



## ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

**What:** Aitkin County Board Agenda

**When:** October 22, 2024

**Where:** Government Center Board Room

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

Phone: 1-415-655-0001

Access Code: 2557 964 7974

Meeting Password: 2782

9:00 a.m.

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

- A) Call to Order**
- B) Pledge of Allegiance**
- C) Approval of the Agenda**
- D) Health & Human Services (see separate HHS Agenda)**

10:00 a.m.

**E) Citizens Public Comment-** Comments from visitors must be informational and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-7276 option 8 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-**

October 8, 2024 - October 21, 2024

**B) Approve County Board Minutes-**

October 8, 2024

**C) Approve Electronic Funds Transfers**

EFT Report thru 10.14.24

**D) Approve Auditor Vouchers-**

Auditor Warrants 10.04.24

**E) Approve-**

2025 Medical Examiner Contract

**F) Adopt Resolution-**

Search & Rescue Donation - MLE Comm Trust

**G) Approve Auditor Vouchers-**

Sales/Use and Diesel Tax, September 2024

**H) Approve Commissioner's Vouchers**

Commissioner Warrants 10.11.24

**I) Approve Manual Warrants/Voids/Corrections-**

ELAN 09.26.24

**J) Adopt Resolution-**

LG220 Application for Exempt Permit - MN Deer Hunters Assoc. McGregor

**K) Approve Auditor Vouchers-**

R&B Contracts 10.11.24

**L) Adopt Resolution-**

Bridge Priority

**M) Approve-**

Affidavit for Duplicate of Lost Warrant

**N) Adopt Resolution-**

LG214 Premises Permit - The Palisade Super Sledders

**10:05 a.m.**

- 3) Andrew Carlstrom – Environmental Services Director  
A) 1st Reading - Cannabis Ordinance  
B) Public Hearing - Aitkin County Cannabis Ordinance at 10:15 a.m.

**10:25 a.m.**

- 4) Kathleen Ryan – Chief Financial Officer  
A) Adopt Resolution - 2025 TZD Safe Roads Grant

**10:35 a.m.**

- 5) Mark Jeffers – Economic Development Coordinator  
A) Adopt Resolution - DEED Childcare Economic Development Grant Submission

**10:45 a.m.**

- 6) Dennis Thompson – Land Commissioner  
A) Approve Private Sale of Tax Forfeited Land to Matt Huseby  
B) Approve Private Sale of Tax Forfeited Land to Stephanie Werner

**10:55 a.m.**

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

**11:15 a.m.**

- 8) Board of Commissioners  
A) Commissioner Committee Reports

**ADJOURN**



**2B**

**AITKIN COUNTY BOARD OF COMMISSIONERS**

October 8, 2024

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.

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

**1.D Citizens Public Comment - None**

**2 CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

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

**A) Correspondence File-**

September 24, 2024 - October 7, 2024

**B) Approve County Board Minutes-**

September 24, 2024

**C) Approve Electronic Funds Transfers**

**Total** \$1,279,817.39

**D) Approve Auditor Vouchers-**

Auditor Warrants 09.20.24

General	\$2,175.35	R&B	\$261,234.37	Trust	\$285.00	COVID	\$15,000.00
						<b>Total</b>	\$278,694.72

**E) Approve Commissioner's Vouchers**

Commissioner Warrants 09.27.24

General	\$150,852.95	Reserves	\$790.00	R&B	\$77,577.53	HHS	\$26,491.03
Trust	\$12,813.47	Forest	\$1,028.59	Taxes	\$2,839.00	ACC	\$25,456.00
LLCC	\$11,030.15	Parks	\$19,208.42			<b>Total</b>	\$328,087.14

**F) Approve Manual Warrants/Voids/Corrections-**

ELAN 09.12.24

HHS	\$21.50	HHS	\$1,467.10	General	\$4,896.29	Reserves	\$466.00
Forest	\$625.00	LLCC	\$911.40			<b>Total</b>	\$8,387.29

**G) Approve-**

Opioid Funding Request

**H) Approve Manual Warrants/Voids/Corrections-**

Returned Check, Hwy Dept. 09.16.24

R&B	\$288.15					<b>Total</b>	\$288.15
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**I) Approve Manual Warrants/Voids/Corrections-**

Manual Warrants 09.30.24

General	\$1,589.02	Parks	\$140.00			<b>Total</b>	\$1,729.02
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**J) Adopt Resolution-**

LG220 Application for Exempt Permit - MN Deer Hunters Assoc. McGregor

## Regular Agenda

3A Jessica Seibert – County Administrator

**Informational Only**

Dan Stifter - Update on land owned by Aitkin School District

**RESULT: INFORMATIONAL ONLY**

**MOVER:**

**SECONDER:**

3B Jessica Seibert – County Administrator

**Informational Only**

Aitkin County 4-H Program Update

**RESULT: INFORMATIONAL ONLY**

**MOVER:**

**SECONDER:**

3C Jessica Seibert – County Administrator

**Motion to:**

Approve Revised Contractual Airport Agreement between the City of Aitkin and County of Aitkin

**RESULT: APPROVED (5 TO 0)**

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Michael Kearney

3D Jessica Seibert – County Administrator

**Informational Only**

Administrator Updates

1:1's, Coffee with Jessica, Podcasts, MACA Annual Conference, AMC Property Tax webinar, Economic Development, Negotiations, Facilities, FEMA update

4A Mark Jeffers – Economic Development Coordinator

**Motion to:**

Approve Housing Trust Fund Guidelines document

**RESULT: APPROVED (5 TO 0)**

**MOVER:** Commissioner Michael Kearney

**SECONDER:** Commissioner Laurie Westerlund

Mark Jeffers – Economic Development Coordinator

4B **Informational Only**

Economic Development Update

**RESULT: INFORMATIONAL ONLY**

**MOVER:**

**SECONDER:**

5A Board of Commissioners

**Motion to:**

Commissioners Committee Reports

Rum River 1W1P, MACCAC Annual Conference, Northern Counties Land Use Coordinating Board, MN Rural Counties, JET, ATV Committee update, McGregor Airport Commission, Civil Mediation training, AMC Property Tax webinar, Facilities, Personnel Committee, Aitkin Airport Commission, Civil Mediation Skills Training

**Motion to Adjourn**

Motion made at 11:00 a.m.

<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Michael Kearney
<b>Next Meeting:</b>	<b>Tuesday, October 22, 2024</b>

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

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Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request



Requested Meeting Date: 10/22/2024

Title of Item: EFT Report

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Lori Grams		<b>Department:</b> County Treasurer
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  EFT Report thru 10/14/2024		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

**ELECTRONIC FUNDS TRANSFER****Thru October 14, 2024 Board Meeting October 22, 2024**

Abstract Number	Date	Amount	Reason
22144	10/4/24	\$911,249.67	Payroll Abstract
22145	10/4/24	\$4,999.78	Auditor Abstract
22146	10/11/24	\$2,034.91	Auditor Abstract
22147	10/11/24	\$291,596.73	Commissioner Abstract
22148	10/10/24	\$39,914.66	Commissioner Abstract
22149	10/11/24	\$207,080.77	Auditor Abstract
22150	10/11/24	\$1,856.44	Auditor Abstract
22151	10/10/24	\$8,076.17	Manual Abstract

\$0

Voids/No ACH

22143

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\$1,466,809.13

S:Board Report:2024 EFT Board Report Thru Date



Print List in Order By:	2	1 - Fund (Page Break by Fund) 2 - Department (Totals by Dept) 3 - Vendor Number 4 - Vendor Name	Page Break By:	1	1 - Page Break by Fund 2 - Page Break by Dept
Explode Dist. Formulas?:	N				
Paid on Behalf Of Name on Audit List?:	N				
Type of Audit List:	D	D - Detailed Audit List S - Condensed Audit List			
Save Report Options?:	N				

WLB1  
10/2/24 1:38PM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

1 General Fund

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
200	DEPT				Enforcement			
	9302	WEX Bank						
		01-200-000-0000-6335		8,690.52	DEPUTY GAS	99656595	Gas/Vehicle Fuel Charges	N
	9302	WEX Bank		8,690.52	1 Transactions			
200	DEPT Total:			8,690.52	Enforcement	1 Vendors	1 Transactions	
202	DEPT				Boat & Water			
	9302	WEX Bank						
		01-202-000-0000-6335		1,146.83	B/W GAS	99656595	Gas/Vehicle Fuel Charges	N
	9302	WEX Bank		1,146.83	1 Transactions			
202	DEPT Total:			1,146.83	Boat & Water	1 Vendors	1 Transactions	
1	Fund Total:			9,837.35	General Fund		2 Transactions	

WLB1  
10/2/24 1:38PM

# Aitkin County



3 Road & Bridge

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

Vendor		<u>Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
307	DEPT				R&B Capital Infrastructure			
	9051	Hawkinson Construction Company Inc						
		03-307-000-0000-6262		48,252.16	CONT 20245 PMT 2	CONT 20245 PMT 2	Contract Payments	N
	9051	Hawkinson Construction Company Inc		48,252.16	1 Transactions			
307	DEPT Total:			48,252.16	R&B Capital Infrastructure	1 Vendors	1 Transactions	
3	Fund Total:			48,252.16	Road & Bridge		1 Transactions	
	Final Total:			58,089.51	3 Vendors	3 Transactions		

# Aitkin County

Audit List for Board

**AUDITOR'S VOUCHERS ENTRIES**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	9,837.35	General Fund
3	48,252.16	Road & Bridge
<b>All Funds</b>	<b>58,089.51</b>	<b>Total</b>

Approved by,

.....  
.....  
.....



# Board of County Commissioners Agenda Request

## 2E

Agenda Item #

**Requested Meeting Date:** 10/22/2024

**Title of Item:** 2025 Medical Examiner Contract

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sheriff Dan Guida		<b>Department:</b> Sheriff's Office
<b>Presenter (Name and Title):</b> Sheriff Dan Guida		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  2025 Medical Examiner Services Contract Agreement - River Valley Forensic Services  <i>The prices will be increasing in 2025. Prices between Ramsey and your county have stayed the same for more than two decades; only the testing for toxicology, microscope stains, and bacterial cultures has increased, as we are billed those directly. The increase will be an additional \$250 per autopsy and \$150 per external examination.</i>  <i>The total cost for an autopsy with toxicology, microscopy, or bacterial cultures would be approximately \$3000 per case between the Ramsey County and River Valley Forensic Services invoices. The total cost for an external examination with toxicology or bacterial cultures would be \$1000 per case between the Ramsey County and River Valley Forensic Services invoices. There is also a homicide/treat suspicious upcharge beginning in 2025 for the additional materials and staff time. The upcharge will be \$250 per case.</i>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommendation to accept the Medical Examiner Agreement for 2025 services. Please have the Board Chair and County Administrator sign and date on page 6 of the agreement.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

## **MEDICAL EXAMINER CONTRACT AGREEMENT**

Agreement entered into this 22<sup>nd</sup> day of October, by and between the County of Aitkin, a political subdivision of the State of Minnesota, and River Valley Forensic Services, P.A. for the services of Dr. Kelly Mills, M.D. as Medical Examiner of Aitkin County.

### **I. Relationship of Parties**

- A. Pursuant to County Board action that took place on October 22, 2024 and the authority of Minnesota Statutes Ch. 390, the board of Aitkin County commissioners designates Dr. Kelly Mills, M.D., as Medical Examiner for Aitkin County, hereinafter “the Medical Examiner.”
- B. It is agreed that nothing contained in the Agreement is intended or should be construed as creating the relationship of co-partners, joint ventures or an association or an employer/employee relationship between Aitkin County and Dr. Kelly Mills, M.D., River Valley Forensic Services, P.A., or their employees or designee. River Valley Forensic Services, P.A. is an independent contractor, and neither River Valley Forensic Services, P.A. it, its officers, agents or employees shall be considered agents or representatives of the County. The County is interested only in the results to be achieved. The manner and means of conducting the works are under the control of the Medical Examiner, except to the extent they are limited by statute or regulation and the express terms of this Agreement. None of the benefits provided by the County to its employees, including, without limitation, unemployment insurance, workers’ compensation insurance, retirement and deferred compensation plans, vacation and sick leave, are available from the County to the Medical Examiner, River Valley Forensic Services, P.A., or the employees, agents or contractors of either. No civil service status shall attach to the Medical Examiner, Medical Staff, agent of contractors of the Medical Examiner or River Valley Forensic Services, P.A. and the County shall make no deductions from sums payable under the terms of this Agreement for state or federal income taxes, FICA, PERA or other payroll type deductions which are associated with an employer-employee relationship.

### **II. Personnel**

- A. The Medical Examiner will designate Dr. Kirstin Howell, Dr. Victor Froloff and Dr. Butch Huston to assist in performing the contract and shall be under the control and supervision of the Medical Examiner. Dr. Howell, Dr. Froloff and Dr. Huston shall not be considered employees of the County, nor have a contractual relationship with the County. The County shall be notified prior to the effective date of any changes thereto.

- B. The non-medical personnel necessary to support the Medical Examiner in the performance of his duties under this Agreement shall be provided through the County Sheriff's Department. The compensation, benefits, and other terms of employment of these non-medical personnel shall be determined and paid solely by the county.

### III. **Scope of Duties**

- A. The Medical Examiner shall be responsible for conducting a modern medico-legal investigative system for Aitkin County applying the standards of the National Association of Medical Examiners, as they may be amended from time to time. The Medical Examiner shall periodically consult with the County Attorney's Office, police agencies, and others concerned with forensic pathology to review procedures and formats for preparing medical reports and protocols. The Medical Examiner shall perform all duties imposed by Minnesota Statutes Chapter 390, as well as the duties imposed by other statutes applicable to the Medical Examiner's activities. The Medical Examiner shall testify, as required, at inquests, hearings and trials.
- B. The Medical Examiner shall be responsible for the final determination of the cause and manner of death, and the signing of certificates attesting the cause and manner of death. During the temporary absence of the Medical Examiner, a qualified person designated by the Medical Examiner may make the final determination of death, and sign a certificate attesting to the cause and manner of death.
- C. The Medical Examiner shall be entitled to perform other gainful activities which do not interfere with the performance of her duties hereunder.

### IV. **Compensation**

- A. All payments made under this agreement for services rendered by or at the designation of Dr. Kelly Mills, M.D., shall be made to River Valley Forensic Services, P.A.
- B. The County will be responsible for the payment for each complete autopsy or external examination performed by Dr. Kelly Mills, M.D., or her assistants, as the Medical Examiner pursuant to this agreement and billed to Aitkin County upon completion of each examination in keeping with the past practice of the County Medical Examiner's Office.
- C. Compensation for the services under this contract shall be \$250.00/month plus the following on a per service basis: (1) complete forensic autopsy with basic toxicology, at approximately \$3,000, and (2) external examination with basic toxicology at approximately \$1000.

- D. Additionally, the County will be responsible for court related preparation / consultation and out of office charges, billed on an hourly basis of \$300/hr., including travel to and from Aitkin County in order to provide testimony in legal proceedings arising out of the duties of the Medical Examiner.

V. **Facilities**

The facility, together with all the necessary equipment, the supplies, shall be the responsibility of Dr. Kelly Mills, M.D. It is represented by Dr. Kelly Mills, M.D., and understood by the County that Ramsey County Morgue shall be available to Dr. Kelly Mills, M.D., for the performance of this agreement.

VI. **Insurance and Indemnification**

- A. River Valley Forensic Services, P.A. agrees to indemnify and hold harmless the County of Aitkin, its officials, employees and agents from any and all liability, loss or damage, that the County of Aitkin, its officials, employees and agents may suffer as a result of claims, demands, costs of judgments, including without limitation reasonable attorney's fees arising out of the provision of professional services by Dr. Kelly Mills, M.D., as the Medical Examiner of Aitkin County pursuant to Minnesota Statutes Ch. 390, provided, however, that this indemnification shall be limited to the extent of such claims, demands, costs or judgments, including, without limitation, reasonable attorney's fees are covered by insurance.
- B. The County of Aitkin agrees to indemnify and hold harmless River Valley Forensic Services, P.A., Dr. Kelly Mills, M.D., its and their agents, officers or employees from any and all liability, loss or damage, it, he, its agents, officers or employees may suffer as a result of claims, demands, costs or judgments, including without limitation reasonable attorney's fees, arising from the Medical Examiner's or his agents' performance of his or their duties under this Agreement.
- C. River Valley Forensic Services, P.A. shall obtain and keep in effect the following insurance coverage:
- 1) Comprehensive General Liability Insurance:
    - (a) Minimum Combined Single Limit  
\$2,000,000 per occurrence  
\$4,000,000 aggregate
    - (a) The following coverage must be specifically insured

and certified with no internal sublimits.

1. Independent Contractors' Contingent Liability
2. Products/Completed Operations Liability
3. Contractual Liability
4. Personal Injury Liability including claims related to employment and coverage (a) through (e).
5. Broad Form Property Damage Liability, or deletion of the "Care, Custody and Control" Exclusion
6. Aircraft Liability (if applicable)
7. Watercraft Liability (if applicable)

- (b) The Contractual Liability is to be either on a blanket basis for all written and oral contracts or specifically endorsed to acknowledge the contract between the insured and the County.

2. Professional Liability Insurance

Minimum Limits

\$2,000,000 per occurrence  
\$4,000,000 aggregate

3. Automobile Liability Insurance on Vehicles Owned by River Valley Forensic Services, P.A., or Kelly Mills, M.D., Kirstin Howell, M.D., Victor Froloff, M.D., or Butch Huston, M.D.

- D. All certificates of insurance shall provide that the insurance company shall give the County thirty (30) days prior written notice of cancellation, non-renewal or any material changes in the policy.
- E. The above subparagraphs establish the minimum insurance requirements, and it is the sole responsibility of River Valley Forensic Services, P.A.. to purchase and maintain additional insurance that may be necessary in connection with this contract.
- F. The Medical Examiner shall provide a certificate of insurance to the County in a form acceptable to Aitkin County. All insurance policies shall be submitted to the County upon written request.
- G. Nothing in this contract shall constitute a waiver by the County of any statutory limits or exceptions on liability.

**VII. Transportation**

- A. Transportation of the deceased bodies from Aitkin County to the Ramsey County Morgue shall be the responsibility of Aitkin County.

**VIII. Miscellaneous Provisions**

- A. The Medical Examiner and all the members of the Medical Staff must be licensed to practice in Minnesota, with the Medical Examiner holding certification by the American Board of Pathology.
- B. At the termination of this Agreement, the Medical Examiner shall return all files, records and objects related to cases completed, or in progress, to the County upon written request.

**IX. Term and Termination**

- A. This agreement shall continue for a period ending 12/31/2025 unless terminated sooner pursuant hereto.
- B. This Agreement may be terminated by either party on forty-five (45) days written notice to the other.
- C. This Agreement may be renewed on an annual basis upon agreement of both parties.

**X. Entire Agreement, Modification**

- A. It is understood and agreed that the entire Agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous Agreements presently in effect between the parties relating to the subject matter hereof.
- B. This Agreement shall be altered, varied, modified or amended only in writing duly executed by the parties and attached hereto.

**COUNTY OF AITKIN**

\_\_\_\_\_  
(date)

By \_\_\_\_\_  
Aitkin County Board Chair

\_\_\_\_\_  
(date)

By \_\_\_\_\_  
Aitkin County Administrator

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Kelly Mills, M.D.  
Medical Examiner

**River Valley Forensic Services, P.A.**

\_\_\_\_\_  
(date)

By \_\_\_\_\_  
Kelly Mills, President



## Board of County Commissioners Agenda Request

**2F**

Agenda Item #

Requested Meeting Date: 10/22/2024

Title of Item: Search &amp; Rescue Donation - MLE Comm Trust

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Sheriff Dan Guida		<b>Department:</b> Sheriff
<b>Presenter (Name and Title):</b> Sheriff Dan Guida		<b>Estimated Time Needed:</b>
<b>Summary of Issue</b>  Mille Lacs Energy Community Trust has donated \$2,000.00 to the all-volunteer Aitkin County Search & Rescue group to assist with the purchase of drone equipment & training.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Recommend accepting donation		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">Please Explain:</span>		

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

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

ADOPTED October 8, 2024

By Commissioner: xxx

**20241008-xxx**

**Search & Rescue Dotation – MLE Comm Trust**

**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:

Mille Lacs Energy Community Trust	\$2,500.00
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**WHEREAS**, the terms or conditions of the donations, if any, are as follows:

Mille Lacs Energy Community Trust	Aitkin County Search and Rescue
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**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 8<sup>th</sup> day of October 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 8<sup>th</sup> day of October 2024**

\_\_\_\_\_  
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 AUDITOR'S VOUCHERS ENTRIES

1 General Fund

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
40	DEPT				Auditor			
	89991	Bremer Bank						
		01-040-000-0000-5840		0.26	Receipt Nbr 22513 09/05/2024		Misc Receipts	N
		01-040-000-0000-5840		0.13	Receipt Nbr 22522 09/06/2024		Misc Receipts	N
		01-040-000-0000-5840		0.13	Receipt Nbr 22529 09/11/2024		Misc Receipts	N
	89991	Bremer Bank		0.52	3 Transactions			
40	DEPT Total:			0.52	Auditor	1 Vendors	3 Transactions	
43	DEPT				Assessor			
	89991	Bremer Bank						
		01-043-000-0000-5840		0.51	Receipt Nbr 485 09/24/2024		Misc Receipts	N
	89991	Bremer Bank		0.51	1 Transactions			
43	DEPT Total:			0.51	Assessor	1 Vendors	1 Transactions	
90	DEPT				Attorney			
	89991	Bremer Bank						
		01-090-000-0000-5840		0.64	Receipt Nbr 925 09/05/2024		Misc Receipts	N
		01-090-000-0000-5840		0.64	Receipt Nbr 925 09/05/2024		Misc Receipts	N
		01-090-000-0000-5840		0.64	Receipt Nbr 926 09/13/2024		Misc Receipts	N
		01-090-000-0000-5840		0.64	Receipt Nbr 926 09/13/2024		Misc Receipts	N
		01-090-000-0000-5840		0.64	Receipt Nbr 926 09/13/2024		Misc Receipts	N
	89991	Bremer Bank		3.20	5 Transactions			
90	DEPT Total:			3.20	Attorney	1 Vendors	5 Transactions	
100	DEPT				Recorder			
	89991	Bremer Bank						
		01-100-000-0000-5840		12.42	Receipt Nbr 8031 09/04/2024		Misc Receipts	N
		01-100-000-0000-5840		0.45	Receipt Nbr 8039 09/05/2024		Misc Receipts	N
		01-100-000-0000-5840		10.04	Receipt Nbr 8062 09/10/2024		Misc Receipts	N
		01-100-000-0000-5840		6.82	Receipt Nbr 8083 09/17/2024		Misc Receipts	N
		01-100-000-0000-5840		0.13	Receipt Nbr 8091 09/18/2024		Misc Receipts	N
		01-100-000-0000-5840		19.17	Receipt Nbr 8114 09/24/2024		Misc Receipts	N
		01-100-000-0000-5840		0.19	Receipt Nbr 8127 09/25/2024		Misc Receipts	N
		01-100-000-0000-5840		0.19	Receipt Nbr 8145 09/27/2024		Misc Receipts	N

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# Aitkin County



Audit List for Board

## AUDITOR'S VOUCHERS ENTRIES

Page 3

1 General Fund

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
89991	Bremer Bank		49.41	8 Transactions			
100	DEPT Total:		49.41	Recorder	1 Vendors	8 Transactions	
252	DEPT			Corrections			
89991	Bremer Bank						
	01-252-252-0000-5872		53.67	Receipt Nbr 2090 09/16/2024		Phone Card Prisoner Welfare(Taxable)	N
	01-252-252-0000-5872		48.25	Receipt Nbr 2092 09/20/2024		Phone Card Prisoner Welfare(Taxable)	N
89991	Bremer Bank		101.92	2 Transactions			
252	DEPT Total:		101.92	Corrections	1 Vendors	2 Transactions	
1	Fund Total:		155.56	General Fund		19 Transactions	

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated			
89991	Bremer Bank					
	03-000-000-0000-5517		2.89	Receipt Nbr 351 09/06/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 351 09/06/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1534 09/11/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 353 09/13/2024	Charges-Individuals	N
	03-000-000-0000-5517		4.82	Receipt Nbr 353 09/13/2024	Charges-Individuals	N
	03-000-000-0000-5517		5.79	Receipt Nbr 1537 09/13/2024	Charges-Individuals	N
	03-000-000-0000-5517		5.79	Receipt Nbr 1542 09/19/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1545 09/19/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 355 09/20/2024	Charges-Individuals	N
	03-000-000-0000-5517		4.82	Receipt Nbr 355 09/20/2024	Charges-Individuals	N
	03-000-000-0000-5517		4.82	Receipt Nbr 355 09/20/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 355 09/20/2024	Charges-Individuals	N
	03-000-000-0000-5517		4.82	Receipt Nbr 355 09/20/2024	Charges-Individuals	N
	03-000-000-0000-5517		4.82	Receipt Nbr 355 09/20/2024	Charges-Individuals	N
	03-000-000-0000-5517		4.82	Receipt Nbr 355 09/20/2024	Charges-Individuals	N
	03-000-000-0000-5517		4.82	Receipt Nbr 355 09/20/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 355 09/20/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 1556 09/26/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 356 09/27/2024	Charges-Individuals	N
	03-000-000-0000-5517		9.65	Receipt Nbr 356 09/27/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 356 09/27/2024	Charges-Individuals	N
	03-000-000-0000-5517		2.89	Receipt Nbr 356 09/27/2024	Charges-Individuals	N
89991	Bremer Bank		84.83	21 Transactions		
0	DEPT Total:		84.83	Undesignated	1 Vendors	21 Transactions
303	DEPT			R&B Highway Maintenance		
89991	Bremer Bank					
	03-303-000-0000-6570		23.42	DIESEL TAX: SEPT 2024	DIESEL TAX: SEP 2	Motor Fuel & Lubricants N
	03-303-000-0000-6570		16.36	DIESEL TAX: SEPT 2024	DIESEL TAX: SEP 2	Motor Fuel & Lubricants N
	03-303-000-0000-6570		101.58	DIESEL TAX: SEPT 2024	DIESEL TAX: SEP 2	Motor Fuel & Lubricants N
	03-303-000-0000-6570		18.34	DIESEL TAX: SEPT 2024	DIESEL TAX: SEP 2	Motor Fuel & Lubricants N
	03-303-000-0000-6570		25.39	DIESEL TAX: SEPT 2024	DIESEL TAX: SEP 2	Motor Fuel & Lubricants N
	03-303-000-0000-6570		54.46	DIESEL TAX: SEPT 2024	DIESEL TAX: SEP 2	Motor Fuel & Lubricants N
	03-303-000-0000-6570		239.27	DIESEL TAX: SEPT 2024	DIESEL TAX: SEP 2	Motor Fuel & Lubricants N
	03-303-000-0000-6570		257.87	DIESEL TAX: SEPT 2024	DIESEL TAX: SEP 2	Motor Fuel & Lubricants N
	03-303-000-0000-6570		118.40	DIESEL TAX: SEPT 2024	DIESEL TAX: SEP 2	Motor Fuel & Lubricants N
	03-303-000-0000-6570		53.61	DIESEL TAX: SEPT 2024	DIESEL TAX: SEP 2	Motor Fuel & Lubricants N

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# Aitkin County



3 Road & Bridge

Audit List for Board

## AUDITOR'S VOUCHERS ENTRIES

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Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	03-303-000-0000-6570		85.21	DIESEL TAX: SEPT 2024	DIESEL TAX: SEP 2	Motor Fuel & Lubricants N
	03-303-000-0000-6570		21.73	DIESEL TAX: SEPT 2024	DIESEL TAX: SEP 2	Motor Fuel & Lubricants N
	03-303-000-0000-6570		46.27	DIESEL TAX: SEPT 2024	DIESEL TAX: SEP 2	Motor Fuel & Lubricants N
89991	Bremer Bank		1,061.91	13 Transactions		
303	DEPT Total:		1,061.91	R&B Highway Maintenance	1 Vendors	13 Transactions
3	Fund Total:		1,146.74	Road & Bridge		34 Transactions

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10 Trust

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 6

	Vendor		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula						
			Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
923	DEPT				Forfeited Tax Sales			
	89991	Bremer Bank						
		10-923-000-0000-5260		22.19	Receipt Nbr 4353 09/10/2024		FTS-Leases/Easements	N
		10-923-000-0000-5260		16.27	Receipt Nbr 4363 09/17/2024		FTS-Leases/Easements	N
		10-923-000-0000-5260		20.71	Receipt Nbr 4375 09/23/2024		FTS-Leases/Easements	N
	89991	Bremer Bank		59.17	3 Transactions			
923	DEPT Total:			59.17	Forfeited Tax Sales	1 Vendors	3 Transactions	
10	Fund Total:			59.17	Trust		3 Transactions	

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
521	DEPT		LLCC Administration			
89991	Bremer Bank					
	19-521-000-0000-5885		2.79	Receipt Nbr 22537 09/12/2024	Commissary Sales Taxable	N
	19-521-000-0000-5885		1.19	Receipt Nbr 22540 09/16/2024	Commissary Sales Taxable	N
	19-521-000-0000-5885		4.07	Receipt Nbr 22561 09/23/2024	Commissary Sales Taxable	N
	19-521-000-0000-5885		1.67	Receipt Nbr 22561 09/23/2024	Commissary Sales Taxable	N
	19-521-000-0000-5885		81.79	Receipt Nbr 22568 09/27/2024	Commissary Sales Taxable	N
	19-521-000-0000-5885		20.00	Receipt Nbr 22569 09/27/2024	Commissary Sales Taxable	N
	19-521-000-0000-5885		27.80	Receipt Nbr 22570 09/27/2024	Commissary Sales Taxable	N
	19-521-000-0000-5885		0.80	Receipt Nbr 22572 09/27/2024	Commissary Sales Taxable	N
	19-521-000-0000-5885		6.47	Receipt Nbr 22572 09/27/2024	Commissary Sales Taxable	N
	19-521-000-0000-5885		2.18	Receipt Nbr 22574 09/30/2024	Commissary Sales Taxable	N
89991	Bremer Bank		148.76	10 Transactions		
521	DEPT Total:		148.76	LLCC Administration	1 Vendors	10 Transactions
19	Fund Total:		148.76	Long Lake Conservation Center		10 Transactions

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21 Parks

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 8

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT			Parks			
89991	Bremer Bank						
	21-520-000-0000-5510		7.72	Receipt Nbr 4341 09/03/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.89	Receipt Nbr 4341 09/03/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 4342 09/03/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 4344 09/04/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		8.36	Receipt Nbr 4344 09/04/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.29	Receipt Nbr 4344 09/04/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4345 09/05/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		36.67	Receipt Nbr 4346 09/06/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4346 09/06/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		9.01	Receipt Nbr 4346 09/06/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		6.43	Receipt Nbr 4346 09/06/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.35	Receipt Nbr 4346 09/06/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		4.05	Receipt Nbr 4346 09/06/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.64	Receipt Nbr 4346 09/06/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		17.37	Receipt Nbr 4349 09/09/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.47	Receipt Nbr 4349 09/09/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 4350 09/09/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		11.58	Receipt Nbr 4351 09/09/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		11.58	Receipt Nbr 4351 09/09/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.89	Receipt Nbr 4354 09/10/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 4354 09/10/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		8.68	Receipt Nbr 4360 09/12/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 4361 09/13/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		7.72	Receipt Nbr 4361 09/13/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		15.44	Receipt Nbr 4361 09/13/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.29	Receipt Nbr 4361 09/13/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		4.18	Receipt Nbr 4361 09/13/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.58	Receipt Nbr 4361 09/13/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.32	Receipt Nbr 4361 09/13/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 4362 09/13/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		28.30	Receipt Nbr 4372 09/20/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.79	Receipt Nbr 4372 09/20/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		9.65	Receipt Nbr 4372 09/20/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		6.43	Receipt Nbr 4372 09/20/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.22	Receipt Nbr 4372 09/20/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 4372 09/20/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.47	Receipt Nbr 4372 09/20/2024		Co. Parks Campground Fees	N

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21 Parks

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	21-520-000-0000-5510		2.89	Receipt Nbr 4373 09/23/2024		Co. Parks Campground Fees N
	21-520-000-0000-5510		7.72	Receipt Nbr 4373 09/23/2024		Co. Parks Campground Fees N
	21-520-000-0000-5510		10.94	Receipt Nbr 4377 09/26/2024		Co. Parks Campground Fees N
	21-520-000-0000-5510		9.01	Receipt Nbr 4377 09/26/2024		Co. Parks Campground Fees N
	21-520-000-0000-5510		17.69	Receipt Nbr 4377 09/26/2024		Co. Parks Campground Fees N
	21-520-000-0000-5510		10.29	Receipt Nbr 4377 09/26/2024		Co. Parks Campground Fees N
	21-520-000-0000-5510		3.80	Receipt Nbr 4377 09/26/2024		Co. Parks Campground Fees N
	21-520-000-0000-5510		2.25	Receipt Nbr 4377 09/26/2024		Co. Parks Campground Fees N
	21-520-000-0000-5510		0.06	Receipt Nbr 4377 09/26/2024		Co. Parks Campground Fees N
	21-520-000-0000-5510		1.93	Receipt Nbr 4378 09/27/2024		Co. Parks Campground Fees N
	21-520-000-0000-5510		9.65	Receipt Nbr 4378 09/27/2024		Co. Parks Campground Fees N
	21-520-000-0000-5510		3.86	Receipt Nbr 4379 09/27/2024		Co. Parks Campground Fees N
	21-520-000-0000-5510		5.15	Receipt Nbr 4379 09/27/2024		Co. Parks Campground Fees N
	21-520-000-0000-5510		6.43	Receipt Nbr 4379 09/27/2024		Co. Parks Campground Fees N
	21-520-000-0000-5510		5.79	Receipt Nbr 4383 09/30/2024		Co. Parks Campground Fees N
	21-520-000-0000-5510		5.79	Receipt Nbr 4384 09/30/2024		Co. Parks Campground Fees N
	21-520-000-0000-5510		7.72	Receipt Nbr 4384 09/30/2024		Co. Parks Campground Fees N
	21-520-000-0000-6254		21.03	Warr Nbr 94266 09/27/2024		Utilities-Gas and Electric N
	21-520-000-0000-6360		10.31	Warr Nbr 12060 09/27/2024		Services, Labor, Contracts N
	21-520-000-0000-6360		29.43	Warr Nbr 12073 09/27/2024		Services, Labor, Contracts N
	21-520-000-0000-6360		37.68	Warr Nbr 12073 09/27/2024		Services, Labor, Contracts N
	21-520-000-0000-6360		12.93	Warr Nbr 12073 09/27/2024		Services, Labor, Contracts N
	21-520-000-0000-6360		40.43	Warr Nbr 12073 09/27/2024		Services, Labor, Contracts N
	21-520-000-0000-6450		0.74	Warr Nbr 11998 09/13/2024		Field Supplies N
	21-520-000-0000-6450		1.72	Warr Nbr 11998 09/13/2024		Field Supplies N
	21-520-000-0000-6523		0.34	Warr Nbr 94248 09/27/2024		Misc Bldg & Shop Supplies N
89991	Bremer Bank		524.68	63 Transactions		
520	DEPT Total:		524.68	Parks	1 Vendors	63 Transactions
21	Fund Total:		524.68	Parks		63 Transactions
	Final Total:		2,034.91	10 Vendors	129 Transactions	

# Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	155.56	General Fund
3	1,146.74	Road & Bridge
10	59.17	Trust
19	148.76	Long Lake Conservation Center
21	524.68	Parks
All Funds	2,034.91	Total

Approved by,

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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	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1	DEPT			Commissioners			
86222	Aitkin Independent Age						
	01-001-000-0000-6230		93.50	SEPT. 10 SYNOPSIS	1423663	Printing, Publishing & Adv	Y
				10/02/2024 10/02/2024			
86222	Aitkin Independent Age		93.50	1 Transactions			
248	Association of Mn Counties						
	01-001-000-0000-6241		300.00	AMC 2024 FALL -WESTERLUND	69313	Registration Fee	N
				09/11/2024 09/13/2024			
	01-001-000-0000-6241		300.00	AMC 2024 FALL -KEARNEY	69315	Registration Fee	N
				09/11/2024 09/13/2024			
	01-001-000-0000-6241		300.00	AMC 2024 FALL -LEIVISKA	69556	Registration Fee	N
				09/11/2024 09/13/2024			
	01-001-000-0000-6241		300.00	AMC 2024 FALL -SAMPLE	69557	Registration Fee	N
				09/11/2024 09/13/2024			
	01-001-000-0000-6241		125.00	2024 MACCACC ANNUAL CONFERENCE	69862	Registration Fee	N
248	Association of Mn Counties		1,325.00	5 Transactions			
15240	AT&T Mobility (Central Serv)						
	01-001-000-0000-6220		193.03	COMMISSIONERS MOBILE PHONE	287298817699	Telephone	N
				07/26/2024 08/25/2024			
15240	AT&T Mobility (Central Serv)		193.03	1 Transactions			
1	DEPT Total:		1,611.53	Commissioners	3 Vendors	7 Transactions	
12	DEPT			Court Administration			
2390	Itasca Co Sheriff						
	01-012-000-0000-6265		75.00	CIVIL SERVICE 01-JV-24-705	202401977	Sheriff Services	N
	01-012-000-0000-6265		75.00	CIVIL SERVICE 01-JV-24-705	202401978	Sheriff Services	N
	01-012-000-0000-6265		75.00	CIVIL SERVICE 01-JV-24-706	202401979	Sheriff Services	N
2390	Itasca Co Sheriff		225.00	3 Transactions			
12	DEPT Total:		225.00	Court Administration	1 Vendors	3 Transactions	
40	DEPT			Auditor			
88284	Aitkin Co Recorder						
	01-040-021-0000-6360		20.00	NOTARY RECORDING (SP)	116450	Services, Labor, Contracts	N

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## COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
88284	Aitkin Co Recorder		20.00	1 Transactions			
86222	Aitkin Independent Age						
	01-040-000-0000-6230		663.00	PG 1 - 2023 FINANCIALS 09/18/2024 09/18/2024	1420456	Printing, Publishing & Adv	Y
	01-040-000-0000-6230		663.00	PG 2 - 2023 FINANCIALS 09/18/2024 09/18/2024	1420466	Printing, Publishing & Adv	Y
	01-040-000-0000-6230		663.00	PG 3 - 2023 FINANCIALS 09/18/2024 09/18/2024	1420474	Printing, Publishing & Adv	Y
	01-040-000-0000-6230		663.00	PG 4 - 2023 FINANCIALS 09/18/2024 09/18/2024	1420478	Printing, Publishing & Adv	Y
	01-040-000-0000-6230		522.75	PG 5 - 2023 FINANCIALS 09/18/2024 09/18/2024	1420481	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		3,174.75	5 Transactions			
9561	Amazon Business						
	01-040-000-0000-6405		5.79	TAPE DISPENSER (JR)	1174-4Q67-CMYC	Office Supplies	N
	01-040-000-0000-6405		23.77	PLANNERS - (WB&CB)	1RRG-LMHQ-HWN4	Office Supplies	N
9561	Amazon Business		29.56	2 Transactions			
3195	MNCCC LOCKBOX						
	01-040-000-0000-6268		40.00	2024 IFS YE TRAINING (WB)	2409057	Staff Training, Development	N
3195	MNCCC LOCKBOX		40.00	1 Transactions			
86235	The Office Shop Inc						
	01-040-021-0000-6405		47.95	OFFICE SUPPLIES	333096-0	Office Supplies	N
86235	The Office Shop Inc		47.95	1 Transactions			
40	DEPT Total:		3,312.26	Auditor	5 Vendors	10 Transactions	
42	DEPT			Treasurer			
11603	Girard's Business Solutions,Inc.						
	01-042-000-0000-6342		2,396.00	MIRRORIMAGE PMT PROCESSING SYS 11/23/2024 11/12/2025	24	Office Equipment Rental/Contracts	N
11603	Girard's Business Solutions,Inc.		2,396.00	1 Transactions			
14330	US Bank						
	01-042-000-0000-6342		100.00	RICOH COPIER CONTRACT	539173831	Office Equipment Rental/Contracts	N

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	14330	US Bank		100.00	1 Transactions			
42	DEPT Total:			2,496.00	Treasurer	2 Vendors	2 Transactions	
43	DEPT				Assessor			
	3810	Paulbeck's County Market						
		01-043-000-0000-6335		446.37	ASSESSOR FUEL CHARGES	9277327	Gas/Vehicle Fuel Charges	N
	3810	Paulbeck's County Market		446.37	1 Transactions			
43	DEPT Total:			446.37	Assessor	1 Vendors	1 Transactions	
44	DEPT				Central Services			
	10203	Transformative Learning Institute LLC						
		01-044-000-0000-6360		7,000.00	ORGAN. DEVEL. SEPT '24 INVOICE	18	Services, Labor, Contracts	Y
					09/01/2024 09/30/2024			
	10203	Transformative Learning Institute LLC		7,000.00	1 Transactions			
44	DEPT Total:			7,000.00	Central Services	1 Vendors	1 Transactions	
45	DEPT				Motor Pool			
	9561	Amazon Business						
		01-045-000-0000-6480		39.40	CASE FOR JUMP STARTER	1WKG-T3LQ-HN4M	Car Equipment	N
	9561	Amazon Business		39.40	1 Transactions			
	13934	The Tire Barn						
		01-045-000-0000-6302		54.87	LUBE, OIL, FILTER #65	75149	Vehicle Maintenance	N
		01-045-000-0000-6302		81.98	LUBE, OIL, FILTER #7	75456	Vehicle Maintenance	N
		01-045-000-0000-6302		81.98	OIL, TIRE ROTATION #53	75490	Vehicle Maintenance	N
	13934	The Tire Barn		218.83	3 Transactions			
45	DEPT Total:			258.23	Motor Pool	2 Vendors	4 Transactions	
49	DEPT				Information Technologies			
	86235	The Office Shop Inc						
		01-049-000-0000-6360		43.42	IT COPIER MAINTENANCE	333322-0	Services, Labor, Contracts	N
	86235	The Office Shop Inc		43.42	1 Transactions			

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49	Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	<b>DEPT Total:</b>			<b>43.42</b>	<b>Information Technologies</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
52	DEPT				Administration			
	248	<b>Association of Mn Counties</b>						
		01-052-000-0000-6241		300.00	AMC 2024 FALL-SEIBERT	69314	Registration Fee	N
					09/11/2024 09/13/2024			
	<b>248</b>	<b>Association of Mn Counties</b>		<b>300.00</b>		<b>1 Transactions</b>		
	15240	<b>AT&amp;T Mobility (Central Serv)</b>						
		01-052-000-0000-6220		49.76	ADMIN MOBILE PHONE	287298817699	Telephone	N
					07/26/2024 08/25/2024			
	<b>15240</b>	<b>AT&amp;T Mobility (Central Serv)</b>		<b>49.76</b>		<b>1 Transactions</b>		
	86235	<b>The Office Shop Inc</b>						
		01-052-000-0000-6405		3.99	SUPPLIES -BILL B./FOCUS GROUP	1146583-0	Office Supplies	N
					10/16/2024 10/16/2024			
	<b>86235</b>	<b>The Office Shop Inc</b>		<b>3.99</b>		<b>1 Transactions</b>		
52	<b>DEPT Total:</b>			<b>353.75</b>	<b>Administration</b>	<b>3 Vendors</b>	<b>3 Transactions</b>	
53	DEPT				Human Resources			
	15240	<b>AT&amp;T Mobility (Central Serv)</b>						
		01-053-000-0000-6220		99.52	JULY-AUG PHONE BILL	287299383308	Telephone	N
					07/26/2024 08/25/2024			
	<b>15240</b>	<b>AT&amp;T Mobility (Central Serv)</b>		<b>99.52</b>		<b>1 Transactions</b>		
	12048	<b>McDowell Agency, Inc./The</b>						
		01-053-000-0000-6265		148.50	BACKGROUND FEES (3)	157139	Background Check Fee	N
					09/01/2024 09/30/2024			
	<b>12048</b>	<b>McDowell Agency, Inc./The</b>		<b>148.50</b>		<b>1 Transactions</b>		
	84172	<b>Riverwood Healthcare Center</b>						
		01-053-000-0000-6265		110.00	HOSPITAL ACCT 95900266982	13928422	Background Check Fee	N
					02/12/2024 02/12/2024			
		01-053-000-0000-6265		110.00	HOSPITAL ACCT 95900266981	13928422	Background Check Fee	N
					02/13/2024 02/13/2024			
		01-053-000-0000-6265		110.00	HOSPITAL ACCT 95900268688	13928422	Background Check Fee	N
					05/20/2024 05/20/2024			

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-053-000-0000-6265		110.00	HOSPITAL ACCT 95900268691 07/16/2024 07/16/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		110.00	HOSPITAL ACCT 95900266961 07/19/2024 07/19/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		110.00	HOSPITAL ACCT 95900228262 08/20/2024 08/20/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		110.00	HOSP ACCT 95900226597 03/06/2024 03/06/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		110.00	HOSP ACCT 95900266987 03/11/2024 03/11/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		200.00	HOSP ACCT 95900077012 03/06/2024 03/13/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		110.00	#95900198270-DS 05/16/2024 05/16/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		110.00	#95900266980-EO 05/23/2024 05/23/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		870.00	#95900129237-DS 05/16/2024 05/16/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		100.00	#95900129237-EO 05/22/2024 05/22/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		110.00	#95900268762-DS 09/10/2024 09/10/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		870.00	#95900239455-DS 09/10/2024 09/10/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		100.00	#95900183221-SO 07/31/2024 07/31/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		110.00	#95900228023-SO 08/06/2024 08/06/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		110.00	#95900234693-DS 08/15/2024 08/15/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		770.00	#95900212020-SO 08/06/2024 08/06/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		870.00	#95900212020-DS 08/14/2024 08/14/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		110.00	#95900122874-DS 04/03/2024 04/03/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		870.00	#95900100451-DS 04/03/2024 04/16/2024	13928422	Background Check Fee	N
	01-053-000-0000-6265		405.00	#95900222629	13928422	Background Check Fee	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
84172	Riverwood Healthcare Center		6,595.00	04/16/2024 04/16/2024 23 Transactions		
11590	Safetyhub Inc					
	01-053-000-0000-6360		1,195.00	SAFETYHUB ANNUAL SUBSCRIPTION 10/01/2024 09/30/2025 1 Transactions	70976	Services, Labor, Contracts N
11590	Safetyhub Inc		1,195.00			
9894	Vault Health					
	01-053-000-0000-6265		56.30	NON-DOT DRUG TEST (1) 09/10/2024 09/10/2024 1 Transactions	FL00649009	Background Check Fee 6
9894	Vault Health		56.30			
53	DEPT Total:		8,094.32	Human Resources	5 Vendors	27 Transactions
60	DEPT			Elections		
86222	Aitkin Independent Age					
	01-060-000-0000-6230		156.01	ABSENTEE BALLOTS AVAILABLE 09/25/2024 09/28/2024 1 Transactions	1421223	Printing, Publishing & Adv Y
86222	Aitkin Independent Age		156.01			
9561	Amazon Business					
	01-060-000-0000-6405		42.48	DYMO LABELS	1PK3-6Q79-C7QN	Office Supplies N
	01-060-000-0000-6405		26.34	PRIVACY SHIELDS FOR TABLES	1RRG-LMHQ-HWN4	Office Supplies N
9561	Amazon Business		68.82	2 Transactions		
13129	SeaChange Printing & Marketing Serv LLC					
	01-060-000-0000-6405		53.41	UOCAVA ENVELOPES (25)	INV029052	Office Supplies Y
13129	SeaChange Printing & Marketing Serv LLC		53.41	1 Transactions		
10879	Shred-It					
	01-060-000-0000-6360		881.69	SHREDDING 09/10/2024 09/10/2024 1 Transactions	8008488699	Services, Labor, Contracts N
10879	Shred-It		881.69			
86235	The Office Shop Inc					
	01-060-000-0000-6405		14.79	CLIP BOARDS	1146717-0	Office Supplies N
86235	The Office Shop Inc		14.79	1 Transactions		

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
60	DEPT Total:		1,174.72	Elections	5 Vendors	6 Transactions	
90	DEPT			Attorney			
9561	Amazon Business						
	01-090-000-0000-6405		49.96	OFFICE SUPPLIES ZIP DRIVES	1KX4-C1HP-F91P	Office Supplies	N
9561	Amazon Business		49.96	1 Transactions			
10855	Culligan Soft Water						
	01-090-000-0000-6265		77.00	MONTHLY SERVICE	150X01842608	Drug & Forfeiture MS 387.213	N
10855	Culligan Soft Water		77.00	1 Transactions			
10004	Mesa/Sebastian						
	01-090-000-0000-6330		105.34	MILEAGE REIMBURSEENT	9-16-24	Transportation/Travel/Parking	N
10004	Mesa/Sebastian		105.34	1 Transactions			
4036	Ratz/James						
	01-090-000-0000-6330		106.36	MILEAGE-MCAA	9-26-24	Transportation/Travel/Parking	N
	01-090-000-0000-6332		211.74	LODGING REIMBURSEMENT	9-26-24	Hotel / Motel Lodging	N
	01-090-000-0000-6339		20.29	MEAL REIMBURSEMENT	9-26-24	Meals (Overnight)	N
4036	Ratz/James		338.39	3 Transactions			
86235	The Office Shop Inc						
	01-090-000-0000-6405		27.80	OFFICE SUPPLIES	1146544-0	Office Supplies	N
	01-090-000-0000-6405		68.65	OFFICE SUPPLIES	1146544-1	Office Supplies	N
	01-090-000-0000-6360		1,033.10	COPIER CONTRACT	333100-0	Services, Labor, Contracts	N
86235	The Office Shop Inc		1,129.55	3 Transactions			
5173	Thomson Reuters-West Publishing						
	01-090-000-0000-6406		1,696.52	ONLINE SOFTWARE SUBSCRIPTION	850829850	Law Publ. & Subscriptions	N
				09/01/2024 09/30/2024			
	01-090-000-0000-6406		411.95	LIBRARY PLAN CHARGES	850913054	Law Publ. & Subscriptions	N
				10/01/2024 10/31/2024			
5173	Thomson Reuters-West Publishing		2,108.47	2 Transactions			
90	DEPT Total:		3,808.71	Attorney	6 Vendors	11 Transactions	
110	DEPT			Courthouse Maintenance			
9561	Amazon Business						

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-110-000-0000-6422		62.82	PUMICE STONES, WHINK	16KC-DCV1-6QMW	Janitorial Supplies	N
	01-110-000-0000-6422		277.18	DRINKING FOUNTAIN FILTERS	1D9N-VGDM-46GG	Janitorial Supplies	N
<b>9561</b>	<b>Amazon Business</b>		<b>340.00</b>	2 Transactions			
10365	<b>Antoine Electric, Inc.</b>						
	01-110-000-0000-6360		833.58	CARD ACCESS TROUBLESHOOTING	3313	Services, Labor, Contracts	N
<b>10365</b>	<b>Antoine Electric, Inc.</b>		<b>833.58</b>	1 Transactions			
15240	<b>AT&amp;T Mobility (Central Serv)</b>						
	01-110-000-0000-6220		49.76	MAINT MOBILE PHONE	287298817699	Telephone	N
				07/26/2024 08/25/2024			
<b>15240</b>	<b>AT&amp;T Mobility (Central Serv)</b>		<b>49.76</b>	1 Transactions			
1491	<b>Dutch's Electric, Inc</b>						
	01-110-000-0000-6360		813.25	BOOSTER HEATER JAIL	33384	Services, Labor, Contracts	N
<b>1491</b>	<b>Dutch's Electric, Inc</b>		<b>813.25</b>	1 Transactions			
1754	<b>Garrison Disposal Company, Inc</b>						
	01-110-000-0000-6255		1,468.00	30 YD ROLLOFF - FAIRGROUNDS	371593	Garbage	N
<b>1754</b>	<b>Garrison Disposal Company, Inc</b>		<b>1,468.00</b>	1 Transactions			
10426	<b>Grainger</b>						
	01-110-000-0000-6415		68.46	FAUCET CARTRIDGES- COURTS	9259427228	Operational Supplies	N
<b>10426</b>	<b>Grainger</b>		<b>68.46</b>	1 Transactions			
2340	<b>Hyytinen Hardware Hank</b>						
	01-110-000-0000-6415		8.99	LONG NOSE PLIERS	20883	Operational Supplies	N
	01-110-000-0000-6415		7.49	WHITE POLISHING COMPOUND	21076	Operational Supplies	N
	01-110-000-0000-6415		13.97	PLUMBING CONNECTIONS	21092	Operational Supplies	N
	01-110-000-0000-6422		36.93	KEY-INSULATION	21187	Janitorial Supplies	N
	01-110-000-0000-6415		13.96	HOSE CLAMPS	21199	Operational Supplies	N
	01-110-000-0000-6415		3.48	BARBED COUPLINGS	21376	Operational Supplies	N
	01-110-000-0000-6415		12.99	SCREWS	21441	Operational Supplies	N
<b>2340</b>	<b>Hyytinen Hardware Hank</b>		<b>97.81</b>	7 Transactions			
88628	<b>Imperial Dade</b>						
	01-110-000-0000-6422		65.96	VINYL GLOVES	4287605	Janitorial Supplies	N
	01-110-000-0000-6415		735.00	SIDEWALK SALT	4290701	Operational Supplies	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
88628	Imperial Dade		800.96	2 Transactions			
9692	Minnesota Energy Resources Corporation						
	01-110-000-0000-6254		724.52	COURTHOUSE 09/22/2024	5187358485	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		724.52	1 Transactions			
1652	Northland Fire Protection, LLC						
	01-110-000-0000-6360		923.10	ANNUAL EXTINGUISHER SERVICE 08/01/2024	M117 07/31/2025	Services, Labor, Contracts	N
1652	Northland Fire Protection, LLC		923.10	1 Transactions			
3950	Public Utilities						
	01-110-000-0000-6254		5,985.60	GOV'T CENTER 08/16/2024	1430-00 09/16/2024	Utilities-Gas and Electric	N
	01-110-000-0000-6254		73.60	GLARCO 08/16/2024	50186-00 09/16/2024	Utilities-Gas and Electric	N
	01-110-000-0000-6254		277.31	LA TOOL 08/16/2024	50188-00 09/16/2024	Utilities-Gas and Electric	N
	01-110-000-0000-6254		43.33	OLD CO GARAGE 08/16/2024	50202-00 09/16/2024	Utilities-Gas and Electric	N
	01-110-000-0000-6254		77.80	JUD'L CENTER 08/16/2024	509-00 09/16/2024	Utilities-Gas and Electric	N
3950	Public Utilities		6,457.64	5 Transactions			
10698	Stericycle,Inc						
	01-110-000-0000-6360		30.10	STERI-CYCLE 10/01/2024	8008358237 10/31/2024	Services, Labor, Contracts	6
10698	Stericycle,Inc		30.10	1 Transactions			
110	DEPT Total:		12,607.18	Courthouse Maintenance	12 Vendors	24 Transactions	
120	DEPT			Veterans Service			
9561	Amazon Business						
	01-120-000-0000-6405		179.64	TONER	19D7-1DQK-6CYF	Office Supplies	N
9561	Amazon Business		179.64	1 Transactions			
10097	Harms Monroe/Penny						
	01-120-000-0000-6330		44.68	PENNY CRAGUNS MILES	09162024	Transportation/Travel/Parking	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
10097	Harms Monroe/Penny		44.68	09/16/2024 09/18/2024 1 Transactions		
13602	Hughley/Josh					
	01-120-000-0000-6330		76.83	JOSH TRAVEL TO CRAGUNS 08/22/2024 09/18/2024 1 Transactions	08222024	Transportation/Travel/Parking N
13602	Hughley/Josh		76.83			
10677	Olsen/Gerald D					
	01-120-000-0000-6278		50.00	GERRY SEPT 09/04/2024 09/04/2024 1 Transactions	09042024	Per Diem Y
10677	Olsen/Gerald D		50.00			
15126	Timinski/Matthew					
	01-120-000-0000-6278		50.00	MATT SEPT 09/24/2024 09/24/2024 1 Transactions	092424	Per Diem Y
15126	Timinski/Matthew		50.00			
9255	Witt/Warren					
	01-120-000-0000-6278		50.00	WARREN SEPT 09/25/2024 09/25/2024 1 Transactions	092524	Per Diem Y
9255	Witt/Warren		50.00			
9063	Workman/Jeff					
	01-120-000-0000-6278		100.00	JEFF SEPT 09/04/2024 09/17/2024	090424	Per Diem Y
	01-120-000-0000-6330		11.00	JEFF PARKING FEE 09/04/2024 09/17/2024 2 Transactions	090424	Transportation/Travel/Parking N
9063	Workman/Jeff		111.00			
120	DEPT Total:		562.15	Veterans Service	7 Vendors	8 Transactions
122	DEPT			Planning & Zoning		
86222	Aitkin Independent Age					
	01-122-000-0000-6230		177.25	OCT BOA 09/18/2024 09/18/2024 1 Transactions	1421170	Printing, Publishing & Adv Y
86222	Aitkin Independent Age		177.25			

999999000 BARR/DIANA

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## COMMISSIONER'S VOUCHERS ENTRIES



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No.	Account/Formula	Accr	Amount	Service Dates		Paid On Bhf #	On Behalf of Name	
	01-122-000-0000-6820		150.00	OP REMOVED		60983	Refunds & Reimbursements	N
999999000	BARR/DIANA		150.00	1 Transactions				
999999000	Hoffman/Zachary Scott							
	01-122-000-0000-6820		100.00	APP#2024-001785		92524	Refunds & Reimbursements	N
999999000	Hoffman/Zachary Scott		100.00	1 Transactions				
122	DEPT Total:		427.25	Planning & Zoning		3 Vendors	3 Transactions	
123	DEPT			Coroner				
3987	Ramsey County Medical Examiner							
	01-123-000-0000-6262		1,482.00	AUTOPSY&TOXICOLOGY H.S.		MEDEX-037051	Coroner Fees	N
	01-123-000-0000-6262		530.00	W.G.B AUTOPSY		MEDEX-037052	Coroner Fees	N
	01-123-000-0000-6262		1,561.00	AUTOPSY &TOXICOLOGY K.A.		MEDEX-037069	Coroner Fees	N
3987	Ramsey County Medical Examiner		3,573.00	3 Transactions				
9151	River Valley Forensic Services PA							
	01-123-000-0000-6262		1,500.00	MED EXAM SVS, POST EXAM X3		2565	Coroner Fees	6
9151	River Valley Forensic Services PA		1,500.00	1 Transactions				
123	DEPT Total:		5,073.00	Coroner		2 Vendors	4 Transactions	
200	DEPT			Enforcement				
86359	Aitkin Co Attorney							
	01-200-039-0000-6263		1,275.00	3RD Q 2024		09302024	Contract Legal Services	N
86359	Aitkin Co Attorney		1,275.00	1 Transactions				
9561	Amazon Business							
	01-200-000-0000-6405		9.99	SURGE PROTECTOR-PROP ROOM		1MXC-X43M-PLT6	Office Supplies	N
9561	Amazon Business		9.99	1 Transactions				
788	Bureau of Crim. Apprehension							
	01-200-000-0000-6360		1,560.00	BCA CJDN ACCESS FEE		00000823434	Services, Labor, Contracts	N
				07/01/2024	06/30/2025			
788	Bureau of Crim. Apprehension		1,560.00	1 Transactions				
10595	Delmore/Lana							
	01-200-003-0000-6330		8.50	REIMB PKNG-TRNG IN ST CLOUD		2414	Transportation/Travel/Parking	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
10595	Delmore/Lana		8.50	1 Transactions			
14404	Iron Range Veterinary Clinic						
	01-200-019-0000-6460		231.76	NEXGARD K-9	27019	Deputy Supplies	6
14404	Iron Range Veterinary Clinic		231.76	1 Transactions			
9645	Jindra/Dylan						
	01-200-000-0000-6180		195.00	#209 BOOT REIMBURSE	092202024	Clothing Allowance	N
9645	Jindra/Dylan		195.00	1 Transactions			
3263	K&M Signs Inc.						
	01-200-000-0000-6620		990.00	#202 DECA;S	15850	Auto, Trailers, Snowmobiles, ATV	N
	01-200-000-0000-6620		990.00	#209 DECALS	15854	Auto, Trailers, Snowmobiles, ATV	N
3263	K&M Signs Inc.		1,980.00	2 Transactions			
3334	MCIT						
	01-200-200-0000-6265		126.00	DRONE COVERAGE - AIMVCET	12218	Programs	N
3334	MCIT		126.00	1 Transactions			
1652	Northland Fire Protection, LLC						
	01-200-000-0000-6360		1,001.15	SERVICE FIRE EXTINGUISHERS	60155	Services, Labor, Contracts	N
1652	Northland Fire Protection, LLC		1,001.15	1 Transactions			
3950	Public Utilities						
	01-200-000-0000-6254		56.42	EMERG STORAGE	507-00	Utilities-Gas and Electric	N
				08/16/2024	09/16/2024		
3950	Public Utilities		56.42	1 Transactions			
4681	Streichers						
	01-200-000-0000-6460		935.00	AMMO-.308	1720679	Deputy Supplies	N
4681	Streichers		935.00	1 Transactions			
10273	T-Mobile USA Inc						
	01-200-200-0000-6265		165.00	GPS LOCATE 24002224	9581147439	Programs	N
10273	T-Mobile USA Inc		165.00	1 Transactions			
86235	The Office Shop Inc						
	01-200-000-0000-6405		80.49	LANA PRINTER TONER	1146520-0	Office Supplies	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
86235	The Office Shop Inc			1 Transactions		
13934	The Tire Barn					
	01-200-000-0000-6302	58.68	#204 OIL CHANGE	75575	Vehicle Maintenance	N
13934	The Tire Barn	58.68		1 Transactions		
200	DEPT Total:	7,682.99	Enforcement	14 Vendors	15 Transactions	
252	DEPT		Corrections			
9561	Amazon Business					
	01-252-000-0000-6405	31.00	NURSE BOOK SHELF	1MXC-X43M-PLT6	Office Supplies	N
	01-252-252-0000-6465	79.06	READING GLASSES; WALL MOUNT	1PQN-PGMK-4FN1	Inmate Welfare Supplies	N
9561	Amazon Business	110.06		2 Transactions		
14005	American Tower Corporation					
	01-252-000-0000-6342	401.16	JACOBSON TOWER LEASE	98013	Tower Lease and Rental/Contracts	N
14005	American Tower Corporation	401.16		1 Transactions		
10365	Antoine Electric, Inc.					
	01-252-000-0000-6360	353.06	PHOTO EYE CONTROL & SWITCHES	3312	Services, Labor, Contracts	N
10365	Antoine Electric, Inc.	353.06		1 Transactions		
10460	Brainerd Dispatch-Circulation Dept					
	01-252-252-0000-6465	269.89	INMATE NEWSPAPER-12MNTH	178234833	Inmate Welfare Supplies	N
10460	Brainerd Dispatch-Circulation Dept	269.89		1 Transactions		
163	Charter Communications Holdings LLC					
	01-252-252-0000-6465	206.94	INMATE CABLE	175591501092124	Inmate Welfare Supplies	N
163	Charter Communications Holdings LLC	206.94		1 Transactions		
10855	Culligan Soft Water					
	01-252-000-0000-6360	55.00	OCT COOLER RENTAL	150X01855501	Services, Labor, Contracts	N
10855	Culligan Soft Water	55.00		1 Transactions		
10464	Hospital Pathology Associates PA					
	01-252-000-0000-6262	106.00	C.M. APPT 8/8	HPAP-495671	Contract Service or Medical Service	Y
10464	Hospital Pathology Associates PA	106.00		1 Transactions		
9208	Mapes FNP-C, Mary					

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-252-000-0000-6262		15,625.00	JAIL MED 7/16-9/30	10012024	Contract Service or Medical Service	6
				07/16/2024 09/30/2024			
<b>9208</b>	<b>Mapes FNP-C, Mary</b>		<b>15,625.00</b>	<b>1 Transactions</b>			
9692	Minnesota Energy Resources Corporation						
	01-252-000-0000-6254		19.97	STS	5186445573	Utilities-Gas and Electric	N
				08/22/2024 09/22/2024			
	01-252-000-0000-6254		320.40	JAIL GAS SERVICE	5186679828	Utilities-Gas and Electric	N
				08/22/2024 09/22/2024			
<b>9692</b>	<b>Minnesota Energy Resources Corporation</b>		<b>340.37</b>	<b>2 Transactions</b>			
3646	Northern Pines Mental Health Ctr-LF						
	01-252-000-0000-6262		814.00	L.M. - MENTAL HLTH	74263	Contract Service or Medical Service	6
				04/01/2024 09/19/2024			
<b>3646</b>	<b>Northern Pines Mental Health Ctr-LF</b>		<b>814.00</b>	<b>1 Transactions</b>			
3789	Pan-O-Gold Baking Company						
	01-252-000-0000-6418		37.20	BREAD & BUNS	10002424277006	Groceries	N
<b>3789</b>	<b>Pan-O-Gold Baking Company</b>		<b>37.20</b>	<b>1 Transactions</b>			
9808	Performance Foodservice						
	01-252-000-0000-6418		1,712.71	GROCERIES	288693	Groceries	N
	01-252-000-0000-6418		1,175.93	GROCERIES	296974	Groceries	N
<b>9808</b>	<b>Performance Foodservice</b>		<b>2,888.64</b>	<b>2 Transactions</b>			
3950	Public Utilities						
	01-252-000-0000-6254		8,767.51	NEW JAIL 2	1431-00	Utilities-Gas and Electric	N
				08/16/2024 09/16/2024			
	01-252-000-0000-6254		132.77	STS	50109-00	Utilities-Gas and Electric	N
	01-252-000-0000-6254		76.82	NEW JAIL	512-00	Utilities-Gas and Electric	N
				09/10/2024 09/16/2024			
<b>3950</b>	<b>Public Utilities</b>		<b>8,977.10</b>	<b>3 Transactions</b>			
5774	Riverwood Healthcare Clinic						
	01-252-000-0000-6262		243.50	K.N. MEDICAL 9/4	1092073091	Contract Service or Medical Service	N
<b>5774</b>	<b>Riverwood Healthcare Clinic</b>		<b>243.50</b>	<b>1 Transactions</b>			
86235	The Office Shop Inc						
	01-252-000-0000-6405		557.25	BOOKING COPIER COUNT	333101-0	Office Supplies	N

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86235	The Office Shop Inc			557.25	1 Transactions			
252	DEPT Total:			30,985.17	Corrections	15 Vendors	20 Transactions	
255	DEPT				Crime Victims			
11949	Swanson/Sondra							
	01-255-031-0000-6360			120.00	CRIM VIC EMERGENCY FUNDS	9/25/24	Services, Labor, Contract-Emergency Fu	N
11949	Swanson/Sondra			120.00	1 Transactions			
255	DEPT Total:			120.00	Crime Victims	1 Vendors	1 Transactions	
257	DEPT				Community Corrections			
9562	Advanced Business Methods, Inc.							
	01-257-000-0000-6342			7.43-	CREDIT FOR SALES TAX	473361	Office Equipment Rental/Contracts	N
	01-257-000-0000-6342			108.12	COPIER CONTRACT	AR1836906	Office Equipment Rental/Contracts	N
					10/01/2024 10/31/2024			
	9562	Advanced Business Methods, Inc.		100.69	2 Transactions			
14563	Anoka County Corrections							
	01-257-255-0000-6269			9,913.00	SEC JUV DET- RJC CONTRACT	SEPT 2024	Juvenile Detention	N
					09/01/2024 09/30/2024			
14563	Anoka County Corrections			9,913.00	1 Transactions			
788	Bureau of Crim. Apprehension							
	01-257-000-0000-6360			600.00	BJA CDJN ACCESS FEE (ANNUAL)	00000823614	Services, Labor, Contracts	N
					07/01/2024 06/30/2025			
788	Bureau of Crim. Apprehension			600.00	1 Transactions			
10200	Marcotte/Anne Marie							
	01-257-251-0000-6332			618.50	REIMB-MACCAC CONF RM(ADV BRD)	50190	Hotel / Motel Lodging	N
					09/25/2024 09/27/2024			
10200	Marcotte/Anne Marie			618.50	1 Transactions			
11997	Minnesota Monitoring, Inc							
	01-257-267-0000-6342			1,467.75	EHM RENTAL COSTS	14	Office Equipment Rental/Contracts	N
					09/01/2024 09/30/2024			
11997	Minnesota Monitoring, Inc			1,467.75	1 Transactions			

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
10036	OSM						
	01-257-258-0000-6342		162.00	EHM SERVICE FEE	092024	Equipment Rental/Contracts-Home Moni	Y
				09/01/2024 09/30/2024			
10036	OSM		162.00	1 Transactions			
86235	The Office Shop Inc						
	01-257-000-0000-6405		35.30	OFFICE SUPPLIES - CALENDARS	1146384	Office Supplies	N
				09/23/2024 09/23/2024			
	01-257-000-0000-6360		32.11	SERVICE CONTRACT COPIER	333273-0	Services, Labor, Contracts	N
				07/26/2024 09/26/2024			
86235	The Office Shop Inc		67.41	2 Transactions			
257	DEPT Total:		12,929.35	Community Corrections	7 Vendors	9 Transactions	
391	DEPT			Solid Waste			
10386	Recyclops, Inc.						
	01-391-000-0000-6360		32,750.00	RECYCLOPS CONTRACT	D712A859-0005	Services, Labor, Contracts	N
10386	Recyclops, Inc.		32,750.00	1 Transactions			
11507	Waste Management of Minnesota, Inc						
	01-391-060-0000-6360		21,373.46	MONTHLY RECYCLING CONTRACT	011766528084	Recycling Contract	N
				08/01/2024 08/31/2024			
11507	Waste Management of Minnesota, Inc		21,373.46	1 Transactions			
391	DEPT Total:		54,123.46	Solid Waste	2 Vendors	2 Transactions	
711	DEPT			Economic Development			
86222	Aitkin Independent Age						
	01-711-000-0000-6230		54.00	PH NOTICE - BROADBAND PROJECT	1420978	Printing, Publishing & Adv	Y
				09/18/2024 09/18/2024			
86222	Aitkin Independent Age		54.00	1 Transactions			
15240	AT&T Mobility (Central Serv)						
	01-711-000-0000-6220		44.72	ECON DEV PHONE	287298817699	Telephone	N
				07/26/2024 08/25/2024			
15240	AT&T Mobility (Central Serv)		44.72	1 Transactions			

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	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
711	DEPT Total:			98.72	Economic Development	2 Vendors	2 Transactions
1	Fund Total:			153,433.58	General Fund		164 Transactions

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
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60	DEPT				Elections			
	9243	Command Central, LLC						
		02-060-000-0000-6800		19,525.35	NOV 4 MEDIA, TEST DECKS	34132	Election Reserve Expense	Y
	9243	Command Central, LLC		19,525.35	1 Transactions			
	13129	SeaChange Printing & Marketing Serv LLC						
		02-060-000-0000-6800		13,365.42	MB.AB MAILING SERVICE	43183	Election Reserve Expense	Y
		02-060-000-0000-6800		3,610.23	BALLOT ORDER-GENERAL	43206	Election Reserve Expense	Y
	13129	SeaChange Printing & Marketing Serv LLC		16,975.65	2 Transactions			
60	DEPT Total:			36,501.00	Elections	2 Vendors	3 Transactions	
200	DEPT				Enforcement			
	1491	Dutch's Electric, Inc						
		02-200-011-0000-6605		4,000.00	LIGHTING IN SHERIFF'S LOBBY	33454	Sheriff Buildings Reserve Expense	N
	1491	Dutch's Electric, Inc		4,000.00	1 Transactions			
200	DEPT Total:			4,000.00	Enforcement	1 Vendors	1 Transactions	
2	Fund Total:			40,501.00	Reserves Fund		4 Transactions	

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3 Road & Bridge

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT				Undesignated			
	10466	WEIZENEGGER/ADAM						
		03-000-000-0000-5505		500.00	CULVERT DEPOSIT REFUND	DEP REFUND	Culverts	N
	10466	WEIZENEGGER/ADAM		500.00	1 Transactions			
0	DEPT Total:			500.00	Undesignated	1 Vendors	1 Transactions	
301	DEPT				R&B Administration			
	86222	Aitkin Independent Age						
		03-301-000-0000-6405		94.20	YEARLY SUBSCRIPTION	TAA-210317	Office Supplies	Y
	86222	Aitkin Independent Age		94.20	1 Transactions			
	9561	Amazon Business						
		03-301-000-0000-6405		36.52	OFFICE SUPPLIES	1MLC-KRQV-CFQP	Office Supplies	N
	9561	Amazon Business		36.52	1 Transactions			
	10855	Culligan Soft Water						
		03-301-000-0000-6342		55.00	WATER COOLER RENTAL	150-10020584-1	Office Equipment Rental/Contracts	N
	10855	Culligan Soft Water		55.00	1 Transactions			
	11406	Innovative Office Solutions, LLC						
		03-301-000-0000-6405		62.97	OFFICE SUPPLIES	IN4623857.	Office Supplies	N
		03-301-000-0000-6405		229.32	OFFICE SUPPLIES	IN4651614	Office Supplies	N
	11406	Innovative Office Solutions, LLC		292.29	2 Transactions			
	9261	RTVision, Inc.						
		03-301-000-0000-6300		600.00	ONEOFFICE LICENSE	INV855	Maintenance/Service Contracts	N
	9261	RTVision, Inc.		600.00	1 Transactions			
301	DEPT Total:			1,078.01	R&B Administration	5 Vendors	6 Transactions	
302	DEPT				R&B Engineering/Construction			
	11985	Kazmerzak/Paul						
		03-302-000-0000-6330		8.00	PARKING	ROW CONFERENCI	Transportation/Travel/Parking	N
		03-302-000-0000-6330		8.00	PARKING	ROW CONFERENCI	Transportation/Travel/Parking	N
		03-302-000-0000-6332		264.78	HOTEL-ROW CONFERENCE	ROW CONFERENCI	Hotel/Motel Lodging	N
		03-302-000-0000-6339		12.92	SUPPER-NEW CHINA	ROW CONFERENCI	Meals (Overnight)	N
		03-302-000-0000-6339		14.01	LUNCH PANDA EXPRESS	ROW CONFERENCI	Meals (Overnight)	N

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11985	Kazmerzak/Paul			5 Transactions		
302	DEPT Total:	307.71	R&B Engineering/Construction	1 Vendors	5 Transactions	
303	DEPT		R&B Highway Maintenance			
14943	1ST AYD CORPORATION					
	03-303-000-0000-6417	570.14	AITKIN SHOP SUPPLIES	PSI731778	Shop/Building Maintenance	N
	03-303-000-0000-6417	64.82	SWATARA SHOP SUPPLIES	PSI731778	Shop/Building Maintenance	N
	03-303-000-0000-6417	64.82	JACOBSON SHOP SUPPLIES	PSI731778	Shop/Building Maintenance	N
	03-303-000-0000-6417	64.82	MCGRATH SHOP SUPPLIES	PSI731778	Shop/Building Maintenance	N
	03-303-000-0000-6417	64.82	MCGREGOR SHOP SUPPLIES	PSI731778	Shop/Building Maintenance	N
	03-303-000-0000-6417	64.82	PALISADE SHOP SUPPLIES	PSI731778	Shop/Building Maintenance	N
14943	1ST AYD CORPORATION	894.24		6 Transactions		
10420	AITKIN BACKWOODS FARM SUPPLY LLC					
	03-303-000-0000-6521	398.00	TURF ESTABLISHMENT	1AEKKRK65TQ3P	Maintenance Supplies	Y
10420	AITKIN BACKWOODS FARM SUPPLY LLC	398.00		1 Transactions		
195	Aitkin Tire Shop					
	03-303-000-0000-6590	40.00	TIRE REPAIR	0-063763	Repair & Maintenance Supplies	Y
195	Aitkin Tire Shop	40.00		1 Transactions		
86467	Auto Value Aitkin					
	03-303-000-0000-6417	36.38	AITKIN SHOP SUPPLIES	ACCT 4000300	Shop/Building Maintenance	N
	03-303-000-0000-6417	10.92	SWATARA SHOP SUPPLIES	ACCT 4000300	Shop/Building Maintenance	N
	03-303-000-0000-6417	10.92	JACOBSON SHOP SUPPLIES	ACCT 4000300	Shop/Building Maintenance	N
	03-303-000-0000-6417	10.92	MCGRATH SHOP SUPPLIES	ACCT 4000300	Shop/Building Maintenance	N
	03-303-000-0000-6417	10.91	MCGREGOR SHOP SUPPLIES	ACCT 4000300	Shop/Building Maintenance	N
	03-303-000-0000-6417	10.91	PALISADE SHOP SUPPLIES	ACCT 4000300	Shop/Building Maintenance	N
	03-303-000-0000-6590	23.98	REPAIR PARTS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	118.34	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	59.17	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	64.34	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	186.58	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	34.30	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	34.30	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
86467	Auto Value Aitkin	611.97		13 Transactions		
8048	Cemstone Products Company					

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6417		271.04	MCGRATH SHOP FUEL TANK	66033411	Shop/Building Maintenance	N
8048	Cemstone Products Company		271.04	1 Transactions			
14887	Cintas Corporation						
	03-303-000-0000-6360		38.99	SHOP LAUNDRY	4205931718	Services, Labor, Contracts	N
14887	Cintas Corporation		38.99	1 Transactions			
7935	East Central Energy						
	03-303-000-0000-6254		80.12	AUG/SEPT POWER-MCGRATH	35018290	Utilities-Gas and Electric	N
	03-303-000-0000-6254		53.59	AUG/SEPT POWER-STREET LIGHT	35018408	Utilities-Gas and Electric	N
7935	East Central Energy		133.71	2 Transactions			
8622	Frontier Communications Holdings LLC						
	03-303-000-0000-6220		117.23	JACOBSON	2187526591	Telephone	N
	03-303-000-0000-6220		117.23	MCGREGOR	2187684481	Telephone	N
	03-303-000-0000-6220		117.23	PALISADE	2188452607	Telephone	N
8622	Frontier Communications Holdings LLC		351.69	3 Transactions			
1818	Glen's Sign Design						
	03-303-000-0000-6516		340.00	E-911 STREET SIGNAGE	1245	Signs & Posts	Y
	03-303-000-0000-6516		180.00	E-911 STREET SIGNAGE	1249	Signs & Posts	Y
1818	Glen's Sign Design		520.00	2 Transactions			
7525	Hometown Bldg Supply						
	03-303-000-0000-6417		325.00	MCGRATH SHOP	2410-117789	Shop/Building Maintenance	N
7525	Hometown Bldg Supply		325.00	1 Transactions			
15300	MCGREGOR ACE HARDWARE						
	03-303-000-0000-6417		22.72	MCGRATH TANK SHOP	38440	Shop/Building Maintenance	N
15300	MCGREGOR ACE HARDWARE		22.72	1 Transactions			
9692	Minnesota Energy Resources Corporation						
	03-303-000-0000-6423		48.47	NAT GAS: AITKIN SHOP	0506048841-00001	Fuel for Buildings	N
9692	Minnesota Energy Resources Corporation		48.47	1 Transactions			
8372	Mn Petroleum Marketers Assn						
	03-303-000-0000-6417		40.00	MCGRATH SHOP	61806 SIR	Shop/Building Maintenance	N
8372	Mn Petroleum Marketers Assn		40.00	1 Transactions			

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3555	Newman Signs Inc					
	03-303-000-0000-6516		1,814.80	RESIDENTIAL E-911 POSTS	TRFINV056534	Signs & Posts N
3555	Newman Signs Inc		1,814.80	1 Transactions		
8446	Northern Star Coop Service					
	03-303-000-0000-6590		80.00	PROPANE	91224	Repair & Maintenance Supplies N
8446	Northern Star Coop Service		80.00	1 Transactions		
8436	Northland Parts					
	03-303-000-0000-6417		38.97	MCGREGOR SHOP SUPPLIES	ACCT 3741	Shop/Building Maintenance N
	03-303-000-0000-6590		189.29	REPAIR PARTS	ACCT 3741	Repair & Maintenance Supplies N
8436	Northland Parts		228.26	2 Transactions		
10720	Nuss Truck Group Inc					
	03-303-000-0000-6590		186.87	REPAIR PARTS-FILTERS	PSO140349-1	Repair & Maintenance Supplies N
	03-303-000-0000-6590		186.87	REPAIR PARTS-FILTERS	PSO140349-1	Repair & Maintenance Supplies N
	03-303-000-0000-6590		124.58	REPAIR PARTS-FILTERS	PSO140349-1	Repair & Maintenance Supplies N
	03-303-000-0000-6590		25.99	REPAIR PARTS	PSO140349-2	Repair & Maintenance Supplies N
10720	Nuss Truck Group Inc		524.31	4 Transactions		
10412	O'Reilly Auto Parts					
	03-303-000-0000-6590		55.82	REPAIR PARTS	1878-200545	Repair & Maintenance Supplies N
	03-303-000-0000-6590		27.02	REPAIR PARTS	1878-200600	Repair & Maintenance Supplies N
	03-303-000-0000-6590		165.63	REPAIR PARTS	1878-201388	Repair & Maintenance Supplies N
	03-303-000-0000-6590		22.00	REPAIR PARTS	1878-201404	Repair & Maintenance Supplies N
10412	O'Reilly Auto Parts		226.47	4 Transactions		
8537	Powerplan OIB					
	03-303-000-0000-6590		1,479.67	REPAIR PARTS	2409238	Repair & Maintenance Supplies N
	03-303-000-0000-6590		588.15	REPAIR PARTS	2413134	Repair & Maintenance Supplies N
	03-303-000-0000-6590		459.89	REPAIR LABOR	2413134	Repair & Maintenance Supplies N
8537	Powerplan OIB		2,527.71	3 Transactions		
3950	Public Utilities					
	03-303-000-0000-6254		51.75	HWY 47 & CR 12	1686-00	Utilities-Gas and Electric N
	03-303-000-0000-6254		46.29	HWY 210 W & CR 28	59455-00	Utilities-Gas and Electric N
	03-303-000-0000-6254		94.77	AITKIN SHOP WATER	63335-00	Utilities-Gas and Electric N
	03-303-000-0000-6254		43.04	HWY 210/169 E & CR 12	63388-00	Utilities-Gas and Electric N

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3950	Public Utilities		235.85	4 Transactions			
14812	SCI Broadband/Savage Communications						
	03-303-000-0000-6220		155.57	OCT PHONE/INTERNET	ACCT 009-038972	Telephone	N
14812	SCI Broadband/Savage Communications		155.57	1 Transactions			
9176	SPARKY'S TOOLS, LLC						
	03-303-000-0000-6417		219.99	AITKIN SHOP TOOLS	D 127619	Shop/Building Maintenance	N
9176	SPARKY'S TOOLS, LLC		219.99	1 Transactions			
9642	WEX BANK - Highway Dept						
	03-303-000-0000-6417		36.28	SHOP SUPPLIES	0496-00-360070-7	Shop/Building Maintenance	N
	03-303-000-0000-6570		120.80	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		348.58	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		54.47	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		405.69	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		111.23	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		882.08	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		176.34	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		265.64	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		325.06	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		83.98	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		607.44	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		254.52	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		362.44	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		366.93	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		63.98	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		152.82	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		66.09	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		353.58	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		40.60	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		44.13-	REBATE	0496-00-360070-7	Motor Fuel & Lubricants	N
9642	WEX BANK - Highway Dept		5,034.42	21 Transactions			
5295	Ziegler Inc						
	03-303-000-0000-6590		852.71	REPAIR PARTS	IN001638592	Repair & Maintenance Supplies	N
5295	Ziegler Inc		852.71	1 Transactions			

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	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
303	<b>DEPT Total:</b>			15,595.92	R&B Highway Maintenance	24 Vendors	77 Transactions	
307	DEPT				R&B Capital Infrastructure			
	86222	Aitkin Independent Age						
		03-307-000-0000-6230		102.00	AD FOR BID	1421874	Printing, Publishing & Adv	Y
		03-307-000-0000-6230		127.50	AD FOR BID	1424365	Printing, Publishing & Adv	Y
	86222	Aitkin Independent Age		229.50	2 Transactions			
	8694	Department of Transportation						
		03-307-000-0000-6269		1,147.90	JOB COST TRANSFERS	P00019031	Professional Services	N
		03-307-000-0000-6269		1,464.26	JOB COST TRANSFERS	P00019031	Professional Services	N
		03-307-000-0000-6269		3,636.16	JOB COST TRANSFERS	P00019031	Professional Services	N
	8694	Department of Transportation		6,248.32	3 Transactions			
	7652	Erickson Engineering Co.						
		03-307-000-0000-6269		71.00	PROFESSIONAL SERVICES	16747	Professional Services	Y
	7652	Erickson Engineering Co.		71.00	1 Transactions			
307	<b>DEPT Total:</b>			6,548.82	R&B Capital Infrastructure	3 Vendors	6 Transactions	
3	<b>Fund Total:</b>			24,030.46	Road & Bridge		95 Transactions	

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422	DEPT			Unorganized Fire			
176	City Of Palisade						
	04-422-000-0000-6801		5,295.18	2025 FIRE PROT UNORG 49-27 01/01/2025 12/31/2025	2025 FIRE 49-27	Appropriations	N
	04-422-000-0000-6801		1,630.68	2025 FIRE PROT UNORG 50-25 01/01/2025 12/31/2025	2025 FIRE 50-25	Appropriations	N
	04-422-000-0000-6801		1,631.83	2025 FIRE PROT UNORG 50-26 01/01/2025 12/31/2025	2025 FIRE 50-26	Appropriations	N
	04-422-000-0000-6801		348.62	2025 FIRE PROT UNORG 50-27 01/01/2025 12/31/2025	2025 FIRE 50-27	Appropriations	N
	04-422-000-0000-6801		296.38	2025 FIRE PROT UNORG 51-25 01/01/2025 12/31/2025	2025 FIRE 51-25	Appropriations	N
176	City Of Palisade		9,202.69	5 Transactions			
422	DEPT Total:		9,202.69	Unorganized Fire	1 Vendors	5 Transactions	
4	Fund Total:		9,202.69	Unorganized Townships		5 Transactions	

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400	DEPT			Public Health Department			
9561	Amazon Business						
	05-400-440-0410-6422		5.95	JANI - WATER HEATHER THERMO 09/24/2024 09/24/2024	1MY7-QKKP-Y9TV	Janitorial Supplies	N
9561	Amazon Business		5.95	1 Transactions			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-400-440-0410-6405		18.40-	ACCTG- PRINTER TONER 09/17/2024 09/17/2024	11GW-36WJ-97WL	Office Supplies	N
	05-400-440-0410-6405		4.71	AGENCY-LABEL MAKER TAPE 09/27/2024 09/27/2024	1MLC-KRQV-FQFX	Office Supplies	N
	05-400-440-0410-6405		19.60	ACCTG-PRINTER TONER 09/27/2024 09/27/2024	1MLC-KRQV-FQFX	Office Supplies	N
	05-400-410-0413-6405		22.77	PH-PLANNER (EM) 09/18/2024 09/18/2024	1PPJ-X1QY-LNDW	Office Supplies	N
	05-400-410-0413-6435		262.87	WIC-EQUITY BF GRANT 09/14/2024 09/14/2024	1QQN-9LKN-JJGJ	Public Health Program Related Supplies	N
	05-400-410-0413-6430		16.99	WIC-LANCETS 09/27/2024 09/27/2024	1QWH-K64N-DTYT	WIC - Medical Supplies	N
	05-400-440-0410-6405		33.96	PH-MOUSE/KEYBOARD (EM) 10/01/2024 10/01/2024	1XCV-VLHY-JHRV	Office Supplies	N
9608	AMAZON CAPITAL SERVICES (HHS only)		342.50	7 Transactions			
10855	Culligan Soft Water						
	05-400-440-0410-6342		20.45	COOLER RENTAL SERVICE 10/24 10/01/2024 10/31/2024	150X01862101	Office Equipment Rental/Contracts	N
10855	Culligan Soft Water		20.45	1 Transactions			
9372	Department of Applied Economics-U of M						
	05-400-450-0451-6360		125.00	SHIP-EATS FM360 EVALUATION 09/24/2024 09/24/2024		Services, Labor, Contracts	N
9372	Department of Applied Economics-U of M		125.00	1 Transactions			
1491	Dutch's Electric, Inc						
	05-400-440-0410-6360		7.35	REPAIR LIGHT, ROOM 212 09/23/2024 09/23/2024	33455	Services, Labor, Contracts	N
1491	Dutch's Electric, Inc		7.35	1 Transactions			
9590	FFF Enterprises						

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	05-400-400-0402-6432		23,075.21	COVID-SPIKEVAX VACCINE	92731469	Vaccine Cost	N
				09/18/2024 09/18/2024			
9590	FFF Enterprises		23,075.21	1 Transactions			
90318	McKesson Medical						
	05-400-400-0402-6430		84.14	COVID NON VAX TEST KITS	22690701	DP & C - Medical Supplies	N
				09/27/2024 09/27/2024			
	05-400-400-0402-6430		319.40	COVID NON VAX TEST KITS	22695295	DP & C - Medical Supplies	N
				09/28/2024 09/28/2024			
90318	McKesson Medical		403.54	2 Transactions			
9692	Minnesota Energy Resources Corporation						
	05-400-440-0410-6254		9.05	GAS CHARGES	0506533565-00001	Utilities-Gas and Electric	N
				08/22/2024 09/23/2024			
9692	Minnesota Energy Resources Corporation		9.05	1 Transactions			
9014	PAPER STORM						
	05-400-440-0410-6360		13.61	PAPER SHREDDING	27181	Services, Labor, Contracts	N
				09/24/2024 09/24/2024			
9014	PAPER STORM		13.61	1 Transactions			
3950	Public Utilities						
	05-400-440-0410-6254		339.57	ELECTRIC BILL	1433-00	Utilities-Gas and Electric	N
				08/16/2024 09/16/2024			
3950	Public Utilities		339.57	1 Transactions			
10698	Stericycle,Inc						
	05-400-440-0410-6360		16.86	STERI-CYCLE	8008358237	Services, Labor, Contracts	6
				10/01/2024 10/31/2024			
10698	Stericycle,Inc		16.86	1 Transactions			
86235	The Office Shop Inc						
	05-400-440-0410-6405		1.91	OSS-NAME PLATE (DI)	1145982-0	Office Supplies	N
				09/16/2024 09/16/2024			
	05-400-440-0410-6300		288.40	PH-COPIER CONTRACT IRDXC5850I	333107-0	Maintenance/Service Contracts	N
				09/26/2024 09/26/2024			
	05-400-440-0410-6300		92.93	OSS-COPIER CONTRACT IRDXC5850I	333314-0	Maintenance/Service Contracts	N
				09/26/2024 09/26/2024			

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86235	The Office Shop Inc		383.24		3 Transactions		
10461	Vacker Inc						
	05-400-450-0451-6360		6,175.28	SHIP-CP AWARD-CI OF AITKIN	4188	Services, Labor, Contracts	Y
				09/26/2024	09/26/2024		
10461	Vacker Inc		6,175.28		1 Transactions		
9553	Vestis						
	05-400-440-0410-6422		9.61	JANI SUP - TOWELS	2530322953	Janitorial Supplies	N
				10/01/2024	10/01/2024		
9553	Vestis		9.61		1 Transactions		
400	DEPT Total:		30,927.22	Public Health Department	14 Vendors	23 Transactions	
420	DEPT			Income Maintenance			
9562	Advanced Business Methods, Inc.						
	05-420-640-4800-6342		112.60	CS CONTRACT CHARGE-OCT '24	AR1833975	Office Equipment Rental/Contracts	N
				10/01/2024	10/31/2024		
9562	Advanced Business Methods, Inc.		112.60		1 Transactions		
86359	Aitkin Co Attorney						
	05-420-640-4800-6263		4,320.00	IV-D BILLING Q3 2024	Q3 2024	Contract Legal Services Iv-D	N
				07/01/2024	09/30/2024		
86359	Aitkin Co Attorney		4,320.00		1 Transactions		
9561	Amazon Business						
	05-420-600-4800-6422		14.02	JANI - WATER HEATHER THERMO	1MY7-QKKP-Y9TV	Janitorial Supplies	N
				09/24/2024	09/24/2024		
9561	Amazon Business		14.02		1 Transactions		
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-420-600-4800-6405		43.37-	ACCTG- PRINTER TONER	11GW-36WJ-97WL	Office Supplies	N
				09/17/2024	09/17/2024		
	05-420-600-4800-6405		11.11	AGENCY-LABEL MAKER TAPE	1MLC-KRQV-FQFX	Office Supplies	N
				09/27/2024	09/27/2024		
	05-420-600-4800-6405		46.20	ACCTG-PRINTER TONER	1MLC-KRQV-FQFX	Office Supplies	N
				09/27/2024	09/27/2024		
9608	AMAZON CAPITAL SERVICES (HHS only)		13.94		3 Transactions		

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10855	<b>Culligan Soft Water</b>						
	05-420-600-4800-6342		48.21	COOLER RENTAL SERVICE 10/24 10/01/2024 10/31/2024	150X01862101	Office Equipment Rental/Contracts	N
<b>10855</b>	<b>Culligan Soft Water</b>		<b>48.21</b>	<b>1 Transactions</b>			
11051	<b>Department of Human Services</b>						
	05-420-610-4100-6011		31.50	MAXIS MFIP RECOV TANF 07/01/2024 07/31/2024	A300MX01257I	County Share-Afdc/Mfip	N
	05-420-620-4100-6011		1,158.64	MAXIS GRH RECOVERIES 07/01/2024 07/31/2024	A300MX01257I	County Share - Ga	N
	05-420-620-4100-6011		46.88	MAXIS GA RECOVERIES 07/01/2024 07/31/2024	A300MX01257I	County Share - Ga	N
	05-420-630-4100-6011		789.20	MAXIS FS RECOVERIES 07/01/2024 07/31/2024	A300MX01257I	County Share-Food Support	N
<b>11051</b>	<b>Department of Human Services</b>		<b>2,026.22</b>	<b>4 Transactions</b>			
1491	<b>Dutch's Electric, Inc</b>						
	05-420-600-4800-6360		17.32	REPAIR LIGHT, ROOM 212 09/23/2024 09/23/2024	33455	Services, Labor, Contracts	N
<b>1491</b>	<b>Dutch's Electric, Inc</b>		<b>17.32</b>	<b>1 Transactions</b>			
10457	<b>Estate of Doris Mae Reynolds</b>						
	05-420-650-0000-5836		1,779.80	REIMBURSE OVERPMT TO ESTATE 09/26/2024 09/26/2024		MA Estate Recoveries	N
<b>10457</b>	<b>Estate of Doris Mae Reynolds</b>		<b>1,779.80</b>	<b>1 Transactions</b>			
88127	<b>MFWCAA CONFERENCE</b>						
	05-420-600-4800-6241		350.00	IM-CONF REG (JH) 09/23/2024 09/23/2024		Meeting/Conference Registration Fee	N
<b>88127</b>	<b>MFWCAA CONFERENCE</b>		<b>350.00</b>	<b>1 Transactions</b>			
9692	<b>Minnesota Energy Resources Corporation</b>						
	05-420-600-4800-6254		21.34	GAS CHARGES 08/22/2024 09/23/2024	0506533565-00001	Utilities-Gas and Electric	N
<b>9692</b>	<b>Minnesota Energy Resources Corporation</b>		<b>21.34</b>	<b>1 Transactions</b>			
10258	<b>Next Chapter Technology, Inc</b>						
	05-420-600-4800-6360		11,058.00	IM-CASEWORKS IMPLEMENTATION 09/30/2024 09/30/2024	220-INV0439	Services, Labor, Contracts	N

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	05-420-600-4800-6360		2,500.00	IM-CASEWORKS MIGRATION 09/30/2024 09/30/2024	220-INV0439	Services, Labor, Contracts	N
	05-420-600-4800-6625		17,220.50	IM-CASEWORKS LICENSING 09/30/2024 09/30/2024	220-INV0439	Capital - Office & Other Equipment	N
	05-420-640-4800-6360		7,684.50	CS-CASEWORKS IMPLEMENTATION 09/30/2024 09/30/2024	220-INV0439	Services, Labor, Contracts	N
	05-420-640-4800-6360		2,500.00	CS-CASEWORKS MIGRATION 09/30/2024 09/30/2024	220-INV0439	Services, Labor, Contracts	N
	05-420-640-4800-6625		11,967.00	CS-CASEWORKS LICENSING 09/30/2024 09/30/2024	220-INV0439	Capital - Office & Other Equipment	N
<b>10258</b>	<b>Next Chapter Technology, Inc</b>		<b>52,930.00</b>	<b>6 Transactions</b>			
9014	<b>PAPER STORM</b>						
	05-420-600-4800-6360		32.08	PAPER SHREDDING 09/24/2024 09/24/2024	27181	Services, Labor, Contracts	N
<b>9014</b>	<b>PAPER STORM</b>		<b>32.08</b>	<b>1 Transactions</b>			
3950	<b>Public Utilities</b>						
	05-420-600-4800-6254		800.41	ELECTRIC BILL 08/16/2024 09/16/2024	1433-00	Utilities-Gas and Electric	N
<b>3950</b>	<b>Public Utilities</b>		<b>800.41</b>	<b>1 Transactions</b>			
10698	<b>Stericycle,Inc</b>						
	05-420-600-4800-6360		39.73	STERI-CYCLE 10/01/2024 10/31/2024	8008358237	Services, Labor, Contracts	6
<b>10698</b>	<b>Stericycle,Inc</b>		<b>39.73</b>	<b>1 Transactions</b>			
86235	<b>The Office Shop Inc</b>						
	05-420-600-4800-6405		4.51	OSS-NAME PLATE (DI) 09/16/2024 09/16/2024	1145982-0	Office Supplies	N
	05-420-600-4800-6300		679.80	PH-COPIER CONTRACT IRDXC5850I 09/26/2024 09/26/2024	333107-0	Maintenance/Service Contracts	N
	05-420-640-4800-6300		131.71	CS-COPIER CONTRACT IRC5550IIII 09/26/2024 09/26/2024	333107-0	Maintenance/Service Contracts	N
	05-420-600-4800-6300		219.05	OSS-COPIER CONTRACT IRDXC5850I 09/26/2024 09/26/2024	333314-0	Maintenance/Service Contracts	N
<b>86235</b>	<b>The Office Shop Inc</b>		<b>1,035.07</b>	<b>4 Transactions</b>			
9553	<b>Vestis</b>						

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	05-420-600-4800-6422		22.64	JANI SUP - TOWELS	2530322953	Janitorial Supplies	N
				10/01/2024 10/01/2024			
9553	Vestis		22.64	1 Transactions			
420	DEPT Total:		63,563.38	Income Maintenance	16 Vendors	29 Transactions	
430	DEPT			Social Services			
9561	Amazon Business						
	05-430-700-4800-6422		22.50	JANI - WATER HEATHER THERMO	1MY7-QKKP-Y9TV	Janitorial Supplies	N
				09/24/2024 09/24/2024			
9561	Amazon Business		22.50	1 Transactions			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-430-700-4800-6405		69.64-	ACCTG- PRINTER TONER	11GW-36WJ-97WL	Office Supplies	N
				09/17/2024 09/17/2024			
	05-430-700-4800-6405		17.85	AGENCY-LABEL MAKER TAPE	1MLC-KRQV-FQFX	Office Supplies	N
				09/27/2024 09/27/2024			
	05-430-700-4800-6405		74.19	ACCTG-PRINTER TONER	1MLC-KRQV-FQFX	Office Supplies	N
				09/27/2024 09/27/2024			
	05-430-700-4800-6405		58.99	SS-SCREEN PROTECTORS (JS)	1XCV-VLHY-JHRV	Office Supplies	N
				10/01/2024 10/01/2024			
9608	AMAZON CAPITAL SERVICES (HHS only)		81.39	4 Transactions			
10855	Culligan Soft Water						
	05-430-700-4800-6342		77.44	COOLER RENTAL SERVICE 10/24	150X01862101	Office Equipment Rental/Contracts	N
				10/01/2024 10/31/2024			
10855	Culligan Soft Water		77.44	1 Transactions			
1491	Dutch's Electric, Inc						
	05-430-700-4800-6360		27.83	REPAIR LIGHT, ROOM 212	33455	Services, Labor, Contracts	N
				09/23/2024 09/23/2024			
1491	Dutch's Electric, Inc		27.83	1 Transactions			
9692	Minnesota Energy Resources Corporation						
	05-430-700-4800-6254		34.28	GAS CHARGES	0506533565-00001	Utilities-Gas and Electric	N
				08/22/2024 09/23/2024			
9692	Minnesota Energy Resources Corporation		34.28	1 Transactions			
9014	PAPER STORM						

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	05-430-700-4800-6360		PAPER SHREDDING	27181	Services, Labor, Contracts	N
		51.51	09/24/2024 09/24/2024			
9014	PAPER STORM	51.51	1 Transactions			
3950	Public Utilities					
	05-430-700-4800-6254	1,285.49	ELECTRIC BILL	1433-00	Utilities-Gas and Electric	N
			08/16/2024 09/16/2024			
3950	Public Utilities	1,285.49	1 Transactions			
10657	Quadient (HHS)					
	05-430-000-0000-1205	2,000.00	POSTAGE	PPLN01 001	Postage Account	N
			10/03/2024 10/03/2024			
10657	Quadient (HHS)	2,000.00	1 Transactions			
10698	Stericycle,Inc					
	05-430-700-4800-6360	63.81	STERI-CYCLE	8008358237	Services, Labor, Contracts	6
			10/01/2024 10/31/2024			
10698	Stericycle,Inc	63.81	1 Transactions			
86235	The Office Shop Inc					
	05-430-700-4800-6405	7.25	OSS-NAME PLATE (DI)	1145982-0	Office Supplies	N
			09/16/2024 09/16/2024			
	05-430-700-4800-6300	1,091.79	PH-COPIER CONTRACT IRDXC5850I	333107-0	Maintenance/Service Contracts	N
			09/26/2024 09/26/2024			
	05-430-700-4800-6300	351.81	OSS-COPIER CONTRACT IRDXC5850I	333314-0	Maintenance/Service Contracts	N
			09/26/2024 09/26/2024			
86235	The Office Shop Inc	1,450.85	3 Transactions			
9553	Vestis					
	05-430-700-4800-6422	36.36	JANI SUP - TOWELS	2530322953	Janitorial Supplies	N
			10/01/2024 10/01/2024			
9553	Vestis	36.36	1 Transactions			
430	DEPT Total:	5,131.46	Social Services	11 Vendors	16 Transactions	
5	Fund Total:	99,622.06	Health & Human Services		68 Transactions	

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Vendor	Name	Rpt			Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount		Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT				Undesignated			
	4580	Mn Dept Of Finance						
		09-000-000-0000-2022	644.00		BIRTH & DEATH SURCHARGES	AUGUST 2024	Birth/Death Surcharges	N
		09-000-000-0000-2024	90.00		CHILDREN SURCHARGES	AUGUST 2024	St Share Of Birth Cert.-Children	N
		09-000-000-0000-2031	12.00		TORRENS ASSURANCE	AUGUST 2024	Real Estate Assurance (Was 5874 And €	N
		09-000-000-0000-2036	5,004.00		STATE GEN FUND/LEG. SURCHARGE	AUGUST 2024	Recording Surcharges (Was 5871 & 6281)	N
		09-000-000-0000-2030	555.00		SEPT MARRIAGE CERTS	SEPTEMBER 2024	State Fees, Assessments & Surcharges	N
	4580	Mn Dept Of Finance	6,305.00		5 Transactions			
	3375	Mn Dept Of Health						
		09-000-000-0000-2027	722.50		STATE WELL CERTIFICATE	AUGUST 2024	State Well Cert Fees (Was 5097 & 6203)	N
	3375	Mn Dept Of Health	722.50		1 Transactions			
0	DEPT Total:		7,027.50		Undesignated	2 Vendors	6 Transactions	
9	Fund Total:		7,027.50		State		6 Transactions	

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Vendor	Name	Rpt			Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount		Service Dates	Paid On Bhf #	On Behalf of Name	
923	DEPT				Forfeited Tax Sales			
	10452	AT&T Mobility						
		10-923-000-0000-6220	659.38		CELL PHONES	287302631438X1001	Telephone	N
					08/26/2024	09/25/2024		
	10452	AT&T Mobility	659.38		1 Transactions			
	10024	Bobcat of Brainerd						
		10-923-000-0000-6590	802.81		KIT SENSOR CODE C10C0-F0	90774	Repair & Maintenance Supplies	N
	10024	Bobcat of Brainerd	802.81		1 Transactions			
	10855	Culligan Soft Water						
		10-923-000-0000-6342	85.00		SHOP WATER	150X01868009	Office/Equipment-Rental	N
	10855	Culligan Soft Water	85.00		1 Transactions			
	3950	Public Utilities						
		10-923-000-0000-6254	283.03		ACLD	348-00	Utilities-Gas and Electric	N
					08/16/2024	09/16/2024		
	3950	Public Utilities	283.03		1 Transactions			
	13934	The Tire Barn						
		10-923-000-0000-6590	850.44		2023 F150XL LOF & 4 TIRES	75159	Repair & Maintenance Supplies	N
		10-923-000-0000-6590	1,047.58		2023 F150XL 4 TIRES #397	75385	Repair & Maintenance Supplies	N
	13934	The Tire Barn	1,898.02		2 Transactions			
	15229	Thompson/Dennis J						
		10-923-000-0000-6330	83.56		SFEC ADVISORY COMM MTG CLOQUET	102024	Transportation/Travel/Parking	N
	15229	Thompson/Dennis J	83.56		1 Transactions			
923	DEPT Total:		3,811.80		Forfeited Tax Sales	6 Vendors	7 Transactions	
10	Fund Total:		3,811.80		Trust		7 Transactions	

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	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
925	DEPT				Resource Management			
	11397	Holmvig Excavating, LLC						
		11-925-000-0000-6361		33,837.00	2024 FOREST ROAD WORK	10721	Road Construction Service	Y
	11397	Holmvig Excavating, LLC		33,837.00	1 Transactions			
	2340	Hyytinen Hardware Hank						
		11-925-000-0000-6590		70.79	PLUMB SUPPLIES LLCC	21059/1	Repair & Maintenance Supplies	N
	2340	Hyytinen Hardware Hank		70.79	1 Transactions			
925	DEPT Total:			33,907.79	Resource Management	2 Vendors	2 Transactions	
939	DEPT				County Surveyor			
	9561	Amazon Business						
		11-939-000-0000-6405		70.19	COLOR TONER CART HP 204A	1LGL-96JP-KNP1	Office Supplies	N
	9561	Amazon Business		70.19	1 Transactions			
939	DEPT Total:			70.19	County Surveyor	1 Vendors	1 Transactions	
11	Fund Total:			33,977.98	Forest Development		3 Transactions	

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Vendor		Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr			Service Dates	Paid On Bhf #	On Behalf of Name	
943	DEPT				Taxes And Penalties			
999999000	AITKIN COUNTY TREASURER							
	13-943-000-0000-2001			30.00	PROP TX OVERPAY FOR RET FEE-P2	2122	Cur - Property Taxes	N
999999000	AITKIN COUNTY TREASURER			30.00	1 Transactions			
999999000	BARCLAY/SUZANNE							
	13-943-000-0000-2001			278.00	PROPERTY TAX OVERPAYMENT-P2	2118	Cur - Property Taxes	N
999999000	BARCLAY/SUZANNE			278.00	1 Transactions			
999999000	BATESON/DAVID							
	13-943-000-0000-2001			100.00	PROPERTY TAX OVERPAYMENT-P2	2116	Cur - Property Taxes	N
999999000	BATESON/DAVID			100.00	1 Transactions			
999999000	BIRK/KAITLYN							
	13-943-000-0000-2001			666.00	PROPERTY TAX OVERPAYMENT - P2	2115	Cur - Property Taxes	N
999999000	BIRK/KAITLYN			666.00	1 Transactions			
999999000	BLAZE CREDIT UNION							
	13-943-000-0000-2001			317.00	PROPERTY TAX OVERPAYMENT-P2	2117	Cur - Property Taxes	N
999999000	BLAZE CREDIT UNION			317.00	1 Transactions			
999999000	COUNTRYSIDE SANITATION LLC							
	13-943-000-0000-2001			309.00	PROPERTY TAX OVERPAYMENT-P2	2019	Cur - Property Taxes	N
999999000	COUNTRYSIDE SANITATION LLC			309.00	1 Transactions			
999999000	GARDNER/JENNIFER							
	13-943-000-0000-2001			194.00	PROPERTY TAX OVERPAYMENT-P2	2120	Cur - Property Taxes	N
999999000	GARDNER/JENNIFER			194.00	1 Transactions			
999999000	OLESEN/CHRIS							
	13-943-000-0000-2001			15.80	PROPERTY TAX OVERPAYMENT-P2	2121	Cur - Property Taxes	N
999999000	OLESEN/CHRIS			15.80	1 Transactions			
999999000	STAHL/MATTHEW							
	13-943-000-0000-2001			18.00	PROPERTY TAX OVERPAYMENT - 2	2114	Cur - Property Taxes	N
999999000	STAHL/MATTHEW			18.00	1 Transactions			
943	DEPT Total:			1,927.80	Taxes And Penalties	9 Vendors	9 Transactions	

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	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
13	Fund Total:			1,927.80	Taxes & Penalties		9 Transactions

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT			LLCC Administration			
9562	Advanced Business Methods, Inc.						
	19-521-000-0000-6342		90.05	OCTOBER 2024 COPIER	AR1822988	Office Equipment Rental/Contracts	N
				10/01/2024 10/31/2024			
9562	Advanced Business Methods, Inc.		90.05	1 Transactions			
12710	AdventureKEEN						
	19-521-000-0000-6454		1,021.27	BOOKS, GUIDES FOR CANTEEN	268589	Commissary Supplies-Non Jail	N
12710	AdventureKEEN		1,021.27	1 Transactions			
10458	Black Bears and Blueberries LLC						
	19-521-000-0000-6454		127.24	INDIGENOUS BOOKS FOR CANTEEN	2183108532	Commissary Supplies-Non Jail	N
10458	Black Bears and Blueberries LLC		127.24	1 Transactions			
2763	Countryside Sanitation, LLC						
	19-521-000-0000-6255		157.95	GARBAGE FOR OCT. 2024	5646	Garbage	Y
2763	Countryside Sanitation, LLC		157.95	1 Transactions			
9801	Dancing Armadillos Arts						
	19-521-000-0000-6454		198.25	ORIGINAL ART FOR LLCC POSTERS	1234	Commissary Supplies-Non Jail	Y
9801	Dancing Armadillos Arts		198.25	1 Transactions			
10462	HY-C						
	19-521-000-0000-6360		1,106.00	PARTS FOR THE GARNES	SO103297	Services, Labor, Contracts	Y
10462	HY-C		1,106.00	1 Transactions			
10139	Nature Planet, Inc						
	19-521-000-0000-6454		3,075.46	STUFFED ANIMALS	S-INV024065	Commissary Supplies-Non Jail	N
10139	Nature Planet, Inc		3,075.46	1 Transactions			
14812	SCI Broadband/Savage Communications						
	19-521-000-0000-6220		646.40	PHONES AND INTERWEBS	024-033167	Telephone	N
				10/01/2024 10/31/2024			
14812	SCI Broadband/Savage Communications		646.40	1 Transactions			
10320	Wolf Ridge Environmental Learning Center						
	19-521-000-0000-6360		1,000.00	SOLOMON CONSULTING OSFA	4665	Services, Labor, Contracts	N
10320	Wolf Ridge Environmental Learning Center		1,000.00	1 Transactions			

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521	DEPT Total:		7,422.62	LLCC Administration	9 Vendors	9 Transactions
523	DEPT		LLCC Food			
3810	Paulbeck's County Market					
	19-523-000-0000-6418		49.68	GROCERIES	7684653	Groceries-Students N
	19-523-000-0000-6418		14.95	GROCERIES	7684653	Groceries-Students N
3810	Paulbeck's County Market		64.63	2 Transactions		
10076	PFS Minnesota					
	19-523-000-0000-6418		2,620.77	GROCERIES	73619901	Groceries-Students N
	19-523-000-0000-6418		1,860.20	GROCERIES	73717872	Groceries-Students N
10076	PFS Minnesota		4,480.97	2 Transactions		
4761	Sysco Minnesota Inc					
	19-523-000-0000-6418		1,989.89	GROCERIES	253736481	Groceries-Students N
4761	Sysco Minnesota Inc		1,989.89	1 Transactions		
4968	Upper Lakes Foods, Inc					
	19-523-000-0000-6418		1,840.80	GROCERIES	517797-00	Groceries-Students N
	19-523-000-0000-6418		584.17	GROCERIES	519874-00	Groceries-Students N
	19-523-000-0000-6418		1,164.85	GROCERIES	521818-00	Groceries-Students N
4968	Upper Lakes Foods, Inc		3,589.82	3 Transactions		
523	DEPT Total:		10,125.31	LLCC Food	4 Vendors	8 Transactions
524	DEPT		LLCC Maintenance			
10365	Antoine Electric, Inc.					
	19-524-000-0000-6360		361.83	FIX DISHWASHER, DIAGNOSE SEPTI	3315	Services, Labor, Contracts N
10365	Antoine Electric, Inc.		361.83	1 Transactions		
7525	Hometown Bldg Supply					
	19-524-000-0000-6590		74.28	CONCRETE	L4653	Repair & Maintenance Supplies N
7525	Hometown Bldg Supply		74.28	1 Transactions		
2340	Hyytinen Hardware Hank					
	19-524-000-0000-6590		11.99	FILTER FOR HOUSE	2498	Repair & Maintenance Supplies N
2340	Hyytinen Hardware Hank		11.99	1 Transactions		

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<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
15300	<b>MCGREGOR ACE HARDWARE</b>						
	19-524-000-0000-6590		8.07	HOSE CLAMP, PLUG INSERT	35518	Repair & Maintenance Supplies	N
<b>15300</b>	<b>MCGREGOR ACE HARDWARE</b>		<b>8.07</b>	<b>1 Transactions</b>			
13934	<b>The Tire Barn</b>						
	19-524-000-0000-6302		27.50	REPAIR VAN TIRE	00946	Vehicle Maintenance	N
<b>13934</b>	<b>The Tire Barn</b>		<b>27.50</b>	<b>1 Transactions</b>			
<b>524</b>	<b>DEPT Total:</b>		<b>483.67</b>	<b>LLCC Maintenance</b>	<b>5 Vendors</b>	<b>5 Transactions</b>	
<b>19</b>	<b>Fund Total:</b>		<b>18,031.60</b>	<b>Long Lake Conservation Center</b>		<b>22 Transactions</b>	

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520	DEPT		Parks			
9561	Amazon Business					
	21-520-000-0000-6523	B	58.99	BATH/SHOWER BENCH	1RFW-D9D4-V9M6	Misc Bldg & Shop Supplies N
9561	Amazon Business		58.99	1 Transactions		
13725	Beartooth Hardware Inc					
	21-520-000-0000-6523		7.19	WOOD FLLR NTRL	39172	Misc Bldg & Shop Supplies N
	21-520-000-0000-6523	B	51.45	FIX SCREEN FOR CAMPER CABINS	39473	Misc Bldg & Shop Supplies N
	21-520-000-0000-6450	B	8.90	CAMPGROUND SIGNS	39483	Field Supplies N
	21-520-000-0000-6523		62.77	PAINT & BRUSH	39563	Misc Bldg & Shop Supplies N
	21-520-000-0000-6523		15.98	WD40	40384	Misc Bldg & Shop Supplies N
13725	Beartooth Hardware Inc		146.29	5 Transactions		
10618	Erik's Lawn Service					
	21-520-000-0000-6360	B	428.00	AITKIN CAMPGROUND MOWING	10685	Services, Labor, Contracts Y
	21-520-000-0000-6360	B	548.00	BERGLUND PARK MOWING	10685	Services, Labor, Contracts Y
	21-520-000-0000-6360		188.00	ROUND LAKE BEACH MOWING	10685	Services, Labor, Contracts Y
	21-520-000-0000-6360		588.00	SNAKE RIVER CAMPGROUND MOWING	10685	Services, Labor, Contracts Y
10618	Erik's Lawn Service		1,752.00	4 Transactions		
2340	Hyytinen Hardware Hank					
	21-520-000-0000-6523		18.98	PINE-SOL & STAIN & MOLD REMOVE	21375/1	Misc Bldg & Shop Supplies N
2340	Hyytinen Hardware Hank		18.98	1 Transactions		
9354	Kangas Enterprise, Inc					
	21-520-000-0000-6802	Q	4,896.00	GRADING ATV TRAIL/TOWNSHIP RD	150	Trail Grants-State N
9354	Kangas Enterprise, Inc		4,896.00	1 Transactions		
3024	Kingsley/Russell Lee					
	21-520-000-0000-6804	Q	1,615.00	BLIND LAKE ATV CLUB	102024	State Grant - Northwoods ATV-Expense Y
	21-520-000-0000-6804	Q	2,890.00	NORTHWOODS QUADS ATV	102024	State Grant - Northwoods ATV-Expense Y
3024	Kingsley/Russell Lee		4,505.00	2 Transactions		
9109	Nelson Sanitation & Rental, Inc.					
	21-520-000-0000-6360		88.00	AXTELL RIDING PORTABLE	INV/2024/14216	Services, Labor, Contracts N
				09/01/2024 09/30/2024		
	21-520-000-0000-6360		88.00	BLIND LAKE PORTABLE	INV/2024/14221	Services, Labor, Contracts N
				09/01/2024 09/30/2024		
	21-520-000-0000-6360		88.00	LAWLER TRAILHEAD PORTABLE	INV/2024/14226	Services, Labor, Contracts N

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21 Parks

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 43

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	21-520-000-0000-6360		88.00	09/01/2024 09/30/2024 MCGREGOR TRAILHEAD PORTABLE	INV/2024/14227	Services, Labor, Contracts	N
9109	Nelson Sanitation & Rental, Inc.		352.00	09/01/2024 09/30/2024 4 Transactions			
3950	Public Utilities						
	21-520-000-0000-6254	B	104.69	08/16/2024 09/16/2024 MISSISSIPPI PARK	1670-00	Utilities-Gas and Electric	N
	21-520-000-0000-6254	B	220.28	08/16/2024 09/16/2024 MISSISSIPPI SHOWER	1671-00	Utilities-Gas and Electric	N
3950	Public Utilities		324.97	2 Transactions			
10891	Roth Construction						
	21-520-000-0000-6802	Q	3,815.00	FIX SOO LINE TRL ARTHYDE	062024	Trail Grants-State	Y
10891	Roth Construction		3,815.00	1 Transactions			
9617	Timber Lakes Septic Service, Inc.						
	21-520-000-0000-6360	B	200.00	BERGLUND DUMP	41282	Services, Labor, Contracts	N
9617	Timber Lakes Septic Service, Inc.		200.00	1 Transactions			
12718	Up North Riders						
	21-520-000-0000-6802	Q	3,647.84	GIA LAWLER LOOPS TRAIL	FM 00944908	Trail Grants-State	N
12718	Up North Riders		3,647.84	1 Transactions			
520	DEPT Total:		19,717.07	Parks	11 Vendors	23 Transactions	
21	Fund Total:		19,717.07	Parks		23 Transactions	

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**22** Coronavirus Relief Fund

# Aitkin County



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

Vendor		<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
<b>716</b>	DEPT			American Rescue Plan - COVID			
9085	<b>Climate Makers Inc</b>						
	22-716-000-0000-6818		105,669.45	JAIL BOILER/CHILLER REPLACE	12410	Category: Revenue Replacement	N
<b>9085</b>	<b>Climate Makers Inc</b>		<b>105,669.45</b>	1 Transactions			
3950	<b>Public Utilities</b>						
	22-716-000-0000-6818		2,896.00	FAIRGROUNDS INFRUSTRUCTURE	1645	Category: Revenue Replacement	N
<b>3950</b>	<b>Public Utilities</b>		<b>2,896.00</b>	1 Transactions			
86235	<b>The Office Shop Inc</b>						
	22-716-000-0000-6818		15,471.90	NESTING CHAIRS	1146076-0	Category: Revenue Replacement	N
	22-716-000-0000-6818		1,145.00	LICENSE CENTER CHAIRS	1146259-0	Category: Revenue Replacement	N
<b>86235</b>	<b>The Office Shop Inc</b>		<b>16,616.90</b>	2 Transactions			
<b>716</b>	<b>DEPT Total:</b>		<b>125,182.35</b>	<b>American Rescue Plan - COVID</b>	<b>3 Vendors</b>	<b>4 Transactions</b>	
<b>22</b>	<b>Fund Total:</b>		<b>125,182.35</b>	<b>Coronavirus Relief Fund</b>		<b>4 Transactions</b>	
	<b>Final Total:</b>		<b>536,465.89</b>	<b>231 Vendors</b>	<b>410 Transactions</b>		

# Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	153,433.58	General Fund
2	40,501.00	Reserves Fund
3	24,030.46	Road & Bridge
4	9,202.69	Unorganized Townships
5	99,622.06	Health & Human Services
9	7,027.50	State
10	3,811.80	Trust
11	33,977.98	Forest Development
13	1,927.80	Taxes & Penalties
19	18,031.60	Long Lake Conservation Center
21	19,717.07	Parks
22	125,182.35	Coronavirus Relief Fund
<b>All Funds</b>	<b>536,465.89</b>	<b>Total</b>

Approved by,

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10/8/24 12:32PM

# Aitkin County



21

1 General Fund

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

Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
5462	Bremer Bank (Elan ACH)					
24	01-053-000-0000-6360		17.09 ZOOM-SAFETY COMMITTEE MEETING	0153	Services, Labor, Contracts	N
			09/10/2024 10/10/2024			
23	01-252-252-0000-6465		44.00 HAND TOWELS	052549	Inmate Welfare Supplies	N
2	01-391-000-0000-6335		35.33 AMC CONFERENCE (AC)	085233	Gas/Vehicle Fuel Charges	N
15	01-280-000-0000-6240		300.00 #217 AMEM DUES	120649473226	Membership/Dues/Association Fees	N
5	01-043-000-0000-6266		20.00 CHAT GPT	15315	Data Processing/Computer Services	N
21	01-252-003-0000-6241		195.00 JAMIE -CORRECTIONAL HLTH CONF	1540	School Registration Fee	N
20	01-200-003-0000-6241		450.00 #214 BASIC NARCOTICS TRAINING	26157	Registration Fee	N
18	01-200-200-0000-6405		207.50 PATCHES 4 LESS	300522563	VCET - AIM Office Supplies	N
8	01-001-000-0000-6332		291.40 HOTEL FOR AMC FALL CONF.	3014	Hotel / Motel Lodging	N
			09/11/2024 09/13/2024			
10	01-001-000-0000-6332		582.80 HOTEL (X2) FOR AMC FALL CONF	3022	Hotel / Motel Lodging	N
			09/11/2024 09/13/2024			
9	01-052-000-0000-6332		291.40 HOTEL FOR AMC FALL CONF.	3022	Hotel / Motel Lodging	N
			09/11/2024 09/13/2024			
22	01-200-200-0000-6265		10.00 FAA DRONE REGISTRATION	34CT3FE	Programs	N
27	01-049-000-0000-6266		69.00 SHODAN SEPT	3AE6D18C-0009	Software Fees/License Fees	N
25	01-053-000-0000-6360		191.00 RACARIE SOFTWARE	4439	Services, Labor, Contracts	N
			09/01/2024 10/01/2024			
26	01-053-000-0000-6360		20.00 CHAT GPT	4439	Services, Labor, Contracts	N
			09/13/2024 10/13/2024			
4	01-043-000-0000-6266		19.23 GOODREADER EDITOR	46102	Data Processing/Computer Services	N
28	01-280-000-0000-6240		300.00 AMEM DUES -2ND CHARGE	50173	Membership/Dues/Association Fees	N
12	01-711-000-0000-6332		175.44 HOTEL FOR AMC CONF.	5696	Hotel / Motel Lodging	N
			12/09/2024 12/10/2024			
11	01-711-000-0000-6335		26.55 GAS IN COUNTY CAR	5696	Gas/Vehicle Fuel Charges	N
			09/13/2024 09/13/2024			
19	01-200-200-0000-6268		444.41 HOTEL- BROWN TRAINING	7292225380821	Training, Development	N
17	01-200-000-0000-6405		19.99 DROPBOX SUBSCRIPTION	BP3RR784C8MM	Office Supplies	N
16	01-200-000-0000-6360		5.00 SPYPOINT CAMERA	CE486A8D-0026	Services, Labor, Contracts	N
1	01-049-000-0000-6266		0.04 AZURESTACK - AUG	G059433871	Software Fees/License Fees	N
3	01-042-000-0000-6405		991.80 SQUARE KIT,IPAD,PRINTER	US-383985253	Office Supplies	N
5462	Bremer Bank (Elan ACH)		4,706.98	24 Transactions		
1 Fund Total:			4,706.98	General Fund	1 Vendors	24 Transactions

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# Aitkin County



11 Forest Development

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 3

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	<b>5462 Bremer Bank (Elan ACH)</b>					
6	11-939-000-0000-6405		154.00	CES IMAGING - INK	14662	Office Supplies N
7	11-925-000-0000-6590		66.96-	RETURN GRADER EDGES	IN001433046	Repair & Maintenance Supplies N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>87.04</b>	<b>2 Transactions</b>		
<b>11 Fund Total:</b>			<b>87.04</b>	<b>Forest Development</b>	<b>1 Vendors</b>	<b>2 Transactions</b>

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19 Long Lake Conservation Cen

# Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 4

Vendor	<u>Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	<b>5462 Bremer Bank (Elan ACH)</b>						
13	19-521-000-0000-6230		313.00	ANN.SUBRIPTION - EMAIL SERVICE	3635416	Printing, Publishing & Adv	N
14	19-523-000-0000-6418		394.43	GROCERIES	3635416	Groceries-Students	N
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>707.43</b>	<b>2 Transactions</b>			
<b>19 Fund Total:</b>			<b>707.43</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
<b>Final Total:</b>			<b>5,501.45</b>	<b>3 Vendors</b>	<b>28 Transactions</b>		

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10/8/24

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5 Health &amp; Human Services

# Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	<b>5462 Bremer Bank (Elan ACH)</b>						
1	05-400-440-0410-6332		20.40	ADMIN - AMC LODGING		Hotel/Lodging	N
2	05-420-600-4800-6332		48.08	ADMIN - AMC LODGING		Hotel/Lodging	N
3	05-430-700-4800-6332		77.22	ADMIN - AMC LODGING		Hotel/Lodging	N
4	05-430-700-4800-6332		457.50	SS-TRAINING LODGING (ES)		Hotel/Lodging	N
				09/10/2024 09/12/2024			
	<b>5462 Bremer Bank (Elan ACH)</b>		<b>603.20</b>	<b>4 Transactions</b>			
<b>5 Fund Total:</b>			<b>603.20</b>	<b>Health &amp; Human Services</b>	<b>1 Vendors</b>	<b>4 Transactions</b>	
<b>Final Total:</b>			<b>603.20</b>	<b>1 Vendors</b>	<b>4 Transactions</b>		

# Aitkin County

Audit List for Board

**MANUAL WARRANTS/VOIDS/CORRECTIONS**



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	603.20	Health & Human Services
All Funds	603.20	Total

Approved by,

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# Aitkin County

Audit List for Board

**MANUAL WARRANTS/VOIDS/CORRECTIONS**



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	4,706.98	General Fund	
	11	87.04	Forest Development	
	19	707.43	Long Lake Conservation Center	
	All Funds	5,501.45	Total	Approved by, .....
				.....
				.....

Total Elan paid 9.26.24 = \$6104.65



# Board of County Commissioners Agenda Request

**2J**  
Agenda Item #

**Requested Meeting Date:** October 22, 2024

**Title of Item:** LG220 Application for Exempt Permit - MN Deer Hunters Assoc. McGregor

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Christy M. Bishop		<b>Department:</b> Auditor's Office
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b> Event Date: January 25, 2025 Gambling Permit Application for Minnesota Deer Hunters Association- McGregor Area Chapter. Bingo and Raffle to be held at Bann's Bar & Restaurant 18870 Goshawk St McGregor, MN 55760: Shamrock Township		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Motion to adopt attached resolution.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED October 22, 2024

By Commissioner: xxx

**20241022-xxx**

**LG220 Permit – Minnesota Deer Hunters Association – McGregor Area Chapter**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Minnesota Deer Hunters Association- McGregor Area Chapter at the following location – Bann's Bar & Restaurant, which has an address of: 18870 Goshawk St McGregor, MN 55760 - Shamrock Township

(Note: Date of activity for Bingo and Raffle – January 25, 2025)

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 22<sup>nd</sup> day of October 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 22<sup>nd</sup> day of October 2024**

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



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

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

WLB1  
10/9/24 3:59PM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
303	DEPT				R&B Highway Maintenance			
	9326	Dehn Oil Company						
		03-303-000-0000-6570		5,757.60	MCGREGOR SHOP DIESEL	25234157	Motor Fuel & Lubricants	N
		03-303-000-0000-6570		11,997.60	MCGRATH SHOP DIESEL	25234158	Motor Fuel & Lubricants	N
	9326	Dehn Oil Company		17,755.20	2 Transactions			
303	DEPT Total:			17,755.20	R&B Highway Maintenance	1 Vendors	2 Transactions	
307	DEPT				R&B Capital Infrastructure			
	9741	REDSTONE CONSTRUCTION, LLC						
		03-307-000-0000-6262		13,994.92	CONT 20243 PMT 5	CONT 20243 PMT 5	Contract Payments	Y
	9741	REDSTONE CONSTRUCTION, LLC		13,994.92	1 Transactions			
	9641	S & R REINFORCING, INC.						
		03-307-000-0000-6262		175,330.65	CONT 20241 PMT 4	CONT 20241 PMT 4	Contract Payments	N
	9641	S & R REINFORCING, INC.		175,330.65	1 Transactions			
307	DEPT Total:			189,325.57	R&B Capital Infrastructure	2 Vendors	2 Transactions	
3	Fund Total:			207,080.77	Road & Bridge		4 Transactions	
	Final Total:			207,080.77	3 Vendors	4 Transactions		

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	3	207,080.77	Road & Bridge
	All Funds	207,080.77	Total

Approved by, . . . . .

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# Board of County Commissioners Agenda Request

2L

Agenda Item #

Requested Meeting Date: 10-22-24

Title of Item: Bridge Priority Resolution

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> John Welle		<b>Department:</b> Highway
<b>Presenter (Name and Title):</b> NA		<b>Estimated Time Needed:</b> NA
<b>Summary of Issue:</b> <p>The MnDOT Office of State Aid requests that counties periodically update their 5-year bridge replacement plans so they are able to plan, on a statewide basis, the amount of funding needed for the Local Bridge Replacement Program.</p> <p>Aitkin County updated it's bridge priority resolution in March, 2024. However, Glen Township has been working with the DNR on 298th Street over Rabbit Creek and would like to proceed with that project in 2026 to take advantage of DNR funding that will be available to fund a portion of the project.</p> <p>Therefore, the resolution that was approved in March 2024 has been revised to include this project. The revision is shown in red text.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b> NA		
<b>Recommended Action/Motion:</b> Approved revised resolution.		
<b>Financial Impact:</b> <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <span>Please Explain:</span></p>		

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

ADOPTED October 22, 2024

By Commissioner: xxx

**20241022-xxx****Bridge Priority**

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

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

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

Existing Bridge Number	Road Number	Crossing	Local Planning Index	Project Cost	Programmed Federal Funds	Local or State -Aid Funds	Township/State Bridge Funds Requested	Program Year
01508	Aitkin CSAH 5	Rice River	38	\$1,035,871		\$573,938	\$461,933	2025
7375	Aitkin CH 54	Sissabagamah Creek	52	\$660,000		\$204,000	\$456,000	2025
01502	Aitkin CSAH 22	WakeField Brook	61	\$400,000		\$250,000	\$150,000	2025
NA	430 <sup>th</sup> Street Morrison Township	Ditch	NA	\$180,000		\$10,000	\$170,000	2025
NA	150 <sup>th</sup> Lane Idun Township	Unnamed Stream	NA	\$240,000		\$10,000	\$230,000	2025
NA	400 <sup>th</sup> Place Unorg 52-27	Unnamed Stream	NA	\$200,000		\$10,000	\$190,000	2026
NA	298 <sup>th</sup> Street Glen Township	Rabbit Creek	NA	\$290,000		\$20,000	\$270,000	2026
NA	368 <sup>th</sup> Place Hill Lake Township	Little Hill River	NA	\$220,000		\$20,000	\$200,000	2026
7215	Aitkin CSAH 2	Stream	61	\$900,000		\$525,000	\$375,000	2027
7216	Aitkin CSAH 2	Snake River	58	\$900,000		\$525,000	\$375,000	2027
88102	Aitkin CSAH 19	Moose River	65	\$400,000		\$230,000	\$170,000	2027
NA	Aitkin CR 57	Section 5 Creek	NA	\$300,000		\$50,000	\$250,000	2028

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

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

Commissioner xxx 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 22<sup>nd</sup> day of October 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 22<sup>nd</sup> day of October 2024**

---

Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** October 22, 2024

**Title of Item:** Affidavit for Duplicate of Lost Warrant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Wendie Bright		<b>Department:</b> Auditor's Office
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b> Approve Affidavit for Duplicate of Lost Municipal Order or Warrant: Warrant #91842 - Corelogic Tax Service - October 31, 2023 - \$3149.00		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Affidavit for Duplicate of Lost Municipal Order or Warrant: Warrant #91842 - Corelogic Tax Service - October 31, 2023 - \$3149.00		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

AITKIN COUNTY

AFFIDAVIT OF FAILURE TO RECEIVE WARRANT  
Made Pursuant to Minnesota Statutes, Section 16A.46



**\*\*THIS AFFIDAVIT MUST BE NOTARIZED\*\***

State of MN County of Aitkin  
 Name: Corelogic Tax Service  
(AFFIANT'S NAME, INDIVIDUAL OR NAME OF BUSINESS)  
 Officer's Name: Tricia Carley Officer Title: refund processor  
(OFFICER'S NAME, LEAVE BLANK)  
 Address: 3001 Hackberry Rd, Irving TX 75063  
(CURRENT ADDRESS - THE ADDRESS THE NEW PAYMENT WILL BE MAILED TO)  
 Aitkin County Warrant Number: 9182 91842 for Property tax overpayment  
(INSERT INVOICE OR VOUCHER INFORMATION)  
 Issued 10-31-2023 to Corelogic  
(INSERT DATE OF WARRANT) (INSERT NAME ON THE ORIGINAL WARRANT)  
PO Box 9202, Coppell TX 75019  
(INSERT MAILING ADDRESS ON THE ORIGINAL WARRANT)

In the amount of 3149. dollars (\$ 00) Dollars,



was never received by claimant



was received by claimant in the usual course of business; that \*

\* NOTE: Use space to describe in detail what you did with or what happened to the warrant, giving correct names, addresses, dates, etc., in every instance.  
If additional space is required, use the reverse side.

If the original warrant ever comes into claimant's possession, said warrant will be promptly returned, in the same condition as when received, to AITKIN COUNTY AUDITOR'S OFFICE, 307 2<sup>nd</sup> Street NW, Room 121, Aitkin MN 56431, and that claimant will reimburse the County for any loss which may be sustained by reason of any false statement, fault, or act on claimant's part concerning the aforesaid matter; and, that this affidavit is made for the purpose of securing the issuance of a duplicate warrant in the aforesaid amount.

Notary Public:

Subscribed and sworn to before me this

day of October 1, 2024

Eryn H. Andrews  
 NOTARY PUBLIC SIGNATURE

My commission expires 12-28-2025

STATE OF: Texas

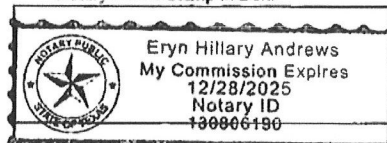
COUNTY OF: Dallas

You must sign this affidavit before a Notary Public:

Tricia Carley refund processor  
 (Signature and Title of Affiant)

(Signature and Title of Affiant)

Notary Public Stamp in Box:



NOTE: A replacement warrant will be issued after approval from the Aitkin County Board of Commissioners.

Aitkin County - Lost Warrants, 307 2<sup>nd</sup> Street NW, Room 121, Aitkin MN 56431  
 email: auditor@co.aitkin.mn.us



# Board of County Commissioners Agenda Request

**2N**  
Agenda Item #

**Requested Meeting Date:** 10/22/2024

**Title of Item:** LG214 Premises Permits- The Palisade Super Sledgers

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Christy M. Bishop		<b>Department:</b> Auditor's Office
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b> N/A
<b>Summary of Issue:</b>  Gambling Premises Permit - The Palisade Super Sledgers at the following location:  Corner Club 60967 Highway 169 Hill Cit, MN 55748 Macville Township		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> See attached Proposed Resolution		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <span style="float: right;">Please Explain:</span>		

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

ADOPTED October 22, 2024

By Commissioner: xxx

**20241022-xxx**

**LG 214 Premises Permit – The Palisade Super Sledders**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the Application to Conduct Off-Site Gambling – Form LG214 – of the Palisade Super Sledders at the following location – 60967 Highway 169 Hill City, MN, Macville Township

Commissioner xx 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 22nd day of October 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 22nd day of October, 2024**

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



# Board of County Commissioners Agenda Request

3A

Agenda Item #

**Requested Meeting Date:** October 22, 2024

**Title of Item:** First Reading - Cannabis Ordinance

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Andrew Carlstrom		<b>Department:</b> Environmental Services
<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director		<b>Estimated Time Needed:</b> 10 Minutes
<b>Summary of Issue:</b>  The Aitkin County Planning Commission met for a Public Hearing on September 16, 2024 to discuss the proposed draft "Aitkin County Cannabis Ordinance". The Planning Commission voted unanimously to approve and forward to the County Board for a Public Hearing. On September 24, 2024, the County Board agreed to set October 22, 2024 for the First Reading and Public Hearing. Second Reading and decision will be made on November 12, 2024.  In accordance with MN Statute 394 and Rule 11 of the Aitkin County Ordinances and Procedures of the Board of Commissioners Meeting Procedures and Rules of Business Board of Commissioners, two readings shall be conducted prior to the adoption of the amendment.  Please see attached ordinance.		
<b>Alternatives, Options, Effects on Others/Comments:</b> Discussion Only		
<b>Recommended Action/Motion:</b> Discussion Only		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

# AITKIN COUNTY

## CANNABIS ORDINANCE

CANNABIS ORIENTED BUSINESS AND LAND USE

(Draft as of September 24, 2024)

Red are additions and strikethroughs are deletions since September 16, 2024 draft

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# **AN ORDINANCE OF THE COUNTY OF AITKIN TO REGULATE CANNABIS ORIENTED BUSINESSES AND LAND USE**

## **SECTION 1 ADMINISTRATION**

### **1.1 Findings and Purpose**

Aitkin County makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, Chapter 342, which authorizes Aitkin County to protect the public health, safety, welfare of Aitkin County residents by regulating cannabis businesses within the legal boundaries of Aitkin County.

Aitkin County finds and concludes that the proposed provisions are appropriate and lawful land use regulations for Aitkin County, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

### **1.2 Authority & Jurisdiction**

Aitkin County has the authority to adopt this ordinance pursuant to:

- a) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
- b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances. Ordinance shall be applicable to the legal boundaries of Aitkin County.

~~For Aitkin County jurisdictions that have opted into county zoning per the Aitkin County Cannabis Ordinance section 3, Aitkin County will be the registration authority for those jurisdictions unless that jurisdiction opts out of county zoning per the Aitkin County Cannabis Ordinance section 3.~~

### **1.3 Severability**

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

## 1.4 Enforcement

Aitkin County is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by Minnesota law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this Ordinance.

## 1.5 Definitions

Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

**1. Cannabis Business:** A “Cannabis Business” means any of the following licensed operations: cannabis microbusiness, cannabis mezzo business, cannabis cultivator, cannabis manufacturer, cannabis retailer, cannabis wholesaler, cannabis transporter, cannabis testing facility, cannabis event organizer, cannabis delivery service, medical cannabis cultivator, medical cannabis processor, medical cannabis retailer, and medical cannabis combination business.

**2. Cannabis Cultivator:** A “Cannabis Cultivator” may grow cannabis plants within the approved amount of space from seed to immature plant to mature plant, harvest cannabis flower, package and label immature cannabis plants and seedlings and cannabis flower, and transport cannabis flower to cannabis manufacturers.

**3. Cannabis Cultivation:** A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. Harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

**4. Cannabis Delivery Service:** A “Cannabis Delivery Service” may purchase cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products from licensed cannabis microbusinesses with a retail endorsement, cannabis mezzo businesses with a retail endorsement, cannabis retailers, medical cannabis retailers, and medical cannabis combination businesses; transport and deliver cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumable products to customers; and perform other actions approved by the Office of Cannabis Management. Prior to completing a delivery, a cannabis delivery service must verify that the customer is at least 21 years of age or is enrolled in the registry program. The Office of Cannabis Management shall establish limits on the amount of cannabis and hemp products that a cannabis delivery service may transport. Cannabis and hemp must be stored in a locked, safe, and secure storage compartment that is part of the cannabis delivery vehicle.

**5. Cannabis Event Organizer:** A “Cannabis Event Organizer” may organize a temporary cannabis event lasting no more than four days. A cannabis event organizer must receive local

approval, including obtaining any necessary permits or licenses issued by a local unit of government before holding a cannabis event. If approved by the local unit of government, a cannabis event may designate an area for consumption of adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived consumer products, or any combination of those items.

**6. Cannabis Manufacturer:** A “Cannabis Manufacturer” may purchase cannabis flower, cannabis products hemp plant parts, hemp concentrate, and artificially derived cannabinoids from a cannabis business, purchase hemp plants and hemp concentrates, make cannabis hemp concentrate, manufacture artificially derived cannabinoids, manufacture adult-use cannabis products, lower-potency hemp edibles, and hemp derived consumer products, and sell cannabis concentrate, hemp concentrate, artificially derived cannabinoids, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to other cannabis businesses.

**7. Cannabis Mezzo Business:** A “Cannabis Mezzo Business” may grow cannabis from seed or immature plant for cannabis products or medical cannabis flower, make cannabis and hemp concentrate, manufacture adult-use cannabis products, lower-potency hemp edibles, and hemp-derived consumers products for public consumption, process medical cannabinoid products, sell immature cannabis plants and seedlings, and purchase cannabis concentrate, hemp concentrate, and synthetically derived cannabinoids from another cannabis business. A cannabis mezzo business that cultivates cannabis at an indoor facility may cultivate up to 15,000 square feet of plant canopy. A cannabis mezzo business that cultivates cannabis at an outdoor location may cultivate up to one acre of mature, flowering plants.

**8. Cannabis Microbusiness:** A “Cannabis Microbusiness” may grow cannabis plants, make cannabis concentrate, make hemp concentrate, manufacture artificially derived cannabinoids, manufacture adult-use cannabis products, lower potency hemp edibles, and hemp derived consumer products for public consumption, purchase hemp or hemp concentrate parts, package and label cannabis and hemp products, and sell cannabis plants and seedlings, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp products, and hemp-derived consumer products. A cannabis microbusiness that cultivates cannabis at an indoor facility may cultivate up to 5000 square feet of plant canopy. A cannabis microbusiness that cultivates cannabis at an outdoor location may cultivate up to one-half acre of mature, flowering plants. A cannabis microbusiness with the appropriate endorsement may operate one retail location. A cannabis microbusiness may permit on-site consumption of edible cannabis products and lower-potency hemp edibles on a portion of its premises. Cannabis microbusiness must ensure that the display and consumption of any edible product or lower-potency hemp edible is not visible from outside the licensed premises of the business.

**9. Cannabis Retailer:** Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form. A “Cannabis Retailer” may purchase immature cannabis plants and seedlings, cannabis flower, cannabis products, and lower-potency hemp products, from cannabis businesses, and sell immature cannabis plants and seedlings, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived consumer products, and other products authorized by law to customers.

**10. Cannabis Retail Businesses:** A retail location and the retail location(s) of a mezzo businesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, (and/excluding) lower-potency hemp edible retailers.

**11. Cannabis Testing Facility:** A “Cannabis Testing Facility” may obtain and test immature cannabis plants and seedlings, cannabis flower, cannabis products, hemp plant parts, hemp concentrate, artificially derived cannabinoids, lower-potency hemp edibles, and hemp-derived consumer products from cannabis microbusinesses, cannabis mezzo businesses, cannabis cultivators, cannabis manufacturers, cannabis wholesalers, lower-potency hemp edible manufacturers, medical cannabis cultivators, medical cannabis processors, medical cannabis combination businesses, and industrial hemp growers.

**12. Cannabis Transporter:** A “Cannabis Transporter” may transport immature cannabis plants and seedlings, cannabis flower, cannabis products, artificially derived cannabinoids, hemp plant parts, hemp concentrate, lower-potency hemp edibles, and hemp-derived consumer products from cannabis microbusinesses, cannabis mezzo businesses, cannabis cultivators, cannabis manufacturers, cannabis wholesalers, lower-potency hemp edible manufacturers, medical cannabis retailers, medical cannabis processors, and industrial hemp growers to cannabis microbusinesses, cannabis mezzo businesses, cannabis manufacturers, cannabis testing facilities, cannabis wholesalers, cannabis retailers, lower-potency hemp edible retailers, medical cannabis processors, medical cannabis retailers, and medical cannabis combination businesses and perform other actions approved by the Office of Cannabis Management.

**13. Cannabis Wholesaler:** A “Cannabis Wholesaler” may purchase immature cannabis plants and seedlings, cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products from cannabis businesses, and purchase hemp plant parts and hemp concentrates. Cannabis wholesalers may sell immature cannabis plants and seedlings, cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to cannabis microbusinesses, cannabis mezzo businesses, cannabis manufacturers, and cannabis retailers, sell lower-potency hemp edibles to lower-potency-hemp edible retailers, and import hemp-derived consumer products and lower-potency hemp edibles that contain hemp concentrate or artificially derived cannabinoids.

**14. Compliance Checks:** The system the County uses to investigate and ensure that those authorized to sell licensed products are following and complying with the requirements of this ordinance. COMPLIANCE CHECKS may also be conducted by the County or other units of government for educational, research, and training purposes or for investigating or enforcing federal, state, or local laws and regulations related to licensed products.

**15. Daycare:** A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

**16. Home Occupation:** Means a home occupation or professional offices, provided that no such use occupies more than 25% of the total floor area of the dwelling or accessory building. Provided further that no more than one non-resident is employed on the premises. Such use does not include an activity that would create a nuisance or be otherwise incompatible with the surrounding residential area. Only one unlighted sign not exceeding nine (9) square feet in area may be displayed.

**17. Lower-potency Hemp Edible:** A “Lower-Potency Hemp Edible” means any product: (1) that is intended to be eaten or consumed as a beverage by humans; (2) contains hemp concentrate or an artificially derived cannabinoid, in combination with food ingredients; (3) is not a drug; (4) consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol, 25 milligrams of cannabidiol, 25 milligrams of cannabigerol, or any combination of those cannabinoids that does not exceed the identified amounts; (5) does not contain more than a combined total of 0.5 milligrams of all other cannabinoids per serving; (6) does not contain an artificially derived cannabinoid other than delta-9 tetrahydrocannabinol; (7) does not contain a cannabinoid derived from cannabis plants or cannabis flower; and (8) is a type of product approved for sale by the office or is substantially similar to a product approved by the office, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods.

**18. Lower-potency Hemp Edible Manufacturer:** A “Lower-Potency Hemp Edible Manufacturer” may purchase hemp plant parts, hemp concentrate, and artificially derived cannabinoids from cannabis microbusinesses, cannabis mezzo businesses, cannabis manufacturers, cannabis wholesalers, and lower-potency edible manufactures . Lower-potency hemp edibles manufacturers may also purchase hemp parts and hemp concentrate, make hemp concentrate, manufacture artificially derived cannabinoids, manufacture lower-potency hemp edibles for public consumption, package and label lower potency hemp edibles, and sell hemp concentrate, artificially derived cannabinoids, and lower-potency hemp enables to other cannabis businesses ad hemp businesses.

**19. Lower-potency Hemp Edible Retailer:** A “Lower-Potency Hemp Edible Retailer” may only sell lower-potency hemp edibles to individuals who are at least 21 years of age. A lower-potency hemp edible retailer may sell lower-potency hemp edibles that are obtained from a licensed Minnesota cannabis microbusiness, cannabis mezzo business, cannabis manufacturer, cannabis wholesaler, or lower-potency hemp edible manufacturer, and meet all applicable packaging and labeling requirements.

**20. Medical Cannabis Combination Business:** A “Medical Cannabis Combination Business” may grow cannabis plants from seed to immature pant to mature plant and harvest adult-use cannabis flower and medical cannabis flower from a mature plant, make cannabis concentrate, make cannabis and hemp concentrate, manufacture artificially derived cannabinoids, manufacture medical cannabinoid products, package and label medical cannabis and medical cannabinoid products for sale to medical cannabis processors, medical cannabis retailers, other medical cannabis combination businesses, and patients enrolled in the registry program, registered caregivers, and parents, legal guardians, and spouses of an enrolled patient.

**21. Medical Cannabis Cultivator:** A “Medical Cannabis Cultivator” may grow cannabis plants within the approved amount of space (60,00 square feet of plant canopy) from seed or immature plant, harvest cannabis flower from a mature plant, package and label cannabis flower as medical cannabis flower, sell medical cannabis flower to medical cannabis processors and medical cannabis retailers, transport medical cannabis flower to a medical cannabis processor located on the same premises, and perform other actions approved by the Office of Cannabis Management. A medical cannabis cultivator must verify that every batch of medical cannabis flower has passed safety, potency and consistency testing at a cannabis testing facility approved by the Office of Cannabis Management for the testing of medical cannabis flower before the medical cannabis cultivator may package, label, or sell the medical cannabis flower to any other entity.

**22. Medical Cannabis Processor:** A “Medical Cannabis Processor” may purchase medical cannabis flower, medical cannabinoid products, hemp plant parts, and hemp concentrate from medical cannabis cultivators and other medical cannabis processors, purchase hemp plant parts from industrial hemp growers, make cannabis and hemp concentrate from medical cannabis flower, manufacture medical cannabinoid products, package and label medical cannabinoid products for sale to other medical cannabis processors and to medical cannabis retailers. A medical cannabis processor must verify that every batch of medical cannabis flower has passed safety, potency, and consistency testing at a cannabis testing facility approved by the Office of Cannabis Management for testing of medical cannabis flower before the medical cannabis cultivator may package, label, or sell the medical cannabis flower to any other entity.

**23. Medical Cannabis Retailer:** A “Medical Cannabis Retailer” may purchase medical cannabis flower and medical cannabinoid products from medical cannabis cultivators and medical cannabis processors and sell or distribute medical cannabis flower and medical cannabinoid products to any person authorized to receive medical cannabis flower or medical cannabinoid products.

**24. Office of Cannabis Management:** Minnesota Office of Cannabis Management, referred to as “OCM” in this ordinance.

**25. Place of Public Accommodation:** A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

**26. Preliminary License Approval:** OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.

**27. Public Place:** A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

**28. Residential Treatment Facility:** As defined under Minn. Stat. 245.462 subd. 23.

**29. Retail Registration:** An approved registration issued by Aitkin County to a state-licensed cannabis retail business.

**30. School:** A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.

**31. State License:** An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

**32. Youth-Oriented Facility:** Any facility with residents, customers, visitors, or inhabitants of which 25 percent or more are regularly under the age of 21 or that primarily sells, rents, or offers services or products that are consumed or used primarily by persons under the age of 21. A youth-oriented facility includes, but is not limited to schools, playgrounds, recreation centers, athletic fields, and public parks.

## **SECTION 2 REGISTRATION OF CANNABIS BUSINESSES**

### **2.1 Consent to registering of Cannabis Businesses**

For jurisdictions covered by this Ordinance (section 1.2), no individual or entity may operate a state-licensed cannabis retail business within Aitkin County without first registering with the Aitkin County Auditor's Office.

Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of (up to \$2,000) for each violation per Minn. Statute 342.22 subd. 5(e). Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Tribal Nations, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

### **2.2 Compliance Checks Prior to Retail Registration**

Prior to issuance of a cannabis retail business registration, Aitkin County shall conduct a preliminary compliance check to ensure compliance with local ordinances.

Pursuant to Minn. Stat. 342.13(f), within 30 days of receiving a copy of a state license application from OCM, Aitkin County shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code. If a jurisdiction that has delegated registration authority to Aitkin County receives a state license application from OCM, that jurisdiction shall immediately forward the application to the Aitkin County Auditor's Office.

## **2.3 Registration & Application Procedure**

### **2.3.1 Fees**

Aitkin County shall not charge an application fee. A registration fee, as established in Aitkin County's fee schedule, shall be charged to applicants depending on the type of retail business license applied for. An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee. Any renewal retail registration fee imposed by Aitkin County shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less. A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business. All fees collected by Aitkin County will be retained by Aitkin County.

### **2.3.2 Application Submittal.**

The Aitkin County Auditor's Office shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

- A. An applicant for a retail registration shall fill out an application form, as provided by the Aitkin County Auditor's Office. Said form shall include, but is not limited to:
- Full name, tax id number, and address of the property owner;
  - Full name, tax id number, and address of applicant;
  - Email address, and telephone number of the applicant and property owner;
  - The address and parcel ID for the property which the retail registration is sought;
  - Certification that property taxes are current on the property listed above;
  - Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
    - Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, Aitkin County Environmental Services shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.
- B. The applicant shall include with the form:
- the application fee as required in [Section 2.3.1];
  - a copy of a valid state license or written notice of OCM license preapproval;
- iii. A copy of their current Workers' Compensation Certificate of Compliance.
- C. Once an application is considered complete, the Aitkin County Auditor's Office shall inform the applicant as such and process the application fees. The application will be forwarded to Aitkin County Environmental Services for an Interim Use Permit Application and scheduling for a Public Hearing before the Aitkin County Planning Commission and for approval or denial.
- D. The application fee shall be non-refundable once processed.

### ***2.3.3 Application Approval***

- A. A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under section 2.6.
- B. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this Ordinance.
- C. A state-licensed cannabis retail business application that meets the requirements of this Ordinance shall be approved.

### ***2.3.4 Annual Compliance Checks***

Aitkin County shall complete at minimum one compliance check per calendar year of every cannabis business with a retail registration to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24, and this Ordinance.

Aitkin County shall conduct at minimum one unannounced age verification compliance check per calendar year. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

### ***2.3.5 Location Change***

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within the legal boundaries of Aitkin County.

- All registrations shall be valid only on the premises for which the license was issued and only for the person to whom the registration was issued. No transfer of the registration to another location or person shall be allowed.

## **2.4 Renewal of Registration**

The Aitkin County Auditor's Office shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license. A state-licensed cannabis retail business shall apply to renew registration on a form established by the Aitkin County Auditor's Office. A cannabis retail registration issued under this ordinance shall not be transferred.

### ***2.4.1 Renewal Fees.***

The Aitkin County Auditor's Office may charge a renewal fee for the registration starting at the second renewal, as established in Aitkin County's fee schedule.

#### ***2.4.2 Renewal Application.***

The application for renewal of a retail registration shall include, but is not limited to:

- Items required under Section 2.3.2 of this Ordinance and any additional standards as requested by the Aitkin County Auditor's Office.

### **2.5 Suspension of Registration**

#### ***2.5.1 When Suspension is Warranted.***

The Aitkin County Auditor's Office may suspend a cannabis business' registration if it violates the ordinance of Aitkin County or poses an immediate threat to the health or safety of the public. The Aitkin County Auditor's Office shall immediately notify the cannabis retail business in writing the grounds for the suspension.

#### ***2.5.2 Notification to OCM.***

The Aitkin County Auditor's Office shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide Aitkin County and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

#### ***2.5.3 Length of Suspension.***

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended. The Aitkin County Auditor's Office shall reinstate if it determines that the violations have been resolved, and if OCM determines that the violation(s) have been resolved.

#### ***2.5.4 Civil Penalties.***

Subject to Minn. Stat. 342.22, subd. 5(e) Aitkin County may impose a civil penalty, as specified in the Aitkin County's Fee Schedule, for registration violations, not to exceed \$2,000.

### **2.6 Limiting of Registrations**

Aitkin County shall limit the number of cannabis retail businesses to no more than one registration for every 12,500 residents within Aitkin County.

## **SECTION 3 REQUIREMENTS FOR CANNABIS BUSINESSES**

### **3.1 Minimum Buffer Requirements**

Aitkin County shall prohibit the operation of a cannabis business property line within 1,000 feet of a school property line.

Aitkin County shall prohibit the operation of a cannabis business property line within 500 feet of a daycare property line.

Aitkin County shall prohibit the operation of a cannabis business property line within 500 feet of a residential treatment facility property line.

Aitkin County shall prohibit the operation of a cannabis retail business property line within 500 feet of another Cannabis retail business property line.

Aitkin County shall prohibit the operation of a cannabis business property line within 500 feet of ANY youth-orientated facility property line.

Pursuant to MN Statute 462.367 Subd. 14, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/youth-orientated facility) moves within the minimum buffer zone.

## **3.2 Zoning and Land Use**

### ***3.2.1 Purpose and Permit Required***

It is the purpose and intent of this section to regulate zoning and land use of cannabis businesses within Aitkin County, and to mitigate possible adverse impacts to the health, safety, and welfare of surrounding properties, environments, and the general public well-being. Cannabis businesses are prohibited as a home occupation. The following standards apply to any cannabis businesses (excluding Low-Potency Hemp Edible businesses) in which the owner must apply for and receive an Interim Use Permit (IUP). The IUP will be valid for three (3) years and must be renewed every three (3) years in order to determine the compliance level of the owner with the conditions of approval. The applicant, owner, or authorized agent shall be present at the scheduled Aitkin County Planning Commission Meeting. The termination of the IUP will take place when there is a change in ownership of the cannabis business.

### ***3.2.2 Zoning and Land Use Application Requirements***

The application for an Interim Use Permit shall include at a minimum, but is not limited to:

- A. All information required for a Conditional Use Permit found in Section 11 of the Aitkin County Zoning Ordinance.
- B. A to-scale site plan of the property which details the locations and dimensions of all property lines, the structure intended for licensing (building size shall not exceed as set forth in definitions), accessory structures, parking areas/plan, and sewage treatment systems.
- C. A certificate of compliance on the septic system less than three (3) years old or a certificate of installation less than five (5) years old.
- D. A contact person or system administrator shall be designated and contact information be provided to Aitkin County Environmental Services at the time of application.
- (E) After a complete application is submitted and prior to the approval of the IUP, Aitkin County Environmental Services shall inspect interior and exterior of the proposed cannabis business in order to determine compliance with the requirements of this ordinance.

### ***3.2.3 Cannabis Businesses Permitted in Zoning Districts***

#### **A. Cannabis Cultivation**

Cannabis businesses licensed or endorsed for cultivation are only permitted as an Interim Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, and Open Zones.

#### **B. Cannabis Manufacturer**

Cannabis businesses licensed or endorsed for manufacturing are only permitted as an Interim Use in the following zoning districts:

- Commercial and Manufacturing zones.

#### **C. Low-Potency Hemp Edible Manufacturer**

Businesses licensed or endorsed for low-potency hemp edible manufacturers are only permitted as an Interim Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, and Open zones.

#### **D. Cannabis Wholesaler**

Cannabis businesses licensed or endorsed for wholesale are only permitted as an Interim Use in the following zoning districts:

- Commercial and Manufacturing zones.

#### **E. Cannabis Retailer**

Cannabis businesses licensed or endorsed for cannabis retail are only permitted as an Interim Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, Public, Open and Shoreland (all) zones

#### **F. Cannabis Transporter**

Cannabis businesses licensed or endorsed for transportation are only permitted as an Interim Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, Public, Open and Shoreland (all) zones

#### **G. Cannabis Delivery Service.**

Cannabis businesses licensed or endorsed for delivery are only permitted as an Interim Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, Public, Open, Residential, and Shoreland (all) zones

CLASSIFICATION LIST	FR	R	C	M	P	O	SL
Cannabis Business							
Cannabis Cultivation	C	NP	C	C	NP	C	NP
Cannabis Delivery Service	C	C	C	C	C	C	C
Cannabis Manufacturer	NP	NP	C	C	NP	NP	NP
Cannabis Retailer	C	NP	C	C	C	C	C
Cannabis Transporter	C	NP	C	C	C	C	C
Cannabis Wholesaler	NP	NP	C	C	NP	NP	NP
Lower-Potency Hemp Edible Manufacturer	C	NP	C	C	NP	C	NP
Lower-Potency Hemp Edible Retailer	P	P	P	P	P	P	P
Temporary Cannabis Event	C	NP	NP	NP	NP	NP	NP

FR=Farm residential, R=Residential, C=Commercial, M=Manufacturing, P=Public, O=Open, SL=Shoreland (all). “NP” means Not Permitted. “C” means an Interim Use Permit (IUP).

### ***3.2.4 General Requirements for Cultivation and Manufacturing Businesses***

A. **Security and (indoor/outdoor) Lighting** shall be in accordance with MN Statutes 2023 Section 342.25 Subd. 7 and subject to IUP conditions imposed by the Aitkin County Planning Commission.

B. **Wastewater** plan shall be in accordance with MN Statutes 2023 Section 342.28 Subd. 3 and applicant must submit to OCM an operating plan demonstrating the proposed size and layout of the cultivation facility; plans for wastewater and waste disposal for the cultivation facility; plans for providing electricity, water, and other utilities necessary for the normal operation of the cultivation facility. The cultivation or manufacturing facility shall be connected to an approved Subsurface Septic Treatment System (SSTS) and shall include a flow measuring device.

C. **Ventilation and Filtration** shall be in accordance with MN Statutes 2023 Section 342.24 Subd. 4 and must maintain a ventilation and filtration system sufficient to meet the requirements for odor control established by state administrative rules.

D. **Solid Waste** shall be in accordance with MN Statutes 2023 Section 342.25 Subd. 4 and must prepare, maintain, and execute a solid waste disposal plan. MN Statutes 2023 Section 342.08 Subd. 3 notes administrative rules will be created for appropriate disposal of cannabis plant matter, packaging, and other solid waste of all cannabis businesses.

E. **Other Regulations** imposed by the Planning Commission may include conditions that will reduce impacts of the proposed use on neighboring properties, public services, and public safety. Said conditions may include, but not be limited to: fencing or vegetative screening, parking plan, pest management plan, etc.

### ***3.2.5 General Requirements for Cannabis Retail, Microbusiness, and Mezzobusiness***

A. **Security** shall be in accordance with MN Statutes 2023 342.27 Subd. 9 and shall maintain compliance with security requirements established by the state, including both, but not limited to, requirements for maintaining video surveillance records, using specific locking mechanisms, establishing secure entries, and the number of employees working at all times.

B. **Lighting** shall be in accordance with MN Statutes 2023 Section 342.27 Subd. 10 and shall keep all lighting outside and inside the dispensary in good working order and of sufficient wattage for security cameras.

C. **Wastewater** shall be in accordance with MN Statutes 2023 Section 342.29 Subd. 3 and applicant for a Cannabis mezzo business license must submit to the state an operating plan demonstrating the proposed layout of the facility, including a diagram of ventilation and filtration systems; plans for wastewater and waste disposal for any cultivation or manufacturing activities; plans for providing electricity, water, and other utilities necessary for the normal operation of any cultivation or manufacturing activities.

D. **Ventilation and Filtration** shall be in accordance with MN Statutes 2023 Section 342.24 Subd. 4 and must maintain a ventilation and filtration system sufficient to meet the requirements for odor control established by state administrative rules.

E. **Solid Waste** shall be in accordance with MN Statutes 2023 Section 342.08 Subd. 3 and notes administrative rules will be created for appropriate disposal of cannabis plant matter, packaging, and other solid waste of all cannabis businesses.

F. **Other Regulations** imposed by the Planning Commission may include conditions that will reduce impacts of the proposed use on neighboring properties, public services, and public safety. Said conditions may include, but not be limited to: fencing or vegetative screening, parking plan, pest management plan, etc.

### ***3.2.6 Zoning and Land Use Enforcement/Violations***

A. For Cannabis businesses with compliance issues during the term of their IUP, investigations will be conducted by Aitkin County Environmental Services, and information will be gathered for the future consideration by the Aitkin County Planning Commission for subsequent renewals.

B. Future compliance will be monitored through the regular review of the IUP and annual inspections of the cannabis business by Aitkin County Environmental Services. During the annual inspection, the Cannabis business owner will be assessed an annual re-inspection fee with payment due prior to annual inspection. Non-compliance will be brought before the Aitkin County Planning Commission.

C. The conditions imposed by the Aitkin County Planning Commission and agreed upon by the Cannabis owner must be complied with during the term of the IUP.

D. If substantial complaints/violations have occurred during the term of the IUP, the IUP may be subject to a revocation hearing before the Aitkin County Planning Commission.

E. Any person, firm or corporation, or agent, employees or contractors of such, who violate, disobey, omit, neglect, refuse to comply with, or who resist enforcement of any provision of the ordinance may be subject to the forfeiture of their IUP. Violation of this ordinance shall be deemed a misdemeanor. Each day that a violation continues to exist shall constitute a separate offense.

### ***3.2.7 Appeals***

Appeals from any order, requirement, decision or determination made by the Environmental Services Department shall first be made to the Board of Adjustment in accordance with Section 10.04 of the Aitkin County Zoning Ordinance.

### **3.3 Hours of Operation**

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10 a.m. to 9 p.m. seven days per week.

### **3.4 Advertising**

This section applies only to areas of Aitkin County that are covered by Aitkin County Zoning Ordinance, including jurisdictions that have opted into Aitkin County zoning. Jurisdictions that have requested Aitkin County to register cannabis businesses but have not opted into Aitkin County zoning must certify to Aitkin County Planning and Zoning that a proposed cannabis business complies with its sign requirements.

It is the intent of this ordinance to permit signs in accordance with Section 5 of the Aitkin County Zoning Ordinance and wherever they are moderate in size, design, consistent with public safety, public welfare, and the aesthetics of surrounding areas.

## **SECTION 4 TEMPORARY CANNABIS EVENTS**

A Temporary Cannabis Event is only permitted as an Interim Use in the following zoning district:

- Farm Residential districts.

### **4.1 License or Permit Required for Temporary Cannabis Events**

#### ***4.1.1 License Required.***

A license or permit is required to be issued and approved by Aitkin County Auditor's Office prior to holding a Temporary Cannabis Event.

#### ***4.1.2 Registration & Application Procedure***

A registration fee, as established in Aitkin County's fee schedule, shall be charged to applicants for Temporary Cannabis Events.

#### ***4.1.3 Application Submittal & Review.***

The Aitkin County Auditor's Office shall require an application for Temporary Cannabis Events.

A. An applicant for a retail registration shall fill out an application form, as provided by the Aitkin County Auditor's Office. Said form shall include, but is not limited to: Items required under Section 2.3.2 of this Ordinance.

B. The applicant shall include with the form:

- i. the registration fee as required in (Section 4.1.2);
- ii. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.

The application shall be submitted to the Aitkin County Auditor's Office, or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

C. Once an application is considered complete, the Aitkin County Auditor's Office shall inform the applicant as such and process the application fees. The application will be forwarded to Aitkin County Environmental Services for an Interim Use Permit Application and scheduling for a Public Hearing before the Aitkin County Planning Commission and for approval or denial.

D. The application fee shall be non-refundable once processed.

E. The application for a license for a Temporary Cannabis Event shall meet the following standards:

*(Standards)*

- i. *Include the nature and purpose of the event, the proposed beginning date and the period during which the event will be conducted, and a detailed statement of the manner in which it will be conducted.*
- ii. *Include the maximum number of persons which the applicant will permit to assemble on the premises at any time during the event, which number shall be stated as a condition of any permit which may be issued.*
- iii. *The plans of the applicant to limit and control admission to the premises to the maximum number of persons stated in the permit and for controlling and parking vehicles of persons assembling on the premises.*
- iv. *Plans for maintenance of security and order on the premises, including the proposed number, deployment, and hours of availability of security guards upon the premises prior to, during, and immediately after the close of the assembly. The plan must be approved by the Aitkin County Sheriff and or designee.*
- v. *Plans for the preparation and distribution of food and refreshments upon the premises.*
- vi. *Plans for medical services, including buildings therefore, the names and hours of availability of physicians and nurses, and provisions for ambulance and other emergency services.*
- vii. *The application shall be accompanied by a bond in the penal sum of \$25,000.00 with sureties to be approved by the County of Aitkin conditioned that the permittee:*
  - a. *carries out all of the plans and keeps and performs all of the conditions of the application and permit,*
  - b. *maintain order on the premises,*
  - c. *leave the premises in neat and respectable condition,*
  - d. *indemnify and hold harmless the County of Aitkin, its officers, agents, and employees, from any liability or causes of action arising in any way from the conduct of the assembly, evidenced by a certificate of insurance in the minimum amounts of municipal tort limits and a named additional insured.*
  - e. *the bond shall provide that any person damaged by the breach of any condition of the bond may maintain an action within ninety (90) days after the event concludes in his own name to recover his damage, after first giving written notice to the County of Aitkin, or the County of Aitkin may maintain an action in its own name for the benefit of the persons damaged. In the event that approval of the application shall be denied by the County Board of Commissioners, the fee shall be returned.*

*f. if no action has been filed, the bond shall be released ninety (90) days after the event concludes.*

F. A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.

G. A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The Aitkin County Auditor's Office shall notify the applicant of the standards not met and basis for denial.

## **SECTION 5        LOWER-POTENCY HEMP EDIBLES**

### **5.1     Sale of Low-Potency Hemp Edibles**

The sale of Low-Potency Edibles is permitted, subject to the conditions within this Section.

### **5.2     Zoning Districts**

**Low-Potency Edibles** businesses are permitted as a Permitted Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, Public, Open, and Shoreland (all) zoning.

### **5.3     Additional Standards**

#### ***5.3.1 Sales within Municipal Liquor Store.***

The sale of Low-Potency Edibles is permitted in a Municipal Liquor Store.

#### ***5.3.2 Age Requirements.***

The sale of Low-Potency Edibles is permitted only in places that admit persons 21 years of age or older.

#### ***5.3.3 Beverages.***

The sale of Low-Potency Hemp Beverages is permitted in places that meet requirements of this Section.

#### ***5.3.4 Storage of Product.***

Low-Potency Edibles shall be sold behind a counter, and stored in a locked case.

## **SECTION 6.        LOCAL GOVERNMENT AS A CANNABIS RETAILER**

Aitkin County may establish, own, and operate one municipal cannabis retail business subject to the restrictions in this chapter. The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 2.6. Aitkin County shall be subject to all same rental license requirements and procedures applicable to all other applicants.

## **SECTION 7           USE IN PUBLIC PLACES**

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

## **SECTION 8           MORE RESTRICTIVE REGULATIONS**

More restrictive Federal, State, County, and Township regulations or standards shall take precedence over the regulations of this ordinance. Nothing in this ordinance shall limit any Township's power to zone more restrictive than established herein.

## **SECTION 9           ADOPTION**

The Aitkin County Cannabis Ordinance is hereby adopted by Aitkin County Board of Commissioners on the           day of           , 2024.

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**Chairperson, Aitkin County Board of Commissioners**

**ATTEST:**

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**EFFECTIVE DATE:** \_\_\_\_\_, 2024



# Board of County Commissioners Agenda Request

**3B**  
Agenda Item #

**Requested Meeting Date:** October 22, 2024

**Title of Item:** Public Hearing - Aitkin County Cannabis Ordinance

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input checked="" type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
<b>Submitted by:</b> Andrew Carlstrom	<b>Department:</b> Environmental Services-Planning/Zoning
<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director	<b>Estimated Time Needed:</b> 10 Minutes
<b>Summary of Issue:</b>  The Aitkin County Planning Commission met for a Public Hearing on September 16, 2024 to discuss the proposed draft "Aitkin County Cannabis Ordinance". The Planning Commission voted unanimously to approve and forward to the County Board for a Public Hearing. On September 24, 2024, the County Board agreed to set October 22, 2024 for the First Reading and Public Hearing.  In accordance with MN Statute 394 and Rule 11 of the Aitkin County Ordinances and Procedures of the Board of Commissioners Meeting Procedures and Rules of Business, two readings shall be conducted prior to the adoption of the ordinance.  Please see attached ordinance and resolution.	
<b>Alternatives, Options, Effects on Others/Comments:</b> N/A	
<b>Recommended Action/Motion:</b> Public Hearing	
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>	



EAST CENTRAL MINNESOTA

## -Public Notice Ad Proof-

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Cambridge (763) 691-6000 or email at [publicnotice@apgecm.com](mailto:publicnotice@apgecm.com)

# Ad Proof

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### AITKIN COUNTY NOTICE OF PUBLIC HEARING

In accordance with MN Statute 394 and Rule 11 of the Aitkin County Ordinances and Procedures of the Board of Commissioners Meeting Procedures and Rules of Business, the Aitkin County Board of Commissioners will hold a Public Hearing on October 22, 2024 at 10:15 AM for the adoption of the proposed draft Aitkin County Cannabis Ordinance. A first reading will occur on this date, and a second reading and proposed adoption will occur on November 12, 2024 at 9:15 AM.

A full text version can be found in its entirety online at: <https://www.co.aitkin.mn.us/> under News & Notices. It is also available for public review at the Aitkin County Planning and Zoning Office and the Aitkin County Auditor's Office in the Aitkin County Government Center during regular business hours. Comments can be submitted in writing to the Aitkin County Planning and Zoning Office: 307 2nd St NW, Rm 219, Aitkin, MN 56431, by facsimile (218) 927-4372, or by e-mail to [aitkinpz@co.aitkin.mn.us](mailto:aitkinpz@co.aitkin.mn.us) before 4:00pm on October 21, 2024. Please include a full name and complete mailing address with all correspondences.

Published in the  
Aitkin Independent Age  
October 2, 2024  
1424347

Date: 09/26/24

Account #: 485996

Customer: AITKIN COUNTY PLANNING &  
ZONING

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AITKIN

Telephone: (218) 927-3761  
Fax: (218) 927-4372

Publications:  
Aitkin Independent Age

Ad ID: 1424347  
Copy Line: Oct 22 PH Cannabis Ordinance

PO Number:

Start: 10/02/24

Stop: 10/02/2024

Total Cost: \$62.50

# of Lines: 44

Total Depth: 4.889

# of Inserts: 1

Ad Class: 150

Phone # (763) 691-6000

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Rep No: MA700

Contract-Gross

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

PROPOSED November 12, 2024

By Commissioner: xxx

**20241112-xxx**

**Aitkin County Cannabis Ordinance**

**WHEREAS**, the County of Aitkin, State of Minnesota, has drafted a county ordinance regulating the use related to sales, testing, cultivating, manufacturing, and distribution of cannabis products; and

**WHEREAS**, the Aitkin County Board of Commissioners finds the consideration of this cannabis ordinance essential and imperative for the preservation of the public peace, health, morals, safety, and welfare because of the inherent risk of injury to persons related to the enactment of the 2023 Session Laws, Chapter 63, (House File 100), Chapter 342, allowing for the sales, testing, cultivating, manufacturing, and distribution of cannabis products; and

**WHEREAS**, the Aitkin County Board of Commissioners understands and acknowledges the risks of addiction, cannabis potency concerns, potential for accidents and poisonings, inherent risks for underage use, and unknown long-term health impacts due to the recreational use of cannabis, but nonetheless enacted into law by state legislation and to be effective on January 1, 2025; and

**WHEREAS**, Aitkin County has provided proper public notice of this proposed cannabis ordinance and has held a public hearing for said ordinance on October 22, 2024 which was open for public comment; and

**NOW, THEREFORE BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby adopts and approves the newly established Aitkin County Cannabis Ordinance effective January 1, 2025.

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 12<sup>th</sup> day of November 2024 and that the same is a true and correct copy of the whole thereof.

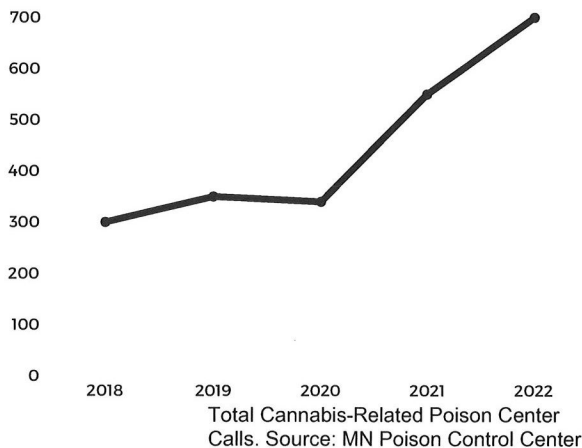
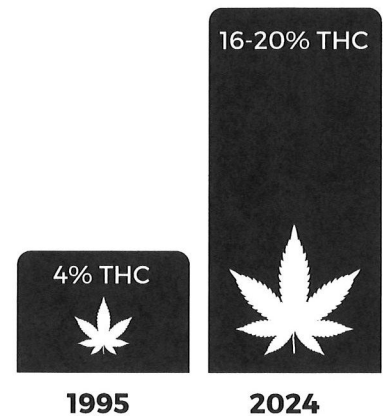
Witness my hand and seal this 12<sup>th</sup> day of November, 2024

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

# Health and Safety Considerations for Cannabis Regulation

## Potency & Risk for Addiction

Today's cannabis is stronger than ever before, with **3X the potency** of THC compared to 30 years ago. In 2022, nearly 40% of Minnesotans aged 18-25 reported using marijuana in the past 12 months. Approximately **1 in 10** people who use cannabis will develop an addiction. Youth, as well as individuals with low socioeconomic status or other vulnerabilities, are more likely to have a use disorder, with risk for addiction increasing to upwards of **1 in 6**.

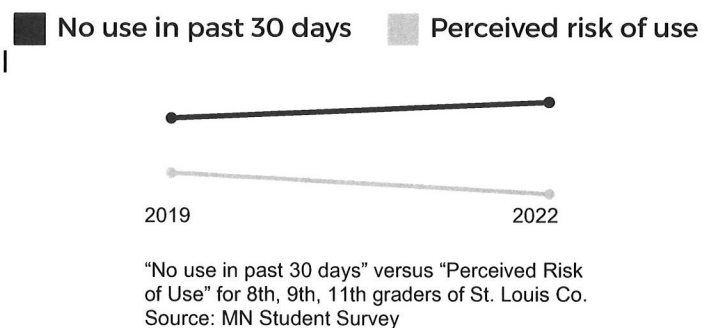


## Accidents & Poisonings

Emergency rooms and poison control center calls have seen an increase in cannabis related incidents. Cannabis related calls for kids **under age 5 increased 648%** between 2018 and 2022. Regardless of age, edibles are the most common cannabis-related product call category. Between 2018 and 2020, fatal crashes involving cannabis **more than doubled**. Driving under the influence of any cannabis product is illegal.

## Underage Use & Perceived Risk

As of early 2022, **91% of teens** in St. Louis County reported **NOT using cannabis** in a typical month, an increase from 2019. However, over time we have seen a decrease among teens in their risk perception of marijuana use. All cannabis products, including any low-potency hemp products, are illegal for anyone under the age of 21 years of age.



## Long-Term Health Impacts

Research shows that long-term cannabis use can cause permanent IQ loss, as much as **8 points**. Additionally, studies link cannabis use to **depression, anxiety, suicide planning and psychotic episodes**. Marijuana use during pregnancy, or while breastfeeding, can negatively impact the child's healthy development.



# AITKIN COUNTY

## CANNABIS ORDINANCE

CANNABIS ORIENTED BUSINESS AND LAND USE

(Draft as of September 24, 2024)

Red are additions and strikethroughs are deletions since September 16, 2024 draft

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# **AN ORDINANCE OF THE COUNTY OF AITKIN TO REGULATE CANNABIS ORIENTED BUSINESSES AND LAND USE**

## **SECTION 1 ADMINISTRATION**

### **1.1 Findings and Purpose**

Aitkin County makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, Chapter 342, which authorizes Aitkin County to protect the public health, safety, welfare of Aitkin County residents by regulating cannabis businesses within the legal boundaries of Aitkin County.

Aitkin County finds and concludes that the proposed provisions are appropriate and lawful land use regulations for Aitkin County, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

### **1.2 Authority & Jurisdiction**

Aitkin County has the authority to adopt this ordinance pursuant to:

- a) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
- b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances. Ordinance shall be applicable to the legal boundaries of Aitkin County.

~~For Aitkin County jurisdictions that have opted into county zoning per the Aitkin County Cannabis Ordinance section 3, Aitkin County will be the registration authority for those jurisdictions unless that jurisdiction opts out of county zoning per the Aitkin County Cannabis Ordinance section 3.~~

### **1.3 Severability**

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

## 1.4 Enforcement

Aitkin County is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by Minnesota law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this Ordinance.

## 1.5 Definitions

Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

**1. Cannabis Business:** A “Cannabis Business” means any of the following licensed operations: cannabis microbusiness, cannabis mezzo business, cannabis cultivator, cannabis manufacturer, cannabis retailer, cannabis wholesaler, cannabis transporter, cannabis testing facility, cannabis event organizer, cannabis delivery service, medical cannabis cultivator, medical cannabis processor, medical cannabis retailer, and medical cannabis combination business.

**2. Cannabis Cultivator:** A “Cannabis Cultivator” may grow cannabis plants within the approved amount of space from seed to immature plant to mature plant, harvest cannabis flower, package and label immature cannabis plants and seedlings and cannabis flower, and transport cannabis flower to cannabis manufacturers.

**3. Cannabis Cultivation:** A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. Harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

**4. Cannabis Delivery Service:** A “Cannabis Delivery Service” may purchase cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products from licensed cannabis microbusinesses with a retail endorsement, cannabis mezzo businesses with a retail endorsement, cannabis retailers, medical cannabis retailers, and medical cannabis combination businesses; transport and deliver cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumable products to customers; and perform other actions approved by the Office of Cannabis Management. Prior to completing a delivery, a cannabis delivery service must verify that the customer is at least 21 years of age or is enrolled in the registry program. The Office of Cannabis Management shall establish limits on the amount of cannabis and hemp products that a cannabis delivery service may transport. Cannabis and hemp must be stored in a locked, safe, and secure storage compartment that is part of the cannabis delivery vehicle.

**5. Cannabis Event Organizer:** A “Cannabis Event Organizer” may organize a temporary cannabis event lasting no more than four days. A cannabis event organizer must receive local

approval, including obtaining any necessary permits or licenses issued by a local unit of government before holding a cannabis event. If approved by the local unit of government, a cannabis event may designate an area for consumption of adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived consumer products, or any combination of those items.

**6. Cannabis Manufacturer:** A “Cannabis Manufacturer” may purchase cannabis flower, cannabis products hemp plant parts, hemp concentrate, and artificially derived cannabinoids from a cannabis business, purchase hemp plants and hemp concentrates, make cannabis hemp concentrate, manufacture artificially derived cannabinoids, manufacture adult-use cannabis products, lower-potency hemp edibles, and hemp derived consumer products, and sell cannabis concentrate, hemp concentrate, artificially derived cannabinoids, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to other cannabis businesses.

**7. Cannabis Mezzo Business:** A “Cannabis Mezzo Business” may grow cannabis from seed or immature plant for cannabis products or medical cannabis flower, make cannabis and hemp concentrate, manufacture adult-use cannabis products, lower-potency hemp edibles, and hemp-derived consumers products for public consumption, process medical cannabinoid products, sell immature cannabis plants and seedlings, and purchase cannabis concentrate, hemp concentrate, and synthetically derived cannabinoids from another cannabis business. A cannabis mezzo business that cultivates cannabis at an indoor facility may cultivate up to 15,000 square feet of plant canopy. A cannabis mezzo business that cultivates cannabis at an outdoor location may cultivate up to one acre of mature, flowering plants.

**8. Cannabis Microbusiness:** A “Cannabis Microbusiness” may grow cannabis plants, make cannabis concentrate, make hemp concentrate, manufacture artificially derived cannabinoids, manufacture adult-use cannabis products, lower potency hemp edibles, and hemp derived consumer products for public consumption, purchase hemp or hemp concentrate parts, package and label cannabis and hemp products, and sell cannabis plants and seedlings, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp products, and hemp-derived consumer products. A cannabis microbusiness that cultivates cannabis at an indoor facility may cultivate up to 5000 square feet of plant canopy. A cannabis microbusiness that cultivates cannabis at an outdoor location may cultivate up to one-half acre of mature, flowering plants. A cannabis microbusiness with the appropriate endorsement may operate one retail location. A cannabis microbusiness may permit on-site consumption of edible cannabis products and lower-potency hemp edibles on a portion of its premises. Cannabis microbusiness must ensure that the display and consumption of any edible product or lower-potency hemp edible is not visible from outside the licensed premises of the business.

**9. Cannabis Retailer:** Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form. A “Cannabis Retailer” may purchase immature cannabis plants and seedlings, cannabis flower, cannabis products, and lower-potency hemp products, from cannabis businesses, and sell immature cannabis plants and seedlings, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived consumer products, and other products authorized by law to customers.

**10. Cannabis Retail Businesses:** A retail location and the retail location(s) of a mezzo businesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, (and/excluding) lower-potency hemp edible retailers.

**11. Cannabis Testing Facility:** A “Cannabis Testing Facility” may obtain and test immature cannabis plants and seedlings, cannabis flower, cannabis products, hemp plant parts, hemp concentrate, artificially derived cannabinoids, lower-potency hemp edibles, and hemp-derived consumer products from cannabis microbusinesses, cannabis mezzo businesses, cannabis cultivators, cannabis manufacturers, cannabis wholesalers, lower-potency hemp edible manufacturers, medical cannabis cultivators, medical cannabis processors, medical cannabis combination businesses, and industrial hemp growers.

**12. Cannabis Transporter:** A “Cannabis Transporter” may transport immature cannabis plants and seedlings, cannabis flower, cannabis products, artificially derived cannabinoids, hemp plant parts, hemp concentrate, lower-potency hemp edibles, and hemp-derived consumer products from cannabis microbusinesses, cannabis mezzo businesses, cannabis cultivators, cannabis manufacturers, cannabis wholesalers, lower-potency hemp edible manufacturers, medical cannabis retailers, medical cannabis processors, and industrial hemp growers to cannabis microbusinesses, cannabis mezzo businesses, cannabis manufacturers, cannabis testing facilities, cannabis wholesalers, cannabis retailers, lower-potency hemp edible retailers, medical cannabis processors, medical cannabis retailers, and medical cannabis combination businesses and perform other actions approved by the Office of Cannabis Management.

**13. Cannabis Wholesaler:** A “Cannabis Wholesaler” may purchase immature cannabis plants and seedlings, cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products from cannabis businesses, and purchase hemp plant parts and hemp concentrates. Cannabis wholesalers may sell immature cannabis plants and seedlings, cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to cannabis microbusinesses, cannabis mezzo businesses, cannabis manufacturers, and cannabis retailers, sell lower-potency hemp edibles to lower-potency-hemp edible retailers, and import hemp-derived consumer products and lower-potency hemp edibles that contain hemp concentrate or artificially derived cannabinoids.

**14. Compliance Checks:** The system the County uses to investigate and ensure that those authorized to sell licensed products are following and complying with the requirements of this ordinance. COMPLIANCE CHECKS may also be conducted by the County or other units of government for educational, research, and training purposes or for investigating or enforcing federal, state, or local laws and regulations related to licensed products.

**15. Daycare:** A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

**16. Home Occupation:** Means a home occupation or professional offices, provided that no such use occupies more than 25% of the total floor area of the dwelling or accessory building. Provided further that no more than one non-resident is employed on the premises. Such use does not include an activity that would create a nuisance or be otherwise incompatible with the surrounding residential area. Only one unlighted sign not exceeding nine (9) square feet in area may be displayed.

**17. Lower-potency Hemp Edible:** A “Lower-Potency Hemp Edible” means any product: (1) that is intended to be eaten or consumed as a beverage by humans; (2) contains hemp concentrate or an artificially derived cannabinoid, in combination with food ingredients; (3) is not a drug; (4) consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol, 25 milligrams of cannabidiol, 25 milligrams of cannabigerol, or any combination of those cannabinoids that does not exceed the identified amounts; (5) does not contain more than a combined total of 0.5 milligrams of all other cannabinoids per serving; (6) does not contain an artificially derived cannabinoid other than delta-9 tetrahydrocannabinol; (7) does not contain a cannabinoid derived from cannabis plants or cannabis flower; and (8) is a type of product approved for sale by the office or is substantially similar to a product approved by the office, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods.

**18. Lower-potency Hemp Edible Manufacturer:** A “Lower-Potency Hemp Edible Manufacturer” may purchase hemp plant parts, hemp concentrate, and artificially derived cannabinoids from cannabis microbusinesses, cannabis mezzo businesses, cannabis manufacturers, cannabis wholesalers, and lower-potency edible manufactures . Lower-potency hemp edibles manufacturers may also purchase hemp parts and hemp concentrate, make hemp concentrate, manufacture artificially derived cannabinoids, manufacture lower-potency hemp edibles for public consumption, package and label lower potency hemp edibles, and sell hemp concentrate, artificially derived cannabinoids, and lower-potency hemp enables to other cannabis businesses ad hemp businesses.

**19. Lower-potency Hemp Edible Retailer:** A “Lower-Potency Hemp Edible Retailer” may only sell lower-potency hemp edibles to individuals who are at least 21 years of age. A lower-potency hemp edible retailer may sell lower-potency hemp edibles that are obtained from a licensed Minnesota cannabis microbusiness, cannabis mezzo business, cannabis manufacturer, cannabis wholesaler, or lower-potency hemp edible manufacturer, and meet all applicable packaging and labeling requirements.

**20. Medical Cannabis Combination Business:** A “Medical Cannabis Combination Business” may grow cannabis plants from seed to immature pant to mature plant and harvest adult-use cannabis flower and medical cannabis flower from a mature plant, make cannabis concentrate, make cannabis and hemp concentrate, manufacture artificially derived cannabinoids, manufacture medical cannabinoid products, package and label medical cannabis and medical cannabinoid products for sale to medical cannabis processors, medical cannabis retailers, other medical cannabis combination businesses, and patients enrolled in the registry program, registered caregivers, and parents, legal guardians, and spouses of an enrolled patient.

**21. Medical Cannabis Cultivator:** A “Medical Cannabis Cultivator” may grow cannabis plants within the approved amount of space (60,00 square feet of plant canopy) from seed or immature plant, harvest cannabis flower from a mature plant, package and label cannabis flower as medical cannabis flower, sell medical cannabis flower to medical cannabis processors and medical cannabis retailers, transport medical cannabis flower to a medical cannabis processor located on the same premises, and perform other actions approved by the Office of Cannabis Management. A medical cannabis cultivator must verify that every batch of medical cannabis flower has passed safety, potency and consistency testing at a cannabis testing facility approved by the Office of Cannabis Management for the testing of medical cannabis flower before the medical cannabis cultivator may package, label, or sell the medical cannabis flower to any other entity.

**22. Medical Cannabis Processor:** A “Medical Cannabis Processor” may purchase medical cannabis flower, medical cannabinoid products, hemp plant parts, and hemp concentrate from medical cannabis cultivators and other medical cannabis processors, purchase hemp plant parts from industrial hemp growers, make cannabis and hemp concentrate from medical cannabis flower, manufacture medical cannabinoid products, package and label medical cannabinoid products for sale to other medical cannabis processors and to medical cannabis retailers. A medical cannabis processor must verify that every batch of medical cannabis flower has passed safety, potency, and consistency testing at a cannabis testing facility approved by the Office of Cannabis Management for testing of medical cannabis flower before the medical cannabis cultivator may package, label, or sell the medical cannabis flower to any other entity.

**23. Medical Cannabis Retailer:** A “Medical Cannabis Retailer” may purchase medical cannabis flower and medical cannabinoid products from medical cannabis cultivators and medical cannabis processors and sell or distribute medical cannabis flower and medical cannabinoid products to any person authorized to receive medical cannabis flower or medical cannabinoid products.

**24. Office of Cannabis Management:** Minnesota Office of Cannabis Management, referred to as “OCM” in this ordinance.

**25. Place of Public Accommodation:** A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

**26. Preliminary License Approval:** OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.

**27. Public Place:** A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

**28. Residential Treatment Facility:** As defined under Minn. Stat. 245.462 subd. 23.

**29. Retail Registration:** An approved registration issued by Aitkin County to a state-licensed cannabis retail business.

**30. School:** A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.

**31. State License:** An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

**32. Youth-Oriented Facility:** Any facility with residents, customers, visitors, or inhabitants of which 25 percent or more are regularly under the age of 21 or that primarily sells, rents, or offers services or products that are consumed or used primarily by persons under the age of 21. A youth-oriented facility includes, but is not limited to schools, playgrounds, recreation centers, athletic fields, and public parks.

## **SECTION 2 REGISTRATION OF CANNABIS BUSINESSES**

### **2.1 Consent to registering of Cannabis Businesses**

For jurisdictions covered by this Ordinance (section 1.2), no individual or entity may operate a state-licensed cannabis retail business within Aitkin County without first registering with the Aitkin County Auditor's Office.

Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of (up to \$2,000) for each violation per Minn. Statute 342.22 subd. 5(e). Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Tribal Nations, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

### **2.2 Compliance Checks Prior to Retail Registration**

Prior to issuance of a cannabis retail business registration, Aitkin County shall conduct a preliminary compliance check to ensure compliance with local ordinances.

Pursuant to Minn. Stat. 342.13(f), within 30 days of receiving a copy of a state license application from OCM, Aitkin County shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code. If a jurisdiction that has delegated registration authority to Aitkin County receives a state license application from OCM, that jurisdiction shall immediately forward the application to the Aitkin County Auditor's Office.

## **2.3 Registration & Application Procedure**

### **2.3.1 Fees**

Aitkin County shall not charge an application fee. A registration fee, as established in Aitkin County's fee schedule, shall be charged to applicants depending on the type of retail business license applied for. An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee. Any renewal retail registration fee imposed by Aitkin County shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less. A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business. All fees collected by Aitkin County will be retained by Aitkin County.

### **2.3.2 Application Submittal.**

The Aitkin County Auditor's Office shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

- A. An applicant for a retail registration shall fill out an application form, as provided by the Aitkin County Auditor's Office. Said form shall include, but is not limited to:
- Full name, tax id number, and address of the property owner;
  - Full name, tax id number, and address of applicant;
  - Email address, and telephone number of the applicant and property owner;
  - The address and parcel ID for the property which the retail registration is sought;
  - Certification that property taxes are current on the property listed above;
  - Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
    - Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, Aitkin County Environmental Services shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.
- B. The applicant shall include with the form:
- the application fee as required in [Section 2.3.1];
  - a copy of a valid state license or written notice of OCM license preapproval;
- iii. A copy of their current Workers' Compensation Certificate of Compliance.
- C. Once an application is considered complete, the Aitkin County Auditor's Office shall inform the applicant as such and process the application fees. The application will be forwarded to Aitkin County Environmental Services for an Interim Use Permit Application and scheduling for a Public Hearing before the Aitkin County Planning Commission and for approval or denial.
- D. The application fee shall be non-refundable once processed.

### ***2.3.3 Application Approval***

- A. A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under section 2.6.
- B. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this Ordinance.
- C. A state-licensed cannabis retail business application that meets the requirements of this Ordinance shall be approved.

### ***2.3.4 Annual Compliance Checks***

Aitkin County shall complete at minimum one compliance check per calendar year of every cannabis business with a retail registration to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24, and this Ordinance.

Aitkin County shall conduct at minimum one unannounced age verification compliance check per calendar year. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

### ***2.3.5 Location Change***

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within the legal boundaries of Aitkin County.

- All registrations shall be valid only on the premises for which the license was issued and only for the person to whom the registration was issued. No transfer of the registration to another location or person shall be allowed.

## **2.4 Renewal of Registration**

The Aitkin County Auditor's Office shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license. A state-licensed cannabis retail business shall apply to renew registration on a form established by the Aitkin County Auditor's Office. A cannabis retail registration issued under this ordinance shall not be transferred.

### ***2.4.1 Renewal Fees.***

The Aitkin County Auditor's Office may charge a renewal fee for the registration starting at the second renewal, as established in Aitkin County's fee schedule.

#### ***2.4.2 Renewal Application.***

The application for renewal of a retail registration shall include, but is not limited to:

- Items required under Section 2.3.2 of this Ordinance and any additional standards as requested by the Aitkin County Auditor's Office.

### **2.5 Suspension of Registration**

#### ***2.5.1 When Suspension is Warranted.***

The Aitkin County Auditor's Office may suspend a cannabis business' registration if it violates the ordinance of Aitkin County or poses an immediate threat to the health or safety of the public. The Aitkin County Auditor's Office shall immediately notify the cannabis retail business in writing the grounds for the suspension.

#### ***2.5.2 Notification to OCM.***

The Aitkin County Auditor's Office shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide Aitkin County and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

#### ***2.5.3 Length of Suspension.***

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended. The Aitkin County Auditor's Office shall reinstate if it determines that the violations have been resolved, and if OCM determines that the violation(s) have been resolved.

#### ***2.5.4 Civil Penalties.***

Subject to Minn. Stat. 342.22, subd. 5(e) Aitkin County may impose a civil penalty, as specified in the Aitkin County's Fee Schedule, for registration violations, not to exceed \$2,000.

### **2.6 Limiting of Registrations**

Aitkin County shall limit the number of cannabis retail businesses to no more than one registration for every 12,500 residents within Aitkin County.

## **SECTION 3 REQUIREMENTS FOR CANNABIS BUSINESSES**

### **3.1 Minimum Buffer Requirements**

Aitkin County shall prohibit the operation of a cannabis business property line within 1,000 feet of a school property line.

Aitkin County shall prohibit the operation of a cannabis business property line within 500 feet of a daycare property line.

Aitkin County shall prohibit the operation of a cannabis business property line within 500 feet of a residential treatment facility property line.

Aitkin County shall prohibit the operation of a cannabis retail business property line within 500 feet of another Cannabis retail business property line.

Aitkin County shall prohibit the operation of a cannabis business property line within 500 feet of ANY youth-orientated facility property line.

Pursuant to MN Statute 462.367 Subd. 14, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/youth-orientated facility) moves within the minimum buffer zone.

## **3.2 Zoning and Land Use**

### ***3.2.1 Purpose and Permit Required***

It is the purpose and intent of this section to regulate zoning and land use of cannabis businesses within Aitkin County, and to mitigate possible adverse impacts to the health, safety, and welfare of surrounding properties, environments, and the general public well-being. Cannabis businesses are prohibited as a home occupation. The following standards apply to any cannabis businesses (excluding Low-Potency Hemp Edible businesses) in which the owner must apply for and receive an Interim Use Permit (IUP). The IUP will be valid for three (3) years and must be renewed every three (3) years in order to determine the compliance level of the owner with the conditions of approval. The applicant, owner, or authorized agent shall be present at the scheduled Aitkin County Planning Commission Meeting. The termination of the IUP will take place when there is a change in ownership of the cannabis business.

### ***3.2.2 Zoning and Land Use Application Requirements***

The application for an Interim Use Permit shall include at a minimum, but is not limited to:

- A. All information required for a Conditional Use Permit found in Section 11 of the Aitkin County Zoning Ordinance.
- B. A to-scale site plan of the property which details the locations and dimensions of all property lines, the structure intended for licensing (building size shall not exceed as set forth in definitions), accessory structures, parking areas/plan, and sewage treatment systems.
- C. A certificate of compliance on the septic system less than three (3) years old or a certificate of installation less than five (5) years old.
- D. A contact person or system administrator shall be designated and contact information be provided to Aitkin County Environmental Services at the time of application.
- (E) After a complete application is submitted and prior to the approval of the IUP, Aitkin County Environmental Services shall inspect interior and exterior of the proposed cannabis business in order to determine compliance with the requirements of this ordinance.

### ***3.2.3 Cannabis Businesses Permitted in Zoning Districts***

#### **A. Cannabis Cultivation**

Cannabis businesses licensed or endorsed for cultivation are only permitted as an Interim Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, and Open Zones.

#### **B. Cannabis Manufacturer**

Cannabis businesses licensed or endorsed for manufacturing are only permitted as an Interim Use in the following zoning districts:

- Commercial and Manufacturing zones.

#### **C. Low-Potency Hemp Edible Manufacturer**

Businesses licensed or endorsed for low-potency hemp edible manufacturers are only permitted as an Interim Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, and Open zones.

#### **D. Cannabis Wholesaler**

Cannabis businesses licensed or endorsed for wholesale are only permitted as an Interim Use in the following zoning districts:

- Commercial and Manufacturing zones.

#### **E. Cannabis Retailer**

Cannabis businesses licensed or endorsed for cannabis retail are only permitted as an Interim Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, Public, Open and Shoreland (all) zones

#### **F. Cannabis Transporter**

Cannabis businesses licensed or endorsed for transportation are only permitted as an Interim Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, Public, Open and Shoreland (all) zones

#### **G. Cannabis Delivery Service.**

Cannabis businesses licensed or endorsed for delivery are only permitted as an Interim Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, Public, Open, Residential, and Shoreland (all) zones

CLASSIFICATION LIST	FR	R	C	M	P	O	SL
Cannabis Business							
Cannabis Cultivation	C	NP	C	C	NP	C	NP
Cannabis Delivery Service	C	C	C	C	C	C	C
Cannabis Manufacturer	NP	NP	C	C	NP	NP	NP
Cannabis Retailer	C	NP	C	C	C	C	C
Cannabis Transporter	C	NP	C	C	C	C	C
Cannabis Wholesaler	NP	NP	C	C	NP	NP	NP
Lower-Potency Hemp Edible Manufacturer	C	NP	C	C	NP	C	NP
Lower-Potency Hemp Edible Retailer	P	P	P	P	P	P	P
Temporary Cannabis Event	C	NP	NP	NP	NP	NP	NP

FR=Farm residential, R=Residential, C=Commercial, M=Manufacturing, P=Public, O=Open, SL=Shoreland (all). “NP” means Not Permitted. “C” means an Interim Use Permit (IUP).

### ***3.2.4 General Requirements for Cultivation and Manufacturing Businesses***

A. **Security and (indoor/outdoor) Lighting** shall be in accordance with MN Statutes 2023 Section 342.25 Subd. 7 and subject to IUP conditions imposed by the Aitkin County Planning Commission.

B. **Wastewater** plan shall be in accordance with MN Statutes 2023 Section 342.28 Subd. 3 and applicant must submit to OCM an operating plan demonstrating the proposed size and layout of the cultivation facility; plans for wastewater and waste disposal for the cultivation facility; plans for providing electricity, water, and other utilities necessary for the normal operation of the cultivation facility. The cultivation or manufacturing facility shall be connected to an approved Subsurface Septic Treatment System (SSTS) and shall include a flow measuring device.

C. **Ventilation and Filtration** shall be in accordance with MN Statutes 2023 Section 342.24 Subd. 4 and must maintain a ventilation and filtration system sufficient to meet the requirements for odor control established by state administrative rules.

D. **Solid Waste** shall be in accordance with MN Statutes 2023 Section 342.25 Subd. 4 and must prepare, maintain, and execute a solid waste disposal plan. MN Statutes 2023 Section 342.08 Subd. 3 notes administrative rules will be created for appropriate disposal of cannabis plant matter, packaging, and other solid waste of all cannabis businesses.

E. **Other Regulations** imposed by the Planning Commission may include conditions that will reduce impacts of the proposed use on neighboring properties, public services, and public safety. Said conditions may include, but not be limited to: fencing or vegetative screening, parking plan, pest management plan, etc.

### ***3.2.5 General Requirements for Cannabis Retail, Microbusiness, and Mezzobusiness***

A. **Security** shall be in accordance with MN Statutes 2023 342.27 Subd. 9 and shall maintain compliance with security requirements established by the state, including both, but not limited to, requirements for maintaining video surveillance records, using specific locking mechanisms, establishing secure entries, and the number of employees working at all times.

B. **Lighting** shall be in accordance with MN Statutes 2023 Section 342.27 Subd. 10 and shall keep all lighting outside and inside the dispensary in good working order and of sufficient wattage for security cameras.

C. **Wastewater** shall be in accordance with MN Statutes 2023 Section 342.29 Subd. 3 and applicant for a Cannabis mezzo business license must submit to the state an operating plan demonstrating the proposed layout of the facility, including a diagram of ventilation and filtration systems; plans for wastewater and waste disposal for any cultivation or manufacturing activities; plans for providing electricity, water, and other utilities necessary for the normal operation of any cultivation or manufacturing activities.

D. **Ventilation and Filtration** shall be in accordance with MN Statutes 2023 Section 342.24 Subd. 4 and must maintain a ventilation and filtration system sufficient to meet the requirements for odor control established by state administrative rules.

E. **Solid Waste** shall be in accordance with MN Statutes 2023 Section 342.08 Subd. 3 and notes administrative rules will be created for appropriate disposal of cannabis plant matter, packaging, and other solid waste of all cannabis businesses.

F. **Other Regulations** imposed by the Planning Commission may include conditions that will reduce impacts of the proposed use on neighboring properties, public services, and public safety. Said conditions may include, but not be limited to: fencing or vegetative screening, parking plan, pest management plan, etc.

### ***3.2.6 Zoning and Land Use Enforcement/Violations***

A. For Cannabis businesses with compliance issues during the term of their IUP, investigations will be conducted by Aitkin County Environmental Services, and information will be gathered for the future consideration by the Aitkin County Planning Commission for subsequent renewals.

B. Future compliance will be monitored through the regular review of the IUP and annual inspections of the cannabis business by Aitkin County Environmental Services. During the annual inspection, the Cannabis business owner will be assessed an annual re-inspection fee with payment due prior to annual inspection. Non-compliance will be brought before the Aitkin County Planning Commission.

C. The conditions imposed by the Aitkin County Planning Commission and agreed upon by the Cannabis owner must be complied with during the term of the IUP.

D. If substantial complaints/violations have occurred during the term of the IUP, the IUP may be subject to a revocation hearing before the Aitkin County Planning Commission.

E. Any person, firm or corporation, or agent, employees or contractors of such, who violate, disobey, omit, neglect, refuse to comply with, or who resist enforcement of any provision of the ordinance may be subject to the forfeiture of their IUP. Violation of this ordinance shall be deemed a misdemeanor. Each day that a violation continues to exist shall constitute a separate offense.

### ***3.2.7 Appeals***

Appeals from any order, requirement, decision or determination made by the Environmental Services Department shall first be made to the Board of Adjustment in accordance with Section 10.04 of the Aitkin County Zoning Ordinance.

### **3.3 Hours of Operation**

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10 a.m. to 9 p.m. seven days per week.

### **3.4 Advertising**

This section applies only to areas of Aitkin County that are covered by Aitkin County Zoning Ordinance, including jurisdictions that have opted into Aitkin County zoning. Jurisdictions that have requested Aitkin County to register cannabis businesses but have not opted into Aitkin County zoning must certify to Aitkin County Planning and Zoning that a proposed cannabis business complies with its sign requirements.

It is the intent of this ordinance to permit signs in accordance with Section 5 of the Aitkin County Zoning Ordinance and wherever they are moderate in size, design, consistent with public safety, public welfare, and the aesthetics of surrounding areas.

## **SECTION 4 TEMPORARY CANNABIS EVENTS**

A Temporary Cannabis Event is only permitted as an Interim Use in the following zoning district:

- Farm Residential districts.

### **4.1 License or Permit Required for Temporary Cannabis Events**

#### ***4.1.1 License Required.***

A license or permit is required to be issued and approved by Aitkin County Auditor's Office prior to holding a Temporary Cannabis Event.

#### ***4.1.2 Registration & Application Procedure***

A registration fee, as established in Aitkin County's fee schedule, shall be charged to applicants for Temporary Cannabis Events.

#### ***4.1.3 Application Submittal & Review.***

The Aitkin County Auditor's Office shall require an application for Temporary Cannabis Events.

A. An applicant for a retail registration shall fill out an application form, as provided by the Aitkin County Auditor's Office. Said form shall include, but is not limited to: Items required under Section 2.3.2 of this Ordinance.

B. The applicant shall include with the form:

- i. the registration fee as required in (Section 4.1.2);
- ii. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.

The application shall be submitted to the Aitkin County Auditor's Office, or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

C. Once an application is considered complete, the Aitkin County Auditor's Office shall inform the applicant as such and process the application fees. The application will be forwarded to Aitkin County Environmental Services for an Interim Use Permit Application and scheduling for a Public Hearing before the Aitkin County Planning Commission and for approval or denial.

D. The application fee shall be non-refundable once processed.

E. The application for a license for a Temporary Cannabis Event shall meet the following standards:

*(Standards)*

- i. *Include the nature and purpose of the event, the proposed beginning date and the period during which the event will be conducted, and a detailed statement of the manner in which it will be conducted.*
- ii. *Include the maximum number of persons which the applicant will permit to assemble on the premises at any time during the event, which number shall be stated as a condition of any permit which may be issued.*
- iii. *The plans of the applicant to limit and control admission to the premises to the maximum number of persons stated in the permit and for controlling and parking vehicles of persons assembling on the premises.*
- iv. *Plans for maintenance of security and order on the premises, including the proposed number, deployment, and hours of availability of security guards upon the premises prior to, during, and immediately after the close of the assembly. The plan must be approved by the Aitkin County Sheriff and or designee.*
- v. *Plans for the preparation and distribution of food and refreshments upon the premises.*
- vi. *Plans for medical services, including buildings therefore, the names and hours of availability of physicians and nurses, and provisions for ambulance and other emergency services.*
- vii. *The application shall be accompanied by a bond in the penal sum of \$25,000.00 with sureties to be approved by the County of Aitkin conditioned that the permittee:*
  - a. *carries out all of the plans and keeps and performs all of the conditions of the application and permit,*
  - b. *maintain order on the premises,*
  - c. *leave the premises in neat and respectable condition,*
  - d. *indemnify and hold harmless the County of Aitkin, its officers, agents, and employees, from any liability or causes of action arising in any way from the conduct of the assembly, evidenced by a certificate of insurance in the minimum amounts of municipal tort limits and a named additional insured.*
  - e. *the bond shall provide that any person damaged by the breach of any condition of the bond may maintain an action within ninety (90) days after the event concludes in his own name to recover his damage, after first giving written notice to the County of Aitkin, or the County of Aitkin may maintain an action in its own name for the benefit of the persons damaged. In the event that approval of the application shall be denied by the County Board of Commissioners, the fee shall be returned.*

*f. if no action has been filed, the bond shall be released ninety (90) days after the event concludes.*

F. A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.

G. A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The Aitkin County Auditor's Office shall notify the applicant of the standards not met and basis for denial.

## **SECTION 5      LOWER-POTENCY HEMP EDIBLES**

### **5.1      Sale of Low-Potency Hemp Edibles**

The sale of Low-Potency Edibles is permitted, subject to the conditions within this Section.

### **5.2      Zoning Districts**

**Low-Potency Edibles** businesses are permitted as a Permitted Use in the following zoning districts:

- Farm Residential, Commercial, Manufacturing, Public, Open, and Shoreland (all) zoning.

### **5.3      Additional Standards**

#### ***5.3.1 Sales within Municipal Liquor Store.***

The sale of Low-Potency Edibles is permitted in a Municipal Liquor Store.

#### ***5.3.2 Age Requirements.***

The sale of Low-Potency Edibles is permitted only in places that admit persons 21 years of age or older.

#### ***5.3.3 Beverages.***

The sale of Low-Potency Hemp Beverages is permitted in places that meet requirements of this Section.

#### ***5.3.4 Storage of Product.***

Low-Potency Edibles shall be sold behind a counter, and stored in a locked case.

## **SECTION 6.      LOCAL GOVERNMENT AS A CANNABIS RETAILER**

Aitkin County may establish, own, and operate one municipal cannabis retail business subject to the restrictions in this chapter. The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 2.6. Aitkin County shall be subject to all same rental license requirements and procedures applicable to all other applicants.

## **SECTION 7           USE IN PUBLIC PLACES**

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

## **SECTION 8           MORE RESTRICTIVE REGULATIONS**

More restrictive Federal, State, County, and Township regulations or standards shall take precedence over the regulations of this ordinance. Nothing in this ordinance shall limit any Township's power to zone more restrictive than established herein.

## **SECTION 9           ADOPTION**

The Aitkin County Cannabis Ordinance is hereby adopted by Aitkin County Board of Commissioners on the           day of           , 2024.

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**Chairperson, Aitkin County Board of Commissioners**

**ATTEST:**

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**EFFECTIVE DATE:** \_\_\_\_\_, 2024



# Board of County Commissioners Agenda Request

4A

Agenda Item #

Requested Meeting Date: 10/22/2024

Title of Item: 2025 TZD Safe Roads Grant

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Kathleen Ryan		<b>Department:</b> Auditor
<b>Presenter (Name and Title):</b> Kathleen Ryan/Naomi Larson		<b>Estimated Time Needed:</b> 10
<b>Summary of Issue:</b> <p>Aitkin County Public Health will be working with Amy Dotzler, TZD Coordinator to provide education and outreach regarding safety on public roadways. By approving the attached resolution, the Board of Commissioners agrees to act as the Grantee for the 2025 TZD Safe Roads Grant. This will be a pass through grant with Aitkin County acting as the Fiscal Agent. Amy Dotzler is the Coordinator of the program and all grant funds will support this position.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve the attached resolution and grant agreement.		
<b>Financial Impact:</b> <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 50px;">Please Explain:</span></p> <p>There will be no financial impact. Grant funds will be passed through to the City of Aitkin.</p>		

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

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

ADOPTED October 22, 2024

By Commissioner: xxx

**20241022-xxx**

**Approval – 2025 TZD Safe Roads Grant**

**WHEREAS**, the Minnesota Department of Public Safety, Office of Traffic Safety (DPS-OTS) has a mandate to promote the safety of those on public roadways. Federal funding is provided by the National Highway Traffic Safety Administration (NHTSA) to implement these programs in Minnesota.

**WHEREAS**, Aitkin County Public Health and Amy Dotzler (Grant Coordinator) will be providing education and outreach through a variety of community programs.

**WHEREAS**, Aitkin County as the grantee will enter into a grant agreement with the Minnesota Department of Public Safety, for the Safe Roads Grant, also known as Aitkin County Toward Zero Death Coalition during the period of October 1, 2024, through, September 30, 2025.

**WHEREAS**, The Chief Financial Officer of Aitkin County is hereby authorized to execute such grant agreements and amendments as necessary to implement the project on behalf of Aitkin County.

**NOW THEREFORE BE IT RESOLVED**, The Aitkin County Board of Commissioners approves the above-mentioned grant agreement and authorizes the Chief Financial Officer to act as the Grantee's Authorized Representative.

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 22<sup>nd</sup> day of October 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 22<sup>nd</sup> day of October 2024**

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



## Grant Contract Agreement

Page 1 of 3

<b>Minnesota Department of Public Safety (“State”)</b> Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, MN 55101	<b>Grant Program:</b> 2025 NHTSA Funding RFP TZD Safe Roads <b>Grant Contract Agreement No.:</b> A-SAFE25-2025-ACPH-030
<b>Grantee:</b> Aitkin County 307 2nd St NW Aitkin, MN 56431-0000	<b>Grant Contract Agreement Term:</b>  <b>Effective Date:</b> 10/01/2024 <b>Expiration Date:</b> 09/30/2025
<b>Grantee’s Authorized Representative:</b> Kathleen Ryan, CFO Aitkin County 307 2nd St NW Aitkin, MN 56431-0000 218-927-7265 kathy.ryan@co.aitkin.mn.us	<b>Grant Contract Agreement Amount:</b> Original Agreement \$ 18,200.00 Matching Requirement \$ 0.00
<b>State’s Authorized Representative:</b> Nick White, Impaired Driving Program Coordinator Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, MN 55101 (651)201-7088 Nick.White@state.mn.us	<b>Federal Funding:</b> CFDA/ALN: 20.600  <b>FAIN:</b> 69A37523300004020MN0  <b>State Funding:</b> None  <b>Special Conditions:</b> None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

**Term:** Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2025 NHTSA Funding RFP TZD Safe Roads Application which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 1620, Saint Paul, MN 55101. The Grantee shall also comply with all requirements referenced in the 2025 NHTSA Funding RFP TZD Safe Roads Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

**Budget Revisions:** The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

**Matching Requirements:** (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



**Payment:** As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

Signed: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Contract Agreement No./ P.O. No. A-SAFE25-2025-ACPH-030/3000098656

Project No.(indicate N/A if not applicable): 25-06-08

**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution: DPS/FAS  
Grantee  
State's Authorized Representative



## 2025 NHTSA Funding RFP TZD Safe Roads

EXHIBIT A

Organization: Aitkin County Public Health

A-SAFE25-2025-ACPH-030

## Budget Summary

Budget				
Budget Category	State Reimbursement	Local Match		
Contractual Victim Impact Speakers				
Impact Speaker	\$0.00	\$0.00		
Impact Speaker travel cost	\$0.00	\$0.00		
<b>Total</b>	\$0.00	\$0.00		
Direct Labor				
Coordinator direct labor	\$18,200.00	\$0.00		
<b>Total</b>	\$18,200.00	\$0.00		
In-state travel				
Mileage	\$0.00	\$0.00		
<b>Total</b>	\$0.00	\$0.00		
Supplies and Materials				
printing	\$0.00	\$0.00		
<b>Total</b>	\$0.00	\$0.00		
<b>Total</b>	\$18,200.00	\$0.00		



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** October 22, 2024

**Title of Item:** Grant Application Approval- DEED Childcare Grant

<input checked="" type="checkbox"/> REGULAR AGENDA  <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Mark Jeffers		<b>Department:</b> Economic Development
<b>Presenter (Name and Title):</b> Mark Jeffers, Economic Development Coordinator		<b>Estimated Time Needed:</b> 10 minutes
<b>Summary of Issue:</b> <p>Economic Development has identified a grant opportunity to support new child care development facilities in Aitkin County.</p> <p>DEED, through its Economic Development Division, is offering grants designed to support and implement solutions to reduce the childcare shortage in the state, including but not limited to funding for child care business start-ups or expansion, training, facility modifications or incentives to retain employees.</p> <p>The grant funding request is \$130,000 with County match funding (\$25,000 cash with matching waiver) already received for the Aitkin County Child Care Facilities Grant through ARPA funding.</p> <p>The Economic Development Committee requests approval to submit this grant application and if awarded, the County Board of Commissioners certifies Jessica Seibert, County Administrator and Mark Jeffers, Economic Development Coordinator, to accept this grant and execute the Agreement and all documents pertaining to this grant.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt a resolution for submission of DEED Childcare Economic Development Grant.		
<b>Financial Impact:</b> <p><i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><i>What is the total cost, with tax and shipping? \$</i></p> <p><i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i></p>		

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

**ADOPTED October 22, 2024**

By Commissioner: xx

**20241022-xxx**

**DEED Childcare Economic Development Grant Submission**

**WHEREAS**, Aitkin County Economic Development Coordinator has identified a grant opportunity to support new child care development facilities in Aitkin County, AND

**WHEREAS**, that the Aitkin County Economic Development Coordinator intends to submit an application requesting a grant amount of \$130,000; AND

**WHEREAS**, that Aitkin County has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration; AND

**NOW, THEREFORE BE IT RESOLVED** that Mark Jeffers, Economic Development Coordinator is hereby authorized to apply to the DEED Childcare Economic Development Grant for funding on behalf of Aitkin County.

**BE IT FURTHER RESOLVED**, the County Board of Commissioners certifies Jessica Seibert, County Administrator and Mark Jeffers, Economic Development Coordinator, to accept this grant if awarded and execute the Agreement and all documents pertaining to this grant.

Commissioner xx 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 22nd day of October 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 22nd day of October 2024**

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

## Child Care Economic Development

### Application Packet

Please complete all fields within this application and sign where indicated. Incomplete submissions will not be considered.

Submit your complete application via email to [CCED.DEED@state.mn.us](mailto:CCED.DEED@state.mn.us) with the subject line FY25 CCED Application – [insert applicant organization name].

The deadline to submit application is October 31, 2024, no later than 4 PM.

Remember, you must submit all documents listed below for the application to be considered complete:

- ☒ Form 1. [Cover Sheet](#)
- ☒ Form 2. [Narrative Responses](#)
- ☒ Form 3. [Objectives](#)
- ☒ Form 4. [Budget](#)
- ☒ Form 5. [Partnership Chart](#)
- ☒ Form 6. [Unemployment Insurance Account Consent](#)
- ☒ Form 7. [Applicant Conflict of Interest Disclosure Form](#)
- ☒ Form 8. [Affidavit of Non-Collusion](#)
- ☒ Form 9. [Performance Capacity](#)
- ☒ Form 10. [No Conviction of Felony Financial Crime by Principal](#)
- ☒ Form 11. [Evidence of Good Standing](#)
- ☐ Form 12. [Required Nonprofit Grantee Documents](#)

# Form 1. Cover Sheet

## Organization Information

Organization Name: Aitkin County Government

Organization Type: ☐ City ☒ County ☐ School District ☐ Tribal Entity ☐ 501(c)3 Non-profit Corporation  
☐ 501(c) Other Non-Profit (Provide organization type): \_\_\_\_\_

Organization Website: www.co.atikin.mn.us, www.naturallybetterhere.com

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

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

Federal Tax ID (required): CLK7L6F3AM63 Minnesota Tax ID (required): 41-60005749

SWIFT Vendor ID (required): 0000197275 UEI Number (required): 047464805

Organization Lead Name: Jessica Seibert Title: County Administrator

Telephone Number: 218.927.7276 Email Address: jessica.seibert@co.atikin.mn.us

Program Contact Name: Mark Jeffers Title: Economic Dev. Coordinator

Telephone Number: 218.513.6188 Email Address: mark.jeffers@co.atikin.mn.us

## Proposal Information

Proposal Name: Aitkin Early Care Innovators Fund

Proposal Summary (limit of 2-3 sentences):

This proposal seeks to bridge the financial gap to open two childcare centers in Aitkin County, creating over 90 new childcare slots. Additionally, it will provide funding aid to at-home child care providers for training, licensing, and essential equipment.

Geographic Area Served by Organization: All of Aitkin County, Cities of Aitkin, Hill City, McGregor, Tamarack, Palisade

Targeted Populations Served by Organization (check all that apply):

☒ African American

☒ Hispanic/Latino/Latina/Latine

☒ Rural Communities

☒ African Immigrant

☒ LGBTQIA+ communities

☐ Other-please describe  
\_\_\_\_\_

☒ American Indian

☒ Low-income individuals

☒ Asian/Pacific Islander

☒ People living with disabilities

Total Amount of DEED Funds Requested: \$130,000

Total Amount of Matching Funds Committed: \$25,000

Does this project qualify for a matching waiver?

- ☐ Yes: More than 75% of new child slots created with these funds are for infants and toddlers.<sup>1</sup>
- ☒ Yes: More than 50% of the new child slots created with these funds are for child slots available outside of standard business hours (6:00 a.m. through 6:00 p.m.)
- ☐ Yes: The project will be located in a geographic area, such as zip code or census tract, where 30% or more children<sup>2</sup> are Black, Indigenous, and people of color. A Tribal nation will automatically meet this requirement.
- ☒ Yes: The project will be located in a geographic area, such as county, zip code or census tract, where at least 15% families living in poverty.<sup>3</sup>
- ☐ No:

Please briefly describe and document how your agency meets the waiver requirement:

60% of new child slots will have the ability to be open outside of standard business hours

## Estimated Project Output and Outcomes

Number of family childcare providers served: 17+5=22 Number of childcare centers served: 2

Number of childcare worker jobs created: 8 Number of childcare worker jobs retained: 23

Number of new licensed child slots created for:

Infants: 16 Preschoolers: 40

Toddlers: 28 School Age: 14

Total: 98

Percentage of new licensed child slots available outside of standard hours of care (outside of 6:00AM through 6:00PM time windows: 60%

Total state grant funds per new licensed child slots created: \$1326.53

*I certify that the information contained herein is true and accurate to the best of my knowledge, that the applicant meets the eligibility criteria as outlined with the RFP and that I am authorized to submit this application on behalf of the applicant. I understand that grants are on a reimbursement basis, only approved, eligible expenditures will be incurred and reimbursed, and invoices must be accompanied by substantiation of charges.*

---

Authorized Signature

Title

Date

<sup>1</sup> For Childcare Centers, infant refers to a child who is at least 6 weeks old but less than 16 months old, and toddler refers to a child who is at least 16 months old but less than 33 months old. For Family Childcare, infant refers to a child who is at least 6 weeks old but less than 12 months old, and toddler refers to a child who is at least 12 months old but less than 24 months old.

<sup>2</sup> Children refers to any person under the age of 18.

<sup>3</sup> Families living in poverty refers to any family whose total family income falls below the U.S. Federal Poverty guidelines within service population county, city, or census tract according to the U.S. Census Bureau.

## Form 2. Narrative Responses

The objective of this grant is to increase the number of quality childcare providers in order to support regional economic development. In the response to this RFP the applicant must demonstrate how these grant funds will be used to implement solutions to reduce the childcare shortage in the state and support economic growth in the community.

Please provide a response to the questions below. Each question is assigned a point value for its thoroughness and ability to address the question.

### Executive Summary (10 Points) (Limit of 500 words)

Aitkin County faces a critical shortage of child care options, with only one Child Care Center Facility located in the City of Aitkin. This facility is not centrally located and primarily serves city residents, while the rest of the county is supported by 17 active at-home child care providers. All existing facilities are at capacity with extensive waiting lists. The shortage of child care directly impacts local unemployment rates, family self-sufficiency, and the county's ability to attract and retain young families. Aitkin County is applying for \$130,000 in funding, with a \$25,000 County cash match, to address this urgent need. This proposal seeks to bridge the financial gap to open two childcare centers in Aitkin County, creating over 90 new childcare slots. Additionally, it will provide funding aid to at-home child care providers for training, licensing, and essential equipment. . Most of the proposed licensing standards are going to be a huge financial impact on licensed homes if they are enacted. Childcare licensing is also moving to a new HUB online system coming fall 2025 which will require all providers to have a computer or smartphone and wifi in order to do all paperwork, changes and submissions submitted online on the HUB.

By expanding access and supporting local providers, we aim to build a sustainable and high-quality childcare network for the county's families.

Aitkin County currently has 17 licensed in-home childcare providers, offering 206 slots. One provider is in the process of applying for a license, which will add 10 more slots in 2024-2025. Childcare demand remains a significant challenge. Recently, one provider in Hill City closed to care for a parent, and another in McGregor is transitioning to Carlton County. This provider continues operating in McGregor until their home sells and they complete licensing in Carlton County. Additionally, another provider plans to retire in May 2025. By 2025, the number of licensed homes will decrease to 15, unless the new application is approved.

The lack of available care is forcing many young parents to stay home instead of participating in the workforce. As a key hub in northern Minnesota, Aitkin County offers strong schools, excellent infrastructure, and abundant recreational opportunities, but without sufficient child care, the county's economic growth and workforce stability are at risk. Aitkin County is strategically located between Brainerd, Grand Rapids, and Duluth, with tourism, healthcare, forest products, and agriculture as its primary industries. Its rich natural resources, including 103 miles of the Mississippi River and Mille Lacs Lake, make it a highly desirable location for families, but increased child care capacity is essential for ensuring a thriving community.

## Organizational Capacity and Relevant Experience (20 points) (Limit 750 words)

The proposal must outline the capacity of the lead applicant organization to successfully meet the objectives of the grant. The lead organization or partner organization must demonstrate one or more of the following: experience in the operation of, planning for, financing of, advocacy for, or advancement of the delivery of childcare services.

1. How is the lead applicant organization equipped to successfully lead the proposed project and meet the objectives of this grant?
2. Please describe the experience the lead applicant have in managing state and/or federal grants.
3. Describe staff experience in early childhood as it relates to the project.
4. Describe organization current staffing and current budget.
5. Has the agency been awarded an active grant from DEED in the past 5 years?

### Lead Applicant Organization's Capacity to Lead the Project:

The lead organization, Aitkin County, is uniquely positioned to manage and implement the proposed childcare project due to its extensive experience in community development, local economic planning, and partnership building. As a county government, Aitkin County has the capacity to bring together key stakeholders, coordinate resources, and manage complex projects. With a demonstrated commitment to enhancing childcare infrastructure, the county has previously overseen projects related to public services, ensuring they are delivered efficiently and effectively. Additionally, the county has strong relationships with local providers and organizations involved in child care, ensuring a collaborative approach to solving the child care shortage.

### Experience Managing State and Federal Grants:

Aitkin County has successfully managed numerous state and federal grants, including projects related to infrastructure, public health, and community development, broadband, childcare and CARES grant programs. This experience includes managing large-scale budgets, meeting compliance requirements, and overseeing multi-faceted projects that involve collaboration across public and private sectors. The county's grant management team is well-versed in reporting, auditing, and ensuring proper use of funds to meet objectives, having recently completed grants funded through federal/state sources such as the Community Development Block Grant (CDBG) program for Broadband and DEED Childcare Economic Development grants.

### Staff Experience in Early Childhood:

While the county itself does not provide direct child care services, the staff involved in the project bring significant experience in community planning and program development. Several team members have previously worked with child care providers through local economic development initiatives, focusing on enhancing operational capacity and access to resources for early childhood care. In addition, the project will be supported by professionals who have extensive experience working with early childhood programs, training, and advocacy efforts.

### Current Staffing and Budget:

Aitkin County's current staffing includes professionals in community development, economic planning, Health and Human Services, Auditor, grant management, and public policy. The county operates with an annual budget of approximately \$40 million, which covers a wide range of public services, including transportation, social services, and economic development initiatives. The county's financial management team is experienced in overseeing large, complex budgets and ensuring proper use of public funds, with multiple staff members dedicated to grant administration and compliance.

### Previous DEED Grants:

Aitkin County has been awarded and successfully managed DEED grants within the past five years. The grant was focused on Childcare economic development and job creation in the region, Broadband CDBG-CV and the county met all performance and compliance requirements, resulting in a successful completion of the projects.

## Project Description, Design, and Methods (20 Points) (Limit 750 words)

The proposal should be thoughtfully designed using approaches, techniques, and strategies to support economic development by increasing the supply of quality childcare. Priority in scoring will be given to projects that seek funds to make sustainable investments that result in new supply of childcare beyond this one-time funding opportunity.

- What is the geographic scope of the project?
- Why is the proposed project needed to increase the supply of quality childcare in the community?
- What kind of solutions will be implemented to meet objectives of this grant?
- How does the project demonstrate innovative approaches, techniques or strategies?
- Does the proposed project use evidence-based or community-based best practices?

### Geographic Scope of the Project:

The geographic scope of this project encompasses the entirety of Aitkin County, which includes rural communities such as Aitkin, Hill City, McGregor, and Malmø. With only one existing Child Care Center located in the City of Aitkin, the project will target areas across the county where access to quality child care is limited, particularly in more remote regions. The plans are currently underway to open childcare centers in the cities of McGregor and Tamarack. By focusing on county-wide solutions, this project aims to address the child care shortage in both the city and rural areas, ensuring families throughout the region have access to quality services.

### Need for the Project to Increase Quality Childcare Supply:

Aitkin County faces a critical need to increase the supply of quality childcare, as existing providers are operating at full capacity with waiting lists. This shortage has broader economic implications, as local businesses are impacted by a lack of workforce participation, and young families may be deterred from settling in the community. This project is essential to expanding child care capacity to meet the needs of local families and support the county's economic growth.

### Solutions to Meet Grant Objectives:

This project will implement two core solutions to meet the objectives of the grant:

**Opening Two New Child Care Centers:** This will add over 90 new child care slots, directly addressing the supply shortage and expanding access to families across the county.

**Funding Aid for At-Home Providers:** By offering financial support for training, licensing, and essential equipment, the project will strengthen the sustainability of existing at-home child care providers and encourage new providers to enter the field.

This multi-faceted approach ensures both immediate and long-term expansion of child care capacity, creating a stable and sustainable supply of quality services.

### Innovative Approaches, Techniques, and Strategies:

This project demonstrates innovation by combining two key strategies: the physical expansion of child care facilities and targeted support for at-home providers. This dual approach is designed to balance long-term, sustainable investments with immediate capacity increases. Additionally, by collaborating with community organizations and leveraging local partnerships, the project will implement a community-centered approach, ensuring that the solutions are tailored to the unique needs of Aitkin County's rural population. By addressing both brick-and-mortar expansions and enhancing home-based care, the project brings flexibility and scalability to childcare growth.

### Use of Evidence-Based or Community-Based Best Practices:

The proposed project utilizes community-based best practices that have proven successful in addressing child care shortages in rural areas. The plan to support both child care centers and at-home providers is grounded in evidence from similar rural communities, where a combination of facility expansion and provider support has been shown to create sustainable growth in child care availability. Furthermore, the project aligns with recommendations from state and national child care advocacy organizations, which emphasize the importance of multi-pronged approaches that include both infrastructure investment and workforce development.

## Work Plan (10 Points) (Limit 500 words)

The proposal should show clear and measurable outcomes, activities, and a reasonable timeframe for performing and reporting on project activities. Outcomes must include but are not limited to the number of new providers, the number of additional childcare provider jobs created, the number of additional childcare slots, and the amount of local funds invested. Form 3 is included and scored separately. The Workplan and Objectives are worth 20 points total.

- What are the key activities to be funded through this project?
- What are the goals and measurable outcomes for this project?
- What is the timetable for completion of the project?
- Is the timetable achievable within the timeline of the grant?

### Key Activities to Be Funded Through This Project:

The key activities funded through this project include:

#### Construction completion and Opening of Two New Child Care Centers:

The project will fund the physical development of two new centers in Aitkin County, providing over 90 new child care slots.

#### Funding Support for At-Home Providers:

Financial aid will be provided to existing and new at-home child care providers, covering costs for training, licensing, and essential equipment to expand and enhance child care capacity across the county.

#### Community Outreach and Provider Recruitment:

The project will invest in outreach programs to recruit and support new providers and inform the community about available child care services, including the promotion of newly opened centers and at-home providers.

#### Capacity-Building for Providers:

The project will offer professional development opportunities for current and prospective child care providers, focusing on business management, early childhood education best practices, and sustainability.

#### Goals and Measurable Outcomes:

The measurable outcomes for this project include:

##### Number of New Child Care Providers:

The project aims to add at least 5 new at-home providers in Aitkin County.

##### Number of Additional Child Care Provider Jobs Created:

The opening of two new centers and the expansion of at-home providers will create an estimated 20-30 new jobs in the child care sector.

**Number of Additional Child Care Slots:** The project will result in the creation of over 90 new child care slots at the two new centers, with an additional 25 slots expected from expanded at-home providers.

##### Amount of Local Funds Invested:

A minimum of \$25,000 in local funds will be invested as a match, in addition to in-kind contributions from community partners.

##### Reduction in Waiting Lists:

A measurable reduction in the number of children on child care waiting lists in the county, with the goal of cutting the current list by at least 40%.

**Timetable for Completion of the Project:** The project will follow this timetable: Months 1-3: Finalize planning, secure contractors, and begin construction on the new child care centers. Simultaneously, launch outreach efforts to recruit and support at-home providers. Months 4-6: Continue construction and begin accepting applications for new at-home providers. Provide training and licensing support to prospective providers. Months 7-9: Complete construction of child care centers and finalize setup. Begin hiring for staff at new centers. Enroll children in both new centers and expanded at-home provider slots. Months 10-12: All new child care centers and additional at-home provider slots are fully operational.

##### Is the Timetable Achievable Within the Grant Timeline?

Yes, the timetable is realistic and achievable within the timeline of the grant. Aitkin County has extensive experience in managing complex projects and adhering to deadlines. The timeline allows sufficient flexibility for delays in construction or recruitment, ensuring that the objectives can be met within a 12-month period.

## Partnerships (10 Points) (Limit 750 words)

The proposal should outline the partnerships created to support this proposed project including public sector partnerships, non-profit partnerships, and private-sector partnerships. Priority will be given to projects that demonstrate private-sector engagement in support of regional economic growth. Partnerships must be documented using Form 5.

- Who are the financial and programmatic partners supporting this project?
- What contributions will each partner make to the proposed project?
- Will the partnerships support ongoing operations?
- Does the proposal demonstrate meaningful collaboration with key partners?
- Does the proposal demonstrate support from the communities in which the project will take place?
- A letter of support from all partners identified. This should be included as part of the attachments.

### Public Sector Partnerships

City of Tamarack: The City of Tamarack worked collaboratively with the private childcare provider by offering a low cost lease to own program for the school house property.

ARDC: ARDC approved a business loan for the private childcare provider in order to continue their remodeling project.

### Private Sector Partnerships:

Talon Metals: Talon Metals was instrumental in attracting the private childcare provider to our area and the opportunity. Talon executed this by leading a "postcard" mailing inquiring whether anyone had interest in starting a childcare facility in the Tamarack area. This mailing led to interest from the private childcare provider. Talon was instrumental in collaborating with the County and City to make the opportunity a reality.

### Collaboration and Community Support:

#### Letters of Support:

City of Tamarack

Talon Metals

Aitkin County Health & Human Services

## Impact and Evaluation (10 Points) (Limit 750 words)

The proposal should provide an estimate on the number of licensed childcare slots need to meet the needs of the communities served and the number of childcare slots that will be created and retained with this funding. In addition, the proposal should address how those outcomes will be measured and used to ensure grant objectives are met.

1. What is the number of childcare slots needed with the project area(s) to meet the needs of families?
  2. How many childcare slots will be created with this funding?
  3. What is the cost (in state dollars) per new childcare slot created?
  4. How will measurable outcomes be tracked?
  5. How will evaluation material and outcomes be used to ensure the grant objectives are met?
  6. Will the project utilize any community-based evaluation processes?
1. What is the number of childcare slots needed with the project area(s) to meet the needs of families?

In a recent First Children's Finance document, the data and potential need analysis indicates that the Northeast Region of the state of Minnesota, which Aitkin County is included in, is currently in need of 4,223 childcare slots.

2. How many childcare slots will be created with this funding?

This grant funding will confirm the opening of two Childcare Centers. This will confirm 98 additional child slots in our County. This grant funding also has a goal of opening an additional 5 at home childcare providers, potentially adding up to 70 child slots

3. What is the cost (in state dollars) per new child slots created?

Total state grant funds per new licensed child slots created = \$1,326.53 per slot

4. How will measurable outcomes be tracked?

The lead organization, Aitkin County, is uniquely positioned to manage and implement the proposed childcare project due to its extensive experience in community development, local economic planning, and partnership building. As a county government, Aitkin County has the capacity to bring together key stakeholders, coordinate resources, and manage complex projects. With a demonstrated commitment to enhancing childcare infrastructure, the county has previously overseen projects related to public services, ensuring they are delivered efficiently and effectively. Additionally, the county has strong relationships with local providers and organizations involved in child care, ensuring a collaborative approach to solving the child care shortage.

## Bonus Points (Maximum of 10 Points awarded) (Limit 250 words)

1. Is the project located in a city, county, or census tract service area<sup>4</sup> where 30% or more children are Black, Indigenous, and people of color or is the applicant a Tribal nation? (5 points)
2. The project will be located in a geographic area, county, such as zip code or census tract, where at least 15% families living in poverty<sup>5</sup>. (5 points)
3. The project is located in a [Child Care Access Equity Area](#)<sup>6</sup>. (5 points) To serve a Child Care Access Equity Area, a program must be within 20 miles in outstate Minnesota and within 5 miles in the metro counties.

Both childcare centers are situated in census tract 27001770402, identified as a Child Care Access Equity Area. Additionally, new in-home providers have opportunities to open in census tracts 2700177020, 2700177030, and 27001770402, all of which are designated Child Care Access Equity Areas.

Aitkin County has an overall poverty rate of 12.4%, slightly below the national average of 12.5%. However, certain areas within the county are likely to experience higher poverty rates. The largest demographic living in poverty includes males aged 55-64, followed by females aged 75 and older, and females aged 55-64. The most common racial or ethnic group living below the poverty line in Aitkin County is White, followed by Native American and Other.

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<sup>4</sup> An eligible service area is defined as one or more county, city, school district, development region, workforce service area, Initiative Foundation service area, political subdivision, Tribal Nation, or other defined geographic area located in the State of Minnesota.

<sup>5</sup> Families living in poverty refers to any family whose total family income falls below the U.S. Federal Poverty guidelines within service population county, city or census tract according to the U.S. Census Bureau.

<sup>6</sup> Per the Minnesota DHS Child Development Services Unit, Minnesota census tracts that meet the criteria to be considered '[Child Care Access Equity Areas](#)' are tracts with higher poverty rates, higher unemployment, lower homeownership rates, lower household incomes, and lower access to child care.

### Form 3. Objectives and Timeline (10 Points)

Complete the chart below outlining the major objectives, activities, and outcomes of the overall project, including any activities, progress, and start/end dates.

Objective Description	Activities <i>Steps, activities, tasks to achieve objective, frequency (e.g., monthly, quarterly)</i>	Projected Outcome(s)	Start Date	Completion Date
Complete construction and open the Tamarack Learning Center, Tamarack MN	Support construction and open the facility	Open facility, 49 slots	1-1-25	6-1-25
Complete construction and open the Little Pine Academy, McGregor MN	Support construction and open the facility	Open facility, 49 slots	1-1-25	6-1-25
Attract 5+ new at home childcare providers	Offer a local childcare grant through the County to help fund remodeling to licensing standards.	5+ new, up to 70 slots	1-1-25	12-31-25

## Form 4. Budget (10 Points)

### Total Project Budget Narrative (Limit 500 words)

Aitkin County faces a critical shortage of child care options, with only one Child Care Center Facility located in the City of Aitkin. This facility is not centrally located and primarily serves city residents, while the rest of the county is supported by 17 active at-home child care providers. All existing facilities are at capacity with extensive waiting lists. The shortage of child care directly impacts local unemployment rates, family self-sufficiency, and the county's ability to attract and retain young families. Aitkin County is applying for \$130,000 in funding, with a \$25,000 County cash match, to address this urgent need. This proposal seeks to bridge the financial gap to open two childcare centers in Aitkin County, creating over 90 new childcare slots. Additionally, it will provide funding aid to at-home child care providers for training, licensing, and essential equipment. . Most of the proposed licensing standards are going to be a huge financial impact on licensed homes if they are enacted. Childcare licensing is also moving to a new HUB online system coming fall 2025 which will require all providers to have a computer or smartphone and wifi in order to do all paperwork, changes and submissions submitted online on the HUB.

Budget includes planned funding for the following:

Tamarack Learning Center: \$60,000 for construction and remodel to state licensing standards

Little Pine Academy: \$40,000 for construction and remodel to state licensing standards

New home childcare: \$55,000 for local grant activation to attract new and support remodel to state licensing standards

Total Project Funding Sources

List the sources of funding, and the status of the funding. Points will only be awarded for committed sources of funding. The total under sources should be equal to the total under uses.

Funding Source	Type of Funding (state grant, cash or in-kind)	Amount
DEED CCED Grant	State Funds	\$130,000
Aitkin County Economic Development	Childcare grant funds	\$25,000
Total		

Project Uses

Project Activities	DEED	Grantee Match	Total
Personnel			
Fringe Benefits			
Travel (In-State, Direct Service Related Only):			
Equipment:			
Supplies:			
Contractual:			
Provider Subgrants:	\$130,000	\$25,000	\$155,000
Other (specify): _____			
Admin and Indirect Costs (Max 10% of DEED funds):			
Total Costs:	\$130,000	\$25,000	\$155,000

## Form 5. Partnership Chart

List all partners that will contribute to the proposed project. Add additional sheets as necessary. All partners proposed to receive funds from this grant **must** be included in the Partnership Chart or costs associated with any unlisted partners may be disallowed.

If a partner has a potential conflict of interest, such as providing donations to the applicant or sitting on the applicant's board of directors, attach a letter of disclosure explaining the relationship of the partner to the applicant organization.

Type of Organization (e.g., employer, educational institution, non-profit, consultant, financial management services, etc.)	Name and Address of Organization (If applicable: Indicate if trainer is MOHE compliant)	Type of Commitment (Case Mgmt., Training, Accounting Time, Staff, Resources, Space, Referrals, etc.)	Contact Person Email Address Telephone Number	Letter of Support Enclosed Yes/No	Conflict of Interest Disclosure Letter (If applicable) Yes/No	If applicable, how much funds will this partner receive from this grant?
County Government	Aitkin County, 307 2nd St. NW, Aitkin MN 56431	Grant facilitator	mark.jeffers@co.aitkin.mn.us, 218.513.6188	Yes	Yes	

## Form 6. Unemployment Insurance Account Consent

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

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

You need to:

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

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

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

### EXPLANATION OF YOUR RIGHTS

#### Purpose of this form

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

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

You have the right to allow us to release the data to all, some or none of the persons or entities listed on this form.

This means you can choose which entities or persons may receive the data and what data they may receive.

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

#### 1. Data Subject

Your name or name of organization: County of Aitkin

Minnesota Unemployment Insurance (UI) Employer Account No.: 07972219

Address: 307 2nd Street NW room 312

City: Aitkin State: MN ZIP Code: 56431

## 2. Authorized person or organization

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

Fiscal Program & Monitoring staff  
DEED, Employment and Training Programs Division  
Great Northern Building  
180 East 5th Street, 12th Floor  
Saint Paul, MN 55101

## 3. UI Data

Types of data that agree to be released:

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

## 4. Signature

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

---

Your signature or signature of corporate officer, partner, or fiduciary

Print your name (and title, if applicable): Jessica Seibert

Phone: 218.927.7276 Date (mm-dd-yyyy): \_\_\_\_\_

## Form 7. Conflict of Interest Disclosure

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

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

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

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

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

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

Printed name: Jessica Seibert

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: Aitkin County

# Form 8. Affidavit of Non-Collusion

**Instructions:** Please return this completed form as part of the Request for Proposal Response submittal.

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

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

## Authorized Signature:

Responder’s firm name: Aitkin County

Print authorized representative name: Jessica Seibert

Title: County Administrator

Authorized signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

## Notary Public

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public signature: \_\_\_\_\_ Commission Expires (mm/dd/yy): \_\_\_\_\_

## Form 9. Performance Capacity-Only Complete if Awarded

**INSTRUCTIONS:** Please respond to these performance capacity questions as required by [16B.981 Subd. 2](#) (1) and as part of the response to this Grant Request for Proposal. This form fulfills the requirements in [OGM Sample Template Exhibit C](#)

1. Please describe your history of performing the work that will be funded by the grant:  
This includes describing your organization's current staffing, current budget, and internal capacity to meet specified measurable outcomes.

2. Have you been awarded or have an active grant from DEED in the past 5 years? ☐ Yes ☐ No  
If Yes, please specify the program(s) and dates of the contract(s).

# Form 10. No Conviction of Felony Financial Crime by a Principal

**INSTRUCTIONS:** Grant applicant must certify to this condition required under this Grant Request for Proposal.

Please sign below to finalize response and submit this document as part of the grant application materials/response to the Grant Request for Proposal. This form fulfills the requirements in [OGM Sample Template Exhibit D](#)

Please attach an organizational chart or list of principals that you are certifying for below.

[16B.981 Subd. 2](#) (6) requires that no current principals of a grantee have been convicted of a felony financial crime in the last 10 years. A principal is defined as a public official, a board member, or staff (paid or volunteer) with the authority to access funds provided by this grant opportunity or to determine how those funds are used.

By signing here, I warrant that no current principal of my organization has been convicted of a felony financial crime in the last 10 years.

I certify that this information is true, correct, and reliable.

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me/my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

Print Name Jessica Seibert Title County Administrator

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Form 11. Evidence of Good Standing

**INSTRUCTIONS:** Potential grantee must certify that the organization has a status of “In Good Standing” with the Secretary of State as required by [16B.981 Subd. 2](#) (3) and as part of the response to this Grant Request for Proposal. This form fulfills the requirements in [OGM Sample Template Exhibit E](#)

Is your organization (for-profit or nonprofit) registered with the Secretary of State and has a status of “In Good Standing”? ☒ Yes ☐ No

## Form 12. Required Nonprofit Grantee Documents

**INSTRUCTIONS:** Please answer the following questions and provide the requested information. This is not required for municipalities.

1. Were you required to submit a 990 or a form 990-EZ for your organization's last fiscal year? ☐ Yes ☒ No
2. If you are exempt from filing or your organization has been in business for less than one year, please describe the internal controls you have over business expenditures and outcomes of the grant funds, if awarded. Examples of internal controls include, but are not limited to: documented policies and procedures; segregation of duties such as having different staff who enter receivables versus those who post payments; using a payroll system; segregation of grant funds; requiring usernames and passwords, along with appropriate levels of access to systems; supervisor review and approval of payments and timecards; and other internal controls to ensure compliance with laws and regulations and safeguard use of grant funds.

3. Are you a charitable organization that made over \$750,000 in your last fiscal year and were required to have an audited financial statement per MS 309.53? ☐ Yes ☒ No

Non-profit grant applicants are required to submit the following documents, as applicable to the organization and as required by [16B.981 Subd. 2](#) (2) and [16B.981 Subd. 2](#) (5) as part of the pre-award risk assessment:

- ☐ Most recent 990 or Form 990-EZ filed with the IRS
- ☐ Most recent audit as required, under Section 309.53, Subdivision 3

If not in existence long enough or not required to file Form 990, Form 990 EZ or most recent audit, the nonprofit grant applicant must:

- ☐ Demonstrate exemption – i.e., Provide a copy of the IRS determination letter
- ☐ Submit the most recent set of board-reviewed (or managing group if applicable) financial statements



October 11, 2024

Minnesota Office of Child Care Community Partnerships  
Tammy Wickstrom

RE: DEED Childcare Economic Development Grant

Greetings Tammy,

Talon Metals would like to express our support for Aitkin County's Child Care Economic Development Grant request.

Aitkin County faces a critical shortage of childcare options, with only one Child Care Center Facility located in the City of Aitkin. This facility is not centrally located and primarily serves city residents, while areas like our community in Tamarack on the east side of the county have limited options. The shortage of childcare directly impacts future growth and development of our communities in Aitkin County when it comes to encouraging new families, workforce and businesses to the region.

This grant opportunity would greatly improve the quality of life for Aitkin County residents. This also is a catalyst for improving workforce for all businesses in our area. Improving childcare for our residents and businesses is one of the highest priorities in Aitkin County.

Talon Metals strongly supports this project and would appreciate your consideration of Aitkin County's CCED grant application.

Thank you for your consideration.

Sincerely,

Jessica Johnson  
Community Outreach & Government Relations Manager  
Talon Metals  
[johnson@talonmetals.com](mailto:johnson@talonmetals.com)  
218-460-9345

October 10, 2024

Minnesota Office of Child Care Community Partnerships  
Tammy Wickstrom

RE: DEED Childcare Economic Development Grant

Hello Tammy,

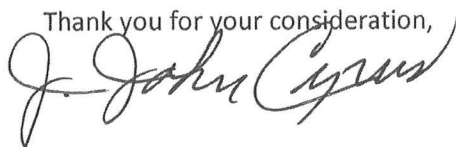
City of Tamarack would like to express our support for Aitkin County's Child Care Economic Development Grant request.

Aitkin County faces a critical shortage of child care options, with only one Child Care Center Facility located in the City of Aitkin. This facility is not centrally located and primarily serves city residents, while the rest of the county is supported by 17 active at-home child care providers. All existing facilities are at capacity with extensive waiting lists. The shortage of child care directly impacts local unemployment rates, family self-sufficiency, and the county's ability to attract and retain young families.

This grant opportunity would greatly improve the quality of life for Aitkin County residents. This also is a catalyst to improving workforce for all businesses in our area. Improving child care to our residents and businesses is one of the highest priorities in Aitkin County.

City of Tamarack strongly supports this project and would appreciate your consideration of Aitkin County's CCED grant application.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "J. John Cyrus". The signature is fluid and cursive, with the first name "J." being small and the last name "Cyrus" being larger and more prominent.

J. John Cyrus  
Mayor



## AITKIN COUNTY HEALTH & HUMAN SERVICES

204 First Street NW  
Aitkin, MN 56431

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

October 10, 2024

Minnesota Office of Child Care Community Partnerships  
Tammy Wickstrom

RE: DEED Childcare Economic Development Grant

Hello Tammy,

Aitkin County Health and Human Services would like to express our support for Aitkin County's Child Care Economic Development Grant request.

Aitkin County faces a critical shortage of child care options, with only one Child Care Center Facility located in the City of Aitkin. This facility is not centrally located and primarily serves city residents and does not accept school age or after school children. The rest of the county is supported by 17 active at-home child care providers. This number is decreasing as one provider is currently relocating across county lines, another provider will be retiring in the summer of 2025, and another provider is considering retirement. All existing facilities are at capacity with extensive waiting lists.

The shortage of child care directly impacts local unemployment rates, ability for someone to accept employment within the county with no open childcare slots, family self-sufficiency, and the county's ability to attract and retain young families. The continued loss of licensed childcare will continue to have a drastic impact the entire county and employers unless we can provide some type of funding and supports to entice new childcare homes to open.

This grant opportunity would greatly improve the quality of life and resources available for Aitkin County residents. This also is a catalyst to improving workforce for all businesses in our area. Improving child care to our residents and businesses is one of the highest priorities in Aitkin County.

Aitkin County Health and Human services strongly supports this project and would appreciate your consideration of Aitkin County's CCED grant application.

Thank you for your consideration,

Brenda Butterfield  
Licensor for Aitkin County Health and Human Services

Jessi Schultz  
Supervisor

"This institution is an equal opportunity provider."



# Board of County Commissioners Agenda Request



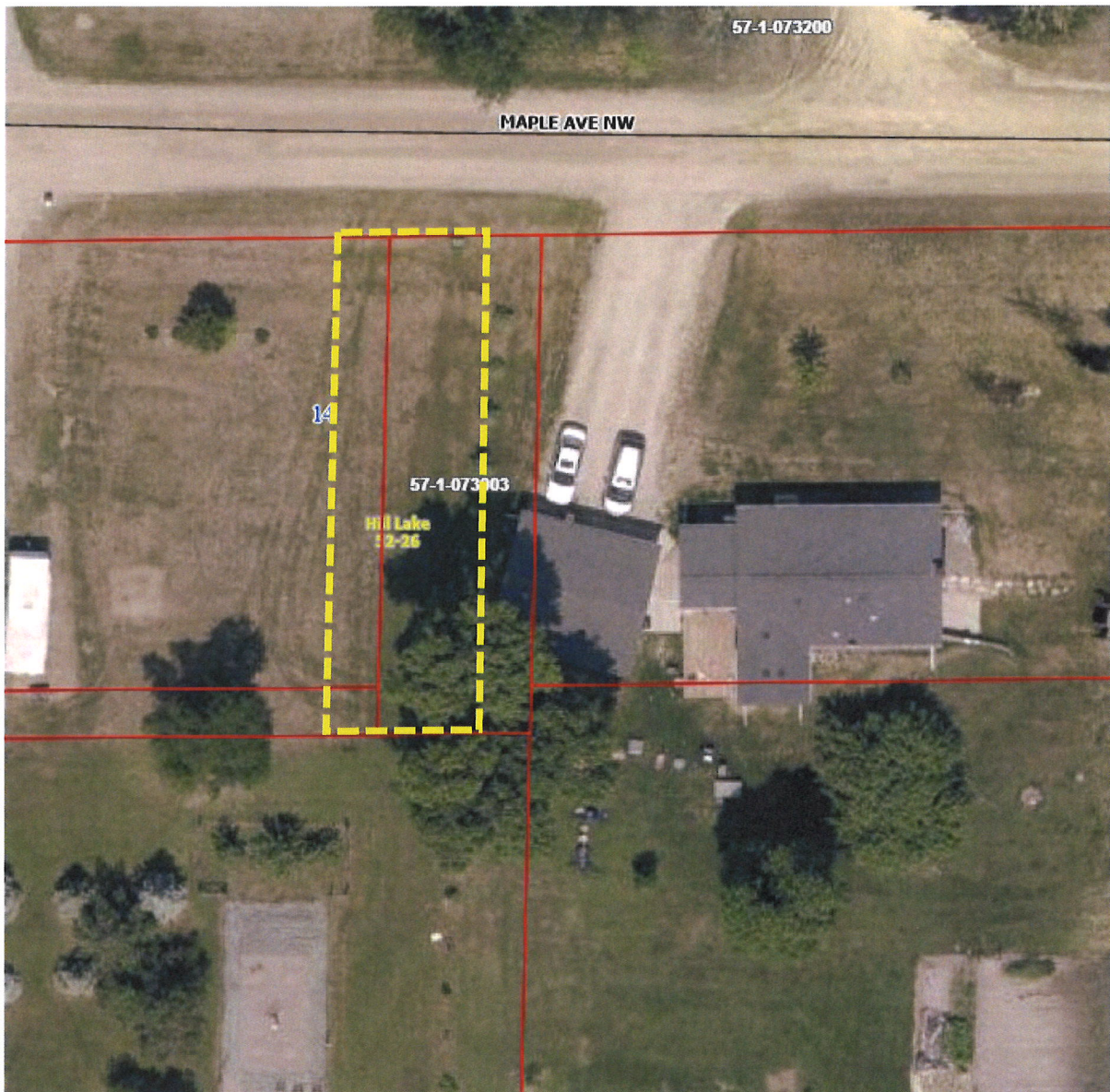
**Requested Meeting Date:** October 22, 2024

**Title of Item:** Private Sale of Tax Forfeited Land to Matt Huseby

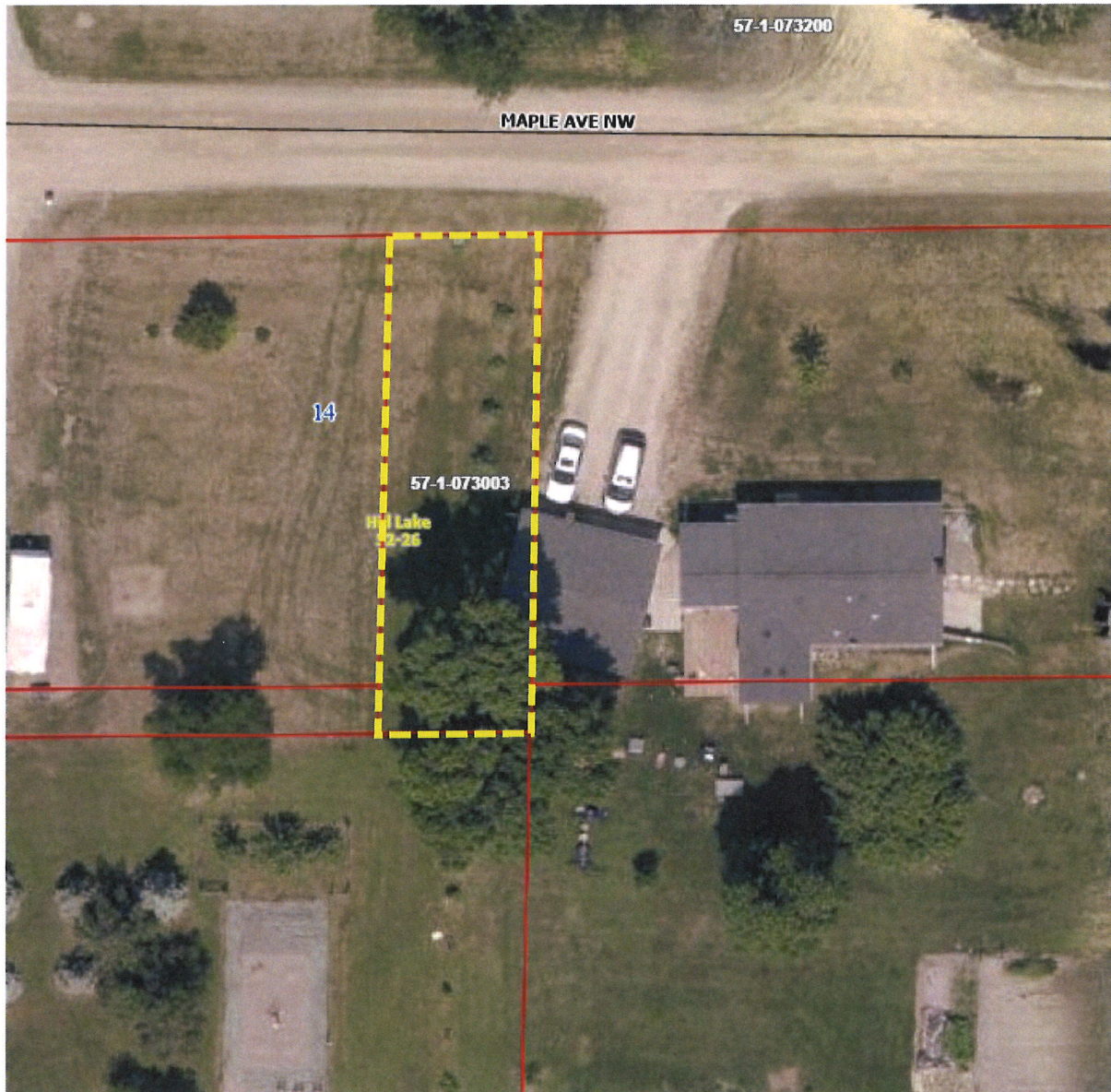
<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Dennis (DJ) Thompson		<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Dennis (DJ) Thompson, Land Commissioner		<b>Estimated Time Needed:</b> 5 Minutes
<b>Summary of Issue:</b>  Matt Huseby has requested the direct purchase of tax-forfeited parcel 57-1-073003 (.1 acres) described as:  HILL CITY REALTY COS FOURTH ADDITION E 32 FT OF W 250 FT OF LOT 5 & E 32 FT OF W 250 FT OF N 10 FT OF LOT 3 SECTION 14, TOWNSHIP 52, RANGE 26  Minnesota Statutes, chapter 282 only allows for the private sale of tax-forfeited land through special legislation. The Land Commissioner has determined that the county's land management interests would best be served if the land was returned to private ownership. The parcel of tax forfeited land involved in the sale has been classified as non-conservation. This parcel forfeited between 2016 and 2023 and the county is required to make a good faith effort to sell it. Purchase price will be the estimated market value of the parcel.		
<b>Alternatives, Options, Effects on Others/Comments:</b>  The county currently does not receive a PILT payment on this parcel because it is platted and within the city limits of Hill City.		
<b>Recommended Action/Motion:</b>  Pass a motion for the Land Commissioner to seek special legislation to allow for the private sale of parcel 57-1-073003 to Matt Huseby.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

## Assumed Lot Line



## Actual Lot Line





# Board of County Commissioners Agenda Request

## 6B

Agenda Item #

**Requested Meeting Date:** October 22, 2024

**Title of Item:** Private Sale of Tax Forfeited Land to Stephanie Werner

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Dennis (DJ) Thompson		<b>Department:</b> Land
<b>Presenter (Name and Title):</b> Dennis (DJ) Thompson, Land Commissioner		<b>Estimated Time Needed:</b> 5 Minutes
<b>Summary of Issue:</b>  Stephanie Werner has requested the direct purchase of tax-forfeited parcel 09-0-054803 (.1 acres) described as:  W 20 FT OF E 932 FT OF S 208 FT OF SE SE AS IN DOC 203542 SECTION 32, TOWNSHIP 46, RANGE 25  Minnesota Statutes, chapter 282 only allows for the private sale of tax-forfeited land through special legislation. The Land Commissioner has determined that the county's land management interests would best be served if the land was returned to private ownership. The parcel of tax forfeited land involved in the sale has been classified as non-conservation. This parcel forfeited between 2016 and 2023 and the county is required to make a good faith effort to sell it. Purchase price will be the estimated market value of the parcel.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Pass a motion for the Land Commissioner to seek special legislation to allow for the private sale of parcel 09-0-054803 to Stephanie Werner.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Glen  
46-36

322

09-0-054803

09-0-054902

32114

12

DEER ST

Haimo  
45-25

5

21-0-007500



# Board of County Commissioners Agenda Request

**7A**  
Agenda Item #

**Requested Meeting Date:** October 22, 2024

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

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



# Board of County Commissioners Agenda Request

## 7B

Agenda Item #

**Requested Meeting Date:** October 22, 2024

**Title of Item:** Administrator Updates

<input checked="checked" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="checked" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b> Administrator Updates.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Discussion only.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="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>		



## Aitkin County Board of Commissioners Committee Reports Forms



Committee	Freq	Scheduled	Representative
<b>Association of MN Counties (AMC)</b>			
Environment & Natural Resources Policy			Sample
General Government			Leiviska
Health & Human Services			HHS Director
Indian Affairs Task Force			Commissioner Laurie Westerlund
Public Safety Committee			Commissioner Laurie Westerlund
Transportation Policy			Kearney
Age-Friendly Changemakers			Kearney
Aitkin Airport Commission	Monthly	1st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	Wedel and Sample
Aitkin County CARE Board	Monthly	3rd Thursday	Westerlund
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	Kearney, ALT. Leiviska
ATV Committee	Monthly		Leiviska 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	Sample 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	As needed		Wedel and Kearney
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and Kearney
Historical Society (Liaison)	Monthly	4th Wednesday	Leiviska
Joint Powers Natural Resource Board	Odd Months	4th Monday	Sample and Land Commissioner
Lakes and Pines	Monthly	3rd Monday	Leiviska Alt. Kearney
Law Library	Quarterly	Set by Judge	Leiviska Alt. Kearney
MCIT			Westerlund, Seibert
McGregor Airport Commission	Monthly	Last Wednesday	Sample
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 (ECB)	5-6x yr	4th Thursday	Leiviska (Sheriff Guida Alt.)
Northeast Waste Advisory Council	Quarterly	2nd Monday	Sample, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1st Thursday	Westerlund Alt. Kearney
Ordinance	As needed		Leiviska and Sample
Personnel/Insurance	As needed	2nd Tuesday	Leiviska and Wedel
Planning Commission	Monthly	3rd Monday	Kearney Alt. Westerlund
Rum 1W1P Policy Committee	Monthly	Unknown	Westerlund, Alt. Leiviska
Snake River 1W1P Policy			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