether it be previous owner, mortgagee, heir or representative of heir. If you do not have a vested interest in the property, we will not be able to accept your application.
2. Original, fully completed, signed and notarized repurchase application form (enclosed).
3. Certified check or money order for the full amount of the repurchase made payable to Aitkin County. **The repurchase amount due on Parcel 12-0-021501 is \$4,596.66.** This amount includes the real estate taxes that have not been paid, interest, penalties and all repurchase costs (breakdown included). **This amount is only good through November 30, 2023.** An application received after this date will need to have the amount due recalculated.

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

- An undue hardship or injustice resulting from the forfeiture will be corrected by the repurchase.

- The repurchase will promote the use of such lands that will best serve the public interest.

After the completed application and full payment of the repurchase amount has been received by this office, the application will be submitted to the Aitkin County Board for consideration. If the County Board approves the repurchase, the property will go back into the same status and ownership as before the forfeiture and any liens on the property will be reinstated. The fees that you are paying here only cover the forfeiture and real estate tax costs.

If the County Board approves the repurchase, the fees will be deposited and an application for a State Deed will be submitted. If they do not approve the repurchase, the money will be returned to you.

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

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



Repurchase Form

Mail to: Aitkin County Land Department
502 Minnesota Ave N
Aitkin, MN 56431

Names and social security numbers (required for Dept of Revenue reporting) for **ALL those on deed** at the time of forfeiture;

Name Cory Aitkin
First Name Last Name Social Security Number

Name _____
First Name Last Name Social Security Number

Name _____
First Name Last Name Social Security Number

Name _____
First Name Last Name Social Security Number

Is there a well on the property? yes

Mailing address for deed and tax statement:

Address 101 4th Ave PO Box #536
City Bovey State MN Zip code 55709

Daytime Phone Number

This form, the attached form (notarized), and the certified check (amount on enclosed letter) need to be returned to the Aitkin County Land Department by the date stated in the letter.

Aitkin County Land Department
502 Minnesota Ave N
Aitkin, MN 56431

Questions?
218-927-7364
acld@co.aitkin.mn.us

To the Honorable Board of County Commissioners of

Aitkin County, Minnesota.

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

N 1/2 Sec SE SE Sec 12, Twp 52, Rge 26

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

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

(a) That hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:

We have a Baby Buried on our land and it going to be our 3 sons Land in the future. My sons all Plan to Build on the Property when they Graduate

(b) That the repurchase of said land by me will promote and best serve the public interest, because all of our family live within 10 miles of Property and we are an asset to the community

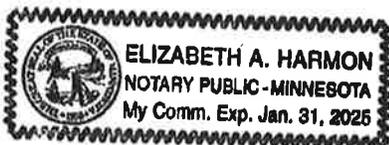
Cory Aultman
Owner/Mortgagee-Heir-Representative of Heirs

State of Minnesota
County of Aitkin

The foregoing instrument was acknowledged before me this 29 day of November, 2023 by

Cory Aultman
Notarial Seal

Elizabeth A Harmon
Signature of person taking acknowledgement



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

County Auditor

Resolution authorizing repurchase adopted

this _____ day of _____, 19 _____

County Auditor

Repurchase made this _____ day of

_____, 19 _____

County Auditor

Certificate of purchase forwarded to

Commissioner of Taxation this _____ day of

_____, 19 _____

County Auditor

368896

As Doc. No. *Olson, M. [Signature]*

SEP 13 2005 PM

FILED
COUNTY RECORDER
AITON COUNTY, MINNESOTA

OFFICE OF COUNTY RECORDER
AITON COUNTY, MN
 WELL CERTIFICATE RECEIVED
 WELL CERTIFICATE NOT REQUIRED

RECORDED
TRACT INDEX
GRANTOR
GRANTEE
COMPARED

*Tille Recording Services, Inc.
79 Western Ave. N.
St. Paul, MN 55108*

②
of
9-13-9
Pd 46.00
5

RECORDED
TRACT INDEX
GRANTOR
GRANTEE
COMPARED

Aultman, Cory
 October 26, 2023
 12-0-021501

Interest calc to November 30, 2023
 (Subject to change)

<u>Year</u>	<u>Tax</u>	<u>Cost</u>	<u>Interest</u>	<u>Penalty</u>	<u>Total</u>	
2019	\$ 698.00	\$ 20.00	\$ 315.39	\$ 87.25	\$ 1,120.64	0.391667
2020	\$ 694.00		\$ 227.72	\$ 86.75	\$ 1,008.47	0.291667
2021	\$ 626.00		\$ 134.98	\$ 78.25	\$ 839.23	0.191667
2022	\$ 606.00		\$ 62.49	\$ 75.75	\$ 744.24	0.091667
2023	\$ 460.00		\$ -	\$ 46.00	\$ 506.00	0

Total: \$ 3,084.00 \$ 20.00 \$ 740.58 \$ 374.00 \$ 4,218.58

Total: 4218.58
 St Deed Tax 10.18
 Forf Proc Cost 100.00
 Well Cert 50.00
 Sheriff Cost 40.00
 Deed 25.00
 Land Dept Cost 100.00
 Rec Fee 46.00
 Crt Letter Fee-Auditor 6.90
Insurance 0.00
 Total: \$ 4,596.66



175 W. Lafayette Frontage Rd
St. Paul, MN 55107
(800) 322-7228 • affinityplus.org

No. 5040666267

Acct: 0001339858 Teller: 1948 Date: 11/29/23 Time: 10:18am

Check Number: 00 5040666267
Purpose:
Amount: 4,400.00
Address: AITKIN COUNTY LAND DEPARTMENT
-
REMITTER: CORY L AULTMAN
101 4TH AVE
BOVEY MN 55709-2640

THIS DOCUMENT HAS A TRUE WATERMARK. ABSENCE OF THIS FEATURE WILL INDICATE A COPY.



OFFICIAL CHECK

49-55
1031

ISSUED BY: Moneygram Payment Systems, Inc.
PO Box 9476, Minneapolis, MN 55480
DRAWEE: BOKF, NA EUFAULA, OK

No. 5040666267

175 West Lafayette Frontage Road
St. Paul, MN 55107

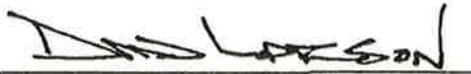
DATE
11/29/23

PAY *** Four Thousand Four Hundred Dollars and 00 Cents ***

 CHECK AMOUNT
\$4,400.00

DRAWER: Affinity Plus Federal Credit Union

TO THE ORDER OF
AITKIN COUNTY LAND DEPARTMENT
-
REMITTER: CORY L AULTMAN
101 4TH AVE
BOVEY MN 55709-2640


AUTHORIZED SIGNATURE

⑈ 5040666267⑈ ⑆ 103100551⑆ ⑆ 0160010426412⑈

@ Rest is in cash.

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

ADOPTED December 12, 2023

By Commissioner: xxx

20231212-xxx

LG220 Permit – Up North Riders ATV Club

NOW THEREFORE BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Up North Riders ATV Club, at the following location – Fisherman's Bay, which has an address of 50933 State HWY 65 - McGregor, MN 55760 – Workman Township. (Note: Date of Raffle – October 5, 2024)

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 12th day of December 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of December 2023

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2K
Agenda Item #

Requested Meeting Date: December 12, 2023

Title of Item: Reaffirm Annual Code of Ethics

<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: Bobbie Danielson		Department: HR
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: This policy is reaffirmed annually.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to reaffirm the policy attached and to authorize the Commissioners to sign the Code of Ethics annual confirmation. (Signature page with April Kellerman)		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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.

DATE:

I have received, read, understand and agree to abide by the Aitkin County Code of Ethics Policy.

NAME

DEPARTMENT/TITLE

Board of Commissioners/District 1

Board of Commissioners/District 2

Board of Commissioners/District 3

Board of Commissioners/District 4

Board of Commissioners/District 5

County Administrator

County Assessor

County Attorney

County Auditor

County Engineer

County Recorder

County Sheriff

County Treasurer

DATE:

I have received, read, understand and agree to abide by the Aitkin County Code of Ethics Policy.

NAME

DEPARTMENT/TITLE

Community Corrections Director

Environmental Services Director

Health & Human Services Director

Human Resources Director

IT Director

Land Commissioner

Veterans Service Officer

Economic Development Coordinator

Facilities Coordinator



Board of County Commissioners Agenda Request

2L
Agenda Item #

Requested Meeting Date: December 12, 2023

Title of Item: On, Off and Sunday Sale Liquor License - Mudflats Bar & Grill LLC

<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):		Estimated Time Needed:
Summary of Issue: Application for new County On, Off and Sunday Sale Liquor License for Mudflats Bar & Grill, LLC -d/b/a Mudflats Bar & Grill - located at 36569 State Highway 18 Aitkin, MN 56431 - Wealthwood Township		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Resolution to approve new County On, Off and Sunday Sales Liquor License for Mudflats Bar & Grill, LLC - located at 36569 State Highway 18 Aitkin, MN 56431 - Wealthwood Township		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED December 12, 2023

By Commissioner: xxx

20231212-xxx

On, Off and Sunday Sale Liquor License - Mudflats Bar & Grill LLC dba Mudflats Bar & Grill

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following new liquor license for a period of January 1, 2024 - December 31, 2024:

“ON, OFF AND SUNDAY” Sale:

Mudflats Bar & Grill, LLC –d/b/a: Mudflats Bar & Grill: located at 36569 State Highway 18 Aitkin, MN 56431 - Wealthwood Township

Commissioner xxx moved 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 12th day of December, 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of December, 2023

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request



Requested Meeting Date: December 12, 2023

Title of Item: "On" and "Sunday" Sale Liquor License - RD Experience LLC

<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):		Estimated Time Needed:
Summary of Issue: Application for new County On, and Sunday Sale Liquor License for RD Experience LLC -d/b/a The Red Door Resort - located at 38421 State Highway 18 Aitkin, MN 56431 - Wealthwood Township		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Resolution to approve new County On, and Sunday Sale Liquor License for RD Experience LLC -d/b/a The Red Door Resort - located at 38421 State Highway 18 Aitkin, MN 56431 - Wealthwood Township		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED December 12, 2023

By Commissioner: xxx

20231212-xxx

"On" and "Sunday" Sale Liquor License - RD Experience LLC dba Red Door Resort

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following new liquor license for a period of January 1, 2024 - December 31, 2024:

"ON" AND "SUNDAY" Sale:

County "On" and "Sunday" Sale Liquor License for RD Experience LLC -d/b/a The Red Door Resort - located at 38421 State Highway 18 Aitkin, MN 56431 - Wealthwood Township

Commissioner xxx moved 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 12th day of December, 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of December, 2023

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2N
Agenda Item #

Requested Meeting Date: 12/12/2023

Title of Item: Search & Rescue Donation

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <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: Sheriff Dan Guida		Department: Sheriff
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed:
Summary of Issue: The Aitkin Lions Club has donated \$500.00 to the all-volunteer Aitkin County Search & Rescue group to assist with the drone project & training.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend accepting donation		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED December 12, 2023

By Commissioner: xxx

20231212-xxx

Accept Donation – Aitkin County Search and Rescue – Aitkin Lions Club

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

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

Aitkin Lions Club \$ 500.00

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

Aitkin Lion’s Club Aitkin County Search and Rescue

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

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

Commissioner xxx 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 12th day of December 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of December 2023

Jessica Seibert
County Administrator

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

Page Break By: 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		84.00	OCT. 24 SYNOPSIS	1355929	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		84.00	1 Transactions			
1	DEPT Total:		84.00	Commissioners	1 Vendors	1 Transactions	
12	DEPT			Court Administration			
1976	Haberkorn Law Offices,Ltd 01-012-000-0000-6263		97.50	01-JV-21-1148 12/22/2021 06/15/2023	4610	Contract Legal Services	Y
	01-012-000-0000-6263		945.00	01-FA-14-254 10/05/2022 03/14/2023	4611	Contract Legal Services	Y
	01-012-000-0000-6263		165.00	01-JV-21-182 06/03/2021 10/27/2023	4612	Contract Legal Services	Y
	01-012-000-0000-6263		112.50	01-JV-20-567/565/564 07/20/2020 07/23/2020	4614	Contract Legal Services	Y
	01-012-000-0000-6263		157.50	01-JV-19-679 07/25/2019 03/18/2020	4615	Contract Legal Services	Y
	01-012-000-0000-6263		480.00	01-JV-21-1129 05/14/2022 11/22/2023	4616	Contract Legal Services	Y
	01-012-000-0000-6263		105.00	01-JV-21-1171 10/25/2022 11/22/2023	4617	Contract Legal Services	Y
	01-012-000-0000-6263		420.00	01-JV-22-594 08/29/2022 11/22/2023	4618	Contract Legal Services	Y
	01-012-000-0000-6263		570.00	01-JV-22-474 06/13/2022 11/22/2023	4619	Contract Legal Services	Y
	01-012-000-0000-6263		75.00	01-JV-20-764/765 10/25/2020 01/19/2022	4620	Contract Legal Services	Y
	01-012-000-0000-6263		277.50	01-FA-19-1147 12/23/2019 11/22/2023	4621	Contract Legal Services	Y
	01-012-000-0000-6263		1,425.00	01-JV-23-136 03/16/2023 11/13/2023	4622	Contract Legal Services	Y
1976	Haberkorn Law Offices,Ltd		4,830.00	12 Transactions			
10225	Shaffer/Paul T. 01-012-000-0000-6263		2,925.00	NOV LEGAL FEES	NOV 2023	Contract Legal Services	Y
10225	Shaffer/Paul T.		2,925.00	1 Transactions			

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
4640	Stearns County Sheriff's Dept 01-012-000-0000-6265		70.00	SERVICE 01-JV-23-825	65	Sheriff Services	N
4640	Stearns County Sheriff's Dept		70.00	1 Transactions			
10212	Whynott Law Office, PLLC 01-012-000-0000-6263		875.00	LEGAL SERVICES 09/05/2023 10/31/2023	382	Contract Legal Services	Y
10212	Whynott Law Office, PLLC		875.00	1 Transactions			
12	DEPT Total:		8,700.00	Court Administration	4 Vendors	15 Transactions	
40	DEPT			Auditor			
14071	Marco Technologies LLC 01-040-000-0000-6266		38.00	OFFICE 365 SUBSCRIPTION	INV11888285	Data Processing/Computer Services	Y
14071	Marco Technologies LLC		38.00	1 Transactions			
7910	MINNCORIndustries 01-040-021-0000-6405		35.00	TITLE APPLICATIONS (200)	115674	Office Supplies	N
7910	MINNCORIndustries		35.00	1 Transactions			
9691	The Master's Touch, LLC 01-040-000-0000-6205		637.50-	TNT POSTAGE CREDIT	88231	Postage	N
9691	The Master's Touch, LLC		637.50-	1 Transactions			
86235	The Office Shop Inc 01-040-021-0000-6405		77.55	THERMAL PAPER	329448-0	Office Supplies	N
86235	The Office Shop Inc		77.55	1 Transactions			
40	DEPT Total:		486.95-	Auditor	4 Vendors	4 Transactions	
42	DEPT			Treasurer			
9561	Amazon Business 01-042-000-0000-6405		41.38	3 HOLE PUNCH & VELCRO TIES	1QYJ-MYQF-HCDC	Office Supplies	N
9561	Amazon Business		41.38	1 Transactions			
4173	Grams/Lori 01-042-000-0000-6405		17.45	KEYS,BASKET.GARBAGE BIN	SEPT 2	Office Supplies	N

Aitkin County



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

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
4173	Grams/Lori		17.45		1 Transactions		
9691	The Master's Touch, LLC 01-042-000-0000-6360		4,506.69	TNT OUTSOURCING SERVICE	88231	Services, Labor, Contracts	N
9691	The Master's Touch, LLC		4,506.69		1 Transactions		
86235	The Office Shop Inc 01-042-000-0000-6405		12.31	DUSTER AIR,	1134312-0	Office Supplies	N
	01-042-000-0000-6405		16.80	TAPE PACKAGING	1134312-1	Office Supplies	N
	01-042-000-0000-6405		471.32	TONER	1134312-2	Office Supplies	N
	01-042-000-0000-6405		67.96	COLORED PAPER FOR INSERTS	1134697-0	Office Supplies	N
	01-042-000-0000-6405		31.98	11X17 PAPER	1134851-0	Office Supplies	N
	01-042-000-0000-6405		52.37	LASER LABLES	1134888	Office Supplies	N
86235	The Office Shop Inc		652.74		6 Transactions		
14330	US Bank 01-042-000-0000-6342		100.00	RICOH COPIER CONTRACT	516742848	Office Equipment Rental/Contracts	N
14330	US Bank		100.00		1 Transactions		
42	DEPT Total:		5,318.26	Treasurer	5 Vendors	10 Transactions	
43	DEPT			Assessor			
86222	Aitkin Independent Age 01-043-000-0000-6230		168.30	HOMESTEAD NOTICE	1356177	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		168.30		1 Transactions		
13934	The Tire Barn 01-043-000-0000-6302		52.87	OIL CHANGE - STACY'S	70625	Vehicle Maintenance	N
13934	The Tire Barn		52.87		1 Transactions		
9934	WEX BANK - Assessors 01-043-000-0000-6335		118.17	THE LAST HOLIDAY RECEIPTS	93074901	Gas/Vehicle Fuel Charges	N
9934	WEX BANK - Assessors		118.17		1 Transactions		
43	DEPT Total:		339.34	Assessor	3 Vendors	3 Transactions	
44	DEPT			Central Services			
13722	Quadient Finance USA, Inc.						

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	
	01-044-048-0000-6205			3,500.00	POSTAGE	ACCT# 6665	Postage	N
	01-044-048-0000-6205			30.00	POSTAGE	ACCT# 6665	Postage	N
13722	Quadient Finance USA, Inc.			3,530.00		2	Transactions	
86235	The Office Shop Inc							
	01-044-000-0000-6342			567.19	COPIER CONTRACT	329345-0	Office Equipment Rental/Contracts	N
86235	The Office Shop Inc			567.19		1	Transactions	
44	DEPT Total:			4,097.19	Central Services	2	Vendors	3
							Transactions	
45	DEPT				Motor Pool			
13934	The Tire Barn							
	01-045-000-0000-6302			73.98	LUBE,OIL,FILTER&TIRE ROTATION	70586	Vehicle Maintenance	N
13934	The Tire Barn			73.98		1	Transactions	
45	DEPT Total:			73.98	Motor Pool	1	Vendors	1
							Transactions	
49	DEPT				Information Technologies			
783	Canon Financial Services, Inc							
	01-049-000-0000-6342			47.07	IT COPIER NOVEMBER LEASE	31620295	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc			47.07		1	Transactions	
1333	Dell Marketing L.P.							
	01-049-000-0000-6625			8,991.80	NEW HIGHWAY SERVER	10702264451	Capital - Office & Other Equipment	N
1333	Dell Marketing L.P.			8,991.80		1	Transactions	
14071	Marco Technologies LLC							
	01-049-000-0000-6266			1,890.35	OFFICE 365 SUBSCRIPTION	INV11888285	Software Fees/License Fees	Y
14071	Marco Technologies LLC			1,890.35		1	Transactions	
49	DEPT Total:			10,929.22	Information Technologies	3	Vendors	3
							Transactions	
53	DEPT				Human Resources			
9894	Vault Health							
	01-053-000-0000-6265			56.30	NON DOT DRUG SCREEN	FL00610863	Background Check Fee	6
	01-053-000-0000-6360			183.48	DOT (3) DRUG SCREENS	FL00610863	Services, Labor, Contracts	6
9894	Vault Health			239.78		2	Transactions	

Aitkin County



1 General Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
53	DEPT Total:				239.78	Human Resources			1 Vendors		2 Transactions	
90	DEPT					Attorney						
9561	Amazon Business	01-090-000-0000-6405			203.49	OFFICE SUPPLIES		1YDP-XKGV-LNHC		Office Supplies		N
9561	Amazon Business				203.49		1 Transactions					
10452	AT&T Mobility	01-090-000-0000-6220			243.81	ATTORNEY'S CELLPHONES		87301408597		Telephone		N
						11/03/2023	11/03/2023					
10452	AT&T Mobility				243.81		1 Transactions					
783	Canon Financial Services, Inc	01-090-000-0000-6342			358.10	MONTHLY CONTRACT		31586995		Office Equipment Rental/Contracts		N
783	Canon Financial Services, Inc				358.10		1 Transactions					
10855	Culligan Soft Water	01-090-000-0000-6265			94.00	MONTHLY SERVICE		150X01519800		Drug & Forfeiture MS 387.213		N
						11/01/2023	11/30/2023					
10855	Culligan Soft Water				94.00		1 Transactions					
1333	Dell Marketing L.P.	01-090-000-0000-6625			2,864.76	COMPUTER EQUIPMENT		10670571533		Capital - Office & Other Equipment		N
		01-090-000-0000-6625			1,432.38	COMPUTER EQUIPMENT		10670748600		Capital - Office & Other Equipment		N
1333	Dell Marketing L.P.				4,297.14		2 Transactions					
14071	Marco Technologies LLC	01-090-000-0000-6266			228.00	OFFICE 365 SUBSCRIPTION		INV11888285		Computer Research		Y
14071	Marco Technologies LLC				228.00		1 Transactions					
9489	Redwood Toxicology Laboratory, Inc	01-090-000-0000-6265			41.27	PRE-TRIAL TESTING		122891202310		Drug & Forfeiture MS 387.213		6
		01-090-000-0000-6265			7.50	PRE-TRIAL TESTING		12289120239		Drug & Forfeiture MS 387.213		6
9489	Redwood Toxicology Laboratory, Inc				48.77		2 Transactions					
10879	Shred-It	01-090-000-0000-6360			405.52	MONTHLY SERVICE CHARGES		8005447248		Services, Labor, Contracts		N
						11/01/2023	11/30/2023					

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
10879	Shred-It		405.52		1 Transactions		
86235	The Office Shop Inc						
	01-090-000-0000-6405		201.62	OFFICE SUPPLIES	1135038-0	Office Supplies	N
	01-090-000-0000-6405		28.54	OFFICE SUPPLIES	1135038-1	Office Supplies	N
	01-090-000-0000-6405		111.16	OFFICE SUPPLIES	1135038-2	Office Supplies	N
	01-090-000-0000-6405		142.72	OFFICE SUPPLIES	1135223-0	Office Supplies	N
	01-090-000-0000-6360		200.00	COPIER CONTRACT	329384-0	Services, Labor, Contracts	N
				11/12/2023	11/11/2024		
86235	The Office Shop Inc		684.04		5 Transactions		
5173	Thomson Reuters-West Publishing						
	01-090-000-0000-6406		1,537.44	ONLINE/SOFTWARE SUBSCRIPTION	849340881	Law Publ. & Subscriptions	N
				11/01/2023	11/30/2023		
5173	Thomson Reuters-West Publishing		1,537.44		1 Transactions		
90	DEPT Total:		8,100.31	Attorney	10 Vendors	16 Transactions	
100	DEPT			Recorder			
9561	Amazon Business						
	01-100-000-0000-6405		24.98	OFFICE SUPPLIES	17HX-CV4F-K3TL	Office Supplies	N
9561	Amazon Business		24.98		1 Transactions		
2386	Information Systems Corp						
	01-100-196-0000-6360		2,265.00	KIP-YEARLY MAINTANANCE AGREE.	2024 KIP	Services, Labor, Contracts-Recorder's	N
2386	Information Systems Corp		2,265.00		1 Transactions		
3951	Pro West & Associates, Inc						
	01-100-195-0000-6360		2,685.00	MAINTENANCE & SUPPORT (LINK)	008008-A	Services, Labor, Contracts-Land Records	N
3951	Pro West & Associates, Inc		2,685.00		1 Transactions		
86235	The Office Shop Inc						
	01-100-000-0000-6405		35.96	PENS-COMMUNITY SHARED CABINET	1134924-0	Office Supplies	N
	01-100-000-0000-6360		968.88	COPIER CONTRACT	329201-0	Services, Labor, Contracts	N
86235	The Office Shop Inc		1,004.84		2 Transactions		
6101	West Central Indexing						
	01-100-195-0000-6266		131.04	ICRS-NOVEMBER 2023	1873	Data Processing/Computer Services	N
				11/01/2023	11/30/2023		

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
6101	West Central Indexing				131.04				1 Transactions			
100	DEPT Total:				6,110.86	Recorder			5 Vendors		6 Transactions	
110	DEPT					Courthouse Maintenance						
12106	Antoine Electric											
	01-110-000-0000-6360				174.90	LIGHTS IN ELECTIONS ROOM		3097		Services, Labor, Contracts		Y
	01-110-000-0000-6360				194.33	LIGHTS IN COURTROOM 3		3098		Services, Labor, Contracts		Y
	01-110-000-0000-6360				316.66	POLE LIGHT FOR JUDICIAL CENTER		3102		Services, Labor, Contracts		Y
12106	Antoine Electric				685.89				3 Transactions			
88628	Dalco Enterprises											
	01-110-000-0000-6415				469.98	VACUUM, CHARGER		4162534		Operational Supplies		N
	01-110-000-0000-6422				532.51	GLOVES, TOWELS, DISINFECTANT		4162534		Janitorial Supplies		N
	01-110-000-0000-6422				1,559.62	SOAP, TOILET PAPER		4164936		Janitorial Supplies		N
88628	Dalco Enterprises				2,562.11				3 Transactions			
12927	Midwest Machinery Co.											
	01-110-000-0000-6415				121.84	SWEeper PARTS AND OIL		9856351		Operational Supplies		N
12927	Midwest Machinery Co.				121.84				1 Transactions			
89765	Minnesota Elevator, Inc											
	01-110-000-0000-6360				379.07	MONTHLY SERVICE		1049543		Services, Labor, Contracts		N
89765	Minnesota Elevator, Inc				379.07				1 Transactions			
9692	Minnesota Energy Resources Corporation											
	01-110-000-0000-6254				1,612.06	CH GAS SERVICE		4813620617		Utilities-Gas and Electric		N
						10/18/2023	11/16/2023					
9692	Minnesota Energy Resources Corporation				1,612.06				1 Transactions			
8287	Mn Dept Of Labor & Industry											
	01-110-000-0000-6271				100.00	ELEVATOR PERMIT		ALR0152110X		Inspection Fees		N
8287	Mn Dept Of Labor & Industry				100.00				1 Transactions			
3950	Public Utilities											
	01-110-000-0000-6254				3,995.17	GOV'T CTR UTILITIES		1430-00		Utilities-Gas and Electric		N
						10/16/2023	11/16/2023					
	01-110-000-0000-6254				132.68	GLARCO UTILITIES		50186-00		Utilities-Gas and Electric		N
						10/16/2023	11/16/2023					

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
	01-110-000-0000-6254		318.84	LA TOOL UTILITIES 10/16/2023 11/16/2023	50188-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254		42.58	OLD CO GARAGE UTILITIES 10/16/2023 11/16/2023	50202-00	Utilities-Gas and Electric	N
	01-110-000-0000-6254		27.41	JUDICIAL CTR UTILITIES 10/16/2023 11/16/2023	509-00	Utilities-Gas and Electric	N
3950	Public Utilities		4,516.68	5 Transactions			
110	DEPT Total:		9,977.65	Courthouse Maintenance	7 Vendors	15 Transactions	
120	DEPT			Veterans Service			
2448	Janzen/Carroll Mark 01-120-000-0000-6278		50.00	CARROLL NOVEMBER 11/22/2023 11/22/2023	112223	Per Diem	Y
2448	Janzen/Carroll Mark		50.00	1 Transactions			
14508	Janzen/Hugh 01-120-000-0000-6278		50.00	HUGH NOVEMBER 11/01/2023 11/01/2023	11012023	Per Diem	Y
14508	Janzen/Hugh		50.00	1 Transactions			
5767	Lamke/Dennis C. 01-120-000-0000-6278		50.00	DENNIS NOVEMBER 11/27/2023 11/27/2023	112723	Per Diem	Y
5767	Lamke/Dennis C.		50.00	1 Transactions			
10677	Olsen/Gerald D 01-120-000-0000-6278		50.00	GERRY NOVEMBER 11/15/2023 11/15/2023	111523	Per Diem	Y
10677	Olsen/Gerald D		50.00	1 Transactions			
11970	Wikelius/Charles 01-120-000-0000-6278		50.00	CHARLIE NOVEMBER 11/06/2023 11/06/2023	110623	Per Diem	Y
11970	Wikelius/Charles		50.00	1 Transactions			
120	DEPT Total:		250.00	Veterans Service	5 Vendors	5 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
122	DEPT			Planning & Zoning			
86222	Aitkin Independent Age 01-122-000-0000-6230		105.25	DEC BOA	1356269	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		105.25	1 Transactions			
15142	Christensen/Charles 01-122-000-0000-6278 01-122-038-0000-6330		90.00 52.40	PC MEETING PC MILEAGE	120123 120123	Advisory Board/Committee Per Diem BOA/PC Mileage	Y N
15142	Christensen/Charles		142.40	2 Transactions			
11990	Lange/David 01-122-000-0000-6278 01-122-038-0000-6330		90.00 74.02	PC MEETING PC MILEAGE	120123 120123	Advisory Board/Committee Per Diem BOA/PC Mileage	Y N
11990	Lange/David		164.02	2 Transactions			
13424	Sonnee/Dennise J 01-122-000-0000-6278 01-122-038-0000-6330		90.00 42.58	PC MEETING PC MILEAGE	120123 120123	Advisory Board/Committee Per Diem BOA/PC Mileage	Y N
13424	Sonnee/Dennise J		132.58	2 Transactions			
86235	The Office Shop Inc 01-122-000-0000-6405 01-122-000-0000-6360		162.37 795.71	CALENDARS, CARD ENVELOPES COPIER CONTRACT 08/07/2023 11/08/2023	11350980 3292220	Office, Film, & Field Supplies Services, Labor, Contracts	N N
86235	The Office Shop Inc		958.08	2 Transactions			
10895	Westerlund/Laurie Ann 01-122-000-0000-6278 01-122-038-0000-6330		30.00 53.71	PC MEETING / ONSITES PC MILEAGE	120123 120123	Advisory Board/Committee Per Diem BOA/PC Mileage	Y N
10895	Westerlund/Laurie Ann		83.71	2 Transactions			
9946	White Cap, LP 01-122-000-0000-6405		5,221.00	FABRIC FOR RC CENTER	50024670551	Office, Film, & Field Supplies	N
9946	White Cap, LP		5,221.00	1 Transactions			
122	DEPT Total:		6,807.04	Planning & Zoning	7 Vendors	12 Transactions	
200	DEPT			Enforcement			
86222	Aitkin Independent Age						

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
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	01-200-000-0000-6230		126.53	ABANDONED TRAILER 23000105	1355899	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		126.53	1 Transactions			
9561	Amazon Business						
	01-200-000-0000-6302		62.38	EXTENSION CORD WINDERS	134X-49QF-1R1Y	Vehicle Maintenance	N
	01-200-000-0000-6405		100.87	TAPE; FLASH DRIVES	16H1-16TL-6FTL	Office Supplies	N
	01-200-000-0000-6405		48.05	FILE FOLDERS; BINDERS; EXPOS	1WCX-GK43-RN9P	Office Supplies	N
9561	Amazon Business		211.30	3 Transactions			
10321	Cobb/Colton						
	01-200-000-0000-6180		195.00	#223 BOOT REIMBURSEMENT	11032023	Clothing Allowance	N
10321	Cobb/Colton		195.00	1 Transactions			
10617	Cook/Aaron						
	01-200-000-0000-6180		188.95	#216 BOOT REIMBURSEMENT	11242023	Clothing Allowance	N
10617	Cook/Aaron		188.95	1 Transactions			
9888	Friesner/Nathan						
	01-200-000-0000-6180		195.00	#222 BOOT REIMBURSEMENT	11192023	Clothing Allowance	N
9888	Friesner/Nathan		195.00	1 Transactions			
1775	Galls LLC						
	01-200-000-0000-6180		218.86	#225 L/S SHIRT & #214 PANTS	026151592	Clothing Allowance	N
	01-200-000-0000-6180		12.99	#214 STRIPING CLASS A PANTS	026207140	Clothing Allowance	N
	01-200-000-0000-6460		403.14	HOLSTERS	026231600	Deputy Supplies	N
1775	Galls LLC		634.99	3 Transactions			
2736	Kustom Signals Inc						
	01-200-000-0000-6610		68.40	#222 RADAR ANTENNA CORD	607779	Equipment & Radios	N
2736	Kustom Signals Inc		68.40	1 Transactions			
12553	MEYER'S SERVICE CENTER						
	01-200-000-0000-6302		42.74	#207 OIL CHANGE	25372	Vehicle Maintenance	N
12553	MEYER'S SERVICE CENTER		42.74	1 Transactions			
3455	Motorola Inc						
	01-200-200-0000-6265		5,469.70	RADIO AND ACCESSORIES	1187111478	Programs	N
3455	Motorola Inc		5,469.70	1 Transactions			

Aitkin County



1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
3950	Public Utilities 01-200-000-0000-6254		81.79	EMERG STORAGE UTILITIES 10/16/2023 11/16/2023	507-00	Utilities-Gas and Electric	N
3950	Public Utilities		81.79	1 Transactions			
86235	The Office Shop Inc 01-200-000-0000-6360		364.56	ADMIN COPIER COUNT	329335-0	Services, Labor, Contracts	N
86235	The Office Shop Inc		364.56	1 Transactions			
13934	The Tire Barn 01-200-000-0000-6302		1,126.46	#224 TIRES AND TIE ROD	70544	Vehicle Maintenance	N
	01-200-000-0000-6302		56.68	#210 OIL CHANGE	70616	Vehicle Maintenance	N
13934	The Tire Barn		1,183.14	2 Transactions			
200	DEPT Total:		8,762.10	Enforcement	12 Vendors	17 Transactions	
252	DEPT			Corrections			
10165	Advanced Correctional Healthcare, Inc. 01-252-000-0000-6262		150.00	MENTAL HLTH 11/14/23	135860	Contract Service or Medical Service	6
10165	Advanced Correctional Healthcare, Inc.		150.00	1 Transactions			
9561	Amazon Business 01-252-000-0000-6430		79.96	FENTANYL URINE TEST KITS	14XM-44CC-6QXN	Medical Expense/Supplies - Inmates	N
9561	Amazon Business		79.96	1 Transactions			
14005	American Tower Corporation 01-252-000-0000-6342		401.16	JACOBSON TOWER LEASE	411334902	Tower Lease and Rental/Contracts	N
14005	American Tower Corporation		401.16	1 Transactions			
163	Charter Communications Holdings LLC 01-252-252-0000-6465		59.33	INMATE CABLE	175591501112123	Inmate Welfare Supplies	N
163	Charter Communications Holdings LLC		59.33	1 Transactions			
9085	Climate Makers Inc 01-252-000-0000-6590		429.88	REPLACED COUPLERS JAIL KITCHEN	110180	Repair & Maintenance Supplies	N
9085	Climate Makers Inc		429.88	1 Transactions			
88628	Dalco Enterprises 01-252-000-0000-6422		75.10	SOFTENER SALT	4162536	Janitorial Supplies	N

Aitkin County



1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
88628	Dalco Enterprises		75.10		1 Transactions		
10235	H2I Group, Inc						
	01-252-252-0000-5870		1,420.00	JAIL GYM FLOORING	229734	Prisoner Welfare Account(Non Tax)	Y
	01-252-252-0000-5870		26,955.00	GYM FLOORING	232409	Prisoner Welfare Account(Non Tax)	Y
10235	H2I Group, Inc		28,375.00		2 Transactions		
4812	JC32 Teamsters H&W Fund						
	01-252-000-0000-6101		7,304.00	DECEMBER EE HEALTH INS	202311	Salaries-Full Time	N
	01-252-000-0000-6150		27,170.00	DECEMBER ER HEALTH INS	202311	Health Insurance-Employer	N
4812	JC32 Teamsters H&W Fund		34,474.00		2 Transactions		
5503	Keefe Supply Company						
	01-252-000-0000-6418		284.50	SNACK CAKES	1781939	Groceries	N
5503	Keefe Supply Company		284.50		1 Transactions		
10147	Medline Industries, LP						
	01-252-000-0000-6430		57.45	SKIN CREAM	2294063879	Medical Expense/Supplies - Inmates	6
	01-252-000-0000-6430		280.65	DRUG TEST CARDS	2294226151	Medical Expense/Supplies - Inmates	6
10147	Medline Industries, LP		338.10		2 Transactions		
3284	Minnesota Department Of Health						
	01-252-000-0000-6360		450.00	2024 FOOD LICENSE	11212023	Services, Labor, Contracts	N
3284	Minnesota Department Of Health		450.00		1 Transactions		
9692	Minnesota Energy Resources Corporation						
	01-252-000-0000-6254		631.12	JAIL GAS SERVICE 10/18/2023	4812347210 12/11/2023	Utilities-Gas and Electric	N
	01-252-000-0000-6254		118.86	STS GAS SERVICE 10/18/2023	4813460796 11/16/2023	Utilities-Gas and Electric	N
	01-252-000-0000-6254		2,946.25	JAIL GAS SERVICE 10/18/2023	4819320973 11/16/2023	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		3,696.23		3 Transactions		
9228	North Memorial Ambulance Service						
	01-252-000-0000-6262		1,919.00	M.A.M. TRANSPORT 11/05/23	AK2311015:1	Contract Service or Medical Service	N
	01-252-000-0000-6262		1,951.00	M.A.M. TRANSPORT 11/08/23	BR23110171:1	Contract Service or Medical Service	N
	01-252-000-0000-6262		1,919.00	M.A.M TRANSPORT 11/11/23	BR23110239:1	Contract Service or Medical Service	N

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
9228	North Memorial Ambulance Service				5,789.00							
												3 Transactions
3789	Pan-O-Gold Baking Company											
	01-252-000-0000-6418				85.06	BREAD & BUNS		10002423320003		Groceries		N
	01-252-000-0000-6418				116.45	BREAD & BUNS		10002423325005		Groceries		N
3789	Pan-O-Gold Baking Company				201.51							2 Transactions
9808	Performance Foodservice											
	01-252-000-0000-6418				3,074.79	GROCERIES		811940		Groceries		N
	01-252-000-0000-6418				3,553.30	GROCERIES		819681		Groceries		N
9808	Performance Foodservice				6,628.09							2 Transactions
3950	Public Utilities											
	01-252-000-0000-6254				7,280.35	NEW JAIL 2		1431-00		Utilities-Gas and Electric		N
							10/16/2023					11/16/2023
	01-252-000-0000-6254				120.05	STS UTILITIES		50109-00		Utilities-Gas and Electric		N
							10/16/2023					11/16/2023
	01-252-000-0000-6254				1,297.47	NEW JAIL UTILITIES		512-00		Utilities-Gas and Electric		N
							10/16/2023					11/16/2023
3950	Public Utilities				8,697.87							3 Transactions
11538	RCB Collections Range Credit Bureau Inc											
	01-252-000-0000-6360				15.00	CREDIT REPORT B.P.		48461		Services, Labor, Contracts		N
11538	RCB Collections Range Credit Bureau Inc				15.00							1 Transactions
5774	Riverwood Healthcare Clinic											
	01-252-000-0000-6262				12,056.55	MLCO - A.M.E. 10/04/2023		149353717		Contract Service or Medical Service		N
	01-252-000-0000-6262				1,210.30	ICSO - N.L.S 10/03/23		149848967		Contract Service or Medical Service		N
5774	Riverwood Healthcare Clinic				13,266.85							2 Transactions
86235	The Office Shop Inc											
	01-252-000-0000-6360				98.70	JAIL COPIER COUNT		329202-0		Services, Labor, Contracts		N
86235	The Office Shop Inc				98.70							1 Transactions
13934	The Tire Barn											
	01-252-000-0000-6302				307.98	TRANSPORT CAR BRAKES		70475		Vehicle Maintenance		N
13934	The Tire Barn				307.98							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
252	DEPT Total:				103,818.26	Corrections			20 Vendors		32 Transactions	
253	DEPT					Sentence to Serve						
	4812	JC32 Teamsters H&W Fund										
		01-253-000-0000-6101			332.00	DECEMBER EE HEALTH INS		202311		Salaries-Full Time		N
		01-253-000-0000-6150			1,235.00	DECEMBER ER HEALTH INS		202311		Health Insurance-Employer		N
	4812	JC32 Teamsters H&W Fund			1,567.00		2 Transactions					
253	DEPT Total:				1,567.00	Sentence to Serve			1 Vendors		2 Transactions	
254	DEPT					Enhanced 911 System						
	3455	Motorola Inc										
		01-254-000-0000-6625			5,469.70	ENCRYPT/TRUNKING/ SMARTZONE OP		1187111478		E-911 Equipment		N
		01-254-000-0000-6625			3,771.00	HEADSETS/ EAR CUSHIONS		8281765833		E-911 Equipment		N
	3455	Motorola Inc			9,240.70		2 Transactions					
	13119	TalkPoint Technologies, Inc										
		01-254-000-0000-6625			285.40	HEADSET AND EAR CUSHIONS		0017727		E-911 Equipment		N
	13119	TalkPoint Technologies, Inc			285.40		1 Transactions					
254	DEPT Total:				9,526.10	Enhanced 911 System			2 Vendors		3 Transactions	
257	DEPT					Community Corrections						
	9561	Amazon Business										
		01-257-000-0000-6405			68.60	OFFICE SUPPLIES		1F3X-VMWP-WC1W		Office Supplies		N
						12/03/2023	12/03/2023					
	9561	Amazon Business			68.60		1 Transactions					
	14563	Anoka County Corrections										
		01-257-255-0000-6269			8,973.00	RJC JUV DET SECURE CONTRACT		NOV 30		Juvenile Detention		N
						11/01/2023	11/30/2023					
	14563	Anoka County Corrections			8,973.00		1 Transactions					
	783	Canon Financial Services, Inc										
		01-257-000-0000-6360			104.86	CANON COPIER CONTRACT		31379503		Services, Labor, Contracts		N
						10/20/2023	11/19/2023					
		01-257-000-0000-6360			25.00	CANON FEE		31626949		Services, Labor, Contracts		N
						11/25/2023	11/25/2023					

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	
783	Canon Financial Services, Inc		129.86		2 Transactions		
89269	Northwestern MN Juv Ctr-Primary Resident 01-257-255-0000-6269		8,640.00	JUV DET RESIDENTIAL PROGRAM AB 11/01/2023 11/30/2023	296-179-1 AB	Juvenile Detention	N
89269	Northwestern MN Juv Ctr-Primary Resident		8,640.00		1 Transactions		
257	DEPT Total:		17,811.46	Community Corrections	4 Vendors	5 Transactions	
391	DEPT			Solid Waste			
86235	The Office Shop Inc 01-391-000-0000-6405		124.32	CALENDARS, LABELS	11350980	Office, Film, & Field Supplies	N
86235	The Office Shop Inc		124.32		1 Transactions		
10930	Tidholm Productions 01-391-000-0000-6405		360.80	ENVELOPES (RECYCLOPS)	339715336	Office, Film, & Field Supplies	Y
	01-391-000-0000-6405		151.66	NO SMOKING SIGNS R/C CENTER	35255319	Office, Film, & Field Supplies	Y
10930	Tidholm Productions		512.46		2 Transactions		
391	DEPT Total:		636.78	Solid Waste	2 Vendors	3 Transactions	
392	DEPT			Water Wells			
86235	The Office Shop Inc 01-392-000-0000-6405		17.43	CALENDARS, STAPLER	11350980	Office, Film, & Field Supplies	N
86235	The Office Shop Inc		17.43		1 Transactions		
392	DEPT Total:		17.43	Water Wells	1 Vendors	1 Transactions	
711	DEPT			Economic Development			
86222	Aitkin Independent Age 01-711-000-0000-6230		56.00	DEC. 12, 2023 NOTICE OF PUBLIC 11/22/2023 12/12/2023	1355935	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		56.00		1 Transactions		
10332	Warner/Ashley Ann 01-711-952-0000-6304		4,800.00	DEED CHILDCARE GRANT	1130234	Grant Expenses	Y
10332	Warner/Ashley Ann		4,800.00		1 Transactions		

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Aitkin County



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

1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
711 DEPT Total:		4,856.00	Economic Development	2 Vendors	2 Transactions	
1 Fund Total:		207,535.81	General Fund		161 Transactions	

Aitkin County



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

2 Reserves Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
200	DEPT			Enforcement			
50	Aitkin Body Shop, Inc 02-200-028-0000-6620		425.46	#218 RUNNING BOARDS	16026	Sheriff Enforcement/Squad Cars	N
50	Aitkin Body Shop, Inc		425.46	1 Transactions			
200	DEPT Total:		425.46	Enforcement	1 Vendors	1 Transactions	
700	DEPT			Promotion,Airport,Tourism, Misc.			
10328	The Craft House 02-700-909-0000-6800		1,745.00	BD&R GRANT	1130233	Business Develop.Rec Reserve Expense	N
10328	The Craft House		1,745.00	1 Transactions			
700	DEPT Total:		1,745.00	Promotion,Airport,Tourism, Misc.	1 Vendors	1 Transactions	
2	Fund Total:		2,170.46	Reserves Fund		2 Transactions	

Aitkin County



3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
0	DEPT			Undesignated			
10310	3K HOLDINGS LLC 03-000-000-0000-5505		500.00	DEPOSIT REFUND		Culverts	N
10310	3K HOLDINGS LLC		500.00		1 Transactions		
10316	CASPER CONSTRUCTION 03-000-000-0000-5505		500.00	DEPOSIT REFUND		Culverts	N
10316	CASPER CONSTRUCTION		500.00		1 Transactions		
175	City Of McGregor 03-000-000-0000-5505		500.00	DEPOSIT REFUND		Culverts	N
175	City Of McGregor		500.00		1 Transactions		
1735	Gelhar/Paul 03-000-000-0000-5505		500.00	DEPOSIT REFUND		Culverts	N
1735	Gelhar/Paul		500.00		1 Transactions		
10312	HANSCOM/GERALD 03-000-000-0000-5505		500.00	DEPOSIT REFUND		Culverts	N
10312	HANSCOM/GERALD		500.00		1 Transactions		
10314	JDT PROPERTIES 03-000-000-0000-5505		500.00	DEPOSIT REFUND		Culverts	N
10314	JDT PROPERTIES		500.00		1 Transactions		
10315	KIRCHHOF/MARK & MONA 03-000-000-0000-5505		500.00	DESPOSIT REFUND		Culverts	N
10315	KIRCHHOF/MARK & MONA		500.00		1 Transactions		
3100	McGregor Oil 03-000-000-0000-5505		500.00	DEPOSIT REFUND		Culverts	N
3100	McGregor Oil		500.00		1 Transactions		
10317	WOLD/COREY 03-000-000-0000-5505		500.00	DEPOSIT REFUND		Culverts	N
10317	WOLD/COREY		500.00		1 Transactions		
0	DEPT Total:		4,500.00	Undesignated		9 Vendors	9 Transactions

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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			
783	Canon Financial Services, Inc 03-301-000-0000-6342		192.60	CONTRACT CHARGE	31586992	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		192.60	1 Transactions			
14071	Marco Technologies LLC 03-301-000-0000-6266		190.00	OFFICE 365 SUBSCRIPTION	INV11888285	Data Processing/Computer Services	Y
14071	Marco Technologies LLC		190.00	1 Transactions			
86235	The Office Shop Inc 03-301-000-0000-6360		219.84	CONTRACT	329338-0	Services, Labor, Contracts	N
86235	The Office Shop Inc		219.84	1 Transactions			
301	DEPT Total:		602.44	R&B Administration	3 Vendors	3 Transactions	
302	DEPT			R&B Engineering/Construction			
9835	Gilson Company Inc 03-302-000-0000-6550		1,435.23	ENGINEERING EQUIPMENT	INV458150	R & B Engineer Supplies	N
9835	Gilson Company Inc		1,435.23	1 Transactions			
302	DEPT Total:		1,435.23	R&B Engineering/Construction	1 Vendors	1 Transactions	
303	DEPT			R&B Highway Maintenance			
170	Aitkin Motor Company 03-303-000-0000-6590		51.83	REPAIR PARTS	18186	Repair & Maintenance Supplies	N
170	Aitkin Motor Company		51.83	1 Transactions			
195	Aitkin Tire Shop 03-303-000-0000-6590		480.00	TIRE	0-062837	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		70.00	REPAIR LABOR	0-062888	Repair & Maintenance Supplies	Y
195	Aitkin Tire Shop		550.00	2 Transactions			
86467	Auto Value Aitkin 03-303-000-0000-6417		327.98	AITKIN SHOP	ACCT 4000300	Shop/Building Maintenance	N
	03-303-000-0000-6590		53.98	REPAIR PARTS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		104.98	REPAIR PARTS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		20.17	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		209.52	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N

Aitkin County



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

3 Road & Bridge

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
86467	Auto Value Aitkin		716.63				
				5 Transactions			
11895	Cargill, Incorporated						
	03-303-000-0000-6518		3,896.63	DE-ICING SALT	2908706316	De-Icing Salt	N
	03-303-000-0000-6518		7,710.14	DE-ICING SALT	2908710355	De-Icing Salt	N
	03-303-000-0000-6518		5,819.40	DE-ICING SALT	2908739741	De-Icing Salt	N
	03-303-000-0000-6518		7,500.50	DE-ICING SALT	2908750055	De-Icing Salt	N
	03-303-000-0000-6518		7,568.00	DE-ICING SALT	2908754369	De-Icing Salt	N
	03-303-000-0000-6518		1,920.48	DE-ICING SALT	2908754410	De-Icing Salt	N
	03-303-000-0000-6518		3,847.82	DE-ICING SALT	2908758615	De-Icing Salt	N
11895	Cargill, Incorporated		38,262.97				
				7 Transactions			
163	Charter Communications Holdings LLC						
	03-303-000-0000-6220		142.55	PHONE: HWY OFFICE	175592901111423	Telephone	N
163	Charter Communications Holdings LLC		142.55				
				1 Transactions			
14887	Cintas Corporation						
	03-303-000-0000-6360		16.91	SHOP LAUNDRY	4174702181	Services, Labor, Contracts	N
	03-303-000-0000-6360		15.16	SHOP LAUNDRY	4175304519	Services, Labor, Contracts	N
14887	Cintas Corporation		32.07				
				2 Transactions			
176	City Of Palisade						
	03-303-000-0000-6360		3,691.38	2023-2024 MUNIMAIN	.	Services, Labor, Contracts	N
176	City Of Palisade		3,691.38				
				1 Transactions			
13892	COURIER/DON						
	03-303-000-0000-6181		129.99	BOOT REIMBURSEMENT	L&M FLEET	Safety Footwear Allowance	N
13892	COURIER/DON		129.99				
				1 Transactions			
9857	Diamond Industrial Cleaning Equipment						
	03-303-000-0000-6417		261.19	PALISADE SHOP	24775	Shop/Building Maintenance	N
9857	Diamond Industrial Cleaning Equipment		261.19				
				1 Transactions			
1430	Dotzler Power Equipment						
	03-303-000-0000-6417		18.69	AITKIN SHOP SUPPLIES	36109	Shop/Building Maintenance	N
1430	Dotzler Power Equipment		18.69				
				1 Transactions			
7935	East Central Energy						
	03-303-000-0000-6254		72.15	OCT/NOV POWER-MCGRATH	35018290	Utilities-Gas and Electric	N

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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	
7935	East Central Energy		116.96	OCT/NOV POWER - STREET LIGHT 2 Transactions	35018408	Utilities-Gas and Electric	N
7060	Federated Co-Ops Inc.						
	03-303-000-0000-6254		44.81				
	03-303-000-0000-6423		408.63	MCGREGOR SHOP PROPANE	1982967	Fuel for Buildings	N
	03-303-000-0000-6423		1,144.49	JACOBSON SHOP PROPANE	1993309	Fuel for Buildings	N
7060	Federated Co-Ops Inc.		1,553.12	2 Transactions			
1880	Gravelle Plumbing & Heating, Inc						
	03-303-000-0000-6417		203.27	MCGREGOR SHOP	94687	Shop/Building Maintenance	N
1880	Gravelle Plumbing & Heating, Inc		203.27	1 Transactions			
1959	H & L Mesabi Inc						
	03-303-000-0000-6417		1,859.20	AITKIN SHOP SUPPLIES	43056	Shop/Building Maintenance	N
	03-303-000-0000-6590		1,650.00	REPAIR PARTS	43056	Repair & Maintenance Supplies	N
1959	H & L Mesabi Inc		3,509.20	2 Transactions			
2089	Heartland Tire Inc						
	03-303-000-0000-6590		1,703.34	TIRES	15024908	Repair & Maintenance Supplies	N
2089	Heartland Tire Inc		1,703.34	1 Transactions			
91187	Lake Country Power						
	03-303-000-0000-6254		63.76	OCT/NOV CSAH 14	141979801	Utilities-Gas and Electric	N
	03-303-000-0000-6254		62.54	OCT/NOV CSAH 6	141979901	Utilities-Gas and Electric	N
91187	Lake Country Power		126.30	2 Transactions			
2831	Little Falls Machine Inc						
	03-303-000-0000-6590		561.23	REPAIR PARTS	369662	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		561.23	REPAIR PARTS	369662	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		1,035.12	REPAIR PARTS	369662	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		1,035.12	REPAIR PARTS	369662	Repair & Maintenance Supplies	N
2831	Little Falls Machine Inc		3,192.70	4 Transactions			
15300	MCGREGOR ACE HARDWARE						
	03-303-000-0000-6590		125.99	REPAIR PARTS	C45392	Repair & Maintenance Supplies	N
15300	MCGREGOR ACE HARDWARE		125.99	1 Transactions			
12927	Midwest Machinery Co.						
	03-303-000-0000-6590		3,978.01	REPAIR PARTS	9854071	Repair & Maintenance Supplies	N

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3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6590		REPAIR LABOR	9854071	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		REPAIR PARTS-FILTERS	9861430	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		REPAIR PARTS	9866027	Repair & Maintenance Supplies	N
12927	Midwest Machinery Co.		10,601.09		4 Transactions	
3160	Mille Lacs Energy Coop-Albert Lea					
	03-303-000-0000-6254		POWER: PALISADE	185202601	Utilities-Gas and Electric	N
	03-303-000-0000-6254		169 & CSAH 3	192301001	Utilities-Gas and Electric	N
	03-303-000-0000-6254		CSAH 5	273501502	Utilities-Gas and Electric	N
	03-303-000-0000-6254		POWER: MCGREGOR	295300301	Utilities-Gas and Electric	N
	03-303-000-0000-6254		CSAH 8	300601202	Utilities-Gas and Electric	N
	03-303-000-0000-6254		CSAH 4	323200702	Utilities-Gas and Electric	N
	03-303-000-0000-6254		POWER: AITKIN	335200702	Utilities-Gas and Electric	N
	03-303-000-0000-6254		CSAH 17	336503101	Utilities-Gas and Electric	N
	03-303-000-0000-6254		169 & CSAH 28	396202201	Utilities-Gas and Electric	N
	03-303-000-0000-6254		CSAH 12	400600001	Utilities-Gas and Electric	N
	03-303-000-0000-6254		CSAH 12	465602302	Utilities-Gas and Electric	N
	03-303-000-0000-6254		CSAH 11	480900902	Utilities-Gas and Electric	N
	03-303-000-0000-6254		47 & CSAH 2	545110401	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		1,908.95		13 Transactions	
9179	NORTH CENTRAL INTERNATIONAL, LLC					
	03-303-000-0000-6590		REPAIR PARTS	X220079628:01	Repair & Maintenance Supplies	Y
9179	NORTH CENTRAL INTERNATIONAL, LLC		48.98		1 Transactions	
10720	Nuss Truck Group Inc					
	03-303-000-0000-6590		REPAIR PARTS-FILTERS	PSO056493-2	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		REPAIR PARTS-FILTERS	PSO056493-2	Repair & Maintenance Supplies	N
10720	Nuss Truck Group Inc		171.64		2 Transactions	
10412	O'Reilly Auto Parts					
	03-303-000-0000-6590		REPAIR PARTS	1878-168888	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		REPAIR PARTS	1878-171786	Repair & Maintenance Supplies	N
10412	O'Reilly Auto Parts		93.55		2 Transactions	
3950	Public Utilities					
	03-303-000-0000-6254		HWY 47 & CR 12	1686-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		HWY 210 W & CR 28	59455-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		AITKIN SHOP: WATER	63335-00	Utilities-Gas and Electric	N

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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
3950	Public Utilities		226.57	HWY 210/169 E & CR 12	63388-00	Utilities-Gas and Electric	N
				4 Transactions			
9273	Reichert Enterprises, Inc		3,499.14	REPAIR PARTS	118624	Repair & Maintenance Supplies	N
			2,046.50	REPAIR LABOR	118624	Repair & Maintenance Supplies	N
9273	Reichert Enterprises, Inc		5,545.64				
				2 Transactions			
8505	Texas Refinery Corp		1,145.00	AITKIN SHOP SUPPLIES	270005	Shop/Building Maintenance	N
8505	Texas Refinery Corp		1,145.00				
				1 Transactions			
13934	The Tire Barn		92.00	REPAIR LABOR	70469	Repair & Maintenance Supplies	N
			539.56	TIRES	70469	Repair & Maintenance Supplies	N
			12.00	REPAIR PARTS	70469	Repair & Maintenance Supplies	N
			92.00	REPAIR LABOR	70555	Repair & Maintenance Supplies	N
			916.00	TIRES	70555	Repair & Maintenance Supplies	N
			12.00	REPAIR PARTS	70555	Repair & Maintenance Supplies	N
13934	The Tire Barn		1,663.56				
				6 Transactions			
10196	Yanmar CE NA		1,452.92	REPAIR PARTS	646984	Repair & Maintenance Supplies	N
10196	Yanmar CE NA		1,452.92				
				1 Transactions			
5295	Ziegler Inc		726.58	REPAIR PARTS-FILTERS	IN001250554	Repair & Maintenance Supplies	N
			380.06	REPAIR PARTS	IN001251672	Repair & Maintenance Supplies	N
			380.06	REPAIR PARTS	IN001251672	Repair & Maintenance Supplies	N
5295	Ziegler Inc		1,486.70				
				3 Transactions			
303	DEPT Total:		78,732.78	R&B Highway Maintenance	29 Vendors	76 Transactions	
307	DEPT			R&B Capital Infrastructure			
8694	Department of Transportation		3,406.06	JOB COST TRANSFERS	P00017892	Professional Services	N
8694	Department of Transportation		3,406.06				
				1 Transactions			
10318	METCALF ARCHAEOLOGICAL CONSULTA						

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

3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-307-000-0000-6269		PHASE 1 INVENTORY	20682	Professional Services	Y
10318	METCALF ARCHAEOLOGICAL CONSULTAI					
			5,533.75			
			5,533.75			
				1 Transactions		
307	DEPT Total:		8,939.81	R&B Capital Infrastructure	2 Vendors	2 Transactions
3	Fund Total:		94,210.26	Road & Bridge		91 Transactions

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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
400	DEPT			Public Health Department			
9608	AMAZON CAPITAL SERVICES (HHS only) 05-400-400-0402-6430		54.16	DP&C - AED BATTERIES 11/13/2023 11/13/2023	1DXR-NTD3-TPY6	DP & C - Medical Supplies	N
	05-400-440-0410-6405		14.68	ADMIN-CALC (CG)/AGENCY-PENS 11/26/2023 11/26/2023	1JRQ-GJLD-V7CD	Office Supplies	N
	05-400-440-0410-6405		9.79	9X12 ENV/WIRELESS MOUSE 11/15/2023 11/15/2023	1QXR-WWMMR-1LRY	Office Supplies	N
9608	AMAZON CAPITAL SERVICES (HHS only)		78.63	3 Transactions			
12106	Antoine Electric 05-400-440-0410-6360		31.33	REPAIR LIGHT IN PH 11/29/2023 11/29/2023	3099	Services, Labor, Contracts	Y
	05-400-440-0410-6360		35.85	REPAIR LIGHT, ROOM CS LOBBY 11/29/2023 11/29/2023	3100	Services, Labor, Contracts	Y
12106	Antoine Electric		67.18	2 Transactions			
9553	Aramark Uniform Services 05-400-440-0410-6422		8.62	JANITORIAL SUPPLIES-DISH TOWEL 11/28/2023 11/28/2023	2530212068	Janitorial Supplies	N
9553	Aramark Uniform Services		8.62	1 Transactions			
9590	FFF Enterprises 05-400-400-0402-6432		5,692.34	COVID-19 VACCINE 11/15/2023 11/15/2023	9222965	Vaccine Cost	N
	05-400-400-0402-6432		2,276.94	IMMZ.-COVID VACCINE 11/27/2023 11/27/2023	922425	Vaccine Cost	N
9590	FFF Enterprises		7,969.28	2 Transactions			
13904	Hill City Assembly of God Church 05-400-410-0413-6342		45.00	WIC SPACE RENTAL 07/01/2023 09/30/2023		WIC Space Rentals	N
13904	Hill City Assembly of God Church		45.00	1 Transactions			
89765	Minnesota Elevator, Inc 05-400-440-0410-6300		29.91	ELEVATOR SERVICE DEC '23 12/01/2023 12/31/2023	1049542	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		29.91	1 Transactions			

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9692	Minnesota Energy Resources Corporation 05-400-440-0410-6254		67.57	GAS CHARGES 10/18/2023 11/17/2023	0506533565-00001	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		67.57	1 Transactions			
9014	PAPER STORM 05-400-440-0410-6360		13.61	PAPER SHREDDING 11/21/2023 11/21/2023	24252	Services, Labor, Contracts	N
9014	PAPER STORM		13.61	1 Transactions			
3950	Public Utilities 05-400-440-0410-6254		283.82	ELECTRIC CHARGES 10/16/2023 11/16/2023	1433-00	Utilities-Gas and Electric	N
3950	Public Utilities		283.82	1 Transactions			
88859	Spee*Dee-St Cloud 05-400-430-0408-6360		183.89	FAP SERVICE - 111 09/05/2023 09/30/2023	896314	Services, Labor, Contracts	N
88859	Spee*Dee-St Cloud		183.89	1 Transactions			
86235	The Office Shop Inc 05-400-440-0410-6360		199.87	MAILRM-COPIER CONTRACT IRC5560 11/13/2023 11/13/2023	329175-0	Services, Labor, Contracts	N
86235	The Office Shop Inc		199.87	1 Transactions			
400	DEPT Total:		8,947.38	Public Health Department	11 Vendors	15 Transactions	
420	DEPT			Income Maintenance			
9608	AMAZON CAPITAL SERVICES (HHS only) 05-420-600-4800-6405		34.60	ADMIN-CALC (CG)/AGENCY-PENS 11/26/2023 11/26/2023	1JRQ-GJLD-V7CD	Office Supplies	N
	05-420-600-4800-6405		23.08	9X12 ENV/WIRELESS MOUSE 11/15/2023 11/15/2023	1QXR-WWMMR-1LRY	Office Supplies	N
9608	AMAZON CAPITAL SERVICES (HHS only)		57.68	2 Transactions			
12106	Antoine Electric 05-420-600-4800-6360		73.86	REPAIR LIGHT IN PH 11/29/2023 11/29/2023	3099	Services, Labor, Contracts	Y
	05-420-600-4800-6360		84.50	REPAIR LIGHT, ROOM CS LOBBY	3100	Services, Labor, Contracts	Y

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
12106	Antoine Electric		158.36	11/29/2023 11/29/2023 2 Transactions			
91007	Applied Professional Services 05-420-640-4800-6379		131.27	IV-D SERVICES #0014275687 02 11/21/2023 11/21/2023 1 Transactions	9639997	Other Iv-D Charges	N
91007	Applied Professional Services		131.27				
9553	Aramark Uniform Services 05-420-600-4800-6422		20.31	JANITORIAL SUPPLIES-DISH TOWEL 11/28/2023 11/28/2023 1 Transactions	2530212068	Janitorial Supplies	N
9553	Aramark Uniform Services		20.31				
11051	Department of Human Services 05-420-620-4100-6011		144.29	MAXIS GA RECOVERIES 09/01/2023 09/30/2023	A300MX012471	County Share - Ga	N
	05-420-620-4100-6011		620.00	MAXIS GRH RECOVERIES 09/01/2023 09/30/2023	A300MX012471	County Share - Ga	N
	05-420-630-4100-6011		233.63	MAXIS FS RECOVERIES 09/01/2023 09/30/2023 3 Transactions	A300MX012471	County Share-Food Support	N
11051	Department of Human Services		997.92				
10323	J.D. Power 05-420-600-4800-6266		825.00	IM=2024 NADA SUBSCRIPTION 01/01/2024 12/31/2024 1 Transactions	ORDUS267498	Software Fees/License Fees	N
10323	J.D. Power		825.00				
89765	Minnesota Elevator, Inc 05-420-600-4800-6300		70.49	ELEVATOR SERVICE DEC '23 12/01/2023 12/31/2023 1 Transactions	1049542	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		70.49				
9692	Minnesota Energy Resources Corporation 05-420-600-4800-6254		159.26	GAS CHARGES 10/18/2023 11/17/2023 1 Transactions	0506533565-00001	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		159.26				
9014	PAPER STORM 05-420-600-4800-6360		32.08	PAPER SHREDDING	24252	Services, Labor, Contracts	N

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9014	PAPER STORM		32.08	11/21/2023 11/21/2023 1 Transactions			
3950	Public Utilities 05-420-600-4800-6254		669.01	ELECTRIC CHARGES 10/16/2023 11/16/2023 1 Transactions	1433-00	Utilities-Gas and Electric	N
3950	Public Utilities		669.01				
87016	Sheriff Itasca County 05-420-640-4800-6379		75.00	IV-D SERVICE #0015057139 11/06/2023 11/06/2023 1 Transactions	202302246	Other Iv-D Charges	N
87016	Sheriff Itasca County		75.00				
88859	Spee*Dee-St Cloud 05-420-600-4800-6205		59.45	IM SERVICE - 101 09/05/2023 09/30/2023 1 Transactions	896314	Postage	N
88859	Spee*Dee-St Cloud		59.45				
15347	St Louis County - PHHS 05-420-600-4800-6360		277.91	IM-MTM CO SHARE 2023 ADMIN FEE 01/01/2023 12/31/2023 1 Transactions	IP-00026776	Services, Labor, Contracts	N
15347	St Louis County - PHHS		277.91				
86235	The Office Shop Inc 05-420-600-4800-6360		471.12	MAILRM-COPIER CONTRACT IRC5560 11/13/2023 11/13/2023	329175-0	Services, Labor, Contracts	N
	05-420-640-4800-6300		160.15	CS-COPIER CONTRACT IRC5550III 11/20/2023 11/20/2023 2 Transactions	329337-0	Maintenance/Service Contracts	N
86235	The Office Shop Inc		631.27				
420	DEPT Total:		4,165.01	Income Maintenance	14 Vendors	19 Transactions	
430	DEPT			Social Services			
9608	AMAZON CAPITAL SERVICES (HHS only) 05-430-700-4800-6405		55.58	ADMIN-CALC (CG)/AGENCY-PENS 11/26/2023 11/26/2023	1JRQ-GJLD-V7CD	Office Supplies	N
	05-430-700-4800-6405		60.97	CANDISK FLASH DRIVES 32GB 11/19/2023 11/19/2023	1P3N-RVHF-NV9L	Office Supplies	N
	05-430-700-4800-6405		37.07	9X12 ENV/WIRELESS MOUSE	1QXR-WWMMR-1LRY	Office Supplies	N

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	05-430-700-4800-6405		34.94	11/15/2023 11/15/2023 IPHONE CASE/SCREEN PROT (AC)	1YF9-N9XC-MPYQ	Office Supplies	N
9608	AMAZON CAPITAL SERVICES (HHS only)		188.56	11/19/2023 11/19/2023 4 Transactions			
12106	Antoine Electric 05-430-700-4800-6360		118.63	REPAIR LIGHT IN PH 11/29/2023 11/29/2023	3099	Services, Labor, Contracts	Y
	05-430-700-4800-6360		135.70	REPAIR LIGHT, ROOM CS LOBBY 11/29/2023 11/29/2023	3100	Services, Labor, Contracts	Y
12106	Antoine Electric		254.33	2 Transactions			
9553	Aramark Uniform Services 05-430-700-4800-6422		32.63	JANITORIAL SUPPLIES-DISH TOWEL 11/28/2023 11/28/2023	2530212068	Janitorial Supplies	N
9553	Aramark Uniform Services		32.63	1 Transactions			
89765	Minnesota Elevator, Inc 05-430-700-4800-6300		113.22	ELEVATOR SERVICE DEC '23 12/01/2023 12/31/2023	1049542	Maintenance/Service Contracts	N
89765	Minnesota Elevator, Inc		113.22	1 Transactions			
9692	Minnesota Energy Resources Corporation 05-430-700-4800-6254		255.78	GAS CHARGES 10/18/2023 11/17/2023	0506533565-00001	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		255.78	1 Transactions			
86391	MSSA 05-430-700-4800-6240		547.00	MSSA 2024 MEMBERSHIP DUES 01/01/2024 12/31/2024		Membership/Dues/Association Fees	N
86391	MSSA		547.00	1 Transactions			
9014	PAPER STORM 05-430-700-4800-6360		51.51	PAPER SHREDDING 11/21/2023 11/21/2023	24252	Services, Labor, Contracts	N
9014	PAPER STORM		51.51	1 Transactions			
3950	Public Utilities 05-430-700-4800-6254		1,074.48	ELECTRIC CHARGES	1433-00	Utilities-Gas and Electric	N

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

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
3950	Public Utilities		1,074.48	10/16/2023 11/16/2023	1 Transactions		
86235	The Office Shop Inc 05-430-700-4800-6360		756.65	MAILRM-COPIER CONTRACT IRC5560 11/13/2023 11/13/2023	329175-0	Services, Labor, Contracts	N
86235	The Office Shop Inc		756.65	1 Transactions			
430	DEPT Total:		3,274.16	Social Services	9 Vendors	13 Transactions	
5	Fund Total:		16,386.55	Health & Human Services		47 Transactions	

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9 State

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
0	DEPT			Undesignated			
4580	Mn Dept Of Finance						
	09-000-000-0000-2022		772.00	BIRTH & DEATH SURCHARGES 10/01/2023 10/31/2023	OCTOBER 2023	Birth/Death Surcharges	N
	09-000-000-0000-2024		114.00	CHILDREN SURCHARGES 10/01/2023 10/31/2023	OCTOBER 2023	St Share Of Birth Cert.-Children	N
	09-000-000-0000-2031		7.50	TORRENS ASSURANCE 10/01/2023 10/31/2023	OCTOBER 2023	Real Estate Assurance (Was 5874 And 6	N
	09-000-000-0000-2036		4,790.00	STATE GEN FUND/LEG. SURCHARGE 10/01/2023 10/31/2023	OCTOBER 2023	Recording Surcharges (Was 5871 & 6281)	N
4580	Mn Dept Of Finance		5,683.50	4 Transactions			
3375	Mn Dept Of Health						
	09-000-000-0000-2027		1,105.00	STATE WELL CERTIFICATE 10/01/2023 10/31/2023	OCTOBER 2023	State Well Cert Fees (Was 5097 & 6203)	N
3375	Mn Dept Of Health		1,105.00	1 Transactions			
0	DEPT Total:		6,788.50	Undesignated	2 Vendors	5 Transactions	
9	Fund Total:		6,788.50	State		5 Transactions	

WLB1
12/5/23 9:40AM
10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
923	DEPT			Forfeited Tax Sales			
9561	Amazon Business 10-923-000-0000-6590		23.86	BLACKJACK 460 4" TIRE PLUGS	1WW6-XDNN-CQQC	Repair & Maintenance Supplies	N
9561	Amazon Business		23.86	1 Transactions			
12514	GMPT 10-923-000-0000-6240		250.00	GM PARKS & TRAILS 2024 DUES	112023	Membership/Dues/Association Fees	N
12514	GMPT		250.00	1 Transactions			
9728	Goble/Dustin 10-923-000-0000-6181		172.50	WORK BOOTS	112023	Safety Footwear Allowance	N
9728	Goble/Dustin		172.50	1 Transactions			
14071	Marco Technologies LLC 10-923-000-0000-6266		285.00	OFFICE 365 SUBSCRIPTION	INV11888285	Data Processing/Computer Services	Y
14071	Marco Technologies LLC		285.00	1 Transactions			
3950	Public Utilities 10-923-000-0000-6254		233.59	ACLD UTILITIES 10/16/2023	348-00 11/16/2023	Utilities-Gas and Electric	N
3950	Public Utilities		233.59	1 Transactions			
923	DEPT Total:		964.95	Forfeited Tax Sales	5 Vendors	5 Transactions	
10	Fund Total:		964.95	Trust		5 Transactions	

Aitkin County



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			
13649	Aitkin Rental Center 11-925-000-0000-6361		775.00	#4 MINI EXCA 1/2NSOO 1/2 FORES	10970	Road Construction Service	1
13649	Aitkin Rental Center		775.00	1 Transactions			
9402	Ammala Excavating/Allen 11-925-000-0000-6361		360.00	HAUL AND SP CL5 SHERIFF LA PUB	112023	Road Construction Service	Y
9402	Ammala Excavating/Allen		360.00	1 Transactions			
10754	Larson Enterprise Of Isle Inc 11-925-000-0000-6361		6,392.00	PIT RUN AND CLASS 5	082023	Road Construction Service	N
10754	Larson Enterprise Of Isle Inc		6,392.00	1 Transactions			
14585	Ruyak Enterprises, Inc 11-925-000-0000-6361	Q	3,400.00	INSTALL CULVS SOOLINE & TACONI	7174	Road Construction Service	N
14585	Ruyak Enterprises, Inc		3,400.00	1 Transactions			
925	DEPT Total:		10,927.00	Resource Management	4 Vendors	4 Transactions	
939	DEPT			County Surveyor			
1333	Dell Marketing L.P. 11-939-000-0000-6405		406.98	RAM FOR DAN H	10711476445	Office Supplies	N
1333	Dell Marketing L.P.		406.98	1 Transactions			
939	DEPT Total:		406.98	County Surveyor	1 Vendors	1 Transactions	
11	Fund Total:		11,333.98	Forest Development		5 Transactions	

WLB1
 12/5/23 9:40AM
 19 Long Lake Conservation Cer

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			
9801	Dancing Armadillos Arts		1,498.25	POSTER ART, TIME, ETC.	112723	Commissary Supplies-Non Jail	Y
	19-521-000-0000-6454						
9801	Dancing Armadillos Arts		1,498.25	1 Transactions			
14812	SCI Broadband/Savage Communications						
	19-521-000-0000-6220		685.80	PHONE AND INTERNET	024-033167	Telephone	N
				12/01/2023 12/31/2023			
14812	SCI Broadband/Savage Communications		685.80	1 Transactions			
10320	Wolf Ridge Environmental Learning Center						
	19-521-000-0000-6230		1,260.00	PR FOR OSFA	4371	Printing, Publishing & Adv	N
10320	Wolf Ridge Environmental Learning Center		1,260.00	1 Transactions			
521	DEPT Total:		3,444.05	LLCC Administration	3 Vendors	3 Transactions	
19	Fund Total:		3,444.05	Long Lake Conservation Center		3 Transactions	

WLB1
12/5/23 9:40AM
21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT			Parks			
3024	Kingsley/Russell Lee 21-520-000-0000-6802	Q	5,840.00	BLIND LAKE ATV TRAIL REP DOZER	112023	Trail Grants-State	Y
	3024 Kingsley/Russell Lee		5,840.00	1 Transactions			
3950	Public Utilities 21-520-000-0000-6254	B	148.95	MISS ACCESS PARK 10/16/2023	11/16/2023 1670-00	Utilities-Gas and Electric	N
	21-520-000-0000-6254	B	150.75	MISS PARK SHOWER 10/16/2023	11/16/2023 1671-00	Utilities-Gas and Electric	N
	3950 Public Utilities		299.70	2 Transactions			
90805	Temco 21-520-000-0000-6590		482.69	REPAIR LOG SPLIT CYLINDER	28326	Repair & Maintenance Supplies	Y
	90805 Temco		482.69	1 Transactions			
520	DEPT Total:		6,622.39	Parks	3 Vendors	4 Transactions	
21	Fund Total:		6,622.39	Parks		4 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
716	DEPT			American Rescue Plan - COVID			
10325	Crossroads Hotel Corporation 22-716-000-0000-6802		5,000.00	REVITALIZATION GRANTS	1130232	Category: Negative Economic Impacts	N
10325	Crossroads Hotel Corporation		5,000.00	1 Transactions			
5128	Widseth Smith & Nolting Inc 22-716-000-0000-6818		2,400.00	JAIL BOILER/CHILLER REPLACEMENT	227563	Category: Revenue Replacement	N
5128	Widseth Smith & Nolting Inc		2,400.00	1 Transactions			
10324	Wilson & Associates 22-716-000-0000-6802		3,094.43	REVITALIZATION GRANT	1130231	Category: Negative Economic Impacts	Y
10324	Wilson & Associates		3,094.43	1 Transactions			
716	DEPT Total:		10,494.43	American Rescue Plan - COVID	3 Vendors	3 Transactions	
22	Fund Total:		10,494.43	Coronavirus Relief Fund		3 Transactions	
	Final Total:		359,951.38	203 Vendors	326 Transactions		

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	207,535.81	General Fund
2	2,170.46	Reserves Fund
3	94,210.26	Road & Bridge
5	16,386.55	Health & Human Services
9	6,788.50	State
10	964.95	Trust
11	11,333.98	Forest Development
19	3,444.05	Long Lake Conservation Center
21	6,622.39	Parks
22	10,494.43	Coronavirus Relief Fund
All Funds	359,951.38	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request

2P
Agenda Item #

Requested Meeting Date: December 12, 2023

Title of Item: Personnel Policy Updates (Nursing Mothers and Lactating Employees)

<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: Bobbie Danielson		Department: HR
Presenter (Name and Title):		Estimated Time Needed: 0
Summary of Issue: Personnel Policies are updated on an on-going basis, as needed. Recommended updates: Break Time for Nursing Mothers and Lactating Employees section. See proposed updates attached, consistent with changes that were made to MN Statute 181.939. **Added "lactating employees" language as referenced in statute. **Removed reference to time spent expressing milk beyond normal break periods being deducted from personal leave or to make up time, consistent with changes made to the law.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to adopt the Break Time for Nursing Mothers and Lactating Employees policy as attached.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Personnel Policy update:

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 and Lactating Employees

In compliance with MN Statute 181.939, and acknowledging the well-established health benefits of breastfeeding for both infants and mothers, lactating employees are entitled to reasonable break time for expressing milk onsite. Such breaks will align with regular breaks and meal times, and if additional time is required, employees are to inform their supervisor for scheduling purposes. Pay will not be reduced, and there is no obligation for employees to make up reasonable time spent on expressing milk at work. A designated lactation space, excluding restrooms, will be provided by the Department Head. This space will be private, sanitary, equipped with an electrical outlet, and secured with a lock for the convenience of 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 nurse consultation during their personal time.
- c) Employees who wish to express milk during the work period shall keep their supervisor(s), department head 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.

d) The Minnesota Department of Labor Nursing Mothers, Lactating Employees, and Pregnancy Accommodations employee notice is available [at this link](#)

Bobbie J. Danielson

Deleted: <#>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.†

Bobbie J. Danielson

Deleted: s



Bobbie J. Danielson

LINK IS INSERTED (will show when editing is accepted).



Board of County Commissioners Agenda Request



Requested Meeting Date: December 12, 2023

Title of Item: County Liquor and 3.2% Malt Liquor Licenses for 2024

<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 Bishop		Department: Auditor's Office
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: <p style="text-align: center;">Applications for County Liquor Licenses for 2024 and Renewal of 3.2% Malt Liquor License Applications subject to completion of all paperwork and all signatures that are required.</p> <p style="text-align: center;">(Current listing of establishments will be presented at the board meeting.)</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: <p style="text-align: center;">Resolution to approve Liquor Licenses, subject to completion of all documents and required signatures.</p>		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

By Commissioner: xxx

20231212-xxx

County Liquor Licenses 2024

WHEREAS, approval of applications are subject to the completion of all paperwork in full.

WHEREAS, licenses are valid effective January 1, 2024 through the period ending December 31, 2024.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2024 through December 31, 2024

“ON, “OFF” and SUNDAY” Sale:

Bann’s Bar & Café Inc., d/b/a **Bann’s Bar & Café** – Shamrock Township
This establishment has an address of 18870 Goshawk St., McGregor, MN 55760

Gabeshiwigamig Niish, LLC, d/b/a **Big Sandy Lodge & Resort** - Shamrock Township
This establishment has an address of 20534 487th Street, McGregor, MN 55760

The Blue Moose on the Lake Inc., d/b/a **The Blue Moose on the Lake** – Shamrock Township
This establishment has an address of 48493 Lily Avenue, McGregor, MN 55760

MacDonald Enterprise of Malmo, Inc., d/b/a **Castaways** – Lakeside Township
This establishment has an address of 32360 215th Lane, Isle, MN 56342

Maverick Beaver Investments, LLC, d/b/a **The Sandy Beaver** – Workman Township
This establishment has an address of 51866 224th Place, McGregor, MN 55760

Corner Club LLC, d/b/a **Corner Club** – Macville Township
This Establishment has an address of 60967 Highway 169, Hill City, MN 55748

Denny’s Lakeview Inn LLC, d/b/a **Denny’s Lakeview Inn** – Glen Township
This establishment has an address of 33592 300th Place, Aitkin, MN 56431

Eagle Point Inc., d/b/a **Eagle Point** – Shamrock Township
This establishment has an address of 49394 State Highway 65, McGregor, MN 55760

N5 Corporation, d/b/a **Fisherman’s Bay** – Workman Township
This establishment has an address of 50933 State Highway 65, McGregor, MN 55760

Forestry Station Inc., d/b/a **Forestry Station** – Ball Bluff Township
This establishment has an address of 67807 State Hwy 65, Jacobson, MN 55752

Pepera Properties Inc., d/b/a **Jackson's Hole** – Salo Township
This establishment has an address of 36232 Kestrel Ave., McGregor, MN 55760

Chuhanic Inc., d/b/a **The Joint Bennettville MN** – Hazelton Township
This establishment has an address of 26838 US Hwy 169, Aitkin, MN 56431

MacDonald Enterprises Inc., d/b/a **The Landing** – Aitkin Township
This establishment has an address of 170 Southgate Drive, Aitkin, MN 56431

Minnesota National Golf Club & Resort, LLC, d/b/a **Minnesota National Golf Club & Resort** –
Workman Township - This establishment has an address of 23247 480th St., McGregor, MN 55760

D & G Marklund Inc., d/b/a **Pine Inn** – Malmo Township
This establishment has an address of 27805 State Highway 47, Aitkin, MN 56431

Round Lake Resort LLC, d/b/a **Round Lake Resort** – Shamrock Township
This establishment has an address of 16469 Goshawk Street, McGregor, MN 55760

“OFF” Sale:

DAM of Aitkin Lakes Inc., d/b/a **Farm Island Store** – Farm Island Township
This establishment has an address of 29037 US Highway 169, Aitkin, MN 56431

North Liquor Inc., d/b/a **The Glen Store & Grill** – Malmo Township
This establishment has an address of 31993 280th St., Suite A, Aitkin, MN 56431

Westerlund Inc. d/b/a **Malmo Liquor Store** – Malmo Township
This establishment has an address of 22167 State Hwy 47/Suite 300, Aitkin, MN 56431

Midwest Investment, LLC, d/b/a **Mini Mart #6** – Shamrock Township
This establishment has an address of 46026 State Highway 65, McGregor, MN 55760

TJ's Liquor Inc., d/b/a **TJ's Liquor** – Malmo Township
This establishment has an address of 22039 321st Ave., Aitkin, MN 56431

McGregor Spirits LLC, d/b/a **McGregor Spirits** – Jevne Township
This establishment has an address of 41561 State Hwy 65, Suite B, McGregor, MN 55760

“ON” Sale AND “SUNDAY” Sale:

Zorbaz of Big Sandy Lake Inc., d/b/a **Big Zandy Zorbaz** – Shamrock Township
This establishment has an address of 48760 State Highway 65, McGregor, MN 55760

Cocktails Drafts & Eats, Inc., d/b/a **The Craft House** – Shamrock Township
This establishment has an address of 19037 Goshawk Street, McGregor, MN 55760

Grill of Glen Inc., d/b/a **The Glen Store & Grill** – Malmo Township
This establishment has an address of 31993 280th St., Suite B, Aitkin, MN 56431

Kindofafarm, Inc., d/b/a **Jack’s Shack** – Rice River Township
This establishment has an address of 29954 State Highway 56, McGregor, MN 55760

“CLUB” “ON” Sale:

VFW 1727, d/b/a **Roberts-Glad Post** – Aitkin Township
This establishment has an address of 36558 410th Ave., Aitkin, MN 56431

“ON” Sale – WINE-STRONG BEER and 3.2 Malt Liquor Licenses:

Danny J. Volk, d/b/a **Hidden Meadows Campground Bar & Grill** – Unorg 48-27 Township
This establishment has an address of 42206 438th Ln., Aitkin, MN 56431

202 Tavern, d/b/a **202 Tavern**
– Shamrock Township
This establishment has an address of 49482 202nd Place, McGregor, MN 55760

Commissioner xxx moved 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 12th day of December 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of December, 2023

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: December 12, 2023

Title of Item: Camping Rate Increase for 2024

<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: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title): Dennis (DJ) Thompson, Land Commissioner		Estimated Time Needed: 10 Minutes
Summary of Issue: <p>In February of 2021, a campground rates survey was done to get a sense of how Aitkin County managed campground rates compared to other places. Rates were taken from the following facilities: Army Corps of Engineers, National Forests, State Parks, State Forests, and a handful of City and Private campgrounds in the area. Aitkin County's camping rates were some of the lowest on the list. The Natural Resources Advisory Committee (NRAC), at that time, decided not to recommend an increase, but to revisit rates again in a couple years.</p> <p>This summer, another rates survey was completed. After comparing current rates at other facilities, the NRAC passed a motion to recommend that the County Board of Commissioners increase the camping rates at County campgrounds. Rates at Aitkin and Berglund would go from \$20/night to \$30/night. Snake River and Jacobson would go from \$15/night to \$20/night, and the camper cabins at the Jacobson campground would go from \$30/night to \$45/night.</p> <p>At the October 10, 2023 County Board Meeting, maintenance costs for the 2022 season were presented. I now have maintenance costs for the 2023 season compiled.</p> <p>Currently, the campgrounds are not paying for themselves. This increase would lessen the gap.</p>		
Alternatives, Options, Effects on Others/Comments: Leave camping rates the same.		
Recommended Action/Motion: Adopt a resolution to increase the camping rates as of January 1, 2024 to \$30/night for Aitkin and Berglund, \$20/night for Jacobson and Snake River, and \$45/night for the Jacobson Camper Cabins.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

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

ADOPTED December 12, 2023

By Commissioner: xxx

20231212-xxx

2024 Camping Rates Increase

WHEREAS, the Aitkin County Land Department maintains and manages four campgrounds: Aitkin, Berglund, Jacobson, and Snake River.

WHEREAS, yearly maintenance costs including utilities, garbage pick-up, mowing, and septic tank pumping continue to increase.

WHEREAS, current maintenance costs are far exceeding revenue.

WHEREAS, a survey of camping rates from other facilities indicates Aitkin's current rates are below the average.

WHEREAS, this increase has been recommended by the Natural Resources Advisory Committee.

NOW THEREFORE, BE IT RESOLVED, that as of January 1, 2024, the rate for camping at the Aitkin and Berglund campground will be \$30/night. Camping at Jacobson and Snake River campground will be \$20/night and camping in the Camper Cabins at Jacobson will be \$45/night.

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

FIVE MEMBERS PRESENT

All Members Voting xxx

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 12th day of December 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of December 2023

Jessica Seibert – County Administrator

2023 Campground Expense Summary

Campground	Current Rate/Night	Proposed Rate/Night
Aitkin	\$ 20.00	\$ 30.00
Berglund	\$ 20.00	\$ 30.00
Snake River	\$ 15.00	\$ 20.00
Jacobson	\$ 15.00	\$ 20.00
Jacobson CCs	\$ 30.00	\$ 45.00

Campground	2023 Actual Revenue	2024 Projected with Proposed New Rates
Aitkin	\$ 19,018.62	\$ 28,530.00
Berglund	\$ 8,962.24	\$ 13,440.00
Snake River	\$ 4,280.50	\$ 5,700.00
Jacobson	\$ 4,113.95	\$ 5,490.00
Jacobson CCs	\$ 1,500.00	\$ 2,250.00
Totals =	\$ 37,875.31	\$ 55,410.00

2023 Yearly Totals	
Garbage	\$ 5,853.26
Sewer	\$ 5,750.00
Utilities	\$ 4,147.83
Mowing	\$ 11,868.00
License MDH	\$ 670.00
Reservation Software	\$ 2,185.45
Road Work	\$ 840.00
Parks Tech. Hours	\$ 25,000.00
	\$ 56,314.54

Does not include office admin time taking reservation and processing refunds

Campground	2023 Yearly Costs
Aitkin	\$ 15,754.97
Berglund	\$ 16,459.78
Snake River	\$ 12,982.92
Jacobson	\$ 11,116.86

Assumes Parks Technician spends time equally between campgrounds



Board of County Commissioners Agenda Request

3B
Agenda Item #

Requested Meeting Date: December 12, 2023

Title of Item: Scott Johnson - Ruffed Grouse Society

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Dennis (DJ) Thompson	Department: Land	
Presenter (Name and Title): Dennis (DJ) Thompson, Land Commissioner		Estimated Time Needed: 15 Minutes
Summary of Issue: Scott Johnson, Forest Conservation Coordinator for the Ruffed Grouse Society/American Woodcock Society, would like to meet the Board and discuss a LSOHC grant that focuses on the strategic acquisition of private land inholdings.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: December 12, 2023

Title of Item: Amendment to Charter Agreement

<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: Sarah Pratt		Department: H&HS
Presenter (Name and Title): Sarah Pratt, Director		Estimated Time Needed: 5-10 minutes
Summary of Issue: Requesting board approval of an Amendment to the Charter Agreement governing participation in a seven-county Region 3 Human Service re-design project for EDMS of Income Maintenance Programs.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve amendment		
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.



AITKIN COUNTY HEALTH & HUMAN SERVICES

204 First Street NW
Aitkin, MN 56431

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

Contract Amendment

Amendment to Charter Agreement Governing Participation in a Seven-County Region 3 Human Service Redesign Project for EDMS of Income Maintenance Programs

Background/Overview:

On October 8, 2014, the board approved the Charter Agreement governing participation in a seven-county region 3 Human Services Redesign Project for electronic document management of income maintenance programs. The agreement allows for St. Louis County to host and staff the system on behalf of six other counties (Lake, Cook, Koochiching, Aitkin, Itasca, and Carlton) in the region, the cost for which will be paid entirely by the other counties. This agreement and the EDMS solution have been operational since then.

The Counties that entered into the Charter Agreement Governing Participation in a Seven-county Region 3 Human Service Redesign Project for Electronic Document Management of Income Maintenance Programs have agreed to amend the Charter Agreement to authorize termination notice periods in line with planned transitions to CaseWorks software in 2024.

Existing or New Contract

This contract is an existing contract.

Changes to Existing Contract

Amendment to existing contract to authorize termination notice periods in line with planned transitions to CaseWorks software in 2024.

Timeline for Execution

December 31, 2023

Conclusion

ACHHS is seeking approval of this Amendment to the Charter Agreement governing participation in a seven-county Region 3 Human Service Redesign Project for Electronic Document Management of Income Maintenance Programs.

“This institution is an equal opportunity provider.”



AITKIN COUNTY HEALTH & HUMAN SERVICES

204 First Street NW
Aitkin, MN 56431

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

AMENDMENT TO CHARTER AGREEMENT GOVERNING PARTICIPATION IN A SEVEN-COUNTY REGION 3 HUMAN SERVICE REDESIGN PROJECT FOR ELECTRONIC DOCUMENT MANAGEMENT OF INCOME MAINTENANCE PROGRAMS

BY COMMISSIONER _____
J. Mark Wedel, County Chair, Aitkin County

WHEREAS, Minn. Stat. § 402A, the “State-County Results, Accountability and Service Delivery Redesign Act,” allows counties to enter into voluntary service delivery agreements to redesign delivery of all or some essential human services; and

WHEREAS, St. Louis County, Aitkin County, Carlton County, Cook County, Itasca County, Koochiching County, and Lake County entered into a Charter Agreement governing participation in a seven-county Region 3 Human Service Redesign Project for Electronic Document Management of Income Maintenance Programs in 2013; and

WHEREAS, The technology available to counties to further their efficiencies and effectiveness continues to expand, and participating counties are in agreement of a required amendment that allows for the contemplated termination of the current Charter Agreement.

THEREFORE, BE IT RESOLVED, That the Aitkin County Board approves the amendment to the Charter Agreement governing participation in a seven-county Region 3 Human Service Redesign Project for Electronic Document Management of Income Maintenance Programs in 2013.

RESOLVED FURTHER, That the appropriate County officials are authorized to amend this agreement.

**Charter Agreement Governing Participation
in a Seven-County Region 3 Human Service Redesign Project
for Electronic Document Management of Income Maintenance Programs**

This agreement is entered into by and between the County of St. Louis, 100 North 5th Avenue W., Duluth, MN 55802, a body corporate and politic existing under the laws of the State of Minnesota, hereinafter referred to as the "Host", and the following Minnesota Counties: Aitkin County Health & Human Service Agency, 204 - 1st St NW, Aitkin, MN 56431; Carlton County Public Health & Human Services, 14 N. 11th St., Suite 100, Cloquet, MN 55720; Cook County Social Services, 411 W 2nd Street, Grand Marais, MN 55604; Itasca County Health & Human Services, Itasca Resource Center, 1209 SE 2nd Avenue, Grand Rapids, MN 55744; Koochiching County Community Services, 1000 - 5th Street, International Falls, MN 56649; and Lake County Human Services Department, 616 Third Avenue, Two Harbors, MN 55616, hereinafter referred to as "Charter Members".

WITNESSETH:

WHEREAS, current public funding allocated to the provision of human services is out of alignment with the quantitative and qualitative demand for services, making the current system unsustainable for the near future; and

WHEREAS, counties can benefit through collaboration by reducing duplication of like administrative activities without negatively affecting service capacity, by adding value through sharing the specialized knowledge and experience of staff with the result of increased aggregate service capacity, and by utilizing the evolution of technology to effectively work across distances and jurisdictions, and

WHEREAS, increased efficiencies and streamlining across county lines can benefit taxpayers in cost savings, and

WHEREAS, Minnesota Statutes Chapter 402A, the "State-County Results, Accountability, and Service Delivery Redesign Act," hereinafter referred to as "Redesign" allows counties to enter into voluntary service delivery agreements to redesign delivery of all or some essential human services; and

WHEREAS, Commissioners and Public Health & Human Services (PHHS) Directors from the seven counties of the Arrowhead Region met from July 2009 through May 2010 to discuss redesign in Region 3, engaged in intense prioritization of 23 essential human services areas, analyzed factors affecting the likelihood of success in these areas, identified key assumptions for redesign activities, reached consensus on a focus area with rationale, and completed a market survey for further investigation and due diligence; and

WHEREAS, the seven counties in Northeastern Minnesota now desire to implement a regional Redesign Project within the Income Maintenance Program Area consisting of

electronic document management, appointments management, and case banking with one standard for work flow and business process across all counties, insuring a negotiation of shared resources, authority, and accountability for human services programs; and

WHEREAS, St. Louis County will provide the technological "Host Environment" with a centrally located server in Duluth, Carlton County will serve as the "Pilot" to be the model for the Document Management System for all remaining locations outside of St. Louis County, and a Steering Committee will be responsible for all work flow decisions; and

WHEREAS, a means of financing both the anticipated startup costs and anticipated annual maintenance costs has been identified in the proposed funding formula pursuant to the terms and conditions set forth in this Agreement; and

WHEREAS, eDocument Resources, 6101 Baker Road, Suite 207, Minnetonka, MN 55345, hereinafter referred to as "Vendor", has been chosen to provide software, software maintenance, and professional services, and Ron Michaels Consulting, Inc., PO Box 26115, St. Louis Park, MN 55426, hereinafter referred to as the "Consultant", has been chosen as a project consultant;

NOW THEREFORE, in consideration of the mutual covenants and promises between the parties set forth herein, it is hereby agreed that:

I. DEFINITIONS

Annual maintenance costs – annual costs necessary for maintenance of the Software.

Appointments management – a client flow and schedule management tool that improves the assignment, coordination, and communication of scheduled and non-scheduled appointments.

Arrowhead Region – the seven counties of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis, also known as Region 3.

Business Managers – Financial Assistance supervisors and managers.

Business process – the collection of related, structured activities and tasks that result in determination of eligibility for Income Maintenance public assistance programs.

Case Banking – teams of workers divided by job function rather than individual cases, grouped according to program.

Consultant – an independent contractor providing project management and implementation direction until such time as the program is fully operational in all counties; the contract with the Consultant shall end upon completion of the project.

Charter Members – the six counties of Region 3 not serving as Host.

Electronic Document Management System (EDMS) – utilization of electronic systems and methods to store and route case information rather than traditional paper files.

Functional Specifications – collection of documents describing the business process in terms of technical system configurations and training materials.

Go Live – the first productive use of the Software on Host Environment, by each Member, after completion of Software installation, testing and training.

Host – St. Louis County.

Host Environment – test and production servers on which applications, databases, and documents reside and connectivity to those servers.

Income Maintenance Program – public assistance programs for low income and other specific populations, consisting primarily of food support, medical assistance, and cash assistance.

Interface - A programming interface consisting of the set of statements, functions, options, and other ways of expressing program instructions and data provided by a program or language for a programmer to use.

Member – Each Charter Member and any additional counties that become part of the Regional EDMS.

Participating User - projected estimate of each actual seat or user who accesses the system.

Pilot – Carlton County, the first of Counties to test the expansion of the system beyond St. Louis County.

Product Updates - those improvements and/or modifications to the software that eDocument Resources, Inc. generally makes available as part of the annual maintenance program.

Product Upgrades - any product releases, including added functionality or major enhancement of the software, that eDocument Resources, Inc. markets and licenses for additional fees separately from updates. The term includes new modules and applications marketed by Vendor that pertain to the electronic document management system.

Project – the regionalization of Income Maintenance infrastructure and business process that includes utilization of Electronic Document Management across all seven counties. The Project is considered complete when the seventh and final county goes live and the system is fully operational.

Project Goals – Purpose and Intended Result of this project, as identified in attached Exhibit A.

Project Sponsors – Public Health/Human Service Directors from the seven counties in Region 3.

Project Manager – Consultant hired under contract until the regional system is fully implemented.

Region 3 - the seven counties of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis, also known as Arrowhead Region.

Regional Technical Support Team – made up of at least one member from each of the seven Counties Information Technology (IT) units

Software - EDMS, Compass Appointments and related software provided by eDocument Resources, Inc.

Startup costs – funds used to develop and implement the EDMS case banking, case file management and appointment system across Region 3.

Statement of Work (SOW) - a signed document between eDocument Resources and the six Charter Members.

Steering Committee – a project governing committee with representatives from all participating counties plus other key members, subject to the bylaws in attached Exhibit B.

Users – Region 3 Financial Workers and clerical support.

Vendor – person or business that sells products and/or services.

Work flow - a sequence of operations declared as work of a person, a group of persons, or an organization of staff.

II. DESIGNATED REPRESENTATIVES

The St. Louis County Director of Public Health and Human Services (PHHS), Ann Busche, at telephone number (218) 726-2097, is the representative of St. Louis County and will administer this Agreement for and on behalf of the Host.

Representatives of Charter Members are as follows:

Thomas Burke, Director, Aitkin County Health & Human Service Agency, 204 - 1st St NW, Aitkin, MN 56431;

Dave Lee, Director, Carlton County Public Health & Human Services, 14 N. 11th St., Suite 100, Cloquet, MN 55720;

Sue Futterer, Director, Cook County Social Services, 411 W 2nd Street, Grand Marais, MN 55604;

Lester Kachinske, Director, Itasca County Health & Human Services, Itasca Resource Center, 1209 SE 2nd Avenue, Grand Rapids, MN 55744;

Terry Murray, Director, Koochiching County Community Services, 1000 - 5th Street, International Falls, MN 56649; and

Vickie Thompson, Director, Lake County Health and Human Services Department, 616 Third Avenue, Two Harbors, MN 55616,

Changes in designated representatives shall be restricted to Directors/Director Level Administrators of charter counties.

To assist the parties in the day-to-day performance of this Agreement and to develop service, ensure compliance, and provide ongoing consultation, liaisons shall be designated by Host and each Member. The parties shall keep each other continually informed, in writing, of any change in the designated liaison.

III. VENDORS

A. Software:

eDocument Resources, 6101 Baker Road, Suite 207, Minnetonka, Minnesota 55345. The Designated Representative of the Vendor is Matt Charlson, CTO.

B. Consultant: Start-Up Project Management

Ron Michaels Consulting, P.O. Box 26115, St. Louis Park, MN 55426. The Designated Representative of the Consultant is Mike Sexe.

IV. NOTICES

All notices and demands pursuant to this Agreement shall be directed in writing to the Host and to each Member.

V. SHARED ASSUMPTIONS AND ASSURANCES

In entering into this Agreement, the Host and Charter Member Counties have shared assumptions and give shared assurances. These shared assumptions and assurances include:

- A. The business development approach is to establish a common infrastructure which will be used as a catalyst to redesign and streamline business processes across all Region 3 counties.
- B. St. Louis County will provide the host and test environments for the electronic document management system software.
- C. All counties in Region 3 will participate in the Project.
- D. Business processes to be adopted by all counties are electronic document management, appointments, and case banking.
- E. Agreed upon technical findings and recommendations will be implemented by each impacted county.
- F. Region 3 business processes will conform to the standards established in St. Louis County in order to support work flow with the outcome being one standard work flow for Income Maintenance business units across the Region.
- G. Support personnel will be acquired by St. Louis County and funded by all counties in the Region.
- H. Governance shall be by a Steering Committee, to be made up of representatives of all seven counties.
- I. A Regional Technical Support Team will be established to manage all IT functions; duties will include assisting eDocument Resources with local installations and system support for training, go-live, and related activities.
- J. If at some point a request is made to Host to change the Functional Specifications, the Host PHHS Technology Support Manager will:
 - 1) Determine if a solution will meet the requesting county's business requirements exactly without impacting Host or Members;
 - 2) Determine if a current business process can be changed to accommodate the requesting county's needs; and
 - 3) Decide, with the approval of the Host PHHS Director, to initiate a change to the Functional Specifications or to deny the request.
- K. If a request to change the Functional Specifications is denied pursuant to the above paragraph J, the decision may be appealed by the Member to the Steering Committee. If the Steering Committee approves the proposed change(s), the Software will be modified for all Counties in the Region. Costs for changes may be assessed to the requesting Member only.

VI. COST ALLOCATIONS

In entering into this Agreement, the Host and Charter Member Counties agree to purchase and maintain Software licenses, support, maintenance, and training as follows:

A. Initial Costs

- 1) **License** – Host and Members must obtain and maintain, at their own cost, a limited, non-exclusive, perpetual license to the Software and Interfaces, including all future revisions, Product Upgrades and Product Updates. Any additional software licenses acquired by a Member are the financial responsibility of the individual acquiring Member. The invoice for the licenses purchased, as well as the associated ongoing maintenance should be billed directly to the acquiring Member by eDocument Resources.
- 2) **Software Support and Maintenance** – Host and Members must obtain and continue, at their own cost, maintenance services from Software Vendor to comply with the License requirements above.
- 3) **Training and Consulting** - All Training and/or Consulting Services Costs that are required only for a Member shall be paid directly by the Member receiving such services.

B. Start-up Costs:

- 1) St. Louis County shall not be included in any costs associated with Discovery and Implementation activities of the Members in acquiring the Electronic Document Management System, Compass Appointments, Case Banking, hardware and software acquisition, or related acquisition expenses. The Charter Members of Region 3 (Aitkin, Carlton, Cook, Itasca, Koochiching, and Lake Counties) shall be responsible for their own individual hardware and infrastructure improvements. The Charter Members allocation for their own hardware, licenses, and maintenance will be the costs of the actual hardware purchased, the number of licenses purchased, and the software maintenance for the licenses purchased.
- 2) Charter Member start-up allocations for services provided by Ron Michaels Consulting and eDocument Resources are based on percentage (number of Financial Workers) as follows:

Startup Cost Allocation Table

Description	Cook	Aitkin	Koochiching	Carlton	Itasca	Lake
# of Financial Workers	3	9	7	16	21	4
Cost Allocation Percentage	5%	15%	12%	26%	35%	7%

- 3) There shall be no net increase in costs to Host. St. Louis County will be responsible for costs related to the establishment of a Hosting Environment and a Test Environment prior to full implementation in Region 3.
- 4) All training for the **Start-up** of the Charter Members is defined as Initial Training. The cost allocation to the Charter Member Counties for Initial Training is based on the Startup Cost Allocation Table, above.

C. Ongoing and Special Costs:

- 1) After the last Charter Member Go Live on the EDMS system, including Appointments and Case Banking, Host and Charter Members will pay all usual and customary costs attributable to their individual EDMS systems. This will include annual maintenance, additional software license costs, training costs, consulting costs, local network and/or telecommunications costs, and any miscellaneous costs directly attributable to their EDMS system.
- 2) Host County and Members agree to allocate special costs proportionately based on the number of licenses. This number will be adjusted annually by the Steering Committee as number of licenses increase. Host and Members agree to notify each other whenever new licenses are obtained.
- 3) Special costs may include upgrades and also costs associated with changes to the business model. Special costs will be identified and approved by the Steering Committee as defined in Section VII Governance. If the Steering Committee fails to reach a consensus or vote regarding any costs not explicitly identified in this agreement, such costs shall be payable by the Members in equal percentage.
- 4) Special costs do not include costs incurred by a Member to meet its individual needs (i.e. not intended to be shared by or to benefit other Members), such as consulting, implementation, customization, education and training-related services, service to other products; maintenance of software that has been modified or repaired by someone other than Vendor; and modification or repair of damage to hardware or software caused by failure to continually provide a suitable operating environment (regardless of cause) or by using the software for other than the purposes for which licensed. Such costs shall be paid directly by the Member receiving such services.
- 5) Host will prepare quarterly invoices for costs. Members shall remit payment to Host for invoices within thirty (30) days.

D. Database and Server Costs

- 1) The server and database licenses have been purchased by Host with software assurance so as to keep both the server operating system and the database software up to date and supported. Costs for licenses and maintenance shall be

shared proportionately based on the number of licenses as outlined in Section C, Paragraph 2 above.

- 2) The production server hardware has been purchased and will be maintained by Host IT. Costs for purchase and ongoing support shall be shared proportionately based on the number of licenses as outlined in Section C, Paragraph 2 above.
- 3) The backup server hardware has been purchased and will be maintained by Host IT. Costs for purchase and ongoing support shall be shared proportionately based on the number of licenses as outlined in Section C, Paragraph 2 above.
- 4) Host IT will be responsible for initial load and ongoing maintenance and support of all server hardware and server operating and database management software with associated costs, including personnel time, to be shared proportionately based on the number of licenses as outlined in Section C, Paragraph 2 above.
- 5) Host IT will provide at least one, but no more than three, full-time equivalent position(s) to support and maintain the software, servers and databases, and to staff the IT Help Desk. Members shall equally share the costs of any necessary Host staff beyond the first FTE.
- 6) Member service requests to Software Vendor shall pass through the Host IT Help Desk at (218) 726-2426.

VII. FILES NOT NECESSARY FOR "GO LIVE"

Back file conversion is not in the scope of this project and therefore not considered. However, the preparation of the manual case file and the scanning of the manual case files into the eDocument Resources System (referred to as File Prep and File Scanning) are the responsibility of each of the Members as they prepare for their individual EDMS "Go Live".

VIII. GOVERNANCE

Governance of the Region 3 EDMS project will be assumed by a Steering Committee, subject to the bylaws attached as Exhibit B. The Steering Committee members shall be the Directors of Health and Human Services from each of the seven participating counties, the Department Head of St. Louis County Information Technology, and one rotating Member among the Information Technology Departments of the remaining participating counties. During Start-up, the Member Information Technology representative will be from the then current "Go Live" County (e.g. during the pilot implementation, the Carlton County Information Technology Department Head is the representative). During the "Ongoing" phase, the Information Technology member will be chosen by the Region 3 Health and Human Services Directors and will serve a one year term.

IX. DURATION

The term of this Agreement shall commence upon execution by all of the parties and continue in effect for three (3) years. After that time, the Agreement shall be automatically renewed on a year-to-year basis under the same terms and conditions by all the parties unless written notice of termination is provided by a Member pursuant to the terms of this Agreement.

X. NOTICE OF TERMINATION

Written notice of termination shall be made by certified mail or personal delivery directed to the each party specified in the Notice section of this Agreement. Notices are deemed effective upon delivery to the Host and each Member's authorized representative. Written notice is required 180 days prior to renewal to be effective for the following year.

XI. EFFECT OF TERMINATION

Termination of this Agreement shall not discharge any liability, responsibility, or right of any party which arises from the performance or failure to adequately perform the terms of this Agreement prior to the effective date of termination, nor shall termination discharge any obligation which by its nature would survive after the date of termination. Early termination prior to the termination terms herein will not absolve any parties from the funding obligations set forth in this contract.

XII. FUTURE MEMBERS

The Region 3 project may be expanded in the future to include other counties. The Host and Charter Members must agree to the addition of new Members, subject to approval by the appropriate county boards. New Members will be held to the same requirements, policies, governance, financial obligations, and duties for all other matters as they relate to this Agreement. New Members will be incorporated into this written Agreement and into all other legal documents related to this project.

XIII. EXHIBITS

This Agreement includes the following Exhibits which are incorporated by reference: [A] Project Goals and Expected Benefits and [B] Steering Committee Bylaws.

XIV. ASSIGNMENT

No party may assign this Agreement without the prior written consent of every other party, and such consent shall not be unreasonably withheld.

XV. NEUTRAL CONSTRUCTION

The parties to this Agreement agree that this Agreement was negotiated fairly between them at arm's length and that the final terms of this Agreement are the product of the parties' negotiations. Each party warrants and represents that it has sought and has received legal counsel of its own choosing with regard to the contents of this Agreement and the rights and obligations affected hereby. The parties agree that this Agreement shall be deemed to have been jointly and equally drafted by them and that the provisions of this Agreement therefore should not be construed against a party or parties on the grounds that the party or parties drafted or was more responsible for drafting the provision.

XVI. DATA PRACTICES

Pursuant to Minnesota Statutes Chapter 13 (the Minnesota Government Data Practices Act, or MGDPA), Host and Members agree that they will continue to be responsible authorities for data created by their agency. Nothing in this Agreement shall result in any change in responsibilities for data practices requests, data access procedures, and compliance responsibilities of the individual agencies. Host and Members agree that the originator of the data continues to own the data and responsibilities attendant to creation and maintenance of such data. All requests for data under the MGDPA will be forwarded to the agency that created the data.

XVII. SEVERABILITY

If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

XVIII. ENTIRE AGREEMENT AND REMEDY

In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties, or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing executed by the parties to this Agreement and by no other means. Each party waives its future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

XIX. MINNESOTA LAW

This Agreement shall be governed by the laws of the State of Minnesota. Any litigation regarding this Agreement or its contents shall be filed in the County of St. Louis, if in state court, or in the federal district court nearest to St. Louis County, if in federal court.

XX. AUTHORITY

All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles, and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with.

XXI. INDEMNIFICATION

Each party will be responsible for its own acts and behavior and the results thereof.

THIS SPACE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

CHARTER MEMBERS

AITKIN COUNTY

By: Thomas Decker
[NAME]
Board Representative

Date: 10/8/14

CARLTON COUNTY

By: _____
[NAME]
Board Representative

Date: _____

COOK COUNTY

By: _____
[NAME]
Board Representative

Date: _____

HOST

ST. LOUIS COUNTY

By: _____
[NAME]
Board Representative

Date: _____

ITASCA COUNTY

By: _____
[NAME]
Board Representative

Date: _____
KOOCHICHING COUNTY

By: _____
[NAME]
Board Representative

Date: _____

LAKE COUNTY

By: _____
[NAME]
Board Representative

Date: _____

APPROVED AS TO FORM AND EXECUTION:

ST. LOUIS COUNTY ATTORNEY

By: _____
[NAME]

Date: _____

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

CHARTER MEMBERS

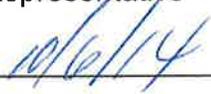
AITKIN COUNTY

By: _____
[NAME]
Board Representative

Date: _____

CARLTON COUNTY

By:  _____
[NAME]
Board Representative

Date:  _____

COOK COUNTY

By: _____
[NAME]
Board Representative

Date: _____

HOST

ST. LOUIS COUNTY

By: _____
[NAME]
Board Representative

Date: _____

ITASCA COUNTY

By: _____
[NAME]
Board Representative

Date: _____
KOOCHICHING COUNTY

By: _____
[NAME]
Board Representative

Date: _____

LAKE COUNTY

By: _____
[NAME]
Board Representative

Date: _____

APPROVED AS TO FORM AND EXECUTION:

ST. LOUIS COUNTY ATTORNEY

By: _____
[NAME]

Date: _____

EXHIBIT A: Project Goals and Expected Benefits

Project Goals

Goal 1: Implement Electronic Document Management, based on the St. Louis County model, that support Income Maintenance Programs and the Programs, Services, and Vision of the Region 3 Human Service Departments.

Goal 2: Implement Electronic Document Management and Work Flow Tools which serve as a catalyst to standardize and streamline; thus reducing manual labor and improve the efficiency, security, & compliance of the business processes within the Region 3 Human Services Departments.

Goal 3: Provide Electronic Document Management and Work Flow Tools which can provide secure, accurate, intuitive, and efficient electronic tools which significantly reduces manual processing of paper by capturing and storing records at point of contact, and sharing records electronically across the Region 3 Income Maintenance Departments.

Goal 4: Provide clear and consistent direction, as well as timely feedback, to eDocument Resources resulting in effective, one-time and ongoing application support, training, and regular software enhancements for Region 3 Human Services Department users.

Goal 5: Provide appropriate inquiry, reporting and analysis tools across the Income Maintenance Departments in order to facilitate electronic access to real time information, including standard reporting and analysis as well as "Ad Hoc" reporting tools for departmental users.

Goal 6: Provide application software and hardware which leverages the investment in Region 3 Counties technology platforms standards.

Goal 7: Implement an information system that provides the infrastructure to leverage Redesign opportunities across the region, including such things as data sharing, development of regional expertise, Blurring County Lines, Kiosks, Home access to information, etc.

Goal 8: Provide tools and/or process for business continuity during those period where the system is unavailable for short periods of time (e.g. data communications lost for a half day).

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

CHARTER MEMBERS

AITKIN COUNTY

By: _____
[NAME]
Board Representative

Date: _____

CARLTON COUNTY

By: _____
[NAME]
Board Representative

Date: _____

COOK COUNTY

By: Susan K. Fitterer
[NAME]
Board Representative

Date: 10/7/14

ITASCA COUNTY

By: _____
[NAME]
Board Representative

Date: _____
KOOCHICHING COUNTY

By: _____
[NAME]
Board Representative

Date: _____

LAKE COUNTY

By: _____
[NAME]
Board Representative

Date: _____

HOST

ST. LOUIS COUNTY

By: _____
[NAME]
Board Representative

Date: _____

APPROVED AS TO FORM AND EXECUTION:

ST. LOUIS COUNTY ATTORNEY

By: _____
[NAME]

Date: _____

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

CHARTER MEMBERS

AITKIN COUNTY

By: _____
[NAME]
Board Representative

Date: _____

CARLTON COUNTY

By: _____
[NAME]
Board Representative

Date: _____

COOK COUNTY

By: _____
[NAME]
Board Representative

Date: _____

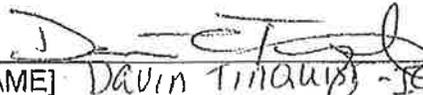
HOST

ST. LOUIS COUNTY

By: _____
[NAME]
Board Representative

Date: _____

ITASCA COUNTY

By: 
[NAME] Devin Timanus - HEALTH BOARD
Board Representative CHAIR

Date: _____
KOOCHICHING COUNTY

By: _____
[NAME]
Board Representative

Date: _____

LAKE COUNTY

By: _____
[NAME]
Board Representative

Date: _____

APPROVED AS TO FORM AND EXECUTION:

ST. LOUIS COUNTY ATTORNEY

By: _____
[NAME]

Date: _____

EXHIBIT A: Project Goals and Expected Benefits

Project Goals

Goal 1: Implement Electronic Document Management, based on the St. Louis County model, that support Income Maintenance Programs and the Programs, Services, and Vision of the Region 3 Human Service Departments.

Goal 2: Implement Electronic Document Management and Work Flow Tools which serve as a catalyst to standardize and streamline; thus reducing manual labor and improve the efficiency, security, & compliance of the business processes within the Region 3 Human Services Departments.

Goal 3: Provide Electronic Document Management and Work Flow Tools which can provide secure; accurate, intuitive, and efficient electronic tools which significantly reduces manual processing of paper by capturing and storing records at point of contact, and sharing records electronically across the Region 3 Income Maintenance Departments.

Goal 4: Provide clear and consistent direction, as well as timely feedback, to eDocument Resources resulting in effective, one-time and ongoing application support, training, and regular software enhancements for Region 3 Human Services Department users.

Goal 5: Provide appropriate inquiry, reporting and analysis tools across the Income Maintenance Departments in order to facilitate electronic access to real time information, including standard reporting and analysis as well as "Ad Hoc" reporting tools for departmental users.

Goal 6: Provide application software and hardware which leverages the investment in Region 3 Counties technology platforms standards.

Goal 7: Implement an information system that provides the infrastructure to leverage Redesign opportunities across the region, including such things as data sharing, development of regional expertise, Blurring County Lines, Kiosks, Home access to information, etc.

Goal 8: Provide tools and/or process for business continuity during those period where the system is unavailable for short periods of time (e.g. data communications lost for a half day).

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

CHARTER MEMBERS

AITKIN COUNTY

By: _____
[NAME]
Board Representative

Date: _____

CARLTON COUNTY

By: _____
[NAME]
Board Representative

Date: _____

COOK COUNTY

By: _____
[NAME]
Board Representative

Date: _____

HOST

ST. LOUIS COUNTY

By: _____
[NAME]
Board Representative

Date: _____

ITASCA COUNTY

By: _____
[NAME]
Board Representative

Date: _____

KOOCHICHING COUNTY

X By: Kevin L. Adlee
[NAME]
Board Representative

Date: 1/8/13

LAKE COUNTY

By: _____
[NAME]
Board Representative

Date: _____

APPROVED AS TO FORM AND EXECUTION:

ST. LOUIS COUNTY ATTORNEY

By: _____
[NAME]

Date: _____

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

CHARTER MEMBERS

AITKIN COUNTY

By: _____
[NAME]
Board Representative

Date: _____

CARLTON COUNTY

By: _____
[NAME]
Board Representative

Date: _____

COOK COUNTY

By: _____
[NAME]
Board Representative

Date: _____

HOST

ST. LOUIS COUNTY

By: _____
[NAME]
Board Representative

Date: _____

ITASCA COUNTY

By: _____
[NAME]
Board Representative

Date: _____
KOOCHICHING COUNTY

By: _____
[NAME]
Board Representative

Date: _____

LAKE COUNTY

By: Kenneth R. Goodell
[NAME]
Board Representative

Date: 6-25-13

APPROVED AS TO FORM AND EXECUTION:

ST. LOUIS COUNTY ATTORNEY

By: _____
[NAME]

Date: _____

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CHARTER MEMBERS

AITKIN COUNTY

By: _____
[NAME]
Board Representative

Date: _____

CARLTON COUNTY

By: _____
[NAME]
Board Representative

Date: _____

COOK COUNTY

By: _____
[NAME]
Board Representative

Date: _____

ITASCA COUNTY

By: _____
[NAME]
Board Representative

Date: _____
KOOCHICHING COUNTY

By: _____
[NAME]
Board Representative

Date: _____

LAKE COUNTY

By: _____
[NAME]
Board Representative

Date: _____

HOST

ST. LOUIS COUNTY

By: *Ann M. Bracke*
[NAME]
Board Representative

Date: 10/18/2014

APPROVED AS TO FORM AND EXECUTION:

ST. LOUIS COUNTY ATTORNEY

By: _____
[NAME]

Date: _____

EXHIBIT A: Project Goals and Expected Benefits

Project Goals

Goal 1: Implement Electronic Document Management, based on the St. Louis County model, that support Income Maintenance Programs and the Programs, Services, and Vision of the Region 3 Human Service Departments.

Goal 2: Implement Electronic Document Management and Work Flow Tools which serve as a catalyst to standardize and streamline; thus reducing manual labor and improve the efficiency, security, & compliance of the business processes within the Region 3 Human Services Departments.

Goal 3: Provide Electronic Document Management and Work Flow Tools which can provide secure, accurate, intuitive, and efficient electronic tools which significantly reduces manual processing of paper by capturing and storing records at point of contact, and sharing records electronically across the Region 3 Income Maintenance Departments.

Goal 4: Provide clear and consistent direction, as well as timely feedback, to eDocument Resources resulting in effective, one-time and ongoing application support, training, and regular software enhancements for Region 3 Human Services Department users.

Goal 5: Provide appropriate inquiry, reporting and analysis tools across the Income Maintenance Departments in order to facilitate electronic access to real time information, including standard reporting and analysis as well as "Ad Hoc" reporting tools for departmental users.

Goal 6: Provide application software and hardware which leverages the investment in Region 3 Counties technology platforms standards.

Goal 7: Implement an information system that provides the infrastructure to leverage Redesign opportunities across the region, including such things as data sharing, development of regional expertise, Blurring County Lines, Kiosks, Home access to information, etc.

Goal 8: Provide tools and/or process for business continuity during those period where the system is unavailable for short periods of time (e.g. data communications lost for a half day).

Anticipated Benefits

- Reduces manual labor by automating current paper-based processes
- Eliminates paper forms, files, and documents
- Provides ability to streamline and standardize services across the Region
- Provides opportunities for synergy and leveraging of local expertise
- Standardizes and streamlines transfer of information between counties
- Provides improved handling and tracking of files and documents within files
- Provides improvements in data privacy and security across the department
- Creates efficiencies that allow current staff to handle higher case loads
- Provides best practices from counties that have already implemented EDMS solution
- Reduces barriers due to transportation issues and aging populations
- Provides cost effective solution for counties in Region
- Insures greater portability of data and accountability for information (tracking)
- Supports a generalist approach and staff back-up between counties
- Reduces the need for physical storage of documents
- Provides for case transfer across Region that is easy to use and intuitive
- Improves compliance to DHS and County Department policies
- By utilizing the same system, EDMS provides power and leverage at the State level
- Provides a common system that can be the foundation for future standardization and redesign of additional essential services: Regional Financial Workers, Regional Supervision, Regional Call Center

EXHIBIT B: Steering Committee Bylaws

Region 3 Electronic Document Management System (EDMS)

Steering Committee BYLAWS

INTRODUCTION

The seven county region in Northeast Minnesota, known as "Region 3" and comprised of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St Louis, have subscribed to a common Electronic Document Management System (EDMS) for an Income Maintenance information integration project.

St. Louis County has provided technical services as Host for the other counties in the region using this common system through the chosen vendor of EDocumentResources. To foster communication among these counties and address common information management or integration issues, those counties desire to create an organization known as the Region 3 EDMS Steering Committee (hereinafter "Region 3 EDMS Steering Committee").

These Bylaws are established to determine the membership, organization, and procedures governing the Region 3 EDMS Steering Committee operations.

Article I. MEMBERSHIP

Section 1. Identification of Membership

- A. Members: The voting members of the Region 3 EDMS Steering Committee shall be the Human Services Directors from each county participating in the EDMS hosted by St. Louis County, the Information Technology (IT) Director from the St Louis County, and a rotating membership among the IT Directors of the remaining participating counties. The initial number of voting members shall be nine.
- B. Ex officio Members
 - 1. A representative from the chosen vendor, EDocumentResources
 - 2. A representative from the project management consultant of Ron Michaels Consulting
 - 3. A representative from each of the seven county's Income Maintenance supervisors
 - 4. A representative from St Louis County Public Health and Human Services information technology unit
 - 5. Any other agency representative or technical advisor as approved by a majority vote of the voting members.

Section 2. Vacancies

If a member becomes unable to participate in the Region 3 EDMS Steering Committee, the affected County shall make another appointment to fill the vacancy. Such appointments shall be made at the earliest possible convenience.

Section 3. Term of Appointment

Each appointment to the Region 3 EDMS Steering Committee shall be for one (1) calendar year. Any vacancy appointment shall be for the unexpired duration of the term.

Section 4. Alternate Members

Each appointing authority may appoint, in writing, an alternate member to the Region 3 EDMS Steering Committee to provide representation if the original member is temporarily unable to attend.

Section 5. Withdrawal

The right to be represented on the Region 3 EDMS Steering Committee is automatically withdrawn if the representative's county discontinues participation in the Region 3 EDMS Income Maintenance information integration project. Representation ceases on the effective date of the agency's discontinuance of participation.

Article II. ORGANIZATION

Section 1. Officers

At the annual meeting of the Region 3 Steering Committee, the voting membership shall elect a chair and vice-chair from amongst its members. These appointments shall last for the calendar year. An organizational meeting shall be held in January of each year, at which time these positions shall be elected from the voting membership of the Region 3 Steering Committee.

Section 2. Duties of Officers

A. Chair. The chair shall have the following responsibilities:

1. Supervise the affairs of the Committee;
2. Preside at all meetings;
3. Appoint subcommittees as may be necessary and serve as an ex-officio member on all committees;
4. May vote on all issues;
5. Schedule special meetings;
6. Determine meeting location in the event change is needed prior to regularly scheduled meetings.

The Chair shall preserve order and decorum and shall decide questions of order, subject, however, to an appeal to the Committee. The members shall refrain from private discussions while the committee is in the process of committee business. The Chair shall call a member to order and the member shall immediately suspend remarks unless permitted to explain. If no appeal is made, the decision of the chair shall be deemed conclusive; but, if a member chooses to appeal from the decision of the chair, the Committee shall decide the point without debate.

B. Vice-Chair. The vice-chair shall have the following responsibilities:

1. Perform those duties delegated by the chair;
2. Act as chair in the event of the chair's illness, disability, absence from meeting, or inability to readily function as chair.

Section 3. Vacancies in Officer Positions

A. Chair. In the absence of the chair, the vice-chair shall be chair.

B. Vice-chair. If a vacancy occurs in the office of vice-chair, the regular members shall elect an individual to fill the remaining time left in the term.

Section 4. Committees

- A. Standing Committees. The Region 3 Steering Committee may establish standing committees pursuant to Article III of these Bylaws.
- B. Special Committees. The chair may appoint special committees as there is a need, and the chair of the Region 3 Steering Committee will appoint a chair of each such special committee. Special committees shall, in all cases, report to the Region 3 Steering Committee. All reports by special committees shall be presented in writing in a regular or special meeting of the Region 3 Steering Committee. Matters referred to special committees shall be acted upon without undue delay.

Article III. PROCEDURES

Section 1. Bylaws to Govern Operations of Region 3 Steering Committee

- A. Application of Bylaws. Unless otherwise specifically indicated, these Bylaws shall apply to the transaction and administration of all Region 3 Steering Committee business and to the conduct of all meetings. Nothing in these Bylaws is intended to conflict with the provisions of other contracts or agreements the individual counties may have with vendors or other agencies. In the event any such conflict arises, the terms of the relevant agreement shall prevail.
- B. Robert's Rules of Order to Govern. In the absence of any rule upon any matter of business, the Region 3 Steering Committee shall be governed by Robert's Rules of Order.
- C. Parliamentary Procedures. The Chair of the Region 3 Steering Committee shall make all parliamentary rulings.
- D. Suspension of Bylaws. These Bylaws may be suspended by a majority vote of the Region 3 Steering Committee present and voting.
- E. Amendment of Bylaws. These Bylaws may be amended by a majority vote of the Region 3 Steering Committee members present and voting. All proposed amendments shall be presented in writing to all voting Region 3 Steering Committee members. All voting members shall have a minimum of ten (10) days to review the written proposed amendments prior to Region 3 Steering Committee action.
- F. Adoption. These Bylaws shall be approved upon approval of the Region 3 EMDS Participation Agreement, which is attached as Exhibit A. Any amendments hereto, shall become effective immediately upon approval by the voting members.

Section 2. Meetings

- A. Meeting arrangements.
 - 1. Regular Meetings of the Region 3 Steering Committee shall be held upon a schedule established by the Chair. The time of the meetings shall be set by the Chair and shall be generally convenient for all members.
 - 2. The Chair may call special meetings of the Region 3 Steering Committee.
 - 3. Location. The Region 3 Steering Committee shall select a meeting location which shall be convenient and suitable for the members.

4. Notice. All Region 3 Steering Committee members shall be notified of any meeting of the Region 3 Steering Committee at least 24 hours in advance of the meeting.
- B. Order of Business. The following shall be the order of business conducted during the Region 3 Steering Committee:
1. Roll Call;
 2. Approval of minutes of previous meeting;
 3. Communications;
 4. Unfinished business;
 5. New business;
 6. Reports of officers and committees;
 7. Other business that may be appropriately brought before the Board;
 8. Adjournment
- C. Members and Quorum. Individual members of the Region 3 Steering Committee may attend meetings by means of a speaker phone system or interactive video system and may vote with the same privilege. In the event of unavailability by a voting member, the appointing authority may designate an alternate. The alternate shall have voting privileges. A quorum shall consist of a majority of voting members, including alternates. No motions shall be voted on in the event that a majority of the voting members or their alternates are absent.
- D. Precedence of Items. Proposals under consideration shall have the following precedence:
1. To lay on the table;
 2. To postpone;
 3. To commit, that is, to refer to committee;
 4. To amend;
 5. To adjourn. A motion to adjourn shall be entertained only after the completion of the formal agenda and shall be decided without debate.
- E. Decision Making. Each matter considered shall be decided by consensus of the voting members. If the matter cannot be decided by consensus, it will then be decided by a majority vote (the majority must include the Members representing St. Louis County) or according to these Bylaws. The manner in which each member votes upon all propositions will be entered in the journal of the proceedings of the Committee.
- F. Conflict of Interest. Each member, including the chair, shall be entitled to vote on all questions unless a particular issue involves a conflict of interest. A decision to abstain from voting shall also extend to discussion.

Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting thereon shall be decided by a majority vote of the attending members except the member who is being challenged.

Any member who believes he or she may have a conflict of interest, or who has a relative who has an interest, in any decision to be made by the Committee shall disclose such interest and either disqualify him or herself or seek a ruling pursuant to these Bylaws.

Any person may, in person or in writing, challenge whether any member may have a conflict of interest.

G. Records. The Region 3 Steering Committee shall keep a written record of its transactions, findings, and determinations on all matters referred to it.

Section 3. Compensation

The members of the Region 3 Steering Committee are not to be compensated for their services; no per diem for attending meetings will be provided to the members.

Section 4. Data Practices

Pursuant to Minnesota Statutes Chapter 13, all members and participating agencies agree that they will continue to be responsible authorities only for data created by their agency. Nothing in this Agreement shall result in any change in responsibilities for data practices requests, data access procedures, and compliance responsibilities of the individual agencies. All members and participating agencies agree that the originator of the data continues to own the data and responsibilities attendant to creation and maintenance of such data.

Section 5. Financial

The Region 3 Steering Committee may not collect monies from individual counties and shall not maintain a budget.

IN WITNESS WHEREOF, the parties have caused these Bylaws to be duly executed intending to be bound thereby.

Region 3 Steering Committee

By:  _____

Date: 1/2/13 _____

By: _____

Date: _____

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Region 3 Steering Committee

By: Keshlan R. Soell

Date: 6-25-10

By: _____

Date: _____

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Region 3 Steering Committee

By: [Signature]
By: [Signature]
By: _____
By: _____
By: _____
By: _____
By: _____

Date: 1/22/13
Date: 1/22/13
Date: _____
Date: _____
Date: _____
Date: _____
Date: _____

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Region 3 Steering Committee
By: Ann H. Busche
By: _____
By: _____
By: _____
By: _____
By: _____
By: _____

Date: 10/18/2014
Date: _____
Date: _____
Date: _____
Date: _____
Date: _____
Date: _____

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Region 3 Steering Committee

By: Thomas Burke

Date: 10/8/14

By: _____

Date: _____

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Region 3 Steering Committee

By:  _____

Date: 10/6/14 _____

By: _____

Date: _____

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Region 3 Steering Committee

By: Susan K. Fetterer

Date: 10/7/14

By: _____

Date: _____



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: December 12, 2023

Title of Item: Personnel Committee Recommendations

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: HR
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 5
Summary of Issue: <p>1. This request received unanimous support at the November 14, 2023 Personnel Committee meeting. The Chief Deputy Recorder position has existed for more than 10+ years, but it was not filled during calendar year 2023, allowing the new County Recorder time to evaluate office needs. The Chief Deputy Recorder position is included in the 2024 budget. (This is not a new FTE, but will be an internal promotional opportunity under the Afsome Courthouse unit agreement for qualified staff to consider.)</p> <p>2. In addition to Personnel Committee support, this item received full support at the Department Head meeting. For staff efficiency and accuracy, permit employees to use accrued time banks that are reflected as available on their last pay stub and deny requests (eliminating manual calculations) to use time that is being earned during the current pay period.</p> <p>3. This request received unanimous support of the Personnel Committee. Authorize creating 1 new Equipment Operator position in the Highway Department.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to refill the Chief Deputy Recorder position 1/1/2024, to create 1 new Equipment Operator position, and to permit employees to use accrued time banks that are reflected as available on their last pay stub and deny requests to use time that is being earned during the same pay period, eliminating manual calculations.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> Chief Deputy Recorder is budgeted. Equipment Operator is not budgeted.		



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: December 12, 2023

Title of Item: Job Evaluation (New Position, Community Corrections Dept.)

<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: HR
--	--------------------------

Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: 5
---	------------------------------------

Summary of Issue:

The attached job description was reviewed by the consultant and is recommended as follows:

Evidence-Based Practice Coordinator / Assistant Corrections Agent, Grade 6 (new position)

The Community Corrections Department received funding for a 2 year temporary position, as previously discussed with the Board.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to accept the consultant's recommendation of Grade 6 for the Evidence-Based Practice Coordinator / Assistant Corrections Agent position, effective December 12, 2023, and to authorize filling this new position in 2024.

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 is included in the 2024 Community Corrections budget.



EVIDENCE-BASED PRACTICE COORDINATOR / ASSISTANT CORRECTIONS AGENT

Department Community Corrections Department

DBM/Grade To be determined

Reports to Director of Community Corrections

FLSA Status Non-Exempt

Union Status N/A

This is a 2 year temporary position.

It is important to note that the EBP Coordinator/Assistant Corrections Agents do not have to know all that is in this description nor is this description inclusive of all possible duties. This is an example of what duties may be performed in order to show level of responsibilities.

Final Appointing Authority

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

Job Summary

To lead, support, and provide oversight to evidence-based practice initiatives for the Community Corrections department. The oversight includes managing and monitoring of program development and implementation of action steps, and handling of client referrals. The EBP/Program Coordinator also develops program policy/procedures, continuous quality improvement/assurance, and outcome reports. Facilitate staff training, staff coaching/mentoring, and group facilitation for clients.

As an assistant corrections agent, may perform duties assisting corrections agents in carrying out work assignments that include supervising clients for the purpose of monitoring court conditions, gathering and compiling information about offenders, preparing written reports and making referrals to appropriate community programs. Prepare diagnostic, pre- and post-dispositional investigation reports on offenders and prepare Minnesota Sentencing Guidelines Worksheets in accordance to policy.

Supervision Received

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

Supervision Exercised

No formal supervisory authority.

Essential Functions



Position Description

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

1. Assists the director/management team in the development of in-service training programs, evaluation, and professional development of staff. Coordinate Evidenced Based Practices training, quality assurance and staff proficiency department wide.
2. Manages department-wide EBP initiatives. Develops coaching support for staff, supervisors, and management to practice essential skills. Complete 1:1 observations/assessments with staff providing direct services to clients to identify skill development needs
3. Ensures quality implementation of department-wide initiatives in the EBP areas of actuarial assessment, motivational interviewing, cognitive behavioral interventions, case planning, and other correctional practices.
4. Reviews, refines, and implements department-wide, unit specific, and individual training plans for department staff.
5. Supports management in creating work environments where staff are supported using and developing their skills.
6. Develops and maintains collaborative relationships and partnerships with the department, county, state, and other agencies to further EBP and correctional competency training and practice.
7. Facilitates the collection and reporting of outcome-based data for state and county standards. Tracks and reports outcomes pertaining to EBP trainings, programs, and quality assurance measures.
8. Works the hours and/or shifts assigned and begins and ends work on time. Work hours may not be traditional business hours.
9. Prepares diagnostic, pre- and post-dispositional investigation reports on offenders to be used by the courts, correctional staff and releasing authority to make appropriate sentencing and case planning decisions.
10. Completes validated and reliable risk assessments of offenders in order to determine/recommend appropriate supervision levels.
11. Performs assessments of client's needs, develop case plans, and coordinates with other agencies and professionals. Interviews clients to ensure accurate information is collected - to perform and create a recommendation for review - utilizing motivational interviewing techniques to provide intervention recommendations focused on rehabilitation. Ensures referrals for services are evidence-based in corrections programming.
12. May supervise pre-trial and/or administrative clients regarding the planning, coordination and monitoring compliance of court conditions.
13. Assisting Corrections Agents on home visits to client homes and/or employment.
14. Performs other related duties as assigned or apparent.

Minimum Qualifications

Associate's degree or two years of college coursework in the area of Corrections, Criminal Justice, Criminology, Counseling, Counseling Psychology, Law Enforcement, Psychology, Social Work or Sociology.



Position Description

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

Preference given for experience with motivational interviewing, cognitive skills, risk/needs assessments, Carey Guides and group facilitation.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Interviewing techniques and skills in conducting interviews.
4. Knowledge of available community resources.
5. Dynamics of mental illness and chemical dependence and domestic violence as they relate to correctional practices.
6. Knowledge of computer systems including Word, Excel and Power Point.
7. Knowledge of, and sensitivity to cultural differences as related to rehabilitation of offenders.
8. Data Privacy Rights and HIPPA requirements.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 60 net words per minute without errors.
3. Skill in organizing and prioritizing work.
4. Skill in reading, writing and speaking English proficiently.
5. Skill in organization, time management and prioritizing work.
6. Detecting non-verbal communication.
7. Interviewing clients and collateral contacts.
8. De-escalation of upset/angry clients and hostile situations.
9. Analytical and deductive reasoning.
10. Assessment and coordination of offender needs/services.
11. Collaboration of service providers.
12. Maintaining professionalism in a variety of situations.
13. Reacting to situations within the field and being able to maintain personal safety.
14. Technology skills including operation of computers, copiers, scanners, cameras, field search software and recording equipment.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Communicate with diverse populations in order to effectively prepare Court reports.
4. Remain objective and make sound decisions.
5. Testify in Court including under hostile cross examination.



Position Description

6. Establish and maintain effective working relationships with clients, the Court, Law Enforcement, schools and the public to ensure public safety and efficiency.
7. Analyze complex situations and evaluate for potential improvement and de-escalate hostile situations when necessary.
8. Manage time productively, meet deadlines and comply with all laws in an effort to reduce offender recidivism.
9. Effectively apply casework knowledge and skills to maximize the client's benefit.
10. Establish and maintain accurate and systematic records, access, navigate and manage the complex computer systems.
11. Express ideas clearly.
12. Communicate effectively, both orally and in writing.
13. Work independently, and make critical decisions in the field with limited direction.
14. Travel and work non-traditional hours as necessary to be effective in the position.
15. Assess possible problems during visitations/client appointments and take appropriate actions.
16. Maintain composure under stressful situations.
17. Read and interpret court orders, legal documents and state statutes.

Language Skills

High Level Skills - Ability to read, analyze, and interpret the Minnesota Sentencing Guidelines commentary, financial situations of clients, legal documents and national crime database criminal history reports. Ability to respond to common inquiries from clients, their families, regulatory agencies, the Court, County Attorney's Office, or members of the community.

Mathematical Skills

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

Reasoning Skills

Very High Skills – Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of complex instructions and/or recognition of clients

Computer Skills

To perform this job successfully, an individual should be proficient at using assigned software which may include: County Payroll Software E-time, Microsoft Word, Excel, Outlook, PowerPoint, CSTS, MGA, Statewide Supervision Software, Adobe, Internet and other job-related software.

Ability to Travel

Travel may be required to facilities/jails, prisons and throughout the state of Minnesota for training, meetings, court hearings and assessments/investigations.

Competencies

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



Position Description

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

Work Environment

The noise level in the work environment is usually moderate.

While traveling and making home visits, may be exposed to a variety of situations including unclean houses, potential for walking into drug lab sites, unstable structures, dangerous dogs, cigarette and/or smoky areas, rotting garbage, sewage, disease, volatile clients, snowy/icy roads, and remote locations without cellular service.

Susceptible to worker burn-out and compassion fatigue.

Equipment and Tools

Computer or laptop, copier, fax, telephone (land and cellular), printer, 10-key calculator, shredder, scanner, Cat 5 network cables, USB flash drives, Kensington locks, router, signature pad, air card, digital camera, digital scales, county-owned vehicles and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

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

Disclaimer

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

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and



Position Description

encourages both prospective and current employees to discuss potential accommodations with the employer.

10/17/2023

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

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

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



Board of County Commissioners Agenda Request

5C
Agenda Item #

Requested Meeting Date: December 12, 2023

Title of Item: Elected Officials 2024 Salaries (Discussion only)

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: HR
Presenter (Name and Title): Jessica Seibert, County Administrator, and/or Bobbie Danielson, HR Director		Estimated Time Needed: 10
Summary of Issue: This item is on the December 12, 2023 agenda for discussion prior to adoption on the December 19, 2023 agenda. Gathering input from elected officials at time of agenda deadline. More information will be available at the meeting.		
Alternatives, Options, Effects on Others/Comments: 		
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> <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Salary increase are included in the 2024 budget.		

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



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: December 12, 2023

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

Submitted by: Mark Jeffers	Department: Administration
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Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator	Estimated Time Needed: 4:30PM pre-scheduled- 15 min
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Summary of Issue:

A public hearing is scheduled for 4:30 pm on Tuesday, December 12, 2023 to consider the Aitkin County Housing Trust Fund Ordinance.

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:
Hold public hearing.

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

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA) ss
COUNTY OF Aitkin

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:

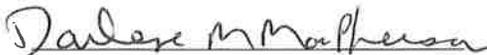
- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 11/22/2023 and the last insertion being on 11/22/2023.

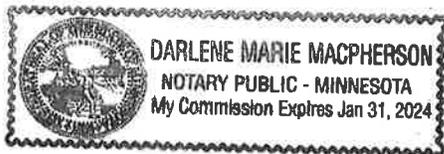
MORTGAGE FORECLOSURE NOTICES

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 11/22/2023 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 1355935

AITKIN COUNTY BOARD OF COMMISSIONERS HOUSING TRUST FUND ORDINANCE NOTICE OF PUBLIC HEARING

Notice is hereby given that the County Board of Aitkin County, Minnesota will hold a public hearing in the County Board Meeting Room in the Aitkin County Government Center, 217 2nd Street NW, Aitkin, MN 56431 on Tuesday, December 12, 2023 at 4:30 PM. The purpose of the public hearing is to review the proposed Ordinance to establish a Housing Trust Fund.

Pursuant to Minnesota Statutes, Section 462C.1 6, 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.

For further information, please contact Mark Jeffers, Economic Development Coordinator at the above address, mark.jeffers@co.aitkin.mn.us or 218-513-6188.

Jessica Seibert
Aitkin County Administrator

Published in the
Aitkin Independent Age
November 22, 2023
1355935



Board of County Commissioners Agenda Request

6B
Agenda Item #

Requested Meeting Date: December 12,2023

Title of Item: Approve Resolution- Aitkin County Housing Trust Fund Ordinance

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

Submitted by: Mark Jeffers	Department: Administration
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Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator	Estimated Time Needed: 10 minutes
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Summary of Issue:

Aitkin County intends to create and establish the Aitkin County Housing Trust Fund.

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).

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.

A public hearing was conducted for the purpose of discussing the Aitkin County Housing Trust Fund Ordinance on December 12, 2023, 4:30pm, at the Aitkin County Government Center Board Room.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Economic Development requests adoption of the Aitkin County Trust Fund Ordinance

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:

ADOPT ORDINANCE ESTABLISHING A HOUSING TRUST FUND IN AITKIN COUNTY

WHEREAS, Aitkin County intends to create and establish the Aitkin County Housing Trust Fund; and

WHEREAS, 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); and

WHEREAS, Projects funded by the Trust Fund shall be dispersed throughout the County; and

WHEREAS, A public hearing was conducted for the purpose of discussing the Aitkin County Housing Trust Fund Ordinance on December 12, 2023, 4:30pm, at the Aitkin County Government Center Board Room.

NOW, THEREFORE BE IT RESOLVED 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.

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 12th day of December, 2023 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of December, 2023

Jessica Seibert
County Administrator

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

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA) ss
COUNTY OF Aitkin

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:

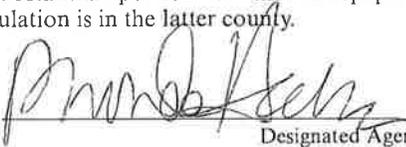
Aitkin

and has full knowledge of the facts stated below:

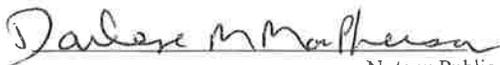
- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 11/22/2023 and the last insertion being on 11/22/2023.

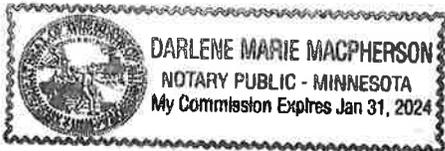
MORTGAGE FORECLOSURE NOTICES

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 11/22/2023 by Rhonda Herberg.


Notary Public



AITKIN COUNTY BOARD OF COMMISSIONERS HOUSING TRUST FUND ORDINANCE NOTICE OF PUBLIC HEARING

Notice is hereby given that the County Board of Aitkin County, Minnesota will hold a public hearing in the County Board Meeting Room in the Aitkin County Government Center, 217 2nd Street NW, Aitkin, MN 56431 on Tuesday, December 12, 2023 at 4:30 PM. The purpose of the public hearing is to review the proposed Ordinance to establish a Housing Trust Fund.

Pursuant to Minnesota Statutes, Section 462C.1 6, 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.

For further information, please contact Mark Jeffers, Economic Development Coordinator at the above address, mark.jeffers@co.aitkin.mn.us or 218-513-6188.

Jessica Seibert
Aitkin County Administrator

Published in the
Aitkin Independent Age
November 22, 2023
1355935

Rate Information:

(1) Lowest classified rate paid by commercial users for comparable space:
\$999.99 per column inch

Ad ID 1355935



Board of County Commissioners Agenda Request

6C
Agenda Item #

Requested Meeting Date: December 12, 2023

Title of Item: Childcare Acceleration Grant: Award funding

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 10 minutes
Summary of Issue: <p>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.</p> <p>The Committee recommends and requests approval to award the following grant at this time:</p> <p>Tamarack Learning Center, Niki Elvidge \$60,000.</p> <p>Aitkin County has been awarded a grant from the Department of Employment and Economic Development (DEED). The Aitkin County Board of Commissioners, have approved this grant funding to be used to directly impact the Community of Aitkin County by establishing the Aitkin County Childcare Acceleration Grant.</p> <p>The purpose of this grant fund is to help support community members who aspire start their career in childcare and become childcare providers in Aitkin County in an effort to drive economic growth. The main purpose of this grant is to increase childcare slot availability and consideration will be given to new Childcare providers increasing the slot availability. The funding will help support fees associated with new licensing and training needed to open a childcare center or at home facility, general remodeling costs to meet licensing standards and/or funding support to add additional employees to new and existing childcare businesses.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Economic Development requests approval of a motion to award the recommended grant.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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
7	Ashley Warner	Ashley's Little Adventurers	Remodel to meet licensing standards	Aitkin	\$ 4,800.00	\$ 4,800
8	Nicole F Elvidge	Tamarack Learning Center	New child care program, remodel to meet licensing standards	Tamarack	\$ 100,000.00	\$ 60,000
9						
10						
11						
12						
13						
14						
15						
16						
					\$ 104,800.00	\$ 64,800

\$35,200



Application for Aitkin County CHILDCARE ACCELERATION Grant Program 2023

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

APPLICANT INFORMATION

PROGRAM INFORMATION

Business Name: Tamarack Learning Center Child Care

Address: 110 Tingdale St. N.
Tamarack, MN 55787

Person in Charge of Project: Nicole F. Elvidge

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

47275 188th Ave. McGregor, MN 55760

Contact Person's Phone #: 763-232-3836

Contact Person's Email: niki1968@msn.com

Description of your childcare business:

New Child Care Program

How many children are enrolled?

TBD

How many childcare slots will you increase if awarded?

Approx. 49 slots (More depending on
Sprinkler System requirements)



FUNDING:

Category for funding (circle or highlight):

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

Amount requested from Aitkin County

\$ 100,000.⁰⁰

Amount of the business' match

\$ TBD (as required)

Total projected budget

\$ 200,000.⁰⁰ - 225,000.⁰⁰

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

Open a new child care center in Aitkin County.
Remodel, Repair and Restore an existing Tamarack City building (The old school house)
see attached Estimates of Project...

1) Fire/Building inspection + requirements.

- Level Entry to Main Floor grade Exits x 2
- Fire Safe Doors + ER/Panic Push Bars x 2
- FRP Wall Board + Trim in Kitchen Area's etc.
- Linoleum/Ceramic Flooring Kitchen + Bathrooms
- Smoke + CO₂ detectors + Fire Extinguishers x 5
- Additional Emergency Exit/Door + Ramp

2) Building Structural Safety + Foundation

- Block work/Concrete Repair
- Chimney Removal/Stabilization
- Replace Roof + secure trusses etc.
- Add Egress Window as ER Exit (Lower level)
- Replace Sub-pumps x 2
- Fire Code Blown insulation + Ceiling Secur
- Mold Proof + Clean up
- Weight bearing supports + additional doors for ER exits throughout building x 3

- 3) Plumbing repairs, improvements . . .
- Install 3 more toilets (children size)
 - 2 more SINKS (children height)
 - Mop sink installed for cleaning, etc.
 - Add Outdoor spicket for use on Playground
Lawn care + maintenance etc.
 - plumbing for + washer/dryer
 - plumb kitchen for additional Sinks/dishwasher.

- 4) Kitchen Requirements For Safe Storing,
Preparing + serving food to children.
- Refrigerator, freezer + dishwasher
 - Convection Oven, Microwave, steamer Kettle,
Air Fryer + cooking pots, pans etc.
 - stainless steel shelving, prep-counters etc.
 - Sinks; Handwashing, Food prep + washing.
 - New FRP Rated Wall board, ceiling + flooring

ALL
"NSF"
Approved

- 5) Outdoor Playground Fenced in.
- Enclosed area with chainlink fencing
gates x 3 entry + drive thru gate.
 - Covered area for shade (sheltered
sandbox + sitting area.)
 - Large Muscle Climber + equipment etc.
 - Play Toys, trikes, balls, jump ropes etc.
 - Safe zone surfacing; recycled rubber/
woodchips + grass maintenance.

- 6) Electrical up to Code + Requirements
For safely caring for children.
- Central Air Conditioning + Heating Furnace.
 - Alarm + Camera System; Buzzer entry
 - Wiring all up to Code + Lighting
appropriate for play + ER Evacuation
 - Ceiling Fans repaired for Fresh Air

- 7) Classroom Equipment + Environment Display
- Cubbies (1 each per child)
 - Shelving + room dividers / Areas
 - Tables, chairs, water/science Tables, Easels
 - Bulletin/chalk boards, Paper Mount + Cabinet
 - Rugs/carpeting as needed for Requirements

- 8) Classroom Toys + Supplies
- 30 sets of manipulative toys
 - puzzles, Fine Motor items + storage shelves + cabinets, Arts + craft items
 - Markers, Crayons, paint, glue, scissors etc.
 - Cots, cribs, sheets, highchairs + infant bouncers, swings + seats etc.
 - Music sources + Musical instruments
 - Dramatic Play equip + dress up clothing etc., Area display + Accessories
 - Supplies + Room Decor, such as;
Single service towels, Kleenex, changing paper, hand soap etc... wall posters
Construction paper, drawing paper
+ BOOKS, BOOKS + MORE BOOKS 😊

- 9) Staff Hiring, Training + Payroll expenses.
- Hire Staff + Qualified Teachers
 - Train, Orientation and Staff Development
 - Wages + Benefits, with Start-up expenses etc.

- 10) Misc. Technology such as Parent Key Fobs, iPads for login + programs for enrollment, tuition entry + payroll/Quickbooks program, computer/payroll checks, DADAR etc...



(Quotes underway)
Bids + Price Lists / Pic's
Attached.

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

Category	Grant Funds	Applicant Funds	Total
Structure - Secure/safe			
Electrical - Code (Fire safety)			
Plumbing Required			
Kitchen Necessities			
Classroom Equipment			
Playground - Complete			
Furnace/Heating/Air			
Classroom TOYS + Supplies			
Staff Hiring, Training + pay			
TOTALS			

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

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

Applicant Signature:

Name Nicole L. Edridge Date: 11-10-23



Board of County Commissioners Agenda Request

6D
Agenda Item #

Requested Meeting Date: December 12, 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*

**provide copy of hearing notice that was published*

Submitted by: Mark Jeffers	Department: Administration
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Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator	Estimated Time Needed: 5 minutes
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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:

BarTopp Car Wash, McGregor, \$3,150.
Jack's Shack, Kathy Eken, \$1,278.

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
1	Gramma's Pantry/Beanery	Terrace Project	Aitkin	\$ 5,000.00		Yes
2	Growth Innovations	Building painting	Aitkin	\$ 12,814.68		Yes
3	Lowe Properties	awning replacement	Aitkin	\$ 5,000.00	\$ 5,000.00	Yes
4	Sam's Custom Meat Processing	Door replacement	Tamarack	\$ 5,000.00	\$ 5,000.00	Yes
5	Northland Hydraulic Services	sign replacement	Hill City	\$ 10,000.00	\$ 5,000.00	Yes
6	Sarah's Shining Star Daycare	sign replacement	McGregor	\$ 5,000.00		Yes
7	The Locker Room	Patio construction (between Block North and The Locker Room)	Aitkin	\$ 5,000.00	\$ 3,000.00	Yes
8	Jaques Art Center	upgrade of doors	Aitkin	\$ 1,020.00	\$ 1,020.00	Yes
9	HOPE	Tree removal to add statue		\$ 5,000.00		Yes
10	Holy Family Catholic Church	upgrade of signage and siding	McGregor	\$ 5,000.00		Yes
11	Roadside Market	new siding on retail building	Hill City	\$ 5,000.00	\$ 5,000.00	Yes
12	ASAP Towing	new lot upgrade	Aitkin	\$ 5,000.00		Yes
	My Crafts & Things	awning replacement	Aitkin	\$ 1,151.50	\$ 1,151.50	Yes
	Smokey Jakes BBQ	awning replacement	Aitkin	\$ 1,006.00	\$ 1,006.00	Yes
13	Growth Innovations: Property 2, main street Aitkin	awning replacement	Aitkin	\$ 1,520.75	\$ 1,521.00	Yes
14	Village Pump Saloon	painting exterior of business	Tamarack	\$ 4,600.00	\$ 4,600.00	Yes
15	SB Pharmacy	Sealing and striping of parking lot	McGregor	\$ 5,000.00		Yes
16	Round Lake Resort	new dock installation	McGregor	\$ 5,000.00	\$ -	Yes
17	Sunny's	sign replacement	Hill City	\$ 5,000.00	\$ 5,000.00	Yes
18	City of Palisade	outside upgrade	Palisade	\$ 5,000.00	\$ -	yes
19	Ginger Marie's	awning installation	Aitkin	\$ 5,000.00	\$ 2,000.00	Yes
#1 @	Gramma's Pantry/Beanery	Patio construction	Aitkin	\$ 5,000.00	\$ 2,000.00	Yes
20	Aitkin ALANO Society	Exterior building painting	Aitkin	\$ 2,000.00	\$ -	yes
21	Palisade One Stop	replace current roadside signage	Palisade	\$ 1,500.00	\$ 3,000.00	Yes
22	Angels of McGregor	roof replacement	McGregor	\$ 5,000.00		Yes
23	Trails Inn Quadna Mountain	campground improvement	Hill City	\$ 5,000.00		yes
24	Hello Gorgeous	awning installation- new business	Aitkin	\$ 712.50	\$ 712.50	Yes
25	McGregor Home Center	exterior upgrades	McGregor	\$ 5,000.00	\$ 5,000.00	Yes
26	McGregor Baking Company	exterior upgrades	McGregor	\$ 4,000.00	\$ 4,000.00	Yes
27	Wilson and Associates (Am Fam)	front exterior upgrades	Aitkin	\$ 5,000.00	\$ 3,094.43	Yes
28	BarTopp Wash	exterior painting	McGregor	\$ 3,150.00	\$ 3,150.00	yes
29	Crossroads Hotel	exterior painting	McGregor	\$ 5,000.00	\$ 5,000.00	yes
30	Jack's Shack	roof top signage/ building removal	McGregor	\$ 3,378.28	\$ 1,278.00	
31	Affordable Abodes LLC	awning replacement	Aitkin	\$ 5,000.00		
32	Big Tom's Diner	awning replacement	Aitkin	\$ 2,812.00		
				\$ 154,665.71	\$ 66,533.43	

Remaining \$ 2,888.57

#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

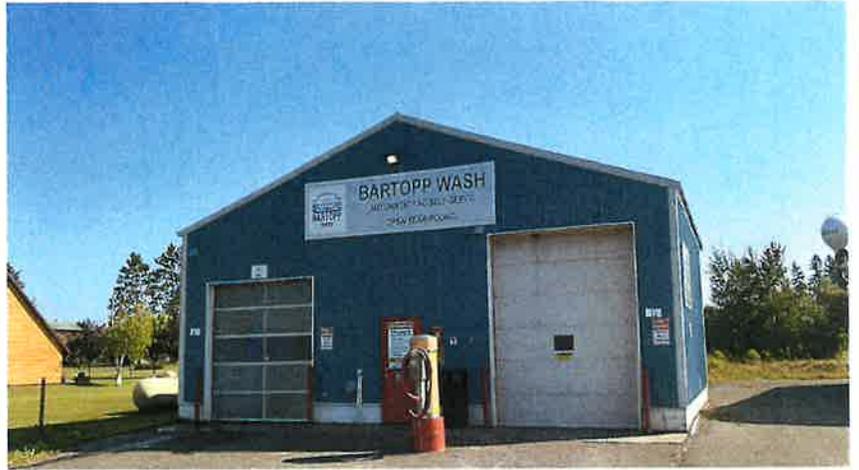
bartopppropertiesllc@gmail.com

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



#30

Application for Aitkin County Business Revitalization Grant Program 2023

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

APPLICANT INFORMATION

PROGRAM INFORMATION

Business Name: Jack's Shack

Address: 29954 State Hwy 65
McGrager, MN 55760

Person in Charge of Project: Kathy Eken

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

21049 22015 Street
McGrath, MN
56350

Contact Person's Phone #: 320-630-1695

Contact Person's Email: kindlifafarm@hotmail.com

Description of your organization:

Jack's Shack is a very well known bar and restaurant in Aitkin County, serving great food, cold beers and famous for Braised Chicken.

Mission Statement of your organization:

To keep locals, weekenders, and passer-bys full, hydrated, and entertained.



FUNDING:

Amount requested from Aitkin County \$ 3378.28
 (Minimum \$1000, maximum request is \$5,000). The Economic Development Committee may recommend to the Board of Commissioners to increase or decrease the amount awarded at their discretion. The Aitkin County Board of Commissioners grants the final approval for funding.

Amount of the business' match \$ 3378.28

Total projected budget \$ 6756.56

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

To revitalize the outside presence of Jack's Shack by tearing down and removing the old garage building. Replacing that area with top soil and grass seed. We will also be replacing the old weathered roof top signage with a new sign from Glen's Sign Design.

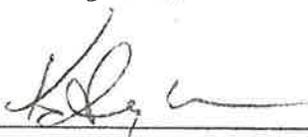
PROJECT BUDGET: in the space below, provide a budget for the entire project.

Category	Grant Funds	Applicant Funds	Total
Complete tear down and removal of old building	2100	2100	4200
Update old roof top signage	1278.28	1278.28	2556.56
TOTALS	3378.28	3378.28	6756.56

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 may include drawings or sketches of planned awning or signage upgrades, detailed quotes of work to be accomplished (if available).

Business Owner Signature:

Name 

Date: 11/6/23

10:07



Glen DeMenge

To You

I'm sorry I thought I did send you an estimate.

\$200 Artwork: 1 time fee. You own the artwork to use as you please.

Sign: Aluma core composite sign board. full digital print on high performance vinyl with UV laminate.

Die cut to match proof.

size is 16 feet left to right 6.5 feet tall total height.

Sign:\$1550

TAX \$106.56

Labor \$700 10Hrs.

Grand total \$2556.56

Thank You!

Glen's Sign DeZine

McGregor, MN 55760

PHONE : 1-800-803-9907

Reply



Mail



Calendar



Phone



App Store



Proposal

MILLER SERVICES
PO Box 1014
ISLE MN
56342 1014

Ins # NKTVV6IXJU-0001
218 820 3618

PROPOSAL SUBMITTED TO: <i>Jacks Shack</i>		JOB NAME <i>Garage</i>	JOB #
ADDRESS		JOB LOCATION <i>Same</i>	
		DATE <i>3 22 23</i>	DATE OF PLANS
PHONE #	FAX #	ARCHITECT	

We hereby submit specifications and estimates for: *Complete tear down of garage and concrete. Remove debris. Regrade area and topsoil with seed.*

\$4200.00

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

\$ *Four thousand two hundred and 00* _____ Dollars

with payments to be made as follows: *on completion*

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted *[Signature]*

Note — this proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____



Board of County Commissioners Agenda Request

6E
Agenda Item #

Requested Meeting Date: December 12, 2023

Title of Item: Fiscal Recovery Fund request- Economic Development projects

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

Submitted by: Mark Jeffers	Department: Administration
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Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator	Estimated Time Needed: 10 minutes
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Summary of Issue:

The Economic Development Committee recommends approval to fund \$50,000 from Fiscal Recovery Funds for the purpose of future economic development projects including broadband, childcare and grant opportunities.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve motion to fund \$50,000 from Fiscal Recovery Funds for the purpose of the Economic Development projects.

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 Fiscal Recovery Funds

Strategic Investment Project

Project Identification: Economic Development Projects

Funding amount: \$50,000

Project Expenditure Category: [Negative Economic Impact]

Project overview

Remaining funding that is earmarked for Economic Development projects including Broadband, Childcare and revitalization grants.

- *Identify the dollar amount of the total project spending that is allocated towards evidence-based interventions for each project in the Public Health (EC 1), Negative Economic Impacts (EC 2), Services to Disproportionately Impacted Communities (EC 3), Infrastructure (EC 5) Revenue Replacement (EC 6) and Administrative (EC 7) Expenditure Categories. Attach all quotes, invoices, etc.: \$50,000*

Table of Expenses by Expenditure Category

Category		Funding Requested for Project	Funding Approved for Project
1	Expenditure Category: Public Health		
1.1	COVID-19 Vaccination		
1.2	COVID-19 Testing		
1.3	COVID-19 Contact Tracing		
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)		
1.5	Personal Protective Equipment		
1.6	Medical Expenses (including Alternative Care Facilities)		
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency		
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)		
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19		
1.10	Mental Health Services		
1.11	Substance Use Services		
1.12	Other Public Health Services		
2	Expenditure Category: Negative Economic Impacts		
2.1	Household Assistance: Food Programs		
2.2	Household Assistance: Rent, Mortgage, and Utility Aid		
2.3	Household Assistance: Cash Transfers		
2.4	Household Assistance: Internet Access Programs		
2.5	Household Assistance: Eviction Prevention		
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers		
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)		
2.8	Contributions to UI Trust Funds*		
2.9	Small Business Economic Assistance (General)		
2.10	Aid to nonprofit organizations		
2.11	Aid to Tourism, Travel, or Hospitality		
2.12	Aid to Other Impacted Industries		
2.13	Other Economic Support	\$50,000	
2.14	Rehiring Public Sector Staff		

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

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

Signature of Applicant; _____

Date; 11/30/2023

Reviewed by Economic Development Coordinator;

Signature; _____

Date; 11/30/2023

Approval by County Administrator;

Signature; _____

Date; 11-30-23

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



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: December 12, 2023

Title of Item: 2024 Commissioner Salary Discussion

<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: Jessica Seibert	Department: Administration	
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 5 Min.
Summary of Issue: 2024 Commissioner salary rate will be discussed. A comparison of Commissioner salary rates is attached. A resolution will be presented for adoption with the final year end budget documents on December 19, 2023.		
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 type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

COMMISSIONER SALARY COMPARISONS

	2023 salary	per diem	per diem total estimated	
Aitkin	\$ 35,410.00	no		\$ 35,410.00
Beltrami	\$ 34,800.33	50/75	\$ 5,331.94	\$ 40,132.27
Cass	\$ 30,710.00	75	\$ 6,398.33	\$ 37,108.33
Crow Wing	\$ 42,823.00	no		\$ 42,823.00
Itasca	\$ 35,190.00	no		\$ 35,190.00
Morrison	\$ 34,882.00	no		\$ 34,882.00
Todd	\$ 33,393.00	no		\$ 33,393.00
Wadena	\$ 35,085.00	no		\$ 35,085.00
Hubbard	\$ 26,533.00	90	\$ 7,678.00	\$ 34,211.00
		average		\$ 36,470.51
		average high/low		\$ 36,002.66

Aitkin AVG high/low Comparison \$ (592.66)

	**2024 salary	per diem	per diem total estimated	
Aitkin	\$ 37,180.50	no		\$ 37,180.50 proposed 5% increase
Beltrami	\$ 35,844.34	50/75	\$ 5,331.94	\$ 41,176.28 proposed 3% increase
Cass	\$ 32,245.50	75	\$ 6,398.33	\$ 38,643.83 proposed 5% increase
Crow Wing	\$ 42,823.00	no		\$ 42,823.00
Itasca	\$ 36,122.00	no		\$ 36,122.00 proposed 2.65% increase
Morrison	\$ 34,882.00	no		\$ 34,882.00
Todd	\$ 33,393.00	no		\$ 33,393.00
Wadena	\$ 35,984.00	no		\$ 35,984.00 proposed 2.5% increase
Hubbard	\$ 27,594.32	90	\$ 7,678.00	\$ 35,272.32 proposed 4% increase
		average		\$ 37,275.22
		average high/low		\$ 37,037.28

Aitkin AVG high/low Comparison \$ 143.22

****Note:** Estimates for discussion. Board action not yet taken in most cases.



Board of County Commissioners Agenda Request

7B
Agenda Item #

Requested Meeting Date: December 12, 2023

Title of Item: 2023 Reserves Discussion

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert	Department: Administration	
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 5 Min.
Summary of Issue: The Aitkin County General Operations Policy outlines procedures to reserve funds during the calendar year for equipment or projects that were not completed during the fiscal year, but will be completed in a subsequent year. The attached worksheet reflects the 2023 year end requests for Board discussion. A final resolution will be submitted for approval on December 19, 2023.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: 2023 Reserves discussion.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

General Operations

Reserving Budgeted Funds

PURPOSE:

To set up procedures for reserving budgeted funds in the most fiscally responsible manner. Note: In order to reserve funds during the current calendar year for equipment or projects that were not completed during that fiscal year, but will be completed during the following calendar year, those items must not be budgeted for in the following year and must not be moved from one-line item to another. Additionally, the items must be for a specific use and not generalized.

PROCEDURE:

- a) The County Administrator will distribute a memorandum soliciting requests of reserves during the month of December.

- b) The Department Heads will submit an itemized list of items not completed during the current calendar year, with the budget and line item necessary to complete the project. All previously reserved monies must be included within the budget. The Department Head must certify that these requested items cannot be completed during the following fiscal year without these reserves and that the item has not been budgeted for in the following year's budget.

- c) The County Administrator will review these requests and present the requests to the County Board prior to the end of each fiscal year.

- d) The County Board will act on these requests prior to the end of each fiscal year such to not hinder the fiscal health of Aitkin County and to uphold their fiscal responsibility to the taxpayers of Aitkin County.

- e) Any items not completed within the time period will be returned to the fund they were generated from at the end of the fiscal year they were reserved for.

2023 RESERVES

Account Code	Department	Reserve Balance as of 11/2023	2023 Funds to Reserve	Balance for 2024	Project
02-012-028.6405	Court Administration	3,837.45	5,000.00	8,837.45	Jury Deliberation/Technology
02-040-028.6405	Auditor	3,000.00	1,400.00	4,400.00	Computers/Office Equipment
02-040.6360	Auditor	11,000.00	0.00	11,000.00	Scanning
02-601.6262	Extension	4,800.00	3,680.00	8,480.00	Summer Intern
02-601.6405	Extension	2,000.00	2,000.00	4,000.00	Supplies/Technology
02-044-251.6268	Central Services	59,748.60	0.00	59,748.60	Strategic Plan/LEAN Training
02-044.6360	Central Services	6,471.07	0.00	6,471.07	Scanning
02-044-200.6360	Central Services	0.00	518,898.00	518,898.00	Public Safety Aid
02-049-251.6268	IT	7,068.00	0.00	7,068.00	Staff Training
02-049-190.6625	IT	0.00	15,000.00	15,000.00	Back up System
02-053-251.6268	HR	4,480.42	519.58	5,000.00	Staff Training
02-060.6800	Election	96,542.24	50,000.00	146,542.24	Ballots & Programming
02-090.6800	Attorney	10,000.00	0.00	10,000.00	Murder Trial Expenses
02-110-028.6405	Maintenance	3,355.82	6,000.00	9,355.82	Equipment
02-111-011.6605	Buildings	34,764.09	44,783.98	79,548.07	Capital Projects
02-045-6621	Motor Pool	0.00	16,000.00	16,000.00	Vehicle Replacement
02-120.6357	Veteran Service	1,899.63	2,500.00	4,399.63	Donations for Vets
02-200-011.6605	Sheriff	120,000.00	0.00	120,000.00	Buildings-Future Repairs
02-200-028.6405	Sheriff	29,000.00	0.00	29,000.00	Equipment/Radios
02-200-028.6620	Sheriff	110,149.15	0.00	110,149.15	Enforcement/Squad Cars
02-200-020.6360	Sheriff	36,849.10	0.00	36,849.10	Aitkin Co. Search & Rescue
02-200-190.6485	Sheriff	7,895.57	0.00	7,895.57	Technology Funds
02-200-019.6620	Sheriff	10,000.00	0.00	10,000.00	Canine Replacement
02-203-028.6620	Sheriff	8,000.00	4,000.00	12,000.00	Snowmobile Replacement
02-200-6630	Sheriff	0.00	10,000.00	10,000.00	Office Furniture
02-254-5310	Sheriff	0.00	44,627.54	44,627.54	NG911
02-206-018.6800	Sheriff	14,449.89	4,364.91	18,814.80	Forfeiture
02-253-028.6620	STS	30,000.00	10,000.00	40,000.00	Van
02-257.6357	Community Corrections	677.02	0.00	677.02	Baker Foundation Grant
02-390-028.6620	FPL/Environmental Services	4,545.00	0.00	4,545.00	Vehicle Replacement
HHS	HHS - Tracked in HHS	0.00		0.00	Bldg Renovations
02-700-909.6800	Economic Development	2,440.00	0.00	2,440.00	Business Development & Rec. Grant
02-711-000-6230	Economic Development	0.00	4,200.00	4,200.00	Advertising
	TOTAL	622,973.05	742,974.01	1,361,747.06	TOTAL
02-952.6800	Econ Development from 16.952	8,492.61	0.00	8,492.61	Broadband
	01-2544 (zeroed, tracked in Fund 02)				
	TOTAL	631,465.66		1,370,239.67	TOTAL



Board of County Commissioners Agenda Request

7C
Agenda Item #

Requested Meeting Date: December 12, 2023

Title of Item: 2024 Capital Improvement Plan 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 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 Min.
Summary of Issue: Attached is the draft 2024 Capital Improvement Plan for Board discussion. A final agenda request will be submitted for approval on December 19, 2023.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: 2024 Capital Improvement Plan discussion.		
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.

AITKIN COUNTY -- CAPITAL IMPROVEMENT PLAN: 2024 - 2028

		2024	2025	2026	2027	2028	5 Yr. Total	FUTURE CAPITAL NEEDS
Assessor								
	Transportation							
	Appraiser Vehicle	22,000	12,000	12,000	12,000	12,000	70,000	
Attorney								
	Tech							
	Computers	6,000	6,000	6,000	6,000	6,000	30,000	
	Database Software	100,000					100,000	
Auditor								
	Equipment							
	Poll Pads			42,000			42,000	
	Ballot Counter & Central Count	30,000	10,000	10,000	10,000	10,000	70,000	50,000
Buildings & Facilities								
	Buildings							
	Courthouse Front Steps /IT Window Repair						-	
	Fuel Tank Removal						-	
	Sidewalk Replacement	10,000		10,000		10,000	30,000	
	Government Center HVAC Controls Update			10,000	10,000	10,000	30,000	
	Window Replacement - Judicial Center		800,000				800,000	
	Motor Pool Campus						-	
	Replace Rubber Roof (5745 sf) - Judicial Center		203,000				203,000	
	Replace Rubber Roof (2030sf) - Jail	70,000					70,000	
	Replace Rubber Roof (5311) - Jail/Hallway			231,000			231,000	
	Replace Rubber Roof (6960) - Jail				290,000		290,000	
	Pavement Repair	15,000					15,000	
	Equipment							
	Maintenance Vehicle	10,000	20,000				30,000	
	Maintenance/Cleaning Equipment	6,000	6,000	6,000	6,000	6,000	30,000	
	Lawn Mower/Snow Removal Equipment	10,000	10,000	10,000	10,000	10,000	50,000	
Court Administration								
	Tech							
	Technology Improvements	5,000	5,000	5,000	5,000		20,000	
Environmental Services								
	Buildings							
	Compost Sites	20,000	20,000	20,000			60,000	
	Recycling Center Improvements	25,000	25,000				50,000	
	Transportation							
	Auto - Planning & Zoning		18,000		18,000		36,000	
Health & Human Services								
	Buildings							
	Building Remodel Project		8,000,000				8,000,000	
Human Resources								
	Tech							
	HRIS Software	75,000	75,000	75,000			225,000	

IT							
Buildings							
	Primary Air Conditioner (Leibert)					10,000	10,000
	Backup Air Conditioner (Mitsubishi)						-
Tech							
	AD Server x 2 - DC1 & DC2						-
	Assureon Replacement (storage for scanned documents)			15,000	45,000		60,000
	GIS Servers - Web & DB Sequel Server						-
	Highway Server		10,000				10,000
	Server - Cerberus						-
	Server - Coatty			10,000			10,000
	Server - Image						-
	ASA x 2		24,000				24,000
	Mercury (hydra replacement)						-
	TRIGLAV						-
	Back up Device (Barracuda)	40,000					40,000
	HCI Cluster	20,000	20,000	20,000	20,000	20,000	100,000
	Server - Tiamat - retired						-
	Virtual Host Server - Medusa; retired						-
	Darktrace						-
Land							
Equipment							
	#108- 2016 CF Moto 400			8,400			8,400
	#208- 2000 Skidoo Tundra		10,000				10,000
	#209- 2001 Skidoo Tundra			10,200			10,200
	#210- 2002 Skidoo Tundra				10,400		10,400
	#211- 2002 Skidoo Tundra						-
	#685- 2008 Polaris Sportsman 400	8,200					8,200
	#686- 2008 Polaris Sportsman 400					8,600	8,600
	1996 Sledbed Snowmobile						-
	2004 Redi Dump Trailer		15,000				15,000
	2005 T 250 Skid Steer (2027 purchase)	15,000	22,500		37,500		75,000
	2006 H&S Tandem Car						-
	2011 Bearcat 570						-
	2015 John Deere Gator						-
	2018 PJ Utility 10'						-
	2018 PJ Utility 16'						-
	2019 H&H Utility Alum. Snowmobile					5,000	5,000
	2020 PJ Gooseneck						-
	2021 T 66 Skid Steer (2033 purchase)						-
	2022 Floe ATV						-
	2022 Polaris Ranger Side X Side						-
	2022 Polaris Voyageur 155						-
	2023 Honda Rancher						-
	2023 Polaris Indy						-
Transportation							
	2015 Red F-250				55,000		55,000
	2016 Truck -Tom	43,000					43,000

Transportation	2019 Truck -Dan (2025 purchase)	45,000				45,000
	2019 Truck -Ryan		45,000			45,000
	2020 Black F-350					-
	2021 Truck -Dustin			47,000		47,000
	2023 Truck -Bryan				50,000	50,000
	2023 Truck -Chris					-
	2023 Truck -Kinzer				50,000	50,000
	2023 Truck -Tracy					-
Land						
Buildings	Roof Replacement, Fence		25,600	27,000		52,600
Equipment	2021 Skidoo Tundra					-
Land (LLCC)						
Buildings	LLCC School House Roof					-
	LLCC Dry Storage Door/Frame Replacement					-
	LLCC Siding Replacement/Repair					-
	LLCC North Star Lodge Beams					-
	LLCC LED Lighting Conversion					-
	LLCC Repair Paved Paths					-
	LLCC Director's House Boiler					-
	LLCC House Roof					-
Equipment	LLCC Fire Suppression Pump/Panel					-
Motor Pool						
Transportation	Replacement Vehicles (1/yr.)	20,000	22,500	25,000	25,000	92,500
Roads & Bridges						
Buildings	Aitkin Fuel Tank Replacement					-
	McGrath Fuel Tank Replacement	40,000				40,000
	Palisade Cold Storage Building					-
	Swatara Shop Heating System Modification					-
	McGregor Fuel Tank Replacement					-
	Palisade Fuel Tank Replacement					-
	Aitkin Gate Improvements					-
	Aitkin Area Maint Facility: Shop Addition	100,000	100,000	100,000	100,000	400,000
	Palisade Gate	5,000				5,000
	McGregor Fabric Salt Shed Roof			16,000		16,000
	Swatara Gate	5,000				5,000
	Unit #631: Office Desk- Maintenance Foreman					-
	Unit #632: Office Desk- Asst Maintenance Foreman					-
	Unit #663: Aitkin Office Furniture					-
Equipment	Unit #019: 2006 Roscoe SweepPro					-
	Unit #029: 1991 Felling Trailer					-
	Unit #032 - Felling Trailer					-

Equipment	Unit #034: Towmaster Trailer		32,000			32,000
	Unit #066: 2003 Honda Water Pump					-
	Unit #126: 2000 Ford Single Axle					-
	Unit #127: 2000 Ford Axle Dump Truck					-
	Unit #128: 2001 Sterling LT9511					-
	Unit #131: 2001 Sterling LT9511					-
	Unit #136: International Tandem Axle Dump Truck	160,000	80,000			240,000
	Unit #211: Cat Motor Grader					-
	Unit #212: Cat 140G Motor Grader					-
	Unit #304 - Ulrich Shoulder Mach					-
	Unit #350: John Deer Tractor/Mower	60,000				60,000
	Unit #370: Cat 312 Excavator					-
	Unit #394: 2002 John Deere Tractor Mower					-
	Unit #498: Water Tanker Trailer					-
	Unit #500: Ranco Belly Dump					-
	Unit #732: Leica Total Station					-
	Unit #801: Hydraulic Hoist					-
	Unit #810: 2009 Husqvarna Zero Turn Mower					-
	Mastic Patch Trailer		70,000			70,000
	Chassis only Tandem Truck			52,000		52,000
	Upgrade R8 GPS Receiver					-
	8' Disk Mower		20,000			20,000
	Unit #010: 1989 Case 1840 Skidsteer					-
	Unit #013: 2011 Polaris 500 Ranger ATV					-
	Unit #016: Stow VPC80E Plate Compactor					-
	Unit #018: Graco Pavement Marker					-
	Unit #020: Bobcat Skidsteer					-
	Unit #028: Felling Trailer					-
	Unit #031: Survey Trailer					-
	Unit #033: Homemade Culvert Trailer					-
	Unit #035: Homemade 6x8 Trailer					-
	Unit #041: 2014 Cimline 230DH Gen IV Melter					-
	Unit #042: Ingersoll Rand Compressor					-
	Unit #043: Pavement Compactor CATCB24					-
	Unit #048: Hydro Tek Steamer					-
	Unit #050: STEPP Pothole Patch Trailer					-
	Unit #051: Towmaster Trailer T-50					-
	Unit #052: Continental Cargo 6x10 Trailer					-
	Unit #053: Kaufman Trailer					-
	Unit #054: 2022 TM T-50 Trailer					-
	Unit #064: 2023 Virnig VBW84 Snowblower					-
	Unit #065: Schulte XH1000 Mower					-
	Unit #067: Pull-type Pneumatic Roller					-
	Unit #068: Honda 340CC Trash Pump					-
	Unit #096: All American Disk					-
	Unit #097: Home Made Trailer					-
	Unit #098: Ford Tandem Wheel Disk					-
	Unit #135: 2012 International Tandem (Aitkin -Greg)	145,000				145,000
	Unit #137: 2012 International Tandem (McGregor -Scott)		240,000	45,000		285,000

Unit #138: 2012 International Tandem (Aitkin -Al)			285,000			285,000
Unit #139: 2016 Mack GU 713 (McGrath -Ben)				240,000	20,000	260,000
Unit #140: 2016 Mack GU 713 (Palisade -Gary)					290,000	290,000
Unit #141: 2016 Mack GU 713 (McGrath -Randy)					260,000	260,000
Unit #142: 2010 Mack GU812 Single Axle (Jacobson)						-
Unit #143: 2019 Mack GR64F (Palisade -Don)						-
Unit #144: 2020 Mack GR64F (Aitkin -Rick)						-
Unit #145: 2019 Mack GR64F (McGregor -Dave)						-
Unit #146: 2015 International ProStar (Chassis Only)						-
Unit #147: 2022 Mack GR64F (McGregor -Kyle)						-
Unit #148: 2022 Mack GR64F (Palisade -Josh)						-
Unit #149: 2022 Mack GR64F (Swatara -Florian)						-
Unit #200: Caterpillar 120M Motor Grader (McGregor)						-
Unit #201: Caterpillar 120M Motor Grader (McGrath -Randy)						-
Unit #205: 2016 John Deere 670GP (Swatara)						-
Unit #206: 2016 John Deere 670GP (McGrath -Ben)						-
Unit #213: Caterpillar 120M2 Motor Grader (Palisade)						-
Unit #214: 2020 John Deere 670GP Motor Grader (Aitkin)						-
Unit #215: 2011 Caterpillar 140M VHP Motor Grader (Jacobson)						-
Unit #300: 2011 PT100G Terex Track Brush Machine			70,000	90,000		160,000
Unit #306: 2013 LB Performance RW35 Road Widener						-
Unit #351: New Holland Tractor Mower						-
Unit #352: New Holland- Guardrail Mower						-
Unit #366: 1985 John Deere Tractor-Loader						-
Unit #369: 1999 Self-propelled Steel Drum Roller						-
Unit #371: 2008 John Deere 624J Loader (Aitkin)						-
Unit #372: 2020 Volvo Excavator						-
Unit #386: 2003 JD 410E Wheel Loader Backhoe (Swatara)						-
Unit #389: 1994 Ford Loader/Backhoe (Jacobson)	80,000					80,000
Unit #391: 1997 Cat 938F Loader (Palisade)				250,000		250,000
Unit #397: John Deere Loader/Backhoe (McGrath)						-
Unit #398: John Deere 624J Loader (McGregor)						-
Unit #399: Caterpillar D5NLGP Dozer						-
Unit #499: 1995 Red River Belly Dump			30,000			30,000
Unit #501: 2001 Red River Belly Dump						-
Unit #503: 2015 CPS Belly Dump						-
Unit #709: Pin Finder Locator FT150						-
Unit #711: Concrete Air Tester						-
Unit #718: Laser Level						-
Unit #726: Course Sieve Shaker						-
Unit #727: Digital Scale						-
Unit #740: Trimble Survey Equipment 2019						-
Unit #777: Nikon Auto Level						-
Unit #802: Airco Welder Outfit						-
Unit #804: Pressure Washer						-
Unit #806: John Deere Snowblower	3,000					3,000
Unit #807: Sears Portable Generator						-
Unit #809: Plasma Cutter						-
Unit #811: Husqvarna Chop Saw K760						-
Unit #812: AC/DC 225/115 Welder						-

Roads & Bridges	Transportation	Unit #470: 2006 GMC Sierra 1500	28,000					28,000	
		Unit #474: 2020 F-150 4x4 Extended Cab						-	
		Unit #475: 2020 Ford F550 Super Duty						-	
		Unit #476: 2021 GMC Sierra						-	
		Unit #477: 2015 Ford F-150 Supercab						-	
		Unit #478: 2022 Chevy Silverado					55,000	55,000	
		Unit #479: 2016 GMC Sierra 1500						-	
		Unit #480: 2016 GMC Sierra 1500						-	
	(blank)								
		Unit #803: Gray Wireless Portable Life System						-	
Sheriff's Department									
	Buildings								
		Remodel/Expansion						-	8,000,000
		HVAC Replacement	750,000					750,000	
		Generator	25,000					25,000	
	Communications								
		Radio Fleet Upgrade - Enforcement						-	
		Radio Fleet Upgrade - Jail						-	
	Equipment								
		ATV	7,000					7,000	
		Jail Cameras						-	
		Tazers						-	
		Radars						-	
		Technology Improvements	15,000	15,000	15,000	15,000	15,000	75,000	
		Boat & Water - vehicle & radio equipment						-	
	Tech								
		Computers						-	
	Transportation								
		Annual Squad Car	201,000	219,000	237,000	255,000		912,000	
		STS Van						-	
Grand Total			2,354,200	10,223,800	1,561,500	1,553,900	846,600	16,540,000	8,050,000



Board of County Commissioners Agenda Request



Requested Meeting Date: December 12, 2023

Title of Item: Administrator Updates

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: April Kellerman	Department: Administration	
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 5 minutes
Summary of Issue: Administrator Updates.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Discussion Only.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



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)	Monthly	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	Kearney (Leiviska, 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		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