



ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

What: Aitkin County Board Agenda

When: November 12, 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: 2558 725 1952

Meeting Password: 7282

9:00 a.m.

1) J. Mark Wedel, County Board Chair

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

9:00 a.m.

D) Citizens Public Comment- Comments from visitors must be informational and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-7276 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 times will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.

- | | |
|--|---|
| <ul style="list-style-type: none">A) Correspondence File-
October 22, 2024 - November 11, 2024B) Approve County Board Minutes-
October 22, 2024C) Approve Electronic Funds Transfers
EFT Report thru 11.04.24D) Approve Manual Warrants/Voids/Corrections-
Manual Warrants 10.17.24E) Approve-
Affidavits for Duplicate of Lost WarrantF) Adopt Resolution-
Application to Make Retail Sales of Tobacco Products - Big Dave's AutoG) Approve-
Fire Protection contract with Ball Bluff TownshipH) Approve Auditor Vouchers-
School Advances 10.23.24I) Adopt Resolution-
LG220 Application for Exempt Permit - Up North Riders ATV ClubJ) Approve-
2025 Newspaper Bid SpecificationsK) Approve-
Reaffirm Annual Code of EthicsL) Approve-
January 1, 2025 Non-union Wage AdjustmentM) Approve County Board Minutes-
Committee of the Whole 10.24.24 | <ul style="list-style-type: none">N) Approve Manual Warrants/Voids/Corrections-
ELAN 10.10.24O) Approve Commissioner's Vouchers
Commissioner Warrants 10.25.24P) Approve Auditor Vouchers-
2nd Period Property tax overpayments 10.28.24Q) Approve Manual Warrants/Voids/Corrections-
Special Fuel License R&BR) Approve Manual Warrants/Voids/Corrections-
Manual Warrants 10.30.24S) Approve Manual Warrants/Voids/Corrections-
MN CARE Tax HHST) Adopt Resolution-
Award Contract 20251U) Adopt Resolution-
Award Contract 20252V) Adopt Resolution-
LG220 Application for Exempt Gambling - Ducks Unlimited Aitkin AreaW) Approve Commissioner's Vouchers
Commissioner Warrants 11.08.24X) Adopt Resolution-
Jennifer Erickson repurchase tax-forfeited property |
|--|---|

9:05 a.m.

- 3) Andrew Carlstrom – Environmental Services Director
A) Second Reading - Aitkin County Cannabis Ordinance
B) Adopt Resolution - Aitkin County Cannabis Ordinance

9:20 a.m.

- 4) Mark Jeffers – Economic Development Coordinator
A) Approve Agreement - Minnesota Housing Finance Agency

9:25 a.m.

- 5) Jim Bright – Facilities Coordinator
A) Approve Snow Plow Bid
B) Approve 3 Year Contract with Stevo's

9:35 a.m.

- 6) Jessica Seibert – County Administrator
A) Approve Out-of-State Travel
B) Administrator Updates

9:45 a.m.

- 7) Board of Commissioners
A) Commissioner Committee Reports

9:55 a.m.

- 8) Bobbie Danielson – Human Resources Director
A) Market Adjustment due to Promotion, Attorney's Office
B) Closed Session for Attorney-Client Privilege Minn. Stat. 13D.05, Subd. 3(b)

ADJOURN



2B

AITKIN COUNTY BOARD OF COMMISSIONERS

October 22, 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	Absent
Travis Leiviska	District #3	Present
Bret Sample	District #4	Present
Michael Kearney	District #5	Present
Jessica Seibert	County Administrator	Present
April Kellerman	Administrative Assistant	Present

1.B PLEDGE OF ALLEGIANCE

1.C APPROVAL OF AGENDA

Motion to: Approve the agenda, as amended.

RESULT: APPROVED (4 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Travis Leiviska
 Adding item 7C

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

1.E Citizens Public Comment - None

2 CONSENT AGENDA

Motion to: Approve the Consent Agenda.

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

A) Correspondence File-

October 8, 2024 - October 21, 2024

B) Approve County Board Minutes-

October 8, 2024

C) Approve Electronic Funds Transfers

Total \$1,466,809.13

D) Approve Auditor Vouchers-

Auditor Warrants 10.04.24

General	\$9,837.35	R&B	\$48,252.16			Total	\$58,089.51
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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

General	\$155.56	R&B	\$1,146.74	Trust	\$59.17	LLCC	\$148.76
Parks	\$524.68					Total	\$2,034.91

H) Approve Commissioner's Vouchers

Commissioner Warrants 10.11.24

General	\$153,433.58	Reserves	\$40,501.00	R&B	\$24,030.46	Unorgan.	\$9,202.69
HHS	\$99,622.06	State	\$7,027.50	Trust	\$3,811.80	Forest	\$33,977.98
Taxes	\$1,927.80	LLCC	\$18,031.60	Parks	\$19,717.07	COVID	\$125,182.35
						Total	\$536,465.89

I) Approve Manual Warrants/Voids/Corrections-

ELAN 09.26.24

HHS	\$603.20	General	\$4,706.98	Forest	\$87.04	LLCC	\$707.43
						Total	\$6,104.65

J) Adopt Resolution-

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

K) Approve Auditor Vouchers-

R&B Contracts 10.11.24

R&B	\$207,080.77					Total	\$207,080.77
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L) Adopt Resolution-

Bridge Priority

M) Approve-

Affidavit for Duplicate of Lost Warrant

N) Adopt Resolution-

LG214 Premises Permit - The Palisade Super Sledgers

Regular Agenda

3A Andrew Carlstrom – Environmental Services Director

Informational Only

1st Reading - Cannabis Ordinance

RESULT: INFORMATIONAL ONLY**MOVER:****SECONDER:**

3B Andrew Carlstrom – Environmental Services Director

Public Hearing - Aitkin County Cannabis Ordinance at 10:15 a.m.

PUBLIC HEARING:**Open:** 10:18 a.m.**Public Comment:** None**Closed:** 10:18 a.m.

4A Kathleen Ryan – Chief Financial Officer

Motion to:

Adopt Resolution - 2025 TZD Safe Roads Grant

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

5A Mark Jeffers – Economic Development Coordinator

Motion to:

Adopt Resolution - DEED Childcare Economic Development Grant Submission

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

6A Dennis Thompson – Land Commissioner

Motion to:

Approve Private Sale of Tax Forfeited Land to Matt Huseby

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

6B Dennis Thompson – Land Commissioner

Motion to:

Approve Private Sale of Tax Forfeited Land to Stephanie Werner

RESULT: APPROVED (4 TO 0)

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Travis Leiviska

7A Jessica Seibert – County Administrator

Informational Only

3rd Quarter Budget Review

RESULT: INFORMATIONAL ONLY

MOVER:

SECONDER:

7B Jessica Seibert – County Administrator

Informational Only

Administrator Updates

Elected Finance Chair by CRPD, Met w/Jill and Marne re: new AMC grant work, AMC District 1 meeting, FEMA call w/Historical Preservation Staff re: Industrial Bldg., Ordinance Committee meeting, MACA Regional call, Strategic Planning Focus Group meeting, CRPD, ACAT, Searle sentencing

7C Jessica Seibert – County Administrator

Motion to:

Approve Scheduling COW Meeting

RESULT: APPROVED (4 TO 0)

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Michael Kearney

November 21, 2024 from 1:00-3:00PM in the Government Center Training Room

8A Board of Commissioners

Informational Only

Commissioner Committee Reports

Arrowhead Economic Opportunity Agency, Arrowhead Regional Development Commission, Mississippi Headwaters, Lakes and Pines, Tri-County Community Health Services, Ordinance Committee, East Central Regional Library Board, H&HS Advisory, City of Aitkin Economic Development, AMC District 1 meeting, Towards Zero Deaths, Aitkin County Sobriety Court, Aitkin Airport

Motion to Adjourn

Motion made at 11:15 a.m.

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Travis Leiviska

Next Regular Board Meeting: Tuesday, November 12, 2024

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

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2C

Agenda Item #

Requested Meeting Date: 11/12/2024

Title of Item: EFT Report

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: EFT Report thru11/4/2024		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

ELECTRONIC FUNDS TRANSFER**Thru November 4, 2024 Board Meeting November 12, 2024**

Abstract Number	Date	Amount	Reason
22152	10/17/24	\$75,208.26	Manual Abstract
22153	10/18/24	\$719,863.61	Payroll Abstract
22154	10/18/24	\$5,902.45	Auditor Abstract
22155	10/22/24	\$13,281.88	Commissioner Abstract
22156	10/23/24	\$1,847,104.71	Auditor Abstract
22158	10/25/24	\$71,969.55	Commissioner Abstract
22159	10/25/24	\$2,583.95	Auditor Abstract
22160	10/24/24	\$6,823.46	Manual Abstract
22163	10/18/24	\$25.00	Manual Abstract
22164	10/30/24	\$866,011.31	Manual Abstract
22165	10/28/24	\$110.19	Manual Abstract
22166	11/1/2024	\$493,217.91	Auditor Abstract
22167	11/1/2024	\$908,336.40	Payroll Abstract
22168	11/1/2024	\$6,287.55	Auditor Abstract

\$0

Voids/No ACH

22157

22161

22162

\$5,016,726.23

S:Board Report:2024 EFT Board Report Thru Date

10/17/24

9:23AM

Aitkin County



2D

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 1

Print List in Order By:

1	1 - Fund (Page Break by Fund)
	2 - Department (Totals by Dept)
	3 - Vendor Number
	4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List:

D	D - Detailed Audit List
S	S - Condensed Audit List

Save Report Options?: N

KMR1

10/17/24

9:23AM

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

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	
	780	Bremer Bank					
9	01-040-000-0000-5081		0.02	MTG REG	SEPT 2024	Mortgage Registry-3%	N
10	01-042-000-0000-5079		0.06	DEED TAX	SEPT 2024	3% State Deed Tax	N
	780	Bremer Bank	0.08	2 Transactions			
	8410	Bremer Bank					
1	01-044-904-0000-6360		22.03	MED FSA CLAIMS 2024	09/29/2024	Flex Plan Withdrawals	N
11	01-044-904-0000-6360		1.27	MED FSA CLAIMS 2024	10/06/2024	Flex Plan Withdrawals	N
12	01-044-904-0000-6360		15.69	MED FSA CLAIMS 2024	10/08/2024	Flex Plan Withdrawals	N
13	01-044-904-0000-6360		4.36	MED FSA CLAIMS 2024	10/09/2024	Flex Plan Withdrawals	N
14	01-044-904-0000-6360		25.00	MED FSA CLAIMS 2024	10/11/2024	Flex Plan Withdrawals	N
15	01-044-904-0000-6360		22.79	MED FSA CLAIMS 2024	10/13/2024	Flex Plan Withdrawals	N
16	01-044-904-0000-6360		1,033.36	DEP CARE FSA CLAIMS 2024	10/15/2024	Flex Plan Withdrawals	N
19	01-044-904-0000-6360		13.99	MED FSA CLAIMS 2024	10/16/2024	Flex Plan Withdrawals	N
	8410	Bremer Bank	1,138.49	8 Transactions			
1 Fund Total:			1,138.57	General Fund	2 Vendors	10 Transactions	

KMR1
10/17/24 9:23AM
9 State

Aitkin County



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>	
	780	Bremer Bank					
8	09-000-000-0000-2025		43,854.33	DEED TAX	SEPT 2024	State's Share Of Deed Tax (97%)	N
7	09-000-000-0000-2026		27,338.17	MTG REG	SEPT 2024	State Share Of Mortgage Registry (97%)	N
	780	Bremer Bank	71,192.50	2 Transactions			
9 Fund Total:			71,192.50	State	1 Vendors	2 Transactions	

KMR1

10/17/24

9:23AM

13 Taxes & Penalties

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>
	8410 Bremer Bank					
17	13-943-000-0000-2001		1,611.00	REV PMT-UNABLE TO LOC	2158-2159	Cur - Property Taxes N
18	13-943-000-0000-2001		935.00	REV PMT - UNABLE TO LOC P2	2160-2161	Cur - Property Taxes N
	8410 Bremer Bank		2,546.00	2 Transactions		
13 Fund Total:			2,546.00	Taxes & Penalties	1 Vendors	2 Transactions

KMR1

10/17/24

9:23AM

19 Long Lake Conservation Cen

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 5

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>	
	8410 Bremer Bank						
3	19-522-000-0000-6267		27.79	TOTAL SERVICE CHARGES	4612012117886	Credit Card Fees	N
4	19-522-000-0000-6267		63.40	TOTAL FEES	4612012117886	Credit Card Fees	N
	8410 Bremer Bank		91.19	2 Transactions			
19 Fund Total:			91.19	Long Lake Conservation Center	1 Vendors	2 Transactions	

KMR1
10/17/24 9:23AM
21 Parks

Aitkin County



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

Page 6

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>
	8410 Bremer Bank					
2	21-520-000-0000-5510		150.00	CAMP REFUND - NICHOLSON	A - 8001	Co. Parks Campground Fees N
6	21-520-000-0000-5510		40.00	CAMP REFUND GRUHLKE	B - 7742	Co. Parks Campground Fees N
5	21-520-000-0000-5510		50.00	CAMP REFUND GRUHLKE	B - 7743	Co. Parks Campground Fees N
	8410 Bremer Bank		240.00	3 Transactions		
21 Fund Total:			240.00	Parks	1 Vendors	3 Transactions
Final Total:			75,208.26	6 Vendors	19 Transactions	

Aitkin County



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

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,138.57	General Fund
9	71,192.50	State
13	2,546.00	Taxes & Penalties
19	91.19	Long Lake Conservation Center
21	240.00	Parks
All Funds	75,208.26	Total

Approved by,

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



Board of County Commissioners Agenda Request

2E

Agenda Item #

Requested Meeting Date: November 12, 2024

Title of Item: Approve Affidavits for Duplicate of Lost Warrants

- ☐ REGULAR AGENDA
☒ CONSENT AGENDA
☐ INFORMATION ONLY

Action Requested:

- ☒ Approve/Deny Motion
☐ Adopt Resolution (attach draft)

- ☐ Direction Requested
☐ Discussion Item
☐ Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by:

Nikki Knutson

Department:

Human Resources, Payroll

Presenter (Name and Title):

N/A

Estimated Time Needed:

N/A

Summary of Issue:

Approve Affidavit for Duplicate of Lost Municipal Order or Warrant:
Layton Carlson , Warrant number 18870 dated March 22, 2024 in the amount of \$32.73.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve Affidavit for Duplicate of Lost Municipal Order or Warrant:
Layton Carlson , Warrant number 18870 dated March 22, 2024 in the amount of \$32.73.

Financial Impact:

Is there a cost associated with this request?

☐ Yes

☒ No

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)
) ss. Layton L Carlson
)

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

dated the 22nd day of March, 2024, numbered 18870,

issued by Aitkin County to Layton L Carlson

in the sum of \$ 32.73 has been Lost in the manner
("Lost" or "Destroyed")

following, to wit:

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

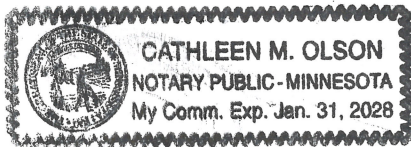
X Layton L Carlson

Subscribed and sworn to before me this 17th day of October, 2024

Cathleen M. Olson

Notary Public Aitkin County, Minnesota

My Commission Expires January 31, 2028



STATE OF MINNESOTA,

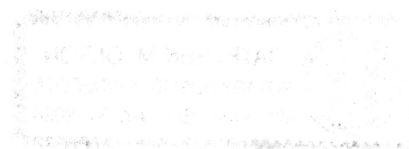
County of Aitkin

_____ of _____

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

Made and filed by _____

this _____ day of _____ 2024





Board of County Commissioners Agenda Request

2F

Agenda Item #

Requested Meeting Date: November 12, 2024

Title of Item: Application to Make Retail Sales of Tobacco Products - Big Dave's Auto

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Christy M. Bishop		Department: Auditor
Presenter (Name and Title): n/a		Estimated Time Needed: n/a
Summary of Issue: A new application for license to sell tobacco products for the period of November 12, 2024 through March 31, 2025 for David N. Kearney dba Big Dave's Auto - 212 Main St Palisade, MN 56469 - City of Palisade		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please Explain:		

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

ADOPTED November 12, 2024

By Commissioner: xxx

20241112-xxx

Approve New License to Sell Tobacco Products

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

WHEREAS, license is valid effective November 12, 2024 through the period ending March 31, 2025.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following application for license to sell tobacco products effective November 12, 2024 through the period ending March 31, 2025 to:

Big Dave's Auto – located at 212 Main St Palisade, MN 56469 – City of Palisade

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

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 12th day of November 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of November, 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2G

Agenda Item #

Requested Meeting Date: November 12, 2024

Title of Item: Fire Protection contract with Ball Bluff Township

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: Kirk Peysar		Department: Auditor
Presenter (Name and Title): Kirk Peysar, County Auditor		Estimated Time Needed: n/a
Summary of Issue: Approve and authorize signatures to the 2025 Fire Protection Contract for the Unorganized Towns of: 51-22 \$11,646.50; 52-22 \$3,523.40; 52-24 \$575.53		
Alternatives, Options, Effects on Others/Comments: <div></div>		
Recommended Action/Motion: Approve agreement with Ball Bluff Township for 2025 fire protection for Unorganized Townships.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

**Jacobson Volunteer Fire Department
Fiduciary Agent: Ball Bluff Township
Fire Protection Agreement
with Aitkin County Fiduciary Agent for:
Unorg. Townships: 51-22, 52-22, 52-24
Effective January 1, 2025**

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

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

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

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

1. The Jacobson Volunteer Fire Department shall provide fire protection and emergency medical response services to those properties in 51-22, 52-22, 52-24 Township lying within the areas outlined in red on the attached map. Such fire protection and emergency medical response services shall be provided from **January 1, 2025 through December 31, 2025** with the existing and any newly-obtained fire, medical equipment, apparatus and with members of the Jacobson Volunteer Fire Department.
2. Jacobson Volunteer Fire Department agrees to provide fire protection and emergency medical response services as described above to 51-22, 52-22, 52-24 Township in exchange for payment of the portion of the budget that would be equal to the portion of 51-22, 52-22, 52-24's tax capacity in relation to the tax capacity of the fire departments total coverage area. **The portions are as follows 51-22 \$11,646.50, 52-22 \$3,523.40, 52-24 \$575.53, which will provide coverage from January 1, 2025 to December 31, 2025.** Payment arrangements should be made with the clerk of Ball Bluff Township (fiduciary agent of the Jacobson Volunteer Fire Department), 68368 198th Ave, Box B, Jacobson, MN 55752.
3. The Jacobson Volunteer Fire Department's obligation to provide fire protection service and emergency medical response shall be subject to the following:
 - a. If road and weather conditions at the time of the call are such that the fire/medical run cannot be made with reasonable safety to men and equipment, and the decision of the Fire Chief or his Assistant or Captains in charge shall be final in such matter, no obligation arises under this agreement on the part of the Jacobson Volunteer Fire Department to answer such call.
 - b. In the event that a sufficient amount of the fire fighting/medical equipment and number of volunteer firemen, or both, are committed at the time of which another fire call comes in from the dispatcher of Aitkin County, in the sole judgment of the Fire Chief, his Assistant or Captains, to fighting pre-existing fires or attending pre-existing medical emergencies, so as to render the available equipment and manpower inadequate to answer a fire or medical call from the dispatcher of Aitkin County, no obligation shall arise under this agreement to answer such call. A pre-existing fire/medical emergency for the purposes of this agreement shall be a fire/medical emergency to which the Jacobson Volunteer Fire Department is called previous to receiving the call from the dispatcher of Aitkin County and which fire is still being fought or medical emergency is still being attended to by the Jacobson Volunteer Fire Department at the time the call from the dispatcher of Aitkin County is received.

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

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this 10th day of October, 2024.

Township of **Ball Bluff Township**

by Steven J. Saari
Chairman

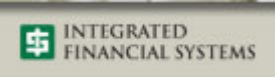
Attest: Samra Dwyer
Township Clerk

by [Signature]
Fire Chief

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

by _____
Chairman

Attest: _____
Township Clerk



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

10/22/24

1:19PM

12 Townships/Cities/ARDC/Amt

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	
932	DEPT			Schools			
393	ISD 1 Aitkin-Treasurer						
	12-932-000-0000-2045		8,404.67	2024 ADVANCE PAYMENT	OCT 2024 ADV	In Lieu-Payable to Schools	N
	12-932-000-0000-6801		1,009,947.56	2024 ADVANCE PAYMENT	OCT 2024 ADV	Appropriations	N
393	ISD 1 Aitkin-Treasurer		1,018,352.23	2 Transactions			
1985	ISD 182 Crosby-Treasurer						
	12-932-000-0000-6801		5.94	2024 ADVANCE PAYMENT	OCT 2024 ADV	Appropriations	N
1985	ISD 182 Crosby-Treasurer		5.94	1 Transactions			
392	ISD 2 Hill City-Treasurer						
	12-932-000-0000-2045		1,470.08	2024 ADVANCE PAYMENT	OCT 2024 ADV	In Lieu-Payable to Schools	N
	12-932-000-0000-6801		147,952.20	2024 ADVANCE PAYMENT	OCT 2024 ADV	Appropriations	N
392	ISD 2 Hill City-Treasurer		149,422.28	2 Transactions			
1983	ISD 2165 Hinckley Finlayson-Treasurer						
	12-932-000-0000-6801		70,405.34	2024 ADVANCE PAYMENT	OCT 2024 ADV	Appropriations	N
1983	ISD 2165 Hinckley Finlayson-Treasurer		70,405.34	1 Transactions			
1979	ISD 2580 East Central-Treasurer						
	12-932-000-0000-6801		12,825.34	2024 ADVANCE PAYMENT	OCT 2024 ADV	Appropriations	N
1979	ISD 2580 East Central-Treasurer		12,825.34	1 Transactions			
395	ISD 4 McGregor-Treasurer						
	12-932-000-0000-2045		144,327.93	2024 ADVANCE PAYMENT	OCT 2024 ADV	In Lieu-Payable to Schools	N
	12-932-000-0000-6801		317,930.65	2024 ADVANCE PAYMENT	OCT 2024 ADV	Appropriations	N
395	ISD 4 McGregor-Treasurer		462,258.58	2 Transactions			
1982	ISD 473 Isle-Treasurer						
	12-932-000-0000-6801		128,816.22	2024 ADVANCE PAYMENT	OCT 2024 ADV	Appropriations	N
1982	ISD 473 Isle-Treasurer		128,816.22	1 Transactions			
1981	ISD 577 Willow River-Treasurer						
	12-932-000-0000-6801		2,811.35	2024 ADVANCE PAYMENT	OCT 2024 ADV	Appropriations	N
1981	ISD 577 Willow River-Treasurer		2,811.35	1 Transactions			
394	ISD 698 Floodwood-Treasurer						
	12-932-000-0000-6801		1,785.76	2024 ADVANCE PAYMENT	OCT 2024 ADV	Appropriations	N

WLB1

10/22/24

1:19PM

12 Townships/Cities/ARDC/Amt

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Page 3

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
394	ISD 698 Floodwood-Treasurer		1,785.76	1 Transactions			
1984	ISD 95 Cromwell-Wright-Treasurer						
	12-932-000-0000-6801		421.67	2024 ADVANCE PAYMENT	OCT 2024 ADV	Appropriations	N
1984	ISD 95 Cromwell-Wright-Treasurer		421.67	1 Transactions			
932	DEPT Total:		1,847,104.71	Schools	10 Vendors	13 Transactions	
12	Fund Total:		1,847,104.71	Townships/Cities/ARDC/Ambulan		13 Transactions	
	Final Total:		1,847,104.71	10 Vendors	13 Transactions		

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
12	1,847,104.71	Townships/Cities/ARDC/Ambulan	
All Funds	1,847,104.71	Total	Approved by,
		
		

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

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

ADOPTED November 12, 2024

By Commissioner: xxx

20241112-xxx

LG220 Permit – Up North Riders ATV Club

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Up North Riders ATV Club, at the following location – Fisherman's Bay, which has an address of 50933 State HWY 65 - McGregor, MN 55760 – Workman Township. (Note: Date of Raffle – October 11, 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 12th day of November 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of November 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2J
Agenda Item #

Requested Meeting Date: November 12, 2024

Title of Item: 2025 Newspaper Bid Specifications

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): n/a		Estimated Time Needed: n/a
Summary of Issue: Attached is a draft of the 2025 Newspaper Bid Specifications. Upon approval, this will be mailed out to Aitkin Independent Age, Voyageur Press, and News Hopper. The Auditor's Office has reviewed the specifications.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve 2025 Newspaper Bid Specifications.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

CALENDAR YEAR 2025 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

Aitkin County is requesting bids for newspaper publication of the following County legal notices for 2025:

1. Official Proceedings (in Summary form)
2. Legal Notices
3. Delinquent Real Estate Notice and List
4. First Publication of the Financial Statement
5. Second Publication of the Financial Statement

This bid package contains the following:

- I. General Information for Bidders (page 2)
- II. Specific Requirements for Bidders (pages 2-3)
- III. Bid Award Criteria (page 3)
- IV. Bid Form (page 4)

County Contact Person: Jessica Seibert, Aitkin County Administrator
(218) 927-7276 option 8

CALENDAR YEAR 2025 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

I. GENERAL INFORMATION FOR BIDDERS

- A. Sealed bids for newspaper publication of Aitkin County legal notices for 2025 will be received in the **Aitkin County Administrator's Office**, 307 2nd Street NW - Room 310, Aitkin, MN 56431, until **Noon on Thursday, December 12, 2024** at which time they will be opened, read and tabulated.
- B. All bids must be typewritten or written legibly in ink, sealed in an envelope, and bear the inscription "2025 NEWSPAPER PUBLISHING BID" together with the name and address of the publisher.
- C. Bidders must use the attached form when submitting a bid.
- D. Bids received after the time set for bid opening will be returned to the bidder unopened.
- E. Bids will be considered at the Aitkin County Board of Commissioners meeting on **January 7, 2025**.
- F. Copies of all bids received will be available for inspection in the Aitkin County Administrator's Office at Noon on Thursday, December 12, 2024.
- G. Aitkin County will send written notice of bid awards to the successful publishers.
- H. Aitkin County reserves the right to waive any irregularities in the bids, to reject any or all bids and to make any award which it considers to be in the best interest of the County.
- I. Aitkin County does not discriminate on the basis of disability, race, color, national origin, sex, religion, age or handicapped status in employment or the provision of services. If you need assistance due to disability or language barrier please call (218) 927-7276 option 8.

II. SPECIFIC REQUIREMENTS FOR BIDDERS

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

CALENDAR YEAR 2025 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

(3) **PUBLICATION OF DELINQUENT REAL ESTATE NOTICE AND LIST:** Minnesota Statute 279.08 refers.) The list of real estate taxes remaining delinquent on the first Monday of January 2025 shall be published once in each of two non-consecutive weeks. The county will provide the Real Estate List in digital format and may specify font, point size and leading.

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

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

III. BID AWARD CRITERIA

- A. A successful bidder will be designated by the County Board as the "Official County Newspaper" for calendar year 2025 and will be required to publish all legal notices and advertisements as required by law to be published in the official newspaper.
- B. A successful bidder will be designated by the County Board for publication of the "Second Publication of the County Financial Statement." That bidder must be other than the bidder designated as the official county newspaper and located in a municipality other than the official newspaper per MN Statute 375.17 subd. 3.
- C. Bidder must certify by signature they meet the requirements of a qualified newspaper pursuant to MN Statute Chapter 331A.
- D. In determining the lowest bidder, the cost per media impression provided to the public within the boundaries of Aitkin County will be considered.
- E. The board may reject any offer if, in its judgment, the public interests require, and may then designate a newspaper without regard to any rejected offer.
- F. Bidder's adherence to all bid submission instructions and requirements. Failure to properly fill out the bid form may result in that bid being disqualified. Failure to enter a bid amount for each of item designated as "Official Newspaper" (Items 1-4) on the bid form may result in rejection of the entire bid with respect to designation the official newspaper.

AITKIN COUNTY - BID FORM

PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2025

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

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

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

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

Newspaper circulation within the boundaries of Aitkin County = _____

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

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

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

(Please Print Clearly)

Name of Bidding Newspaper: _____

Official Address: _____

Printed Name of Submitter _____ Title _____

Phone: _____

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

Signature in Ink of Submitter

Date



Board of County Commissioners Agenda Request

2K
Agenda Item #

Requested Meeting Date: November 12, 2024

Title of Item: Reaffirm Annual Code of Ethics

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: HR
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: This policy is reaffirmed annually.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to reaffirm the policy attached and to authorize the Commissioners to sign the Code of Ethics annual confirmation. (Signature page with April Kellerman)		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ARTICLE VIII ORGANIZATIONAL STANDARDS AND RULES

Section A. Code Of Ethics

Purpose: To define conflict of interest to Aitkin County employees.

CODE OF ETHICS FOR AITKIN COUNTY EMPLOYEES

(Conflict of Interest)

Definitions

For the purpose of this policy the following definitions shall apply:

- (a) Business means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity that engages either in nonprofit or profit making activities.
- (b) Confidential information means any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (c) Private interest means any interest, including but not limited to a financial interest, which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (d) Immediate family means spouse, child, parent, grandparent and spouse of such persons.
- (e) Employee shall include elected officials and all County employees, including department heads.

Acceptance of Gifts Or Favors

Employees of the County of Aitkin in the course of or in relation to their official duties, shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the County, for any activity related to the duties of the employee unless otherwise provided by law. The provisions of Minn.Stat. ~~§471.87~~ and the exceptions set forth in Minn. Stat. . ~~§471.88~~ shall apply. The acceptance of any of the following shall not be in violation of this Section:

- (a) Plaques or similar mementos recognizing individual services in a field of specialty or to a charitable cause;
- (b) Honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time for which they are not compensated by the County of Aitkin.

Use of Confidential Information

An employee of the County of Aitkin shall not use confidential information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

Use of Property

An employee shall not use or allow the use of County time, supplies, or County owned or leased property and equipment for the employee's private interest or any other use not in the interest of the County, except as provided by law and/or the County's Information Systems' Policy.

Conflicts of Interest

The following actions by an employee of the County of Aitkin shall be deemed a conflict of interest and subject to disciplinary action as appropriate:

- (a) Use or attempted use of the employee's official position to secure benefits, privileges, exceptions or advantages for the employee or the employee's immediate family or an organization with which the employee is associated, which are different from those available to the public; or
- (b) Acceptance of other employment, engagement in private business or in the conduct of a profession during the hours for which the employee is employed to work for the County, or outside such hours in a manner, that would affect the employee's usefulness as an employee of the County or affect the employee's independent judgment in exercise of the employee's official duties; or
- (c) Actions as an agent or attorney in any action or matter pending before the County of Aitkin, except in the proper discharge of official duties or on the employee's behalf, or as a member of a local labor bargaining unit.

Determination of Conflict of Interest

When an employee believes that the potential for a conflict of interest exists, it is the employee's duty to report the matter to his/her supervisor, or if there is not a supervisor, to the County Board. Such report shall be made within 7 days after the potential for a conflict becomes known. A conflict of interest shall be deemed to exist when a review of the occurrence by the employee or the

employee's supervisor (or the County Board if there is no supervisor) determines that this code of ethics has not been complied with.

Resolution of Conflict of Interest

If either the employee or the employee's supervisor determines that a conflict of interest exists, the County Board shall handle resolution of the conflict. NOTE: In the case of conflict of interest involving a County Commissioner, the County Attorney shall handle the resolution.

Acceptance of Advantage By County Employee

- (a) No employee of the County in direct contact with suppliers or potential suppliers of the County, or who may directly or indirectly influence a purchased product or products, evaluation contracted services, or otherwise has official involvement in the purchasing or contracting process shall:
 - (i) Have any financial interest or have any personal beneficial interest directly or indirectly on contracts or purchase orders for goods or services used by, or purchased for resale or furnished to the county; or
- (b) Accept directly from a person, firm or corporation to which a contract or purchase order has been or may be awarded, a rebate gift, money, or anything of value other than as defined in Section B. No such employee may further accept any promise, obligation or contract for future reward.

Complaints

If a fellow employee or a non-employee makes a complaint about an employee's compliance with this Policy, the complaint should be initially brought to the attention of his/her department head in private. The department head will notify the subject of the complaint regarding the complaint within 7 days and before addressing the complaint at a public meeting as allowed by law.

Violations

Violation of the provisions of this policy shall be grounds for disciplinary action against an employee, up to and including termination of employment.

Annual Confirmation

Department Heads will sign an annual confirmation that they have received, read and understood the Aitkin County Code of Ethics Policy and that they are not aware of any violations of such policy. Such confirmation will be filed with the Human Resources Director.

DATE:

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

NAME

DEPARTMENT/TITLE

Board of Commissioners/District 1

Board of Commissioners/District 2

Board of Commissioners/District 3

Board of Commissioners/District 4

Board of Commissioners/District 5

County Administrator

County Assessor

County Attorney

County Auditor

County Engineer

County Recorder

County Sheriff

County Treasurer

DATE:

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

NAME

DEPARTMENT/TITLE

Community Corrections Director

Environmental Services Director

Health & Human Services Director

Human Resources Director

IT Director

Land Commissioner

Veterans Service Officer

Economic Development Coordinator

Facilities Coordinator



Board of County Commissioners Agenda Request

2L
Agenda Item #

Requested Meeting Date: November 12, 2024

Title of Item: January 1, 2025 Non-union Wage Adjustment

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: Bobbie Danielson		Department: Human Resources
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Please find a copy of the 2025 wage scale attached. Seeking Board approval to grant 5% within range movement, not to exceed the MAX on 1/1/2025 for non-union employees. This is our pattern settlement, consistent with other 1/1/2025 negotiated increases.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to authorize 5% within range movement, not to exceed the MAX on 1/1/2025 for non-union employees.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ Varies by department. Outlined in 2025 budget. <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> This is a budgeted expense.		

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

OPEN RANGE SCALE FOR JANUARY 1, 2025

Grade	MIN		MAX		MIN		MAX	
	FLSA Non-Exempt				FLSA Exempt			
21	\$	57.09	\$	78.90	\$	118,751.41	\$	164,115.46
20	\$	55.06	\$	76.08	\$	114,521.92	\$	158,243.67
19	\$	53.02	\$	73.26	\$	110,288.47	\$	152,373.13
18	\$	50.99	\$	70.43	\$	106,055.02	\$	146,502.59
17	\$	48.95	\$	67.61	\$	101,821.57	\$	140,632.05
16	\$	46.92	\$	64.79	\$	97,588.12	\$	134,761.51
15	\$	44.88	\$	61.97	\$	93,354.67	\$	128,890.97
14	\$	42.85	\$	59.14	\$	89,121.22	\$	123,020.43
13	\$	40.81	\$	56.32	\$	84,887.77	\$	117,149.89
12	\$	38.78	\$	53.50	\$	80,654.32	\$	111,279.35
11	\$	36.74	\$	50.68	\$	76,420.87	\$	105,408.81
10	\$	34.71	\$	47.85	\$	72,187.42	\$	99,538.27
9	\$	32.67	\$	45.03	\$	67,945.39	\$	93,667.73
8	\$	30.63	\$	42.21	\$	63,710.50	\$	87,797.19
7	\$	28.59	\$	39.39	\$	59,475.61	\$	81,926.65
6	\$	26.57	\$	36.57	\$	55,264.12	\$	76,056.11
5	\$	24.53	\$	33.74	\$	51,029.23	\$	70,185.57
4	\$	22.50	\$	30.92	\$	46,794.34	\$	64,315.03
3	\$	20.46	\$	28.10	\$	42,559.45	\$	58,444.49
2	\$	18.43	\$	25.28	\$	38,324.57	\$	52,573.95
1	\$	16.39	\$	22.45	\$	34,089.68	\$	46,703.41

Min/Max post adjusted 4% 1/1/2025



2M

AITKIN COUNTY BOARD OF COMMISSIONERS

October 24, 2024

2:00 p.m.

Government Center Training Room

Committee of the Whole Session Minutes

1.A CALL TO ORDER

Chair Wedel called the meeting to order at 2:00 p.m.

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

1.B PLEDGE OF ALLEGIANCE

1.C APPROVAL OF AGENDA

Motion to: Approve the agenda.

RESULT:

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Travis Leiviska

2 Strategic Planning

Commissioner Leiviska left at 3:00pm

Motion to Adjourn

Motion made at 3:58 p.m.

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Michael Kearney

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

Jessica Seibert
County Administrator

WLB1

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1:54PM

3 Road & Bridge

Aitkin County



2N

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

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>	
	5462 Bremer Bank (Elan ACH)						
3	03-303-000-0000-6417		137.78	AITKIN SHOP SUPPLIES	ELAN STMT 10-4-24	Shop/Building Maintenance	N
4	03-303-000-0000-6521		138.93	GRASS SEED/TURF EST.	ELAN STMT 10-4-24	Maintenance Supplies	N
1	03-303-000-0000-6590		510.04	RENTAL SCREEN REP PARTS	ELAN STMT 10-4-24	Repair & Maintenance Supplies	N
2	03-303-000-0000-6590		60.16	RENTAL SCREEN REP PARTS	ELAN STMT 10-4-24	Repair & Maintenance Supplies	N
	5462 Bremer Bank (Elan ACH)		846.91	4 Transactions			
3 Fund Total:			846.91	Road & Bridge	1 Vendors	4 Transactions	
Final Total:			846.91	1 Vendors	4 Transactions		

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Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
5462	Bremer Bank (Elan ACH)					
24	01-110-000-0000-6335		70.50 GAS - PICKUP	03787	Gas/Vehicle Fuel Charges	N
22	01-110-000-0000-6422		996.78 STAINLESS WIPES, AIR FRESHNER	03787	Janitorial Supplies	N
23	01-110-000-0000-6422		971.25 OXY CLEANER, FRAGRANCE DEVICE	03795	Janitorial Supplies	N
17	01-200-200-0000-6268		56.71 UHAUL RENTAL	055566	Training, Development	N
18	01-252-000-0000-6422		53.18 KLEENEX & MR. CLEAN	056444	Janitorial Supplies	N
15	01-200-003-0000-6335		46.00 PAM/LANA TRNG - ST CLOUD	065112	Gas/Vehicle Fuel Charges	N
12	01-200-000-0000-6240		91.94 #225 PO LICENSE	078801	Membership/Dues/Association Fees	N
6	01-043-000-0000-6268		225.00 MAAO ASSESSING	10658	Staff Training, Development	N
7	01-043-000-0000-6268		225.00 MAAO LEAD	10674	Staff Training, Development	N
5	01-043-000-0000-6268		225.00 MAAO LEAD	12781	Staff Training, Development	N
14	01-200-003-0000-6330		7.50 PAM/LANA PKNG ST CLOUD	2209	Transportation/Travel/Parking	N
19	01-049-000-0000-6332		170.02 CHRIS HOTEL CONTINUING ED.	29192	Hotel / Motel Lodging	N
21	01-001-000-0000-6332		180.57 KEARNEY HOTEL - ARDC MEETING	3014	Hotel / Motel Lodging	N
			09/18/2024 09/19/2024			
3	01-122-000-0000-6268		610.00 ADVANCED DESIGN JG	871520	Staff Training, Development	N
11	01-391-000-0000-6268		410.00 INSPECTING SEPTICS - AC	872613	Staff Training, Development	N
1	01-391-000-0000-6332		398.02 SWAA CONFERENCE	892752	Hotel / Motel Lodging	N
13	01-200-000-0000-6360		5.00 SPYPOINT SUBSCRIPTION	CE486A8D-0026	Services, Labor, Contracts	N
20	01-049-000-0000-6240		53.00 PLT RENEWAL FEE	IMS4150708	Membership/Dues/Association Fees	N
2	01-122-000-0000-6360		15.99 MONTHLY ZOOM CONTRACT	INV273979886	Services, Labor, Contracts	N
			09/22/2024 10/21/2024			
4	01-090-000-0000-6240		278.00 LAWYER REGISTRATION6240	LAWYER000321741	Membership/Dues/Association Fees	N
16	01-200-000-0000-6180		70.00 #218 HOLSTER PADDLE COMBO	SAF415027	Clothing Allowance	N
5462	Bremer Bank (Elan ACH)		5,159.46	21 Transactions		
1 Fund Total:			5,159.46	General Fund	1 Vendors	21 Transactions

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19 Long Lake Conservation Cen

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	5462 Bremer Bank (Elan ACH)					
8	19-521-000-0000-6205		6.60	SHIP CANTEEN STUFF	4715110303635416	Postage N
9	19-521-000-0000-6360		61.89	PLANTS - LCCF REIMBURSE	4715110303635416	Services, Labor, Contracts N
10	19-521-000-0000-6454		755.20	WATER BOTTLES FOR CANTEEN	4715110303635416	Commissary Supplies-Non Jail N
	5462 Bremer Bank (Elan ACH)		823.69	3 Transactions		
19 Fund Total:			823.69	Long Lake Conservation Center	1 Vendors	3 Transactions
Final Total:			5,983.15	2 Vendors	24 Transactions	

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5 Health & 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	Service Dates	Paid On Bhf #	On Behalf of Name	
9	5462 Bremer Bank (Elan ACH) 05-400-410-0413-6332		171.72 STATE WIC CONFERENCE 09/26/2024 09/26/2024		Hotel/Lodging	N
2	05-400-440-0410-6332		61.04 ADMIN-LODGING 09/24/2024 09/25/2024		Hotel/Lodging	N
6	05-400-440-0410-6339		2.72 ADMIN-OVERNIGHT MEALS 09/24/2024 09/24/2024		Meals (Overnight)	N
3	05-420-600-4800-6332		143.89 ADMIN-LODGING 09/24/2024 09/25/2024		Hotel/Lodging	N
7	05-420-600-4800-6339		6.41 ADMIN-OVERNIGHT MEALS 09/24/2024 09/24/2024		Meals (Overnight)	N
1	05-430-700-4800-6241		125.00 ST. LOUIS CO CONF REG FEE - JS 09/20/2024 09/20/2024		Meeting/Conference Registration Fee	N
4	05-430-700-4800-6332		231.09 ADMIN-LODGING 09/24/2024 09/25/2024		Hotel/Lodging	N
5	05-430-700-4800-6332		457.50 SS-TRAINING LODGING (ES) 09/24/2024 09/26/2024		Hotel/Lodging	N
8	05-430-700-4800-6339		10.30 ADMIN-OVERNIGHT MEALS 09/24/2024 09/24/2024		Meals (Overnight)	N
10	05-430-710-3030-6020		14.94 PREVENTION SERVICES-MEAL 09/30/2024 09/30/2024	182533004	Prevention Services	N
11	05-430-700-4800-6805		21.50 MH INIT - TRANS BUS TICKET 09/26/2024 09/26/2024	182899011	Mh Init - Transportation (416)	N
	5462 Bremer Bank (Elan ACH)		1,246.11 11 Transactions			
5 Fund Total:			1,246.11 Health & Human Services	1 Vendors	11 Transactions	
Final Total:			1,246.11 1 Vendors	11 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	1,246.11	Health & Human Services	
	All Funds	1,246.11	Total	Approved by,
			
			

Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	846.91	Road & Bridge
All Funds	846.91	Total

Approved by,

.....

.....

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	5,159.46	General Fund	
	19	823.69	Long Lake Conservation Center	
All Funds		5,983.15	Total	Approved by,
			
			

Total Elan paid 10.10.24 = \$8076.17

WLB1
10/22/24 4:23PM

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 2

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
2	111 Aitkin Co Soil & Water					
	01-600-552-0000-6801		2,664.36	FM 00950054	215593-3	Soil & Water Appropriations N
	111 Aitkin Co Soil & Water		2,664.36	1 Transactions		
5	117 Aitkin County Sheriff					
	01-200-000-0000-6302		30.00	CLUB 100 PLATES	LW100EMVS	Vehicle Maintenance N
4	01-200-200-0000-6264		853.47	3RD QTR OT REIMBURSEMENT-SB	Y3Q3OT-SB-ACSO	VCET-Other County OT N
3	01-200-200-0000-6264		1,217.79	3RD QUARTER OVERTIME REIMBURSE	YEQ3OT-GP-ACSO	VCET-Other County OT N
	117 Aitkin County Sheriff		2,101.26	3 Transactions		
7	86222 Aitkin Independent Age					
	01-060-000-0000-6230		155.99	AB BALLOTS AVAILABLE	1421223	Printing, Publishing & Adv Y
				10/02/2024 10/05/2024		
9	01-122-000-0000-6230		46.75	BOA OPENING	1421937	Printing, Publishing & Adv Y
6	01-110-000-0000-6230		85.00	SNOW PLOWING AD	1422599	Printing, Publishing & Adv Y
8	01-122-000-0000-6230		62.50	CANNIBUS ORDINANCE	1424347	Printing, Publishing & Adv Y
				10/02/2024 10/02/2024		
10	01-001-000-0000-6230		110.50	SEPT. 24 SYNOPSIS	1427198	Printing, Publishing & Adv Y
				10/16/2024 10/16/2024		
	86222 Aitkin Independent Age		460.74	5 Transactions		
14	170 Aitkin Motor Company					
	01-200-000-0000-6302		2,429.32	#220 WHEEL BEARING & TXFR CASE	50047	Vehicle Maintenance N
13	01-200-000-0000-6302		60.06	#217 OIL CHANGE	50294	Vehicle Maintenance N
	170 Aitkin Motor Company		2,489.38	2 Transactions		
32	9561 Amazon Business					
	01-040-000-0000-6405		19.85	FRONT COUNTER READING GLASSES	13HH-XYHG-JR3X	Office Supplies N
28	01-200-000-0000-6405		47.99	#202 COMPUTER CAR CHARGER	171Q-YQQQ-LL1N	Office Supplies N
25	01-200-200-0000-6405		35.78	AIMVCET OFFICE SUPPLIES	171Q-YQQQ-LL1N	VCET - AIM Office Supplies N
26	01-060-000-0000-6405		32.30	LETTER OPENERS	1HVN-RRCL-3NM1	Office Supplies N
27	01-060-000-0000-6405		9.99	UTILITY KNIFE	1HVN-RRCL-3NM1	Office Supplies N
29	01-200-000-0000-6460		163.09	EAR PLUGS, HUNTING SLING	1QX6-CQL7-L3YP	Deputy Supplies N
18	01-060-000-0000-6405		89.24	DYMO LABELS (4)	1RDX-RTGL-7HVP	Office Supplies N
16	01-090-000-0000-6405		115.96	OFFICE SUPPLIES	1WJH-N7C1-LQJ4	Office Supplies N
17	01-090-000-0000-6405		15.94	OFFICE SUPPLIES	1WJH-N7C1-LQJ4	Office Supplies N
	9561 Amazon Business		530.14	9 Transactions		
33	11113 Anderson/Edward					
	01-121-000-0000-6278		105.00	HRA 7/31, 8/28, 9/25	092524	Advisory Board/Committee Per Diem Y

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1 General Fund

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COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	11113 Anderson/Edward		105.00	1 Transactions			
34	14563 Anoka County Corrections						
	01-257-255-0000-6269		3,900.00	SEC JUV DET (45 DAY EVAL) CMA	954-1000002-1	Juvenile Detention	N
				09/19/2024 10/30/2024			
	14563 Anoka County Corrections		3,900.00	1 Transactions			
36	9138 ASAP Towing						
	01-200-000-0000-6359		265.00	24002108	12069	Wrecker Service	Y
35	01-200-000-0000-6359		80.00	TOW DAMAGED SQUAD #214	12075	Wrecker Service	Y
	9138 ASAP Towing		345.00	2 Transactions			
37	248 Association of Mn Counties						
	01-001-000-0000-6241		1,350.00	2024 CIVIL MED -1 COMMISSIONER	70021.00	Registration Fee	N
				10/02/2024 10/05/2024			
	248 Association of Mn Counties		1,350.00	1 Transactions			
38	9926 AT&T (VCET)						
	01-200-000-0000-6360		95.00	24001818 PHONE TRACK	529464	Services, Labor, Contracts	N
39	01-200-200-0000-6265		350.00	24001016	531092	Programs	N
	9926 AT&T (VCET)		445.00	2 Transactions			
41	10452 AT&T Mobility						
	01-120-000-0000-6220		99.76	FIRSTNET SEPT	287298585696X100	Telephone	N
				08/26/2024 09/25/2024			
42	01-043-000-0000-6220		422.43	ASSESSOR IPAD SERVICE	287298660812	Telephone	N
43	01-049-000-0000-6220		49.88	IT CELL PHONE SEPT.	287322433519X100	Telephone	N
40	01-100-000-0000-6220		49.88	RECORDER CELL PHONE	287323078605X100	Telephone	N
	10452 AT&T Mobility		621.95	4 Transactions			
44	10265 AT&T Mobility (Community Correct)						
	01-257-000-0000-6215		45.31	WIRELESS PHONE-ADMIN	287332245168X100	Wireless Telephone Services	N
				08/26/2024 09/25/2024			
45	01-257-255-0000-6215		45.31	WIRELESS PHONE-JUVENILE AGENT	287332245168X100	Wireless Telephone Services	N
				08/26/2024 09/25/2024			
46	01-257-257-0000-6215		226.49	WIRELESS PHONE-ADULT AGENTS	287332245168X100	Wireless Telephone Services	N
				08/26/2024 09/25/2024			
47	01-257-258-0000-6215		45.28	WIRELESS PHONE-SOBRIETY COURT	287332245168X100	Wireless Telephone Services	N
				08/26/2024 09/25/2024			

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1 General Fund

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
10265	AT&T Mobility (Community Correct)		362.39	4 Transactions			
48	15239 AT&T Mobility (P&Z)						
	01-122-000-0000-6220		228.40	MONTHLY CELLULAR CONTRACT	287301120814	Telephone	N
				08/26/2024 09/25/2024			
49	01-391-000-0000-6220		45.68	MONTHLY CELLULAR CONTRACT	287301120814	Telephone	N
				08/26/2024 09/25/2024			
15239	AT&T Mobility (P&Z)		274.08	2 Transactions			
50	9203 AT&T Mobility (Sheriff's)						
	01-200-000-0000-6220		2,275.69	DEPUTY CELL & SQUAD PC	287297906116	Telephone	N
54	01-200-200-0000-6260		89.68	CI PHONES	287297906116	CI Funds	N
55	01-200-200-0000-6265		479.27	VCET PHONE & HOT SPOT	287297906116	Programs	N
53	01-202-000-0000-6220		88.11	#208 CELL & SQUAD PC	287297906116	Telephone	N
51	01-252-000-0000-6220		99.76	DISPATCH CELL, TRANSPORT CELL	287297906116	Telephone	N
52	01-253-000-0000-6220		38.23	STS AIR CARD	287297906116	Telephone	N
9203	AT&T Mobility (Sheriff's)		3,070.74	6 Transactions			
56	86467 Auto Value Aitkin						
	01-252-000-0000-6302		71.96	WIPERS FOR TRANSPORT	40248840	Vehicle Maintenance	N
86467	Auto Value Aitkin		71.96	1 Transactions			
57	9323 Avery/Jill						
	01-012-000-0000-6263		285.00	01-P4-99-000194	01-P4-99-000194	Contract Legal Services	Y
				09/01/2024 09/30/2024			
9323	Avery/Jill		285.00	1 Transactions			
58	14568 Axon Enterprise, Inc						
	01-252-000-0000-6405		4,345.00	TASER CARTRIDGES	INUS286196	Office Supplies	N
14568	Axon Enterprise, Inc		4,345.00	1 Transactions			
60	7053 Bill's Sportsman's Service						
	01-200-000-0000-6359		25.00	TRAILER RENTAL CFS2024009180	006438	Wrecker Service	Y
7053	Bill's Sportsman's Service		25.00	1 Transactions			
64	10118 Bristow/Jane						
	01-122-000-0000-6278		140.00	BOA MEETING	101624	Advisory Board/Committee Per Diem	Y
65	01-122-038-0000-6330		257.82	BOA MILEAGE	101624	BOA/PC Mileage	N
10118	Bristow/Jane		397.82	2 Transactions			

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Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
66	10476 Brown/Shawn						
	01-200-200-0000-6268		45.91	BROWN - FOOD - VCET TRAINING	10092024	Training, Development	N
	10476 Brown/Shawn		45.91	1 Transactions			
67	10442 Bureau of Criminal Apprehension						
	01-200-039-0000-6463		520.00	NEW & RENEW	01-000082	Gun Permit Supplies/Expenses	N
	10442 Bureau of Criminal Apprehension		520.00	1 Transactions			
70	783 Canon Financial Services, Inc						
	01-200-000-0000-6342		170.74	ADMIN COPIER LEASE	35877268	Office Equipment Rental/Contracts	N
69	01-122-000-0000-6342		219.42	MONTHLY COPIER CONTRACT	35877909	Office Equipment Rental/Contracts	N
				10/01/2024 10/31/2024			
	783 Canon Financial Services, Inc		390.16	2 Transactions			
71	15142 Christensen/Charles						
	01-122-000-0000-6278		140.00	BOA MEETING	101624	Advisory Board/Committee Per Diem	Y
72	01-122-038-0000-6330		158.79	BOA MILEAGE	101624	BOA/PC Mileage	N
	15142 Christensen/Charles		298.79	2 Transactions			
73	12780 CliftonLarsonAllen LLP						
	01-041-000-0000-6360		787.50	PREP 2023 OSA REPORT	L241689306	Services, Labor, Contracts	Y
	12780 CliftonLarsonAllen LLP		787.50	1 Transactions			
77	5893 CTC - 446126						
	01-049-000-0000-6283		155.00	GUEST/BACKUP INTERNET	21459975	Programming, Services, Contracts	N
	5893 CTC - 446126		155.00	1 Transactions			
79	9065 Daiker/Cassie						
	01-257-251-0000-6339		184.83	MEALS-MI.TT TRAINING 7-10 (CD)	CD9065	Meals (Overnight)	N
				10/06/2024 10/10/2024			
	9065 Daiker/Cassie		184.83	1 Transactions			
80	10421 Department of Corrections						
	01-257-255-0000-6269		8,550.00	SEC JUV -MCF RED WING(ADB)	825113	Juvenile Detention	N
				09/01/2024 09/30/2024			
	10421 Department of Corrections		8,550.00	1 Transactions			
81	15266 Emanuel/Laura						
	01-121-000-0000-6278		105.00	HRA 7/31, 8/28, 9/25	092524	Advisory Board/Committee Per Diem	Y

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1 General Fund

Aitkin County



Audit List for Board

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
15266	Emanuel/Laura		105.00	1 Transactions		
86	9816 ESP Septic LLC					
	01-122-000-0000-6360		475.00	ADVANCED SEPTIC DESIGN	140041802	Services, Labor, Contracts Y
	9816 ESP Septic LLC		475.00	1 Transactions		
87	1463 Foss/Eileen					
	01-121-000-0000-6278		105.00	HRA 7/31, 8/28, 9/25	092524	Advisory Board/Committee Per Diem N
	1463 Foss/Eileen		105.00	1 Transactions		
88	1775 Galls LLC					
	01-200-000-0000-6180		35.19	#225 BELT LOOPS	029045093	Clothing Allowance N
89	01-200-000-0000-6180		78.90	#202 DRESS & UNIFORM PANTS	029068856	Clothing Allowance N
90	01-200-000-0000-6180		81.06	#225 BELT	029120922	Clothing Allowance N
91	01-200-000-0000-6180		116.86	#225 SS SHIRTS/DRESS PANTS	029186816	Clothing Allowance N
92	01-200-000-0000-6180		179.20	#211 UNIFORM PANTS	029231555	Clothing Allowance N
	1775 Galls LLC		491.21	5 Transactions		
93	11634 Gammello & Pearson PLLC					
	01-012-000-0000-6263		105.00	01-P4-05-000433	101790	Contract Legal Services Y
				09/01/2024 10/31/2024		
94	01-012-000-0000-6263		15.00	01-PR-21-900	101791	Contract Legal Services Y
				09/01/2024 10/31/2024		
95	01-012-000-0000-6263		112.50	01-PR-22-149	101792	Contract Legal Services Y
				09/01/2024 10/31/2024		
96	01-012-000-0000-6263		30.00	01-P5-96-000464	101794	Contract Legal Services Y
				09/01/2024 10/31/2024		
97	01-012-000-0000-6263		90.00	01-PR-24-219	101796	Contract Legal Services Y
				09/01/2024 10/31/2024		
98	01-012-000-0000-6263		235.20	01-JV-24-201	101797	Contract Legal Services Y
				09/01/2024 10/31/2024		
99	01-012-000-0000-6263		45.00	01-FA-18-1057	101798	Contract Legal Services Y
				09/01/2024 10/31/2024		
100	01-012-000-0000-6263		182.70	01-PR-24-327	101799	Contract Legal Services Y
				09/01/2024 10/31/2024		
101	01-012-000-0000-6263		15.00	01-PR-24-385	101800	Contract Legal Services Y
				09/01/2024 10/31/2024		
102	01-012-000-0000-6263		15.00	01-PR-24-401	101801	Contract Legal Services Y
				09/01/2024 10/31/2024		
103	01-012-000-0000-6263		30.00	01-PR-24-553	101805	Contract Legal Services Y

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	11634 Gammello & Pearson PLLC		875.40	09/01/2024 10/31/2024 11 Transactions			
104	10019 Gilbertson/Jack Lee 01-121-000-0000-6278		105.00	HRA 7/31, 8/28, 9/25	092524	Advisory Board/Committee Per Diem	Y
	10019 Gilbertson/Jack Lee		105.00	1 Transactions			
108	5579 Grand Rapids Police Department 01-200-200-0000-6264		1,526.40	3RD QUARTER OVERTIME REIMBURSE	Y3Q3OT-BM-GRPD	VCET-Other County OT	N
	5579 Grand Rapids Police Department		1,526.40	1 Transactions			
110	15362 GuidePoint Pharmacy #114 Aitkin 01-252-000-0000-6430		1,657.95	INMATE RX'S	30	Medical Expense/Supplies - Inmates	N
109	01-252-000-0000-6430		286.02	INMATE OTC MEDS	684	Medical Expense/Supplies - Inmates	N
	15362 GuidePoint Pharmacy #114 Aitkin		1,943.97	2 Transactions			
111	5851 Gustafson Attorney at Law/Jean M. 01-012-000-0000-6263		262.50	LEGAL SERVICES	01884	Contract Legal Services	Y
	5851 Gustafson Attorney at Law/Jean M.		262.50	1 Transactions			
116	7525 Hometown Bldg Supply 01-110-000-0000-6415		45.94	LUMBER-DOOR IN SHED	2409-116277	Operational Supplies	N
	7525 Hometown Bldg Supply		45.94	1 Transactions			
120	2340 Hyytinen Hardware Hank 01-252-000-0000-6405		2.58	MISC HARDWARE FOR JAIL	20884/1	Office Supplies	N
119	01-200-000-0000-6405		6.89	#223 DUCT TAPE	21044/1	Office Supplies	N
121	01-253-000-0000-6415		24.98	SERVICE PAD & COUPLER LOCK	21722/1	Operational Supplies	N
	2340 Hyytinen Hardware Hank		34.45	3 Transactions			
123	2390 Itasca Co Sheriff 01-200-200-0000-6264		2,428.47	Y3Q3 OT REIMBURSEMENT-JJ	Y3Q3OT-JJ-ICSO	VCET-Other County OT	N
122	01-200-200-0000-6264		1,671.38	Y3Q3 OT REIMBURSEMENT-RH	Y3Q3OT-RH-ICSO	VCET-Other County OT	N
	2390 Itasca Co Sheriff		4,099.85	2 Transactions			
125	3263 K&M Signs Inc. 01-200-000-0000-6620		990.00	#223 DECALS	15862	Auto, Trailers, Snowmobiles, ATV	N
	3263 K&M Signs Inc.		990.00	1 Transactions			
	15271 Kullhem/JoLynn						

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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	
131	01-121-000-0000-6278		70.00	HRA 7/31, 8/28	092524	Advisory Board/Committee Per Diem	Y
	15271 Kullhem/JoLynn		70.00	1 Transactions			
	15054 Law Office of Raymond Horton						
134	01-012-000-0000-6263		217.50	LEGAL SERVICES	10022024	Contract Legal Services	Y
				09/01/2024 09/30/2024			
135	01-012-000-0000-6263		97.50	LEGAL SERVICES	KNAYQUONABE	Contract Legal Services	Y
				09/01/2024 09/30/2024			
	15054 Law Office of Raymond Horton		315.00	2 Transactions			
	2953 MACPZA						
137	01-391-000-0000-6241		225.00	MACPZA CONFERENCE	101624	Registration Fee	N
	2953 MACPZA		225.00	1 Transactions			
	3334 MCIT						
138	01-122-000-0000-6360		2,500.00	CLAIM 23PC0893	D004234516	Services, Labor, Contracts	N
	3334 MCIT		2,500.00	1 Transactions			
	3150 Mille Lacs Co Sheriff						
142	01-200-200-0000-6264		931.01	Y3Q3 OT REIMBURSEMENT-AW	Y3Q3OT-AW-MLCS(VCET-Other County OT	N
141	01-200-200-0000-6264		1,235.74	3RD QUARTER OVERTIME REIMBURSE	Y3Q3OT-JH-MLCSC	VCET-Other County OT	N
	3150 Mille Lacs Co Sheriff		2,166.75	2 Transactions			
	3160 Mille Lacs Energy Coop-Albert Lea						
144	01-252-000-0000-6254		379.21	SHELTER/TOWER	345401501	Utilities-Gas and Electric	N
	3160 Mille Lacs Energy Coop-Albert Lea		379.21	1 Transactions			
	86290 Mn Counties Information Systems						
159	01-040-000-0000-6266		6,290.00	CTYPAYQTR	2620	Data Processing/Computer Services	N
156	01-049-000-0000-6283		18,113.00	CTYTAXQTR65	2620	Programming, Services, Contracts	N
157	01-049-000-0000-6283		8,506.00	CTYTAXQTR35	2620	Programming, Services, Contracts	N
158	01-049-000-0000-6283		20.00	CTYTAXADJ35	2620	Programming, Services, Contracts	N
152	01-049-000-0000-6283		359.00	CITYHOSTMNT	2631	Programming, Services, Contracts	N
153	01-049-000-0000-6283		2,076.00	CTYHOSTRES	2631	Programming, Services, Contracts	N
154	01-049-000-0000-6283		2,325.00	CTYHOSTLV2	2631	Programming, Services, Contracts	N
155	01-040-000-0000-6266		1,780.00	CTYOPEB	2653	Data Processing/Computer Services	N
	86290 Mn Counties Information Systems		39,469.00	8 Transactions			
	9228 North Memorial Ambulance Service						
163	01-252-000-0000-6262		1,956.00	R.O. TSPT TO ER	AK2409073:1	Contract Service or Medical Service	N

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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	
	9228 North Memorial Ambulance Service		1,956.00	1 Transactions			
164	3336 Office Of MN. IT Services						
	01-044-000-0000-6266		1,338.65	WAN SEPTEMBER 2024	DV24090314	Data Processing/Computer Services	N
				09/01/2024 09/30/2024			
	3336 Office Of MN. IT Services		1,338.65	1 Transactions			
167	9808 Performance Foodservice						
	01-252-000-0000-6418		2,194.31	GROCERIES	305343	Groceries	N
	9808 Performance Foodservice		2,194.31	1 Transactions			
171	11947 Phoenix Supply						
	01-252-252-0000-6465		781.30	BOXERS, SPORTS BRAS, PANTS	35462	Inmate Welfare Supplies	N
170	01-252-252-0000-6465		21.90	TOOTHBRUSHES	35526	Inmate Welfare Supplies	N
	11947 Phoenix Supply		803.20	2 Transactions			
172	10471 Precision Design & Inspection LLC						
	01-122-000-0000-6360		925.00	ADVANCED REVIEW - BARNACLES	000492	Services, Labor, Contracts	N
	10471 Precision Design & Inspection LLC		925.00	1 Transactions			
175	3987 Ramsey County Medical Examiner						
	01-123-000-0000-6262		691.00	R.S. EXTERNAL EXAM	MEDEX-037257	Coroner Fees	N
	3987 Ramsey County Medical Examiner		691.00	1 Transactions			
176	4010 Rasley Oil Company						
	01-257-255-0000-6335		34.39	JUVENILE AGENT FUEL	AITCOPROS	Gas/Vehicle Fuel Charges	N
				09/01/2024 09/30/2024			
177	01-257-257-0000-6335		51.51	ADULT AGENT FUEL	AITCOPROS	Gas/Vehicle Fuel Charges	N
				09/01/2024 09/30/2024			
178	01-257-258-0000-6335		72.93	SOBRIETY COURT AGENT FUEL	AITCOPROS	Gas/Vehicle Fuel Charges	N
				09/01/2024 09/30/2024			
179	01-200-000-0000-6335		27.14	#220 GAS	AITCOSHERS	Gas/Vehicle Fuel Charges	N
182	01-252-000-0000-6330		219.03	TRANSPORT GAS	AITCOSHERS	Prisoner Transportation & Travel	N
180	01-252-003-0000-6335		17.69	#302 TRNG- GAS	AITCOSHERS	Gas/Vehicle Fuel Charges	N
181	01-253-000-0000-6335		230.08	STS GAS	AITCOSHERS	Gas/Vehicle Fuel Charges	N
183	01-122-000-0000-6335		413.69	MONTHLY FUEL CHARGES	AITCOZOS	Gas/Vehicle Fuel Charges	N
				09/01/2024 09/30/2024			
	4010 Rasley Oil Company		1,066.46	8 Transactions			
	11187 Regents Of The University of Minnesota						

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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	
184	01-601-000-0000-6262		20,162.00	Q3 2024 MOA / LANGLOIS	0300035449	Univ Of Minn Contracts	N
	11187 Regents Of The University of Minnesota		20,162.00	1 Transactions			
	5774 Riverwood Healthcare Clinic						
188	01-252-000-0000-6262		81.20	C.M. 2/28/24	10872323920	Contract Service or Medical Service	N
195	01-252-000-0000-6262		243.50	J.P. 2/9/24	10902173181	Contract Service or Medical Service	N
186	01-252-000-0000-6262		274.12	C.M. 2/23/24	1942277835	Contract Service or Medical Service	N
192	01-252-000-0000-6262		425.60	C.M. 4/25/24	1942277835	Contract Service or Medical Service	N
189	01-252-000-0000-6262		539.28	C.M 4/4/24	36415	Contract Service or Medical Service	N
190	01-252-000-0000-6262		425.60	C.M. 4/11/24	76819	Contract Service or Medical Service	N
191	01-252-000-0000-6262		425.60	C.M. 4/18/24	76819	Contract Service or Medical Service	N
193	01-252-000-0000-6262		227.92	C.M. 5/14/24	900054963	Contract Service or Medical Service	N
194	01-252-000-0000-6262		425.60	C.M. 5/2/24	900054963	Contract Service or Medical Service	N
187	01-252-000-0000-6262		1,936.48	C.M. 2/28/24	B3282NC0060X	Contract Service or Medical Service	N
185	01-252-000-0000-6262		1,594.38	C.M 2/23/24	B328NC0060X	Contract Service or Medical Service	N
	5774 Riverwood Healthcare Clinic		6,599.28	11 Transactions			
	4400 Security State Bank						
196	01-122-052-0000-6304		27,033.75	AG-BMP LOAN - HERRICK	00147945	ISTS AG BMP EXPENSES	N
	4400 Security State Bank		27,033.75	1 Transactions			
	86460 Sheriff Dakota County						
197	01-090-000-0000-6264		80.00	SUBPOENA SERVICE	01CR23703	Sheriff Services	N
	86460 Sheriff Dakota County		80.00	1 Transactions			
	10879 Shred-It						
198	01-090-000-0000-6360		216.94	MONTHLY SERVICE	8008526685	Services, Labor, Contracts	N
	10879 Shred-It		216.94	1 Transactions			
	12077 Stromberg/Kevin						
203	01-122-000-0000-6278		140.00	BOA MEETING	101624	Advisory Board/Committee Per Diem	Y
204	01-122-038-0000-6330		190.28	BOA MILEAGE	101624	BOA/PC Mileage	N
	12077 Stromberg/Kevin		330.28	2 Transactions			
	10273 T-Mobile USA Inc						
205	01-200-000-0000-6360		50.00	24000835 PHONE TRACK	9572285379	Services, Labor, Contracts	N
	10273 T-Mobile USA Inc		50.00	1 Transactions			
	86318 Tange/Susan						
206	01-121-000-0000-6278		105.00	HRA 7/31, 8/28, 9/25	092524	Advisory Board/Committee Per Diem	N

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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	
86318	Tange/Susan		105.00	1 Transactions			
86235	The Office Shop Inc						
210	01-040-021-0000-6405		41.31	NOTARY STAMP (SP)	1146732-0	Office Supplies	N
211	01-122-000-0000-6405		49.57	FOLDERS, TAPE	11467520	Office, Film, & Field Supplies	N
212	01-200-000-0000-6405		33.98	PENS	1146835-2	Office Supplies	N
213	01-042-000-0000-6405		62.52	INK FOR THE GIRARDS SCANNER	1147062-0	Office Supplies	N
214	01-043-000-0000-6405		9.88	MILEAGE LOGS	1147071-0	Office Supplies	N
215	01-040-000-0000-6405		31.49	PRINTER PAPER	1147114-0	Office Supplies	N
208	01-040-021-0000-6360		114.25	COPY MACHINE MAINTENANCE	333174-0	Services, Labor, Contracts	N
86235	The Office Shop Inc		343.00	7 Transactions			
13934	The Tire Barn						
216	01-200-000-0000-6302		87.66	#206 OIL CHANGE	75624	Vehicle Maintenance	N
13934	The Tire Barn		87.66	1 Transactions			
10930	Tidholm Productions						
219	01-122-000-0000-6405		360.80	ENVELOPES	42636517	Office, Film, & Field Supplies	Y
10930	Tidholm Productions		360.80	1 Transactions			
10017	Tveit/Galen						
230	01-121-000-0000-6278		105.00	HRA 7/31, 8/28, 9/25	092524	Advisory Board/Committee Per Diem	Y
10017	Tveit/Galen		105.00	1 Transactions			
8612	Veenker/Thomas H						
236	01-122-000-0000-6278		140.00	BOA MEETING	101624	Advisory Board/Committee Per Diem	Y
237	01-122-038-0000-6330		145.39	BOA MILEAGE	101624	BOA/PC Mileage	N
8612	Veenker/Thomas H		285.39	2 Transactions			
14558	Verizon Wireless-VCET						
240	01-200-200-0000-6265		150.00	CASE # 24002037	9022373287	Programs	N
14558	Verizon Wireless-VCET		150.00	1 Transactions			
11507	Waste Management of Minnesota, Inc						
241	01-391-060-0000-6360		20,896.81	MONTHLY RECYCLING CONTRACT	011854228084	Recycling Contract	N
				09/01/2024 09/30/2024			
11507	Waste Management of Minnesota, Inc		20,896.81	1 Transactions			
6101	West Central Indexing						
242	01-100-195-0000-6266		130.56	ICRS-SEPTEMBER 2024	1957	Data Processing/Computer Services	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
6101	West Central Indexing		130.56	09/01/2024 09/30/2024 1 Transactions		
9302	WEX Bank					
243	01-200-000-0000-6335		7,307.45	DEPUTY GAS	100292077	Gas/Vehicle Fuel Charges N
244	01-202-000-0000-6335		413.13	B/W GAS	100292077	Gas/Vehicle Fuel Charges N
9302	WEX Bank		7,720.58	2 Transactions		
9933	WEX BANK - Veteran Services					
246	01-120-000-0000-6335		119.88	FLEET SEPTEMBER	100238030	Gas/Vehicle Fuel Charges N
				09/08/2024 10/07/2024 1 Transactions		
9933	WEX BANK - Veteran Services		119.88			
1 Fund Total:			184,713.24	General Fund	72 Vendors	158 Transactions

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2 Reserves 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>	
160	10474	Nistler/Alex						
		02-200-020-0000-6360		140.62	STARLINK 50 GB PLAN & UNLIMITE	10092024SAR	Sheriff Search & Rescue Reserve Expe	N
	10474	Nistler/Alex		140.62	1 Transactions			
235	9916	Van Hatten/Scott						
		02-200-020-0000-6360		1,482.41	GENERATOR; LOCK BOX; FOOD	10072024SAR	Sheriff Search & Rescue Reserve Expe	N
	9916	Van Hatten/Scott		1,482.41	1 Transactions			
2 Fund Total:				1,623.03	Reserves Fund	2 Vendors	2 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	
1	88284 Aitkin Co Recorder						
	10-923-000-0000-6240		20.00	NOTARY - L HARMON	117646	Membership/Dues/Association Fees	N
	88284 Aitkin Co Recorder		20.00	1 Transactions			
11	170 Aitkin Motor Company						
	10-923-000-0000-6590		173.49	2019 F150 NEW KEY	50126	Repair & Maintenance Supplies	N
12	10-923-000-0000-6590		68.04	2023 F150 LOF WASHER & ANTIFRE	50394	Repair & Maintenance Supplies	N
	170 Aitkin Motor Company		241.53	2 Transactions			
68	783 Canon Financial Services, Inc						
	10-923-000-0000-6342		158.21	COPIER RENTAL	35876828	Office/Equipment-Rental	N
				10/01/2024 10/31/2024			
	783 Canon Financial Services, Inc		158.21	1 Transactions			
74	5455 Copperhead Road Logging & Lumber						
	10-900-000-0000-2300		71.74	REFUND BOND	14480	Timber Permit Bonds	N
75	10-923-000-0000-6820		12.20	REFUND OVERAPPRAISAL	14480	Refunds & Reimbursements	N
	5455 Copperhead Road Logging & Lumber		83.94	2 Transactions			
78	5893 CTC - 446126						
	10-923-000-0000-6254		350.00	INTERNET	21467210	Utilities-Gas and Electric	N
				10/12/2024 11/11/2024			
	5893 CTC - 446126		350.00	1 Transactions			
129	13493 Kerr Logging/Steve						
	10-900-000-0000-2300		418.23	REFUND BOND	14438	Timber Permit Bonds	N
	13493 Kerr Logging/Steve		418.23	1 Transactions			
136	9568 Mackey/Ryan						
	10-923-000-0000-6181		134.95	2024 BOOT ALLOWANCE	102024	Safety Footwear Allowance	N
	9568 Mackey/Ryan		134.95	1 Transactions			
150	9692 Minnesota Energy Resources Corporation						
	10-923-000-0000-6254		46.35	SHOP GAS	5195402840	Utilities-Gas and Electric	N
				08/30/2024 09/29/2024			
	9692 Minnesota Energy Resources Corporation		46.35	1 Transactions			
151	1044 Minnesota Forest Resources Partnership						
	10-923-000-0000-6240		962.64	2025 MN FOREST RES PART ASSESS	102024	Membership/Dues/Association Fees	N

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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>	
	1044 Minnesota Forest Resources Partnership		962.64	1 Transactions			
174	8499 R.C. Habeck Excavating, LLC						
	10-900-000-0000-2300		309.73	REFUND BOND	14569	Timber Permit Bonds	N
	8499 R.C. Habeck Excavating, LLC		309.73	1 Transactions			
207	10455 Temco						
	10-923-000-0000-6590		420.00	REPAIR ALUMINUM TRAILER	147	Repair & Maintenance Supplies	Y
	10455 Temco		420.00	1 Transactions			
209	86235 The Office Shop Inc						
	10-923-000-0000-6405		16.32	FOLDER AND POST IT NOTE PADS	333411-0	Office Supplies	N
	86235 The Office Shop Inc		16.32	1 Transactions			
218	5173 Thomson Reuters-West Publishing						
	10-926-000-0000-6455		1,750.22	ONLINE SUBSCRIPTION CHARGES	850829853	Law Books	N
				09/01/2024 09/30/2024			
217			1,259.61	LIBRARY PLAN	850905855	Law Books	N
				10/01/2024 10/31/2024			
	5173 Thomson Reuters-West Publishing		3,009.83	2 Transactions			
225	11574 Timber Transport-Curt Raveill						
	10-900-000-0000-2300		567.00	REFUND BOND	14584	Timber Permit Bonds	N
	11574 Timber Transport-Curt Raveill		567.00	1 Transactions			
234	5889 USDA, APHIS, General						
	10-921-000-0000-6360		478.29	APHIS - CUSTOMER #6018146	3005135944	Miscellaneous-Services	N
	5889 USDA, APHIS, General		478.29	1 Transactions			
245	10180 WEX Bank - Land Dept						
	10-923-000-0000-6335		2,565.46	GAS	100237565	Gas/Vehicle Fuel Charges	N
				09/08/2024 10/07/2024			
	10180 WEX Bank - Land Dept		2,565.46	1 Transactions			
10 Fund Total:			9,782.48	Trust	16 Vendors	19 Transactions	

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11 Forest Development

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Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

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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	
15	9561 Amazon Business					
	11-939-000-0000-6450		56.99	BOSCH 1"X16"X21" ROTARY DRILL	16GR-4PL9-L4NQ	Supplies
	9561 Amazon Business		56.99	1 Transactions		N
61	12526 Bixby/James					
	11-925-000-0000-6278		35.00	NRAC MEETING	102024	Advisory Board/Committee Per Diem
62	11-925-000-0000-6330		49.58	NRAC MILEAGE	102024	Transportation/Travel/Parking
	12526 Bixby/James		84.58	2 Transactions		N
105	1818 Glen's Sign Design					
	11-925-000-0000-6360		140.00	CAMPGROUND SURVEILLANCE	1255	Services, Labor, Contracts
106	11-925-000-0000-6360		70.00	TREES DONATED BY MDHA	1255	Services, Labor, Contracts
107	11-925-000-0000-6360		40.00	SET-UP	1255	Services, Labor, Contracts
	1818 Glen's Sign Design		250.00	3 Transactions		Y
113	1958 Haasken/Daniel D.					
	11-939-000-0000-6330		20.00	2 DAYS PARKING DULUTH HAASKEN	102024	Transportation/Travel/Parking
112	11-939-000-0000-6332		239.05	DULUTH MOTEL - HAASKEN, D	102024	Hotel / Motel Lodging
114	11-939-000-0000-6339		21.66	OVERNIGHT MEAL DULUTH HAASKEN	102024	Meals (Overnight)
	1958 Haasken/Daniel D.		280.71	3 Transactions		N
117	2270 Hoppe/Russell Peter					
	11-925-000-0000-6278		35.00	NRAC MEETING	102024	Advisory Board/Committee Per Diem
118	11-925-000-0000-6330		45.56	NRAC MILEAGE	102024	Transportation/Travel/Parking
	2270 Hoppe/Russell Peter		80.56	2 Transactions		N
124	10232 Jerry's Roadside Mowing LLC					
	11-925-000-0000-6360		9,520.00	112 MILES MOW FOREST RDS & ATV	102024	Services, Labor, Contracts
	10232 Jerry's Roadside Mowing LLC		9,520.00	1 Transactions		Y
132	11990 Lange/David					
	11-925-000-0000-6278		35.00	NRAC MEETING	102024	Advisory Board/Committee Per Diem
133	11-925-000-0000-6330		45.56	NRAC MILEAGE	102024	Transportation/Travel/Parking
	11990 Lange/David		80.56	2 Transactions		Y
201	12077 Stromberg/Kevin					
	11-925-000-0000-6278		35.00	NRAC MEETING	102024	Advisory Board/Committee Per Diem
202	11-925-000-0000-6330		28.14	NRAC MILEAGE	102024	Transportation/Travel/Parking
	12077 Stromberg/Kevin		63.14	2 Transactions		N

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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>	
	4870 Turner/Scott A.						
226	11-925-000-0000-6278		35.00	NRAC MEETING	102024	Advisory Board/Committee Per Diem	Y
227	11-925-000-0000-6330		10.72	NRAC MILEAGE	102024	Transportation/Travel/Parking	N
	4870 Turner/Scott A.		45.72	2 Transactions			
	4927 Turnock/Franklin Allen						
228	11-925-000-0000-6278		35.00	NRAC MEETING	102024	Advisory Board/Committee Per Diem	Y
229	11-925-000-0000-6330		40.20	NRAC MILEAGE	102024	Transportation/Travel/Parking	N
	4927 Turnock/Franklin Allen		75.20	2 Transactions			
	8612 Veenker/Thomas H						
238	11-925-000-0000-6278		35.00	NRAC MEETING	102024	Advisory Board/Committee Per Diem	Y
239	11-925-000-0000-6330		53.60	NRAC MILEAGE	102024	Transportation/Travel/Parking	N
	8612 Veenker/Thomas H		88.60	2 Transactions			
11 Fund Total:			10,626.06	Forest Development	11 Vendors	22 Transactions	

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13 Taxes & Penalties

Audit List for Board

COMMISSIONER'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>	
200	4258	St Louis County Auditor						
		13-943-000-0000-2001		371,568.78	FISCAL DISPARITIES 2024	2ND HALF 2024	Cur - Property Taxes	N
	4258	St Louis County Auditor		371,568.78	1 Transactions			
13 Fund Total:				371,568.78	Taxes & Penalties	1 Vendors	1 Transactions	

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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	
9561	Amazon Business					
24	19-521-000-0000-6454		398.80 COMPASSES	1FTY-D33R-LJ13	Commissary Supplies-Non Jail	N
23	19-524-000-0000-6590		44.68 ICE MACHINE CLEANER	1FTY-D33R-LJ13	Repair & Maintenance Supplies	N
22	19-524-000-0000-6590		502.08 REPLACEMENT VACUUM	1TLY-YFYQ-MF3L	Repair & Maintenance Supplies	N
30	19-522-000-0000-6430		19.64 BANDAIDS FOR NURSES STATION	1W4M-TCDD-F7XX	Medical Supplies	N
31	19-522-000-0000-6431		60.35 BIRD STUFF- LLCF REIMBURSE	1W4M-TCDD-F7XX	Educational Supplies	N
20	19-521-000-0000-6405		17.99 PENS	1WWV-9Q7G-NWFV	Office Supplies	N
21	19-522-000-0000-6430		7.87 ANTISEPTC TOILETTERS	1WWV-9Q7G-NWFV	Medical Supplies	N
19	19-522-000-0000-6431		12.99 CHALK	1WWV-9Q7G-NWFV	Educational Supplies	N
9561	Amazon Business		1,064.40	8 Transactions		
13725	Beartooth Hardware Inc					
59	19-524-000-0000-6590		17.18 AIR FILTER, SPRAY PAINT	6182	Repair & Maintenance Supplies	N
13725	Beartooth Hardware Inc		17.18	1 Transactions		
13867	BrainRunner Inc					
63	19-521-000-0000-6360		2,976.75 CAMPBRAIN SUBSCRIPTION 2025	CB005706	Services, Labor, Contracts	N
			12/15/2024 12/14/2025			
13867	BrainRunner Inc		2,976.75	1 Transactions		
10473	Hallaway Trucking					
115	19-521-000-0000-6360		3,500.00 WOOD PROCESSING	7677	Services, Labor, Contracts	Y
10473	Hallaway Trucking		3,500.00	1 Transactions		
9658	McMillan/Dave					
139	19-523-000-0000-6420		550.00 CHEST FREEZER, EMERGENCY PURCH	2184291661	Food Service Supplies	N
9658	McMillan/Dave		550.00	1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea					
145	19-521-000-0000-6254		374.70 ENERGY CENTER	271300502	Utilities-Gas and Electric	N
146	19-521-000-0000-6254		875.07 DINING HALL	271300601	Utilities-Gas and Electric	N
147	19-521-000-0000-6254		926.52 NSL	271300703	Utilities-Gas and Electric	N
148	19-521-000-0000-6254		67.18 PARKING LOT	271300801	Utilities-Gas and Electric	N
149	19-521-000-0000-6254		87.91 STAFF RESIDENCE	271300901	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		2,331.38	5 Transactions		
3776	Palisade One Stop					
165	19-523-000-0000-6418		69.90 ICE FOR FAILING ICE MACHINE	2187684653	Groceries-Students	N
166	19-524-000-0000-6335		114.83 GAS FOR VEHICLES	2187684653	Gas/Vehicle Fuel Charges	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	
	3776 Palisade One Stop		184.73	2 Transactions			
	10076 PFS Minnesota						
168	19-523-000-0000-6418		1,404.03	GROCERIES	73809634	Groceries-Students	N
169	19-523-000-0000-6418		1,191.01	GROCERIES	73970539	Groceries-Students	N
	10076 PFS Minnesota		2,595.04	2 Transactions			
	10034 Sorben Honey						
199	19-521-000-0000-6454		576.00	LLCC HONEY FOR CANTEEN	61339916	Commissary Supplies-Non Jail	Y
	10034 Sorben Honey		576.00	1 Transactions			
	9736 Timber Lakes Portable Services, LLC						
220	19-524-000-0000-6590		600.00	SUMP PUMP	41629	Repair & Maintenance Supplies	Y
	9736 Timber Lakes Portable Services, LLC		600.00	1 Transactions			
	9617 Timber Lakes Septic Service, Inc.						
222	19-524-000-0000-6360		300.00	WATER SOFTENER DRAIN CLOGGED	41497	Services, Labor, Contracts	N
	9617 Timber Lakes Septic Service, Inc.		300.00	1 Transactions			
	4968 Upper Lakes Foods, Inc						
231	19-523-000-0000-6418		1,673.06	GROCERIES	525554-00	Groceries-Students	N
232	19-523-000-0000-6418		632.33	GROCERIES	527011-00	Groceries-Students	N
233	19-523-000-0000-6418		687.07	GROCERIES	528972-00	Groceries-Students	N
	4968 Upper Lakes Foods, Inc		2,992.46	3 Transactions			
	5171 Willey's Marine Inc						
248	19-524-000-0000-6302		124.31	REPAIRED CARGO TRAILER TONGUE	146723	Vehicle Maintenance	N
	5171 Willey's Marine Inc		124.31	1 Transactions			
19 Fund Total:			17,812.25	Long Lake Conservation Center	13 Vendors	28 Transactions	

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Audit List for Board 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
76	2763 Countryside Sanitation, LLC 21-520-000-0000-6255	B	422.37	BERGLUND GARBAGE 10/01/2024 10/31/2024 1 Transactions	5600	Garbage Y
	2763 Countryside Sanitation, LLC		422.37			
82	10618 Erik's Lawn Service 21-520-000-0000-6360	B	214.00	AITKIN CAMPGROUND MOWING	10743	Services, Labor, Contracts Y
83	21-520-000-0000-6360	B	274.00	BERGLUND PARK MOWING	10743	Services, Labor, Contracts Y
84	21-520-000-0000-6360		94.00	ROUND LAKE BEACH MOWING	10743	Services, Labor, Contracts Y
85	21-520-000-0000-6360		294.00	SNAKE RIVER CAMPGROUND MOWING	10743	Services, Labor, Contracts Y
	10618 Erik's Lawn Service		876.00	4 Transactions		
126	9354 Kangas Enterprise, Inc 21-520-000-0000-6802	Q	4,896.00	7/22-7/28/2024 GRADING ATV TRL	148	Trail Grants-State N
127	21-520-000-0000-6802	Q	4,896.00	8/19-8/26/2024 GRADING ATV TRL	149	Trail Grants-State N
	9354 Kangas Enterprise, Inc		9,792.00	2 Transactions		
128	9972 KB Companies LLC 21-520-000-0000-6360	B	760.00	JACOBSON CAMPRGROUND & WS REST	102024	Services, Labor, Contracts Y
	9972 KB Companies LLC		760.00	1 Transactions		
130	3024 Kingsley/Russell Lee 21-520-000-0000-6804	Q	8,840.00	MOULTON TO BROWN LK RD CONTR#2	102024	State Grant - Northwoods ATV-Expense Y
	3024 Kingsley/Russell Lee		8,840.00	1 Transactions		
140	9358 McNeil Excavating 21-520-000-0000-6804	B	8,912.25	CL 5 TRL WEIMER RD TO CT 7 SWA	24040	State Grant - Northwoods ATV-Expense Y
	9358 McNeil Excavating		8,912.25	1 Transactions		
143	3160 Mille Lacs Energy Coop-Albert Lea 21-520-000-0000-6254	B	188.81	BERGLUND PARK 09/01/2024 10/01/2024 1 Transactions	185110602	Utilities-Gas and Electric N
	3160 Mille Lacs Energy Coop-Albert Lea		188.81			
161	9526 Norland Environmental Service Inc 21-520-000-0000-6255	B	179.01	JACOBSON CAMPGROUND GARBAGE	4384540	Garbage N
162	21-520-000-0000-6255	B	179.01	JACOBSON CAMPGROUND GARBAGE	4386198	Garbage N
	9526 Norland Environmental Service Inc		358.02	2 Transactions		
15211	Quality Disposal Systems Inc					

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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	
173	21-520-000-0000-6255		221.36	SNAKE RIVER GARBAGE	1187622	Garbage	N
				09/01/2024 09/30/2024			
15211	Quality Disposal Systems Inc		221.36	1 Transactions			
9617	Timber Lakes Septic Service, Inc.						
221	21-520-000-0000-6360	B	200.00	AITKIN DUMP	41354	Services, Labor, Contracts	N
223	21-520-000-0000-6360	B	200.00	BERGLUND PARK SEWER PUMPING	41692	Services, Labor, Contracts	N
224	21-520-000-0000-6360	B	200.00	AITKIN CAMPGROUND PUMPING	41741	Services, Labor, Contracts	N
9617	Timber Lakes Septic Service, Inc.		600.00	3 Transactions			
5128	Widseth Smith & Nolting Inc						
247	21-520-000-0000-6808		8,800.00	NORTHWOODS TRL MILLE LACS P1	233775	State Grant-Other	N
5128	Widseth Smith & Nolting Inc		8,800.00	1 Transactions			
13627	Wruck Sewer and Portable Rental						
253	21-520-000-0000-6360		91.00	CITY OF MCGRATH PORTABLE	I24105	Services, Labor, Contracts	N
254	21-520-000-0000-6360		91.00	SWATARA PARKING PORTABLE	I24105	Services, Labor, Contracts	N
255	21-520-000-0000-6360		172.50	LONE LAKE BEACH PORTABLE	I24105	Services, Labor, Contracts	N
256	21-520-000-0000-6360		173.00	ROUND LAKE BEACH PORTABLE	I24105	Services, Labor, Contracts	N
257	21-520-000-0000-6360		86.50	LONE LAKE BEACH BACK TO WEEKLY	I24105	Services, Labor, Contracts	N
249	21-520-000-0000-6360		91.00	CITY OF MCGRATH PORTABLE	I24760	Services, Labor, Contracts	N
				09/01/2024 09/30/2024			
250	21-520-000-0000-6360		91.00	SWATARA PARKING PORTABLE	I24760	Services, Labor, Contracts	N
				09/01/2024 09/30/2024			
251	21-520-000-0000-6360		173.00	LONE LAKE BEACH PORTABLE	I24760	Services, Labor, Contracts	N
				09/01/2024 09/30/2024			
252	21-520-000-0000-6360		173.00	ROUND LAKE BEACH PORTABLE	I24760	Services, Labor, Contracts	N
				09/01/2024 09/30/2024			
13627	Wruck Sewer and Portable Rental		1,142.00	9 Transactions			
21 Fund Total:			40,912.81	Parks	12 Vendors	27 Transactions	
Final Total:			637,038.65	127 Vendors	257 Transactions		

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COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	184,713.24	General Fund
2	1,623.03	Reserves Fund
10	9,782.48	Trust
11	10,626.06	Forest Development
13	371,568.78	Taxes & Penalties
19	17,812.25	Long Lake Conservation Center
21	40,912.81	Parks
All Funds	637,038.65	Total

Approved by,

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

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1 General Fund

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>	
42	DEPT				Treasurer			
	999999000	Andrew Bell						
		01-042-000-0000-6820		3,087.00	ITASCA CO PMT OFRA PERIOD 2	22619	Refunds	N
	999999000	Andrew Bell		3,087.00	1 Transactions			
42	DEPT Total:			3,087.00	Treasurer	1 Vendors	1 Transactions	
1	Fund Total:			3,087.00	General Fund		1 Transactions	

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
				Service Dates	Paid On Bhf #	On Behalf of Name	
943	DEPT			Taxes And Penalties			
999999000	AALUND/STEVEN 13-943-000-0000-2001		816.00	PROPERTY TAX OVERPAYMENT - P2	2220	Cur - Property Taxes	N
999999000	AALUND/STEVEN		816.00	1 Transactions			
999999000	ALBERTSON/KIM 13-943-000-0000-2001		92.00	PROPERTY TAX OVERPAYMENT - P2	2170	Cur - Property Taxes	N
999999000	ALBERTSON/KIM		92.00	1 Transactions			
999999000	ALL AMERICAN TITLE CO INC 13-943-000-0000-2001		688.00	PROPERTY TAX OVERPAYMENT - P2	2150-2151	Cur - Property Taxes	N
999999000	ALL AMERICAN TITLE CO INC		688.00	1 Transactions			
999999000	BARNEVELD/KAREN 13-943-000-0000-2001		74.00	PROPERTY TAX OVERPAYMENT - P2	2175	Cur - Property Taxes	N
999999000	BARNEVELD/KAREN		74.00	1 Transactions			
999999000	BAYERL/ROBYN 13-943-000-0000-2001		95.15	PROPERTY TAX OVERPAYMENT - P2	2226	Cur - Property Taxes	N
999999000	BAYERL/ROBYN		95.15	1 Transactions			
999999000	BERG/CAROL 13-943-000-0000-2001		391.00	PROPERTY TAX OVERPAYMENT - P2	2163	Cur - Property Taxes	N
999999000	BERG/CAROL		391.00	1 Transactions			
999999000	BISHOP/CHRISTY 13-943-000-0000-2001		433.00	PROPERTY TAX OVERPAYMENT - P2	2131	Cur - Property Taxes	N
999999000	BISHOP/CHRISTY		433.00	1 Transactions			
999999000	BLANEY/DAWN 13-943-000-0000-2001		2,323.58	PROPERTY TAX OVERPAYMENT - P2	2239	Cur - Property Taxes	N
999999000	BLANEY/DAWN		2,323.58	1 Transactions			
999999000	BORCHERT/NIKOLAUS 13-943-000-0000-2001		179.00	PROPERTY TAX OVERPAYMENT - P2	2222	Cur - Property Taxes	N
999999000	BORCHERT/NIKOLAUS		179.00	1 Transactions			
999999000	BRADY/JUDY 13-943-000-0000-2001		30.00	PROPERTY TAX OVERPAYMENT - P2	2236	Cur - Property Taxes	N

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Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



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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	
999999000	BRADY/JUDY		30.00	1 Transactions		
999999000	BUTLER/DAN					
	13-943-000-0000-2001		223.00	PROPERTY TAX OVERPAYMENT - P2	2198,2206,2207	Cur - Property Taxes N
999999000	BUTLER/DAN		223.00	1 Transactions		
999999000	CAMPBELL/MELISSA					
	13-943-000-0000-2001		152.46	PROPERTY TAX OVERPAYMENT - P2	2190	Cur - Property Taxes N
999999000	CAMPBELL/MELISSA		152.46	1 Transactions		
999999000	CARDINAL/KEVIN					
	13-943-000-0000-2001		26.00	PROPERTY TAX OVERPAYMENT - P2	2191	Cur - Property Taxes N
999999000	CARDINAL/KEVIN		26.00	1 Transactions		
999999000	CARLSON/RANDY					
	13-943-000-0000-2001		570.00	PROPERTY TAX OVERPAYMENT - P2	2124	Cur - Property Taxes N
999999000	CARLSON/RANDY		570.00	1 Transactions		
999999000	CARRON/RICHARD					
	13-943-000-0000-2001		22.00	PROPERTY TAX OVERPAYMENT - P2	2231	Cur - Property Taxes N
999999000	CARRON/RICHARD		22.00	1 Transactions		
999999000	CLINE/JONATHAN					
	13-943-000-0000-2001		11.00	PROPERTY TAX OVERPAYMENT - P2	2185	Cur - Property Taxes N
999999000	CLINE/JONATHAN		11.00	1 Transactions		
999999000	COATES/CHRISTOPHER					
	13-943-000-0000-2001		50.00	PROPERTY TAX OVERPAYMENT - P2	2173	Cur - Property Taxes N
999999000	COATES/CHRISTOPHER		50.00	1 Transactions		
999999000	CONSTANT/KARI					
	13-943-000-0000-2001		20.00	PROPERTY TAX OVERPAYMENT - P2	2142	Cur - Property Taxes N
999999000	CONSTANT/KARI		20.00	1 Transactions		
999999000	DEFRESNE/WARREN					
	13-943-000-0000-2001		52.00	PROPERTY TAX OVERPAYMENT - P2	2248	Cur - Property Taxes N
999999000	DEFRESNE/WARREN		52.00	1 Transactions		
999999000	DILLEY/JACQUELYN					

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	13-943-000-0000-2001		665.00	PROPERTY TAX OVERPAYMENT - P2	2218	Cur - Property Taxes	N
999999000	DILLEY/JACQUELYN		665.00	1 Transactions			
999999000	DUFF & PHELPS LLC						
	13-943-000-0000-2001		193.00	PROPERTY TAX OVERPAYMENT - P2	2201-2202	Cur - Property Taxes	N
	13-943-000-0000-2001		200.00	PROPERTY TAX OVERPAYMENT - P2	2203-2204	Cur - Property Taxes	N
999999000	DUFF & PHELPS LLC		393.00	2 Transactions			
999999000	DUONG/VONG						
	13-943-000-0000-2001		20.00	PROPERTY TAX OVERPAYMENT - P2	2245	Cur - Property Taxes	N
999999000	DUONG/VONG		20.00	1 Transactions			
999999000	DURAND/TRACY						
	13-943-000-0000-2001		204.00	PROPERTY TAX OVERPAYMENT - P2	2126	Cur - Property Taxes	N
999999000	DURAND/TRACY		204.00	1 Transactions			
999999000	EASTBURN/BRANDON						
	13-943-000-0000-2001		885.00	PROPERTY TAX OVERPAYMENT - P2	2235	Cur - Property Taxes	N
999999000	EASTBURN/BRANDON		885.00	1 Transactions			
999999000	EKELUND/THOMAS						
	13-943-000-0000-2001		50.10	PROPERTY TAX OVERPAYMENT - P2	2259	Cur - Property Taxes	N
999999000	EKELUND/THOMAS		50.10	1 Transactions			
999999000	ERICKSON/FAYE						
	13-943-000-0000-2001		887.48	PROPERTY TAX OVERPAYMENT - P2	2229	Cur - Property Taxes	N
999999000	ERICKSON/FAYE		887.48	1 Transactions			
999999000	ERTL/MELISSA						
	13-943-000-0000-2001		92.00	PROPERTY TAX OVERPAYMENT - P2	2192	Cur - Property Taxes	N
999999000	ERTL/MELISSA		92.00	1 Transactions			
999999000	FIIHR/DELBERT						
	13-943-000-0000-2001		695.27	PROPERTY TAX OVERPAYMENT - P2	2194	Cur - Property Taxes	N
999999000	FIIHR/DELBERT		695.27	1 Transactions			
999999000	FOLKE/DEBORAH						
	13-943-000-0000-2001		40.00	PROPERTY TAX OVERPAYMENT - P2	2155	Cur - Property Taxes	N

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999999000	FOLKE/DEBORAH		40.00	1 Transactions			
999999000	FOSS-HALVORSON/MARCY						
	13-943-000-0000-2001		3,990.00	PROPERTY TAX OVERPAYMENT - P2	2199	Cur - Property Taxes	N
999999000	FOSS-HALVORSON/MARCY		3,990.00	1 Transactions			
999999000	GOBLE/GRETA						
	13-943-000-0000-2001		596.00	PROPERTY TAX OVERPAYMENT - P2	2144	Cur - Property Taxes	N
	13-943-000-0000-2001		500.00	PROPERTY TAX OVERPAYMENT - P2	2249	Cur - Property Taxes	N
999999000	GOBLE/GRETA		1,096.00	2 Transactions			
999999000	GOWELL/AMY						
	13-943-000-0000-2001		15.09	PROPERTY TAX OVERPAYMENT - P2	2227	Cur - Property Taxes	N
999999000	GOWELL/AMY		15.09	1 Transactions			
999999000	HANSEN/ANDREA						
	13-943-000-0000-2001		28.00	PROPERTY TAX OVERPAYMENT - P2	2240	Cur - Property Taxes	N
999999000	HANSEN/ANDREA		28.00	1 Transactions			
999999000	HARRIS/RACHEL						
	13-943-000-0000-2001		952.00	PROPERTY TAX OVERPAYMENT - P2	2205	Cur - Property Taxes	N
999999000	HARRIS/RACHEL		952.00	1 Transactions			
999999000	HARRY'S MIDTOWN LIQUOR LLC						
	13-943-000-0000-2001		131.00	PROPERTY TAX OVERPAYMENT - P2	2250	Cur - Property Taxes	N
999999000	HARRY'S MIDTOWN LIQUOR LLC		131.00	1 Transactions			
999999000	HARTMAN/NANCY						
	13-943-000-0000-2001		30.00	PROPERTY TAX OVERPAYMENT - P2	2234	Cur - Property Taxes	N
999999000	HARTMAN/NANCY		30.00	1 Transactions			
999999000	HAUGLY/BRYAN						
	13-943-000-0000-2001		84.00	PROPERTY TAX OVERPAYMENT - P2	2233	Cur - Property Taxes	N
999999000	HAUGLY/BRYAN		84.00	1 Transactions			
999999000	HAUGSE/KATHY						
	13-943-000-0000-2001		20.00	PROPERTY TAX OVERPAYMENT - P2	2251	Cur - Property Taxes	N
999999000	HAUGSE/KATHY		20.00	1 Transactions			

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999999000	Hopperstad/Tracy					
	13-943-000-0000-2001		PROPERTY TAX OVERPAYMENT - P2	2135-2136	Cur - Property Taxes	N
		379.00				
999999000	Hopperstad/Tracy		1 Transactions			
		379.00				
999999000	INGRASSIA/JOHN					
	13-943-000-0000-2001		PROPERTY TAX OVERPAYMENT - P2	2256	Cur - Property Taxes	N
		33.14				
999999000	INGRASSIA/JOHN		1 Transactions			
		33.14				
999999000	JUHL/MINETTE					
	13-943-000-0000-2001		PROPERTY TAX OVERPAYMENT - P2	2200	Cur - Property Taxes	N
		111.68				
999999000	JUHL/MINETTE		1 Transactions			
		111.68				
999999000	KAEDING/CARL					
	13-943-000-0000-2001		PROPERTY TAX OVERPAYMENT - P2	2184	Cur - Property Taxes	N
		342.00				
999999000	KAEDING/CARL		1 Transactions			
		342.00				
999999000	KANGAS/WILLIAM					
	13-943-000-0000-2001		PROPERTY TAX OVERPAYMENT - P2	2181-2182	Cur - Property Taxes	N
		86.00				
999999000	KANGAS/WILLIAM		1 Transactions			
		86.00				
999999000	KINNAN/LEIGH					
	13-943-000-0000-2001		PROPERTY TAX OVERPAYMENT - P2	2224	Cur - Property Taxes	N
		32.00				
999999000	KINNAN/LEIGH		1 Transactions			
		32.00				
999999000	KRANTZ/DEBORAH					
	13-943-000-0000-2001		PROPERTY TAX OVERPAYMENT - P2	2132	Cur - Property Taxes	N
		40.00				
999999000	KRANTZ/DEBORAH		1 Transactions			
		40.00				
999999000	LAMB/EDWARD					
	13-943-000-0000-2001		PROPERTY TAX OVERPAYMENT - P2	2172	Cur - Property Taxes	N
		52.00				
999999000	LAMB/EDWARD		1 Transactions			
		52.00				
999999000	LANDGREN/PAMELA					
	13-943-000-0000-2001		PROPERTY TAX OVERPAYMENT - P2	2147	Cur - Property Taxes	N
		12.00				
999999000	LANDGREN/PAMELA		1 Transactions			
		12.00				
999999000	LANDIN/KATIE					
	13-943-000-0000-2001		PROPERTY TAX OVERPAYMENT - P2	2225	Cur - Property Taxes	N
		102.00				

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999999000	LANDIN/KATIE		102.00	1 Transactions		
999999000	LANDRUS/RYAN					
	13-943-000-0000-2001		396.00	PROPERTY TAX OVERPAYMENT - P2	2186	Cur - Property Taxes
999999000	LANDRUS/RYAN		396.00	1 Transactions		N
999999000	LANG/WILLIAM					
	13-943-000-0000-2001		835.00	PROPERTY TAX OVERPAYMENT - P2	2127	Cur - Property Taxes
999999000	LANG/WILLIAM		835.00	1 Transactions		N
999999000	LARSON/BETTE					
	13-943-000-0000-2001		11.94	PROPERTY TAX OVERPAYMENT - P2	2242	Cur - Property Taxes
999999000	LARSON/BETTE		11.94	1 Transactions		N
999999000	LESTER/ROBERT					
	13-943-000-0000-2001		58.00	PROPERTY TAX OVERPAYMENT - P2	2241	Cur - Property Taxes
999999000	LESTER/ROBERT		58.00	1 Transactions		N
999999000	LINDEMANN/SCOTT					
	13-943-000-0000-2001		779.00	PROPERTY TAX OVERPAYMENT - P2	2178-2179	Cur - Property Taxes
999999000	LINDEMANN/SCOTT		779.00	1 Transactions		N
999999000	LUECK/KAREN					
	13-943-000-0000-2001		572.00	PROPERTY TAX OVERPAYMENT - P2	2123	Cur - Property Taxes
999999000	LUECK/KAREN		572.00	1 Transactions		N
999999000	LUNDQUIST/JAMES					
	13-943-000-0000-2001		77.14	PROPERTY TAX OVERPAYMENT - P2	2257-2258	Cur - Property Taxes
999999000	LUNDQUIST/JAMES		77.14	1 Transactions		N
999999000	MAXWELL/WAYNE					
	13-943-000-0000-2001		98.00	PROPERTY TAX OVERPAYMENT - P2	2171	Cur - Property Taxes
999999000	MAXWELL/WAYNE		98.00	1 Transactions		N
999999000	MCDONALD/JASON					
	13-943-000-0000-2001		246.00	PROPERTY TAX OVERPAYMENT - P2	2133-2134	Cur - Property Taxes
999999000	MCDONALD/JASON		246.00	1 Transactions		N
999999000	MCGRATH HUNTING CLUB, LLC					

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	13-943-000-0000-2001		82.00	PROPERTY TAX OVERPAYMENT - P2	2137	Cur - Property Taxes	N
999999000	MCGRATH HUNTING CLUB, LLC		82.00	1 Transactions			
999999000	MEINKE/WALLACE						
	13-943-000-0000-2001		117.00	PROPERTY TAX OVERPAYMENT - P2	2138	Cur - Property Taxes	N
999999000	MEINKE/WALLACE		117.00	1 Transactions			
999999000	MEMBERS COOP CREDIT UNION						
	13-943-000-0000-2001		141.00	PROPERTY TAX OVERPAYMENT - P2	2165	Cur - Property Taxes	N
	13-943-000-0000-2001		516.00	PROPERTY TAX OVERPAYMENT	2168	Cur - Property Taxes	N
	13-943-000-0000-2001		507.00	PROPERTY TAX OVERPAYMENT - P2	2187	Cur - Property Taxes	N
	13-943-000-0000-2001		212.00	PROPERTY TAX OVERPAYMENT - P2	2189	Cur - Property Taxes	N
999999000	MEMBERS COOP CREDIT UNION		1,376.00	4 Transactions			
999999000	MENSING/KATHLEEN						
	13-943-000-0000-2001		10.36	PROPERTY TAX OVERPAYMENT - P2	2140	Cur - Property Taxes	N
999999000	MENSING/KATHLEEN		10.36	1 Transactions			
999999000	MERCHANTS BANK						
	13-943-000-0000-2001		488.00	PROPERTY TAX OVERPAYMENT - P2	2188	Cur - Property Taxes	N
999999000	MERCHANTS BANK		488.00	1 Transactions			
999999000	MILLE LACS BAND OF OJIBWE						
	13-943-000-0000-2001		40.00	PROPERTY TAX OVERPAYMENT - P2	2139	Cur - Property Taxes	N
999999000	MILLE LACS BAND OF OJIBWE		40.00	1 Transactions			
999999000	MIMS/JIMMIE						
	13-943-000-0000-2001		303.00	PROPERTY TAX OVERPAYMENT - P2	2146	Cur - Property Taxes	N
999999000	MIMS/JIMMIE		303.00	1 Transactions			
999999000	MINNWEST BANK						
	13-943-000-0000-2001		819.00	PROPERTY TAX OVERPAYMENT - P2	2177	Cur - Property Taxes	N
999999000	MINNWEST BANK		819.00	1 Transactions			
999999000	MOHR/DANIEL						
	13-943-000-0000-2001		12.48	PROPERTY TAX OVERPAYMENT - P2	2130	Cur - Property Taxes	N
999999000	MOHR/DANIEL		12.48	1 Transactions			
999999000	MONTAGUE/DANIEL						

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	13-943-000-0000-2001		34.10	PROPERTY TAX OVERPAYMENT - P2	2154	Cur - Property Taxes	N
999999000	MONTAGUE/DANIEL		34.10	1 Transactions			
999999000	MYRKLE/ROGER						
	13-943-000-0000-2001		20.00	PROPERTY TAX OVERPAYMENT - P2	2153	Cur - Property Taxes	N
999999000	MYRKLE/ROGER		20.00	1 Transactions			
999999000	NESS/ALLAN						
	13-943-000-0000-2001		314.00	PROPERTY TAX OVERPAYMENT - P2	2230	Cur - Property Taxes	N
999999000	NESS/ALLAN		314.00	1 Transactions			
999999000	NIELSEN/TERRY						
	13-943-000-0000-2001		868.00	PROPERTY TAX OVERPAYMENT - P2	2149	Cur - Property Taxes	N
999999000	NIELSEN/TERRY		868.00	1 Transactions			
999999000	NOVAK/THOMAS						
	13-943-000-0000-2001		30.00	PROPERTY TAX OVERPAYMENT - P2	2238	Cur - Property Taxes	N
999999000	NOVAK/THOMAS		30.00	1 Transactions			
999999000	NYGREN/DUANE						
	13-943-000-0000-2001		81.00	PROPERTY TAX OVERPAYMENT - P2	2166	Cur - Property Taxes	N
999999000	NYGREN/DUANE		81.00	1 Transactions			
999999000	OLSON/DOUG						
	13-943-000-0000-2001		27.00	PROPERTY TAX OVERPAYMENT - P2	2219	Cur - Property Taxes	N
999999000	OLSON/DOUG		27.00	1 Transactions			
999999000	ORR/KAREN						
	13-943-000-0000-2001		40.00	PROPERTY TAX OVERPAYMENT - P2	2174	Cur - Property Taxes	N
999999000	ORR/KAREN		40.00	1 Transactions			
999999000	PASCHKE/ROBERT						
	13-943-000-0000-2001		19.97	PROPERTY TAX OVERPAYMENT - P2	2143	Cur - Property Taxes	N
999999000	PASCHKE/ROBERT		19.97	1 Transactions			
999999000	PATCHELL/DEB						
	13-943-000-0000-2001		1,653.00	PROPERTY TAX OVERPAYMENT - P2	2164	Cur - Property Taxes	N
999999000	PATCHELL/DEB		1,653.00	1 Transactions			

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999999000	PETERSEN/MICHAEL						
	13-943-000-0000-2001		22.00	PROPERTY TAX OVERPAYMENT - P2	2247	Cur - Property Taxes	N
999999000	PETERSEN/MICHAEL		22.00	1 Transactions			
999999000	PETERSON/KRISTINE						
	13-943-000-0000-2001		18.00	PROPERTY TAX OVERPAYMENT - P2	2246	Cur - Property Taxes	N
999999000	PETERSON/KRISTINE		18.00	1 Transactions			
999999000	PIKUS/RANDY						
	13-943-000-0000-2001		628.00	PROPERTY TAX OVERPAYMENT - P2	2157	Cur - Property Taxes	N
999999000	PIKUS/RANDY		628.00	1 Transactions			
999999000	REINKING/GREG						
	13-943-000-0000-2001		26.80	PROPERTY TAX OVERPAYMENT - P2	2162	Cur - Property Taxes	N
999999000	REINKING/GREG		26.80	1 Transactions			
999999000	REUTER/SHARON						
	13-943-000-0000-2001		200.00	PROPERTY TAX OVERPAYMENT - P2	2243	Cur - Property Taxes	N
999999000	REUTER/SHARON		200.00	1 Transactions			
999999000	REYNA YEPEZ/MARIANNA						
	13-943-000-0000-2001		186.70	PROPERTY TAX OVERPAYMENT - P2	2232	Cur - Property Taxes	N
999999000	REYNA YEPEZ/MARIANNA		186.70	1 Transactions			
999999000	RG TITLE, LLC						
	13-943-000-0000-2001		753.00	PROPERTY TAX OVERPAYMENT - P2	2156	Cur - Property Taxes	N
999999000	RG TITLE, LLC		753.00	1 Transactions			
999999000	RITCHIE/RONALD						
	13-943-000-0000-2001		588.00	PROPERTY TAX OVERPAYMENT - P2	2141	Cur - Property Taxes	N
999999000	RITCHIE/RONALD		588.00	1 Transactions			
999999000	ROBINSON/LORELIE						
	13-943-000-0000-2001		580.00	PROPERTY TAX OVERPAYMENT - P2	2183	Cur - Property Taxes	N
999999000	ROBINSON/LORELIE		580.00	1 Transactions			
999999000	RUDMAN/PEGGY						
	13-943-000-0000-2001		1,054.48	PROPERTY TAX OVERPAYMENT - P2	2237	Cur - Property Taxes	N

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999999000	RUDMAN/PEGGY		1,054.48	1 Transactions		
999999000	RUTHERFORD/MARY					
	13-943-000-0000-2001		13.12	PROPERTY TAX OVERPAYMENT - P2 2228	Cur - Property Taxes	N
999999000	RUTHERFORD/MARY		13.12	1 Transactions		
999999000	SCHMIDT/SUSAN					
	13-943-000-0000-2001		34.00	PROPERTY TAX OVERPAYMENT - P2 2197	Cur - Property Taxes	N
999999000	SCHMIDT/SUSAN		34.00	1 Transactions		
999999000	SELMECKI/MIKE					
	13-943-000-0000-2001		52.00	PROPERTY TAX OVERPAYMENT - P2 2255	Cur - Property Taxes	N
999999000	SELMECKI/MIKE		52.00	1 Transactions		
999999000	SIMONSON/JAMES					
	13-943-000-0000-2001		76.00	PROPERTY TAX OVERPAYMENT - P2 2167	Cur - Property Taxes	N
999999000	SIMONSON/JAMES		76.00	1 Transactions		
999999000	SIMS/MEGAN					
	13-943-000-0000-2001		68.00	PROPERTY TAX OVERPAYMENT - P2 2253	Cur - Property Taxes	N
999999000	SIMS/MEGAN		68.00	1 Transactions		
999999000	SMALLEY/ANGELA					
	13-943-000-0000-2001		42.00	PROPERTY TAX OVERPAYMENT - P2 2221	Cur - Property Taxes	N
999999000	SMALLEY/ANGELA		42.00	1 Transactions		
999999000	SMITH/DAVID					
	13-943-000-0000-2001		2,062.00	PROPERTY TAX OVERPAYMENT - P2 2176	Cur - Property Taxes	N
999999000	SMITH/DAVID		2,062.00	1 Transactions		
999999000	STEWART TITLE GUARANTY COMPANY					
	13-943-000-0000-2001		381.00	PROPERTY TAX OVERPAYMENT - P2 2152	Cur - Property Taxes	N
999999000	STEWART TITLE GUARANTY COMPANY		381.00	1 Transactions		
999999000	STIEGEL/MARK					
	13-943-000-0000-2001		88.00	PROPERTY TAX OVERPAYMENT - P2 2180	Cur - Property Taxes	N
999999000	STIEGEL/MARK		88.00	1 Transactions		
999999000	STRAATE/DIANA					

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	13-943-000-0000-2001		607.00	PROPERTY TAX OVERPAYMENT - P2	2193	Cur - Property Taxes	N
999999000	STRAATE/DIANA		607.00	1 Transactions			
999999000	THREE POINT SOLUTIONS INC						
	13-943-000-0000-2001		728.00	PROPERTY TAX OVERPAYMENT - P2	2223	Cur - Property Taxes	N
999999000	THREE POINT SOLUTIONS INC		728.00	1 Transactions			
999999000	TITLESMART, INC						
	13-943-000-0000-2001		343.00	PROPERTY TAX OVERPAYMENT - P2	2244	Cur - Property Taxes	N
999999000	TITLESMART, INC		343.00	1 Transactions			
999999000	TRACZIK/BEVERLY						
	13-943-000-0000-2001		100.00	PROPERTY TAX OVERPAYMENT - P2	2169	Cur - Property Taxes	N
999999000	TRACZIK/BEVERLY		100.00	1 Transactions			
999999000	VOSS/MICHAEL						
	13-943-000-0000-2001		14.08	PROPERTY TAX OVERPAYMENT - P2	22052	Cur - Property Taxes	N
999999000	VOSS/MICHAEL		14.08	1 Transactions			
999999000	VOUK/WILLIAM JR						
	13-943-000-0000-2001		209.00	PROPERTY TAX OVERPAYMENT - P2	2195-2196	Cur - Property Taxes	N
999999000	VOUK/WILLIAM JR		209.00	1 Transactions			
999999000	WEIHRAUCH/LAVONNE						
	13-943-000-0000-2001		60.00	PROPERTY TAX OVERPAYMENT - P2	2145	Cur - Property Taxes	N
999999000	WEIHRAUCH/LAVONNE		60.00	1 Transactions			
999999000	WENDT/KATIE						
	13-943-000-0000-2001		100.00	PROPERTY TAX OVERPAYMENT - P2	2148	Cur - Property Taxes	N
999999000	WENDT/KATIE		100.00	1 Transactions			
999999000	WHALEN/THOMAS						
	13-943-000-0000-2001		2,069.00	PROPERTY TAX OVERPAYMENT - P2	2125	Cur - Property Taxes	N
999999000	WHALEN/THOMAS		2,069.00	1 Transactions			
999999000	WHITE/CHERYL						
	13-943-000-0000-2001		261.00	PROPERTY TAX OVERPAYMENT - P2	2254	Cur - Property Taxes	N
999999000	WHITE/CHERYL		261.00	1 Transactions			

Aitkin County



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

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
943	DEPT Total:			38,488.12	Taxes And Penalties	105 Vendors	110 Transactions
13	Fund Total:			38,488.12	Taxes & Penalties		110 Transactions
	Final Total:			41,575.12	106 Vendors	111 Transactions	

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	3,087.00	General Fund
13	38,488.12	Taxes & Penalties
All Funds	41,575.12	Total

Approved by,

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KMR1
10/30/24 8:54AM

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
10/30/24 8:54AM

Aitkin County



3 Road & Bridge

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

Page 2

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>	
	8410	Bremer Bank						
1		03-303-000-0000-6570		25.00	24/25 SPEC FUEL LICENSE	24/25 SPEC FUEL D	Motor Fuel & Lubricants	N
	8410	Bremer Bank		25.00	1 Transactions			
3 Fund Total:				25.00	Road & Bridge	1 Vendors	1 Transactions	
Final Total:				25.00	1 Vendors	1 Transactions		

Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

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

Approved by,

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KMR1
10/30/24 9:02AM

Aitkin County



2R

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

Page 1

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
10/30/24 9:02AM

Aitkin County



1 General Fund

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

Page 2

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>	
8410 Bremer Bank							
6	01-044-904-0000-6379		636.50	WEX SEPT FEE	0002036209-IN	Flex Services, Labor, Etc.	N
3	01-044-904-0000-6360		408.34	DEP CARE FSA CLAIMS 2024	10/21/2024	Flex Plan Withdrawals	N
7	01-044-904-0000-6360		45.88	MED FSA 2024	10/25/2024	Flex Plan Withdrawals	N
8410 Bremer Bank			1,090.72	3 Transactions			
1 Fund Total:			1,090.72	General Fund	1 Vendors	3 Transactions	

KMR1
10/30/24 9:02AM
9 State

Aitkin County



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>
	8410	Bremer Bank					
4	09-000-000-0000-2058			431,527.80	PD 2 1ST ADVANCE STATE GEN	STATE GEN ADVAN State General Tax-Education	N
5	09-000-000-0000-2058			431,527.79	PD 2 2ND ADVANCE STATE GEN	STATE GEN ADVAN State General Tax-Education	N
	8410	Bremer Bank		863,055.59	2 Transactions		
9 Fund Total:				863,055.59	State	1 Vendors	2 Transactions

KMR1

10/30/24

9:02AM

Aitkin County


13 Taxes & Penalties

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>
	8410 Bremer Bank					
1	13-943-000-0000-2001		395.00	REV PMT-UNABLE TO LOC - P2	2208	Cur - Property Taxes N
2	13-943-000-0000-2001		1,470.00	REV PMT-UNABLE TO LOC - P2	2209-2217	Cur - Property Taxes N
	8410 Bremer Bank		1,865.00	2 Transactions		
13 Fund Total:			1,865.00	Taxes & Penalties	1 Vendors	2 Transactions
Final Total:			866,011.31	3 Vendors	7 Transactions	

Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,090.72	General Fund
9	863,055.59	State
13	1,865.00	Taxes & Penalties
All Funds	866,011.31	Total

Approved by,

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KMR1
10/30/24 9:03AM

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1

10/30/24

9:03AM

5 Health & Human Services

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	8410 Bremer Bank 05-400-400-0402-6360		110.19	2024 EST MN CARE TAX-TYPE 399 10/01/2024 12/31/2024	TYPE 399	Services, Labor, Contracts	N
	8410 Bremer Bank		110.19	1 Transactions			
5 Fund Total:			110.19	Health & Human Services	1 Vendors	1 Transactions	
Final Total:			110.19	1 Vendors	1 Transactions		

Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	110.19	Health & Human Services
All Funds	110.19	Total

Approved by,
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Board of County Commissioners Agenda Request

2T

Agenda Item #

Requested Meeting Date: 11-12-24

Title of Item: Award Contract 20251

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: John Welle		Department: Highway
Presenter (Name and Title): NA		Estimated Time Needed: NA
Summary of Issue: Bids were opened on Monday, October 21, 2024 for Contract No. 20251 which includes SAP 001-605-015 - bridge replacement on CH 5 over the Rice River near Kimberly. As shown on the attached abstract of bids, three bids were received with Redstone Construction LLC - Mora, MN submitting the low bid in the amount of \$997,321.60. With the cost of this contract estimated at \$1,035,871, the low bid is 3.7% below the estimated amount.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Award Contract 20251 to Redstone Construction LLC by attached resolution.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ 997,321.60 <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> \$1,036,000 was budgeted for this project in 2025.		

**Aitkin County
Bid Abstract**

Project Name: Rice River Bridge Replacement on CSAH 5
 Bid Opening: October 21, 2024 at 2:00 PM

Contract No: 20251
 Project No: SAP 001-605-015

		Project: SAP 001-605-015 - Rice River Bridge Replacement on CSAH 5			Engineer's Estimate		Redstone Construction, LLC - Mora, MN		S & R Reinforcing, Inc. - Aitkin, MN		Northland Constructors of Duluth, a Division of Mathy Construction Company - Duluth, MN	
Line	Number	Description	Unit	Qty	Estimated Price	Estimated Total	Price	Total	Price	Total	Price	Total
1	2021.501	MOBILIZATION	LUMP SUM	1	\$120,000.00	\$120,000.00	\$85,000.00	\$85,000.00	\$50,525.00	\$50,525.00	\$107,998.30	\$107,998.30
2	2101.501	CLEARING & GRUBBING	LS	1	\$3,000.00	\$3,000.00	\$3,500.00	\$3,500.00	\$5,000.00	\$5,000.00	\$8,750.00	\$8,750.00
3	2104.502	SALVAGE SIGN	EACH	6	\$50.00	\$300.00	\$40.00	\$240.00	\$40.00	\$240.00	\$110.00	\$660.00
4	2106.507	EXCAVATION - COMMON (P)	C Y	324	\$12.00	\$3,888.00	\$12.50	\$4,050.00	\$8.00	\$2,592.00	\$15.00	\$4,860.00
5	2106.507	GRANULAR EMBANKMENT (CV)	C Y	119	\$25.00	\$2,975.00	\$31.50	\$3,748.50	\$29.00	\$3,451.00	\$42.00	\$4,998.00
6	2106.507	COMMON EMBANKMENT (CV) (P)	C Y	1,293	\$19.00	\$24,567.00	\$19.00	\$24,567.00	\$23.00	\$29,739.00	\$26.00	\$33,618.00
7	2118.509	AGGREGATE SURFACING CLASS 5	TON	400	\$25.00	\$10,000.00	\$23.00	\$9,200.00	\$22.00	\$8,800.00	\$40.00	\$16,000.00
8	2123.51	3.0 CU YD SHOVEL	HOURL	8	\$200.00	\$1,600.00	\$225.00	\$1,800.00	\$180.00	\$1,440.00	\$230.00	\$1,840.00
9	2123.51	DOZER	HOURL	8	\$200.00	\$1,600.00	\$190.00	\$1,520.00	\$180.00	\$1,440.00	\$215.00	\$1,720.00
10	2401.503	TYPE S (TL-4) BARRIER CONCRETE (3S52) (P)	L F	228	\$180.00	\$41,040.00	\$100.00	\$22,800.00	\$150.00	\$34,200.00	\$190.00	\$43,320.00
11	2401.507	STRUCTURAL CONCRETE (3B52) (P)	C Y	111	\$1,150.00	\$127,650.00	\$1,300.00	\$144,300.00	\$1,517.34	\$168,424.74	\$1,600.00	\$177,600.00
12	2401.508	REINFORCEMENT BARS (EPOXY COATED) (P)	LB	73,620	\$1.65	\$121,473.00	\$1.28	\$94,233.60	\$1.28	\$94,233.60	\$1.35	\$99,387.00
13	2401.508	REINFORCEMENT BARS (STAINLESS-75KSI) (P)	LB	870	\$5.00	\$4,350.00	\$4.25	\$3,697.50	\$4.54	\$3,949.80	\$4.15	\$3,610.50
14	2401.518	BRIDGE SLAB CONCRETE (3YHPC-M) (P)	S F	4,394	\$52.00	\$228,488.00	\$60.00	\$263,640.00	\$69.20	\$304,064.80	\$65.00	\$285,610.00
15	2401.601	STRUCTURE EXCAVATION	LUMP SUM	1	\$18,000.00	\$18,000.00	\$7,500.00	\$7,500.00	\$25,000.00	\$25,000.00	\$20,000.00	\$20,000.00
16	2401.601	SLOPE PREPARATION	LUMP SUM	1	\$12,000.00	\$12,000.00	\$7,500.00	\$7,500.00	\$5,000.00	\$5,000.00	\$13,000.00	\$13,000.00
17	2402.502	FLOOR DRAIN TYPE B702	EACH	4	\$750.00	\$3,000.00	\$650.00	\$2,600.00	\$575.00	\$2,300.00	\$850.00	\$3,400.00
18	2406.504	BRIDGE APPROACH PANELS (P)	S Y	309	\$270.00	\$83,430.00	\$290.00	\$89,610.00	\$231.40	\$71,502.60	\$285.00	\$88,065.00
19	2442.501	REMOVE EXISTING BRIDGE	LUMP SUM	1	\$35,000.00	\$35,000.00	\$39,000.00	\$39,000.00	\$33,100.00	\$33,100.00	\$32,500.00	\$32,500.00
20	2451.607	STRUCTURAL BACKFILL (CV) (P)	C Y	560	\$25.00	\$14,000.00	\$45.00	\$25,200.00	\$29.00	\$16,240.00	\$60.00	\$33,600.00
21	2452.502	STEEL H-TEST PILE 45 FT LONG 10"	EACH	2	\$12,000.00	\$24,000.00	\$6,000.00	\$12,000.00	\$9,700.00	\$19,400.00	\$5,000.00	\$10,000.00
22	2452.502	STEEL H-TEST PILE 50 FT LONG 10"	EACH	2	\$12,500.00	\$25,000.00	\$7,000.00	\$14,000.00	\$12,500.00	\$25,000.00	\$6,000.00	\$12,000.00
23	2452.502	PILE TIP PROTECTION 10"	EACH	20	\$300.00	\$6,000.00	\$135.00	\$2,700.00	\$110.00	\$2,200.00	\$130.00	\$2,600.00
24	2452.503	STEEL H-PILING 10"	L F	600	\$65.00	\$39,000.00	\$65.00	\$39,000.00	\$74.30	\$44,580.00	\$80.00	\$48,000.00
25	2452.603	16" STEEL PILE SHELLS	LIN FT	135	\$85.00	\$11,475.00	\$140.00	\$18,900.00	\$187.00	\$25,245.00	\$160.00	\$21,600.00
26	2502.501	DRAINAGE SYSTEM TYPE (B910)	LS	1	\$2,500.00	\$2,500.00	\$3,300.00	\$3,300.00	\$4,000.00	\$4,000.00	\$2,400.00	\$2,400.00
27	2511.504	GEOTEXTILE FILTER TYPE 7	S Y	640	\$4.00	\$2,560.00	\$4.00	\$2,560.00	\$5.00	\$3,200.00	\$5.00	\$3,200.00
28	2511.507	RANDOM RIPRAP CLASS III	C Y	300	\$95.00	\$28,500.00	\$115.00	\$34,500.00	\$98.00	\$29,400.00	\$90.00	\$27,000.00
29	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$7,500.00	\$7,500.00	\$3,800.00	\$3,800.00	\$4,300.00	\$4,300.00	\$4,250.00	\$4,250.00
30	2573.501	EROSION CONTROL SUPERVISOR	LS	1	\$2,500.00	\$2,500.00	\$600.00	\$600.00	\$1,500.00	\$1,500.00	\$500.00	\$500.00
31	2573.502	CULVERT END CONTROLS	EACH	1	\$500.00	\$500.00	\$195.00	\$195.00	\$300.00	\$300.00	\$275.00	\$275.00
32	2573.503	SILT FENCE, TYPE MS	L F	1,001	\$3.00	\$3,003.00	\$4.00	\$4,004.00	\$3.50	\$3,503.50	\$4.20	\$4,204.20
33	2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	L F	350	\$12.00	\$4,200.00	\$20.00	\$7,000.00	\$25.00	\$8,750.00	\$45.00	\$15,750.00

		Project: SAP 001-605-015 - Rice River Bridge Replacement on CSAH 5			Engineer's Estimate		Redstone Construction, LLC - Mora, MN		S & R Reinforcing, Inc. - Aitkin, MN		Northland Constructors of Duluth, a Division of Mathy Construction Company - Duluth, MN	
Line	Number	Description	Unit	Qty	Estimated Price	Estimated Total	Price	Total	Price	Total	Price	Total
34	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	L F	430	\$3.00	\$1,290.00	\$4.00	\$1,720.00	\$3.50	\$1,505.00	\$4.50	\$1,935.00
35	2575.501	TURF ESTABLISHMENT	LS	1	\$5,000.00	\$5,000.00	\$6,300.00	\$6,300.00	\$6,000.00	\$6,000.00	\$4,300.00	\$4,300.00
36	2575.504	ROLLED EROSION PREVENTION CATEGORY 74	S Y	156	\$25.00	\$3,900.00	\$22.00	\$3,432.00	\$20.00	\$3,120.00	\$50.00	\$7,800.00
37	2575.504	ROLLED EROSION PREVENTION CATEGORY 25	S Y	2,444	\$3.00	\$7,332.00	\$3.50	\$8,554.00	\$2.50	\$6,110.00	\$2.25	\$5,499.00
38	2575.523	RAPID STABILIZATION METHOD 3	MGAL	21	\$250.00	\$5,250.00	\$50.00	\$1,050.00	\$250.00	\$5,250.00	\$750.00	\$15,750.00
Totals for Project SAP 001-605-015					\$1,035,871.00		\$997,321.60		\$1,054,606.04		\$1,167,600.00	
% of Estimate for Project SAP 001-605-015							-3.72%		1.81%		12.72%	

I hereby certify that this is an exact reproduction of bids received.

Certified By: John Welle

Digitally signed by John Welle

Date: 2024.10.22 07:11:48 -05'00'

Date: 10-22-24

License No. 24340

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

ADOPTED November 12, 2024

By Commissioner: xxx

20241112-xxx

Award Contract 20251

WHEREAS, Contract No. 20251 is for construction of SAP 001-605-015, and

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Monday, October 21, 2024 with a total of three bids received, and

WHEREAS, Redstone Construction LLC – Mora, MN - was the lowest responsible bidder in the amount of \$997,321.60.

NOW THEREFORE, BE IT RESOLVED, that Redstone Construction LLC be awarded Contract 20251.

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

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 12th day of November 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of November 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2U
Agenda Item #

Requested Meeting Date: 11-12-24

Title of Item: Award Contract 20252

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: John Welle		Department: Highway
Presenter (Name and Title): NA		Estimated Time Needed: NA
Summary of Issue: <p>Bids were opened on Monday, October 28, 2024 for Contract No. 20252 which includes SAP 001-598-016 - bridge replacement on CH 54 over Sissabagamah Creek.</p> <p>As shown on the attached abstract of bids, two bids were received with S&R Reinforcing Inc. - Aitkin, MN submitting the low bid in the amount of \$630,476.02. With the cost of this contract estimated at \$753,546.5, the low bid is 16.3% below the estimated amount.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Award Contract 20252 to S&R Reinforcing, Inc. by attached resolution.		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$ 630,476.02</p> <p>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p> <p>\$754,000 was budgeted for this project in 2024/2025.</p>		

Aitkin County Bid Abstract

Project Name: Bridge Replacement over Sissabagamah Creek on CR 54
Bid Opening: October 28, 2024 at 2:00 PM

Contract No.: 20252
Project No.: SAP 001-598-016

							S & R Reinforcing, Inc. - Aitkin, MN		Redstone Construction, LLC - Mora, MN	
Line	Number	Description	Unit	Qty	Estimated Price	Estimated Total	Price	Total	Price	Total
NON-PARTICIPATING										
2	2104.503	REMOVE PIPE CULVERTS	LF	30	\$25.00	\$750.00	\$10.00	\$300.00	\$10.00	\$300.00
3	2106.507	EXCAVATION - COMMON (P)	CY	1,109	\$15.00	\$16,635.00	\$14.00	\$15,526.00	\$10.00	\$11,090.00
4	2106.507	COMMON EMBANKMENT (CV)	CY	4,162	\$18.00	\$74,916.00	\$21.00	\$87,402.00	\$19.00	\$79,078.00
6	2501.502	24" GS PIPE APRON	EACH	2	\$300.00	\$600.00	\$350.00	\$700.00	\$750.00	\$1,500.00
7	2501.503	24" CS PIPE CULVERT	LF	50	\$75.00	\$3,750.00	\$50.00	\$2,500.00	\$95.00	\$4,750.00
8	2573.503	SILT FENCE, TYPE HI	LF	905	\$4.00	\$3,620.00	\$3.50	\$3,167.50	\$4.00	\$3,620.00
9	2573.503	FLOTATION SILT CURTAIN TYPE STILL WATER	LF	200	\$25.00	\$5,000.00	\$20.00	\$4,000.00	\$20.00	\$4,000.00
10	2575.504	ROLLED EROSION PREVENTION CATEGORY 25	SY	725	\$2.50	\$1,812.50	\$3.50	\$2,537.50	\$4.00	\$2,900.00
11	2575.523	RAPID STABILIZATION METHOD 3	MGAL	4	\$1,000.00	\$4,000.00	\$500.00	\$2,000.00	\$530.00	\$2,120.00
13	2051.501	MAINT AND RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1.00	\$1.00
17	2118.509	AGGREGATE SURFACING CLASS 5 MOD	TON	1,609	\$35.00	\$56,315.00	\$21.50	\$34,593.50	\$30.00	\$48,270.00
34	2442.501	REMOVE EXISTING BRIDGE	LS	1	\$50,000.00	\$50,000.00	\$14,387.00	\$14,387.00	\$15,000.00	\$15,000.00
Total Non-Participating						\$218,398.50		\$168,113.50		\$172,629.00
							S & R Reinforcing, Inc. - Aitkin, MN		Redstone Construction, LLC - Mora, MN	
Line	Number	Description	Unit	Qty	Estimated Price	Estimated Total	Price	Total	Price	Total
PARTICIPATING										
12	2021.501	MOBILIZATION	LS	1	\$55,000.00	\$55,000.00	\$33,500.00	\$33,500.00	\$74,400.00	\$74,400.00
15	2563.601	TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$3,400.00	\$3,400.00	\$2,900.00	\$2,900.00
16	2575.501	TURF ESTABLISHMENT	LS	1	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00
18	2401.503	TYPE S (TL-4) BARRIER CONCRETE (3S52) (P)	LF	102	\$125.00	\$12,750.00	\$155.00	\$15,810.00	\$140.00	\$14,280.00
19	2401.507	STRUCTURAL CONCRETE (3B52) (P)	CY	68	\$1,050.00	\$71,400.00	\$997.91	\$67,857.88	\$1,450.00	\$98,600.00
20	2401.508	REINFORCEMENT BARS (EPOXY COATED) (P)	LB	35,340	\$1.70	\$60,078.00	\$1.20	\$42,408.00	\$1.35	\$47,709.00
21	2401.518	BRIDGE SLAB CONCRETE (3YHPC-M) (P)	SF	1,774	\$70.00	\$124,180.00	\$81.76	\$145,042.24	\$80.00	\$141,920.00
22	2401.601	STRUCTURE EXCAVATION	LS	1	\$20,000.00	\$20,000.00	\$34,000.00	\$34,000.00	\$35,000.00	\$35,000.00
23	2401.601	SLOPE PREPARATION	LS	1	\$10,000.00	\$10,000.00	\$1,000.00	\$1,000.00	\$8,000.00	\$8,000.00
24	2402.502	FLOOR DRAIN TYPE B702 MODIFIED	EACH	2	\$600.00	\$1,200.00	\$529.00	\$1,058.00	\$730.00	\$1,460.00
25	2402.508	STRUCTURAL STEEL (3306) (P)	LB	530	\$8.00	\$4,240.00	\$6.00	\$3,180.00	\$6.75	\$3,577.50
26	2452.502	C-I-P CONCRETE TEST PILE 150 FT LONG 12"	EACH	2	\$26,250.00	\$52,500.00	\$21,000.00	\$42,000.00	\$15,000.00	\$30,000.00
27	2452.502	PILE REDRIVING	EACH	4	\$1,000.00	\$4,000.00	\$250.00	\$1,000.00	\$475.00	\$1,900.00
28	2452.502	PILE POINTS 12"	EACH	10	\$320.00	\$3,200.00	\$350.00	\$3,500.00	\$400.00	\$4,000.00
29	2452.503	C-I-P CONCRETE PILING 12"	LF	1,120	\$75.00	\$84,000.00	\$35.97	\$40,286.40	\$35.00	\$39,200.00
30	2502.501	DRAINAGE SYSTEM TYPE (B910)	LS	1	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00
31	2511.504	GEOTEXTILE FILTER TYPE 7	SY	440	\$5.00	\$2,200.00	\$5.00	\$2,200.00	\$3.00	\$1,320.00
32	2511.507	RANDOM RIPRAP CLASS III	CY	210	\$75.00	\$15,750.00	\$90.00	\$18,900.00	\$115.00	\$24,150.00
33	2575.504	ROLLED EROSION PREVENTION CATEGORY 74	SY	86	\$25.00	\$2,150.00	\$20.00	\$1,720.00	\$22.00	\$1,892.00
Total Participating						\$535,148.00		\$462,362.52		\$535,308.50
TOTALS FOR PROJECT SAP 001-598-016						\$753,546.50		\$630,476.02		\$707,937.50
% OF ESTIMATE FOR PROJECT SAP 001-598-016								-16.33%		-6.05%

I hereby certify that this is an exact reproduction of bids received.

Certified By: John Welle Digitally signed by John Welle
Date: 2024.10.29 07:17:03 -0500 License No. 24340
Date: 10-29-24

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

ADOPTED November 12, 2024

By Commissioner: xxx

20241112-xxx

Award Contract 20252

WHEREAS, Contract No. 20252 is for construction of SAP 001-598-016, and

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Monday, October 28, 2024 with a total of two bids received, and

WHEREAS, S&R Reinforcing Inc. – Aitkin, MN - was the lowest responsible bidder in the amount of \$630,476.02.

NOW THEREFORE, BE IT RESOLVED, that S&R Reinforcing Inc. be awarded Contract 20252.

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

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 12th day of November 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of November 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2V

Agenda Item #

Requested Meeting Date: November 12, 2024

Title of Item: LG 220 Application for Exempt Gambling - Ducks Unlimited Aitkin Area

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Christy M. Bishop		Department: Auditor's Office
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Event Date (Bingo and Raffle): December 7, 2024 Application for Exempt Gambling Permit: LG220 - Ducks Unlimited Aitkin Area Chapter - Bingo and Raffle: Location of event Castaways located at: 32360 215th Lane Isle, MN 56432: Lakeside Township		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to adopt attached resolution.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED November 12, 2024

By Commissioner: xxx

20241112-xxx

LG 220 Application for Exempt Permit – Ducks Unlimited Aitkin Area Chapter

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 - Ducks Unlimited Aitkin Area Chapter –Bingo and Raffle: Location of event Castaway's : 32360 215th Lane Isle, MN 56432: Lakeside Township - Date of Event December 7, 2024

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 12th day of November 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of November, 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 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			
	248	Association of Mn Counties						
		01-001-000-0000-6241		175.00	2024 MACA-MCHRNA FALL CONF	69993,69977	Registration Fee	N
					10/02/2024 10/04/2024			
	248	Association of Mn Counties		175.00	1 Transactions			
	15240	AT&T Mobility (Central Serv)						
		01-001-000-0000-6220		193.51	COMMISSIONERS MOBILE PHONE	287298817699	Telephone	N
					08/26/2024 09/25/2024			
	15240	AT&T Mobility (Central Serv)		193.51	1 Transactions			
1	DEPT Total:			368.51	Commissioners	2 Vendors	2 Transactions	
42	DEPT				Treasurer			
	9561	Amazon Business						
		01-042-000-0000-6405		53.26	FOLDER FOR MARR, CONVEX MIRROR	1M7N-17DY-KWMN	Office Supplies	N
		01-042-000-0000-6405		41.52	FILE FOLDERS, BINDER CLIPS	1TNL-94F3-G9JD	Office Supplies	N
	9561	Amazon Business		94.78	2 Transactions			
	86235	The Office Shop Inc						
		01-042-000-0000-6405		24.89	CALCULATOR RIBBON, PINK PAPER	1147607-0	Office Supplies	N
	86235	The Office Shop Inc		24.89	1 Transactions			
	14330	US Bank						
		01-042-000-0000-6342		100.00	RICOH ID 117073	5414	Office Equipment Rental/Contracts	N
	14330	US Bank		100.00	1 Transactions			
42	DEPT Total:			219.67	Treasurer	3 Vendors	4 Transactions	
43	DEPT				Assessor			
	10396	Rono/Gabby						
		01-043-000-0000-6330		104.88	GABBY RONO MILEAGE FOR CLASS	2089	Transportation/Travel/Parking	N
		01-043-000-0000-6339		49.85	GABBY RONO MEALS FOR CLASS	2089	Meals (Overnight)	N
	10396	Rono/Gabby		154.73	2 Transactions			
	13934	The Tire Barn						
		01-043-000-0000-6302		435.24	AC IN 2012 FORD ESCAPE	75958	Vehicle Maintenance	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	
	13934	The Tire Barn		435.24	1 Transactions			
43	DEPT Total:			589.97	Assessor	2 Vendors	3 Transactions	
44	DEPT				Central Services			
	783	Canon Financial Services, Inc						
		01-044-000-0000-6342		225.51	COPIER CHARGE -OCT. 2024	35876830	Office Equipment Rental/Contracts	N
					10/01/2024 10/31/2024			
	783	Canon Financial Services, Inc		225.51	1 Transactions			
	10203	Transformative Learning Institute LLC						
		01-044-000-0000-6360		7,000.00	ORGAN. DEVEL. OCT '24 INVOICE	19	Services, Labor, Contracts	Y
					10/01/2024 10/31/2024			
	10203	Transformative Learning Institute LLC		7,000.00	1 Transactions			
44	DEPT Total:			7,225.51	Central Services	2 Vendors	2 Transactions	
49	DEPT				Information Technologies			
	9561	Amazon Business						
		01-049-000-0000-6485		64.32	DISPLAYPORT TO DVI	1CLR-9GX3-P3XW	Computer/Technology Supplies	N
	9561	Amazon Business		64.32	1 Transactions			
49	DEPT Total:			64.32	Information Technologies	1 Vendors	1 Transactions	
52	DEPT				Administration			
	15240	AT&T Mobility (Central Serv)						
		01-052-000-0000-6220		49.88	ADMIN MOBILE PHONE	287298817699	Telephone	N
					08/26/2024 09/25/2024			
	15240	AT&T Mobility (Central Serv)		49.88	1 Transactions			
	10879	Shred-It						
		01-052-000-0000-6360		24.00	2 EXTRA BOX FOR SHRED	8008796134	Services, Labor, Contracts	N
					09/25/2024 09/25/2024			
		01-052-000-0000-6360		15.29	FUEL/ENVIR/RECYC SURCHARGE	8008796134	Services, Labor, Contracts	N
					09/25/2024 09/25/2024			
	10879	Shred-It		39.29	2 Transactions			

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	
52	DEPT Total:				89.17	Administration	2 Vendors	3 Transactions	
53	DEPT					Human Resources			
	86222	Aitkin Independent Age							
		01-053-000-0000-6230			42.15	INVOICE 1014862 09/04/2024 09/07/2024	483648	Printing, Publishing & Adv	Y
		01-053-000-0000-6230			42.13	INVOICE 1015704 09/11/2024 09/14/2024	483648	Printing, Publishing & Adv	Y
		01-053-000-0000-6230			42.15	INVOICE 1016616 09/18/2024 09/21/2024	483648	Printing, Publishing & Adv	Y
		01-053-000-0000-6230			42.16	INVOICE 101792 09/04/2024 09/28/2024	483648	Printing, Publishing & Adv	Y
	86222	Aitkin Independent Age			168.59	4 Transactions			
	248	Association of Mn Counties							
		01-053-000-0000-6241			175.00	2024 MACA-MCHRNA FALL CONF 10/02/2024 10/04/2024	69993,69977	Registration Fee	N
	248	Association of Mn Counties			175.00	1 Transactions			
	15240	AT&T Mobility (Central Serv)							
		01-053-000-0000-6220			99.76	AUG-SEPT PHONE BILL 08/26/2024 09/25/2024	287299383308	Telephone	N
	15240	AT&T Mobility (Central Serv)			99.76	1 Transactions			
	9762	Faul Psychological PLLC							
		01-053-000-0000-6265			1,330.00	PSYCH EVALUATION (2) 08/30/2024 09/17/2024	2155	Background Check Fee	6
	9762	Faul Psychological PLLC			1,330.00	1 Transactions			
	12048	McDowell Agency, Inc./The							
		01-053-000-0000-6265			417.40	BACKGROUND FEES (7) 10/01/2024 10/31/2024	157809	Background Check Fee	N
	12048	McDowell Agency, Inc./The			417.40	1 Transactions			
	10879	Shred-It							
		01-053-000-0000-6360			115.59	CONSOLE+2 BOXES FOR SHRED 09/25/2024 09/25/2024	8008796134	Services, Labor, Contracts	N
		01-053-000-0000-6360			15.30	FUEL/ENVIR/RECYC SURCHARGE 09/25/2024 09/25/2024	8008796134	Services, Labor, Contracts	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	Service Dates	Paid On Bhf #	On Behalf of Name	
10879	Shred-It		130.89	2 Transactions		
53	DEPT Total:		2,321.64	Human Resources	6 Vendors	10 Transactions
60	DEPT		Elections			
86222	Aitkin Independent Age					
	01-060-000-0000-6230		89.25	10/16 AB EXTENDED HRS 10/16/2024 10/16/2024	1421224	Printing, Publishing & Adv Y
	01-060-000-0000-6230		89.25	10/9 AB EXTENDED HRS 10/09/2024 10/09/2024	1421224	Printing, Publishing & Adv Y
	01-060-000-0000-6230		70.00	GENERAL ELECTION NOTICE 10/09/2024 10/09/2024	1425440	Printing, Publishing & Adv Y
86222	Aitkin Independent Age		248.50	3 Transactions		
14967	KNOWINK LLC					
	01-060-000-0000-6406		6,875.00	ANNUAL POLL PAD LICENSE	16656	Ballots & Programming N
	01-060-000-0000-6406		1,000.00	ANNUAL EPULSE LICENSE	16656	Ballots & Programming N
14967	KNOWINK LLC		7,875.00	2 Transactions		
60	DEPT Total:		8,123.50	Elections	2 Vendors	5 Transactions
90	DEPT		Attorney			
9561	Amazon Business					
	01-090-000-0000-6405		79.99	OFFICE SUPPLIES	1F1L-JDXG-KYNG	Office Supplies N
	01-090-000-0000-6405		179.94	OFFICE SUPPLIES	1LFW-6W4W-JXTD	Office Supplies N
9561	Amazon Business		259.93	2 Transactions		
10452	AT&T Mobility					
	01-090-000-0000-6220		244.36	MONTHLY SERVICE	287301408597X100	Telephone N
10452	AT&T Mobility		244.36	1 Transactions		
783	Canon Financial Services, Inc					
	01-090-000-0000-6342		358.10	MONTHLY SERVICE	35875145	Office Equipment Rental/Contracts N
783	Canon Financial Services, Inc		358.10	1 Transactions		
3150	Mille Lacs Co Sheriff					
	01-090-000-0000-6264		86.90	SUBPOENA SERVICE	12474	Sheriff Services 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	Service Dates	Paid On Bhf #	On Behalf of Name	
3150	Mille Lacs Co Sheriff		86.90	1 Transactions		
9830	Miner/Dena					
	01-090-000-0000-6240		120.00	NOTARY RENEWAL	MN8OSS003651779	Membership/Dues/Association Fees N
9830	Miner/Dena		120.00	1 Transactions		
4139	Roggenkamp-Rakotz/Lisa M					
	01-090-000-0000-6330		99.18	MILEAGE	11012024	Transportation/Travel/Parking N
	01-090-000-0000-6332		166.10	1 NIGHT LODGING	11012024	Hotel / Motel Lodging N
	01-090-000-0000-6339		33.67	MEALS	11012024	Meals (Overnight) N
4139	Roggenkamp-Rakotz/Lisa M		298.95	3 Transactions		
11949	Swanson/Sondra					
	01-090-000-0000-6264		15.00	REQ CERT DL REIMBURSEMENT	101524	Sheriff Services N
11949	Swanson/Sondra		15.00	1 Transactions		
86235	The Office Shop Inc					
	01-090-000-0000-6405		17.96	OFFICE SUPPLIES	1147242-0	Office Supplies N
	01-090-000-0000-6405		102.28	OFFICE SUPPLIES	1147243-0	Office Supplies N
86235	The Office Shop Inc		120.24	2 Transactions		
90	DEPT Total:		1,503.48	Attorney	8 Vendors	12 Transactions
100	DEPT			Recorder		
3390	Minnesota UC Fund					
	01-100-000-0000-6172		5,180.00	2024 Q3 MN UI	17405092	Unemployment Compensation N
3390	Minnesota UC Fund		5,180.00	1 Transactions		
14814	Snyder/Tara					
	01-100-000-0000-6335		155.04	MILEAGE REIMBURSEMENT	PRIA CONFERENCE	Gas/Vehicle Fuel Charges N
	01-100-000-0000-6339		100.39	PRIA CONF MEAL RE-IMBURSEMENT	PRIA CONFERENCE	Meals (Overnight) N
				10/23/2024 10/25/2024		
14814	Snyder/Tara		255.43	2 Transactions		
100	DEPT Total:		5,435.43	Recorder	2 Vendors	3 Transactions
110	DEPT			Courthouse Maintenance		
10365	Antoine Electric, Inc.					

WLB1

11/4/24

2:18PM

1 General Fund

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 7

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-110-000-0000-6360		538.37	DMV OUTLET, JURY EXIT	24865	Services, Labor, Contracts	N
10365	Antoine Electric, Inc.		538.37	1 Transactions			
15240	AT&T Mobility (Central Serv)						
	01-110-000-0000-6220		49.88	MAINT MOBILE PHONE	287298817699	Telephone	N
				08/26/2024 09/25/2024			
15240	AT&T Mobility (Central Serv)		49.88	1 Transactions			
1754	Garrison Disposal Company, Inc						
	01-110-000-0000-6255		692.22	AUGUST GARBAGE BILL	379325	Garbage	N
				08/01/2024 08/31/2024			
	01-110-000-0000-6255		575.22	SEPTEMBER GARBAGE	380140	Garbage	N
				09/01/2024 09/30/2024			
1754	Garrison Disposal Company, Inc		1,267.44	2 Transactions			
9692	Minnesota Energy Resources Corporation						
	01-110-000-0000-6254		886.96	COURTHOUSE	5225101530	Utilities-Gas and Electric	N
				09/23/2024 10/21/2024			
9692	Minnesota Energy Resources Corporation		886.96	1 Transactions			
3950	Public Utilities						
	01-110-000-0000-6254		5,922.26	GOV'T CENTER	1430-00	Utilities-Gas and Electric	N
				09/16/2024 10/16/2024			
	01-110-000-0000-6254		86.04	GLARCO	50186-00	Utilities-Gas and Electric	N
				09/16/2024 10/16/2024			
	01-110-000-0000-6254		309.85	LA TOOL	50188-00	Utilities-Gas and Electric	N
				09/16/2024 10/16/2024			
	01-110-000-0000-6254		43.05	OLD COUNTY GARAGE	50202-00	Utilities-Gas and Electric	N
				09/16/2024 10/16/2024			
	01-110-000-0000-6254		79.40	JUDICIAL CENTER	509-00	Utilities-Gas and Electric	N
				09/16/2024 10/16/2024			
3950	Public Utilities		6,440.60	5 Transactions			
10698	Stericycle, Inc						
	01-110-000-0000-6360		30.10	STERI-SAFE	8008665953	Services, Labor, Contracts	6
				11/01/2024 11/30/2024			
10698	Stericycle, Inc		30.10	1 Transactions			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
110	DEPT Total:		9,213.35	Courthouse Maintenance	6 Vendors	11 Transactions
120	DEPT			Veterans Service		
3518	Voyageur Press Of Mcgregor, Inc					
	01-120-000-0000-6230		125.00	V PRESS OCTOBER	49485	Printing, Publishing & Adv N
				10/29/2024 10/29/2024		
3518	Voyageur Press Of Mcgregor, Inc		125.00	1 Transactions		
120	DEPT Total:		125.00	Veterans Service	1 Vendors	1 Transactions
122	DEPT			Planning & Zoning		
86222	Aitkin Independent Age					
	01-122-000-0000-6230		106.25	NOV BOA	1428656	Printing, Publishing & Adv Y
86222	Aitkin Independent Age		106.25	1 Transactions		
9561	Amazon Business					
	01-122-000-0000-6405		64.65	ENVELOPE SEALER, FLAGS	1L6P3TNVCKTX	Office, Film, & Field Supplies N
9561	Amazon Business		64.65	1 Transactions		
999999000	Bourassa/Steve					
	01-122-000-0000-6820		100.00	APPLIED FOR WRONG ITEM	61719	Refunds & Reimbursements N
999999000	Bourassa/Steve		100.00	1 Transactions		
9816	ESP Septic LLC					
	01-122-000-0000-6360		475.00	ADVANCED SEPTIC INSPECTION	140041802	Services, Labor, Contracts Y
9816	ESP Septic LLC		475.00	1 Transactions		
10487	Ladd Construction					
	01-122-029-0000-6304		13,851.00	JACKMAN SEPTIC GRANT	010080600	MPCA SSTS Upgrade Grant Expenses Y
10487	Ladd Construction		13,851.00	1 Transactions		
999999000	LARSON/DAVID					
	01-122-000-0000-6820		150.00	PERMIT NOT NEEDED FOR PATIO	61584	Refunds & Reimbursements N
999999000	LARSON/DAVID		150.00	1 Transactions		
999999000	OAKS/MARK					
	01-122-000-0000-6820		696.00	VARIANCE WITHDRAWN	61724	Refunds & Reimbursements 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	
999999000	OAKS/MARK		696.00	1 Transactions		
3810	Paulbeck's County Market					
	01-122-000-0000-6302		20.00	CAR WASHES	9277342	Vehicle Maintenance N
3810	Paulbeck's County Market		20.00	1 Transactions		
122	DEPT Total:		15,462.90	Planning & Zoning	8 Vendors	8 Transactions
123	DEPT			Coroner		
3987	Ramsey County Medical Examiner					
	01-123-000-0000-6262		1,561.00	POST EXAM H.J.	MEDEX-037283	Coroner Fees N
	01-123-000-0000-6262		1,581.00	POST EXAM R.T.	MEDEX-037284	Coroner Fees N
	01-123-000-0000-6262		1,581.00	POST EXAM M.R.	MEDEX-037285	Coroner Fees N
	01-123-000-0000-6262		1,400.00	POST EXAM M.B.	MEDEX-037286	Coroner Fees N
	01-123-000-0000-6262		1,400.00	POST EXAM E.B.	MEDEX-037287	Coroner Fees N
3987	Ramsey County Medical Examiner		7,523.00	5 Transactions		
123	DEPT Total:		7,523.00	Coroner	1 Vendors	5 Transactions
200	DEPT			Enforcement		
117	Aitkin County Sheriff					
	01-200-000-0000-6374		16.25	#217 TABS	L0070804268	Auto & Trailer License N
117	Aitkin County Sheriff		16.25	1 Transactions		
9138	ASAP Towing					
	01-200-000-0000-6359		80.00	#214 SQUAD	12092	Wrecker Service Y
9138	ASAP Towing		80.00	1 Transactions		
9687	AutoSmith					
	01-200-000-0000-6302		27.49	#220 TIRE REPAIR	12255	Vehicle Maintenance Y
9687	AutoSmith		27.49	1 Transactions		
1152	Cook/Steven					
	01-200-000-0000-6260		200.00	BACKGROUNDS L.T. & N.N.	10232024	Professional Consulting Y
1152	Cook/Steven		200.00	1 Transactions		
1775	Galls LLC					
	01-200-019-0000-6460		157.94	HANDCUFFS	029413302	Deputy Supplies 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	
	01-200-000-0000-6180		206.07	#202 JACKET	029425383	Clothing Allowance	N
1775	Galls LLC		364.01	2 Transactions			
3263	K&M Signs Inc.						
	01-200-000-0000-6620		75.00	#214 DECALS	15877	Auto, Trailers, Snowmobiles, ATV	N
3263	K&M Signs Inc.		75.00	1 Transactions			
3337	Minnesota County Attorneys Association						
	01-200-000-0000-6405		88.00	PROPERTY RECEIPT FORMS	200011700	Office Supplies	N
3337	Minnesota County Attorneys Association		88.00	1 Transactions			
3950	Public Utilities						
	01-200-000-0000-6254		64.34	EMERG STORAGE	507-00	Utilities-Gas and Electric	N
				09/16/2024 10/16/2024			
3950	Public Utilities		64.34	1 Transactions			
10073	Quale/Jolene						
	01-200-200-0000-6268		127.57	JOLENE - MILEAGE REIMB-MADDENS	10092024	Training, Development	N
10073	Quale/Jolene		127.57	1 Transactions			
4681	Streichers						
	01-200-000-0000-6180		3,757.80	#212Þ BVP VESTS	11725170	Clothing Allowance	N
4681	Streichers		3,757.80	1 Transactions			
10273	T-Mobile USA Inc						
	01-200-000-0000-6360		450.00	TOWER DUMP 24001818	9583423640	Services, Labor, Contracts	N
10273	T-Mobile USA Inc		450.00	1 Transactions			
86235	The Office Shop Inc						
	01-200-000-0000-6405		137.03	RESTOCK SUPPLIES	1147647-0	Office Supplies	N
	01-200-000-0000-6405		21.35	JR LEGAL PADS; PENS	1147647-1	Office Supplies	N
86235	The Office Shop Inc		158.38	2 Transactions			
13934	The Tire Barn						
	01-200-000-0000-6302		797.78	#222 THERMOSTAT; GASKET	75797	Vehicle Maintenance	N
	01-200-000-0000-6302		30.00	#214 TIRE REPAIR	75952	Vehicle Maintenance	N
	01-200-000-0000-6302		80.68	#216 OIL CHANGE	75971	Vehicle Maintenance	N
13934	The Tire Barn		908.46	3 Transactions			

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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	
10930	Tidholm Productions					
	01-200-000-0000-6405		93.46 BUSINESS CARDS- OLSON	43306545	Office Supplies	Y
	01-200-000-0000-6405		93.46 BUSINESS CARDS- ORPEN	43316546	Office Supplies	Y
	01-200-000-0000-6405		93.46 BUSINESS CARDS- SKAHL	43326547	Office Supplies	Y
10930	Tidholm Productions		280.38	3 Transactions		
10252	Tierney/Tim					
	01-200-000-0000-6180		190.45 #220 BOOT REIMB	10212024	Clothing Allowance	N
10252	Tierney/Tim		190.45	1 Transactions		
14558	Verizon Wireless-VCET					
	01-200-000-0000-6360		255.00 TOWER DUMP 24001818-BCA	90223738535	Services, Labor, Contracts	N
	01-200-000-0000-6360		225.00 PRESERVATION WT 24001818-217	9022374042	Services, Labor, Contracts	N
	01-200-000-0000-6360		195.00 CELL PHONE SW - 24001818	9022374630	Services, Labor, Contracts	N
14558	Verizon Wireless-VCET		675.00	3 Transactions		
5171	Willey's Marine Inc					
	01-200-000-0000-6302		179.44 SXS ROOF REPAIR	175196	Vehicle Maintenance	N
5171	Willey's Marine Inc		179.44	1 Transactions		
200	DEPT Total:		7,642.57	Enforcement	17 Vendors	25 Transactions
202	DEPT		Boat & Water			
2340	Hyytinen Hardware Hank					
	01-202-000-0000-6462		20.24 CHAIN	22112/1	Sheriff Field Supplies	N
2340	Hyytinen Hardware Hank		20.24	1 Transactions		
202	DEPT Total:		20.24	Boat & Water	1 Vendors	1 Transactions
252	DEPT		Corrections			
117	Aitkin County Sheriff					
	01-252-000-0000-6374		82.50 08 CHEVY EXPRESS TABS	L0070804268	Auto & Trailer License	N
	01-252-000-0000-6374		31.75 TXPT FORD EXPLORER TABS	L0070804268	Auto & Trailer License	N
117	Aitkin County Sheriff		114.25	2 Transactions		
9561	Amazon Business					
	01-252-000-0000-6262		116.87 RAZORS, PULSE OX; PAPER CLINCH	1DMJ-6N1J-LM6R	Contract Service or Medical Service	N
	01-252-252-0000-6465		87.26 FAUCETS POST 2	1KVD-PVNL-46QQ	Inmate Welfare Supplies	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	
	01-252-252-0000-5870		90.96	BASKETBALLS; POWER CABLE	1MN6-3DJR-YTNX	Prisoner Welfare Account(Non Tax)	N
9561	Amazon Business		295.09	3 Transactions			
14005	American Tower Corporation						
	01-252-000-0000-6342		401.16	JACOBSON TOWER LEASE	412448561	Tower Lease and Rental/Contracts	N
14005	American Tower Corporation		401.16	1 Transactions			
163	Charter Communications Holdings LLC						
	01-252-252-0000-6465		206.94	INMATE CABLE	175591501	Inmate Welfare Supplies	N
163	Charter Communications Holdings LLC		206.94	1 Transactions			
1775	Galls LLC						
	01-252-000-0000-6180		179.75	#207 PANTS	029358203	Clothing Allowance	N
1775	Galls LLC		179.75	1 Transactions			
10074	Gervais/Renee						
	01-252-000-0000-6180		50.00	RENEE SHOE REIMB	10232024	Clothing Allowance	N
10074	Gervais/Renee		50.00	1 Transactions			
4812	JC32 Teamsters H&W Fund						
	01-252-000-0000-6101		7,014.00	EE OCT HEALTH INSURANCE	202410	Salaries-Full Time	N
	01-252-000-0000-6150		26,355.00	ER OCT HEALTH INSURANCE	202410	Health Insurance-Employer	N
4812	JC32 Teamsters H&W Fund		33,369.00	2 Transactions			
5503	Keefe Supply Company						
	01-252-252-0000-6465		232.00	INMATE COMMISSARY	1886211	Inmate Welfare Supplies	N
5503	Keefe Supply Company		232.00	1 Transactions			
9692	Minnesota Energy Resources Corporation						
	01-252-000-0000-6254		39.99	STS	5224816543	Utilities-Gas and Electric	N
				09/23/2024 10/21/2024			
	01-252-000-0000-6254		19.04	JAIL	5224834857	Utilities-Gas and Electric	N
				09/23/2024 10/21/2024			
	01-252-000-0000-6254		306.75	JAIL	5225314710	Utilities-Gas and Electric	N
				09/23/2024 10/21/2024			
9692	Minnesota Energy Resources Corporation		365.78	3 Transactions			
3789	Pan-O-Gold Baking Company						
	01-252-000-0000-6418		74.40	BREAD & BUNS	10002424291002	Groceries	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	
	01-252-000-0000-6418		107.48	BREAD & BUNS	10002424298005	Groceries	N
3789	Pan-O-Gold Baking Company		181.88	2 Transactions			
9808	Performance Foodservice						
	01-252-000-0000-6418		1,686.40	GROCERIES	314007	Groceries	N
	01-252-000-0000-6418		2,378.43	GROCERIES	322184	Groceries	N
9808	Performance Foodservice		4,064.83	2 Transactions			
11947	Phoenix Supply						
	01-252-252-0000-6465		115.20	TENNIS SHOES	34433	Inmate Welfare Supplies	N
11947	Phoenix Supply		115.20	1 Transactions			
3950	Public Utilities						
	01-252-000-0000-6254		7,826.78	JAIL 2	1431-00	Utilities-Gas and Electric	N
				09/16/2024 10/16/2024			
	01-252-000-0000-6254		135.70	STS	50109-00	Utilities-Gas and Electric	N
				09/16/2024 10/16/2024			
	01-252-000-0000-6254		1,237.67	NEW JAIL	512-00	Utilities-Gas and Electric	N
				09/16/2024 10/16/2024			
3950	Public Utilities		9,200.15	3 Transactions			
11538	RCB Collections Range Credit Bureau Inc						
	01-252-000-0000-6265		15.00	BACKGROUND - L.T.	57745	Sheriff Services	N
11538	RCB Collections Range Credit Bureau Inc		15.00	1 Transactions			
5774	Riverwood Healthcare Clinic						
	01-252-000-0000-6262		142.00	MH- B.J.I 8/19/24	10906310161	Contract Service or Medical Service	N
	01-252-000-0000-6262		142.00	MH- B.J.W. 8/19/24	1902960875	Contract Service or Medical Service	N
5774	Riverwood Healthcare Clinic		284.00	2 Transactions			
252	DEPT Total:		49,075.03	Corrections	15 Vendors	26 Transactions	
253	DEPT			Sentence to Serve			
2340	Hyytinen Hardware Hank						
	01-253-000-0000-6415		22.05	COUPLING; SPRAY PAINT; HARDWAR	21878/1	Operational Supplies	N
	01-253-000-0000-6415		7.28	SHRINK TUBE & GREEN ELEC TAPE	21923/1	Operational Supplies	N
2340	Hyytinen Hardware Hank		29.33	2 Transactions			
4812	JC32 Teamsters H&W Fund						

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-253-000-0000-6101		334.00	EE OCT HEALTH INSURANCE	202410	Salaries-Full Time	N
	01-253-000-0000-6150		1,255.00	ER OCT HEALTH INSURANCE	202410	Health Insurance-Employer	N
4812	JC32 Teamsters H&W Fund		1,589.00	2 Transactions			
12927	Midwest Machinery Co.						
	01-253-000-0000-6415		12.97	E-CLIP, WASHER, NEEDLE BEARING	10254888	Operational Supplies	N
12927	Midwest Machinery Co.		12.97	1 Transactions			
253	DEPT Total:		1,631.30	Sentence to Serve	3 Vendors	5 Transactions	
255	DEPT			Crime Victims			
	9561 Amazon Business						
	01-255-000-0000-6405		65.99	OFFICE SUPPLIES	1C13-JG9W-3JFX	Office Supplies	N
	9561 Amazon Business		65.99	1 Transactions			
255	DEPT Total:		65.99	Crime Victims	1 Vendors	1 Transactions	
257	DEPT			Community Corrections			
	9562 Advanced Business Methods, Inc.						
	01-257-000-0000-6342		108.12	CANON COPIER CONTRACT	AR1844597	Office Equipment Rental/Contracts	N
				11/01/2024 11/30/2024			
	9562 Advanced Business Methods, Inc.		108.12	1 Transactions			
	14563 Anoka County Corrections						
	01-257-255-0000-6269		40.65	SEC CRT DET RX ONLY (JGD&CMA)	953-1000002-1	Juvenile Detention	N
				09/01/2024 09/30/2024			
	01-257-255-0000-6269		9,913.00	SEC JUV DET RJC CONTRACT	OCT2024	Juvenile Detention	N
				10/01/2024 10/31/2024			
	14563 Anoka County Corrections		9,953.65	2 Transactions			
	10036 OSM						
	01-257-258-0000-6342		186.00	EHM FEES (ACSC)	102024	Equipment Rental/Contracts-Home Moni	Y
				10/01/2024 10/31/2024			
	10036 OSM		186.00	1 Transactions			
257	DEPT Total:		10,247.77	Community Corrections	3 Vendors	4 Transactions	
280	DEPT			Emergency Management			

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
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259	Arrowhead Region Emergency Mngmt Assn						
	01-280-000-0000-6240		85.00	ARROWHEAD EMS ASSOC DUES	12500	Membership/Dues/Association Fees	N
259	Arrowhead Region Emergency Mngmt Assn		85.00	1 Transactions			
280	DEPT Total:		85.00	Emergency Management	1 Vendors	1 Transactions	
391	DEPT			Solid Waste			
9561	Amazon Business						
	01-391-000-0000-6405		27.99	POSTER HANGER FRAME	1L6P3TNVCKTX	Office, Film, & Field Supplies	N
	01-391-000-0000-6800		94.00	HALLOWEEN BAGS	1L6P3TNVCKTX	Miscellaneous(Promotional)	N
9561	Amazon Business		121.99	2 Transactions			
14455	Dependable Demolition						
	01-391-000-0000-6360		2,400.00	DEMO LOADING RAMP R/C CENTER	346	Services, Labor, Contracts	Y
14455	Dependable Demolition		2,400.00	1 Transactions			
2880	Long Lake Conservation Ctr						
	01-391-036-0000-6431		6,472.80	EED 2024	1226	EED Expenses/Supplies	N
2880	Long Lake Conservation Ctr		6,472.80	1 Transactions			
391	DEPT Total:		8,994.79	Solid Waste	3 Vendors	4 Transactions	
711	DEPT			Economic Development			
15240	AT&T Mobility (Central Serv)						
	01-711-000-0000-6220		44.84	ECON DEV PHONE	287298817699	Telephone	N
				08/26/2024 09/25/2024			
15240	AT&T Mobility (Central Serv)		44.84	1 Transactions			
8819	Mille Lacs Energy Coop-Aitkin						
	01-711-043-0000-6801		44,862.66	BROADBAND/ADMIN PAYMENT #12	CARE-21-0011-O-FY	CDBG-CV Broadband Grant Expenditures	N
8819	Mille Lacs Energy Coop-Aitkin		44,862.66	1 Transactions			
711	DEPT Total:		44,907.50	Economic Development	2 Vendors	2 Transactions	
1	Fund Total:		180,935.64	General Fund		139 Transactions	

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	No.	Account/Formula						
			Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
60	DEPT				Elections			
	13129	SeaChange Printing & Marketing Serv LLC						
		02-060-000-0000-6800		177.29	ADD'L BALLOTS-GENERAL	43314	Election Reserve Expense	Y
		02-060-000-0000-6800		171.32	ADDITIONAL GE BALLOTS	43328	Election Reserve Expense	Y
	13129	SeaChange Printing & Marketing Serv LLC		348.61	2 Transactions			
60	DEPT Total:			348.61	Elections	1 Vendors	2 Transactions	
200	DEPT				Enforcement			
	9866	Barden/Rocky						
		02-200-020-0000-6360		47.98	REIMBURSE GAS-SAR	241518	Sheriff Search & Rescue Reserve Expense	N
	9866	Barden/Rocky		47.98	1 Transactions			
200	DEPT Total:			47.98	Enforcement	1 Vendors	1 Transactions	
2	Fund Total:			396.59	Reserves Fund		3 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	
301	DEPT					R&B Administration			
	783	Canon Financial Services, Inc							
		03-301-000-0000-6342			192.60	CONTRACT CHARGE	35877269	Office Equipment Rental/Contracts	N
	783	Canon Financial Services, Inc			192.60	1 Transactions			
301	DEPT Total:				192.60	R&B Administration	1 Vendors	1 Transactions	
303	DEPT					R&B Highway Maintenance			
	170	Aitkin Motor Company							
		03-303-000-0000-6590			179.97	REPAIR PARTS	18964	Repair & Maintenance Supplies	N
	170	Aitkin Motor Company			179.97	1 Transactions			
	86467	Auto Value Aitkin							
		03-303-000-0000-6590			443.97	REPAIR PARTS	ACCT 4000300	Repair & Maintenance Supplies	N
		03-303-000-0000-6590			524.97	REPAIR PARTS	ACCT 4000300	Repair & Maintenance Supplies	N
		03-303-000-0000-6590			81.00	REPAIR PARTS	ACCT 4000300	Repair & Maintenance Supplies	N
		03-303-000-0000-6590			8.99	REPAIR PARTS	ACCT 4000300	Repair & Maintenance Supplies	N
		03-303-000-0000-6590			44.99	REPAIR PARTS	ACCT 4000300	Repair & Maintenance Supplies	N
	86467	Auto Value Aitkin			941.92	5 Transactions			
	8048	Cemstone Products Company							
		03-303-000-0000-6417			1,020.00	AITKIN COLD STORAGE	7613082	Shop/Building Maintenance	N
	8048	Cemstone Products Company			1,020.00	1 Transactions			
	163	Charter Communications Holdings LLC							
		03-303-000-0000-6220			80.76	PHONE: HWY OFFICE	ACCT 175592901	Telephone	N
	163	Charter Communications Holdings LLC			80.76	1 Transactions			
	14887	Cintas Corporation							
		03-303-000-0000-6360			15.64	SHOP LAUNDRY	4208822274	Services, Labor, Contracts	N
		03-303-000-0000-6360			15.46	SHOP LAUNDRY	4209553404	Services, Labor, Contracts	N
	14887	Cintas Corporation			31.10	2 Transactions			
	7935	East Central Energy							
		03-303-000-0000-6254			97.41	SEPT/OCT POWER-MCGRATH	35018290	Utilities-Gas and Electric	N
		03-303-000-0000-6254			54.56	SEPT/OCT POWER-STREET LIGHT	35018408	Utilities-Gas and Electric	N
	7935	East Central Energy			151.97	2 Transactions			
	8622	Frontier Communications Holdings LLC							

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6220		118.07	JACOBSON	2187526591	Telephone	N
	03-303-000-0000-6220		118.07	MCGREGOR	2187684481	Telephone	N
	03-303-000-0000-6220		118.07	PALISADE	2188452607	Telephone	N
8622	Frontier Communications Holdings LLC		354.21	3 Transactions			
1818	Glen's Sign Design						
	03-303-000-0000-6516		240.00	E-911 STREET SIGNAGE	1268	Signs & Posts	Y
1818	Glen's Sign Design		240.00	1 Transactions			
2089	Heartland Tire Inc						
	03-303-000-0000-6590		559.82	TIRES	15028318	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		65.73	REPAIR PARTS	15028318	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		26.00	REPAIR LABOR	15028318	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		1,867.40	TIRES	15028318	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		324.75	REPAIR PARTS	15028318	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		130.00	REPAIR LABOR	15028318	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		24.48	REPAIR PARTS	15028399	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		106.00	REPAIR LABOR	15028399	Repair & Maintenance Supplies	N
2089	Heartland Tire Inc		3,104.18	8 Transactions			
9009	JOERGER/JOSH						
	03-303-000-0000-6181		164.95	WORKBOOT RIMBURSEMENT	SPORTSMANSGUIC	Safety Footwear Allowance	N
9009	JOERGER/JOSH		164.95	1 Transactions			
2941	M R Sign Co Inc						
	03-303-000-0000-6516		2,077.45	6' SIGN POST	225965	Signs & Posts	N
2941	M R Sign Co Inc		2,077.45	1 Transactions			
12927	Midwest Machinery Co.						
	03-303-000-0000-6590		237.90	REPAIR PARTS	10262074	Repair & Maintenance Supplies	N
12927	Midwest Machinery Co.		237.90	1 Transactions			
3555	Newman Signs Inc						
	03-303-000-0000-6516		839.30	RESIDENTIAL E-911 SIGNS	TRFINV057103	Signs & Posts	N
3555	Newman Signs Inc		839.30	1 Transactions			
9179	NORTH CENTRAL INTERNATIONAL, LLC						
	03-303-000-0000-6590		232.29	REPAIR PARTS	X220100138:01	Repair & Maintenance Supplies	N

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9179	NORTH CENTRAL INTERNATIONAL, LLC		232.29	1 Transactions		
10720	Nuss Truck Group Inc					
	03-303-000-0000-6590		697.27 REPAIR PARTS	PSO146949-1	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		338.50 REPAIR PARTS	PSO148764-1	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		206.60- REPAIR PARTS	PSR003528-1	Repair & Maintenance Supplies	N
10720	Nuss Truck Group Inc		829.17	3 Transactions		
10412	O'Reilly Auto Parts					
	03-303-000-0000-6590		35.91 REPAIR PARTS	1878-203571	Repair & Maintenance Supplies	N
	03-303-000-0000-6417		28.48 AITKIN SHOP SUPPLIES	1878-203672	Shop/Building Maintenance	N
	03-303-000-0000-6590		20.98 REPAIR PARTS	1878-204015	Repair & Maintenance Supplies	N
10412	O'Reilly Auto Parts		85.37	3 Transactions		
8537	Powerplan OIB					
	03-303-000-0000-6590		188.87 REPAIR PARTS	2420571	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		1,114.66 REPAIR PARTS	2420571	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		975.46 REPAIR PARTS	2420571	Repair & Maintenance Supplies	N
8537	Powerplan OIB		2,278.99	3 Transactions		
3950	Public Utilities					
	03-303-000-0000-6254		53.91 HWY 47 & CR 12	1686-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		47.77 HWY 210 W & CR 28	59455-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		97.67 AITKIN SHOP: WATER	63335-00	Utilities-Gas and Electric	N
	03-303-000-0000-6254		46.37 HWY 210/169 E & CR 12	63388-00	Utilities-Gas and Electric	N
3950	Public Utilities		245.72	4 Transactions		
4010	Rasley Oil Company					
	03-303-000-0000-6570		56.06 GASOLINE	29363	Motor Fuel & Lubricants	N
4010	Rasley Oil Company		56.06	1 Transactions		
9176	SPARKY'S TOOLS, LLC					
	03-303-000-0000-6417		188.43 AITKIN SHOP TOOLS	D 128580	Shop/Building Maintenance	N
9176	SPARKY'S TOOLS, LLC		188.43	1 Transactions		
10455	Temco					
	03-303-000-0000-6590		118.80 REPAIR PARTS	173	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		550.80 REPAIR PARTS	196	Repair & Maintenance Supplies	Y

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10455	Temco			2 Transactions		
4988	Viking Industrial Center					
	03-303-000-0000-6417	750.95	AITKIN SHOP SUPPLIES	3298710	Shop/Building Maintenance	N
4988	Viking Industrial Center	750.95	1 Transactions			
9642	WEX BANK - Highway Dept					
	03-303-000-0000-6417	10.66	SHOP SUPPLIES	0496-00-360070-7	Shop/Building Maintenance	N
	03-303-000-0000-6570	111.37	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	57.28	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	207.47	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	174.69	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	125.42	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	781.47	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	173.32	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	184.50	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	266.61	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	170.38	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	337.89	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	133.85	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	94.52	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	527.50	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	53.52	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	53.81	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	107.18	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	381.55	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570	54.65-	REBATE	0496-00-360070-7	Motor Fuel & Lubricants	N
9642	WEX BANK - Highway Dept	3,898.34	20 Transactions			
10196	Yanmar CE NA					
	03-303-000-0000-6590	973.38	REPAIR PARTS	709245	Repair & Maintenance Supplies	N
10196	Yanmar CE NA	973.38	1 Transactions			
303	DEPT Total:	19,632.01	R&B Highway Maintenance	24 Vendors	68 Transactions	
307	DEPT		R&B Capital Infrastructure			
10482	CHAMBERS/TYLER					
	03-307-000-0000-6362	630.00	PTOF NE1/4 OF SE 1/4 S15T47R25	PARCEL NO 3	Right Of Way	S

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10482	CHAMBERS/TYLER		630.00		1 Transactions		
8694	Department of Transportation						
	03-307-000-0000-6269		296.84	JOB COST TRANSFERS	P00019031	Professional Services	N
	03-307-000-0000-6269		821.32	JOB COST TRANSFERS	P00019031	Professional Services	N
	03-307-000-0000-6269		2,039.76	JOB COST TRANSFERS	P00019031	Professional Services	N
8694	Department of Transportation		3,157.92		3 Transactions		
10484	FRAUENSHUH/TAMRYN & JOSEPH						
	03-307-000-0000-6362		4,080.00	S35T48R25 S35T48R25	PARCEL NO 34&36	Right Of Way	S
	03-307-000-0000-6362		6,730.00	DAMAGES	PARCEL NO 34&36	Right Of Way	S
10484	FRAUENSHUH/TAMRYN & JOSEPH		10,810.00		2 Transactions		
10485	HANSON/LEANN						
	03-307-000-0000-6362		2,067.50	NW 1/4 OF 2E 1/4 S35T48R25	PARCEL NO 37	Right Of Way	S
	03-307-000-0000-6362		9,082.50	DAMAGES	PARCEL NO 37	Right Of Way	S
10485	HANSON/LEANN		11,150.00		2 Transactions		
11985	Kazmerzack/Paul						
	03-307-000-0000-6362		14.85	STATE DEED TAX	241650	Right Of Way	N
	03-307-000-0000-6362		1.65	STATE DEED TAX	PROJ 514	Right Of Way	N
	03-307-000-0000-6362		1.65	STATE DEED TAX	PROJ 514	Right Of Way	N
11985	Kazmerzack/Paul		18.15		3 Transactions		
5128	Widseth Smith & Nolting Inc						
	03-307-000-0000-6269		3,957.50	PROFESSIONAL SERVICES	233533	Professional Services	N
5128	Widseth Smith & Nolting Inc		3,957.50		1 Transactions		
307	DEPT Total:		29,723.57	R&B Capital Infrastructure	6 Vendors	12 Transactions	
3	Fund Total:		49,548.18	Road & Bridge		81 Transactions	

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400	DEPT			Public Health Department			
86222	Aitkin Independent Age						
	05-400-400-0402-6360		175.00	COVID VAX SCHEDULE AD	1020483	Services, Labor, Contracts	Y
				10/16/2024 10/16/2024			
86222	Aitkin Independent Age		175.00	1 Transactions			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-400-440-0410-6405		2.66	AGENCY-CHG BLOCKS/CASE	1JJW-N7W6-XQ1T	Office Supplies	N
				10/24/2024 10/24/2024			
9608	AMAZON CAPITAL SERVICES (HHS only)		2.66	1 Transactions			
248	Association of Mn Counties						
	05-400-440-0410-6241		26.60	ADMIN-MACSSA CONFERENCE REG	70074.00	Meeting/Conference Registration Fee	N
				10/25/2024 10/25/2024			
248	Association of Mn Counties		26.60	1 Transactions			
89185	Bethesda Lutheran Church Of Malmo						
	05-400-410-0413-6342		45.00	WIC -Q3 SPACE RENTAL		WIC Space Rentals	N
				07/01/2024 09/30/2024			
89185	Bethesda Lutheran Church Of Malmo		45.00	1 Transactions			
175	City Of McGregor						
	05-400-400-0402-6342		125.00	COVID VAX CLINIC-SPACE RENTAL		Office Equipment Rental/Contracts	N
175	City Of McGregor		125.00	1 Transactions			
9692	Minnesota Energy Resources Corporation						
	05-400-440-0410-6254		34.00	GAS CHARGES	0506533565-00001	Utilities-Gas and Electric	N
				09/23/2024 10/11/2024			
9692	Minnesota Energy Resources Corporation		34.00	1 Transactions			
9014	PAPER STORM						
	05-400-440-0410-6360		13.61	PAPER SHREDDING	27452	Services, Labor, Contracts	N
				10/22/2024 10/22/2024			
9014	PAPER STORM		13.61	1 Transactions			
3950	Public Utilities						
	05-400-440-0410-6254		313.46	ELECTRICITY	1433-00	Utilities-Gas and Electric	N
				09/16/2024 10/16/2024			

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3950	Public Utilities		313.46		1 Transactions		
13624	Quadient Leasing USA, Inc						
	05-400-440-0410-6342		68.75	MAIL MACHINE CONTRACT	Q1552278	Office Equipment Rental/Contracts	N
				08/14/2024 11/13/2024			
13624	Quadient Leasing USA, Inc		68.75		1 Transactions		
10698	Stericycle, Inc						
	05-400-440-0410-6360		16.86	STERI-SAFE	8008665953	Services, Labor, Contracts	6
				11/01/2024 11/30/2024			
10698	Stericycle, Inc		16.86		1 Transactions		
400	DEPT Total:		820.94	Public Health Department	10 Vendors	10 Transactions	
420	DEPT			Income Maintenance			
9562	Advanced Business Methods, Inc.						
	05-420-640-4800-6342		112.60	CS-CONTRACT CHARGE-NOV '24	AR1844596	Office Equipment Rental/Contracts	N
				11/01/2024 11/30/2024			
9562	Advanced Business Methods, Inc.		112.60		1 Transactions		
88284	Aitkin Co Recorder						
	05-420-650-4800-6800		13.00	MA ESTATE DEATH CERTIFICATE	119023	Program Expenses Direct Charge Ffp	N
				10/22/2024 10/22/2024			
	05-420-650-4800-6800		13.00	MA ESTATE DEATH CERTIFICATE	120233	Program Expenses Direct Charge Ffp	N
				10/30/2024 10/30/2024			
88284	Aitkin Co Recorder		26.00		2 Transactions		
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-420-600-4800-6405		6.26	AGENCY-CHG BLOCKS/CASE	1JJW-N7W6-XQ1T	Office Supplies	N
				10/24/2024 10/24/2024			
9608	AMAZON CAPITAL SERVICES (HHS only)		6.26		1 Transactions		
248	Association of Mn Counties						
	05-420-600-4800-6241		62.70	ADMIN-MACSSA CONFERENCE REG	70074.00	Meeting/Conference Registration Fee	N
				10/25/2024 10/25/2024			
248	Association of Mn Counties		62.70		1 Transactions		
11051	Department of Human Services						
	05-420-610-4100-6011		255.75	MAXIS MFIP HOUSING-ST CASH	A300MX01259I	County Share-Afdc/Mfip	N

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	05-420-620-4100-6011		1,010.00	09/01/2024 09/30/2024 MAXIS GRH RECOVERIES	A300MX01259I	County Share - Ga	N
	05-420-630-4100-6011		2,348.55	09/01/2024 09/30/2024 MAXIS FS RECOVERIES	A300MX01259I	County Share-Food Support	N
11051	Department of Human Services		3,614.30	09/01/2024 09/30/2024 3 Transactions			
88439	Metro Legal Services						
	05-420-640-4800-6379		91.00	IV-D SERVICES 001401696601 10/09/2024 10/09/2024	3531837	Other Iv-D Charges	N
88439	Metro Legal Services		91.00	1 Transactions			
9692	Minnesota Energy Resources Corporation						
	05-420-600-4800-6254		80.14	GAS CHARGES 09/23/2024 10/11/2024	0506533565-00001	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		80.14	1 Transactions			
11165	Mn Dept Of Health						
	05-420-640-4800-6379		40.00	IV-D CHARGES-0010057069 01 10/17/2024 10/17/2024	3058698	Other Iv-D Charges	N
11165	Mn Dept Of Health		40.00	1 Transactions			
9014	PAPER STORM						
	05-420-600-4800-6360		32.08	PAPER SHREDDING 10/22/2024 10/22/2024	27452	Services, Labor, Contracts	N
9014	PAPER STORM		32.08	1 Transactions			
3950	Public Utilities						
	05-420-600-4800-6254		738.88	ELECTRICITY 09/16/2024 10/16/2024	1433-00	Utilities-Gas and Electric	N
3950	Public Utilities		738.88	1 Transactions			
13624	Quadient Leasing USA, Inc						
	05-420-600-4800-6342		162.06	MAIL MACHINE CONTRACT 08/14/2024 11/13/2024	Q1552278	Office Equipment Rental/Contracts	N
13624	Quadient Leasing USA, Inc		162.06	1 Transactions			
15347	St Louis County - PHHS						
	05-420-650-4400-6211		517.08	MTM ADMIN FEE NON-FFP	IP-00027397	Medical Assistance - MTM Admin	N

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	05-420-650-4400-6211		08/13/2024 08/13/2024 MTM ADMIN FEE NON-FFP	IP-00027401	Medical Assistance - MTM Admin	N
			08/27/2024 08/27/2024 2 Transactions			
15347	St Louis County - PHHS		922.44			
13025	ST LOUIS COUNTY AUDITOR					
	05-420-600-4800-6266		3,368.05 IM-REG 3 EDMS-IT SUPPORT Q3 24	IN-00000979	Software Fees/License Fees	N
			07/01/2024 10/31/2024			
	05-420-640-4800-6266		1,892.51 CS-REG 3 EDMS-IT SUPPORT Q3 24	IN-00000979	Software Fees/License Fees	N
			07/01/2024 09/30/2024 2 Transactions			
13025	ST LOUIS COUNTY AUDITOR		5,260.56			
10698	Stericycle,Inc					
	05-420-600-4800-6360		39.73 STERI-SAFE	8008665953	Services, Labor, Contracts	6
			11/01/2024 11/30/2024 1 Transactions			
10698	Stericycle,Inc		39.73			
86235	The Office Shop Inc					
	05-420-640-4800-6300		55.49 CS-COPIER CONTRACT IRC55500000	333538-0	Maintenance/Service Contracts	N
			10/28/2024 10/28/2024 1 Transactions			
86235	The Office Shop Inc		55.49			
420	DEPT Total:		11,244.24	Income Maintenance	15 Vendors	20 Transactions
430	DEPT			Social Services		
88284	Aitkin Co Recorder					
	05-430-710-3930-6020		26.00 GEN CASE MGMT-BIRTH CERT	118963	General Case Management	N
			10/17/2024 10/17/2024 1 Transactions			
88284	Aitkin Co Recorder		26.00			
9608	AMAZON CAPITAL SERVICES (HHS only)					
	05-430-700-4800-6405		10.06 AGENCY-CHG BLOCKS/CASE	1JJW-N7W6-XQ1T	Office Supplies	N
			10/24/2024 10/24/2024 1 Transactions			
9608	AMAZON CAPITAL SERVICES (HHS only)		10.06			
248	Association of Mn Counties					
	05-430-700-4800-6241		100.70 ADMIN-MACSSA CONFERENCE REG	70074.00	Meeting/Conference Registration Fee	N
			10/25/2024 10/25/2024			

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248	Association of Mn Counties		100.70		1 Transactions		
9692	Minnesota Energy Resources Corporation						
	05-430-700-4800-6254		128.70	GAS CHARGES 09/23/2024	0506533565-00001 10/11/2024	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		128.70		1 Transactions		
9014	PAPER STORM						
	05-430-700-4800-6360		51.51	PAPER SHREDDING 10/22/2024	27452 10/22/2024	Services, Labor, Contracts	N
9014	PAPER STORM		51.51		1 Transactions		
3950	Public Utilities						
	05-430-700-4800-6254		1,186.69	ELECTRICITY 09/16/2024	1433-00 10/16/2024	Utilities-Gas and Electric	N
3950	Public Utilities		1,186.69		1 Transactions		
13624	Quadient Leasing USA, Inc						
	05-430-700-4800-6342		260.29	MAIL MACHINE CONTRACT 08/14/2024	Q1552278 11/13/2024	Office Equipment Rental/Contracts	N
13624	Quadient Leasing USA, Inc		260.29		1 Transactions		
10698	Stericycle,Inc						
	05-430-700-4800-6360		63.81	STERI-SAFE 11/01/2024	8008665953 11/30/2024	Services, Labor, Contracts	6
10698	Stericycle,Inc		63.81		1 Transactions		
430	DEPT Total:		1,827.76	Social Services	8 Vendors	8 Transactions	
5	Fund Total:		13,892.94	Health & Human Services		38 Transactions	

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0	DEPT				Undesignated			
	4580	Mn Dept Of Finance						
		09-000-000-0000-2022		688.00	BIRTH & DEATH SURCHARGES 09/01/2024 09/30/2024	SEPT 2024	Birth/Death Surcharges	N
		09-000-000-0000-2024		63.00	CHILDREN SURCHARGES 09/01/2024 09/30/2024	SEPT 2024	St Share Of Birth Cert.-Children	N
		09-000-000-0000-2031		15.00	TORRENS ASSURANCE 09/01/2024 09/30/2024	SEPT 2024	Real Estate Assurance (Was 5874 And 6	N
		09-000-000-0000-2036		4,945.50	STATE GEN FUND/LEG. SURCHARGE 09/01/2024 09/30/2024	SEPT 2024	Recording Surcharges (Was 5871 & 6281)	N
	4580	Mn Dept Of Finance		5,711.50	4 Transactions			
	3375	Mn Dept Of Health						
		09-000-000-0000-2027		510.00	STATE WELL CERTIFICATE 09/01/2024 09/30/2024	SEPT 2024	State Well Cert Fees (Was 5097 & 6203)	N
	3375	Mn Dept Of Health		510.00	1 Transactions			
0	DEPT Total:			6,221.50	Undesignated	2 Vendors	5 Transactions	
9	Fund Total:			6,221.50	State		5 Transactions	

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900	DEPT				Timber Permit Bonds			
	943 Cook Logging							
	10-900-000-0000-2300		2,520.00		REFUND BOND	14325	Timber Permit Bonds	N
	943 Cook Logging		2,520.00		1 Transactions			
900	DEPT Total:		2,520.00		Timber Permit Bonds	1 Vendors	1 Transactions	
923	DEPT				Forfeited Tax Sales			
	10452 AT&T Mobility							
	10-923-000-0000-6220		659.90		CELL PHONES	287302631438X1100	Telephone	N
					09/26/2024	10/25/2024		
	10452 AT&T Mobility		659.90		1 Transactions			
	10855 Culligan Soft Water							
	10-923-000-0000-6342		85.00		SHOP WATER	150X01908904	Office/Equipment-Rental	N
					11/01/2024	11/30/2024		
	10855 Culligan Soft Water		85.00		1 Transactions			
	9692 Minnesota Energy Resources Corporation							
	10-923-000-0000-6254		94.26		SHOP GAS	5234115832	Utilities-Gas and Electric	N
					09/30/2024	10/28/2024		
	9692 Minnesota Energy Resources Corporation		94.26		1 Transactions			
	3950 Public Utilities							
	10-923-000-0000-6254		264.44		ACLD	1671-00	Utilities-Gas and Electric	N
					09/16/2024	10/16/2024		
	3950 Public Utilities		264.44		1 Transactions			
	86235 The Office Shop Inc							
	10-923-000-0000-6360		155.55		COPIER CONTRACT	333693-0	Miscellaneous-Services	N
	86235 The Office Shop Inc		155.55		1 Transactions			
923	DEPT Total:		1,259.15		Forfeited Tax Sales	5 Vendors	5 Transactions	
10	Fund Total:		3,779.15		Trust		6 Transactions	

WLB1
11/4/24 2:18PM
13 Taxes & Penalties

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 29

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>	
943	DEPT				Taxes And Penalties			
	999999000	Corelogic Tax Service						
		13-943-000-0000-2001		1,153.00	PROPERTY TAX OVERPAY P2-2023	423	Cur - Property Taxes	N
		13-943-000-0000-2001		1,164.00	PROPERTY TAX OVERPAY P2-2023	433	Cur - Property Taxes	N
		13-943-000-0000-2001		832.00	PROPERTY TAX OVERPAY P2-2023	436	Cur - Property Taxes	N
	999999000	Corelogic Tax Service		3,149.00	3 Transactions			
943	DEPT Total:			3,149.00	Taxes And Penalties	1 Vendors	3 Transactions	
13	Fund Total:			3,149.00	Taxes & Penalties		3 Transactions	

WLB1
11/4/24 2:18PM
19 Long Lake Conservation Cen

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 30

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			
9562	Advanced Business Methods, Inc.						
	19-521-000-0000-6342		98.70	NOVEMBER COPIER	333550-0	Office Equipment Rental/Contracts	N
	19-521-000-0000-6342		90.05	NOVEMBER COPIER	AR1844618	Office Equipment Rental/Contracts	N
				11/01/2024 11/30/2024			
9562	Advanced Business Methods, Inc.		188.75	2 Transactions			
9743	Lakes Printing						
	19-521-000-0000-6230		313.88	PRINTING LLCC CANTEEN POSTERS	00224028	Printing, Publishing & Adv	N
9743	Lakes Printing		313.88	1 Transactions			
3284	Minnesota Department Of Health						
	19-521-000-0000-6240		969.00	HEALTH DEPARTMENT FOOD LICENSE	FBL-39593-56542	Membership/Dues/Association Fees	N
3284	Minnesota Department Of Health		969.00	1 Transactions			
14812	SCI Broadband/Savage Communications						
	19-521-000-0000-6220		653.85	NOVEMBER PHONE AND INTERNET	024-033167	Telephone	N
				11/01/2024 11/30/2024			
14812	SCI Broadband/Savage Communications		653.85	1 Transactions			
9287	The Teehive LLC						
	19-521-000-0000-6454		3,225.00	REPLENISH CANTEEN MERCH	309162	Commissary Supplies-Non Jail	Y
9287	The Teehive LLC		3,225.00	1 Transactions			
521	DEPT Total:		5,350.48	LLCC Administration	5 Vendors	6 Transactions	
522	DEPT			LLCC Education			
10477	Kuhns/Julia						
	19-522-000-0000-6268		50.00	PARTIAL REIMBURSEMENT FOR MNA	7684653	Staff Training, Development	N
10477	Kuhns/Julia		50.00	1 Transactions			
522	DEPT Total:		50.00	LLCC Education	1 Vendors	1 Transactions	
523	DEPT			LLCC Food			
9561	Amazon Business						
	19-523-000-0000-6420		128.46	SPRAYER FOR SINK	17YL-MLK6-41HH	Food Service Supplies	N
9561	Amazon Business		128.46	1 Transactions			

WLB1

11/4/24

2:18PM

19 Long Lake Conservation Cen

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 31

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
10076	PFS Minnesota						
	19-523-000-0000-6418		1,437.55	GROCERIES	74006409	Groceries-Students	N
	19-523-000-0000-6418		67.01	GROCERIES	74006411	Groceries-Students	N
10076	PFS Minnesota		1,504.56	2 Transactions			
4968	Upper Lakes Foods, Inc						
	19-523-000-0000-6418		1,287.94	GROCERIES	532287-00	Groceries-Students	N
	19-523-000-0000-6418		550.32	GROCERIES	535238-00	Groceries-Students	N
4968	Upper Lakes Foods, Inc		1,838.26	2 Transactions			
523	DEPT Total:		3,471.28	LLCC Food	3 Vendors	5 Transactions	
524	DEPT			LLCC Maintenance			
9561	Amazon Business						
	19-524-000-0000-6590		75.62	TOILET REPAIR KITS	1JNP-CWGL-3W6Q	Repair & Maintenance Supplies	N
9561	Amazon Business		75.62	1 Transactions			
10365	Antoine Electric, Inc.						
	19-524-000-0000-6590		333.13	FIX DISHWASHER	24867	Repair & Maintenance Supplies	N
	19-524-000-0000-6590		1,573.53	FIX MYRIAD ELECTRICAL ISSUES	24868	Repair & Maintenance Supplies	N
	19-524-000-0000-6590		992.63	REPLACE NSL WATER HEATER BREAK	24879	Repair & Maintenance Supplies	N
10365	Antoine Electric, Inc.		2,899.29	3 Transactions			
246	Brothers Fire & Security						
	19-524-000-0000-6360		1,049.00	FIRE SPRINKLERS TRIPPED, RESET	W36728	Services, Labor, Contracts	N
246	Brothers Fire & Security		1,049.00	1 Transactions			
9085	Climate Makers Inc						
	19-524-000-0000-6590		666.88	FIX PUMP IN DINING HALL	122213	Repair & Maintenance Supplies	N
9085	Climate Makers Inc		666.88	1 Transactions			
15300	MCGREGOR ACE HARDWARE						
	19-524-000-0000-6590		41.54	REPAIR ITEMS	310021	Repair & Maintenance Supplies	N
15300	MCGREGOR ACE HARDWARE		41.54	1 Transactions			
9617	Timber Lakes Septic Service, Inc.						
	19-524-000-0000-6590		600.00	LIFT PUMP	41629	Repair & Maintenance Supplies	N
9617	Timber Lakes Septic Service, Inc.		600.00	1 Transactions			

WLB1

11/4/24

2:18PM

19 Long Lake Conservation Cen

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Page 32

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>
524	DEPT Total:			5,332.33	LLCC Maintenance	6 Vendors	8 Transactions
19	Fund Total:			14,204.09	Long Lake Conservation Center		20 Transactions

WLB1
11/4/24 2:18PM
21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 33

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
				Service Dates	Paid On Bhf #	On Behalf of Name	
520	DEPT			Parks			
9561	Amazon Business						
	21-520-000-0000-6523		113.33	MILWAU GRINDER&DEWALT FLANG NU	1HDC-P6PP-DD3C	Misc Bldg & Shop Supplies	N
9561	Amazon Business		113.33	1 Transactions			
13725	Beartooth Hardware Inc						
	21-520-000-0000-6450		1.98	HARDWARE FOR FOREST ROAD SIGNS	44076	Field Supplies	N
	21-520-000-0000-6450		42.00	RV/MARINE ANTIFREEZE FOR CAMPG	45279	Field Supplies	N
	21-520-000-0000-6450		4.47	HARDWARE FOR SIGNS	45408	Field Supplies	N
13725	Beartooth Hardware Inc		48.45	3 Transactions			
10479	Eagle Country Snowmobile and ATV Club						
	21-520-000-0000-6802	Q	1,192.00	GRADE SOO LINE TRAIL NORTH TO	1	Trail Grants-State	Y
10479	Eagle Country Snowmobile and ATV Club		1,192.00	1 Transactions			
1818	Glen's Sign Design						
	21-520-000-0000-6450	B	140.00	CAMPGRD UNDER SURVEILLANCE SI	1272	Field Supplies	Y
1818	Glen's Sign Design		140.00	1 Transactions			
2340	Hyytinen Hardware Hank						
	21-520-000-0000-6450		41.88	ANTIFREEZE FOR CAMPGROUND	22160/1	Field Supplies	N
2340	Hyytinen Hardware Hank		41.88	1 Transactions			
3024	Kingsley/Russell Lee						
	21-520-000-0000-6804	Q	9,010.00	WHITE PINE RIDERS SOLANA LOOP	102024	State Grant - Northwoods ATV-Expense	Y
3024	Kingsley/Russell Lee		9,010.00	1 Transactions			
9109	Nelson Sanitation & Rental, Inc.						
	21-520-000-0000-6360		88.00	MCGREGOR TRAILHEAD PORTABLE	INV/2024/15997	Services, Labor, Contracts	N
				11/01/2024 11/30/2024			
	21-520-000-0000-6360		88.00	AXTELL RIDING PORTABLE	INV/2024/15998	Services, Labor, Contracts	N
				11/01/2024 11/30/2024			
	21-520-000-0000-6360		88.00	BLIND LAKE PORTABLE	INV/2024/15999	Services, Labor, Contracts	N
				11/01/2024 11/30/2024			
	21-520-000-0000-6360		88.00	LAWLER TRAILHEAD PORTABLE	INV/2024/16000	Services, Labor, Contracts	N
				11/01/2024 11/30/2024			
9109	Nelson Sanitation & Rental, Inc.		352.00	4 Transactions			
3950	Public Utilities						

WLB1
11/4/24 2:18PM
21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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	
	21-520-000-0000-6254	B	MISSISSIPPI PARK 09/16/2024 10/16/2024	1670-00	Utilities-Gas and Electric	N
	21-520-000-0000-6254	B	MISSISSIPPI SHOWER 09/16/2024 10/16/2024	1671-00	Utilities-Gas and Electric	N
3950	Public Utilities		2 Transactions			
9617	Timber Lakes Septic Service, Inc.					
	21-520-000-0000-6360	B	AITKIN CAMPGROUND PUMPING	41964	Services, Labor, Contracts	N
	21-520-000-0000-6360	B	BERGLUND PARK SEWER PUMPING	41965	Services, Labor, Contracts	N
9617	Timber Lakes Septic Service, Inc.		2 Transactions			
520	DEPT Total:		11,533.02 Parks	9 Vendors	16 Transactions	
21	Fund Total:		11,533.02 Parks		16 Transactions	
	Final Total:		283,660.11	191 Vendors	311 Transactions	

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	180,935.64	General Fund
2	396.59	Reserves Fund
3	49,548.18	Road & Bridge
5	13,892.94	Health & Human Services
9	6,221.50	State
10	3,779.15	Trust
13	3,149.00	Taxes & Penalties
19	14,204.09	Long Lake Conservation Center
21	11,533.02	Parks
All Funds	283,660.11	Total

Approved by,

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



Board of County Commissioners Agenda Request

2X

Agenda Item #

Requested Meeting Date: November 12, 2024

Title of Item: Jennifer Erickson repurchase tax-forfeited property

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: <p>S 282.241 allows application to repurchase tax-forfeited property by an owner/heir/mortgagee/representative of heirs of a vested interest in the property at the time of forfeiture, have the privilege to make written application to the Aitkin County Board requesting to be allowed to repurchase this property.</p> <p>Jennifer Erickson, owner at the time of forfeiture, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax-forfeited land:</p> <p>Parcel #18-0-011700 THAT PART OF GOVT LOT 14 (SW SW) LYING S OF CO RD 18. Sec: 7 Twp: 50 Rge: 24</p> <p>Property will revert to the owner at the time of forfeiture.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution allowing repurchase of tax forfeited property.		
Financial Impact: <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 Please Explain:</p>		

To the Honorable Board of County Commissioners of

Aitkin _____ County, Minnesota.

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

Libbytwsp
Sec:7 Twp: 50 Rge:24 Plat:
Lot: Blk: Acres: 4.0

(SW). Lot. 14 S of Co Road 18

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

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

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

Did not receive notification of delinquent taxes due to old address on file. Aitkin county did not have correct address:

but has been updated.

(b) That the repurchase of said land by me will promote and best serve the public interest, because

Well cared for and been in the family
my mother left me and my 4 children this
Taxes will be paid properly.

JENNIFER ERICKSON
Owner-Mortgagee-Heir-Representative of Heirs

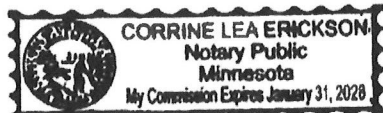
State of Minnesota

County of Washington

The foregoing instrument was acknowledged before me this 25th day of October, 2024, by

Jennifer Erickson

Notarial Seal



[Signature]
Signature of person taking acknowledgement

NO DELINQUENT TAXES
AND TRANSFER ENTERED

This 1 Day Sept 2016

Kyle Pearson
County Auditor

Elizabeth Harmon
Deputy



A435467

Office of the County Recorder
Aitkin County, Minnesota

I HEREBY CERTIFY THE WITHIN INSTRUMENT WAS
FILED, AND/OR RECORDED ON 9/1/2016 9:00 AM

PACKAGE: 61927

REC FEE: \$46.00

Michael T. Moriarty, Aitkin County Recorder

CERTIFICATE OF REAL ESTATE
VALUE () FILED (☒) NOT
REQUIRED CERTIFICATE OF REAL
ESTATE VALUE NO. _____

(Top 3 inches reserved for recording data)

DEED OF DISTRIBUTION

by Individual Personal Representative

NO DEED TAX DUE

DATE: 7-8, 2016

Jennifer J. Erickson, as Personal Representative of the Estate of Shirley A. Wright, Decedent ("Grantor"), hereby conveys and quitclaims to Jennifer J. Erickson ("Grantee"), real property in AITKIN County, Minnesota, legally described as follows:

→ See Exhibit A for legal description.

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto.

Grantor

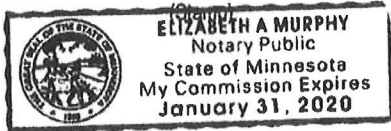
By:

Jennifer J. Erickson
Jennifer J. Erickson Personal Representative

Note: This deed should be used only for distribution.

State of Minnesota, County of **CHISAGO**

This instrument was acknowledged before me on July 8, 2016, by Jennifer J. Erickson as Personal Representative of the Estate of Shirley A. Wright, Decedent.



E. Murphy
(signature of notarial officer)
Title (and Rank): Notary Public
My commission expires: 1.31.20
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:

MILLER & STEVENS, P.A.
Douglas D. Birk (#393553)
26357 Forest Boulevard,
P.O. Box 807
Wyoming, MN 55092
Telephone: 651-462-0206
Fax: 651-462-3309

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:

Jennifer J. Erickson
25236 Kettle River Blvd.
Forest Lake, MN 55025

EXHIBIT A
Legal Description of Property

That part of Government Lot Fourteen (14) that lies south of County Road No. 18 in Section Seven (7), Township Fifty (50), Range Twenty-four (24).

Taxpayer Name:

Erickson, Jennifer J

Date of Calculation:

08.23.2024

Interest Calculation thru:

8/31/2024

PID:

180011700

Year	Tax	Cost	Interest	Penalty	Total
2020	\$ 166.00	\$ 20.00	\$ 63.04	\$ 12.41	\$ 261.45
2021	\$ 144.00		\$ 39.58	\$ 12.24	\$ 195.82
2022	\$ 152.00		\$ 25.29	\$ 12.92	\$ 190.21
2023	\$ 162.00		\$ 9.37	\$ 13.77	\$ 185.14
2024	\$ 170.00		\$ -	\$ 5.10	\$ 175.10

Total:

\$ 794.00	\$ 20.00	\$ 137.28	\$ 56.44	\$ 1,007.72
-----------	----------	-----------	----------	-------------

Total:

\$ 1,007.72

St Deed Tax

\$ 3.33

.33% of Total with minimum of \$1.65

Forfeiture Process Cost

\$ -

*\$100 but Auditor may waive.

Well Cert

Sheriff Cost

\$ 40.00

Deed

\$ 25.00

Land Dept Cost

\$ 100.00

Recording Fee

\$ 46.00

Crt Letter Fee-Auditor

\$ 6.90

Insurance

\$ -

Total:

\$ 1,228.95

THIS DOCUMENT HAS A TRUE WATERMARK. THE FRONT OF THE DOCUMENT HAS A MICRO-PRINT SIGNATURE LINE. ABSENCE OF THESE FEATURES WILL INDICATE A COPY.

NOTICE TO CUSTOMERS

THE PURCHASE OF AN INDEMNITY BOND MAY
BE REQUIRED BEFORE ANY OFFICIAL/TELLER'S
CHECK OF THIS BANK WILL BE REPLACED IN THE
EVENT IT IS LOST, MISPLACED OR STOLEN.



**MidWestOne
Bank.**

P.O. Box 1700, Iowa City, IA 52244-1700

10534064

49-55/1031

REMITTER

REMITTER: CREDIT

PAY TO THE
ORDER OF

ALFRED COUNTY

DATE October 31, 2004

\$1,228.95

ONE THOUSAND TWO HUNDRED TWENTY EIGHT AND 95/100 DOLLARS

TELLER'S CHECK

DRAWER: MIDWEST ONE BANK

ISSUED BY: MONEYGRAM PAYMENT SYSTEMS, INC.
P.O. BOX 9476, MINNEAPOLIS, MN 55480
DRAWEE: BOKF, NA
EUFULA, OK

⑈ 10534064 ⑈ ⑆ 103100551⑆ 0160010048803 ⑈

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

ADOPTED November 12, 2024

By Commissioner: xxx

20241112-xxx

Jennifer Erickson Repurchase Resolution

WHEREAS, Jennifer Erickson was the owner at the time of forfeiture. (Applicant) and,

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

Parcel #18-0-011700

THAT PART OF GOVT LOT 14 (SW SW) LYING S OF CO RD 18 Sec: 7 Twp: 50 Rge: 24

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

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

Did not receive notification of delinquent taxes due to old address on file. Aitkin County did not have correct address, but it has been updated.

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

Well cared for and has been in the family. My mother left me and my four children this property.

WHEREAS, the Applicants have made payment of all delinquent taxes of properties.

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

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

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

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 12th day of November 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of November 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: November 12, 2024

Title of Item: Second Reading - Aitkin County Cannabis Ordinance

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input 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 checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Andrew Carlstrom		Department: Environmental Services
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director		Estimated Time Needed: 10 min.
Summary of Issue: On October 22, 2024, the County Board held a Public Hearing and First Reading of the draft proposed Aitkin County Cannabis Ordinance. 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.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Discussion only - Second Reading		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

AITKIN COUNTY
CANNABIS ORDINANCE

CANNABIS ORIENTED BUSINESS AND LAND USE

November 12, 2024

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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.

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.

Chairperson, Aitkin County Board of Commissioners

ATTEST:

EFFECTIVE DATE: _____, 2024



EAST CENTRAL MINNESOTA

-Public Notice Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully. If changes are needed, please contact us prior to deadline at Cambridge (763) 691-6000 or email at publicnotice@apgecm.com

Ad Proof

Not Actual Size

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 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

Address: 307 2ND ST NW, ROOM 219
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

Email: publicnotice@apgecm.com

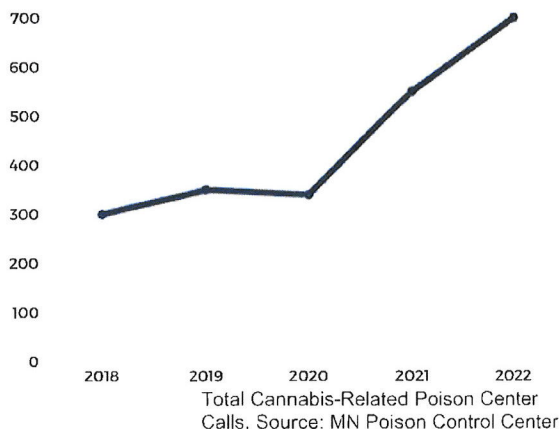
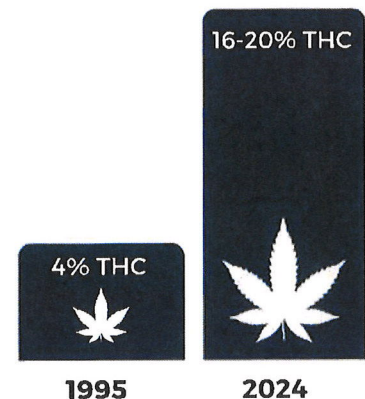
Rep No: MA700

Contract-Gross

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**.

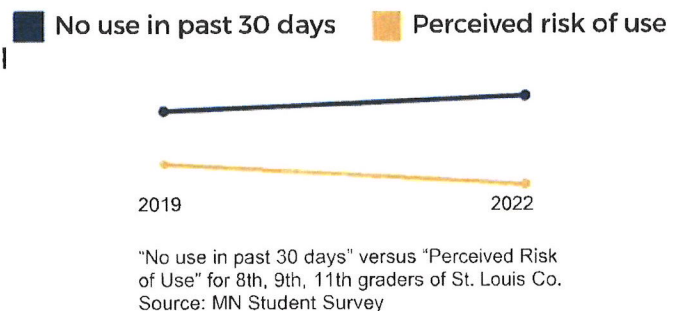


Accidents & Poisonings

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

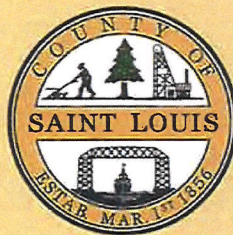
Research shows that long-term cannabis use can cause permanent IQ loss, as much as **8 points**. Additionally, studies link cannabis use to **depression, anxiety, suicide planning and psychotic episodes**. Marijuana use during pregnancy, or while breastfeeding, can negatively impact the child's healthy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



Local Public Health's Role

Mayor Meeting

10/28/2024



SAINT
LOUIS
COUNTY
MINNESOTA

Public Health Statutory Responsibility

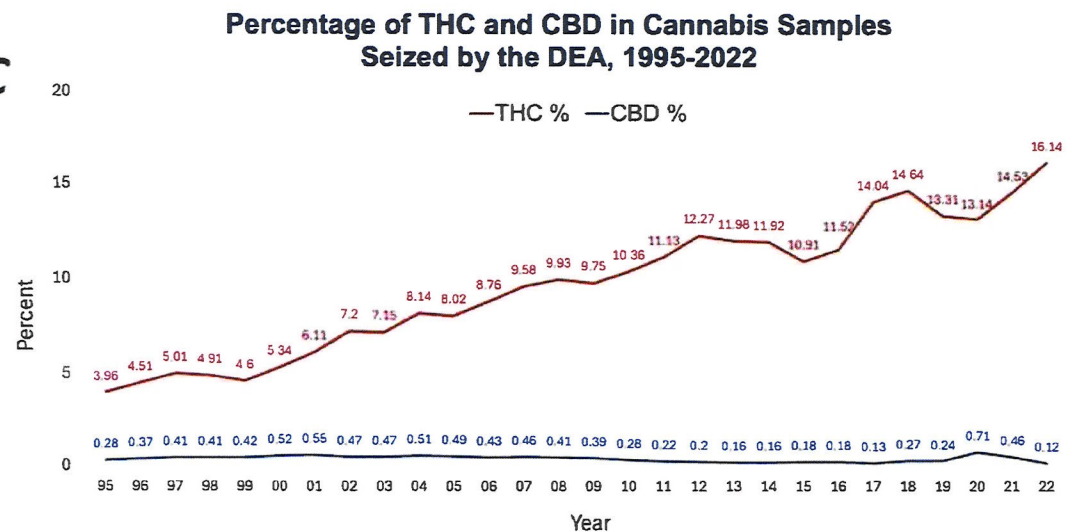
“To protect the health, safety, and welfare of residents.”

- Reducing normalization of use and/or opportunities for increased use
- Reducing exposure and access by underage persons (21 years and younger)
- Reducing combined consumption with other mind-altering substances (e.g., alcohol)
- Advocating for good regulation
- Educating and informing the public on associated health risks of use



Potency Changes

- From 2020 to 2021, a reported **16% increase in THC potency** of cannabis samples collected in MN by the DEA.
- Average % THC in products
 - Flower: 10-30%
 - Vape Cartridge: 85-90%
 - Concentrate: 65-95%
 - Edibles: 5-10 mg/serving*



Source: NIDA Potency Monitoring Program, University of Mississippi

*Cannabis edibles are measured in milligrams of THC per serving as opposed to percentages

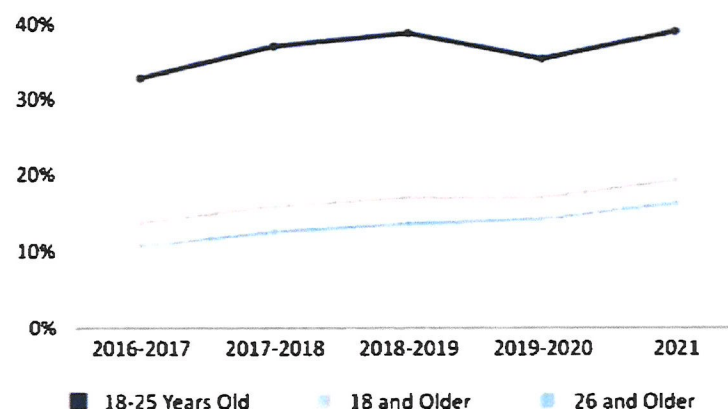
**Data from the 2021 National Survey on Drug Use and Health (NSDUH) as well as the International Cannabis Policy Study Minnesota 2022 Cannabis Report. Source: North Central High Intensity Drug Tracking Areas (HIDTA) Minnesota Baseline Marijuana Assessment.



Adult Use Across Minnesota

- Between 2020 and 2022, overall use **increased from 13% to 19%**
- In 2022, **~40% young adults** reported using cannabis in the past year
- **“Friend or family member”** was most common source of cannabis
- **“Dried Herb”** and **“Edibles”** were two most common products among past 12-month consumers

ESTIMATED MARIJUANA USE IN THE PAST YEAR AMONG MINNESOTA ADULTS



Source: Substance Abuse & Mental Health Services Administration National Survey on Drug Use & Health

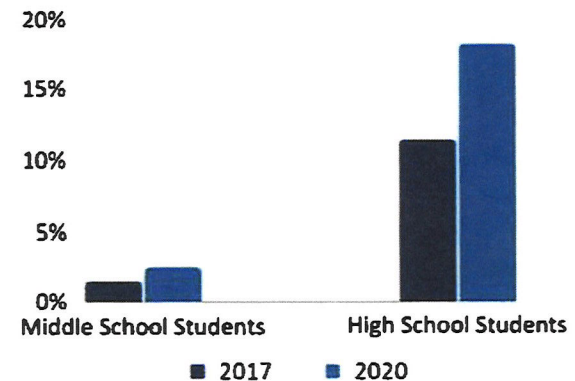
*Data from the 2021 National Survey on Drug Use and Health (NSDUH) as well as the International Cannabis Policy Study Minnesota 2022 Cannabis Report. Source: North Central High Intensity Drug Tracking Areas (HIDTA) Minnesota Baseline Marijuana Assessment.



Youth Use Across Minnesota

- Student self-reported that their perceptions of cannabis use are influenced by **advertisements, marketing and social media**
- **Perceived** cannabis use among student peers is higher than **self-reported** cannabis use
- Percentage of high school students who have ever used cannabis decreased between 2020 and 2023 from **18.2% to 14.5%**, respectfully
- **91%** of youth in St. Louis County don't use cannabis in a typical month.

PERCENTAGE OF MINNESOTA STUDENTS WHO HAVE USED AN E-CIGARETTE DEVICE TO VAPE MARIJUANA/THC



Source: Minnesota Department of Health Youth Tobacco Survey

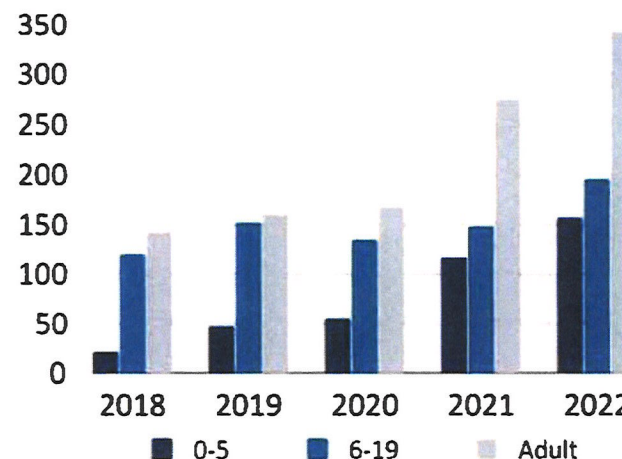
*Data from the 2021 National Survey on Drug Use and Health (NSDUH) as well as the International Cannabis Policy Study Minnesota 2022 Cannabis Report and the 2022 Minnesota Student Survey of 8th, 9th, and 11th graders, n=2,520. Source: North Central High Intensity Drug Tracking Areas (HIDTA) Minnesota Baseline Marijuana Assessment.



Concerning Health Impacts of Cannabis Use

- Poison control calls involving people aged 0-5 years increased **648%**
- Between 2018 and 2020, fatal crashes involving cannabis **more than doubled**.
- From 2018-2022, Minnesotans aged **15-24 and 25-34** accounted for the greatest number of cannabis-related hospital visits.

CANNABIS-RELATED CALLS TO POISON CENTER BY AGE GROUP



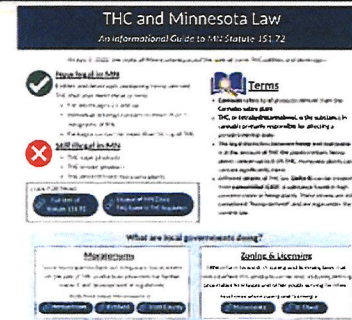
Source: Minnesota Poison Control System

*Data from the 2021 National Survey on Drug Use and Health (NSDUH) as well as the International Cannabis Policy Study Minnesota 2022 Cannabis Report. Source: North Central High Intensity Drug Tracking Areas (HIDTA) Minnesota Baseline Marijuana Assessment.



Public Health Outreach to-date

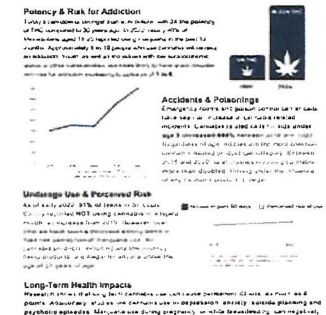
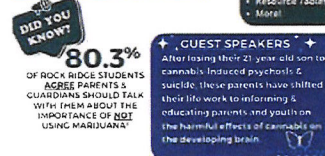
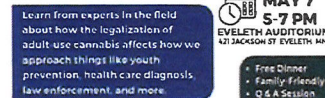
- THC & MN Law Information Guide (7/2022)
- Cannabis Legalization Summary (7/2023)
- Cannabis in our Community Education Night (Eveleth) (5/2024)
- Health & Safety Considerations for Cannabis Regulation (6/2024)
- Various other educational flyers



MN CANNABIS LEGALIZATION SUMMARY



Health and Safety Considerations for Cannabis Regulation



Maggie Myers, MPH
Health Educator & Cannabis Liaison
St. Louis County Public Health
myersm@stlouiscountymn.gov
218-471-7385





Board of County Commissioners Agenda Request

3B

Agenda Item #

Requested Meeting Date: November 12, 2024

Title of Item: Adopt Resolution - Aitkin County Cannabis Ordinance

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: Andrew Carlstrom		Department: Environmental Services
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director		Estimated Time Needed: 5 min.
Summary of Issue: Please see attached resolution.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to adopt Aitkin County Cannabis Ordinance resolution.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

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

PROPOSED November 12, 2024

By Commissioner: xxx

20241112-xxx

Adopt Aitkin County Cannabis Ordinance

WHEREAS, Minnesota Statute 342 has authorized Aitkin County regarding local registration and enforcement of state-licensed cannabis retail businesses, and 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; and

WHEREAS, The Aitkin County Board of Commissioners deems it necessary to adopt a Cannabis Ordinance that addresses the legal cannabis market while prioritizing the protection of public health, safety, and community well-being through the regulation of the sale and use of cannabis and cannabinoid derived products within Aitkin County. This ordinance aims to ensure the regulations governing cannabis mitigate potential health risks, prevent youth access, support public safety, and encourage responsible retailing practices; 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 12th day of November 2024 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 12th day of November, 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

4A

Agenda Item #

Requested Meeting Date: November 12, 2024

Title of Item: Approve Agreement- Minnesota Housing Finance Agency

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: Mark Jeffers		Department: Economic Development
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 5 minutes
Summary of Issue: <p>Minnesota Housing manages the Minnesota City Participation Program (MCP), which uses the Tax Exempt Bond Housing Pool Allocation authorized by the Office of Minnesota Management and Budget (MMB) to enable communities throughout the state to efficiently provide first-time home buyer loans in their community without the administrative burden of running their own bond program. The first-time home buyers access the program through their local lenders and have access to down payment and closing cost assistance if needed.</p> <p>Through September of 2024, Aitkin County residents have received \$100,300. in first time homeowner down payment and closing cost assistance.</p> <p>The Economic Development Committee recommends approval to execute this program. The County Attorney has reviewed all documents and find them proper to form.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve Aitkin County Economic Development to participate in the program for 2025 and give the County Administrator approval to sign the agreement.		
Financial Impact: <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 Please Explain:</p>		

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

Minnesota Housing 2025 Minnesota City Participation Program (MCP) Application

Minnesota Housing must receive your application by email between January 2-15, 2025 at 5:00

Please provide all the information below.

Agency Contact Information

Agency Name: Aitkin County Government

Contact Person: Mark Jeffers

Mailing Address: 307 2nd St NW, room 316 Physical Address: same

City: Aitkin State: MN Zip: 56431 Website: naturallybetterhere.com

Phone #: 218.513.6188 E-Mail: mark.jeffers@co.aitkin.mn.us

Administrative Information

- Check agency type: ☐ City ☐ City HRA/CDA/EDA ☒ County HRA/ ☐ Port Authority
☐ Multi-County HRA: Receive single allocation for all counties within your jurisdiction
☐ Consortium of local government units applying jointly by agreement (please submit evidence of agreement with this application, even if you provided one in previous years).
- List the legal name(s) of all cities and counties where the funds will be utilized. For county and multicounty applications, only list the counties.
Aitkin County-Cities of Aitkin, Hill City, Malmo, McGrath, McGregor, Palisade, Tamarack
- Check the box below to confirm this statement:
☒ MCP helps the community meet an identified housing need and the program is economically viable.
- Does your City (or County) offer a down payment program or other homeownership assistance?
☐ Yes ☒ No
If yes, list program names (For informational purposes only; does not impact your application status):
Through our Housing Trust Fund, we offer revolving loans for developers.

Signature

Provide authorized signature(s) from the organization submitting this application, including printed or typewritten name, title and phone number. Scan original and email application to mn.housing@state.mn.us (Original not needed).

Signature

Jessica Seibert

County Administrator

Name (Print)

218.927.7276

Title

jessica.seibert@co.aitkin.mn.us

Phone number or check here if same as above. ☐

E-mail or check here if same as above. ☐

Program and Contact Information

Minnesota Statute sets Borrower Income Limits and House Purchase Price Limits. Minnesota Housing makes final determinations of the total amount of program funds available and individual allotments (in compliance with a per capita distribution method specified in statute).

Questions about MCP or this application? Contact Greg Krenz at (651)297-3623 or greg.krenz@state.mn.us

**MINNESOTA HOUSING FINANCE AGENCY
MINNESOTA CITY PARTICIPATION PROGRAM**

**PROGRAM APPLICATION
COMMITMENT AGREEMENT**

THIS APPLICATION AND AGREEMENT (this "Agreement") is between Aitkin County with its office at 307 2nd St NW, Room 316, Aitkin, MN 56431 and Minnesota Housing Finance Agency ("Minnesota Housing"), with its office at 400 Wabasha Street North, Suite 400, St. Paul, MN 55102.

RECITALS:

A. Minnesota Housing, under the provisions of Minn. Stat. §474A.061, Subd. 2a is authorized to issue qualified mortgage bonds, as that term is used in the Internal Revenue Code of 1986, as amended (the "Code"), on behalf of the City, and it will issue bonds for that purpose (the "Bonds").

B. The City applying to participate is a Minnesota city, county, city or county housing and redevelopment authority, economic development authority, port authority or a consortium of local government units, as defined by Minnesota Statutes §474A.061, Subd. 2a(c).

C. Minnesota Housing has implemented Minnesota Housing Finance Agency Minnesota City Participation Program (the "Program") and will use the proceeds from the issuance of the Bonds to fund the Program.

D. The City has requested and received a set-aside of funds from the Program.

E. The City wishes to obtain a commitment by Minnesota Housing to direct Minnesota Housing's designated Master Servicer (the "Master Servicer") to purchase mortgage notes ("Mortgages") that will be originated by a lender or lenders that meet Minnesota Housing requirements for participation in programs funded by qualified mortgage bonds (collectively, the "Lender").

F. Mortgages that the Master Servicer purchases pursuant to the commitment requested by the City must only be for residences located within a geographic area to be established and designated by the City.

G. Minnesota Housing is willing to issue a commitment agreeing to purchase Mortgage-Backed Securities backed by Mortgages that are (i) originated by the Lender; (ii) purchased by the Master Servicer; (iii) in accordance with the terms and conditions of this Agreement, the Program, and the Start Up Procedural Manual to be supplied by Minnesota Housing (the "Procedural Manual"), the provisions of which are hereby incorporated by reference into this Agreement as if set forth in full herein; and (iv) made to borrowers with adjusted incomes not exceeding the greater of 80 percent of statewide or area median income as calculated by Minnesota Housing.

NOW, THEREFORE, in consideration of the covenants contained in this Agreement, Minnesota Housing and the City agree as follows:

1. **City Requirements.** All Mortgages submitted to Minnesota Housing for purchase under the Program must comply with all of the requirements of the Program, the Start Up Procedural Manual and this Agreement.

2. **Commitment and Commitment Amount.** The City, which applied in January 2025 for a commitment, hereby requests that Minnesota Housing cause its Master Servicer to purchase Mortgages that have been originated by the Lender and meet the requirements of, and are made in accordance with the provisions of, this Agreement, the Program, and the Procedural Manual. Minnesota Housing, by accepting this Agreement, commits to the purchase of those Mortgages in the aggregate principal amount (the "Commitment Amount") to be determined and allocated

by Minnesota Housing in accordance with Minnesota Statutes §474A.061, Subd. 2a(d), and provided to the City.

The Master Servicer will only purchase Mortgages pursuant to this Agreement securing property that, and borrowers who, satisfy the requirements and provisions of this Agreement, the Program, and the Procedural Manual. The City acknowledges that the commitment is effective upon the approval thereof by Minnesota Housing and the delivery of a copy of this Agreement by Minnesota Housing to the City.

3. **Lender Qualifications.** Lenders must meet Minnesota Housing requirements for participation in programs funded by qualified mortgage bonds.

4. **Commitment Term.** The term of this Agreement and the City's participation in the Program (the "Commitment Term") will commence on January 16, 2025 and shall continue through November 30, 2025. This Agreement, and the City's participation in the Program, will automatically terminate, without the need for any action by either party hereto, at the end of the Commitment Term.

5. **Set-Aside Term.** The Commitment Amount will be set-aside and held by Minnesota Housing for the sole use by the City for a period of time to be established by Minnesota Housing, in its sole option and discretion, provided, however, that time period will not be less than six months (the "Set-Aside Term") commencing on a date to be selected and specified by Minnesota Housing. Minnesota Housing will notify the City in writing of the date on which the Set-Aside Term commences.

Any portion of the Commitment Amount not reserved for the purchase of qualifying Mortgages as of the end of the Set-Aside Term shall be canceled and returned to Minnesota Housing for redistribution under the Program. In addition, any portion of the Commitment Amount reserved for Mortgages that are not delivered to the Master Servicer for purchase within the time period delineated in the Procedural Manual for that purchase, will be canceled and Minnesota Housing will redistribute that amount under the Program. Minnesota Housing may make any funds available to the Program at the end of the Commitment Term for mortgage loans that are eligible to be financed with proceeds of the Bonds.

6. **Commitment Fees.** There is no commitment fee payable by the City for the commitment by Minnesota Housing to the purchase by the Master Servicer of qualifying Mortgages.

7. **Purchase Price.** The purchase price of each Mortgage to be purchased by the Master Servicer pursuant to this Agreement will be as set forth in the requirements of the Procedural Manual and posted on Minnesota Housing's website.

8. **Mortgage Terms.** The terms and conditions for all Mortgages, including but not limited to the interest rate, will be set from time to time by Minnesota Housing, at its sole option and discretion, and communicated to the Lender in accordance with the procedures set forth in the Procedural Manual.

9. **Area Limitation.** Minnesota Housing, pursuant to this Agreement, is required to purchase only those Mortgages that are for residences located within a geographic area to be established and designated by the City.

10. **Servicing.** The servicing of Mortgages shall be the sole responsibility of the Master Servicer or one or more other entities that Minnesota Housing may designate in its sole discretion.

11. **Contract Documents.** The purchase by the Master Servicer of each Mortgage pursuant to Minnesota Housing's commitment is a contract consisting of this Agreement and the provisions and requirements contained in the Procedural Manual, with all amendments and supplements thereto in effect as of the date of Minnesota Housing's acceptance of this Agreement.

12. **Paragraph Captions and Program Headings.** The captions and headings of the paragraphs of this Agreement are for convenience only and will not be used to interpret or define the provisions thereof.

13. **Applicable Law.** This Agreement is made and entered into in the State of Minnesota, and all questions relating to the validity, construction, performance and enforcement hereof will be governed by the laws of the State of Minnesota.

14. **Agreement Conditional Upon Minnesota Housing Approval.** This Agreement will be a binding obligation of Minnesota Housing upon its execution by Minnesota Housing and delivery of a copy of the same to the City; provided, however, Minnesota Housing may, in its sole option and discretion, any time on or after January 16, 2025 revoke such obligation and terminate this Agreement if the City has not fully executed and returned a fully executed original hereof to Minnesota Housing. That revocation and termination will be accomplished and evidenced by Minnesota Housing notifying the City thereof by way of a "Certified Letter - Return Receipt Requested" addressed and delivered to the City. Upon revocation and termination this Agreement will be null and void and of no force or effect.

15. **Issuance of Bonds.** The City hereby authorizes Minnesota Housing to issue, on behalf of the City, qualified mortgage bonds, as that term is used in the Code, in an amount equal to the Commitment Amount, and Minnesota Housing agrees to issue those bonds if and when federal law authorizes and Minnesota Housing deems it is economically feasible to do so.

(THE REMAINING PORTION OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

IN WITNESS WHEREOF, the City has executed this Agreement this _____ day of _____

(Month) (Year)

By: _____
(Signature of Authorized Officer)

(Name of Authorized Officer)

Minnesota Housing APPROVAL

Minnesota Housing hereby accepts the above Program Application-Commitment Agreement and approves and grants participation in the program.

MINNESOTA HOUSING FINANCE AGENCY

By: _____
Kayla Schuchman

Its: Assistant Commissioner, Single-Family Division

Signed this _____ day of _____, 2025



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: November 12, 2024

Title of Item: Snow Plow Bid

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jim Bright		Department: Maintenance
Presenter (Name and Title): Jim Bright Facilities Coordinator		Estimated Time Needed: 5 Min
Summary of Issue: I advertised for snow plowing services for snow plowing on the Government Center/Judicial Center campus. I received 1 bid from Stevo's Inc. The bid is for a 3 year contract and is comparable to bids I have received in the past. Stevo's had a 1 year contract for this work last year and did quality work.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: I'm requesting the Aitkin County Board of Commissioners approve this bid from Stevo's Inc.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ 15,000 per year (Estimated) <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Snow plowing is in the maintenance budget.		

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

Snow Plow Specifications for Aitkin County Government Center

LOCATION: 307 2nd St. NW, Aitkin, MN 56431

TIME PERIOD COVERED BY AGREEMENT: October 15th, 2024 to May 15th, 2027

THE CONTRACTOR AGREES:

1. Plow the following:
 - a. North parking lot & entrances
 - b. Jail Sally port
 - c. South parking lot
 - d. Entrance between Jail and HHS
 - e. Angled parking lots on 1st Street NW
 - f. Sidewalk area on 2nd Street NW, 2nd Ave NW and 1st Street NW
2. When a snow event occurs overnight, plowing must be done by 7:00 AM
3. Report problems, damaged signs, vandalism, etc, to Facilities Coordinator
4. Provide all equipment, supplies, materials, etc needed to perform the required work at no additional cost to Aitkin County.
5. Hire, supervise, pay, and have adequate Worker's Compensation, security, required insurance coverage for labor, and transportation to and from worksite.
6. **The contractor must meet Aitkin County requirements for contractors insurance. The policy must contain a contractual liability endorsement covering the contractor's indemnity obligation to Aitkin County, its officers, agents and employees, pursuant to the contract.**
7. Each month, an invoice must be submitted to Aitkin County for dates service was completed. No payment will be made without an invoice. Before payment is made to the contractor, work will be checked and must be done to the satisfaction of Aitkin County personnel.

AITKIN COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

Name of Bidder: Stevo's Inc.

Address: 39995 355th St. Aitkin, MN 56431 Phone: 218.839.1628

Email: stevemay@stevosinc.com

For 2024-2025

To plow all specified areas of campus, I hereby bid \$ 475.⁰⁰ per snow event under 6"

To plow all specified areas of campus, I hereby bid \$ 625.⁰⁰ per snow event Over 6"

Hourly rate for extra snow removal/cleanup \$ 180.⁰⁰

For 2025-2026

To plow all specified areas of campus, I hereby bid \$ 525.⁰⁰ per snow event under 6"

To plow all specified areas of campus, I hereby bid \$ 675.⁰⁰ per snow event Over 6"

Hourly rate for extra snow removal/cleanup \$ 190.⁰⁰

For 2026-2027

To plow all specified areas of campus, I hereby bid \$ 575.⁰⁰ per snow event under 6"

To plow all specified areas of campus, I hereby bid \$ 725.⁰⁰ per snow event Over 6"

Hourly rate for extra snow removal/cleanup \$ 200.⁰⁰

Signed: Stephen May Dated: 10/8/24



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: November 12, 2024

Title of Item: 3 Year contract with Stevo's

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <div style="text-align: right; font-size: small;"><i>*provide copy of hearing notice that was published</i></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Direction Requested</div><div><input type="checkbox"/> Discussion Item</div><div><input type="checkbox"/> Hold Public Hearing*</div></div>
Submitted by: Jim Bright	Department: Maintenance
Presenter (Name and Title): Jim Bright Facilities Coordinator	Estimated Time Needed: 5 Min
Summary of Issue: I have attached the 3 year contract between Aitkin County and Stevo's Inc. for snow plowing on the Government Center and Judicial Center campus. This contract has been reviewed and approved by the County Attorney.	
Alternatives, Options, Effects on Others/Comments: 	
Recommended Action/Motion: I'm requesting the Aitkin County Board of Commissioners approve this contract.	
Financial Impact: <div><i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div> <div><i>What is the total cost, with tax and shipping?</i> \$ 15,000 per year (Estimated)</div> <div><i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></div> <div>Snow plowing is in the maintenance budget.</div>	

Service Agreement

This Agreement is made and entered into by and between the County of Aitkin, State of Minnesota (County), through Aitkin County Maintenance Department and Stevo's INC. (Independent Contractor)

RECITALS

WHEREAS, the County, through the Department, wishes to purchase the services of snowplowing for the Government Center complex from Independent Contractor; and

WHEREAS, the County and the Independent Contractor mutually agree that services to be performed by the undersigned shall be performed as an Independent Contractor and not as an employee, officer, or agent of the County;

WHEREAS, the Independent Contractor is prepared to perform services for the County;

WHEREAS, there are funds available for the purchase of these services;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the County, through the Department, and the Independent Contractor agree as follows:

1) Term and Cost of the Agreement

The Independent Contractor agrees to furnish services on behalf of the County during the period commencing upon receipt of signed contract and terminating May 15th, 2027.

The Independent Contractor shall be paid at the rate of the submitted attached quote.

2) Services to be Provided

The Independent Contractor is responsible for inspecting any Agreement sites prior to signing this Agreement and accepts the specified sites as being satisfactory to perform the services of the Agreement without risk to person or property.

The Independent Contractor agrees that it shall furnish all materials, labor, and equipment, tools and other items necessary for the performance of the contractual undertaking that it has assumed herein. The Independent Contractor agrees that it has a substantial economic investment in tangible assets used in performing the services hereunder. Independent Contractor shall serve as the sole employer with respect to any of the employees employed by the Independent Contractor for the performance of the services required hereunder.

The parties agree that the County shall initially designate the work to be performed. It shall also make a final inspection within a reasonable period of time after the Independent Contractor claims that the work has been completed so final payment can be made. All work shall be performed in a workmanlike manner.

3) **Payment for Services**

Payment for services shall be made directly to the Independent Contractor after completion of services upon the presentation of a claim in the manner provided by law for payment of claims against the County.

4) **Independent Contractor Status**

That at all times and for all purposes hereunder, Independent Contractor shall be an independent contractor and is not an employee, official, or agent of the County for any purpose. No statement contained in this Agreement shall be construed so as to find Independent Contractor to be an employee, official, or agent of the County, and Independent Contractor shall not be entitled to any of the rights, privileges, or benefits of employees of the County, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims.

Independent Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due Independent Contractor and that it is Independent Contractor's sole obligation to comply with the applicable provisions of all Federal and State Tax laws.

Independent Contractor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein. The parties agree that the Independent Contractor shall have sole control over the means and manner of performance of the Independent Contractor's obligations hereunder including, but not limited to the method, time, hours, days to be worked and other details of performance (subject to the specifications in Sections Two and Three). The County reserves the right to inspect the job site for the sole purpose of ensuring that the end result shall be or has been accomplished and the specifications of Sections Two and Three met. The County takes no responsibility for the supervision or direction of the performance of any of the services to be performed by the Independent Contractor or of its employees or subcontractors. Independent Contractor shall serve as the sole employer with respect to any of the employees employed by the Independent Contractor for the performance of the services required hereunder. The County further agrees that it shall exercise no control over the selection and dismissal of the Independent Contractor's employees.

Independent Contractor is responsible for hiring sufficient workers to perform the services/duties required by this contract, withholding their taxes, and paying all other employment tax obligations on their behalf.

The Independent Contractor shall comply with all federal, state, county or other government regulations or laws, including, but not limited to, the Fair Labor Standards Act, the Wage and Hour Laws, the Occupational Safety and Health Act and the Equal Opportunity laws.

5) **Indemnification and Insurance**

The Independent Contractor agrees it will defend, indemnify and hold harmless the County, its officers, agents, and employees against any and all liability, loss, costs, damages and expenses which the County, its officers, agents, or employees may hereafter sustain, incur, or be required

to pay arising out of the Independent Contractor's performance or failure to adequately perform its obligations pursuant to this Agreement.

Independent Contractor further agrees that in order to protect itself as well as the County under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force the following:

- a) Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days' prior notice thereof to the County.
- b) Workers' Compensation Insurance.

The following insurance must be maintained for the duration of this Agreement.

5.1. General Liability Insurance

- 5.1.1 \$500,000 for claims for wrongful death and each person for other claims
\$1,500,000 each occurrence
No less than \$2,000,000 aggregate

5.2. Business Automobile Liability Insurance

- 5.2.1. \$500,000 each person
\$1,500,000 each occurrence
No less than \$2,000,000 aggregate
- 5.2.2. Must cover owned, non-owned, and hired vehicles.

5.3. Workers' Compensation Per Statutory Requirements

- 5.3.1. County reserves the right to rescind any contract not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against bidder.

Prior to the effective date of this contract, and as a condition precedent to this Agreement, the Independent Contractor will furnish the County with Certificates of Insurance listing the County as a certificate holder. A Certificate of Insurance for each policy must be on file with the County Land Department within 10 days of execution of this Agreement and prior to commencement of any work under this Agreement. Each certificate must include a 10-day notice of cancellation, nonrenewal, or material change to all named and additional insureds. The County reserves the right to rescind any agreement not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against Independent Contractor. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the County upon written request. All subcontractors shall provide evidence of similar coverage.

6) **Data Practices**

All data collected, created, received, maintained, or disseminated for any purposes by the activities of Independent Contractor because of this contract is governed by the Minnesota

Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

7) **Records-Availability and Retention**

Pursuant to Minn. Stat. § 16C.05, subd. 5, the Independent Contractor agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonable deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Independent Contractor and involve transactions relating to this Agreement.

Independent Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement.

8) **Merger and Modification**

- a) It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.
- b) Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

9) **Default and Cancellation**

- a) If the Independent Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default.

Unless the Independent Contractor's default is excused, the County, through the Department, may, upon written notice, immediately cancel this Agreement in its entirety.

Further, upon the Independent Contractor's default, the County shall have the right to retain the bidder's bond submitted by the Independent Contractor, and to pursue any and all legal remedies.

- b) This Agreement may be cancelled with or without cause by either party upon thirty days' written notice.

10) **Subcontracting and Assignment**

Independent Contractor shall not enter into any subcontract for performance of any services contemplated under this Agreement without the prior written approval of the County through its Land Commissioner or Assistant Land Commissioner, and subject to such conditions and provisions as the County may deem necessary. The Independent Contractor shall be responsible for the performance of all subcontractors.

11) **Nondiscrimination**

During the performance of this Agreement, the Independent Contractor agrees to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed, sexual orientation or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date

Independent Contractor
Stevo's Inc.

Date



Board of County Commissioners Agenda Request

6B

Agenda Item #

Requested Meeting Date: November 12, 2024

Title of Item: Administrator Updates

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



Aitkin County Board of Commissioners Committee Reports Forms

7A

Agenda Item #

Committee	Freq	Scheduled	Representative
Association of MN Counties (AMC)			
Environment & Natural Resources Policy			Sample
General Government			Leiviska
Health & Human Services			HHS Director
Indian Affairs Task Force			Commissioner Laurie Westerlund
Public Safety Committee			Commissioner Laurie Westerlund
Transportation Policy			Kearney
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



Board of County Commissioners Agenda Request

8A

Agenda Item #

Requested Meeting Date: November 12, 2024

Title of Item: Market Adjustment due to Promotion, Attorney's Office

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <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
Submitted by: Bobbie Danielson		Department: HR
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 3
Summary of Issue: <p>We are requesting Board approval to grant Ms. Sondra Swanson, Office Manager/Lead Paralegal an 80-cent per hour increase effective November 17, 2024 (start of the next pay period). This adjustment is recommended because Ms. Swanson transitioned from a union to a non-union position on June 16, 2024, placing her in a unique situation where she was ineligible for the non-union market adjustments granted on January 28, 2024, and will not be eligible for the upcoming courthouse union adjustment scheduled for January 12, 2025. Granting this increase acknowledges the gap created by the timing of her promotion and aligns her wage more equitably in the Attorney's office.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve a 80 cent per hour market adjustment for Ms. Swanson effective Nov 17, 2024.		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" 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 Please Explain:</p>		



Board of County Commissioners Agenda Request

8B
Agenda Item #

Requested Meeting Date: November 12, 2024

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

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input 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
Submitted by: Bobbie Danielson		Department: HR
Presenter (Name and Title): Bobbie Danielson, Human Resources Director		Estimated Time Needed: 20 min.
Summary of Issue: Closed session for Attorney-Client Privilege (Minn. Stat. § 13D.05, Subd. 3(b)): Meetings may be closed to discuss active or potential litigation or to seek legal advice, as long as confidentiality is crucial for the protection of the public body's legal interests.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		