



ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

What: Aitkin County Board Agenda

When: July 22, 2025

Where: Government Center Board Room

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

Phone: **1-415-655-0001**

Access Code: **2550 500 9177**

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

- A) Correspondence File-**
July 8, 2025 - July 21, 2025
- B) Approve County Board Minutes-**
July 8, 2025
- C) Approve Electronic Funds Transfers**
EFT Report thru 07.15.25
- D) Approve Auditor Vouchers-**
Auditor Warrants - Sales, Use and Diesel Tax, June 2025
- E) Approve Auditor Vouchers-**
Auditor Warrants - HHS 07.03.25
- F) Information Only**
City of Aitkin - 2024 TIF Report
- G) Approve-**
County Administrator Employment Agreement
- H) Approve Auditor Vouchers-**
Auditor Warrants - HHS 07.11.25
- I) Approve Auditor Vouchers-**
Auditor Warrant 07.15.25
- J) Approve Manual Warrants/Voids/Corrections-**
Manual Warrants 07.11.25
- K) Approve-**
AIM VCET Opioid Funding Request
- L) Approve-**
Selander Coaching and Consulting Opioid Funding Request
- M) Approve Commissioner's Vouchers**
Commissioner Warrants 07.18.25

- N) Approve Auditor Vouchers-**
Auditor Warrants 07.18.25
- O) Approve Manual Warrants/Voids/Corrections-**
Manual Warrants - ELAN 07.03.25

9:05 a.m.

- 3) Dennis Thompson – Land Commissioner
A) Adopt Resolution - Mississippi Headwaters Board Funding for Jacobson Campground
B) LLCC Budget and Scholarships Presentation

9:25 a.m.

- 4) Andrew Carlstrom – Environmental Services Director
A) Approve Memorandum of Understanding with Itasca County

9:30 a.m.

- 5) Kathleen Ryan – County Auditor
A) Approve New National Opioid Settlement/Action Needed to Participate
B) 2nd Quarter 2025 Budget Review - Information Only

9:50 a.m.

- 6) Jim Bright – Facilities Coordinator
A) Adopt Resolution - Aitkin County Health & Human Services Office Space Lease Agreement

10:00 a.m.

- 7) Carli Goble - Health & Human Services Fiscal Supervisor
A) Q2 2025 Fiscal Report - Discussion Item

10:10 a.m.

- 8) Sarah Pratt – Health & Human Services Director
A) H&HS Mandated vs. Non-Mandated Services Presentation - Discussion Item

10:30 a.m.

- 9) John Welle – County Engineer
A) 2024 Annual Report

11:00 a.m.

- 10) Mark Jeffers – Economic Development Coordinator
A) Approve Data Practices Revisions
B) County/Administration related Updates

11:10 a.m.

- 11) Board of Commissioners
A) Commissioner Committee Reports

ADJOURN



2B

AITKIN COUNTY BOARD OF COMMISSIONERS

July 8, 2025

9:00 a.m.

Government Center Board Room

Regular Session Minutes

1.A CALL TO ORDER

Chair Wedel called the meeting to order at 9:00 a.m.

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

1.B PLEDGE OF ALLEGIANCE

1.C APPROVAL OF AGENDA

Motion to: Approve the agenda.

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

1.D Citizens Public Comment - None

2 CONSENT AGENDA

Motion to: Approve the Consent Agenda.

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

A) Correspondence File-

June 24, 2025 - July 7, 2025

B) Approve County Board Minutes-

June 24, 2025

C) Approve Electronic Funds Transfers

Total	\$6,106,698.72
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D) Approve Manual Warrants/Voids/Corrections-

ELAN 06.05.25

General	\$3,811.00	Trust	\$282.92	HHS	\$829.17	Total	\$4,923.09
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E) Approve Auditor Vouchers-

Auditor Warrant - HHS 06.27.25

HHS	\$31,166.46					Total	\$31,166.46
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F) Adopt Resolution-

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

G) Approve Manual Warrants/Voids/Corrections-

ELAN 06.20.25

General	\$4,601.04	Trust	\$269.32	LLCC	\$480.28	HHS	\$838.99
						Total	\$6,189.63

H) Approve Manual Warrants/Voids/Corrections-

Manual Warrants 06.30.25

General	\$1,092.93	State	\$187,620.94			Total	\$188,713.87
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I) Approve Commissioner's Vouchers

Commissioner Warrants 07.03.25

General	\$125,661.00	R&B	\$13,616.77	State	\$7,772.50	Trust	\$4,079.03
Forest	\$4,509.60	Taxes	\$2,597.28	LLCC	\$8,434.26	Parks	\$25,278.02
						Total	\$191,948.46

J) Adopt Resolution-

Direct purchase of tax-forfeited land - Stephanie Werner

K) Adopt Resolution-

Final Contract Payment #20228

L) Approve Auditor Vouchers-

Auditor Warrant 07.03.25

General	\$37,053.00	R&B	\$355,947.92			Total	\$393,000.92
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M) Adopt Resolution-

Search & Rescue Donation - Turner Township

N) Adopt Resolution-

Search & Rescue Donation - Glen Township

O) Adopt Resolution-

Search & Rescue Donation - Lakeside Township

P) Adopt Resolution-

Adoption of Health Promotion Team Guidelines

Regular Agenda

3A Megan Cummings - HOPE Executive Director

Informational Only

HOPE Presentation

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

4A Dennis Thompson – Land Commissioner

Motion to:

Approve Pine Knoll Public Water Access on the Mississippi River

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

4B Dennis Thompson – Land Commissioner

Motion to:

Approve Cooperative Land Use Agreement with Aitkin Township

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

5A Andrew Carlstrom – Environmental Services Director

Discussion Item

Second Reading - Amendment to Septic Ordinance - Discussion Only

RESULT: DISCUSSION ITEM**MOVER:****SECONDER:**

5B Andrew Carlstrom – Environmental Services Director

Motion to:

Adopt Resolution - Amending Aitkin County Septic Ordinance

RESULT: APPROVED (5 TO 0)**MOVER:** Commissioner Michael Kearney**SECONDER:** Commissioner Travis Leiviska**Resolution #** 20250708-088

5C Andrew Carlstrom – Environmental Services Director

Motion to:

Approve Request of Committee of the Whole Meeting - Shoreland Ordinance

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Michael Kearney

SECONDER: Commissioner Travis Leiviska

Thursday, July 31st at 1:00pm in the Government Center Board Room

6A Jim Bright – Facilities Coordinator

Discussion Item

Aitkin County Fair Update - Discussion Item

RESULT: DISCUSSION ITEM

MOVER:

SECONDER:

6B Jim Bright – Facilities Coordinator

Motion to:

Adopt Resolution - Aitkin County Health & Human Services Office Space Lease Agreement

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Laurie Westerlund

Resolution # 20250708-089

7A Mark Jeffers

Informational Only

County/Administration related Updates

Listened to the NACo Legislative update call, County Fair Volunteer opportunities, Kudos to all involved in the HHS remodel

8A Board of Commissioners

Informational Only

Commissioner Committee Reports

JET (NE MN Office Job Training), Rum River 1W1P, ATV Committee, 4th of July Hill City parade, Hill Lake Fire Department, Commissioner Kearney leaving for Philadelphia for the NACo Annual Conference, Angie's Acres fundraiser, Budget Committee, Aitkin Airport

Motion to Adjourn

Motion made at 10:38 a.m.

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Bret Sample

Next Meeting: Tuesday, July 22, 2025

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

John Welle
County Engineer



Board of County Commissioners Agenda Request



Requested Meeting Date: 7/22/2025

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 thru 7/15/2025		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

ELECTRONIC FUNDS TRANSFER**Thru July 15, 2025 Board Meeting July 22, 2025**

Abstract Number	Date	Amount	Reason
22335	7/3/2025	\$52,396.96	Commissioner Abstract
22336	7/3/2025	\$336,141.45	Auditor Abstract
22337	7/3/2025	\$32,789.93	Auditor Abstract
22338	7/3/2025	\$6,986.70	Manual Abstract
22339	7/10/2025	\$1,775.09	Auditor Abstract
22340	7/11/2025	\$946,346.99	Payroll Abstract
22341	7/11/2025	\$7,426.07	Auditor Abstract
22342	7/15/2025	\$62,694.00	Auditor Abstract
22343	7/11/2025	\$32,142.87	Manual Abstract
			Manual Abstract

\$0

Voids/No ACH

\$1,478,700.06

S:Board Report:2025 EFT Board Report Thru Date

Save Report Options?: N

Aitkin County



Vendor No.	Name	Amount			
89991	Bremer Bank	59.29	37 Transactions		
1 Fund Total:		59.29	General Fund	1 Vendors	37 Transactions

Aitkin County



Vendor No.	Name	Amount			
89991	Bremer Bank	1,050.64	47 Transactions		
3 Fund Total:		1,050.64	Road & Bridge	1 Vendors	47 Transactions

WLB1
7/7/25 2:22PM
10 Trust

Aitkin County

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



Vendor No.	Name	Amount			
89991	Bremer Bank	73.98	3 Transactions		
10 Fund Total:		73.98	Trust	1 Vendors	3 Transactions

Aitkin County



Vendor No.	Name	Amount			
89991	Bremer Bank	70.21	7 Transactions		
19 Fund Total:		70.21	Long Lake Conservation Center	1 Vendors	7 Transactions

WLB1
7/7/25 2:22PM
21 Parks

Aitkin County

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



Vendor No.	Name	Amount			
89991	Bremer Bank	520.97		61 Transactions	
21 Fund Total:		520.97	Parks	1 Vendors	61 Transactions
Final Total:		1,775.09	5 Vendors	155 Transactions	

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	59.29	General Fund
3	1,050.64	Road & Bridge
10	73.98	Trust
19	70.21	Long Lake Conservation Center
21	520.97	Parks
All Funds	1,775.09	Total

Approved by,

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.....

Save Report Options?: N

<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
86359	Aitkin Co Attorney	2,490.00	1 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	33.35	4 Transactions
9177	BAYLISS/KELLI	185.00	1 Transactions
11141	Bobenmoyer/Glen	185.00	1 Transactions
10627	Capello/Nicholas	734.07	6 Transactions
13545	Contegrity Group, Inc.	6,674.06	6 Transactions
9682	DREWES/VICKI	185.00	1 Transactions
12098	DRUAR/TAWNY	740.00	4 Transactions
6111	Ekelund/Gordon	185.00	1 Transactions
11908	FIXSEN/FRED	185.00	1 Transactions
10580	Fossum/Jozee	236.15	3 Transactions
10655	Geionety/Timothy	985.88	1 Transactions
10652	Gilb/Zachary	178.15	3 Transactions
10415	Heins/Darla	185.00	1 Transactions
10539	Henderson/Amy	161.00	1 Transactions
10515	Kliber/Kurt	185.00	1 Transactions
10641	Lewis/Evan	185.00	1 Transactions
10182	Loeffelholz/Keith	185.00	1 Transactions
9804	MAYER/PAT	174.00	1 Transactions
9182	MCPMAHON/ANNE K	185.00	1 Transactions
9692	Minnesota Energy Resources Corporation	77.64	3 Transactions
14877	NEMITZ/BILINDA	340.58	3 Transactions
9693	NEW FREEDOM INC	50.00	1 Transactions
13296	NORDQUIST/JOHN	185.00	1 Transactions
87101	North Homes-Standard	17,790.59	1 Transactions
3639	Northland Counseling Ctr Inc	1,767.75	8 Transactions
10401	Olson/Shelley	185.00	1 Transactions
9135	Peysar/Lois	460.34	4 Transactions
14744	PFF-Presbyterian Family Foundation, Inc	1,781.54	7 Transactions
3950	Public Utilities	2,211.49	3 Transactions
12010	RADUENZ/ RODNEY	185.00	1 Transactions
9178	Ross/Amy	253.72	2 Transactions
9127	RUSCHMEIER/JEFF A	185.00	1 Transactions
91311	Schultz Perlberg/Jessi	119.11	1 Transactions
10538	Schwagel/Mary	185.00	1 Transactions
10275	Seebeck/Robert & Patricia	2,974.80	2 Transactions

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

<u>Vendor</u>	<u>Name</u>			
<u>No.</u>		<u>Amount</u>		
9618	Seffl/Michelle	185.00	1 Transactions	
14811	Seguin/Cathy	185.00	1 Transactions	
86472	Sheriff Beltrami County	78.20	1 Transactions	
86944	Sheriff Crow Wing County	80.00	1 Transactions	
10115	Smith/Vanessa	1,572.63	1 Transactions	
15347	St Louis County - PHHS	1,165.22	2 Transactions	
10698	Stericycle,Inc	150.50	4 Transactions	
10530	The Therapist PLC	585.00	3 Transactions	
11728	Tuil/Jennifer	183.00	1 Transactions	
5128	Widseth Smith & Nolting Inc	32,410.00	3 Transactions	
10659	Zapf/Joan	185.00	1 Transactions	
Final Total		79,788.77	47 Vendors	99 Transactions

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	30.10	General Fund
5	79,758.67	Health & Human Services
All Funds	79,788.77	Total

Approved by,

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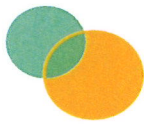
Board of County Commissioners Agenda Request

2F
Agenda Item #

Requested Meeting Date: July 22, 2025

Title of Item: City of Aitkin - 2024 TIF Report

<input type="checkbox"/> REGULAR AGENDA <input checked="" 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 checked="" type="checkbox"/> Information Only
Submitted by: Kathleen Ryan, Auditor		Department: Auditor
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: Attached is a letter for the County Board and a copy of the Annual Disclosure Report that is required to provide to be provided to the County Board.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		



DDA

David Drown Associates, Inc.
Public Finance Advisors

Minneapolis Office:
5029 Upton Avenue South
Minneapolis, MN 55410-2244
(612)920-3320 xtn 107 | fax (612) 605-2375
www.daviddrown.com

July 10, 2025

Aitkin County Board
Aitkin County
209 Second Street NW
Aitkin MN 56431

RE: City of Aitkin
2024 TIF Disclosure

Dear County Commissioners:

Enclosed please find a copy of Aitkin's TIF Annual Disclosure Report as it pertains to their 2024 TIF Report. Please direct any questions or concerns to this office.

On behalf of the City,

Sonya Bubany
David Drown Associates, Inc.
sonya@daviddrown.com

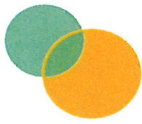
CITY OF AITKIN, MINNESOTA

Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2024

Name of TIF District:		TIF 9
Current net tax capacity		32,151
Original net tax capacity		2,296
Captured net tax capacity		29,855
Principal and interest payment due in 2025		32,032
Tax increment received in 2024		19,972
Tax increment expended in 2024		32,032
First tax increment receipt		June, 2017
Date of required decertification		Dec. 31, 2042
Increased property tax imposed on other properties as a result of fiscal disparities contribution		0

Additional information regarding each district may be obtained from:

Jennifer Thompson, City Clerk
City of Aitkin
130 Southgate Drive, Suite 200
Aitkin MN 56431
Phone: 218-927-2527



DDA

David Drown Associates, Inc.
Public Finance Advisors

Minneapolis Office:
5029 Upton Avenue South
Minneapolis, MN 55410-2244
(612)920-3320 xtn 107 | fax (612) 605-2375
www.daviddrown.com

July 10, 2025

auditor@aitkincountymn.gov

Kathleen Ryan, Auditor
Aitkin County
209 Second Street NW
Aitkin, MN 56431

RE: City of Aitkin
2024 TIF Report

Dear Ms. Ryan:

Enclosed please find one completed copy of Aitkin's 2024 TIF report. Please direct any questions or concerns to this office.

On behalf of the City,

Sonya Bubany
David Drown Associates, Inc.
sonya@daviddrown.com

Aitkin - TIF 9 - 2024 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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Tax Increment Financing Annual Reporting Form for the Year Ended December 31, 2024

1	TIF District Name:	TIF 9
2	Development Authority:	Aitkin
3	District Type:	Redevelopment
4	County Where TIF District is Located:	Aitkin
5	County Identification Number, if any:	

6	For Economic Development districts only: (choose "Not Applicable" for all other districts)	
a	Is the Small City Exception being used?	Not Applicable
b	Is the district used for a Workforce Housing Project?	Not Applicable
7	Is this TIF district in a fiscal disparities area?	No
8	If yes, under what option?	Not Applicable

Original TIF Plan Information

9	TIF Plan Approval Date:	12/15/2014
10	Certification Request Date:	12/15/2014
11	Certification Date:	3/6/2015

District Duration

12	Month and year of first receipt of tax increment (actual or anticipated):	6/2017
13	Required Decertification Date:	12/31/2042

TIF Plan Estimates - Original Plan 12/15/2014

		12/15/2014
ESTIMATED TAX INCREMENT REVENUES (from tax increment generated by the district)		
14	Tax increment revenues distributed from the county	\$ 1,103,839
15	Interest and investment earnings	\$ 25,000
16	Sales/lease proceeds	\$ 0
17	TIF Credits	\$ 0
18	Total Estimated Tax Increment Revenues	\$ 1,128,839

		12/15/2014
ESTIMATED PROJECT/FINANCING COSTS (to be paid or financed with tax increment)		
Project costs		
19	Land/building acquisition	\$ 0
20	Site improvements/preparation costs	\$ 761,139
21	Utilities	\$ 0
22	Other public improvements	\$ 0
23	Construction of affordable housing	\$ 0
24	Small city authorized costs, if not already included above	\$ 0
25	Administrative costs	\$ 110,384
26	Estimated Tax Increment Project Costs	\$ 871,523
Estimated financing costs		
27	Interest expense	\$ 257,316
28	Total Estimated Project/Financing Costs to be Paid From Tax Increment	\$ 1,128,839

		12/15/2014
ESTIMATED FINANCING		
29	Total amount of bonds to be issued	\$ 761,139

Aitkin - TIF 9 - 2024 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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District Information**Special Legislation**

1	Was any special legislation enacted for this district?				No
2	A	B	C	D	
	Year	Chapter	Article	Section	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

3	Captured Tax Capacity	(Only select "Not Applicable" if Decertified or Entirely Tax Exempt)	Applicable
			2024 Amount
4	Current net tax capacity	+	\$ 32,151
5	Original net tax capacity	-	\$ 2,296
6	Captured net tax capacity (If negative, show \$0)	=	\$ 29,855
7	Fiscal disparity deduction, if applicable (option B)	-	\$ 0
8	Captured net tax capacity shared with other taxing jurisdictions	-	\$ 0
9	Captured net tax capacity retained for tax increment financing (If negative, show \$0)	=	\$ 29,855

Fiscal Disparities

10	Enter the amount of total increased property taxes to be paid from outside the TIF district from line 33 of the Department of Revenue's fiscal disparity option A calculation form.	
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Five-Year Rule

11	Did one or more of the following actions occur before 3/6/2020 ?	Yes
	If yes, select "Yes" at the appropriate actions:	
12	Revenues were paid to a third party	No
13	Bonds were issued and sold to a third party	No
14	Binding contracts with a third party were entered into and the revenues will be spent under the contractual obligation	Yes
15	Activity costs were paid for and revenues are spent to reimburse a party for payment of the activity costs	No
16	Expenditures were made for housing or public infrastructure purposes as permitted by Minn. Stat. § 469.1763, subd. 3 (a) (5)	No

Statutory County Correction of Error(s)

17	Did the county auditor address any error under Minn. Stat. § 469.177, subd. 13 in 2024? (Populated per county; use Comments Tab to note any disagreement)	No
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Decertification

18	Has this district been decertified?	No
19	Actual Decertification Date:	

Altlin - TIF 9 - 2024 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS
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Financing & Debt

Since 2010, have you made debt service payments on a TIF bond or non-TIF bond, or are the district's increment pledged to pay an outstanding bond?

1

(Do not consider Pay-As-You-Go (PAYG) or interfund loans.)

No

TIF Principal and Interest

	A	B	C
	Bonds Retired Before 2010	All Prior Years	2024 Amount
2	TIF Bonds issued (other than refunding bonds)	\$ 0	\$ 0
3	TIF Refunding bonds issued	\$ 0	\$ 0
4	TIF Bond Principal payments from tax increment	\$ 0	\$ 0
5	Interest payments from tax increment (TIF and Non-TIF Bonds)	\$ 0	\$ 0

Aitkin - TIF 9 - 2024 Annual Reporting Form

Aitkin - TIF 9 - 2024 Annual Reporting Form

Key To Drop-Down Menu for "Type"

- A - General Obligation TIF Bonds
- B - Revenue TIF Bonds
- C - Other TIF Debt
- D - Non-TIF Bonds

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W			
											Principal											Interest				
	Name	Type	Pooled	Refinancing	Refunded	Issue Date	Final Maturity Date	Interest Rate Range	Issue Amount	Amount Refunded (if refunded)		Paid in Prior Years From Tax Increment	Paid in Prior Years From Other Sources	Paid in 2024 From Tax Increment	Paid in 2024 From Other Sources	Additions in Prior Years	Additions in 2024	Outstanding	Due in 2025 From Tax Increment	Paid in Prior Years From Tax Increment	Paid in Prior Years From Other Sources	Paid in 2024 From Tax Increment	Paid in 2024 From Other Sources	Due in 2025 From Tax Increment		
1								- %			1							\$ 0								
2								- %			2							\$ 0								
3								- %			3							\$ 0								
4								- %			4							\$ 0								
5								- %			5							\$ 0								
6								- %			6							\$ 0								
7								- %			7							\$ 0								
8								- %			8							\$ 0								
9								- %			9							\$ 0								
10								- %			10							\$ 0								
11								- %			11							\$ 0								
12								- %			12							\$ 0								
13								- %			13							\$ 0								
14								- %			14							\$ 0								
15								- %			15							\$ 0								
16								- %			16							\$ 0								
17								- %			17							\$ 0								
18								- %			18							\$ 0								
19								- %			19							\$ 0								
20								- %			20							\$ 0								

Do not consider PAYG and interfund loans. If you need to report additional bonds, please contact the OSA.

Comments (500 character limit):

Aitkin - TIF 9 - 2024 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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Interfund Loans

- 1 Does/Did this district have interfund loans outstanding after 2009?
- 2 Did this district pay interest on interfund loans that were retired before 2010?

Interfund Loans

	A	B
	12/31/2023	12/31/2024
3 Due to other TIF districts	\$ 0	\$ 0
4 Due to non-tax increment accounts	\$ 7,380	\$ 7,380
5 Due from other TIF districts	\$ 0	\$ 0
6 Due from non-tax increment accounts	\$ 0	\$ 0

Principal and Interest

	A	B	C
	Interfund Loans Retired Before 2010	Prior Years	2024 Amount
7 Principal payments paid from this district	\$ 0	\$ 0	\$ 0
8 Interest payments paid from this district	\$ 0	\$ 0	\$ 0

Aitkin - TIF 9 - 2024 Annual Reporting Form

Aitkin - TIF 9 - 2024 Annual Reporting Form

Key To Drop-Down Menu for "Type"

- A - Receivable: Interfund Loan to Other District
- B - Receivable: Interfund Loan to Non-Tax Increment Account
- C - Payable: Interfund Loan from Other District
- D - Payable: Interfund Loan from Non-Tax Increment Account

9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
		Name of Second Party (District or Non-Tax Increment Account)						Principal											
	Type	District	Non-Tax Increment Account	Resolution Date	Final Maturity Date	Interest Rate Range	Authorized Amount	Prior Years Draw Amount	2024 Draw Amount	Paid/Rec'd in Prior Years	Paid/Rec'd in 2024	Additions/Reductions Prior Years	Additions/Reductions in 2024	Outstanding	Due in 2025	Paid/Rec'd in Prior Years	Paid/Rec'd in 2024	Due in 2025	Modified in 2024?
1	D		General Fund	12/15/2014	12/31/2042	4.000 - 4.000 %	\$ 761,139	\$ 7,380	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 7,380	\$ 0	\$ 0	\$ 0	\$ 0	No
2						- %								\$ 0					
3						- %								\$ 0					
4						- %								\$ 0					
5						- %								\$ 0					
6						- %								\$ 0					
7						- %								\$ 0					
8						- %								\$ 0					
9						- %								\$ 0					
10						- %								\$ 0					
11						- %								\$ 0					
12						- %								\$ 0					
13						- %								\$ 0					
14						- %								\$ 0					
15						- %								\$ 0					
16						- %								\$ 0					
17						- %								\$ 0					
18						- %								\$ 0					
19						- %								\$ 0					
20						- %								\$ 0					

If you need to report additional interfund loans, please contact the OSA.

Comments (500 Character limit):

Aitkin - TIF 9 - 2024 Annual Reporting Form

Home | Overview | District Info | Debt | Interfund Loans | PAYG | Project Costs | Transfers | Rev & Exp | Balance Sheet | EIC | ADS | Comments

Pay-As-You-Go (PAYG) Financing

1 Are there any PAYG obligations for this district? Yes

For the section below, report only the documented PAYG costs to be repaid with tax increment.

	A	B	C	D	E	F	G	H	I	J	K	
	Total All PAYG Through 2024	Real Properties, LLC Through 2024	PAYG 2 Through 2024	PAYG 3 Through 2024	PAYG 4 Through 2024	PAYG 5 Through 2024	PAYG 6 Through 2024	PAYG 7 Through 2024	PAYG 8 Through 2024	PAYG 9 Through 2024	PAYG 10 Through 2024	DOCUMENTED PAYG COSTS
DOCUMENTED PAYG COSTS												
2 Land/building acquisition	\$ 0	\$ 0										Land/Bldg Acq 2
3 Site improvements/preparation costs	\$ 570,855	\$ 570,855										Site Impv/Prep 3
4 Utilities	\$ 0	\$ 0										Utilities 4
5 Other public improvements	\$ 0	\$ 0										Other Pub Impr 5
6 Construction of affordable housing	\$ 0	\$ 0										Affordable Hsg 6
7 Small city authorized costs, if not already included above	\$ 0	\$ 0										Small City 7
8 Temp Jobs Stimulus [Minn. Stat. § 469.176, subd. 4m]	\$ 0	\$ 0										Temp Jobs Bill 8
9 Total documented PAYG costs to be paid with tax increment	\$ 570,855	\$ 570,855	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	TOTAL 9

Principal and Interest

	12/31/2023	12/31/2024
10 Outstanding obligation contingent upon available tax increment	\$ 401,501	\$ 369,469
	Prior Years	2024 Amount
11 Principal payments	\$ 169,354	\$ 32,032
12 Interest payments	\$ 0	\$ 0

Aitkin - TIF 9 - 2024 Annual Reporting Form

	A	B	C	D	E	F
	Name on Development Agreement	Issue Date	Final Maturity Date	Interest Rate Range	Contract / Note Amount	Documented Amount
1	Real Properties, LLC	3/23/2015	2/1/2032	0.000 - 0.000 %	\$ 570,855	\$ 570,855
2				- %		\$ 0
3				- %		\$ 0
4				- %		\$ 0
5				- %		\$ 0
6				- %		\$ 0
7				- %		\$ 0
8				- %		\$ 0
9				- %		\$ 0
10				- %		\$ 0

Aitkin - TIF 9 - 2024 Annual Reporting Form

	G	H	I	J	K	L	M	N	O	
	Principal					Interest				
	Paid in Prior Years	Paid in 2024	Additions/ Reductions Prior Years	Additions/ Reductions in 2024	Outstanding	Due in 2025	Paid in Prior Years	Paid in 2024	Due in 2025	
1	\$ 169,354	\$ 32,032	\$ 0	\$ 0	\$ 369,469	\$ 32,032	\$ 0	\$ 0	\$ 0	
2					\$ 0					
3					\$ 0					
4					\$ 0					
5					\$ 0					
6					\$ 0					
7					\$ 0					
8					\$ 0					
9					\$ 0					
10					\$ 0					

14 Comments (500 Character limit)

Aitkin - TIF 9 - 2024 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS
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Project Costs

	A	B	C
	Prior Years	2024 Amount	Total Through 2024
PROJECT COSTS (OTHER THAN PAYG)			
1 Land/building acquisition	\$ 0	\$ 0	\$ 0
2 Site improvements/preparation costs	\$ 0	\$ 0	\$ 0
3 Utilities	\$ 0	\$ 0	\$ 0
4 Other public improvements	\$ 0	\$ 0	\$ 0
5 Construction of affordable housing	\$ 0	\$ 0	\$ 0
6 Small city authorized costs, if not already included above	\$ 0	\$ 0	\$ 0
7 Temp Jobs Stimulus [Minn. Stat. § 469.176, subd. 4m]	\$ 0	\$ 0	\$ 0
8 Temp Transfer Authority [Minn. Stat. § 469.176, subd. 4n]	\$ 0	\$ 0	\$ 0
9 Authority administrative costs	\$ 12,794	\$ 0	\$ 12,794
10 County administrative costs	\$ 0	\$ 0	\$ 0
11 Subtract prior years' costs paid with public funds other than tax increment	\$ 0		\$ 0
12 Total Project Costs (Other than PAYG) Paid or Financed with Tax Increment and/or TIF Bond Proceeds	\$ 12,794	\$ 0	\$ 12,794
PROJECT COSTS (PAYG)			
13 Land/building acquisition			\$ 0
14 Site improvements/preparation costs			\$ 570,855
15 Utilities			\$ 0
16 Other public improvements			\$ 0
17 Construction of affordable housing			\$ 0
18 Small city authorized costs, if not already included above			\$ 0
19 Temp Jobs Stimulus [Minn. Stat. § 469.176, subd. 4m]			\$ 0
20 Total Documented Project Costs (PAYG) to be Paid with Tax Increment			\$ 570,855
21 TOTAL PROJECT COSTS PAID OR TO BE PAID WITH TAX INCREMENT AND/OR TIF BOND PROCEEDS			\$ 583,649
	Prior Years	2024 Amount	Total Through 2024
22 Amount of any payments included above for activities and improvements located outside the TIF district and paid for or financed with tax increment including administrative costs	\$ 12,794	\$ 0	\$ 12,794
23 Portion of line 9 used for usual/customary maintenance and operating costs	\$ 0	\$ 0	\$ 0
24 Portion of line 23 paid with lease proceed tax increments	\$ 0	\$ 0	\$ 0

Aitkin - TIF 9 - 2024 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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Transfers Between TIF Districts

1 Are there any transfers of tax increment to or from the TIF district? No

A	B	C	D
District Name	Prior Years	2024 Amount	Total Through 2024

2 TRANSFERS IN

Transfers of tax increment from other TIF districts

1				\$ 0
2				\$ 0
3				\$ 0
4				\$ 0
5				\$ 0
6				\$ 0
7				\$ 0
8				\$ 0
9				\$ 0
10				\$ 0
11				\$ 0
12				\$ 0
13				\$ 0
14				\$ 0
15				\$ 0
16				\$ 0
17				\$ 0
18				\$ 0
19				\$ 0
20				\$ 0
3	Total Transfers In	\$ 0	\$ 0	\$ 0

4 TRANSFERS OUT

Transfers of tax increment to other TIF districts

1				\$ 0
2				\$ 0
3				\$ 0
4				\$ 0
5				\$ 0
6				\$ 0
7				\$ 0
8				\$ 0
9				\$ 0
10				\$ 0
11				\$ 0
12				\$ 0
13				\$ 0
14				\$ 0
15				\$ 0
16				\$ 0
17				\$ 0
18				\$ 0
19				\$ 0
20				\$ 0
5	Total Transfers Out	\$ 0	\$ 0	\$ 0

Aitkin - TIF 9 - 2024 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	At
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Revenues, Expenditures, and Changes in Tax Increment Balance

	A	B	C
	Prior Years	2024 Amount	Total Through 2024
REVENUES			
1 Tax increment revenues distributed from the county	\$ 223,497	\$ 18,167	\$ 241,664
2 Interest and investment earnings	\$ 1,461	\$ 1,805	\$ 3,266
3 TIF Credits	\$ 0	\$ 0	\$ 0
4 Loan/advance repayments	\$ 0	\$ 0	\$ 0
5 Lease proceeds	\$ 0	\$ 0	\$ 0
6 Repayments or return of tax increment per agreements	\$ 0	\$ 0	\$ 0
7 Total Revenues	\$ 224,958	\$ 19,972	\$ 244,930
EXPENDITURES			
8 Project costs (other than PAYG)	\$ 12,794	\$ 0	\$ 12,794
9 Tax increment returned to the county	\$ 0	\$ 0	\$ 0
Bond Payments			
Principal			
10 Payments for PAYG note or contract	\$ 169,354	\$ 32,032	\$ 201,386
11 Payments on all other TIF bonds	\$ 0	\$ 0	\$ 0
Interest			
12 Interest on PAYG	\$ 0	\$ 0	\$ 0
13 Interest on all other (TIF and Non-TIF) bonds	\$ 0	\$ 0	\$ 0
14 Interest on interfund loans	\$ 0	\$ 0	\$ 0
15 Total Expenditures	\$ 182,148	\$ 32,032	\$ 214,180
16 Revenues over (under) expenditures	\$ 42,810	\$ (12,060)	\$ 30,750
OTHER SOURCES AND USES			
17 Transfers in	\$ 0	\$ 0	\$ 0
18 Transfers out	\$ 0	\$ 0	\$ 0
19 TIF Bonds issued (other than refunding bonds)	\$ 0	\$ 0	\$ 0
20 Refunding TIF bonds issued	\$ 0	\$ 0	\$ 0
21 TIF Bonds refunded	\$ 0	\$ 0	\$ 0
22 TIF Bond discount	\$ 0	\$ 0	\$ 0
23 TIF Bond premium	\$ 0	\$ 0	\$ 0
24 Sales of property	\$ 0	\$ 0	\$ 0
25 Other (see instructions, comment required)	\$ 0	\$ 0	\$ 0
26 Total Other Sources and Uses	\$ 0	\$ 0	\$ 0
27 Net change in tax increment balances	\$ 42,810	\$ (12,060)	\$ 30,750
28 Tax Increment balance (beginning 01/01/2024)		\$ 42,810	
29 Tax Increment balance (ending 12/31/2024)		\$ 30,750	

Comments (500 Character limit):

30

Aitkin - TIF 9 - 2024 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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Balance Sheet

		A	B
		12/31/2023	12/31/2024
ASSETS			
1	Cash	\$ 50,190	\$ 38,130
2	Investments	\$ 0	\$ 0
3	Due from other TIF districts	\$ 0	\$ 0
4	Due from non-tax increment accounts	\$ 0	\$ 0
5	Interest receivable	\$ 0	\$ 0
6	Taxes receivable	\$ 0	\$ 0
7	Other receivables	\$ 0	\$ 0
8	Property held for resale	\$ 0	\$ 0
9	Total Assets	\$ 50,190	\$ 38,130
LIABILITIES			
10	Due to other TIF districts	\$ 0	\$ 0
11	Due to non-tax increment accounts	\$ 7,380	\$ 7,380
12	Accounts payable	\$ 0	\$ 0
13	Unearned revenue	\$ 0	\$ 0
14	Total Liabilities	\$ 7,380	\$ 7,380
15	Deferred Inflows	\$ 0	\$ 0
16	Total Liabilities and Deferred Inflows	\$ 7,380	\$ 7,380
TAX INCREMENT BALANCE			
17	Total Tax Increment Balance	\$ 42,810	\$ 30,750
18	Total Liabilities, Deferred Inflows, and Tax Increment Balance	\$ 50,190	\$ 38,130

Aitkin - TIF 9 - 2024 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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Excess Increment Calculation**Excess increment calculation report required?**

If the total costs authorized by the TIF plan to be paid or financed with tax increment from the district exceed the total tax increment collected from the district by 20 percent or more, the excess increment calculation is not required to be reported.

Excess increment calculation reporting exemption: Minn. Stat. § 469.176, subd. 2 (g).

1	Tax increment generated by the district since certification	\$ 244,930
2	Multiply the above amount by 1.2	\$ 293,916
3	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 1,128,839
4	Based on the calculation above, the Excess Increment Calculation Report is:	NOT REQUIRED

Excess Increment Calculation Report

5	Total tax increment generated by the district since certification	\$ 244,930
6	Subtract total tax increment returned to the county	\$ 0
7	Subtotal A	\$ 244,930
8	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 1,128,839
9	Subtract authorized costs that have been or will be paid from sources other than tax increment	
10	Subtract principal and interest payments due after the year ended December 31, 2024	
	Add transfers of increment made prior to December 31, 2024, used to pay for Minn. Stat. § 469.1763 deficits	
11		
12	Subtotal B	\$ 1,128,839
13	Excess increment (Subtract subtotal B from subtotal A)	\$ (883,909)
Subtract any of the authorized uses of excess increment listed below:		
14	Prepayment of any outstanding bonds	
15	Discharge of the pledge of tax increment for any outstanding bonds	
16	Payment into an escrow account dedicated to the payment of any outstanding bond	
17	Excess increment after subtractions of authorized uses*	\$ (883,909)

*Excess increments after subtractions must be returned to the county for distribution to the city, county, and school districts in which the TIF district is located within nine months after the end of the year (by September 30).

Aitkin - TIF 9 - 2024 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Expr	B:
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2024 Annual Disclosure Statement

1	Name of Development Authority:	Aitkin
2	Name of Municipality:	Aitkin
3	Aitkin Independent Age (Name of the Newspaper)	7/16/2025 (Date of Publication)

The following information represents the annual disclosure of tax increment districts for the year ended December 31, 2024.

		TIF 9
4	Current net tax capacity	\$ 32,151
5	Original net tax capacity	\$ 2,296
6	Captured net tax capacity	\$ 29,855
7	Principal and interest payments due in 2025	\$ 32,032
8	Tax increment received in 2024	\$ 19,972
9	Tax increment expended in 2024	\$ 32,032
10	Month and year of first tax increment receipt	6/2017
11	Date of required decertification	12/31/2042
12	The total increased property taxes to be paid from outside the district if fiscal disparities Option A applies*	\$ 0

* The fiscal disparities property tax law provides that the growth in commercial-industrial property tax values is shared throughout the area. In a tax increment financing district, this value sharing can either result in a decrease in tax increment financing district revenue or a tax increase for other properties in the municipality depending on whether the tax increment financing district contributes its share of the growth. Amounts displayed here indicate that the district did not contribute its growth in commercial-industrial property tax values and represent the resulting increase in taxes on other properties in the City for taxes payable in 2024.

Additional information regarding this district may be obtained from:

13	Name:	Jennifer Thompson
14	Address:	130 Southgate Drive - Suite 200
15	City:	Aitkin
16	State:	MN
17	Zip Code:	56431
18	Phone:	2189272527 Enter as 6512962551
19	Email:	none Enter 'none' if no email address.

Aitkin - TIF 9 - 2024 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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Comments

Please enter any additional comments regarding this district (500 character limit on Comments):

1

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Board of County Commissioners Agenda Request



Requested Meeting Date: July 22, 2025

Title of Item: Approve County Administrator Employment Agreement

<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): Bobbie Danielson, HR Director		Estimated Time Needed: N/A Consent Agenda
Summary of Issue: <p>The employment background check results came back very positively, and everything looks great. Please find a County Administrator employment agreement attached for your approval. Highlights include:</p> <p>Start Date: September 8, 2025</p> <p>Salary & Reviews: \$164,115.46 starting. Includes a 6-month review, then annual reviews each January.</p> <p>Benefits: Credited with 15 years completed service for PTO accrual and receives 80-hour PTO bank at hire; standard county benefits and holidays.</p> <p>Professional Dues: County covers dues (AMC, MACA, ICMA) and reasonable professional development expenses.</p> <p>Termination Clause: At-will position; 6 months' base salary if terminated without cause; no severance if employee resigns. At least 45 days' advance written notice to the Employer if employee voluntarily resigns.</p> <p>Refer to the attached agreement for complete details.</p>		
Alternatives, Options, Effects on Others/Comments: <p>A point of clarification Re: PTO in the event of a termination. Policy would apply. Currently reads: Upon separation of service, the EE will be paid for any unused PTO, up to the max accrued amount, unless the EE is terminated because of an illegal act regardless of whether any legal remedies are pursued or whether any conviction results. In the event of the death of an EE, the employee's accumulated vacation credits shall be paid to the employee's estate.</p>		
Recommended Action/Motion: <p>Motion to approve the attached Employment Agreement by and between the County of Aitkin and David Minke, effective September 8, 2025.</p>		
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? \$ As outlined in the agreement.</p> <p>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p> <p>This is a budgeted position. The 2025 budget includes a salary of \$139,463. Since the position has been vacant since April 3, 2025, and will not be refilled until September 8, 2025, sufficient funds remain in the 2025 (01-052) budget to cover the salary for the remainder of the year. Refer to the agreement for the 2026 and 2027 amounts to be budgeted.</p>		

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

EMPLOYMENT AGREEMENT

AGREEMENT made this 8th day of September, 2025, by and between the
COUNTY OF AITKIN ("Employer"), and David Minke ("Employee").

The parties agree as follows:

1. **POSITION.** Employer agrees to employ Employee as its County Administrator.
Employee agrees to serve as County Administrator in accordance with state statutes, County ordinances, the Aitkin County 'County Administrator' position description (copy attached), and the Code of Ethics of the International and Minnesota City/County Management Associations, and to perform such other legally permissible and proper duties and functions as the County Board shall from time to time assign.
2. **PERSONNEL POLICY.** This position is covered by the Aitkin County Personnel Policy, except as otherwise modified or referenced below.
3. **PENSION PLAN.** Employer shall contribute to PERA as required by State law for Employee.
4. **SALARY.** Employer shall pay Employee a salary as outlined below:

Date	Annual Salary ¹
2025 (hire date)	\$ 164,115.46
1/1/2026	\$ 170,680.07
1/1/2027	\$ 177,507.28

¹ *The annual salary will be pro-rated for any partial years of employment.
The Employee will be paid on a bi-weekly basis in accordance with the County's regular payroll schedule.*

Employer and Employee agree that an initial performance review will be conducted on
Employee after six (6) months and annually thereafter, in January.

5. **SENIORITY.** For purposes of employment benefits such as Paid Time Off (PTO), Employee will be credited with having completed fifteen (15) years of employment with the County upon his first day of employment. In addition, employee will be provided with an 80 hour PTO bank at time of hire. [Payroll Note: The 80-hour PTO bank provided at the time of hire is separate from the employee's regular accrual and will not affect the rate of PTO accumulation during the first year.]

Annual Completed Years of Service	Rate of Accumulation PTO Days per Month	Annual Days of PTO
0	2.00 (New full-time employees will be provided 40 hours of PTO at time of hire so their rate of accumulation for the first year will be adjusted accordingly.)	24
3	2.25	27
5	2.50	30
10	2.75	33
15+	3.00	36

PTO cash out may be available in accordance with terms of the Personnel Policy, provided the added remuneration beyond the wage scale maximum will not place the Employer out of pay equity compliance.

6. **HOLIDAYS.** Employer shall provide Employee the same paid holidays as provided in the County's Personnel Policy.

7. **GENERAL INSURANCE.** Employer shall provide Employee the same group hospital, medical, dental, life and disability insurance benefits as provided to all other non-union employees. Employees who waive health insurance coverage may be eligible for a waiver plan, as outlined in the County's Personnel Policy, provided the added remuneration beyond the wage scale maximum will not place the Employer out of pay equity compliance.

8. **DUES AND SUBSCRIPTIONS.** Employer shall budget and pay for the following professional dues and subscriptions for Employee: AMC, MACA, and ICMA, which are necessary and desirable for Employee's continued professional participation, growth and advancement.

9. **PROFESSIONAL DEVELOPMENT.** Employer shall budget and pay necessary and reasonable registration, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in his outside activities so he will not neglect his primary duties to the Employer.

10. **GENERAL EXPENSES.** Employer shall reimburse Employee reasonable miscellaneous job related expenses which it is anticipated Employee will incur from time to time when provided appropriate documentation so long as the request for reimbursement is consistent with the public purpose doctrine as determined by the County Auditor, meaning public funds may only be expended for a public purpose.

11. **HOURS OF WORK.** It is understood that the position of County Administrator occasionally requires attendance at meetings outside of the normal business hours. It is understood by Employee that additional compensation and compensatory time shall not be allowed for such additional expenditures of time. It is further understood that the Employee may reasonably adjust his work schedule to accommodate such extraordinary time commitments.

12. **TERMINATION.** Both parties agree that the County Administrator position is unclassified and that this is an at-will employment relationship. The County Administrator serves at the will of the County Board. This employment agreement can be terminated at any time by either party for any reason without the need to indicate or prove a specific reason or cause. If the Employee is terminated for just cause, including but not limited to malfeasance in office, gross misconduct, disgraceful conduct whether occurring during the performance of Employee's official duties or off-duty, conviction of a gross misdemeanor or felony, performance of any job-related acts that endanger the property or personal safety of themselves or another person, or conviction of an illegal act involving personal gain, the Employer shall have no obligation to provide severance pay.

In the event that Employee is terminated by the Employer without cause during such time that Employee is willing and able to perform the duties of County Administrator, the Employer shall provide a one-time lump sum payment equivalent to six (6) months of the Employee's base salary. This amount refers to wages only and excludes insurance premiums, waivers, benefits, or any other associated costs or forms of compensation, including but not limited to paid leave earnings (such as PTO, personal leave, holidays and other paid leave earnings), mileage reimbursement, training or tuition allowances, HSA, VEBA, MSRS HCSP or deferred compensation contributions, employer-paid retirement contributions, reimbursements, or other fringe benefits. The payment shall be subject to normal and customary payroll withholdings and taxation and shall be payable after all applicable settlement agreement rescission periods expire (typically 14 to 21 days), in exchange for a signed separation agreement and release and waiver of all claims. No continuation of insurance or other benefits shall be provided beyond the termination date.

If Employer at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than across-the-board reduction for all non-union employees, then Employee may, at his option, be deemed to be "terminated" and the Employee shall also be entitled to receive the termination benefits set forth above. *Such election must be*

made in writing and delivered to the Employer within thirty (30) calendar days of the effective date of the reduction; otherwise, the right to exercise this option shall be deemed waived.

If the Employee voluntarily resigns from employment, the Employee agrees to provide at least forty-five (45) days' advance written notice to the Employer. The Employer reserves the right to waive or reduce the required notice period at its discretion. In the event of voluntary resignation, the Employee shall not be entitled to any severance pay.

13. **GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with Employer, subject only to the provisions of this Agreement.

IN WITNESS WHEREOF, this Agreement has been approved by the Aitkin County Board of Commissioners on July 22, 2025, and Employee has signed this Agreement on the date noted below.

FOR THE EMPLOYER

EMPLOYEE

J. Mark Wedel, Board Chair

David Minke

Date

Date

County Attorney – approved as to form.

James P. Ratz

Date

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

[illegible]

Save Report Options?: N

<u>Vendor</u>	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
14590	ACKLEY/ISAAC	35.88	2 Transactions
11416	Aitkin County CARE, Inc	80.00	1 Transactions
86222	Aitkin Independent Age	72.10	3 Transactions
9608	AMAZON CAPITAL SERVICES (HHS only)	140.74	4 Transactions
14436	ANDERSON/CORY	487.41	6 Transactions
10286	Arrows Family Services	87.50	1 Transactions
10110	AT&T Mobility (HHS)	2,500.09	18 Transactions
89523	Butterfield/Brenda	42.00	1 Transactions
9483	Cahoon/Jeana	775.50	2 Transactions
9853	Chamberlin/Richard & Berdine	1,405.50	1 Transactions
13629	Complete Computer Solutions, Inc.	519.00	3 Transactions
10399	Cox/Lisa	264.86	2 Transactions
10684	DeMars/Lisa	300.00	1 Transactions
10580	Fossum/Jozee	254.16	3 Transactions
10605	Herrick/Richard	245.36	1 Transactions
10526	Jarvela/Jennifer	94.72	2 Transactions
10435	LexisNexis Risk Solutions FL Inc.	180.00	1 Transactions
88439	Metro Legal Services	55.00	1 Transactions
5910	Mille Lacs Band Family Services	8,035.90	7 Transactions
89163	NEMOJT	15,754.75	2 Transactions
10571	Nexus Gerard Family Healing	15,066.90	1 Transactions
3639	Northland Counseling Ctr Inc	1,254.00	1 Transactions
9014	PAPER STORM	97.20	3 Transactions
10657	Quadient (HHS)	2,000.00	1 Transactions
4010	Rasley Oil Company	650.32	5 Transactions
9489	Redwood Toxicology Laboratory, Inc	156.57	8 Transactions
14518	ROSS RESOURCES, LTD	3,284.60	2 Transactions
10376	Schumm/Morgan	151.55	1 Transactions
86339	Sheriff St Louis County-Duluth	75.00	1 Transactions
13729	SIMS/MEGAN REBECCA	470.62	2 Transactions
10550	Skinaway Fineday/Julie	821.04	16 Transactions
10262	Stokes/Lesa & Eric	1,103.70	1 Transactions
14390	TANGE, MSW/PHILIP B	382.50	2 Transactions
10530	The Therapist PLC	390.00	2 Transactions
9567	THOMPSON/ANESSA	165.95	2 Transactions
9553	Vestis	67.33	3 Transactions

SLM1
7/10/25 1:13PM
Health & Human Services

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Page 3

Vendor Name

No.

Amount

9615 WEX BANK - HHS

153.30

1 Transactions

10440 Young/Griffin

498.37

3 Transactions

Final Total

58,119.42

38 Vendors

117 Transactions

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	58,119.42	Health & Human Services
All Funds	58,119.42	Total

Approved by,

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.....
.....

WLB1
7/10/25

1:46PM

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



21

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?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County

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



Vendor	<u>Name</u>	<u>Amount</u>			
<u>No.</u>					
393	ISD 1 Aitkin-Treasurer	62,694.00		1 Transactions	
12 Fund Total:		62,694.00	Townships/Cities/ARDC/Ambulan	1 Vendors	1 Transactions
Final Total:		62,694.00	1 Vendors	1 Transactions	

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	12	62,694.00	Townships/Cities/ARDC/Ambulan	
	All Funds	62,694.00	Total	Approved by,
			
			

WLB1
7/11/25

11:38AM

Aitkin County



2J

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

Save Report Options?: N



Vendor		<u>Name</u>	<u>Amount</u>	
	<u>No.</u>			
	780	Bremer Bank	0.01	1 Transactions
	8410	Bremer Bank	5,537.88	7 Transactions
1 Fund Total:			5,537.89	General Fund 2 Vendors 8 Transactions

WLB1
7/11/25 11:38AM
9 State

Aitkin County



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

Page 3

Vendor No.	Name	Amount			
780	Bremer Bank	25,963.30	2 Transactions		
9 Fund Total:		25,963.30	State	1 Vendors	2 Transactions



Vendor	<u>Name</u>	<u>Amount</u>			
	<u>No.</u>				
8410	Bremer Bank	491.68		2 Transactions	
19 Fund Total:		491.68	Long Lake Conservation Center	1 Vendors	2 Transactions

WLB1
7/11/25 11:38AM
21 Parks

Aitkin County



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

Vendor	<u>Name</u>	<u>Amount</u>			
8410	Bremer Bank	150.00		3 Transactions	
21 Fund Total:		150.00	Parks	1 Vendors	3 Transactions
Final Total:		32,142.87	5 Vendors	15 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	5,537.89	General Fund
9	25,963.30	State
19	491.68	Long Lake Conservation Center
21	150.00	Parks
All Funds	32,142.87	Total

Approved by,
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Board of County Commissioners Agenda Request

2K

Agenda Item #

Requested Meeting Date: July 22, 2025

Title of Item: AIM VCET Opioid Funding Request

<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: Kelli Crowther		Department: H&HS
Presenter (Name and Title): Kelli Crowther, PHN, Opioid Coordinator or Erin Melz, PH Supervisor		Estimated Time Needed: 0
Summary of Issue: Final approval of funding application on behalf of AIM VCET. This application was reviewed and unanimously approved by the Opioid Subcommittee on July 10th, 2025. Project: AIM VCET- Raman Spectrometer Overview: AIM VCET has been involved in direct contact with opioid users since the deployment of the VCET in 2022. AIM The contact with controlled substances happens on a regular basis. Those contacts are ever changing with the evolution of persons involved with the distribution controlled substances. These substances are typically never in a pure form of a single substance and are mixed with other unidentifiable compounds that basic level field testing methods available to law enforcement are unable to detect. Advanced field testing equipment is currently available through different vendors and provides a direct and immediate advantage to law enforcement either at the scene or during evidence processing. Technology of this type will provide law enforcement with a more immediate determination of the type of substance a person has consumed or prevent further dispersment of those substances prior to creating a damaging trickle down effect to addicted persons. Safety of not only law enforcement officers but those in contact during these instances is paramount and deserves the attention of available resources. Drug and narcotic detection equipment provides the officer with an user friendly point and shoot system that generates and immediate identification of mixed substances while lesses the possibility of accidental exposure or inaccurate substance identifications.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve \$32,900 one time payment funded with Opioid Settlement Funds to AIM VCET.		
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> Opioid Settlement Funds will be used to support this project.		

Aitkin County Health and Human Services

Contact:

Please direct all correspondence to the contact information provided below.

Liz Short, PHN

Aitkin County Public Health

((218) 927-7267

Elizabeth.short@co.aitkin.mn.us



Public Health
Prevent. Promote. Protect.
Aitkin County

2023

Opioid Settlement (OS) Funding Application

Section 1: Applicant Information

Date	05/08/2025
Organization Name	AIM VCET
Street Address	218 1st St NW
Mailing Address if different	
City, State, Zip Code	Aitkin MN 56431
County	Aitkin


Primary Contact	Greg Payment
Phone	218-927-7424
Email	greg.payment@aitkincountymn.gov

Financial Contact	Aitkin County-Kathleen Ryan
Tax ID/SSN	41-6005749
Phone	218-927-7354
Email	kathleen.ryan@aitkincountymn.gov

Information provided in this application may be used for promotional materials. This includes, but is not limited to: fact sheets, Minnesota Department of Health reports, newsletters, social media posts, and media releases. Additional information may be requested by Aitkin County Public Health e.g. a release might be requested for individuals in photographs.



By checking this box, you acknowledge and accept the statement above.

PROJECT NAME:	AIM VCET
Brief Overview <small>If request is over \$25,000, provide a brief description of the outcomes and goals for the project</small> Aitkin Itasca Mille Lacs Violent Crimes Enforcement Team is partially grant funded through the OJP MN State grant for Violent Crime Enforcement Teams. AIM VCET is responsible for identifying and disrupting mid and upper level controlled substance dealers including 	
Funding Request	\$ 32,900.00

Section 2: Project Category

Each project should fall within one or more of the following mitigation categories. Select one or more of the categories that best match your project.

Treatment

☐ Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health condition through evidenced based or evidence informed programs or strategies.

Examples may include:

- Treat OUD
- Support People in Recovery
- Connect People who need help connecting to the services they need (connections to care i.e. transportation)
- Address the needs of criminal justice-involved persons
- Address the needs of the perinatal population, caregivers, and families including babies with neonatal opioid withdrawal syndrome
- Medication-assisted treatment (MAT) such as methadone, buprenorphine or naloxone.

Prevention

☐ Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidenced based or evidenced informed programs. Support efforts to discourage misuse of opioids through evidence based or evidenced informed programs. Examples may include:

- Training for health care providers
- Continuing Medical Education on appropriate prescribing of opioids
- Media campaigns to prevent misuse
- Funding evidence-based prevention programs in schools
- Upstream education on the harm of other addictive and harmful substances such as alcohol, tobacco or marijuana.

Harm Reduction

☐ Harm reduction is a set of ideas and interventions that seek to reduce the harms associated with both drug use and ineffective, racialized drug policies. Harm reduction stands in stark contrast to a punitive approach to problematic drug use—it is based on acknowledging the dignity and humanity of people who use drugs and bringing them into a community of care in order to minimize negative consequences and promote optimal health and social inclusion. Examples of Harm Reduction may include:

- Support Services for children and families affected by substance use disorders.
- Overdose Prevention including distribution of Narcan, Fentanyl test strips, safe use education materials and increased access to proven effective and promising overdose prevention practices utilized in other counties and states.
- Community education to reduce the stigma around OUD

Research and Training

☒ Support opioid abatement research and training. Examples may include:

- Funding for staff training or networking programs and services to improve the capability of government, community, and not for profit entities to abate the opioid crisis.
- Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
- Research non-opioid treatment of chronic pain.
- Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.

Section 3: Guiding Principles

Your project will need to be guided by the following five principles set forth by the Johns Hopkins School of Public Health. Please indicate which of these principals apply to your program. You do not have to meet all of the guiding principles.

☒ Spend Money to Save Lives.

- OS dollars will be used on a specific project and not to fill budget gaps or shortfalls in other programs. OS dollars are being used to expand on an existing evidenced based program or initiative.

☐ Use Evidence to Guide Spending

- There is evidence to support expansion of an existing program. This could include an initiative or program that was not successful but there are learned outcomes that could be successful.

☐ Invest in Youth Prevention

- This program supports, children, youth and families in effective programs.

☐ Focus on Racial Equity

- This program serves a specific demographic or underserved population in our community. Check one.

☐ Socioeconomic

☐ Veterans

☐ Other _____

☐ Seniors

☐ Homeless

☐ LGBTQ

☐ Youth

☐ Black/Indigenous/People of Color

☐ Develop a Fair and Transparent Process for Spending Funds

- There is a process in place for clear and transparent use of OS dollars

Please Note:

It is the Applicant's sole responsibility to keep clear and detailed records that demonstrate the OS dollars requested were used for the amount and purpose(s) outlined in the initial application. Aitkin County Public Health and/or the Minnesota Attorney Generals Office, reserves the right to audit the Applicants records at any time without prior notice.

Section 4: Work plan and Goals

Give a detailed description of your project work plan and goal. List your goals related to the project. Include planned activities to meet these goals, intended timeline and responsible individual(s). Add rows as needed.

AIM VCET has been involved in direct contact with opioid users since the deployment of the VCET in 2022. AIM The contact with controlled substances happens on a regular basis. Those contacts are ever changing with the evolution of persons involved with the distribution controlled substances. These substances are typically never in a pure form of a single substance and are mixed with other unidentifiable compounds that basic level field testing methods available to law enforcement are unable to detect. Advanced field testing equipment is currently available through different vendors and provides a direct and immediate advantage to law enforcement either at the scene or during evidence processing. Technology of this type will provide law enforcement with a more

ACTIVITIES TO ACCOMPLISH GOAL(S)	TIMELINE	RESPONSIBLE INDIVIDUAL(S)
Purchase handheld Ramon spectrometer	June 2025	Greg Payment
Deploy purchased equipment	July 2025	Greg Payment

Section 5: Evaluation:

If your request is over \$25,000 please complete this section. If it is under \$25,000 you do not need to complete this section. What would indicate to you that this project was successful? How will you measure progress or change? Describe your anticipated impact(s). Add rows as needed.

Project Outcomes	How will you measure these changes?	What will you do with these results?
Increase in the identification of unknown or unidentifiable substances. Reduce the risks associated to substance users consuming dangerous unknown substances. Provide accurate reporting for furthering care or treatment of addicted persons.	Reporting is automatically generated with the device and will be included in current court, probation and laboratory records	Information received can provide a distinct advantage to locating and preventing further distribution of illegal opiates. The results of the generation of immediate intelligence for law enforcement investigations will provide increased opportunities to provide need services addicted persons.

PROJECT SUSTAINABILITY: Identify how you will work to sustain the project beyond the initial funding.

Sustainability will remain consistent as this grant will provide the opportunity for the needed one time purchase of equipment. Additional upkeep of the device will be maintained by AIM VCET and equipment will receive additional insurance coverage through providers associated to AIM VCET.

Section 6: Budget and Funding Request

Please complete the total project funding table below or the attached Excel sheet. You can also attach your own detailed budget.

Total Project Funding Table

A) How much funding are you requesting from the Aitkin County Opioid Settlement Funds?	\$ 32900
B) Do you anticipate any additional funding for this project? <i>Include other grants, donations, fundraised amounts, budgeted dollars, etc.</i>	\$ 0
C) How much do you or a partner anticipate contributing in-kind to the project? <i>Include staff/volunteer time, etc.</i>	\$
Total Project Cost (should equal the sum of the 3 lines above)	\$ 32900

Submit your completed application via email to Elizabeth.short@co.aitkin.mn.us
Please put **OS Application** in the subject line.



Quote Detail

DetectaChem, Inc.

120 Industrial Blvd.
Sugar Land TX 77478
(855) 573-3537
United States
(855) 573-3537

Quote #: QUO08284

Date: 5/30/2024

Expires: 10/1/2025

Sales Rep: EMP49 Melissa Kusske

Terms: Net 30

Requested By:

Lead Time: 30-90 days

Bill To:

AIM VCET - Aitkin-Itaska-Mil...
218 1st NW
Aitkin MN 56431
United States

Ship To:

AIM VCET - Aitkin-Itaska-Mil...
218 1st NW
Aitkin MN 56431
United States

Memo:

Domestic Wire Instructions

ABA Routing #: 113011258
Receiving Bank: Zions Bancorporation, N.A. dba Amegy Bank
Receiving Address: 1717 West Loop South, Houston Texas, 77027
Beneficiary Name: DetectaChem Inc.
120 Industrial Blvd., Sugar Land, TX 77478
Beneficiary Account #: 5794216910

International Wire Instructions

ABA Routing #: 113011258
SWIFT Code: ZFNBUS55
Receiving Bank: Zions Bancorporation, N.A. dba Amegy Bank
Receiving Address: 1717 West Loop South, Houston, TX 77027
Beneficiary Name: DetectaChem Inc.
120 Industrial Blvd., Sugar Land, TX 77478
Beneficiary Account #: 5794216910

Item	Description	Un...	Ord Qty	Rate	Amount
Apex ⁷ -NARC	Apex ⁷ Raman Spectrometer with Drug, Narcotic and Precursor Library. Includes Charger, Point-and-Shoot Adaptor, Vial Holder, Testing Standard, Updates, Support and 1 Year Warranty	EA	1	24,900.00	24,900.00
MDD-DHE-AQR-10	MobileDetect Pouch - Heroin w/QR (DHE) 10 cnt.	EA	1	0.00	0.00
MDD-SFYL-BOX-10	Box, 10 MobileDetect Fentanyl Test Kits in a Box	EA	1	0.00	0.00
Apex ⁷ Ext. Warranty +4	Factory Extended 4 Year Warranty for Manufacturer Defects. Begins After Standard 1 Year Product Warranty Expires.	EA	1	7,950.00	7,950.00
S&H - Apex ⁷	Shipping & Handling charges are transit charges only and do not include any international tariffs, taxes, storage, customs, or clearing agent charges. Purchaser is responsible for additional charges.	EA	1	50.00	50.00



Quote Detail

DetectaChem, Inc.
 120 Industrial Blvd.
 Sugar Land TX 77478
 (855) 573-3537
 United States
 (855) 573-3537

Quote #: QUO08284
Date: 5/30/2024

Item	Description	Un...	Ord Qty	Rate	Amount

Total \$32,900.00

Quote is valid for quantities stated or greater, and all line items listed. Any removal of line items or reduction in quantity will require a revised quote. Price given is in \$USD; shipping not included in total unless noted. Explosive detection products manufactured by DetectaChem are export controlled under EAR 1A004.D which regulates the export of trace explosive detection technology. Any re-export without a license from BIS is in strict violation of US law and the policy of DetectaChem. For guidelines visit: <http://www.bis.doc.gov/>



Board of County Commissioners Agenda Request

2L

Agenda Item #

Requested Meeting Date: July 22, 2025

Title of Item: Selander Coaching and Consulting Opioid Funding Request

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Kelli Crowther	Department: H&HS
Presenter (Name and Title): Kelli Crowther, PHN, Opioid Coordinator or Erin Melz, PH Supervisor	Estimated Time Needed: 0
Summary of Issue: <p>Final approval of funding application on behalf of Selander Coaching and Consulting. This application was reviewed and unanimously approved by Opioid Subcommittee on July 10th, 2025.</p> <p>Project: Recovery Movie Meetups Overview: Recovery Movie Meetups utilizes Hollywood movies about addiction, recovery, and mental health in group sessions to generate powerful moments that can lead to lasting therapeutic results as well as the power and motivation within themselves to replace self-destructive thoughts and behaviors with healthy lifestyles. Recovery Movie Meetups leverage the thematic, allegorical, and psychological power of film to facilitate therapeutic processing and behavioral change. Research demonstrates that character identification plays a crucial role in this process, as viewers who emotionally connect with on-screen struggles (e.g., addiction, recovery) exhibit stronger neural mirroring (Gazzola et al., 2006), effectively internalizing characters' experiences as their own.</p> <p>Studies by Gross & Levenson (1995) confirm that films reliably evoke target emotions in 78% of viewers, while Narrative Transportation Theory (Green & Brock, 2000) shows that immersive storytelling leads to 73% greater attitude and behavior change—particularly when participants see themselves in the characters' journeys. This combination of emotional engagement and identification creates a powerful foundation for recovery-oriented reflection and growth.</p> <p>The therapeutic impact is further amplified by film's unique cognitive and social learning benefits. MIT Neuroscience (2014) highlights visual dominance in processing, explaining why cinematic metaphors (Casara et al., 2022) reduce defensiveness by 41% compared to direct feedback. Bandura's (2004) Social Cognitive Theory reinforces that observing modeled behaviors—especially through relatable characters—boosts self-efficacy by 62%, with group discussion deepening retention.</p> <p>The Social Identity Model of Recovery (Best et al., 2016) further supports this, showing that recovery thrives when individuals adopt new identities through shared narratives. By curating films with authentic, relatable characters, Recovery Movie Meetups harness these mechanisms to foster empathy, reinforce positive change, and strengthen recovery identities in a supportive group setting.</p>	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Approve \$4465 one time payment funded with Opioid Settlement Funds to Selander Coaching and Consulting.	
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 checked="" type="checkbox"/> No <i>Please Explain:</i></p> <p>Opioid Settlement Funds will be used to support this project.</p>	

Aitkin County Health and Human Services

Contact:

Please direct all correspondence to the contact information provided below.

Kelli Crowther, PHN

Aitkin County Public Health

(218) 927-7267

kelli.crowther@aitkincountymn.gov



Public Health
Prevent. Promote. Protect.
Aitkin County

2025

Opioid Settlement (OS) Funding Application

Section 1: Applicant Information

Date	6/30/2025
Organization Name	Selander Coaching and Consulting
Street Address	209 Minnesota Ave N.
Mailing Address if different	200 4th Ave SE
City, State, Zip Code	Aitkin, MN 56431
County	Aitkin

Primary Contact	Arlene Selander
Phone	218.820.2813
Email	selandercoachingandconsulting@gmail.com

Financial Contact	Arlene Selander
Tax ID/SSN	88-2969675
Phone	218.820.2813
Email	selandercoachingandconsulting@gmail.com

Information provided in this application may be used for promotional materials. This includes, but is not limited to: fact sheets, Minnesota Department of Health reports, newsletters, social media posts, and media releases. Additional information may be requested by Aitkin County Public Health e.g. a release might be requested for individuals in photographs.



By checking this box, you acknowledge and accept the statement above.

PROJECT NAME:

Recovery Movie Meetups

Brief Overview

Recovery Movie Meetups utilizes Hollywood movies about addiction, recovery, and mental health in group sessions to generate powerful moments that can lead to lasting therapeutic results as well as the power and motivation within themselves to replace self-destructive

Funding Request Amount

\$4465

Section 2: Project Category

Each project should fall within one or more of the following mitigation categories. Select one or more of the categories that best match your project.

Treatment

☒ Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health condition through evidenced based or evidence informed programs or strategies.

Examples may include:

- Treat OUD
- Support People in Recovery
- Connect People who need help connecting to the services they need (connections to care i.e. transportation)
- Address the needs of criminal justice-involved persons
- Address the needs of the perinatal population, caregivers, and families including babies with neonatal opioid withdrawal syndrome
- Medication-assisted treatment (MAT) such as methadone, buprenorphine or naloxone.

Prevention

☒ Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidenced based or evidenced informed programs. Support efforts to discourage misuse of opioids through evidence based or evidenced informed programs. Examples may include:

- Training for health care providers
- Continuing Medical Education on appropriate prescribing of opioids
- Media campaigns to prevent misuse
- Funding evidence-based prevention programs in schools
- Upstream education on the harm of other addictive and harmful substances such as alcohol, tobacco or marijuana.

Harm Reduction

☒ Harm reduction is a set of ideas and interventions that seek to reduce the harms associated with both drug use and ineffective, racialized drug policies. Harm reduction stands in stark contrast to a punitive approach to problematic drug use—it is based on acknowledging the dignity and humanity of people who use drugs and bringing them into a community of care in order to minimize negative consequences and promote optimal health and social inclusion. Examples of Harm Reduction may include:

- Support Services for children and families affected by substance use disorders.
- Overdose Prevention including distribution of Narcan, Fentanyl test strips, safe use education materials and increased access to proven effective and promising overdose prevention practices utilized in other counties and states.
- Community education to reduce the stigma around OUD

Research and Training

☐ Support opioid abatement research and training. Examples may include:

- Funding for staff training or networking programs and services to improve the capability of government, community, and not for profit entities to abate the opioid crisis.
- Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
- Research non-opioid treatment of chronic pain.
- Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.

Section 3: Guiding Principles

Your project will need to be guided by the following five principles set forth by the Johns Hopkins School of Public Health. Please indicate which of these principals apply to your program. You do not have to meet all of the guiding principles.

☒ Spend Money to Save Lives.

- OS dollars will be used on a specific project and not to fill budget gaps or shortfalls in other programs. OS dollars are being used to expand on an existing evidenced based program or initiative.

☒ Use Evidence to Guide Spending

- There is evidence to support expansion of an existing program. This could include an initiative or program that was not successful but there are learned outcomes that could be successful.

☒ Invest in Youth Prevention

- This program supports, children, youth and families in effective programs.

☒ Focus on Racial Equity

- This program serves a specific demographic or underserved population in our community. Check one.

☐ Socioeconomic

☒ Veterans

☒ Other women

☐ Seniors

☒ Homeless

☐ LGBTQ

☒ Youth

☐ Black/Indigenous/People of Color

☒ Develop a Fair and Transparent Process for Spending Funds

- There is a process in place for clear and transparent use of OS dollars

Please Note:

It is the Applicant's sole responsibility to keep clear and detailed records that demonstrate the OS dollars requested were used for the amount and purpose(s) outlined in the initial application. Aitkin County Public Health and/or the Minnesota Attorney Generals Office, reserves the right to audit the Applicants records at any time without prior notice.

Section 4: Work plan and Goals

Give a detailed description of your project work plan and goal. List your goals related to the project. Include planned activities to meet these goals, intended timeline and responsible individual(s). Add rows as needed.

Recovery Movie Meetups is a program that helps organize mutual support meetings based on watching popular films about addiction and recovery. These meetings aim to reduce shame and isolation among participants and create a more open and accepting environment for sharing experiences.

ACTIVITIES TO ACCOMPLISH GOAL(S)	TIMELINE	RESPONSIBLE INDIVIDUAL(S)
host meet-up x2 per month- 1 mens group, 1 women	1 year	Arlene Selander
continue to host meet-up at least 1x month	2 year	Arlene Selander

instill hope, inspiration, and a sense of community for	1 year	Arlene Selander
education through discussion on recovery fostering	1 year	Arlene Selander

Section 5: Evaluation:

If your request is \$25,000 or more please complete this section. If it is under \$25,000 you do not need to complete this section. What would indicate to you that this project was successful? How will you measure progress or change? Describe your anticipated impact(s). Add rows as needed.

Project Outcomes	How will you measure these changes?	What will you do with these results?

PROJECT SUSTAINABILITY: Identify how you will work to sustain the project beyond the initial funding.

Amount requested- \$4465

\$1500- lifetime licensing- includes updates, upgrades, additions to programing, tech support, training, and rights to print licensed materials

\$965- printing and shipping charges for 250 workbooks

\$300- purchase of 24 movies

\$500- screen and projector

Section 6: Budget and Funding Request

Please complete the total project funding table below or the attached Excel sheet. You can also attach your own detailed budget.

Total Project Funding Table

A) How much funding are you requesting from the Aitkin County Opioid Settlement Funds?	\$ 4465
B) Do you anticipate any additional funding for this project? <i>Include other grants, donations, fundraised amounts, budgeted dollars, etc.</i>	\$ N/A
C) How much do you or a partner anticipate contributing in-kind to the project? <i>Include staff/volunteer time, etc.</i>	\$ \$2460/year in kind vol
Total Project Cost <i>(should equal the sum of the 3 lines above)</i>	
	\$ 10,705

Submit your completed application via email to kelli.crowther@aitkincountymn.gov
Please put **OS Application** in the subject line.

WLB1
7/15/25

12:06PM

Aitkin County



2M

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

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?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

WLB1

7/15/25

12:06PM

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 2

1 General Fund

Vendor No.	Name	Amount	
86359	Aitkin Co Attorney	1,275.00	1 Transactions
10293	Aitkin Co Human Resources	225.25	1 Transactions
88284	Aitkin Co Recorder	20.00	1 Transactions
117	Aitkin County Sheriff	3,786.40	2 Transactions
86222	Aitkin Independent Age	552.60	9 Transactions
170	Aitkin Motor Company	444.93	3 Transactions
9561	Amazon Business	963.13	13 Transactions
14005	American Tower Corporation	413.20	1 Transactions
11113	Anderson/Edward	105.00	3 Transactions
14563	Anoka County Corrections	11,407.00	1 Transactions
10365	Antoine Electric, Inc.	1,161.69	3 Transactions
10660	Apex Software	2,000.00	1 Transactions
10651	APG Media	9.80	1 Transactions
9138	ASAP Towing	170.00	1 Transactions
248	Association of Mn Counties	150.00	2 Transactions
10452	AT&T Mobility	761.86	5 Transactions
15240	AT&T Mobility (Central Serv)	343.53	4 Transactions
10265	AT&T Mobility (Community Correct)	362.71	4 Transactions
15239	AT&T Mobility (P&Z)	274.33	2 Transactions

WLB1

7/15/25

12:06PM

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 3

1 General Fund

Vendor No.	Name	Amount	
9203	AT&T Mobility (Sheriff's)	2,988.83	6 Transactions
14578	AutoSmith Service Group, LLC	6,185.87	1 Transactions
13725	Beartooth Hardware Inc	169.45	1 Transactions
552	Betley/Terry J	83.30	2 Transactions
10118	Bristow/Jane	124.60	2 Transactions
783	Canon Financial Services, Inc	358.10	1 Transactions
10520	Charter Communications Holding (Sheriff)	208.58	1 Transactions
15142	Christensen/Charles	120.40	2 Transactions
9243	Command Central, LLC	875.00	1 Transactions
2763	Countryside Sanitation, LLC	2,869.90	1 Transactions
5893	CTC - 446126	155.00	1 Transactions
10855	Culligan Soft Water	149.65	2 Transactions
9612	Discovery Publishing, Inc.	303.95	1 Transactions
15266	Emanuel/Laura	70.00	2 Transactions
10629	Ergometrics & Applied Personnel Research	186.83	1 Transactions
12988	Forms & Systems of Minnesota	1,863.44	1 Transactions
1463	Foss/Eileen	105.00	3 Transactions
1775	Galls LLC	539.92	4 Transactions
11634	Gammello & Pearson PLLC	341.25	5 Transactions
1754	Garrison Disposal Company, Inc	692.22	1 Transactions

WLB1

7/15/25

12:06PM

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 4

1 General Fund

Vendor No.	Name	Amount	
3343	Genz/Kameron	16.11	1 Transactions
10019	Gilbertson/Jack Lee	105.00	3 Transactions
4173	Grams/Lori	29.99	1 Transactions
5579	Grand Rapids Police Department	1,755.04	1 Transactions
15362	GuidePoint Pharmacy #114 Aitkin	1,297.09	2 Transactions
1976	Haberkorn & Bright Law Offices, LTD	2,392.50	6 Transactions
2340	Hyytinen Hardware Hank	51.46	3 Transactions
88628	Imperial Dade	432.01	2 Transactions
2390	Itasca Co Sheriff	2,866.48	2 Transactions
10119	Kearney/Michael	1,079.40	2 Transactions
14967	KNOWiNK LLC	7,875.00	2 Transactions
15271	Kullhem/JoLynn	35.00	1 Transactions
9046	Loffler Companies, Inc.	871.47	21 Transactions
9208	Mapes FNP-C, Mary	6,250.00	1 Transactions
12048	McDowell Agency, Inc./The	259.30	1 Transactions
11946	McGuire Mechanical	36,000.00	1 Transactions
3334	MCIT	525.84	4 Transactions
3150	Mille Lacs Co Sheriff	1,345.45	2 Transactions
13724	Minnesota Continuing Legal Education	218.30	2 Transactions
11997	Minnesota Monitoring, Inc	1,628.25	1 Transactions

WLB1

7/15/25

12:06PM

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 5

1 General Fund

Vendor	<u>Name</u>	<u>Amount</u>	
<u>No.</u>			
3363	Minnesota State Bar Association	970.00	1 Transactions
3195	MNCCC LOCKBOX	890.00	2 Transactions
3455	Motorola Inc	82,297.21	1 Transactions
3336	Office Of MN. IT Services	1,338.65	1 Transactions
10036	OSM	68.00	1 Transactions
3789	Pan-O-Gold Baking Company	103.52	1 Transactions
3810	Paulbeck's County Market	575.68	1 Transactions
13412	Pemberton, Sorlie, Rufer & Kershner PLLP	1,437.00	2 Transactions
9808	Performance Foodservice	1,840.03	1 Transactions
3950	Public Utilities	12,960.87	9 Transactions
3987	Ramsey County Medical Examiner	1,590.00	1 Transactions
8454	Ramsey County Sheriff	90.00	1 Transactions
4010	Rasley Oil Company	848.08	8 Transactions
10679	Rebound Inc.	42,350.00	3 Transactions
9489	Redwood Toxicology Laboratory, Inc	296.29	2 Transactions
9151	River Valley Forensic Services PA	250.00	1 Transactions
10225	Shaffer/Paul T.	4,125.00	1 Transactions
10879	Shred-It	265.89	1 Transactions
4507	Sorensen-Root Thompson Funeral Home	10,475.00	1 Transactions
9013	STRATELIGENT	270.00	1 Transactions

Vendor	<u>Name</u>	<u>Amount</u>	
10273	T-Mobile USA Inc	330.00	2 Transactions
86318	Tange/Susan Whitney	105.00	3 Transactions
86235	The Office Shop Inc	199.59	7 Transactions
13146	The Retrofit Companies, Inc	4,907.20	1 Transactions
13934	The Tire Barn	1,010.87	6 Transactions
5173	Thomson Reuters-West Publishing	2,176.33	2 Transactions
10017	Tveit/Galen	105.00	3 Transactions
8612	Veenker/Thomas H	123.20	2 Transactions
14558	Verizon Wireless-VCET	150.00	1 Transactions
11507	Waste Management of Minnesota, Inc	19,390.15	1 Transactions
5128	Widseth Smith & Nolting Inc	44,416.18	3 Transactions
1 Fund Total:		343,806.15	General Fund 90 Vendors 227 Transactions

2 Reserves Fund

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount	
22	Aitkin Area Chamber of Commerce	4,000.00	2 Transactions
10171	Aitkin County CAPS	1,530.00	1 Transactions
657	Aitkin Glass Service Inc.	2,475.00	1 Transactions
9561	Amazon Business	66.00	1 Transactions
9866	Barden/Rocky	48.08	1 Transactions
10687	Duffy Engineering & Associates Inc.	4,300.00	1 Transactions
10686	Pullis/Kevin	48.79	1 Transactions
10681	Sampaguita, LLC	2,000.00	1 Transactions

2 Fund Total:	14,467.87	Reserves Fund	8 Vendors	9 Transactions
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WLB1

7/15/25

12:06PM

3 Road & Bridge

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 8

<u>Vendor No.</u>	<u>Name</u>	<u>Amount</u>	
50	Aitkin Body Shop, Inc	15,007.78	2 Transactions
90762	Aitkin Co License Center	382.50	1 Transactions
86467	Auto Value Aitkin	237.67	6 Transactions
9687	AutoSmith	1,027.04	2 Transactions
13911	BERT'S TRUCK EQUIPMENT OF MOORHEAD	304,228.00	2 Transactions
14887	Cintas Corporation	11.24	1 Transactions
2763	Countryside Sanitation, LLC	193.05	2 Transactions
10855	Culligan Soft Water	55.00	1 Transactions
8694	Department of Transportation	350.62	1 Transactions
8622	Frontier Communications Holdings LLC	525.60	3 Transactions
1754	Garrison Disposal Company, Inc	140.28	1 Transactions
1818	Glen's Sign Design	660.00	1 Transactions
11406	Innovative Office Solutions, LLC	463.80	2 Transactions
8775	Itasca Co Highway Dept	3,850.00	2 Transactions
9046	Loffler Companies, Inc.	95.64	1 Transactions
3334	MCIT	1,965.66	1 Transactions
9985	METAL CULVERTS, INC	36,403.67	13 Transactions
3555	Newman Signs Inc	827.01	1 Transactions
10720	Nuss Truck Group Inc	11,551.04	2 Transactions

Vendor	<u>Name</u>	<u>Amount</u>	
3950	Public Utilities	238.71	4 Transactions
4010	Rasley Oil Company	25.99	1 Transactions
9261	RTVision, Inc.	3,750.00	1 Transactions
13604	Sir Lines-A-Lot LLC	82,775.11	84 Transactions
9176	SPARKY'S TOOLS, LLC	251.99	1 Transactions
12788	Timmer Implement of Aitkin	200.00	1 Transactions
7018	Town Of Macville Treasurer	1,050.00	1 Transactions
5295	Ziegler Inc	138.42	1 Transactions
3 Fund Total:		466,405.82	Road & Bridge 27 Vendors 139 Transactions

WLB1
7/15/25 12:06PM
5 Health & Human Services

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor No.	Name	Amount			
9046	Loffler Companies, Inc.	419.82	4 Transactions		
5 Fund Total:		419.82	Health & Human Services	1 Vendors	4 Transactions

6 Debt Service

Aitkin County

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



Vendor	<u>Name</u>	<u>Amount</u>			
<u>No.</u>					
5777	U.S. Bank N.A.	124,007.51		1 Transactions	
6 Fund Total:		124,007.51	Debt Service	1 Vendors	1 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount			
4580	Mn Dept Of Finance	13,570.00	6 Transactions		
3375	Mn Dept Of Health	935.00	1 Transactions		
9 Fund Total:		14,505.00	State	2 Vendors	7 Transactions

WLB1
7/15/25 12:06PM
10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Amount		
170	Aitkin Motor Company	282.98	1 Transactions	
10452	AT&T Mobility	659.90	1 Transactions	
12003	Carlson/Matt	1,418.30	1 Transactions	
5893	CTC - 446126	350.00	1 Transactions	
10855	Culligan Soft Water	97.40	1 Transactions	
10500	Fredrickson/Kyle	200.00	1 Transactions	
1754	Garrison Disposal Company, Inc	110.30	1 Transactions	
9046	Loffler Companies, Inc.	42.51	1 Transactions	
12927	Midwest Machinery Co.	127.28	2 Transactions	
9692	Minnesota Energy Resources Corporation	49.79	1 Transactions	
10412	O'Reilly Auto Parts	28.44	3 Transactions	
3950	Public Utilities	245.53	1 Transactions	
4070	Riley Auto Supply	173.38	4 Transactions	
86235	The Office Shop Inc	61.33	2 Transactions	
10180	WEX Bank - Land Dept	2,346.25	1 Transactions	
10 Fund Total:		6,193.39	Trust	15 Vendors 22 Transactions

Vendor No.	Name	Amount			
12526	Bixby/James	80.50	2 Transactions		
10613	Brainerd Hydraulics Air & Ind Supply	105.00	1 Transactions		
10565	Elvecrog/Glenn C	56.00	2 Transactions		
2270	Hoppe/Russell Peter	89.60	2 Transactions		
14014	Hughes/Steven Roger	60.20	2 Transactions		
2580	Kangas/Robert R	35.00	1 Transactions		
9046	Loffler Companies, Inc.	21.25	1 Transactions		
12512	MARCUM/ROBERT	68.60	2 Transactions		
3334	MCIT	236.50	1 Transactions		
4070	Riley Auto Supply	262.82	4 Transactions		
12077	Stromberg/Kevin	65.80	2 Transactions		
4927	Turnock/Franklin Allen	77.00	2 Transactions		
11 Fund Total:		1,158.27	Forest Development	12 Vendors	22 Transactions

Vendor No.	Name	Amount			
999999000	ASPLUND/DAVID	45.01	1 Transactions		
999999000	BURLING/ROBERT	10.08	1 Transactions		
999999000	NELSON/ROGER	54.00	1 Transactions		
999999000	WHIPPS/JAMIE	19.35	1 Transactions		
13 Fund Total:		128.44	Taxes & Penalties	4 Vendors	4 Transactions

WLB1

7/15/25

12:06PM

Aitkin County



19 Long Lake Conservation Cen

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 16

Vendor No.	Name	Amount			
10365	Antoine Electric, Inc.	10,000.00	1	Transactions	
13725	Beartooth Hardware Inc	139.71	1	Transactions	
246	Brothers Fire & Security	3,945.00	1	Transactions	
2763	Countryside Sanitation, LLC	157.95	1	Transactions	
15300	MCGREGOR ACE HARDWARE	53.28	1	Transactions	
8819	Mille Lacs Energy Coop-Aitkin	1,137.70	3	Transactions	
3160	Mille Lacs Energy Coop-Albert Lea	2,746.18	5	Transactions	
3776	Palisade One Stop	142.90	1	Transactions	
3810	Paulbeck's County Market	144.25	1	Transactions	
10076	PFS Minnesota	906.22	2	Transactions	
4070	Riley Auto Supply	169.30	2	Transactions	
4968	Upper Lakes Foods, Inc	881.47	1	Transactions	
5171	Wiley's Marine Inc	816.97	1	Transactions	
19 Fund Total:		21,240.93		Long Lake Conservation Center	13 Vendors 21 Transactions

Vendor No.	Name	Amount			
13725	Beartooth Hardware Inc	186.95	5 Transactions		
10083	Cedarbrook Lumber Comp	1,403.71	4 Transactions		
1430	Dotzler Power Equipment	75.83	2 Transactions		
10618	Erik's Lawn Service	2,128.00	6 Transactions		
1818	Glen's Sign Design	580.00	3 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea	176.08	1 Transactions		
9109	Nelson Sanitation & Rental, Inc.	84.00	1 Transactions		
3950	Public Utilities	378.49	2 Transactions		
9285	Rocon Paving	10,000.00	1 Transactions		
9617	Timber Lakes Septic Service, Inc.	400.00	2 Transactions		
11507	Waste Management of Minnesota, Inc	365.97	2 Transactions		
5128	Widseth Smith & Nolting Inc	124,145.00	3 Transactions		
13627	Wruck Sewer and Portable Rental	1,310.00	8 Transactions		
21 Fund Total:		141,234.03	Parks	13 Vendors	40 Transactions
Final Total:		1,133,567.23	186 Vendors	496 Transactions	

Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	343,806.15	General Fund
2	14,467.87	Reserves Fund
3	466,405.82	Road & Bridge
5	419.82	Health & Human Services
6	124,007.51	Debt Service
9	14,505.00	State
10	6,193.39	Trust
11	1,158.27	Forest Development
13	128.44	Taxes & Penalties
19	21,240.93	Long Lake Conservation Center
21	141,234.03	Parks
All Funds	1,133,567.23	Total

Approved by,

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WLB1
7/16/25

2:03PM

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



2N

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?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Vendor	<u>Name</u>	<u>Amount</u>			
9457	Marvin Tretter, Inc	5,286.73	1	Transactions	
10516	TNT Construction Group, LLC	117,528.25	3	Transactions	
3 Fund Total:		122,814.98	Road & Bridge		2 Vendors
Final Total:		122,814.98	2 Vendors		4 Transactions

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	122,814.98	Road & Bridge
All Funds	122,814.98	Total

Approved by,

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Vendor		<u>Name</u>	<u>Amount</u>		
		<u>No.</u>			
5462		Bremer Bank (Elan ACH)	3,013.75	25 Transactions	
1 Fund Total:			3,013.75	General Fund	1 Vendors 25 Transactions



Vendor No.	Name	Amount			
5462	Bremer Bank (Elan ACH)	599.28	1 Transactions		
2 Fund Total:		599.28	Reserves Fund	1 Vendors	1 Transactions

WLB1
7/16/25 3:49PM
19 Long Lake Conservation Cen

Aitkin County



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

Page 4

Vendor	<u>Name</u>	<u>Amount</u>			
5462	Bremer Bank (Elan ACH)	489.52	2 Transactions		
19 Fund Total:		489.52	Long Lake Conservation Center	1 Vendors	2 Transactions
Final Total:		4,102.55	3 Vendors	28 Transactions	

WLB1
7/16/25 3:49PM
5 Health & Human Services

Aitkin County



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

Page 2

Vendor	<u>Name</u>	<u>Amount</u>			
5462	Bremer Bank (Elan ACH)	2,884.15	9 Transactions		
5 Fund Total:		2,884.15	Health & Human Services	1 Vendors	9 Transactions
Final Total:		2,884.15	1 Vendors	9 Transactions	

Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
1	3,013.75	General Fund	
2	599.28	Reserves Fund	
19	489.52	Long Lake Conservation Center	
All Funds	4,102.55	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>	
	5	2,884.15	Health & Human Services	
	All Funds	2,884.15	Total	Approved by,
			
			

Total Elan pd 7.3.25 = \$6986.70



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: July 22, 2025

Title of Item: Mississippi Headwaters Board Funding for Jacobson Campground

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <div style="display: flex; justify-content: space-between;"><div><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></div><div><input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only</div></div>	
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title): Dennis (DJ) Thompson, Land Commissioner		Estimated Time Needed: 5 Minutes
Summary of Issue: <p>The Jacobson Campground, managed by the Aitkin County Land Department, sits on an outside bend of the Mississippi River. The river continuously erodes away the bank causing parts of the top of the bank to slump and slide into the river. A fence was installed years ago for safety as several campsites are located on the top of the bank. Some years are worse than others and this last spring, a tremendous amount of shoreline and river bank eroded away. This forced the Land Department to close two campsites.</p> <p>After hearing about the erosion issues, the Mississippi Headwaters Board (MHB) agreed to fund the relocation of the two campsites. Funding will cover tree removal and stump grubbing, camper pad preparation, new fire pits and picnic tables along with staff time and equipment rental.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution to accept \$10,500 from the Mississippi Headwaters Board to cover the costs of relocated two campsites in the Jacobson Campground.		
Financial Impact: <div style="display: flex; justify-content: space-between;"><div><p><i>Is there a cost associated with this request?</i></p><p><i>What is the total cost, with tax and shipping? \$</i></p><p><i>Is this budgeted?</i></p></div><div><input type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div><div><p><i>Please Explain:</i></p></div></div>		

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

ADOPTED July 22, 2025

By Commissioner: xxx

20250722-xxx

Funding from Mississippi Headwaters Board

WHEREAS, the Aitkin County Land Department manages the Jacobson Campground on the Mississippi River, and

WHEREAS, extreme slumping due to erosion forced the Land Department to close two campsites out of safety concerns.

WHEREAS, the Mississippi Headwaters Board has allocated \$10,500 to the Land Department to relocate those two campsites.

THEREFORE, BE IT RESOLVED, that Aitkin County agrees to accept the funding from the Mississippi Headwaters Board.

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 22nd day of July 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22nd day of July 2025

John Welle
County Engineer



Board of County Commissioners Agenda Request

3B

Agenda Item #

Requested Meeting Date: July 22, 2025

Title of Item: LLCC Budget and Scholarships Presentation

<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 checked="" type="checkbox"/> Information Only
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title): Dennis (DJ) Thompson, Land Commissioner		Estimated Time Needed: 15 Minutes
Summary of Issue: I would like to give a presentation on the 2026 Long Lake Conservation Center proposed budget and how scholarships affect the budget.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Long Lake Conservation Center

BUDGET AND SCHOLARSHIPS REVIEW

JULY 22, 2025



Minnesota's Oldest Environmental Learning Center

- Sources of Revenue
- Scholarships
- 2026 Budget

Sources of Revenue

Everything goes to support operations!

- Bread and Butter
 - School Groups
 - Summer Camps
 - Non-School Groups
 - Commissary Sales (Gift Shop)

Sources of Revenue

- Long Lake Foundation
- Grants
- Environmental Trust Fund Interest
- Insurance Proceeds/Dividends
- Milk Refunds
- Donations
 - Individuals
 - Conservation Organizations

Scholarships

The term “Scholarships” is used loosely. It is a contribution given to LLCC to lower the amount the schools need to pay per student.

- Money can be raised by LLCC through fundraising
- Can come from the Foundation through their fundraising
- LCCMR Grants and Outdoor School for All

Scholarships

Long Lake receives full price per student, but school and students do not pay the full price.

- 2024/2025 School Year - \$170 per student
 - 2025/2026 School Year - \$185 per student
 - 2026/2027 School Year - \$192 per student (proposed)
- For a 3 day/2 night trip

Scholarships

- Amount of scholarship depends and will vary from school to school (free and reduced lunch, underserved communities, etc.).
- Allows schools to send more students
- Can be what is needed to get a new school to commit
- Keeps schools coming back

- New LCCMR Grant and Outdoor School For All will add stipends for teachers and help with bussing.

Trip Costs Example

Student fees: 100 students at \$185 per student... \$18,500

Transportation costs... \$4,500

Subtotal student and transportation costs... \$23,000

Financial aid of 60% ... \$13,800

Total trip cost... \$9,200*

Depending on the size of the school, teachers could get a stipend of up to \$250 each.

**Additional Long Lake Conservation Foundation scholarships may be available, based on need, to further lower costs.*

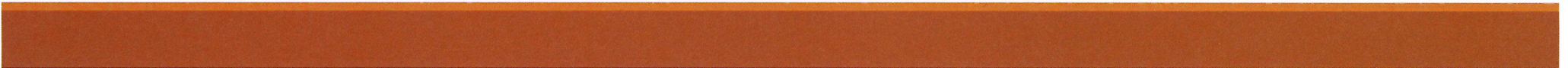
2026 Budget

Up until 2020, the County's 19 account (LLCC account) was not zeroed out at the end of the year. A yearly budget was set however, if the account ended up in the red at the end of the year, that negative balance was just carried over into the next year. Auditor advised the County to zero out the account at the end of the year. That started in 2021.

Year	Budgeted Surplus/(Deficit)	EOY Surplus/(Deficit)	Beginning Year Balance	
2018	\$ 6,251	\$ (65,095)	\$ (65,095)	Account was not zeroed out at the end of the year, balance was carried into the next year
2019	\$ 1,631	\$ (86,193)	\$ (86,193)	Account was not zeroed out at the end of the year, balance was carried into the next year
2020	\$ 16,011	\$ 343	\$ 343	Account was not zeroed out at the end of the year, balance was carried into the next year
2021	\$ (148,694)	\$ (106,325)	\$ -	Account was zeroed out with FRF
2022	\$ (79,775)	\$ (113,035)	\$ -	Account was zeroed out with FRF and Resource Development Funds
2023	\$ 5,105	\$ 21,327	\$ 21,327	Account was positive at the end of the year - Donald H. Nelson Trust donation
2024	\$ 5,072	\$ 38,515	\$ 38,515	Account was positive at the end of the year

School Groups	\$ 627,000
Non School Groups	\$ 122,000
Summer Camps	\$ 114,000
Environmental Trust Fund Interest	\$ 32,500
Scholarships	\$ 68,000
Insurance Proceeds/Dividends	\$ 1,500
Commissary Sales	\$ 60,000
Milk Refunds	\$ 4,000
House Rental Income	\$ 7,200
	\$ 1,036,200

Revenue



Salaries and Benefits	\$ 786,982
Groceries - Students	\$ 75,000
Commissary Supplies	\$ 25,000
Office/Postage/Phone	\$ 10,000
Utilities	\$ 51,700
Insurance	\$ 21,000
Services/Repairs/Maintenance	\$ 40,500
Janitorial Supplies	\$ 5,000
Education Related	\$ 12,100
Fuel	\$ 1,200
Refunds/Reimbursements	\$ 1,000
	\$ 1,029,482

Expenses

2026 Budget

Revenue \$1,036,200

Expenses \$1,029,482

\$6,718



Board of County Commissioners Agenda Request



Requested Meeting Date: July 22, 2025

Title of Item: Approve Memorandum of Understanding with Itasca County

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Andrew Carlstrom	Department: Planning & Zoning
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director	Estimated Time Needed: 5 minutes
Summary of Issue: Currently, Itasca County Environmental Services does not have a certified Advanced Septic System Designer/Inspector. Aitkin County Zoning Officer Jody Grund received his certification in 2024. Assisting on an "as-needed" basis and with compensation to Aitkin County, Environmental Services is willing to assist Itasca County with the consultation, review, and inspection of advanced septic systems. A draft Memorandum of Understanding (MOU) is attached for your review and identical to the Aitkin - Crow Wing County MOU approved on June 24, 2025. The County Attorney has reviewed the MOU.	
Alternatives, Options, Effects on Others/Comments: Motion not to approve the MOU between Aitkin County and Itasca County.	
Recommended Action/Motion: Motion to Approve the MOU between Aitkin County and Itasca County.	
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> Anticipate a modest revenue with 3-5 inspections annually.	

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

**MEMORANDUM OF AGREEMENT
BETWEEN
AITKIN COUNTY THROUGH ITS ENVIRONMENTAL SERVICES DEPARTMENT
AND
ITASCA COUNTY THROUGH ITS ENVIRONMENTAL SERVICES DEPARTMENT
FOR
ADVANCED SEPTIC SYSTEM DESIGN REVIEW AND INSPECTION**

WHEREAS, in accordance with Minnesota Rules 7083, advanced septic systems must be reviewed, approved, and inspected by properly certified advanced designers and inspectors, and

WHEREAS, due to the increase in mid and large-sized septic systems being designed, reviewed, and installed within Itasca County, there is a shortage of certified advanced designers and inspectors, and

WHEREAS, currently Itasca Environmental Services does not have a certified Advanced Septic System Designer/Inspector to review and approve advanced systems for the County, and

WHEREAS, Itasca Environmental Services, an official agency of said county, has requested assistance in the design, review, and inspection of advanced septic systems from Aitkin County Environmental Services, and

WHEREAS, Aitkin County Environmental Services, hereinafter Aitkin County, is empowered by the Aitkin County Board of Commissioners to offer design, review, and inspection services of advanced septic systems for Itasca County, upon their request,

THEREFORE IT IS AGREED THAT,

1. Aitkin County shall be available for consultation on inquiries related to advanced septic system design, review, and inspection.
2. Aitkin County shall provide advanced system design review services.
3. Aitkin County shall provide advanced system inspection services.

Consideration and Terms of Payment:

A. Consideration of all services performed, and goods supplied pursuant to this agreement shall be paid by Itasca County Environmental Services to Aitkin County Environmental Services as follows:

1. The employee services rate at \$100.00 per hour for review or inspection services. If inspection services are required, hours will be calculated from the time of departure from Aitkin, Minnesota until return to Aitkin, Minnesota.
2. Reimbursement for mileage will be at the employee rate as set by the Aitkin County Board of Commissioners. This amount shall not exceed the maximum allowed by the IRS. Aitkin County shall be reimbursed for mileage costs by Itasca County.
3. Aitkin County Environmental Services shall be reimbursed for reasonable cost of any materials used.
4. Aitkin County Environmental Services shall be reimbursed for the cost of any tests performed.

Terms of Agreement:

This agreement shall commence on the 15th day of July 2025 and shall run continuously until either party notifies the other in writing of intent to cancel with at least sixty (60) days notice.

Aitkin County Environmental Services Director

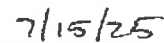
Date

Chair, Aitkin County Board of Commissioners

Date



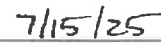
Itasca County Environmental Services Director


7/15/25

Date



Chair, Itasca County Board of Commissioners


7/15/25

Date



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: 07/22/2025

Title of Item: New National Opioid Settlement/Action Needed to Participate

<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: Kathleen Ryan, County Auditor		Department: Auditor
Presenter (Name and Title): Kathleen Ryan, County Auditor		Estimated Time Needed: 10 Minutes
Summary of Issue: This notice concerns the opportunity to participate in a proposed nationwide settlement agreement that has been reached with Purdue (and certain of its affiliates) and the Sackler family concerning alleged misconduct related to opioids. Please read the attached document carefully. The attached document provides additional information concerning the new proposed national opioid settlement involving Purdue and the Sacklers.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Kathleen Ryan, County Auditor to complete and sign the documentation necessary to participate in the new proposed national opioid settlement with Purdue and the Sacklers.		
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> This will be a revenue. Currently Public Health manages the other Opioid Settlement dollars and administers the Opioid program.		

National Opioid Settlement: Purdue Pharma L.P.
Rubris Reference Number: CL-1749011

*TO LOCAL POLITICAL SUBDIVISIONS:
THIS NOTICE CONTAINS IMPORTANT INFORMATION ABOUT A NEW
NATIONAL OPIOID SETTLEMENT.*

PURDUE PHARMA L.P. & SACKLER FAMILY SETTLEMENT OVERVIEW

A proposed nationwide settlement agreement has been reached with Purdue (and certain of its affiliates) and the Sackler family concerning alleged misconduct related to opioids.

The proposed settlement is being implemented in connection with Purdue's bankruptcy proceedings, and consists of, among other things, a settlement of Purdue's claims against the Sacklers and certain other parties (referred to as the "Estate Settlement"), and a settlement of direct claims against the Sacklers held by States, local governments and other creditors (the "Direct Settlement", and together with the Estate Settlement, the "Settlement"). The Settlement contemplates that the Sacklers will be paying an aggregate of \$6.5 billion in 16 payments over 15 years, including \$1.5 billion on the settlement's Effective Date (expected to be in 2026), though some amounts are subject to discounted prepayments. These amounts are in addition to amounts available from the Purdue estate including amounts available on the Effective Date (expected to be around \$900 million) and amounts that may be paid in the future.

The Settlement also contains injunctive relief governing opioid dispensing practices and requires the successor-in-interest of Purdue Pharma L.P. to implement safeguards to prevent diversion of prescription opioids, and also restrict certain Sacklers from directly or indirectly engaging in the manufacturing or sale of opioids, as detailed in the Settlement.

The proposed settlement has two key participation steps now that **all eligible states and territories elected to participate in the Direct Settlement.**

First, eligible subdivisions within each participating state decide whether to participate in the Direct Settlement. The Direct Settlement is documented in the Governmental Entity and Shareholder Direct Settlement Agreement, which is commonly referred to as the "GESA". The more subdivisions that participate, the more funds flow to that state and its subdivisions. Any subdivision that does not participate cannot directly share in any of the Direct Settlement funds, even if the subdivision's state is settling and other participating subdivisions are sharing in settlement funds.

YOU MUST PARTICIPATE IN THE DIRECT SETTLEMENT BY RETURNING YOUR PARTICIPATION FORM IN ORDER TO RECEIVE THE BENEFITS OF THE SETTLEMENT.

Second, concurrently with the solicitation of eligible subdivisions to participate in the Direct Settlement, votes will be solicited for approval of Purdue Pharma L.P.'s bankruptcy plan, which plan will provide distributions in respect of the Estate Settlement. NOT ALL SUBDIVISIONS ELIGIBLE TO PARTICIPATE IN THE SETTLEMENT WILL RECEIVE PACKAGES TO VOTE ON THE PLAN.

Please note that this is NOT a solicitation or a request for subdivisions to submit votes on the Purdue bankruptcy plan. This settlement package only pertains to a decision to participate in the Direct Settlement with the Sacklers.

If you receive a package to vote on the plan you should follow the applicable instructions for voting. PLEASE NOTE THAT VOTING ON THE PLAN IS SEPARATE FROM PARTICIPATION IN THE DIRECT SETTLEMENT. **IT IS NOT NECESSARY TO VOTE ON THE PLAN IN ORDER TO RECEIVE THE BENEFITS OF THE SETTLEMENT.**

WHO IS RUBRIS INC. AND WHAT IS THE IMPLEMENTATION ADMINISTRATOR?

The Direct Settlement provides that an Implementation Administrator will provide notice and manage the collection of participation forms. Rubris Inc. is the Implementation Administrator for the Direct Settlement and was also retained for the prior national opioid settlements.

WHY IS YOUR SUBDIVISION RECEIVING THIS NOTICE?

Your state has elected to participate in the Settlement, and therefore your subdivision may participate in the Direct Settlement. This notice is also being sent directly to counsel for such subdivisions if the Implementation Administrator has their information.

If you are represented by an attorney with respect to opioid claims, please contact them. **Subdivisions can participate in the Settlement whether or not they filed a lawsuit or are represented.**

WHERE CAN YOU FIND MORE INFORMATION?

Detailed information about the Settlement, including each settlement agreement, may be found at: <https://nationalopioidsettlement.com/purdue-sacklers-settlements/>. This website will be updated to include information about how the Settlement is being implemented in most states and how funds will be allocated within your state.

You are encouraged to review the terms of the settlement agreements and discuss the terms and benefits with your counsel, your Attorney General's Office, and other contacts within your state.

Your subdivision will need to decide whether to participate in the proposed Settlement, and subdivisions are encouraged to work through this process before the **September 30, 2025** deadline.

HOW DO YOU PARTICIPATE IN THE SETTLEMENT?

The Settlement requires that you take affirmative steps to "opt in" to the Settlement.

In the next few weeks, you will receive documentation and instructions from the Implementation Administrator. In order to participate in the settlement, a subdivision must sign and return the required documentation.

Please add the following email addresses to your "safe" list so emails do not go to spam / junk folders: dse_na3@docusign.net and opioidsparticipation@rubris.com. Please monitor your email for the Participation Form and instructions.

All required documentation must be signed and returned on or before **September 30, 2025**.

National Opioids Settlements: Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, Zydus
Opioids Implementation Administrator
opioidsparticipation@rubris.com

Aitkin County, MN
Rubris Reference Number: CL-1770134

***TO LOCAL POLITICAL SUBDIVISIONS AND SPECIAL DISTRICTS:
THIS NOTICE CONTAINS IMPORTANT INFORMATION ABOUT NATIONAL OPIOID
SETTLEMENTS.***

SETTLEMENT OVERVIEW

Proposed nationwide settlement agreements (“Settlements”) have been reached that would resolve opioid litigation brought by states, local political subdivisions, and special districts against eight opioids manufacturers, Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus (the “Manufacturers”). Local political subdivisions and special districts are referred to as “subdivisions.”

The Settlements require the settling Manufacturers to pay hundreds of millions of dollars to abate the opioid epidemic. The Settlements will provide a maximum of approximately \$720 million in cash to participating states and subdivisions to remediate and abate the impacts of the opioid crisis. Depending on participation by states and subdivisions, the Settlements require:

- Alvogen to immediately pay up to approximately \$19 million;
- Amneal to pay up to approximately \$74 million over 10 years, and to provide either approximately \$177 million of its generic version of the drug Narcan or up to an additional approximately \$44 million in cash;
- Apotex to immediately pay up to approximately \$65 million;
- Hikma to immediately pay up to approximately \$98 million, and to provide either approximately \$35 million of its naloxone product or up to an additional approximately \$7 million in cash;
- Indivior to pay up to approximately \$75 million over five years, a portion of which, at the election of the state, could be paid in the form of Indivior’s branded buprenorphine and/or nalmefene products with a value of up to \$140 million.;
- Mylan to pay up to approximately \$290 million over nine years;
- Sun to immediately pay up to approximately \$32 million; and
- Zydus to immediately pay up to approximately \$15 million.

The Settlements also contain injunctive relief governing opioid marketing, sale, distribution, and/or distribution practices and require the Manufacturers to implement safeguards to prevent diversion of prescription opioids.

Each of the proposed settlements has two key participation steps.

First, each eligible state decides whether to participate in each Settlement. A list of participating states for each settlement can be found at <https://nationalopioidsettlement.com/>.

Second, eligible subdivisions within each participating state decide whether to participate in each Settlement. The more subdivisions that participate, the more funds flow to that state and its subdivisions. Any subdivision that does not participate cannot directly share in any of the settlement funds, even if the subdivision’s state is settling and other participating subdivisions are sharing in settlement funds. If the state does not participate in a particular Settlement, the subdivisions in that state are not eligible to participate in that Settlement.

WHO IS RUBRIS INC. AND WHAT IS THE IMPLEMENTATION ADMINISTRATOR?

The Settlements provide that an Implementation Administrator will provide notice and manage the collection of participation forms. Rubris Inc. is the Implementation Administrator for these new Settlements and was also retained for the prior national opioid settlements.

WHY IS YOUR SUBDIVISION RECEIVING THIS NOTICE?

Your state has elected to participate in one or more of the Settlements, and your subdivision may participate in those Settlements in which your state has elected to participate. This notice is also sent directly to counsel for such subdivisions if the Implementation Administrator has their information.

If you are represented by an attorney with respect to opioid claims, please contact them.

Subdivisions can participate in the Settlements whether or not they filed a lawsuit or are represented.

WHERE CAN YOU FIND MORE INFORMATION?

Detailed information about the Settlements, including each settlement agreement, may be found at: <https://nationalopioidsettlement.com>. This website also includes information about how the Settlements are being implemented in most states and how funds will be allocated within your state.

You are encouraged to review the settlement agreement terms and discuss the terms and benefits with your counsel, your Attorney General's Office, and other contacts within your state. Information and documents regarding the Settlements and your state allocation can be found on the settlement website at <https://nationalopioidsettlement.com/>.

Your subdivision will need to decide whether to participate in the proposed Settlements, and subdivisions are encouraged to work through this process before the **October 8, 2025** deadline.

HOW DO YOU PARTICIPATE IN THE SETTLEMENTS?

The Settlements require that you take affirmative steps to "opt in" to the Settlements.

In the next few weeks, you will receive documentation and instructions from the Implementation Administrator or, in some cases, your Attorney General's Office. In order to participate in a settlement, a subdivision must sign and return the required Participation Form for that settlement.

Please add the following email addresses to your "safe" list so emails do not go to spam / junk folders: dse_na3@docusign.net and opioidsparticipation@rubris.com. Please monitor your email for the Participation Forms and instructions.

All required documentation must be signed and returned on or before **October 8, 2025**.



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: July 22, 2025

Title of Item: 2nd Quarter 2025 Budget Review

<input checked="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 checked="checked" type="checkbox"/> Information Only
Submitted by: Kathleen Ryan		Department: Auditor
Presenter (Name and Title): Kathleen Ryan, Auditor		Estimated Time Needed: 10 Minutes
Summary of Issue: Quarterly review of budget - summary.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: No action needed.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="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="checked" type="checkbox"/> No <i>Please Explain:</i>		

Percent through the year:				50%		2025 Budgeted		2025 Actual		2025 Actual - Budgeted				Comments		
Fund				Revenue		Expenditures		Revenue		Expenditures		Revenue +/-			Expense +/-	
General Fund	Department															
1	Administration/General Gov't	1	Commissioners	\$0	\$332,458	\$0	\$154,876	\$0	(\$177,582)	0%	47%	Twp and City Assessment charges collected in 1st Quarter MCIT Insurance Payment				
1		40	Auditor	(\$327,330)	\$903,549	(\$214,078)	\$413,673	\$113,252	(\$489,876)	65%	46%					
1		41	Internal Audit	\$0	\$82,000	\$0	\$17,115	\$0	(\$64,885)	0%	21%					
1		42	Treasurer	(\$30,100)	\$353,107	(\$22,428)	\$165,349	\$7,672	(\$187,758)	75%	47%					
1		43	Assessor	(\$181,375)	\$968,128	(\$172,278)	\$477,208	\$9,097	(\$490,920)	95%	49%					
1		44	Central Services	(\$15,330,067)	\$240,434	(\$6,798,984)	\$150,954	\$8,531,083	(\$89,480)	44%	63%					
1		45	Motor Pool	(\$48,000)	\$41,583	\$0	\$9,921	\$48,000	(\$31,662)	0%	24%					
1		49	Information Technologies	(\$1,500)	\$944,785	(\$177)	\$481,479	\$1,323	(\$463,306)	12%	51%					
1		52	Administration	\$0	\$289,086	(\$15)	\$117,029	(\$15)	(\$172,057)	0%	40%					
1		53	Human Resources	\$0	\$428,495	(\$922)	\$197,504	(\$922)	(\$230,991)	0%	46%					
1		60	Elections	(\$6,000)	\$90,780	(\$1,013)	\$3,561	\$4,987	(\$87,219)	0%	4%					
1		100	Recorder	(\$180,000)	\$462,948	(\$98,338)	\$171,554	\$81,662	(\$291,394)	55%	37%					
1		110	Courthouse Maint	\$0	\$632,541	\$0	\$298,199	\$0	(\$334,342)	0%	47%					
1		111	Buildings	\$0	\$840,202	\$0	\$10,737	\$0	(\$829,465)	0%	1%					
1		120	VSO	(\$13,000)	\$195,728	(\$4,218)	\$97,257	\$8,762	(\$98,471)	32%	50%					
1		121	HRA	\$0	\$2,000	\$0	\$1,260	\$0	(\$740)	0%	63%					
			Administration/General Gov't Subtotal	(\$16,117,372)	\$6,807,824	(\$7,312,451)	\$2,767,676	\$8,804,921	(\$4,040,148)	45%	41%					
1	Public Safety	12	Court Administration	(\$6,000)	\$55,700	(\$2,612)	\$71,524	\$3,388	\$15,824	44%	128%	Legal Services (8/2024 thru 2/2025)-1 Atty Large Invoice				
1		90	Attorney	(\$71,807)	\$1,382,419	(\$33,151)	\$640,419	\$38,656	(\$742,000)	46%	46%					
1		123	Coroner	\$0	\$75,000	\$0	\$33,903	\$0	(\$41,097)	0%	45%					
1		200	Enforcement	(\$778,100)	\$3,393,527	(\$195,661)	\$1,862,971	\$582,439	(\$1,530,556)	25%	55%	Payroll Expenses				
1		201	Sheriff Contingency	(\$3,500)	\$0	(\$857)	\$0	\$2,643	\$0	24%	0%					
1		202	Boat and Water	(\$82,445)	\$231,101	(\$80)	\$76,547	\$82,385	(\$154,554)	0%	33%					
1		203	Snowmobile	(\$6,100)	\$87,125	(\$50)	\$39,018	\$6,050	(\$48,107)	1%	45%	Dare T-shirts				
1		204	ATV	(\$11,134)	\$49,687	\$0	\$10,102	\$11,134	(\$39,585)	0%	20%					
1		206	Forfeitures	\$0	\$2,000	(\$273)	\$600	(\$273)	(\$1,400)	0%	30%					
1		252	Corrections	(\$209,500)	\$3,766,729	(\$31,311)	\$1,658,145	\$178,189	(\$2,108,584)	15%	44%	Work Comp, Juvenile Detention Cost				
1		253	Sentence to Serve	(\$38,000)	\$164,930	(\$20,601)	\$88,175	\$17,399	(\$76,755)	54%	53%					
1		254	Enhanced 911	(\$140,000)	\$115,000	(\$44,645)	\$38,431	\$95,565	(\$76,569)	32%	33%					
1		255	Crime Victim	(\$71,000)	\$96,117	(\$39,135)	\$44,555	\$31,865	(\$51,562)	55%	46%					
1		257	Atkin Co. Community Corrections	(\$986,434)	\$1,217,752	(\$437,750)	\$691,678	\$548,684	(\$526,074)	44%	57%					
1		280	Emergency Management	(\$19,276)	\$67,807	(\$19,702)	\$28,493	(\$426)	(\$39,314)	102%	42%					
			Public Safety Subtotal	(\$2,423,296)	\$10,704,894	(\$825,808)	\$5,284,561	\$1,597,488	(\$5,420,333)	34%	49%					
1	Culture and Recreation	500	Library & Historical Society	\$0	\$375,316	\$0	\$230,710	\$0	(\$144,606)	0%	61%	1st Half Appropriation Paid				
1		601	Extension	\$0	\$109,842	(\$200)	\$25,968	(\$200)	(\$83,874)	0%	24%					
			Culture and Recreation Subtotal	\$0	\$485,158	(\$200)	\$256,678	(\$200)	(\$228,480)		53%					
1	Conservation of Natural Resources	122	Planning and Zoning	(\$399,316)	\$685,278	(\$21,782)	\$324,751	\$377,534	(\$360,527)	5%	47%	Yearly Appropriations Paid, MCIT Insurance Payment				
1		390	Environmental Health	\$0	\$0	\$0	\$0	\$0	\$0	0%	0%					
1		391	Solid Waste	(\$479,847)	\$479,847	(\$265,748)	\$212,055	\$214,099	(\$267,792)	55%	44%					
1		392	Water Walls	(\$10,000)	\$7,000	(\$4,345)	\$227	\$5,655	(\$6,773)	43%	3%					
1		600	Ag Soc, Soil & Water, Ag	\$0	\$117,310	\$0	\$117,863	\$0	\$553	0%	100%					
			Conservation of Natural Resources Subtotal	(\$889,163)	\$1,289,435	(\$291,875)	\$654,896	\$597,288	(\$634,539)	33%	51%					
1	Economic Development	700	Promotion, Tran, Airport,	\$0	\$88,000	\$0	\$82,973	\$0	(\$5,027)	0%	94%	Airport Appropriations				
1		711	Economic Development	\$0	\$133,590	\$0	\$64,834	\$0	(\$68,756)	0%	49%					
			Economic Development Subtotal	\$0	\$221,590	\$0	\$147,807	\$0	(\$73,783)		67%					
			General Fund	(\$19,429,831)	\$19,508,901	(\$8,430,334)	\$9,111,818	\$10,999,497	(\$10,397,283)	43%	47%					
3	Road and Bridge	0	Undesignated	(\$6,517,340)	\$0	(\$3,121,633)	\$0	\$3,395,707	\$0	48%	0%					
3		301	Administration/HR	\$0	\$699,402	\$0	\$372,064	\$0	(\$327,348)	0%	53%					
3		302	Engineering/Construction	\$0	\$709,388	\$0	\$347,637	\$0	(\$361,751)	0%	49%					
3		303	Highway Maintenance	\$0	\$5,108,550	\$0	\$2,909,298	\$0	(\$2,199,252)	0%	57%					
3		307	Capital Infrastructure	(\$5,956,960)	\$5,956,960	(\$4,466,225)	\$461,622	\$1,490,735	(\$5,495,338)	75%	8%					
3		308	Equipment and Facilities	(\$584,700)	\$584,700	(\$584,700)	\$338,253	\$0	(\$246,447)	100%	58%					
3		310	232 Turnback	\$0	\$0	\$0	\$0	\$0	\$0							
			Road and Bridge Fund	(\$13,059,000)	\$13,059,000	(\$8,172,558)	\$4,428,864	\$4,886,442	(\$8,630,136)	63%	34%					
5	Health and Human Services	0	Payroll Contingency	(\$58,796)	\$0	\$0	\$0	\$58,796	\$0	0%	0%					
5		400	Public Health	(\$1,088,255)	\$1,094,129	(\$528,092)	\$597,843	\$560,163	(\$496,286)	49%	55%					
5		420	Income Maintenance	(\$2,486,340)	\$2,348,986	(\$1,605,847)	\$1,307,056	\$880,493	(\$1,041,930)	65%	56%					
5		430	Social Services	(\$4,685,890)	\$4,876,166	(\$2,393,807)	\$2,639,554	\$2,292,083	(\$2,236,612)	51%	54%					
			Health and Human Services Fund	(\$8,319,281)	\$8,319,281	(\$4,527,746)	\$4,544,453	\$3,791,535	(\$3,774,828)	54%	55%					
10	Trust	921	County Development	(\$411,607)	\$411,607	\$0	\$8,407	\$411,607	(\$403,200)	0%	2%					
10		923	Forfeited Tax Sales	(\$1,419,061)	\$1,419,061	(\$627,178)	\$645,949	\$791,883	(\$773,112)	44%	46%					
			Trust Fund	(\$1,830,668)	\$1,830,668	(\$627,178)	\$654,356	\$1,203,490	(\$1,176,312)	34%	36%					
11	Forest Development	925	Resource Management	(\$460,100)	\$612,337	(\$823,091)	\$198,042	(\$362,991)	(\$414,295)	179%	32%					
11		939	County Surveyor	(\$439,965)	\$439,965	\$0	\$200,440	\$439,965	(\$239,525)	0%	46%					
			Forest Development Fund	(\$460,100)	\$612,337	(\$823,091)	\$198,042	(\$362,991)	(\$414,295)	179%	32%					
19	Long Lake Conservation Center	0	Undesignated	(\$32,500)	\$0	(\$8,613)	\$0	\$23,887	\$0	27%	0%					
19		521	LLCC Administration	(\$141,000)	\$215,433	(\$36,071)	\$138,372	\$104,929	(\$77,061)	26%	64%					
19		522	LLCC Education	(\$726,000)	\$387,062	(\$193,182)	\$184,255	\$532,818	(\$202,807)	27%	48%					
19		523	LLCC Food	(\$4,000)	\$177,605	(\$2,738)	\$89,453	\$1,262	(\$88,152)	68%	50%					
19		524	LLCC Maintenance	\$0	\$134,116	(\$29,571)	\$75,529	(\$29,571)	(\$58,587)	0%	56%	Repair Fire System				
19		525	LLCC Capital Improvement	(\$15,000)	\$0	(\$2,400)	\$640	\$12,600	\$640	16%	0%					
			LLCC Fund	(\$918,500)	\$914,216	(\$272,575)	\$488,249	\$645,925	(\$425,967)	30%	53%					
21	Parks	520		(\$779,925)	\$768,927	(\$482,085)	\$364,404	\$297,840	(\$404,523)	62%	47%					



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: July 22, 2025

Title of Item: Aitkin County Health & Human Services Office Space Lease Agreement



REGULAR AGENDA



CONSENT AGENDA

Action Requested:



Approve/Deny Motion



Adopt Resolution (attach draft)



Hold Public Hearing **provide copy of hearing notice that was published*



Direction Requested



Discussion Item



Information Only

Submitted by:

April Kellerman

Department:

Admin.

Presenter (Name and Title):

Jim Bright, Facilities Coordinator and Sarah Pratt, HHS Director

Estimated Time Needed:

10 min.

Summary of Issue:

Aitkin County Health and Human Services has a lease agreement to accommodate the relocation of Health and Human Services' employees with Pamela K. G. Heinecke.

Attached is the Office Space Lease Agreement and Resolution that authorizes the County Board Chair and County Auditor to sign the agreement.

County Attorney has reviewed the Agreement.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Adopt resolution authorizing Board Chair and County Auditor to sign the Aitkin County Health & Human Services Office Space Lease Agreement with Pamela K. G. Heinecke.

Financial Impact:

Is there a cost associated with this request?



Yes



No

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

Is this budgeted?



Yes



No

Please Explain:

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

ADOPTED July 22, 2025

By Commissioner: xxx

20230722-xxx

Aitkin County Health and Human Services Office Space Lease Agreement with Pamela K. G. Heinecke

WHEREAS, Aitkin County Health and Human Services has a lease agreement to accommodate the relocation of Health and Human Services' employees with Pamela K. G. Heinecke at 38 Minnesota Avenue South, Aitkin, MN 56431.

WHEREAS, Aitkin County Health and Human Services will occupy the building and parking lot.

THEREFORE, BE IT RESOLVED, that Aitkin County enter into Office Space Lease with Pamela K. G. Heinecke for a term beginning at 12:00 a.m. on August 1, 2025, and ending at 11:59 p.m. on July 31, 2026.

BE IT FURTHER RESOLVED, Aitkin County Board authorizes the Board Chair and County Auditor to sign the Office Space Lease Agreement.

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, John Welle, County Engineer, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 22nd day of July 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 22nd day of July 2025

John Welle
County Engineer

LEASE AGREEMENT

THIS LEASE AGREEMENT, made and entered into as of the _____ day of July, 2025, by and between Pamela K. G. Heinecke, hereinafter referred to as "Lessor", and the County of Aitkin, a governmental entity of the State of Minnesota, hereinafter referred to as "Lessee".

RECITALS

The parties recite and declare:

1. Lessor is the sole owner of the Premises described below, and desires to lease the Premises to Lessee for governmental administrative purposes.
2. Lessee desires to lease the Premises for governmental administrative purposes under the terms and provisions as hereinafter set forth.
3. The parties desire to enter into a Lease Agreement defining their rights, duties and liabilities relating to the Premises.

In consideration of the mutual covenants contained in the Lease Agreement, the parties agree as follows:

SECTION ONE SUBJECT AND PURPOSE

Lessor hereby leases the land and the building situated thereon located at 38 Minnesota Avenue South, Aitkin, Aitkin County, Minnesota, (the "Premises"), having Aitkin County Tax Parcel ID No. 56-1-041600, and legally described as follows, to-wit:

All of Lot 6 and all of Lot 5, except the North 60 feet thereof, of the Amended Plat of Part of T. R. Foley's Addition to the Village of Aitkin,

to Lessee for use of governmental administrative purposes.

SECTION TWO TERM

The term of this Lease shall be for a period of twelve (12) months from and after 12:00 A.M., August 1, 2025 to 11:59 P.M., July 31, 2026.

SECTION THREE RENT

Lessee shall pay to Lessor as annual base rent the sum of **Thirty Thousand and no/100ths Dollars (\$30,000.00)**, payable in equal monthly installments of **Two Thousand Five Hundred and no/100ths Dollars (\$2,500.00)**, due in advance on the first day of each month, commencing August 1, 2025. All rental payments shall be made directly to Lessor at 120 3rd Street Southwest, Aitkin, Minnesota 56431, or to such other address as Lessor may from time to time provide in writing to Lessee. Lessee shall pay the rent as specified in this Section and the additional amounts as set forth below.

SECTION FOUR ADDITIONAL RENT

All charges, costs and expenses that Lessee assumes or agrees to pay hereunder, including, but not expressly limited to, all utilities, trash removal, snow removal and lawn mowing, shall be deemed to be additional rent. In the event of nonpayment, Lessor shall have all the rights and remedies as herein provided for failure to pay rent.

SECTION FIVE UTILITIES

Lessee shall be responsible to reimburse Lessor for all charges billed to Lessor for water, electricity, gas, fuel, sewer, garbage or trash disposal, telephone, snow removal, lawn mowing and any other utility services furnished to the leased Premises. The parties agree that the following methodology will be used in the payment of these utilities:

1. Lessor shall, upon receipt of statements for the various utilities, pay the same as they become due.
2. Following Lessor's payments for the various utility services, Lessor will provide Lessee with copies of the appropriate utility statements, together with evidence that the

statements have been paid in full. Thereupon, within ten (10) calendar days from the day on which Lessor provides Lessee with evidence of such payment, Lessee shall reimburse Lessor the full amount of such utility statement by forwarding payment directly to Lessor at 120 3rd Street Southwest, Aitkin, Minnesota 56431, or to such other address as Lessor may from time to time provide in writing to Lessee.

SECTION SIX REAL ESTATE TAXES, SPECIAL ASSESSMENTS AND USE TAXES

During the entire term of this Lease Agreement, Lessor agrees and covenants to pay as they become due, all real estate taxes, installments of special assessments, and any other taxes or public governmental charges levied, assessed or becoming due and payable against or applicable to the leased Premises or any part thereof to the extent that the same become due and payable during the term of this Lease or any extension thereof.

SECTION SEVEN INSURANCE

Lessee represents that Lessee participates in and has insurance coverage through a Joint Powers Entity Agreement under the Minnesota Counties Intergovernmental Trust. In recognition thereof, during the term of this Lease Agreement, Lessee shall obtain and maintain at its expense the following types and amounts of liability coverage as detailed in the Certificate of Coverage attached hereto and made a part hereof by reference as Exhibit A.

SECTION EIGHT REPAIRS

Lessee shall, at all times during the term of this Lease and at its sole cost and expense, repair, replace and maintain in a good, safe and substantial condition (including reasonable periodic painting and decorating, and including replacement as required), the building and every part thereof, including, but not expressly limited to, the exterior and interior portions of

all doors, glass and glass windows; all mechanical, plumbing, heating, air conditioning, and ventilating and electrical equipment and systems which, affixed to (roof mounted or otherwise), or otherwise exclusively serve the leased Premises; interior walls, partitions, floors and ceilings; and all fixtures, appliances and equipment furnished by Lessor, if any, and at the time of expiration of this Lease or any renewal thereof, will turn the same back to Lessor in as good a condition as the same are at the inception of this Lease, reasonable wear and tear excepted. Lessee shall keep the building upon the leased Premises and the ground around the same clean at all times and shall keep the sidewalks and parking areas upon the leased Premises free from ice and snow.

SECTION NINE ALTERATIONS

Notwithstanding the repair and maintenance obligations as set forth in Section Eight above, Lessee shall not make any structural alterations in any portion of the leased Premises, nor any alterations in the storefront or exterior of the leased Premises without, in each instance, first obtaining the written consent of the Lessor. Lessee shall be permitted to (i) repaint the interior of the leased Premises, replace any carpeting in the leased Premises, all without regard to cost or (ii) make other interior non-structural alterations and improvements costing less than \$2,500 in the aggregate without Lessor's prior written consent provided, however, that in any event, Lessee shall give Lessor prior written notice of and plans relating to such alterations or improvements. All such alterations or improvements shall be undertaken by Lessee at Lessee's expense and risk, shall be in a safe and workmanlike manner, and shall not cause or allow any mechanics or labor and materials liens for the work to be levied on the leased Premises. Any alterations or improvements made to the Premises with the written consent of Lessor shall be paid by Lessee and shall become the property of Lessor. In connection with any improvements, repairs, maintenance or alterations, Lessee

shall provide lien waivers, evidence of appropriate insurance and sworn construction statements if such items are reasonably requested by Lessor.

SECTION TEN UNLAWFUL OR DANGEROUS ACTIVITY AND COMPLIANCE WITH LAWS

Lessee shall neither use nor occupy the leased Premises or any part thereof for any unlawful, disreputable or ultra hazardous purpose and Lessee shall comply with all the requirements of all laws, orders and regulations of the federal, state, county or other authorities with respect to the leased Premises and shall not commit or cause to be committed thereon any nuisance.

SECTION ELEVEN MAINTENANCE OF FIRE EXTINGUISHERS

Lessee shall be solely responsible to maintain the fire extinguishers on the leased Premises in a safe and usable condition and in so doing Lessee shall abide by all applicable rules and regulations of any governmental agency whose responsibility it is to ensure that such extinguishers on the Premises are in proper operating condition.

SECTION TWELVE INDEMNITY

Lessee shall indemnify and by this Agreement it hereby agrees to indemnify Lessee against any and all expenses, liabilities and claims of every kind or nature, including reasonable attorney's fees, by or on behalf of any person or entity arising out of either (i) a failure by Lessee to perform any of the terms or conditions of this Lease Agreement; (ii) any injury or damage to persons or property happening on or about the leased Premises; (iii) failure to comply with any law of any governmental authority; (iv) any negligence on the part of Lessee, its agents, contractors, licensees or invitees; (v) any prosecution or defense of any suit or other proceeding in discharging the leased Premises or any part thereof from any liens,

judgments, or encumbrances created upon or against the same or against Lessee's leasehold estate; (vi) any proceedings to obtain possession of the leased Premises after termination of this Lease by forfeiture or otherwise; (vii) any litigation commenced by or against Lessee to which Lessor is made a party without any fault on the part of Lessor; (viii) any mechanic's lien or security interest filed against the leased Premises or equipment, materials or alterations of the buildings or improvements on the leased Premises; and (ix) any failure on the part of Lessee to perform or comply with any covenant or agreement required to be performed or complied with by Lessee hereunder.

SECTION THIRTEEN DESTRUCTION OF PREMISES

1. **Destruction Less than Fifty Percent.** In the event of a partial destruction of the leased Premises during the term of this Lease not exceeding fifty percent from any cause, Lessor shall promptly repair such damage, provided that the repairs can be made within one hundred twenty (120) days under the laws and regulations of applicable governmental authorities. Any partial destruction shall neither annul or void this Lease, except that Lessee shall be entitled to a proportionate reduction of rent while the repairs are being made, any proportionate reduction being based on the extent to which the making of repairs shall interfere with the ability of Lessee to conduct business in the leased Premises. If the repairs cannot be made in the specified time, Lessor may, at her option, make repairs within a reasonable time, and this Lease shall continue in full force and effect and the rent shall be proportionately rebated as set forth in this Section. In the event Lessor elects not to make repairs that cannot be made in the specified time, or those repairs cannot be made under the laws and regulations of the applicable governmental authorities, this Lease may be terminated at the option of either party. In the event of any partial destruction the Lessor is

obligated to repair or may elect to repair hereunder, Lessee hereby waives any requirements to make repairs at the expense of Lessor.

2. **Destruction in Excess of Fifty Percent.** Should the building in which the leased Premises are situated be destroyed in excess of fifty percent of the replacement cost, the Lease shall be terminated.

SECTION FOURTEEN DEFAULT OR BREACH

Each of the following events shall constitute a default or breach of this Lease by the Tenant:

1. If Lessee shall fail to pay Lessor any rent or any other payment when due or shall fail to make the payment within five (5) days after notice thereof by Lessor to Lessee.
2. If Lessee shall fail to perform or comply with any conditions of this Lease and if the nonperformance shall continue for a period of ten (10) days after notice thereof by Lessor to Lessee; provided, however, that if Lessee has commenced action to cure such noncompliance and is proceeding diligently, then Lessee shall not be in default during the time reasonably required to cure the noncompliance; further provided, however, that the aforesaid time reasonably required to cure noncompliance shall not be extended beyond sixty (60) days.
3. If Lessee shall vacate or abandon the leased Premises.
4. If this Lease or the estate of Lessee hereunder shall be transferred to or pass or devolve on any other person or party except in the manner herein permitted.

SECTION FIFTEEN REMEDIES

In the event of any default under this Lease Agreement as set forth in the preceding Section Fourteen, the rights of the Lessor shall be as follows:

1. Lessor shall have the right to cancel and terminate this Lease, as well as all of the right, title and interest of Lessee under this Lease, by giving to Lessee not less than thirty (30) days notice of the cancellation and termination. On the expiration of the time fixed in the notice, this Lease

and the right, title and interest of Lessee under this Lease shall terminate in the same manner and with the same force and effect, except as to Lessee's liability, as if the date fixed in the notice of cancellation and termination were the end of the term originally set forth in this Lease.

2. Lessor may elect, but shall not be obligated, to make any payment required of Lessee in this Lease or comply with any agreement, term or condition required by this Lease to be performed by Lessee. Lessor shall have the right to enter the leased Premises for the purpose of correcting or remedying any such default and to remain until the default has been corrected or remedied, but any expenditure for the correction by Lessor shall not be deemed to waive or release the default of Lessee the right of Lessor to take any action as may be otherwise permissible under this Lease in the case of any default.

3. Lessor may re-enter the premises immediately without working a termination of this Lease and remove the property and personal items of Lessee and store the property in a public warehouse or in a place selected by Lessor at the expenses of Lessee. After re-entry Lessor may terminate the Lease by giving thirty (30) days written notice of termination to Lessee. After re-entry, Lessor may further relet the premises or any part thereof for any term, without terminating the Lease, at the rent and on the terms as Lessor may choose, which may be for a term extending beyond the term of this Lease. Lessor may make alterations and repairs to the leased Premises. The duties and liabilities of the parties if the Premises are relet as provided in this Section shall be as follows:

a. In addition to Tenant's liability to Landlord for breach of this Lease, Tenant shall be responsible for all expenses of the reletting, for the alterations and repairs made and for the difference between the rent received by Landlord under the new lease agreement and the rent installments that are due for the same period under this Lease.

b. Landlord shall have the right, but shall not be required, to apply the rent received from reletting the Premises to (i) reduce the indebtedness of the Lessee to Lessor under this Lease, not including indebtedness for rent; (ii) expenses of the reletting and alterations and repairs made; (iii) rent due under this Lease; or (iv) to payment of future rent under this Lease as it becomes due.

c. If the new Lessee does not pay a rent installment promptly to Lessor, and the rent installment has been credited in advance of payment to the indebtedness of Lessee other than rent, or if rentals from the new Lessee have been otherwise applied by Landlord as provided for in this Section and during any rent installment period are less than the rent payable for the corresponding installment period

under this Lease, Lessee shall pay Lessor the deficiency, separately for each rent installment deficiency period, and before the end of that period. Lessor may at any time after a reletting terminate this Lease for the breach on which Lessor had based the reentry and subsequently relet the leased Premises.

4. In case suit shall be brought for recovery of possession of the Premises, for the recovery of rent or other amount due under the provisions of this Lease, or because of the breach of any other covenant herein contained on the part of the Lessee to be kept or performed, and a breach shall be established, Lessee shall pay to Lessor all expenses incurred therefor, including reasonable attorney's fees.

SECTION SIXTEEN EASEMENTS, AGREEMENTS OR ENCUMBRANCES

The parties shall be bound by all existing easement agreements and encumbrances of record relating to the leased Premises, and the Lessor shall not be liable to Lessee for any damages resulting from any action taken by a holder of an interest pursuant to the rights of that holder.

SECTION SEVENTEEN LIABILITY OF LESSOR

Lessee shall be in exclusive control and possession of the leased Premises, and Lessor shall not be liable for any injury or damages to any property or to any person on or about the leased Premises or for any injury or damage to any property of Lessee. The provisions of this Lease permitting Lessor to enter and inspect the leased Premises are made to ensure that Lessee is in compliance with the terms and conditions of this Lease and to ensure that Lessee makes repairs which Lessee might have failed to make. Lessor shall not be liable to Lessee for any entry on the leased Premises for inspection purposes.

SECTION EIGHTEEN REPRESENTATIONS BY LESSOR

At the commencement of the term of this Lease, Lessee shall accept the buildings and improvements and any equipment in their existing condition and state of repair, and Lessee agrees that no representations, statements or warranties, express or implied, have been made by or on behalf of Lessor in respect thereto, except as contained in the provisions of this Lease. Lessor shall in no event be liable for any latent defects. Lessee accepts the buildings and improvements in an **"AS IS"** condition.

SECTION NINETEEN ASSIGNMENT AND SUBLETTING

Lessee shall not have the right to assign, transfer, convey or sublease its interest hereunder without the express prior written consent of Lessor, which consent shall not be unreasonably withheld.

SECTION TWENTY CONDEMNATION AND EMINENT DOMAIN

If the entire leased Premises shall be taken by any competent authority for any public or quasi-public use or purpose during the term of this Lease or any extension thereof as the result of the exercise of the power of eminent domain or shall during the term of this Lease or any extension thereof be sold to a public or governmental body or unit in lieu of or under the threat of condemnation or a taking by eminent domain proceedings, then in either of such events, this Lease and the term demised shall thereupon terminate. In the event that only a part of the leased Premises shall be so taken or condemned, Lessee may, at its option, terminate this Lease or may continue this Lease with the rent reduced in proportion to the decreased use suffered by Lessee as the parties may mutually agree. Each of the parties reserves its own rights in any condemnation award.

**SECTION TWENTY-ONE
LIEN ON LESSEE'S PROPERTY**

Lessor shall have a lien for the payment of the rent aforesaid upon all the goods, wares, chattels, fixtures, furniture and other personal property of Lessee that may be in or upon the leased Premises. Lessee hereby specifically waives any and all exemptions allowed by law and such lien may be enforced on the nonpayment of any installment of rent by the taking and selling of such property in the same manner as in the case of secured goods on default thereunder. Said sale shall be made upon twenty-one (21) days' notice served on Lessee by posting on the leased Premises, or in any other lawful manner at the option of Lessor.

**SECTION TWENTY-TWO
SURRENDER OF POSSESSION**

Lessee covenants, at the expiration or other termination of this Lease, to remove all goods and effects from the leased Premises not the property of Lessor, and to yield up to Lessor the leased Premises and all keys, locks and other fixtures connected therewith in good repair, order and condition and in all respects, reasonable wear and tear thereof and damage by fire, or other casualty, not caused by Lessee's acts or neglect, only excepted.

**SECTION TWENTY-THREE
SUBORDINATION CLAUSE**

This Lease shall be subject and subordinate at all times to the lien of any mortgage or deed or trust encumbrance or encumbrances, which may now or which may at any time hereafter be made to lien upon the building of which the Premises are a part or upon Lessor's interest therein. Lessee shall execute and deliver such further instrument or instruments subordinating this Lease to the lien of any such mortgage or deed trust encumbrance and

encumbrances as shall be desired by any mortgagee or party secured or proposed to be secured, and Lessee hereby irrevocably appoints Lessor as its attorney-in-fact to execute and deliver any such instrument or instruments for Lessee.

SECTION TWENTY-FOUR LESSEE HOLDING OVER

If Lessee shall not immediately surrender possession of the leased Premises at the termination of this Lease, Lessee shall become a Lessee from month to month, provided the rent shall be paid to and accepted by Lessor, in advance at the rate of rental payable hereunder just prior to the termination of this Lease; but unless and until Lessor shall accept such rental from Lessee, Lessor shall continue to be entitled to retake or recover possession of the leased Premises as hereinbefore provided in case of default on the part of Lessee, and Lessee shall be liable to Lessor for any loss or damage which Lessor might sustain by reason of Lessee's failure to surrender possession of the leased Premises immediately upon expiration of the term hereof. Lessee hereby agrees that all of the obligations of Lessee and the rights of Lessor applicable during the term of this Lease shall be equally applicable during such period of subsequent occupancy, whether or not a month to month tenancy shall have been created as aforesaid.

SECTION TWENTY-FIVE MISCELLANEOUS

1. **Hazardous Substances.** Lessee shall not use the leased Premises for the production of any toxic or hazardous material, nor shall Lessee use the leased Premises for sale or storage of any toxic or hazardous material. Lessee shall further not use any hazardous material in or on the leased Premises and shall not dispose of any hazardous material in or on

the leased Premises. Lessee agrees to indemnify and hold Lessor and its agents harmless from and against any claims, judgments, damages, fines, penalties, costs, liabilities, or loss, including attorneys' fees, consultants' fees and expert fees which arise during or after the Lease term or any extension or renewal thereof in connection with the presence of toxic or hazardous material in the soil, ground water or soil vapor on or under the leased premises resulting from any violation by Lessee, its officers, employees, agents, contractors or licensees of any of the covenants set forth above.

2. **Binding Effect.** All covenants, conditions and agreements herein contained shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors and assigns.

3. **Waivers.** The failure of Lessor to insist on strict performance of any of the terms and conditions of this Lease on a specific instance shall be deemed a waiver of the rights or remedies that Lessor may have regarding that specific instance only, and shall not be deemed a waiver of any subsequent breach or default in any terms and conditions.

4. **Consents.** Wherever in this Lease the consent of either the Lessor or Lessee is required for any action of the other to be taken, such consent shall not be unreasonably withheld.

5. **Governing Law.** This Lease and all of its terms and provisions shall be deemed made in and governed and construed according to the laws of the State of Minnesota. All proceedings with respect to this Lease, whether by arbitration or otherwise, shall be conducted and venued in the City of Aitkin, Aitkin County, Minnesota.

6. **Warranties of Title and Quiet Possession.** Lessor covenants that she is seized of the leased Premises in fee simple and has full right to make and enter into this Lease and that Lessee shall have quiet and peaceable possession of the leased Premises during the term of this Lease.

7. **Default by Lessor.** Lessor shall not be deemed to be in default under this Lease Agreement until Lessee has given Lessor written notice specifying the nature of the default, and the Lessor does not cure such default within thirty (30) days after receipt of such notice or within such reasonable time thereafter as may be necessary to cure such default where such default is of such character as to reasonably require more than thirty (30) days to cure.

8. **Covenants Against Liens.** Lessee shall, during the term of this Lease Agreement, promptly remove or release, by the posting of a bond or otherwise as required or permitted by law, any lien attached to or upon the leased Premises or any portion thereof by reason of any act or omission on the part of Lessee, and shall save and hold Lessor harmless from or against any such lien or claim of lien. In the event any such lien attaches sixty (60) days after notice thereof, Lessor, in her sole discretion, may pay and discharge such lien and relieve the leased Premises from such lien, but nothing herein contained shall be construed as requiring Lessor to do so, and Lessee shall pay and reimburse Lessor upon demand for or on account of any expense which is incurred by Lessor in discharging such lien or claim, which sum shall include interest at the rate of eighteen percent (18%) per annum from the date such lien is paid by Lessor until the date Lessor is reimbursed by Lessee; provided, however, that if Lessee has reasonable cause to contest the validity or correctness of any such lien, it may do so and in such event no breach of this Lease shall result, provided that any such contest shall not put the leased Premises in jeopardy.

9. **Lessor's Right of Entry.** Upon 24 hours advance notice by Lessor to Lessee, Lessee shall permit Lessor and the authorized representatives of Lessor to enter upon the leased Premises at all reasonable times during ordinary business hours for the purpose of inspecting the same and making any necessary repairs to comply with any laws, ordinances, rules, regulations or requirements of any public body, or the Board of Fire Underwriters, or

any similar body. The parties agree that at such times as Lessor shall enter upon the leased Premises pursuant to the aforesaid notice, Lessor shall be accompanied at all times by an authorized representative of Lessee. Nothing herein contained shall imply any duty on the part of Lessor to do any such work which, under any provision of this Lease, Lessee may be required to perform, and the performance thereof by Lessor shall not constitute a waiver of Lessee's default in failing to perform the same. Lessor may, during the progress of any work, keep and store upon the leased premises all necessary materials, tools and equipment. Lessor shall not in any event be liable to Lessee for inconvenience, annoyance, disturbance, loss of business or other damage by reason of making repairs or the performance of any work in or about the leased Premises or on account of bringing materials, supplies and equipment into, upon or through the leased Premises during the course thereof, and the obligations of Lessee under this Lease shall not be affected thereby.

10. **Keys.** Lessee may, in its sole discretion, change the locks, or, in the alternative, re-key the locks in the leased Premises. If Lessee should change the locks or re-key the same, Lessee shall place the original locks and keys in safekeeping and shall restore them to their original locations at such time as this Lease shall terminate. Lessee shall be liable to Lessor for any damages done to the Premises as a result of any change in locks or re-keying of the same.

11. **Move-in and Move-out Inspections.**

a. Move-in Inspection. Prior to the time at which Lessee moves in to the leased Premises and takes possession thereof, the parties shall conduct a mutual move-in inspection. The purpose of such inspection shall be to identify any existing repair issues and areas of damage to flooring, windows, doors, ceiling, walls, baseboards, outlets and switches, light fixtures, handrails, heating and plumbing, air conditioning and electrical systems, etc. Any and all discrepancies shall be noted in writing and each party shall retain a copy thereof.

b. Move-out Inspection. Within 48 hours of the expiration of the Term of this Lease, the parties shall conduct a mutual move-out inspection of the leased Premises. The purpose of such inspection shall be to identify any repair issues and areas of damage to flooring, windows, doors, ceiling, walls, baseboards, outlets and switches, light fixtures, handrails, heating and plumbing, air conditioning and electrical systems, etc., which did not exist during the move-in inspection. Any and all discrepancies which are found to exist in the move-out inspection, but which did not exist in the move-in inspection, shall be noted in writing and each party shall retain a copy thereof.

c. Responsibility for Damages. Lessee shall be responsible to repair those items identified in the move-out inspection, either by undertaking the repairs of the same or by reimbursing Lessor the reasonable repair costs thereof. Within this context the parties agree and understand that reasonable wear and tear of the leased Premises is to be expected and Lessee shall not be responsible for minor and unavoidable effects of occupying the Premises including, but not expressly limited to, minor scuffs on the walls and baseboards, small nail holes from hanging pictures, fading paint and frayed carpet edges.

12. **Display of "For Sale" Signs.** Lessee shall permit Lessor the right to enter upon the leased Premises at any reasonable time and to exhibit the same for the purpose of sale. During the final sixty (60) days of the Lease term, Lessor shall be entitled to display signs on the leased Premises in such manner as to not unreasonably interfere with Lessee's occupancy thereof, indicating that the leased Premises are for rent or for sale and suitably identifying the Lessor as the fee owner of the leased Premises.

13. **Notices.** Every notice, approval, consent or other communication authorized or required by this Lease Agreement shall be effective if given in writing and deposited in the United States Mail, registered and with postage prepaid and addressed to the Lessor or Lessee at the following addresses or at such other addresses as either party may

from time to time designate by written notice. Any notice shall be deemed given when deposited in the mail:

To Lessor: **Pamela K. G. Heinecke
120 3rd Street Southwest
Aitkin, MN 56431**

To Lessee: **County of Aitkin**

14. **Modification.** No purported amendment, modification or waiver of any provision hereof shall be binding unless set forth in a written document signed by all parties (in the case of amendments or modifications) or by the party to be charged thereby (in the case of waivers). Any waiver shall be limited to the circumstance or event specifically reference in the written waiver document and shall not be deemed a waiver of any other term hereof or of the same circumstance or event upon any recurrence thereof.

15. **Severability.** If any provision of this Lease is held to be illegal, invalid or unenforceable under present or future laws, such provision shall be fully severable and this Lease shall be construed and enforced as if such illegal, invalid or unenforceable provision had never constituted a part hereof, and the remaining provisions shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance therefrom. Furthermore, in lieu of such illegal, invalid or unenforceable provision there shall automatically be added as part of this Lease a legal, valid and enforceable provision as similar in terms to the illegal, invalid or unenforceable provision as may be possible.

16. **Entire Agreement.** This Lease shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Lease shall not be binding upon either party, except to the extent incorporated in this Lease.

17. **Attorney's Fees.** If any party is compelled to take legal action to enforce any provisions of this Lease, the prevailing party shall be entitled to recover its costs and expenses incurred in connection with such legal action, including reasonable attorneys' fees and costs.

18. **Counterparts.** This Agreement may be executed in any number of counterparts and the different parties hereto, each of which when so executed shall be deemed to be an original, but all of which taken together shall constitute one and the same Agreement.

19. **Authorized Representative.** It is agreed and warranted by the parties that the persons signing this Agreement respectively for Lessor and Lessee are the authorized representatives to sign such Agreement and that they have the legal authority to bind the respective parties to the terms hereof. No further proof of authorization is or shall be required.

SECTION TWENTY-SIX TIME OF THE ESSENCE

It is specifically declared that time is of the essence of all provisions of this Lease.

SECTION TWENTY-SEVEN PARAGRAPH HEADINGS

The titles to the paragraphs in this Lease are solely for the convenience of the parties and shall not be used to explain, modify, simplify or aid in the interpretation of the provisions of this Lease.

SECTION TWENTY-EIGHT SUMMARY OF MAJOR PROVISIONS

Term of Lease	Twelve (12) months
Period of Lease	August 1, 2025 - July 31, 2026
Monthly rental	\$2,500.00
Real estate taxes	Paid by Lessor
Special assessments	Paid by Lessor

Electricity	Paid by Lessee
Heat and cooling	Paid by Lessee
Water	Paid by Lessee
Garbage, sewage	Paid by Lessee
Installation of Public Utilities	Paid by Lessor
Waste removal	Paid by Lessee
Snow removal/lawn care	Paid by Lessee
Hazard insurance	Paid by Lessee
Repairs	Made and paid by Lessee
Assignment and subletting	Not permitted
Hazardous substances	Not permitted

IN WITNESS WHEREOF, the parties hereto have set their hands the date, month and year first above written.

LESSOR:

LESSEE:

Pamela K. G. Heinecke

County of Aitkin, Minnesota

By _____



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: July 22, 2025

Title of Item: Q2 2025 Fiscal Report

<input checked="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="checked" type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Paula Arimborgo		Department: H&HS
Presenter (Name and Title): Carli Goble, Fiscal Supervisor		Estimated Time Needed: 5-10 min
Summary of Issue: Presentation of Health & Human Services 2nd Quarter 2025 Fiscal Report.		
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>		

Health & Human Services Fiscal Report

Q2 2025

Prepared by Carli Goble
Fiscal Supervisor

July 22, 2025



Revenues by Department

2025 Total Revenue Budget: \$8,319,281

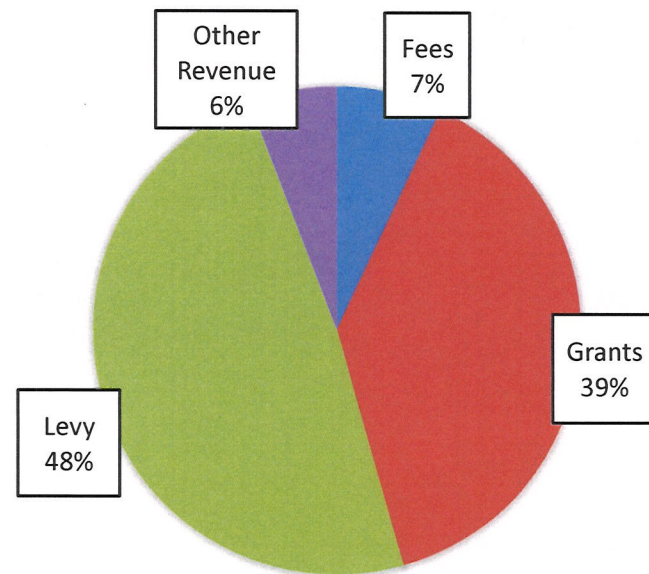
Revenue as of 06/30/2025: \$4,526,620 (54%)

-
- Public Health:
 - \$526,968 (48%)
 - Financial Services/Child Support:
 - \$1,605,846 (65%)
 - Social Services:
 - \$2,393,806 (51%)
-

Note: Majority of revenues are received in Q2 and Q4 of each year.

Revenues by Category

- Fees:
 - \$316,152 (45%)
- Grants:
 - \$1,748,094 (49%)
- Other Revenues:
 - \$262,472 (62%)
- Levy:
 - \$2,199,902 (61%)



Expenditures by Department

2025 Total Expense Budget: \$8,319,281

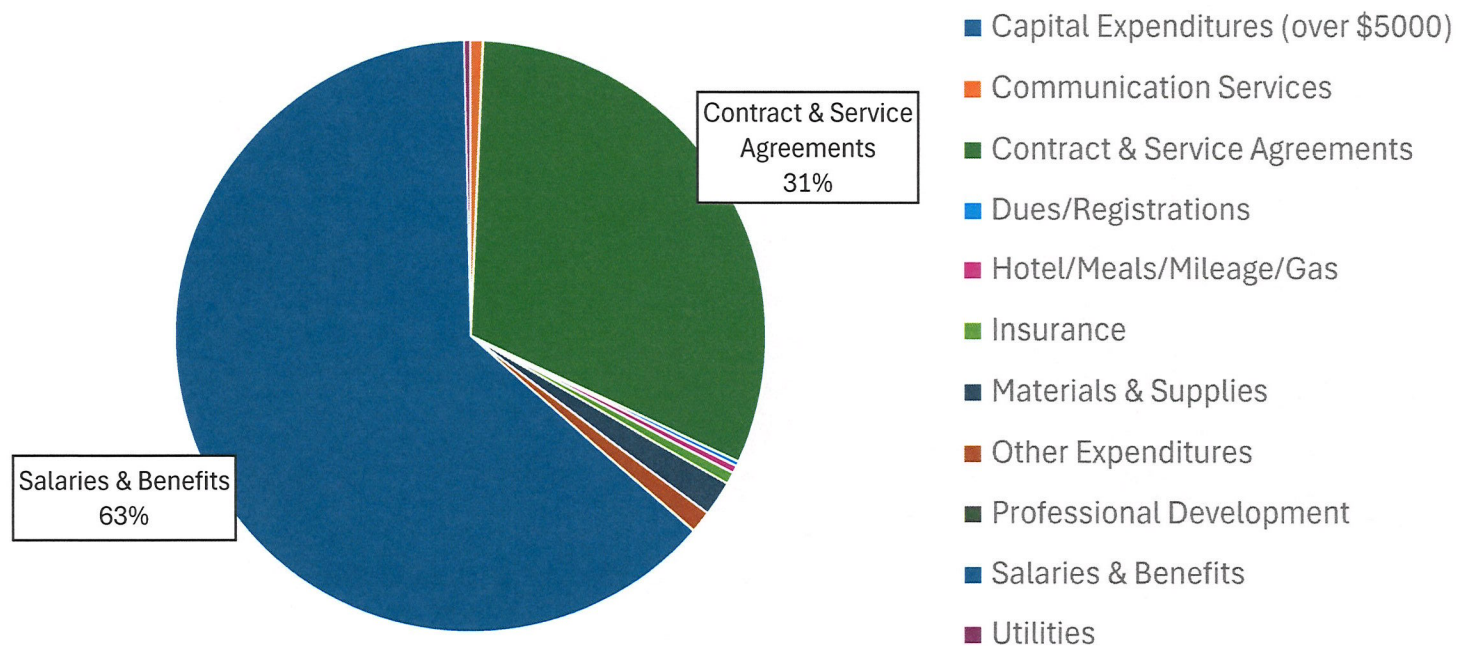
Expenses as of 06/30/2025: \$4,544,451 (55%)

-
- Public Health:
 - \$597,843 (55%)
 - Financial Services/Child Support:
 - \$1,307,055 (56%)
 - Social Services:
 - \$2,639,553 (54%)
-

Expenditures by Category

<ul style="list-style-type: none">• Salaries/Benefits:<ul style="list-style-type: none">◦ \$2,874,125 (49%)• Communication Services:<ul style="list-style-type: none">◦ \$30,677 (49%)• Dues/Registration:<ul style="list-style-type: none">◦ \$11,680 (93%)• Utilities:<ul style="list-style-type: none">◦ \$15,784 (43%)	<ul style="list-style-type: none">• Professional Development:<ul style="list-style-type: none">◦ \$965 (30%)• Hotel/Meals/Mileage/Gas:<ul style="list-style-type: none">◦ \$18,832 (26%)• Insurance:<ul style="list-style-type: none">◦ \$29,864 (100%)• Contracts/Service Agreements:<ul style="list-style-type: none">◦ \$1,420,288 (70%)	<ul style="list-style-type: none">• Materials/Supplies:<ul style="list-style-type: none">◦ \$87,749 (54%)• Capital Expenditures:<ul style="list-style-type: none">◦ \$0 (0%)• Other Expenditures:<ul style="list-style-type: none">◦ \$54,487 (64%)
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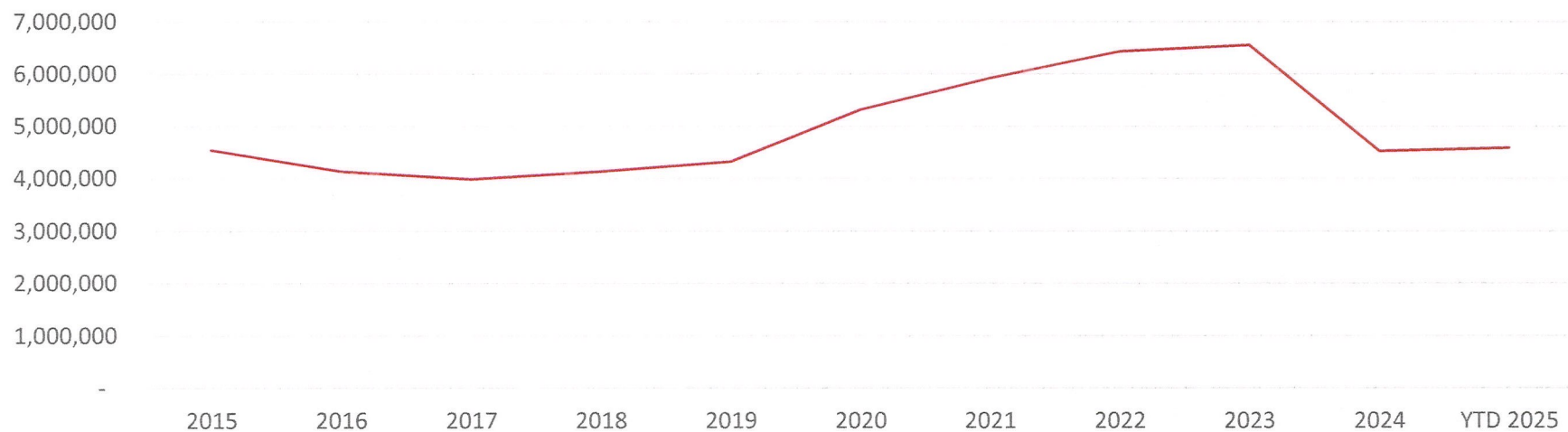
Expenditures by Category



Fund Balance Analysis

Projected to use \$0 in planned fund balance

Available Cash Balance as of 06/30/2025: \$4,586,031



Summary:

At the end of Q2 2025, should be around 50% of budgeted amounts:

Revenues are at 54%

Expenses are at 55%

Thank you!
Any questions?



Board of County Commissioners Agenda Request

8A
Agenda Item #

Requested Meeting Date: July 22, 2025

Title of Item: H&HS Mandated vs. Non-Mandated Services Presentation

<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: Paula Arimborgo		Department: H&HS
Presenter (Name and Title): Sarah Pratt, Director		Estimated Time Needed: 20 min
Summary of Issue: Presentation of Health & Human Services Mandated vs. Non-Mandated Services		
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>		

Aitkin County Health & Human Services
2024 Actuals

Department	Program	County Cost			Mandated Staff FTE	Non-Mandated Staff FTE
		County Cost Mandated Services	Non-Mandated Services	Total County Cost		
Income Maintenance	Medical Assistance	\$ 217,107	\$ -	\$ 217,107	7.92	0.00
Income Maintenance	TANF	\$ 43,966	\$ -	\$ 43,966	0.94	0.00
Income Maintenance	SNAP	\$ 240,274	\$ -	\$ 240,274	5.00	0.00
Income Maintenance	General Assistance	\$ 84,312	\$ -	\$ 84,312	0.69	0.00
Income Maintenance	GRH/MSA	\$ 41,124	\$ -	\$ 41,124	0.53	0.00
Income Maintenance	IVE Foster Care	\$ 9,471	\$ -	\$ 9,471	0.19	0.00
Income Maintenance	Child Care	\$ 45,494	\$ -	\$ 45,494	0.54	0.00
Income Maintenance	Other	\$ 65,925	\$ -	\$ 65,925	0.76	0.00
Income Maintenance	Fraud Prevention	\$ -	\$ -	\$ -	0.00	0.00
Income Maintenance	Child Support	\$ 46,295	\$ -	\$ 46,295	4.00	0.00
Income Maintenance County Cost		\$ 793,969	\$ -	\$ 793,969	20.56	0.00
Family Services	Children Services/Child Welfare	\$ 928,910	\$ 35,479	\$ 964,388	8.15	1.87
Family Services	Children's Mental Health	\$ 163,477	\$ -	\$ 163,477	1.47	0.00
Family Services County Cost		\$ 1,092,387	\$ 35,479	\$ 1,127,865	9.63	1.87
Behavioral Health	Chemical Dependency	\$ 37,581	\$ 23,264	\$ 60,845	1.00	0.43
Behavioral Health	Adult Mental Health	\$ 255,605	\$ (11,162)	\$ 244,442	3.87	1.20
Behavioral Health County Cost		\$ 293,186	\$ 12,102	\$ 305,287	4.86	1.63
Adult Services	Developmental Disabilities	\$ 104,541	\$ -	\$ 104,541	2.31	0.00
Adult Services	Adult Services	\$ 606,117	\$ (19,575)	\$ 586,542	8.56	4.55
Adult Services County Cost		\$ 710,658	\$ (19,575)	\$ 691,083	10.87	4.55
Public Health	Child Teen Check-up	\$ 3,141	\$ -	\$ 3,141	0.27	0.00
Public Health	Family Home Visiting	\$ -	\$ 7,808	\$ 7,808	0.00	1.27
Public Health	General Health Education & Promotion	\$ 148,687	\$ -	\$ 148,687	1.20	0.00
Public Health	Infectious Disease	\$ 16,169	\$ -	\$ 16,169	1.04	0.00
Public Health	Emergency Preparedness	\$ 22,126	\$ -	\$ 22,126	0.50	0.00
Public Health	Suicide Prevention	\$ 4,006	\$ -	\$ 4,006	0.39	0.00
Public Health	Opioid Settlement	\$ -	\$ (0)	\$ (0)	0.00	0.24
Public Health	WIC	\$ -	\$ 128,558	\$ 128,558	0.00	2.22
Public Health	WIC Peer Breastfeeding	\$ -	\$ 4,516	\$ 4,516	0.00	0.07
Public Health	Children and Youth with Special Health Needs (CYSHN)	\$ -	\$ 663	\$ 663	0.00	0.01
Public Health	SHIP	\$ -	\$ 19,977	\$ 19,977	0.00	0.68
Public Health	Local Public Health Grant	\$ (69,661)	\$ -	\$ (69,661)	0.12	0.00
Public Health	Tobacco, Cannabis Compliance and Education	\$ -	\$ 1,492	\$ 1,492	0.00	0.03
Public Health County Cost		\$ 124,466	\$ 163,014	\$ 287,480	3.52	4.52
Total County Cost		\$ 3,014,665	\$ 191,019	\$ 3,205,684	49.43	12.57
% County Cost Mandated vs Non-Mandated		94.04%	5.96%			
% Staff FTE Mandated vs Non-Mandated					79.7%	20.3%
Total Staff	62.00					

Income Maintenance Program
2024 Actuals

		Medical Assistance	Temporary Assistance to Needy Families TANF/MFIP	Supplemental Nutrition Assistance Program SNAP	General Assistance	Housing Support/ Minnesota Supplemental Aid	Title IV-E Foster Care	Child Care	Other	Fraud Prevention	Child Support
		Mandated	Mandated	Mandated	Mandated	Mandated	Mandated	Mandated	Mandated	Mandated	Mandated
		State: \$2568.05	State: \$142G.01	State: \$142G.19	State: \$256D.03	State: \$256I & 256D.35	State: \$142A.603	State: \$119B			State/Fed \$518A
		Federal: Title 42 Chapter IV, Subchapter C	Federal: Title 45, subtitle B, Chapter II, Part 260	Federal: 7 USC Chapter 51			Federal: 42 USC 1302 part 1356.21	Federal: Title 45, subtitle A, subchapter A, Part 98			
Annual Program Time	100%	47.81%	5.69%	30.18%	4.15%	3.22%	1.12%	3.24%	4.60%	0.00%	100.00%
	\$ 910,037										
Personnel Direct Staff + Supervisors	\$ 1,211,724	\$ 435,089	\$ 51,736	\$ 274,672	\$ 37,789	\$ 29,258	\$ 10,170	\$ 29,485	\$ 41,884	\$ -	\$ 301,641
FTE - 100%	14.00	6.69	0.80	4.23	0.58	0.45	0.16	0.45	0.64	0.00	4.00
Administrative/Support Staff	\$ 345,730	\$ 165,294	\$ 19,655	\$ 104,350	\$ 14,356	\$ 11,115	\$ 3,864	\$ 11,202	\$ 15,912	\$ -	\$ -
FTE - 32%	2.56	1.22	0.15	0.77	0.11	0.08	0.03	0.08	0.12	0.00	0.00
<u>Total Personnel Cost's</u>	\$ 1,557,471	\$ 600,382	\$ 71,390	\$ 379,022	\$ 52,146	\$ 40,373	\$ 14,033	\$ 40,687	\$ 57,797	\$ -	\$ 301,641
FTE	20.56	7.92	0.94	5.00	0.69	0.53	0.19	0.54	0.76	0.00	4.00
<u>Services & Charges</u>	\$ 166,643										
Direct Charges + Administration	\$ 247,002	\$ 79,672	\$ 9,474	\$ 50,297	\$ 6,920	\$ 5,358	\$ 1,862	\$ 5,399	\$ 7,670	\$ -	\$ 80,351
<u>Materials & Supplies</u>	\$ 9,971										
Direct Charges + Administration	\$ 11,857	\$ 4,767	\$ 567	\$ 3,009	\$ 414	\$ 321	\$ 111	\$ 323	\$ 459	\$ -	\$ 1,886
<u>Public Aid / Purchased Services</u>											
MA Cost Effective Insurance (CEHI)	\$ 114,793	\$ 114,793	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medicare Part B Premiums	\$ 36,051	\$ 36,051	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MAXIS Certified Mail Costs	\$ 251	\$ -	\$ -	\$ 251	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Burials - State \$261.035	\$ 13,239	\$ -	\$ -	\$ -	\$ 13,239	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Share Costs	\$ 214,471	\$ 190,177	\$ -	\$ 11,364	\$ 12,930	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Child Care Licensing	\$ 4,387	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,387	\$ -	\$ -	\$ -
MFIP Consolidated Fund	\$ 126,038	\$ -	\$ 126,038	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Total Public Aid/Purchased Services</u>	\$ 509,230	\$ 341,021	\$ 126,038	\$ 11,615	\$ 26,169	\$ -	\$ -	\$ 4,387	\$ -	\$ -	\$ -
<u>Total Expenditures</u>	\$ 2,325,561	\$ 1,025,842	\$ 207,469	\$ 443,943	\$ 85,649	\$ 46,051	\$ 16,007	\$ 50,796	\$ 65,925	\$ -	\$ 383,878
<u>Revenues</u>											
Federal/State Reimbursement	\$ 1,226,471	\$ 524,415	\$ 163,503	\$ 189,152	\$ -	\$ -	\$ 6,536	\$ 5,302	\$ -	\$ -	\$ 337,563
Charges for Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 305,121	\$ 284,320	\$ -	\$ 14,517	\$ 1,337	\$ 4,927	\$ -	\$ -	\$ -	\$ -	\$ 20
<u>Total Revenues</u>	\$ 1,531,592	\$ 808,735	\$ 163,503	\$ 203,669	\$ 1,337	\$ 4,927	\$ 6,536	\$ 5,302	\$ -	\$ -	\$ 337,583
<u>County Cost</u>	\$ 793,969	\$ 217,107	\$ 43,966	\$ 240,274	\$ 84,312	\$ 41,124	\$ 9,471	\$ 45,494	\$ 65,925	\$ -	\$ 46,295

FTE's included

IM: 1 Supervisor, 11 Eligibility Workers & 2 Case Aides

CS: 1 Supervisor, 2 Child Support Officers & 1 Child Support Specialist

Admin/Support Staff FTE broken down agency-wide: 1 Director, 1 Administrative Assistant, 1 Fiscal Supervisor, 2 Accounting Technicians & 3 Office Support Specialists

** Note: Annual program time is pulled by actual 2024 IMRMS
Time Study Results from the quarterly IMCA report*

Social Services Programs
2024 Actuals

		Children Protection/ Child Welfare		Children's Mental Health		Chemical Dependency		Adult Mental Health		Developmental Disabilities		Adult Services	
		Mandated	Non-Mandated	Mandated	Non-Mandated	Mandated	Non-Mandated	Mandated	Non-Mandated	Mandated	Non-Mandated	Mandated	Non-Mandated
		State: \$260C, 260E, 626.556	Child Welfare PSOP	State: \$245.487		State: \$245G.07	CRE	State: \$245.461-245.486, 253B	CRE	State: \$252		State \$2568.092	Care Coordination
Annual Program Time	100%	26.91%	2.85%	4.18%	0.00%	1.71%	0.70%	8.09%	0.60%	8.12%	0.00%	32.05%	14.79%
Personnel Direct Staff + Supervisors	\$ 2,678,227	\$ 720,711	\$ 76,329	\$ 111,950	\$ -	\$ 45,798	\$ 18,748	\$ 216,669	\$ 16,069	\$ 217,472	\$ -	\$ 858,372	\$ 396,110
FTE - 100%	29.00	6.97	1.74	1.29	0.00	0.92	0.40	3.51	1.17	1.95	0.00	7.15	3.90
Family	10.00	6.97	1.74	1.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Behavioral Health	6.00	0.00	0.00	0.00	0.00	0.92	0.40	3.51	1.17	0.00	0.00	0.00	0.00
Home & Community Based	13.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.95	0.00	7.15	3.90
Administrative/Support Staff	\$ 359,819	\$ 96,827	\$ 10,255	\$ 15,040	\$ -	\$ 6,153	\$ 2,519	\$ 29,109	\$ 2,159	\$ 29,217	\$ -	\$ 115,322	\$ 53,217
FTE - 55%	4.40	1.18	0.13	0.18	0.00	0.08	0.03	0.36	0.03	0.36	0.00	1.41	0.65
Total Personnel Cost's	\$ 3,038,046	\$ 817,538	\$ 86,584	\$ 126,990	\$ -	\$ 51,951	\$ 21,266	\$ 245,778	\$ 18,228	\$ 246,689	\$ -	\$ 973,694	\$ 449,327
FTE	33.40	8.15	1.87	1.47	0.00	1.00	0.43	3.87	1.20	2.31	0.00	8.56	4.55
Services & Charges													
Direct Charges + Administration	\$ 248,899	\$ 66,979	\$ 7,094	\$ 10,404	\$ -	\$ 4,256	\$ 1,742	\$ 20,136	\$ 1,493	\$ 20,211	\$ -	\$ 79,772	\$ 36,812
Materials & Supplies													
Direct Charges + Administration	\$ 36,481	\$ 9,817	\$ 1,040	\$ 1,525	\$ -	\$ 624	\$ 255	\$ 2,951	\$ 219	\$ 2,962	\$ -	\$ 11,692	\$ 5,396
Public Aid / Purchased Services													
Out of Home Placements (\$260C.212)	\$ 779,380	\$ 550,920	\$ -	\$ 228,460	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supervised Independent Living	\$ 25,180	\$ 25,180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Homeless Prevention Aid (\$462A.204)	\$ 19,994	\$ 19,994	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STAY Grant (Fed 42 USC §677)	\$ 1,278	\$ 1,278	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parent Support Outreach Grant	\$ 200	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Child Protection Opioid Response	\$ 14,244	\$ 12,816	\$ -	\$ 1,428	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Family Service Collaborative (Pass Thru)	\$ 78,399	\$ 78,399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Northstar Care for Children	\$ 2,693	\$ 2,693	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Family Preservation	\$ 34,379	\$ 27,887	\$ -	\$ 6,492	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CMH Respite Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CCDTF (\$254B.04)	\$ 4,480	\$ -	\$ -	\$ -	\$ -	\$ 4,480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Detoxification Services (\$254A.08)	\$ 30,660	\$ -	\$ -	\$ -	\$ -	\$ 30,660	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation	\$ 3,666	\$ 3,666	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Acute Care Hospital Inpatient (\$245.476 & 253D.12)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Operated Services (\$246.54, 253D.12)	\$ 266,705	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266,705	\$ -	\$ -	\$ -	\$ -	\$ -
Rule 79 Case Management & Clinical Supervision (\$253B.07, 245.461)	\$ 20,880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,880	\$ -	\$ -	\$ -	\$ -	\$ -
Rule 78 Grant	\$ 79,032	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,032	\$ -	\$ -	\$ -	\$ -	\$ -
MH Initiative Grant	\$ 31,292	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,292	\$ -	\$ -	\$ -	\$ -
Sourcewell Innovations	\$ 3,552	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,552	\$ -	\$ -	\$ -	\$ -
Semi-Independent Living Services (\$252.275)	\$ 6,701	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,701	\$ -	\$ -	\$ -	\$ -
Family Support Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Waiver Purchased Services (\$256B.49)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adult Foster Care Licensing	\$ 364	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 364	\$ -
Adult Protection Allocation	\$ 4,192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,192	\$ -
Guardianship (\$252A, 524.5)	\$ 37,929	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,314	\$ -	\$ 13,615	\$ -
Total Public Aid/Purchased Services	\$ 1,445,200	\$ 722,833	\$ 200	\$ 236,380	\$ -	\$ 35,140	\$ -	\$ 366,617	\$ 34,844	\$ 31,015	\$ -	\$ 18,171	\$ -
Total Expenditures	\$ 4,768,626	\$ 1,617,167	\$ 94,918	\$ 375,299	\$ -	\$ 91,971	\$ 23,264	\$ 635,482	\$ 54,785	\$ 300,877	\$ -	\$ 1,083,329	\$ 491,535
Revenues													
Federal/State Reimbursement	\$ 1,865,305	\$ 675,322	\$ 59,439	\$ 157,419	\$ -	\$ 40,850	\$ -	\$ 261,239	\$ -	\$ 196,336	\$ -	\$ 474,699	\$ -
Charges for Services	\$ 684,879	\$ -	\$ -	\$ 54,403	\$ -	\$ 3,468	\$ -	\$ 118,639	\$ -	\$ -	\$ -	\$ -	\$ 511,110
Miscellaneous	\$ 25,519	\$ 12,935	\$ -	\$ -	\$ -	\$ 10,071	\$ -	\$ -	\$ 65,947	\$ -	\$ -	\$ 2,513	\$ -
Total Revenues	\$ 2,575,703	\$ 688,257	\$ 59,439	\$ 211,822	\$ -	\$ 54,389	\$ -	\$ 379,878	\$ 65,947	\$ 196,336	\$ -	\$ 477,212	\$ 511,110
County Cost	\$ 2,192,923	\$ 928,910	\$ 35,479	\$ 163,477	\$ -	\$ 37,581	\$ 23,264	\$ 255,605	\$ (11,162)	\$ 104,541	\$ -	\$ 606,117	\$ (19,575)

FTE's included

Family: 1 Supervisor, 7 Social Workers, 1 Family Based Worker & 1 Case Aide

Behavioral Health: 1 Supervisor, 4 Social Workers & 1 Case Aide

Home & Community Based: 1 Supervisor, 8 Social Workers, 2 Public Health Nurses & 2 Case Aides

Admin/Support Staff FTE broken down agency-wide: 1 Director, 1 Administrative Assistant, 1 Fiscal Supervisor, 2 Accounting Technicians & 3 Office Support Specialists

** Note: Annual program time is pulled by actual 2024 program
time in SSIS - Time Summary by Program - General Report and
Time Summary by Services - General Report*

Public Health Programs 2024 Actuals			Child & Teen Checkup (C&TC) Mandated State: §256B.0625 Federal: Title XIX	Family Home Visiting (MCH, FAP, TANF, MECSH and UHV) Non-Mandated	General Health Education & Promotion Mandated State: §145A.04 CHA/CHIP	Infectious Disease / Immunizations Mandated State: §121A, 145A, 144	Emergency Preparedness (PHEP, RSG, FPHR) Mandated State: §145A	Suicide Prevention (UCare) Mandated State: §145A.04 CHA/CHIP	Opioid Settlement Non-Mandated	Women, Infants and Children (WIC) Non-Mandated	WIC Peer Breastfeeding Program Non-Mandated	Children and Youth with Special Health Needs (CYSHN) Non-Mandated	State Health Improvement Program (SHIP) Non-Mandated	Local Public Health Grant (LPHG) Mandated State: §145A.04 CHA/CHIP	Tobacco, Cannabis Compliance and Education (CSUP, JUUL, C&E checks) Non-Mandated
Program meets the required mandate of 6 Areas of Public Health Responsibility			Assure Health Services	Promote Healthy Communities & Healthy Behavior	Prevent the Spread of Communicable Diseases, Promote Healthy Communities & Healthy Behavior, Promote Against Environmental Health Hazards, Assure Health Services, Assure and Adequate Public Health	Prevent the Spread of Communicable Diseases	Prepare and Respond to Emergencies	Promote Healthy Communities & Healthy Behaviors	Promote Healthy Communities & Healthy Behaviors	Promote Healthy Communities & Healthy Behaviors	Promote Healthy Communities & Healthy Behaviors	Promote Healthy Communities & Healthy Behaviors	Promote Healthy Communities & Healthy Behaviors	Prevent the Spread of Communicable Diseases, Promote Healthy Communities & Healthy Behavior, Protect Against Environmental Health Hazards, Assure Health Services, Assure and Adequate Public Health	Promote Health Communities & Healthy Behavior
Program meets the required mandate of Foundational Area of Capability			Access to & Linkage with Clinical Care	Maternal, Child, & Family Health	Communicable Disease Control, Chronic Disease & Injury Prevention, Environmental Public Health, Access to & Linkage with Clinical Care	Communicable Disease Control	Emergency Preparedness & Response	Chronic Disease & Injury Prevention	Chronic Disease & Injury Prevention	Maternal, Child, & Family Health	Maternal, Child, & Family Health	Maternal, Child, & Family Health	Chronic Disease & Injury Prevention	Communicable Disease Control, Chronic Disease & Injury Prevention, Environmental Public Health, Maternal, Child, & Family Health, Access to & Linkage with	Chronic Disease & Injury Prevention
Annual Program Time	100.00%	3.35%	15.78%	14.90%	12.93%	6.19%	4.84%	3.02%	27.58%	0.93%	0.13%	8.44%	1.51%	0.40%	
Personnel Direct Staff + Supervisor FTE - 100%	\$ 655,417 7.00	\$ 21,956 0.23	\$ 103,425 1.10	\$ 97,657 1.04	\$ 84,745 0.91	\$ 40,570 0.43	\$ 31,722 0.34	\$ 19,794 0.21	\$ 180,764 1.93	\$ 6,095 0.07	\$ 852 0.01	\$ 55,317 0.59	\$ 9,897 0.11	\$ 2,622 0.03	
Administrative/Support Staff FTE - 13%	\$ 194,461 1.04	\$ 6,514 0.03	\$ 30,686 0.16	\$ 28,975 0.15	\$ 25,144 0.13	\$ 12,037 0.06	\$ 9,412 0.05	\$ 5,873 0.03	\$ 53,632 0.29	\$ 1,808 0.01	\$ 253 0.00	\$ 16,413 0.09	\$ 2,936 0.02	\$ 778 0.00	
Total Personnel Cost's FTE	\$ 849,878 8.04	\$ 28,471 0.27	\$ 134,111 1.27	\$ 126,632 1.20	\$ 109,889 1.04	\$ 52,607 0.50	\$ 41,134 0.39	\$ 25,666 0.24	\$ 234,396 2.22	\$ 7,904 0.07	\$ 1,105 0.01	\$ 71,730 0.68	\$ 12,833 0.12	\$ 3,400 0.03	
Services & Charges															
PH Overhead + Administration	\$ 29,313	\$ 982	\$ 4,626	\$ 4,368	\$ 3,790	\$ 1,814	\$ 1,419	\$ 885	\$ 8,085	\$ 273	\$ 38	\$ 2,474	\$ 443	\$ 117	
Materials & Supplies															
PH Overhead + Administration	\$ 8,299	\$ 278	\$ 1,310	\$ 1,237	\$ 1,073	\$ 514	\$ 402	\$ 251	\$ 2,289	\$ 77	\$ 11	\$ 700	\$ 125	\$ 33	
Public Aid / Purchased Services															
Services, Charges and Contractual (6200/6300)	\$ 58,561	\$ 661	\$ 3,809	\$ 15,714	\$ 7,687	\$ 34	\$ 3,550	\$ 12,421	\$ 2,749	\$ -	\$ -	\$ 11,558	\$ -	\$ 376	
Program Supplies (6400)	\$ 99,327	\$ -	\$ 1,718	\$ 5,443	\$ 77,461	\$ 720	\$ 3,801	\$ 3,308	\$ 4,456	\$ -	\$ -	\$ 2,108	\$ -	\$ 311	
Total Public Aid/Purchased Services	\$ 157,888	\$ 661	\$ 5,527	\$ 21,158	\$ 85,148	\$ 754	\$ 7,351	\$ 15,729	\$ 7,205	\$ -	\$ -	\$ 13,666	\$ -	\$ 687	
Total Expenditures	\$ 1,045,378	\$ 30,392	\$ 145,573	\$ 153,394	\$ 199,901	\$ 55,690	\$ 50,306	\$ 42,532	\$ 251,975	\$ 8,254	\$ 1,154	\$ 88,570	\$ 13,401	\$ 4,237	
Revenues															
Federal/State Grants	\$ 477,050	\$ 26,193	\$ 101,087	\$ -	\$ 48,433	\$ 31,609	\$ -	\$ -	\$ 114,703	\$ 3,444	\$ 450	\$ 65,927	\$ 82,585	\$ 2,618	
PH Admin Reimbursement	\$ 31,593	\$ 1,058	\$ 4,985	\$ 4,707	\$ 4,085	\$ 1,956	\$ 1,529	\$ 954	\$ 8,713	\$ 294	\$ 41	\$ 2,666	\$ 477	\$ 126	
Charges for Services	\$ 162,906	\$ -	\$ 31,692	\$ -	\$ 131,214	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Miscellaneous	\$ 86,349	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,771	\$ 41,578	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Revenues	\$ 757,898	\$ 27,251	\$ 137,765	\$ 4,707	\$ 183,732	\$ 33,564	\$ 46,300	\$ 42,532	\$ 123,416	\$ 3,738	\$ 491	\$ 68,594	\$ 83,063	\$ 2,745	
County Cost	\$ 287,480	\$ 3,141	\$ 7,808	\$ 148,687	\$ 16,169	\$ 22,126	\$ 4,006	\$ (0)	\$ 128,558	\$ 4,516	\$ 663	\$ 19,977	\$ (69,661)	\$ 1,492	

FTE's included

PH: 1 Supervisor, 3 Public Health Nurses, 2 Health Educators & 1 Case Aide

Admin/Support Staff FTE broken down agency-wide: 1 Director, 1 Administrative Assistant, 1 Fiscal Supervisor, 2 Accounting Technicians & 3 Office Support Specialists

** Note: Annual program time is pulled by actual 2024 program
time under cost centers in NgN*



Board of County Commissioners Agenda Request

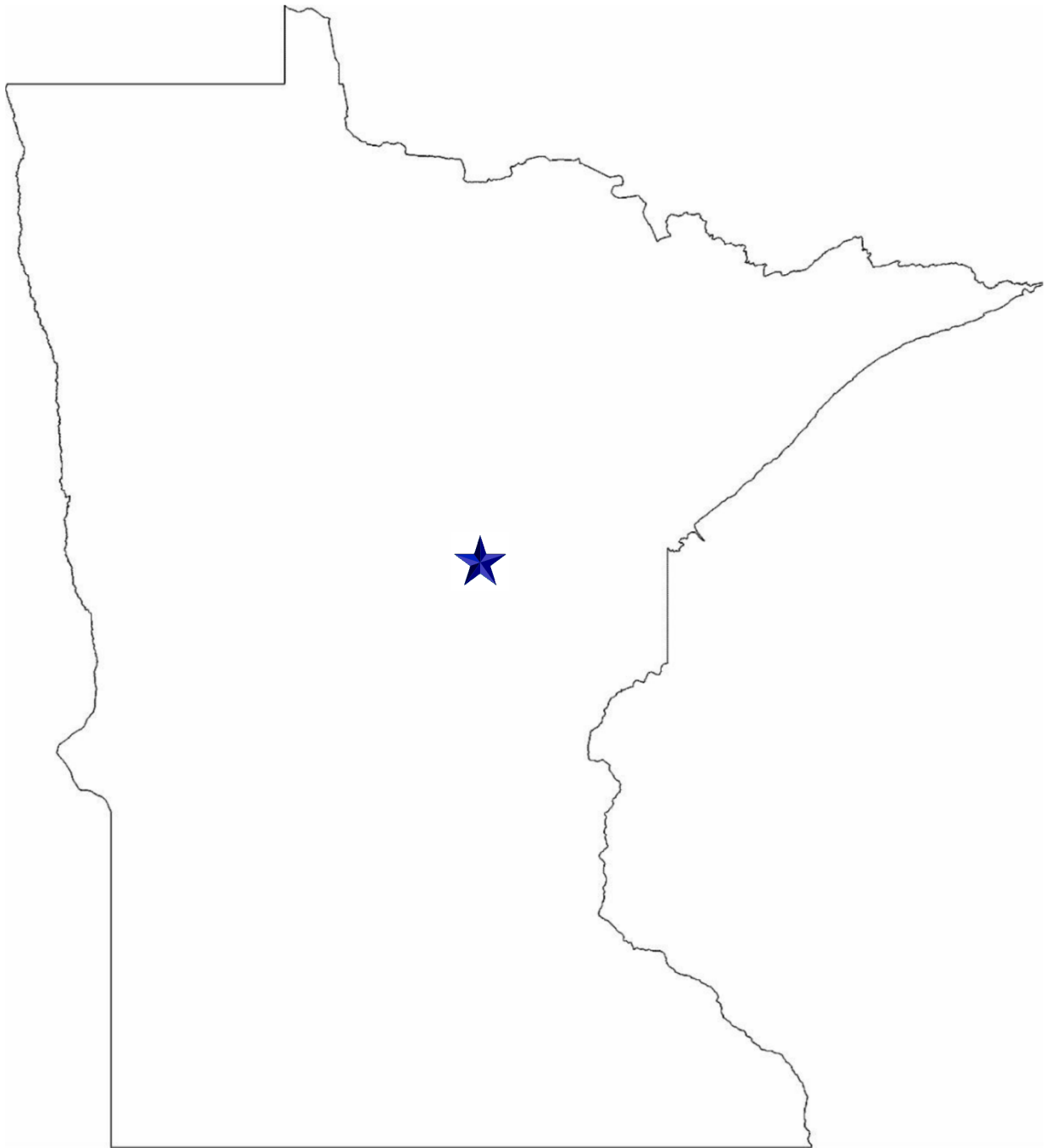
9A
Agenda Item #

Requested Meeting Date: 7-22-24

Title of Item: 2024 Annual Report

<input checked="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 type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: John Welle		Department: Highway
Presenter (Name and Title): John Welle, Aitkin County Engineer		Estimated Time Needed: 30 minutes
Summary of Issue: An overview of the Aitkin County Highway Department 2024 Annual Report will be given. This report has been directly mailed to each commissioner from the Highway Department.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approval of Aitkin County Highway Department 2024 Annual Report		
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>		

Aitkin County Highway Department 2024 Annual Report





AITKIN COUNTY HIGHWAY DEPARTMENT

Aitkin County Highway Department
1211 Air Park Drive
Aitkin, MN 56431

highway@co.aitkin.mn.us
Phone: 218-927-3741
Fax: 218-927-2356

July 15, 2025

The Honorable Board of County Commissioners
Aitkin, Minnesota

Honorable Commissioners:

Enclosed is the report of the activities of the Aitkin County Highway Department for the year ended December 31, 2024.

This report presents, in detail, the various accounts within the Road and Bridge Fund pertaining to revenues and expenditures.

The report is made possible through the cooperation and support of the engineering, maintenance, administration, and accounting staff. I would like to acknowledge and thank all highway employees for their contribution to the development and maintenance of our County State-Aid Highway and County Road system this past year.

Respectfully submitted,

John Welle, P.E.
Aitkin County Engineer

AITKIN COUNTY HIGHWAY DEPARTMENT
INDEX
DECEMBER 31, 2024

Summary of Costs	1
Summary of Activities	2
Financial Statement & Statement of Changes in Fund Balance.....	3
Receivables	4-1 to 4-2
Contract Receivables	4-3
Town Road Allotment	5
Inventory Materials and Supplies.....	6
Liabilities and Fund Balance	7-1
Accounts Payable Addendum.....	7-2
Fixed Assets	8-1 to 8-11
Equipment Rental Analysis	8-12 to 8-13
Equipment Expense Analysis	8-14 to 8-16
Land and Buildings	9
Statement of Revenues and Expenditures	10-1 to 10-2
Summary of County Highway Information.....	11
Summary of Maintenance Costs by Funds	12
Detailed Maintenance Costs by Funds	13
Summary of Maintenance Costs by Roads - CSAH Regular	14
Detailed Maintenance Costs by Roads - CSAH Regular	14-1 to 14-4
Summary of Maintenance Costs by Roads - CSAH Municipal	15
Detailed Maintenance Costs by Roads - CSAH Municipal	15-1 to 15-4
Summary of Maintenance Costs by Road - County Roads	16
Detailed Maintenance Costs by Roads - County Roads	16-1 to 16-4
Summary of Construction Costs - CSAH Regular	17 to 17-15
Statement of Construction Costs - County Projects	18 to 18-6
Statement of Construction Costs - CSAH Town Bridge	19 to 19-12
Summary of Construction Costs - Miscellaneous	20 to 20-5

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY
DECEMBER 31, 2024

MILEAGE - CSAH REGULAR.....	372.48
MAINTENANCE COSTS - CSAH REGULAR.....	\$ 3,001,013.60
MILEAGE - CSAH MUNICIPAL.....	10.16
MAINTENANCE COSTS - CSAH MUNICIPAL.....	\$ 172,336.39
MILEAGE - COUNTY ROADS.....	135.37
MAINTENANCE COSTS - COUNTY ROADS.....	\$ 1,210,238.74
CONSTRUCTION - CSAH REGULAR.....	\$ 2,706,492.55
CONSTRUCTION - CSAH MUNICIPAL.....	-
CONSTRUCTION - BRIDGE CONSTRUCTION.....	\$ 2,078,898.61
CONSTRUCTION - COUNTY ROADS.....	\$ 113,453.20
CONSTRUCTION - MISCELLANEOUS.....	\$ 49,784.44
TOTAL CONSTRUCTION	\$ 4,948,628.80

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF ACTIVITIES
DECEMBER 31, 2024

The following summary of accomplishments has resulted from the authorized expenditures and operations on County State-Aid Highways and County Roads in Aitkin County during 2024.

1. COUNTY CONSTRUCTION

1) Bridge Replacement over Willow River on CSAH 5 SP 001-605-016	\$	1,050,797.20
2) Farm Island Twp Culvert Replacement on 420th Ave SAP 001-599-041	\$	202,272.00
3) Bridge Replacement over Snake River SAP 001-599-043	\$	552,663.35
4) Bituminous Mill & Overlay, Agg Shoulder, Striping SP 001-602-014	\$	1,479,086.12
5) Culvert Replacement on CSAH 6 & 14; Tree Clearing on CSAH 14 SAP 001-030-009	\$	479,285.99
6) Bridge Replacement over Snake River SAP 001-599-043	\$	552,663.35

--MAINTENANCE--

2. STATE AID HWYS - REGULAR MAINTENANCE	\$	3,001,013.60
3. STATE AID HWYS - MUNICIPAL MAINTENANCE	\$	172,336.39
4. COUNTY ROADS - MAINTENANCE	\$	1,210,238.74

--CAPITAL OUTLAY--

5. EQUIPMENT/SHOP MATERIALS/LAND

Equipment	\$	811,330.38
Palisade Fuel Tank	\$	41,120.00
Palisade Cold Storage	\$	8,163.18

AITKIN COUNTY HIGHWAY DEPARTMENT
FINANCIAL STATEMENT CHANGES IN FUND BALANCE
DECEMBER 31, 2024

CURRENT ASSETS

Cash Balance as of December 31, 2024 \$ 3,838,217.82

Accounts Receivable

Accounts Receivable (Individuals)	\$ 100.00
Due from County Ditch	\$ 885.42
Due from Unorganized Townships	\$ 9,260.92
Due from Other Governments	\$ 127,762.85
Due from Townships	\$ 18,266.07
Due from Cities	\$ 1,127.00

Total Accounts Receivable \$ 157,402.26

Due from State Aid

Regular Construction	\$ 82,455.25
Town Bridge	\$ 10,859.22
Federal - Disaster	\$ 8,368.40

Total from State Aid \$ 101,682.87

Allotments

State Aid Regular Construction	\$ 2,784,141.78
State Aid Municipal Construction	\$ 455,028.68
Bridge Bonding Grant	\$ 53,166.19
Town Bridge	\$ 128,685.34

Total Allotments \$ 3,421,021.99

Inventory

Routine Replacements	\$ 102,830.18
Motor Fuel/Lube/Anti-freeze	\$ 62,159.67
Field Materials & Supplies	\$ 133,841.81
Gravel Stockpiles	\$ 222,924.63

Total Inventory \$ 521,756.29

TOTAL ASSETS

\$ 8,040,081.23

LIABILITIES

Vendors Payable	\$ 215,299.63
Contracts Payable	\$ 101,198.48
Driveway Permit Payable	\$ 13,000.00
Salaries & Wages Payable	\$ 117,746.30
Employee Benefits Payable	\$ 206,581.37
Due to CSAH Municipal - Overpayment	\$ 8,052.25

Unearned Revenue

Regular Construction	\$ 2,810,901.34
Municipal Construction	\$ 455,028.69
Town Bridge	\$ 145,208.17
Bridge Bonding	\$ 53,166.19

Total Deferred Revenue \$ 3,464,304.39

TOTAL LIABILITIES

\$ 4,126,182.42

FUND BALANCE

Reserve for Supplies Inventory	\$ 521,756.29
Unreserve/Undesignated Fund Balance	\$ 3,392,142.53

TOTAL FUND BALANCE

\$ 3,913,898.82

TOTAL LIABILITIES AND FUND BALANCE

\$ 8,040,081.24

Beginning Fund Balance

\$ 3,272,200.99

Revenues

\$ 10,383,716.37

Expenses

Maintenance	\$ 4,102,724.31
Construction	\$ 5,020,906.86
Administration & Support	\$ 280,864.42
Equipment Operation	\$ (498,074.11)
Authorized Work for Others	\$ 645,481.00
Other Costs	\$ 862,785.03

Total Expenses \$ 10,414,687.51

Adjustments to Fund Balance

\$ 150,912.68

ENDING FUND BALANCE

\$ 3,392,142.53

AITKIN COUNTY HIGHWAY DEPARTMENT
ACCOUNTS RECEIVABLE
DECEMBER 31, 2024

DEBTOR	Acct. Rec.		Maintenance		Charges &		Pymt/Trans		Total End
	Beg. Year				Matl Sold		During Year		of Year
Organized Townships:									
Aitkin	\$	-	\$	-	\$	9,790.64	\$	9,439.94	\$ 350.70
Ball Bluff	\$	825.00	\$	24,042.50	\$	16,449.05	\$	36,036.55	\$ 5,280.00
Balsam	\$	110.00	\$	1,740.00	\$	6,581.32	\$	8,321.32	\$ 110.00
Beaver	\$	276.00	\$	-	\$	1,601.08	\$	1,739.08	\$ 138.00
Clark	\$	-	\$	-	\$	2,868.81	\$	2,107.73	\$ 761.08
Cornish	\$	110.00	\$	4,565.00	\$	1,711.31	\$	5,616.31	\$ 770.00
Farm Island	\$	-	\$	-	\$	43,217.79	\$	42,113.79	\$ 1,104.00
Fleming	\$	230.00	\$	-	\$	11,677.98	\$	11,536.97	\$ 371.01
Glen	\$	460.00	\$	-	\$	24,250.83	\$	24,480.83	\$ 230.00
Haugen	\$	-	\$	-	\$	7,435.46	\$	7,976.00	\$ (540.54)
Hazelton	\$	2,106.18	\$	-	\$	65,323.20	\$	67,199.38	\$ 230.00
Hill Lake	\$	-	\$	-	\$	7,930.96	\$	7,930.96	\$ -
Idun	\$	-	\$	-	\$	-	\$	-	\$ -
Jevne	\$	-	\$	-	\$	18,270.53	\$	17,565.22	\$ 705.31
Kimberly	\$	-	\$	-	\$	7,916.92	\$	7,916.92	\$ -
Lakeside	\$	-	\$	-	\$	16,894.61	\$	16,894.61	\$ -
Lee	\$	1,522.80	\$	-	\$	-	\$	1,522.80	\$ -
Libby	\$	935.00	\$	2,495.00	\$	1,498.46	\$	4,318.46	\$ 610.00
Logan	\$	184.00	\$	-	\$	304.24	\$	488.24	\$ -
MacVille	\$	-	\$	-	\$	5,139.62	\$	5,139.62	\$ -
Malmo	\$	2,265.15	\$	-	\$	18,441.27	\$	20,860.74	\$ (154.32)
McGregor	\$	0.00	\$	-	\$	-	\$	-	\$ 0.00
Millward	\$	-	\$	1,035.00	\$	-	\$	747.50	\$ 287.50
Morrison	\$	-	\$	-	\$	8,716.64	\$	8,716.64	\$ -
Nordland	\$	460.00	\$	-	\$	32,321.33	\$	31,999.33	\$ 782.00
Pliny	\$	-	\$	13,407.50	\$	385.00	\$	12,857.50	\$ 935.00
Rice River	\$	-	\$	-	\$	184.00	\$	184.00	\$ -
Salo	\$	-	\$	-	\$	-	\$	-	\$ -
Seavey	\$	-	\$	-	\$	104.94	\$	104.94	\$ -
Shamrock	\$	-	\$	-	\$	48,163.70	\$	48,163.70	\$ -
Spalding	\$	276.00	\$	-	\$	1,486.05	\$	1,624.05	\$ 138.00
Spencer	\$	-	\$	-	\$	5,238.95	\$	5,238.95	\$ -
Turner	\$	782.00	\$	-	\$	20,251.69	\$	21,033.69	\$ -
Verdon	\$	2,585.00	\$	7,062.50	\$	-	\$	4,417.50	\$ 5,230.00
Wagner	\$	-	\$	-	\$	7,664.02	\$	7,664.02	\$ -
Waukenabo	\$	-	\$	-	\$	777.40	\$	455.40	\$ 322.00
Wealthwood	\$	-	\$	1,440.00	\$	11,505.35	\$	12,395.35	\$ 550.00
White Pine	\$	-	\$	57.50	\$	-	\$	-	\$ 57.50
Williams	\$	171.46	\$	1,150.00	\$	808.83	\$	2,131.46	\$ (1.17)
Workman	\$	230.00	\$	-	\$	4,547.90	\$	4,777.90	\$ -
	\$	13,528.59	\$	56,995.00	\$	409,459.88	\$	461,717.40	\$ 18,266.07

AITKIN COUNTY HIGHWAY DEPARTMENT
ACCOUNTS RECEIVABLE
DECEMBER 31, 2024

DEBTOR	Acct. Rec. Beg. Year		Maintenance		Charges & Matl Sold		Pymnt/Trans During Year		Total End of Year
Unorganized Townships	\$	12,058.23	\$	119,372.75	\$	26,782.76	\$	148,952.82	\$ 9,260.92
<i>Cities:</i>									
Aitkin	\$	-	\$	-	\$	-	\$	-	\$ -
Hill City	\$	-	\$	-	\$	-	\$	-	\$ -
McGregor	\$	506.00	\$	-	\$	6,957.98	\$	6,543.98	\$ 920.00
Palisade	\$	69.00	\$	-	\$	184.00	\$	138.00	\$ 115.00
Tamarack	\$	-	\$	-	\$	92.00	\$	-	\$ 92.00
	\$	575.00	\$	-	\$	7,233.98	\$	6,681.98	\$ 1,127.00
<i>Ditches:</i>									
County Ditch #14	\$	-	\$	382.50	\$	-	\$	382.50	\$ -
County Ditch #13	\$	-	\$	1,100.50	\$	-	\$	1,100.50	\$ -
Judicial Ditch #2	\$	-	\$	-	\$	-	\$	-	\$ -
County Ditch #20	\$	240.00	\$	-	\$	-	\$	240.00	\$ -
County Ditch #21	\$	-	\$	660.00	\$	-	\$	660.00	\$ -
County Ditch #23	\$	-	\$	720.00	\$	-	\$	120.00	\$ 600.00
County Ditch #24	\$	-	\$	742.82	\$	-	\$	742.82	\$ -
County Ditch #25	\$	-	\$	240.00	\$	-	\$	240.00	\$ -
County Ditch #28	\$	-	\$	184.27	\$	-	\$	184.27	\$ -
County Ditch #29	\$	-	\$	390.42	\$	-	\$	105.00	\$ 285.42
County Ditch #30	\$	360.00	\$	964.73	\$	-	\$	1,324.73	\$ -
County Ditch #34	\$	-	\$	508.01	\$	-	\$	508.01	\$ -
County Ditch #38	\$	-	\$	1,110.00	\$	-	\$	1,110.00	\$ -
County Ditch #42 (Assmt)	\$	-	\$	172.50	\$	-	\$	172.50	\$ -
Judicial Ditch #2	\$	-	\$	907.50	\$	-	\$	907.50	\$ -
State Ditch #63	\$	-	\$	525.63	\$	-	\$	525.63	\$ -
State Ditch #66	\$	-	\$	2,235.00	\$	-	\$	2,235.00	\$ -
State Ditch #88	\$	-	\$	360.00	\$	-	\$	360.00	\$ -
State Ditch #58	\$	-	\$	180.00	\$	-	\$	180.00	\$ -
	\$	600.00	\$	11,383.88	\$	-	\$	11,098.46	\$ 885.42
Aitkin County Land Dept	\$	-	\$	-	\$	9,426.90	\$	9,426.90	\$ -
Aitkin Airport Commission	\$	351.40	\$	-	\$	-	\$	351.40	\$ -
MN DOT Coop Agreements	\$	-	\$	127,762.85	\$	-	\$	-	\$ 127,762.85
Due from Townships, Cities & Other Government Units									\$ 157,302.26
Savage Communications Inc	\$	-	\$	-	\$	2,050.00	\$	2,050.00	\$ -
Lake Country Power	\$	200.00	\$	-	\$	300.00	\$	500.00	\$ -
Mille Lacs Energy Coop	\$	-	\$	-	\$	1,350.00	\$	1,350.00	\$ -
Frontier Communications	\$	100.00	\$	-	\$	450.00	\$	550.00	\$ -
MP Nexlevel	\$	200.00	\$	-	\$	-	\$	200.00	\$ -
Johnson Telephone Company	\$	100.00	\$	-	\$	-	\$	100.00	\$ -
Hawkinson Construction	\$	-	\$	-	\$	76,003.25	\$	76,003.25	\$ -
Consolidated Telephone Company	\$	-	\$	-	\$	100.00	\$	100.00	\$ -
Lumen	\$	-	\$	-	\$	100.00	\$	100.00	\$ -
Citizens Telephone Company	\$	-	\$	-	\$	700.00	\$	700.00	\$ -
Paul Bunyan Telephone Coop	\$	-	\$	-	\$	2,700.00	\$	2,700.00	\$ -
Liljenquist Sewer	\$	-	\$	-	\$	471.13	\$	471.13	\$ -
East Central Energy	\$	-	\$	-	\$	200.00	\$	200.00	\$ -
Kern Excavating	\$	-	\$	-	\$	1,057.50	\$	1,057.50	\$ -
MN Energy	\$	-	\$	-	\$	100.00	\$	-	\$ 100.00
Individuals.....									\$ 100.00

GRAND TOTAL..... \$ 157,402.26

AITKIN COUNTY HIGHWAY DEPARTMENT
CONTRACTS RECEIVABLE
DECEMBER 31, 2024

CONTRACTS RECEIVABLE

REGULAR CONSTRUCTION

Allotment Encumbrances:

S.A.P. 001-030-009	\$	23,964.30
S.P. 001-602-014	\$	14,790.86
S.P. 001-611-003	\$	43,700.09

REGULAR CONSTRUCTION RECEIVABLE	\$	82,455.25
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TOWN BRIDGE

Allotment Encumbrances:

S.A.P. 001-599-042	\$	63,685.34
S.A.P. 001-599-043	\$	75,859.22

TOWN BRIDGE RECEIVABLES	\$	139,544.56
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LOCAL BRIDGE REPLACEMENT PROGRAM

Allotment Encumbrances:

S.A.P. 001-599-041	\$	25,110.45
S.A.P. 001-599-043	\$	16,273.96
S.P. 001-605-016	\$	25,355.85
S.P. 001-611-003	\$	1,425.93

LOCAL BRIDGE REPLACEMENT PROGRAM	\$	68,166.19
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TOTAL CONTRACTS RECEIVABLE	\$	290,166.00
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AITKIN COUNTY HIGHWAY DEPARTMENT
TOWN ROAD ALLOTMENT
DECEMBER 31, 2024

<u>Township</u>	<u>Distribution Amount</u>
Aitkin	\$ 30,879.03
Ball Bluff	\$ 14,028.57
Balsam	\$ 4,970.40
Beaver	\$ 9,272.80
Clark	\$ 15,130.63
Cornish	\$ 5,743.53
Farm Island	\$ 35,305.64
Fleming	\$ 18,369.77
Glen	\$ 20,996.42
Haugen	\$ 13,080.14
Hazelton	\$ 27,618.16
Hill Lake	\$ 17,605.84
Idun	\$ 12,669.99
Jevne	\$ 15,596.54
Kimberly	\$ 15,372.58
Lakeside	\$ 24,552.44
Lee	\$ 6,404.47
Libby	\$ 4,731.12
Logan	\$ 16,808.62
Macville	\$ 12,217.77
Malmo	\$ 16,333.96
McGregor	\$ 7,421.09
Millward	\$ 7,099.78
Morrison	\$ 13,638.22
Nordland	\$ 36,118.83
Pliny	\$ 6,754.26
Rice River	\$ 10,277.99
Salo	\$ 11,178.65
Seavey	\$ 6,973.11
Shamrock	\$ 46,058.58
Spalding	\$ 13,266.91
Spencer	\$ 20,254.26
Turner	\$ 9,025.65
Verdon	\$ 6,627.41
Wagner	\$ 15,152.75
Waukenabo	\$ 14,505.63
Wealthwood	\$ 11,682.07
White Pine	\$ 4,168.09
Williams	\$ 11,439.51
Workman	\$ 13,345.55
Unorg Twp 45-24	\$ 3,964.05
Unorg Twp 47-24	\$ 5,232.07
Unorg Twp 48-27	\$ 3,362.26
Unorg Twp 49-27	\$ 3,535.32
Unorg Twp 50-25	\$ 4,564.59
Unorg Twp 50-26	\$ 3,709.34
Unorg Twp 50-27	\$ 2,260.78
Unorg Twp 51-22	\$ 1,836.93
Unorg Twp 51-25	\$ 2,564.08
Unorg Twp 51-27	\$ 2,471.24
Unorg Twp 52-22	\$ 3,112.17
Unorg Twp 52-24	\$ 3,519.07
Unorg Twp 52-25	\$ 2,744.76
Unorg Twp 52-27	\$ 3,210.58
TOTALS-----	\$ 648,764.00

Note: Town Road Allotment monies are distributed by the Auditor's Office
10% Equalization, 10% Class Rate, 30% Population, 50% Mileage

AITKIN COUNTY HIGHWAY DEPARTMENT
INVENTORY OF MATERIALS SUPPLIES
DECEMBER 31, 2024

PARTS AND REPLACEMENTS:

Blades	\$	<u>102,830.18</u>	\$	102,830.18
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MOTOR FUEL & LUBRICANTS:

Diesel Fuel	\$	41,916.91		
Oils/Anti-Freeze	\$	<u>20,242.76</u>	\$	62,159.67

FIELD MATERIALS & SUPPLIES:

Culverts	\$	88,370.23		
Signs & Posts	\$	24,072.38		
Hydroseed Materials	\$	20,301.49		
Bituminous Materials	\$	<u>1,097.71</u>	\$	133,841.81

<u>GRAVEL STOCKPILES</u>	\$	222,924.63
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TOTAL INVENTORIES-----	\$	<u><u>521,756.29</u></u>
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Physical count of inventory was taken at year end

AITKIN COUNTY HIGHWAY DEPARTMENT
LIABILITIES FUND BALANCE
DECEMBER 31, 2024

LIABILITIES

ACCOUNTS PAYABLE **\$ 215,299.63**

SALARIES AND BENEFITS PAYABLE

	<u>Administration</u>	<u>Engineering</u>	<u>Maintenance</u>	<u>Total</u>
Salaries Payable	\$ 22,894.23	\$ 23,991.84	\$ 70,860.23	\$ 117,746.30
Comp Time Payable	\$ -	\$ 1,339.41	\$ 4,318.22	\$ 5,657.63
Vacation Payable	\$ 28,487.57	\$ 35,338.25	\$ 137,097.92	\$ 200,923.74
	\$ 51,381.80	\$ 60,669.50	\$ 212,276.37	\$ 324,327.67

CONTRACTS PAYABLE

SP 001-090-003 MARVIN TRETTER INC	\$ 9,485.00
SAP 001-602-014 HAWKINSON CONSTRUCTION CO INC	\$ 14,442.91
SP 001-611-003 KGM CONTRACTORS, INC	\$ 42,410.90
SP 001-605-016 S & R REINFORCING INC	\$ 15,730.62
SAP 001-599-041 MARVIN TRETTER INC	\$ 2,017.49
SAP 001-599-043 REDSTONE CONSTRUCTION LLC	\$ 10,789.46
CP 001-090-042 LOT PROS INC	\$ 1,796.84
SAP 001-030-009 RC HABECK EXCAVATING LLC	\$ 4,525.26
	\$ 101,198.48

ENTRANCE PERMIT PAYABLE **\$ 13,000.00**

UNEARNED REVENUE

Regular Construction	\$ 2,810,901.34
Municipal Construction	\$ 455,028.69
Town Bridge	\$ 145,208.17
Bridge Bonding	\$ 53,166.19
	\$ 3,464,304.39

DUE TO CSAH MUNICIPAL:

Overpayment:

Municipal Construction	\$ 8,052.25
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TOTAL LIABILITIES **\$ 4,126,182.42**

FUND BALANCE

Reserve - Supplies Inventory	\$ 521,756.29
Unreserve/Undesignated Fund Balance	\$ 3,392,142.53

TOTAL LIABILITIES AND FUND BALANCE **\$ 8,040,081.24**

AITKIN COUNTY HIGHWAY DEPARTMENT
ACCOUNTS PAYABLE
DECEMBER 31, 2024

<u>VENDORS PAYABLE</u>	<u>Admin</u>	<u>Eng Const</u>	<u>Maint</u>	<u>Capital Infrast</u>	<u>Equip & Facilities</u>	<u>Total</u>
Aitkin Rental Center			\$ 53.57			\$ 53.57
Aitkin Tire Shop			\$ 100.00			\$ 100.00
AT & T			\$ 114.69			\$ 114.69
Auto Value Aitkin			\$ 1,214.65			\$ 1,214.65
Boyer Ford Trucks			\$ 23,512.50			\$ 23,512.50
Bremer Bank	\$ 28.91		\$ 1,450.94			\$ 1,479.85
Bremer Bank - Elan		\$ 1,045.00				\$ 1,045.00
Cargill Incorporated			\$ 4,606.91			\$ 4,606.91
Cintas Corporation			\$ 48.24			\$ 48.24
Dotzler Power Equipment			\$ 324.27			\$ 324.27
East Central Energy			\$ 186.98			\$ 186.98
Fleet Pride, Inc			\$ 247.19			\$ 247.19
Frontier			\$ 789.90			\$ 789.90
Garrison Disposal			\$ 140.28			\$ 140.28
Glen's Sign Dezin			\$ 180.00			\$ 180.00
Gravelle Plumbing & Heating			\$ 513.67			\$ 513.67
Hyytinen's Hardware Hank			\$ 128.96			\$ 128.96
Judge/Chloe, Jerica & Sean				\$ 1,960.00		\$ 1,960.00
Karels Hardware Co			\$ 24.99			\$ 24.99
Lake County Power			\$ 504.28			\$ 504.28
Locators & Supplies			\$ 145.31			\$ 145.31
Loffler Companies			\$ 99.35			\$ 99.35
Marco Technologies	\$ 190.00					\$ 190.00
Midwest Machinery			\$ 85.97		\$ 139,635.33	\$ 139,721.30
Mike's Bobcat Service			\$ 260.00			\$ 260.00
Mille Lacs Energy Cooperative			\$ 3,431.04	\$ 10,050.00		\$ 13,481.04
MN Dept of Natural Resources			\$ 5,100.30			\$ 5,100.30
MN Energy Resources Corp			\$ 1,481.07			\$ 1,481.07
MN Dept of Transportation				\$ 485.45		\$ 485.45
NAPA			\$ 17.47			\$ 17.47
Northern Star Coop Services			\$ 590.56			\$ 590.56
Nuss Truck & Equipment			\$ 978.87			\$ 978.87
O'Reilly Auto Parts			\$ 167.83			\$ 167.83
Quality Disposal Systems Inc			\$ 77.22			\$ 77.22
Riley Auto Supply			\$ 1,303.68			\$ 1,303.68
Thompson/Randall		\$ 34.99				\$ 34.99
Towmaster Inc			\$ 135.00			\$ 135.00
Tveit/Nick			\$ 195.00			\$ 195.00
Verizon Wireless	\$ 467.57					\$ 467.57
WEX Bank			\$ 2,423.43			\$ 2,423.43
Widseth Smith & Nolting Inc				\$ 10,617.15		\$ 10,617.15
Winzer Corporation			\$ 151.11			\$ 151.11
	\$ 686.48	\$ 1,079.99	\$ 50,785.23	\$ 23,112.60	\$ 139,635.33	\$ 215,299.63

AITKIN COUNTY HIGHWAY DEPARTMENT

Fixed Assets Report
As Of DECEMBER 31, 2024

Equipment Code	Description	Org. Cost	Beginning Balance	Capital Improv	Equipment Rental	Cost Added	Yearly Depr	Ending Balance	AdjustTo Equalize Depr.
999	RENTAL EQUIPMENT	.00	.00	.00	.00	2,840.70	.00	.00	-2,840.70
	Acq Dt. 1/1/2024 Est. Life 0 Status Active								
	SubTotal	.00	.00	.00	.00	2,840.70	.00	.00	-2,840.70
ADMIN									
0631	OFFICE FURNITURE: MAINTENANCE FOREMAN	3,031.74	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 3/6/2000 Est. Life 10 Status Active								
0632	OFFICE FURNITURE: ASST MAINT FOREMAN	2,323.78	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 3/6/2000 Est. Life 10 Status Active								
0644	MAINTENANCE FOREMAN COMPUTER	867.00	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 1/22/2020 Est. Life 4 Status Active								
0653	OFFICE ASSISTANT COMPUTER	867.00	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 1/22/2020 Est. Life 4 Status Active								
0657	ENGINEER COMPUTER	1,159.59	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 6/21/2013 Est. Life 4 Status Active								
0658	MAINTENANCE COMPUTER #2	910.00	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 12/7/2016 Est. Life 4 Status Active								
0659	ASSISTANT MAINTENANCE FOREMAN COMPUTER	1,288.00	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 12/7/2016 Est. Life 4 Status Active								
0661	MECHANIC COMPUTER	867.00	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 1/22/2020 Est. Life 4 Status Active								
0662	MAINTENANCE EMPLOYEES COMPUTER #1	867.00	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 1/22/2020 Est. Life 4 Status Active								
0663	AITKIN OFFICE FURNITURE	60,966.81	52,583.87	.00	.00	.00	3,048.34	49,535.53	-3,048.34
	Acq Dt. 4/16/2021 Est. Life 20 Status Active								
0664	ASSISTANT ENGINEER COMPUTER	1,699.00	566.33	.00	.00	.00	424.75	141.58	-424.75
	Acq Dt. 5/21/2021 Est. Life 4 Status Active								
0665	ROW - PERMITTING AGENT COMPUTER	1,699.00	566.33	.00	.00	.00	424.75	141.58	-424.75
	Acq Dt. 5/21/2021 Est. Life 4 Status Active								
0666	ACCOUNTANT COMPUTER	1,095.00	365.00	.00	.00	.00	273.75	91.25	-273.75
	Acq Dt. 5/21/2021 Est. Life 4 Status Active								

AITKIN COUNTY HIGHWAY DEPARTMENT

Fixed Assets Report
As Of DECEMBER 31, 2024

Equipment Code	Description				Org. Cost	Beginning Balance	Capital Improv	Equipment Rental	Cost Added	Yearly Depr	Ending Balance	AdjustTo Equalize Depr.
ADMIN												
0785	NEWROADS ACS SOFTWARE				9,084.38	5,981.09	.00	.00	.00	302.76	5,678.33	-302.76
	Acq Dt. 10/1/2013	Est. Life 30		Status	Active							
	SubTotal				86,725.30	60,062.62	.00	.00	.00	4,474.35	55,588.27	-4,474.35
ATV												
0013	2011 POLARIS 500 RANGER ATV				9,894.94	.00	.00	467.50	191.30	.00	.00	276.20
	Acq Dt. 4/15/2011	Est. Life 8		Status	Active							
	SubTotal				9,894.94	.00	.00	467.50	191.30	.00	.00	276.20
BELLY DUMP												
0499	1995 RED RIVER TRI-AXLE BELLY DUMP				26,417.80	.00	.00	12,322.50	5,107.44	.00	.00	7,215.06
	Acq Dt. 5/4/1995	Est. Life 20		Status	Active							
0501	2001 RED RIVER BELLY DUMP				28,462.32	.00	.00	9,300.00	2,510.37	.00	.00	6,789.63
	Acq Dt. 5/22/2001	Est. Life 20		Status	Active							
0503	2015 CPS BELLY DUMP				21,400.00	17,387.50	.00	4,650.00	1,054.81	1,070.00	16,317.50	2,525.19
	Acq Dt. 4/3/2020	Est. Life 20		Status	Active							
	SubTotal				76,280.12	17,387.50	.00	26,272.50	8,672.62	1,070.00	16,317.50	16,529.88
CONST												
0709	PIN FINDER LOCATOR				500.00	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 1/1/1989	Est. Life 10		Status	Active							
0711	CONCRETE AIR TESTER				575.18	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 4/7/1995	Est. Life 20		Status	Active							
0718	LASER LEVEL				2,337.68	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 6/6/1997	Est. Life 10		Status	Active							
0726	COURSE SIEVE SHAKER				3,522.26	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 6/19/2001	Est. Life 5		Status	Active							
0727	DIGITAL SCALES: SOIL TESTING				1,452.00	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 3/27/2002	Est. Life 5		Status	Active							
0731	ONE OFFICE DATABASE				15,763.93	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 9/2/2005	Est. Life 10		Status	Active							

AITKIN COUNTY HIGHWAY DEPARTMENT

Fixed Assets Report
As Of DECEMBER 31, 2024

Equipment Code	Description			Org. Cost	Beginning Balance	Capital Improv	Equipment Rental	Cost Added	Yearly Depr	Ending Balance	AdjustTo Equalize Depr.
CONST											
0738	HP LASERJET 5200DTN PRINTER			2,396.00	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 11/27/2012	Est. Life 8	Status	Active							
0739	AUTOCAD CIVIL 3D 2017			41,224.62	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 1/12/2017	Est. Life 5	Status	Active							
0740	TRIMBLE SURVEY EQUIPMENT 2019			67,863.01	28,276.24	.00	.00	.00	8,482.88	19,793.36	-8,482.88
	Acq Dt. 5/28/2019	Est. Life 8	Status	Active							
0769	TOUGHBOOKS #1			1,757.03	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 9/21/2011	Est. Life 5	Status	Active							
0772	IPAD - SIGN TRUCK			930.97	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 9/2/2015	Est. Life 4	Status	Active							
0773	TRIMBLE GPS TOTAL STATION			54,895.96	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 2/20/2009	Est. Life 8	Status	Active							
0777	NIKON AUTOMATIC LEVEL			1,050.94	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 6/3/2009	Est. Life 0	Status	Active							
0778	E/TIME CARD			9,570.00	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 12/24/2009	Est. Life 8	Status	Active							
0784	ENGINEER TECH COMPUTER #5			1,159.59	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 4/14/2013	Est. Life 4	Status	Active							
0786	ENGINEER TECH DESKTOP COMPUTERS - 4			6,664.36	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 1/1/2018	Est. Life 4	Status	Active							
0787	ENGINEER TECH LAPTOPS - 4			7,210.80	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 1/1/2018	Est. Life 4	Status	Active							
	SubTotal			218,874.33	28,276.24	.00	.00	.00	8,482.88	19,793.36	-8,482.88
GRADERS											
0200	CATERPILLAR 120M MOTOR GRADER			193,743.00	52,741.15	.00	72,192.00	34,378.89	12,916.20	39,824.95	24,896.91
	Acq Dt. 2/6/2013	Est. Life 15	Status	Active							
0201	CATERPILLAR 120M MOTOR GRADER			193,743.00	52,741.15	.00	55,320.00	33,241.14	12,916.20	39,824.95	9,162.66
	Acq Dt. 2/6/2013	Est. Life 15	Status	Active							
0205	2016 JOHN DEERE 670GP			208,090.00	108,668.84	.00	72,312.00	33,053.52	13,872.72	94,796.12	25,385.76
	Acq Dt. 11/17/2016	Est. Life 15	Status	Active							

AITKIN COUNTY HIGHWAY DEPARTMENT

Fixed Assets Report
As Of DECEMBER 31, 2024

Equipment Code	Description	Org. Cost	Beginning Balance	Capital Improv	Equipment Rental	Cost Added	Yearly Depr	Ending Balance	AdjustTo Equalize Depr.
GRADERS									
0206	2016 JOHN DEERE 670GP	208,090.00	108,668.84	.00	54,312.00	17,859.42	13,872.72	94,796.12	22,579.86
	Acq Dt. 11/17/2016 Est. Life 15 Status Active								
0213	CAT 120M2 MOTOR GRADER	207,780.00	54,418.56	.00	99,912.00	20,936.34	29,682.86	24,735.70	49,292.80
	Acq Dt. 11/27/2018 Est. Life 7 Status Active								
0214	2020 JOHN DEERE 670GP MOTOR GRADER	296,120.00	148,059.99	.00	89,472.00	28,938.74	42,302.86	105,757.13	18,230.40
	Acq Dt. 7/15/2020 Est. Life 7 Status Active								
0215	2011 CATERPILLAR 140M VHP MOTOR GRADER	228,000.00	196,483.33	.00	66,672.00	19,766.81	33,682.86	162,800.47	13,222.33
	Acq Dt. 11/10/2022 Est. Life 7 Status Active								
	SubTotal	1,535,566.00	721,781.86	.00	510,192.00	188,174.86	159,246.42	562,535.44	162,770.72
LOADERS									
0010	1989 CASE 1840 SKID STEER	14,320.00	.00	.00	.00	420.69	.00	.00	-420.69
	Acq Dt. 6/30/1991 Est. Life 5 Status Sold								
			08/29/2024						
0020	BOBCAT 773 SKID LOADER	12,500.00	.00	.00	1,667.50	753.94	.00	.00	913.56
	Acq Dt. 8/21/2009 Est. Life 6 Status Active								
0366	1985 JOHN DEERE TRACTOR-LOADER	27,895.00	.00	.00	5,290.00	4,738.52	.00	.00	551.48
	Acq Dt. 6/1/1985 Est. Life 7 Status Active								
0371	2008 JD 624J WHEEL LOADER	102,623.40	.00	.00	9,660.00	16,486.81	.00	.00	-6,826.81
	Acq Dt. 5/15/2008 Est. Life 10 Status Active								
0384	2013 JOHN DEERE 310K BACKHOE LOADER	57,345.00	55,911.37	.00	5,405.00	1,253.81	5,734.50	50,176.87	-1,583.31
	Acq Dt. 10/5/2023 Est. Life 10 Status Active								
0386	1973 JD 410E WHEEL LOADER BACKHOE	30,459.38	.00	.00	2,645.00	1,956.20	.00	.00	688.80
	Acq Dt. 11/21/2013 Est. Life 10 Status Active								
0391	1997 CAT 938F LOADER	121,976.00	.00	.00	5,520.00	7,093.72	.00	.00	-1,573.72
	Acq Dt. 6/6/1997 Est. Life 10 Status Active								
0397	JD TRACTOR LOADER/BACKHOE	45,382.85	.00	.00	3,450.00	1,089.97	.00	.00	2,360.03
	Acq Dt. 12/22/2003 Est. Life 12 Status Active								
0398	JD 624J LOADER	114,444.90	.00	.00	17,710.00	24,510.29	.00	.00	-6,800.29
	Acq Dt. 4/8/2004 Est. Life 12 Status Active								
	SubTotal	526,946.53	55,911.37	.00	51,347.50	58,303.95	5,734.50	50,176.87	-12,690.95

AITKIN COUNTY HIGHWAY DEPARTMENT

Fixed Assets Report
As Of DECEMBER 31, 2024

Equipment Code	Description	Org. Cost	Beginning Balance	Capital Improv	Equipment Rental	Cost Added	Yearly Depr	Ending Balance	AdjustTo Equalize Depr.
MAINT									
0016	STOW VPC80E PLATE COMPACTOR	1,618.80	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 10/1/1993 Est. Life 8	Status	Active						
0018	GRACO PAVEMENT MARKER	6,704.18	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 6/17/1994 Est. Life 8	Status	Active						
0019	ROSCO SWEEP PRO	40,300.24	.00	.00	9,570.00	4,837.20	.00	.00	4,732.80
	Acq Dt. 3/21/2006 Est. Life 10	Status	Active						
0041	2014 CIMLINE 230DH GEN IV MELTER	36,495.00	4,257.22	.00	6,000.00	3,779.62	3,649.56	607.66	-1,429.18
	Acq Dt. 3/26/2015 Est. Life 10	Status	Active						
0042	INGERSOLL RAND COMPRESSOR	11,762.93	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 2/26/2002 Est. Life 5	Status	Active						
0043	PAVEMENT COMPACTOR CATCB24	27,787.50	.00	.00	180.00	.00	.00	.00	180.00
	Acq Dt. 10/15/2012 Est. Life 10	Status	Active						
0048	HYDRO TEK STEAMER	6,478.90	.00	.00	1,080.00	202.07	.00	.00	877.93
	Acq Dt. 3/13/2014 Est. Life 8	Status	Active						
0050	STEPP POTHOLE PATCH TRAILER 2014	15,572.00	.00	.00	5,940.00	1,026.43	.00	.00	4,913.57
	Acq Dt. 5/29/2014 Est. Life 8	Status	Active						
0064	2023 VIRNIG VBW84 SNOWBLOWER	14,599.50	13,078.72	.00	.00	101.62	1,824.94	11,253.78	-1,926.56
	Acq Dt. 3/14/2023 Est. Life 8	Status	Active						
0065	2023 SCHULTE XH1000 MOWER	42,464.58	39,633.61	.00	120.00	14,684.14	4,246.46	35,387.15	-18,810.60
	Acq Dt. 5/22/2023 Est. Life 10	Status	Active						
0066	HONDA WATER PUMP	2,628.51	.00	.00	.00	62.39	.00	.00	-62.39
	Acq Dt. 8/15/2003 Est. Life 5	Status	Active						
0067	PULL TYPE PNEUMATIC ROLLER	11,182.50	.00	.00	600.00	.00	.00	.00	600.00
	Acq Dt. 11/15/2004 Est. Life 5	Status	Active						
0068	HONDA 340CC TRASH PUMP	2,159.00	1,043.52	.00	.00	.00	431.80	611.72	-431.80
	Acq Dt. 6/15/2021 Est. Life 5	Status	Active						
0096	ALL AMERICAN DISK	4,473.00	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 12/11/1995 Est. Life 7	Status	Active						
0098	FORD TANDEM WHEEL DISC	1,600.00	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 7/25/1988 Est. Life 4	Status	Active						

AITKIN COUNTY HIGHWAY DEPARTMENT

Fixed Assets Report
As Of DECEMBER 31, 2024

Equipment Code	Description				Org. Cost	Beginning Balance	Capital Improv	Equipment Rental	Cost Added	Yearly Depr	Ending Balance	AdjustTo Equalize Depr.
MAINT												
0300	PT100G TEREX TRACK BRUSH MACH				71,832.83	.00	.00	20,144.00	20,816.35	.00	.00	-672.35
	Acq Dt. 6/27/2011	Est. Life 10	Status	Active								
0306	2013 LB PERFORMANCE RW35 ROAD WIDENER				38,500.00	23,741.67	.00	.00	.00	3,850.00	19,891.67	-3,850.00
	Acq Dt. 3/27/2020	Est. Life 10	Status	Active								
0369	1999 SELF PROPEL STEEL DRUM ROLLER				43,665.00	.00	.00	.00	81.12	.00	.00	-81.12
	Acq Dt. 11/16/2004	Est. Life 5	Status	Active								
0372	2020 VOLVO EXCAVATOR				145,406.00	92,090.47	.00	38,445.00	30,057.60	14,540.60	77,549.87	-6,153.20
	Acq Dt. 5/28/2020	Est. Life 10	Status	Active								
0399	CATERPILLAR D5NLGP DOZER				107,649.54	.00	.00	13,080.00	10,508.88	.00	.00	2,571.12
	Acq Dt. 12/29/2004	Est. Life 12	Status	Active								
0498	WATER TANKER SEMI-TRAILER				2,500.00	.00	.00	4,020.00	8,267.66	.00	.00	-4,247.66
	Acq Dt. 6/11/2003	Est. Life 2	Status	Active								
0815	TURFMAKER 325 - HYDROSEEDER				11,075.00	7,937.08	.00	1,860.00	6.51	1,107.50	6,829.58	745.99
	Acq Dt. 3/17/2021	Est. Life 10	Status	Active								
	SubTotal				646,455.01	181,782.29	.00	101,039.00	94,431.59	29,650.86	152,131.43	-23,043.45
PICKUPS												
0448	2004 FORD F-150 4X4 PICKUP				18,264.12	.00	.00	2,400.00	795.25	.00	.00	1,604.75
	Acq Dt. 9/9/2004	Est. Life 5	Status	Sold		07/01/2024						
0454	2008 F150 FORD PICKUP				20,588.85	.00	.00	8,519.00	3,331.19	.00	.00	5,187.81
	Acq Dt. 5/13/2008	Est. Life 5	Status	Active								
0456	2008 F350 FORD 1-TON PICKUP				25,893.33	.00	.00	6,608.00	6,504.62	.00	.00	103.38
	Acq Dt. 8/21/2008	Est. Life 5	Status	Active								
0458	2010 FORD F150 4 DR CAB				26,065.86	.00	.00	.00	1,516.27	.00	.00	-1,516.27
	Acq Dt. 5/21/2010	Est. Life 5	Status	Sold		07/01/2024						
0459	2010 FORD F150				23,704.75	.00	.00	6,112.00	2,570.72	.00	.00	3,541.28
	Acq Dt. 5/14/2010	Est. Life 5	Status	Active								
0460	2011 FORD F350 SD (SURVEY)				39,336.40	.00	.00	.00	1,391.82	.00	.00	-1,391.82
	Acq Dt. 8/4/2010	Est. Life 5	Status	Sold		07/01/2024						
0462	2012 CHEVROLET 4 DR EXT-SCOTT				24,912.00	.00	.00	.00	1,391.61	.00	.00	-1,391.61
	Acq Dt. 12/19/2011	Est. Life 5	Status	Sold		07/01/2024						
							8-6					

AITKIN COUNTY HIGHWAY DEPARTMENT

Fixed Assets Report As Of DECEMBER 31, 2024

Equipment Code	Description	Org. Cost	Beginning Balance	Capital Improv	Equipment Rental	Cost Added	Yearly Depr	Ending Balance	AdjustTo Equalize Depr.
PICKUPS									
0464	2008 FORD F 150 EXT CAB	12,000.00	.00	.00	2,625.00	1,005.42	.00	.00	1,619.58
	Acq Dt. 6/4/2012 Est. Life 5 Status Active								
0466	2014 FORD F-150 4x4 SUPER CAB (Paul K)	25,382.88	.00	.00	4,236.00	2,474.51	.00	.00	1,761.49
	Acq Dt. 4/10/2014 Est. Life 8 Status Active								
0470	2006 GMC SIERRA 150	16,867.75	.00	.00	26,205.00	4,292.10	.00	.00	21,912.90
	Acq Dt. 5/26/2016 Est. Life 5 Status Active								
0471	SIGN TRUCK - F-450 SUPER DUTY	47,292.13	.00	.00	29,975.00	22,142.79	.00	.00	7,832.21
	Acq Dt. 5/12/2017 Est. Life 5 Status Active								
0472	2018 FORD F-250 SUPER DUTY - BUTCH	26,631.91	.00	.00	14,981.00	9,616.51	.00	.00	5,364.49
	Acq Dt. 6/5/2018 Est. Life 5 Status Active								
0473	2018 FORD F-250 SUPERDUTY	33,554.41	.00	.00	12,179.00	7,286.03	.00	.00	4,892.97
	Acq Dt. 6/11/2018 Est. Life 5 Status Active								
0474	2020 F-150 4X4 EXTENDED CAB	28,675.14	9,080.45	.00	8,017.00	3,805.98	5,735.03	3,345.42	-1,524.01
	Acq Dt. 8/31/2020 Est. Life 5 Status Active								
0475	2020 FORD F550 SUPER DUTY - MECHANIC TRI	98,293.73	37,679.25	.00	14,043.00	9,478.23	19,658.75	18,020.50	-15,093.98
	Acq Dt. 12/21/2020 Est. Life 5 Status Active								
0476	2021 GMC SIERRA - QUALE	30,433.83	13,187.98	.00	4,352.00	1,619.84	6,086.77	7,101.21	-3,354.61
	Acq Dt. 3/19/2021 Est. Life 5 Status Active								
0477	2015 FORD F150 SUPER CAB	30,532.50	23,535.47	.00	12,886.00	4,767.99	3,816.56	19,718.91	4,301.45
	Acq Dt. 3/22/2022 Est. Life 8 Status Active								
0478	2022 CHEVROLET SILVERADO - SCOTT K	44,915.00	34,621.97	.00	34,117.00	13,540.56	5,614.38	29,007.59	14,962.06
	Acq Dt. 3/25/2022 Est. Life 8 Status Active								
0479	2016 GMC SIERRA 1500 (MCGRATH SHOP)	26,220.00	23,488.75	.00	20,748.00	9,553.91	3,277.50	20,211.25	7,916.59
	Acq Dt. 3/3/2023 Est. Life 8 Status Active								
0480	2016 GMC SIERRA 1500 (R.THOMPSON)	23,020.00	20,622.08	.00	7,700.00	3,459.27	2,877.50	17,744.58	1,363.23
	Acq Dt. 3/3/2023 Est. Life 8 Status Active								
0481	2024 FLATBED CHEVROLET SILVERADO 3500	48,698.38	48,698.38	9,171.00	12,415.00	8,129.72	6,630.87	51,238.51	-2,345.59
	Acq Dt. 2/2/2024 Est. Life 8 Status New								
0482	2016 GMC SIERRA 1500 - PALISADE	25,600.00	25,600.00	.00	84,548.00	7,432.84	2,933.33	22,666.67	74,181.83
	Acq Dt. 2/12/2024 Est. Life 8 Status New								

AITKIN COUNTY HIGHWAY DEPARTMENT

Fixed Assets Report
As Of DECEMBER 31, 2024

Equipment Code	Description	Org. Cost	Beginning Balance	Capital Improv	Equipment Rental	Cost Added	Yearly Depr	Ending Balance	AdjustTo Equalize Depr.
PICKUPS									
0483	2020 RAM 1500 - MCGREGOR	25,000.00	25,000.00	.00	94,130.00	11,479.40	2,864.58	22,135.42	79,786.02
	Acq Dt. 2/12/2024 Est. Life 8 Status New								
0484	2024 GMC SIERRA 1500 - SURVEY TRUCK	63,212.20	63,212.20	.00	5,559.00	10,677.55	5,926.14	57,286.06	-11,044.69
	Acq Dt. 4/16/2024 Est. Life 8 Status New								
0485	2024 FORD F150 XLT - BUTCH	53,944.55	53,944.55	.00	17,092.00	13,431.28	5,057.30	48,887.25	-1,396.58
	Acq Dt. 4/19/2024 Est. Life 8 Status New								
	SubTotal	839,039.72	378,671.08	9,171.00	429,447.00	161,695.41	70,478.71	317,363.37	197,272.88
SHOP									
0069	2007 CATERPILLAR P5000 FORKLIFT	5,500.00	5,500.00	.00	.00	1,396.20	183.33	5,316.67	-1,579.53
	Acq Dt. 9/6/2024 Est. Life 10 Status New								
0070	2021 NEW HOLLAND DURADISC 108M HEAVY C	5,000.00	5,000.00	.00	.00	835.11	208.33	4,791.67	-1,043.44
	Acq Dt. 8/30/2024 Est. Life 10 Status New								
0802	AIRCO WELDER OUTFIT	1,758.88	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 1/1/1980 Est. Life 10 Status Active								
0803	GRAY WIRELESS PORTABLE LIFT SYSTEM	38,233.00	22,939.80	.00	.00	.00	3,823.30	19,116.50	-3,823.30
	Acq Dt. 1/30/2020 Est. Life 10 Status Active								
0804	PRESSURE WASHER - AITKIN	750.49	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 1/1/1980 Est. Life 10 Status Active								
0806	JOHN DEERE SNOWBLOWER	800.00	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 1/11/1976 Est. Life 10 Status Sold		08/29/2024						
0807	SEARS PORTABLE GENERATOR	1,124.24	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 3/17/1995 Est. Life 10 Status Active								
0809	PLASMA POWERCUTTER	2,343.00	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 1/12/2007 Est. Life 4 Status Active								
0811	HUSQVARNA CHOP SAW K760	1,916.92	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 9/11/2013 Est. Life 4 Status Active								
0812	AC/DC 225/125 WELDER	701.87	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 6/12/2018 Est. Life 1 Status Active								
0813	POWER MIG 256 MIG WELDER	2,483.40	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 6/12/2018 Est. Life 1 Status Active								

AITKIN COUNTY HIGHWAY DEPARTMENT

Fixed Assets Report
As Of DECEMBER 31, 2024

Equipment Code	Description			Org. Cost	Beginning Balance	Capital Improv	Equipment Rental	Cost Added	Yearly Depr	Ending Balance	AdjustTo Equalize Depr.
SHOP											
0814	2020 JOHN DEERE Z720E ZTRAK			5,345.00	1,558.96	.00	.00	449.77	1,336.25	222.71	-1,786.02
	Acq Dt. 3/1/2021	Est. Life 4	Status	Active							
0816	TORO 824 OE SNOWBLOWER			1,299.00	1,271.94	.00	.00	.00	324.75	947.19	-324.75
	Acq Dt. 12/19/2023	Est. Life 4	Status	Active							
	SubTotal			67,255.80	36,270.70	.00	.00	2,681.08	5,875.96	30,394.74	-8,557.04
TANDEMS											
0127	2000 FORD SINGLE AXLE			93,834.69	.00	.00	3,276.00	5,545.81	.00	.00	-2,269.81
	Acq Dt. 10/22/1999	Est. Life 8	Status	Active							
0135	2012 INTERNATIONAL TANDEM			180,115.33	.00	.00	43,699.50	21,324.35	.00	.00	22,375.15
	Acq Dt. 2/13/2012	Est. Life 8	Status	Active							
0136	2012 INTERNATIONAL TANDEM			180,115.32	.00	.00	36,942.75	21,093.98	.00	.00	15,848.77
	Acq Dt. 2/13/2012	Est. Life 8	Status	Active							
0137	2012 INTERNATIONAL TANDEM			181,528.21	.00	.00	28,723.50	26,493.23	.00	.00	2,230.27
	Acq Dt. 2/13/2012	Est. Life 8	Status	Active							
0138	2012 INTERNATIONAL TANDEM			181,837.07	.00	.00	83,742.75	29,690.01	.00	.00	54,052.74
	Acq Dt. 2/13/2012	Est. Life 8	Status	Active							
0139	2016 MACK GU 713			182,454.37	33,450.27	.00	43,290.00	33,710.31	18,245.40	15,204.87	-8,665.71
	Acq Dt. 11/25/2015	Est. Life 10	Status	Active							
0140	2016 MACK GU 713			182,454.37	.00	.00	42,471.00	16,434.98	.00	.00	26,036.02
	Acq Dt. 11/25/2015	Est. Life 8	Status	Active							
0141	2016 MACK GU 713			182,454.37	.00	.00	67,772.25	27,236.86	.00	.00	40,535.39
	Acq Dt. 11/25/2015	Est. Life 8	Status	Active							
0142	2010 MACK GU812 - SINGLE AXLE			93,234.00	32,049.19	.00	21,440.25	8,576.92	11,654.25	20,394.94	1,209.08
	Acq Dt. 10/30/2018	Est. Life 8	Status	Active							
0143	2019 MACK GR64F			192,262.32	80,109.30	.00	104,598.00	39,097.86	24,032.79	56,076.51	41,467.35
	Acq Dt. 5/2/2019	Est. Life 8	Status	Active							
0144	2020 MACK GR64F			192,262.32	80,109.30	.00	102,345.75	62,862.51	24,032.79	56,076.51	15,450.45
	Acq Dt. 5/2/2019	Est. Life 8	Status	Active							
0145	2019 MACK GR64F			192,262.32	80,109.30	.00	56,686.50	44,414.41	24,032.79	56,076.51	-11,760.70
	Acq Dt. 5/2/2019	Est. Life 8	Status	Active							

AITKIN COUNTY HIGHWAY DEPARTMENT

Fixed Assets Report
As Of DECEMBER 31, 2024

Equipment Code	Description	Org. Cost	Beginning Balance	Capital Improv	Equipment Rental	Cost Added	Yearly Depr	Ending Balance	AdjustTo Equalize Depr.
TANDEMS									
0146	2015 INTERNATIONAL PROSTAR	51,707.50	26,930.98	.00	69,732.00	26,583.66	6,463.44	20,467.54	36,684.90
	Acq Dt. 3/27/2020 Est. Life 8	Status	Active						
0147	2022 MACK GR64F	217,254.73	169,730.26	.00	67,772.25	35,541.67	27,156.84	142,573.42	5,073.74
	Acq Dt. 4/25/2022 Est. Life 8	Status	Active						
0148	2022 MACK GR64F	215,259.73	170,413.95	.00	75,114.00	27,219.36	26,907.47	143,506.48	20,987.17
	Acq Dt. 5/9/2022 Est. Life 8	Status	Active						
0149	2022 MACK GR64F	222,161.99	175,878.24	.00	27,495.00	12,405.15	27,770.25	148,107.99	-12,680.40
	Acq Dt. 5/18/2022 Est. Life 8	Status	Active						
	SubTotal	2,741,198.64	848,780.79	.00	875,101.50	438,231.07	190,296.02	658,484.77	246,574.41
TRACTORS									
0350	JD 6430 TRACTOR/MOWER	75,268.00	.00	.00	16,390.00	39,438.10	.00	.00	-23,048.10
	Acq Dt. 4/19/2007 Est. Life 10	Status	Active						
0351	NEW HOLLAND TRACTOR MOWER	66,121.56	18,183.69	.00	36,718.00	27,246.20	6,612.12	11,571.57	2,859.68
	Acq Dt. 10/6/2016 Est. Life 10	Status	Active						
0352	NEW HOLLAND - GUARDRAIL MOWER	103,838.50	57,111.17	.00	23,782.00	25,857.48	10,383.85	46,727.32	-12,459.33
	Acq Dt. 7/12/2019 Est. Life 10	Status	Active						
0353	2024 JD 6130M CAB TRACTOR MOWER	131,461.33	131,461.33	.00	.00	608.32	1,095.51	130,365.82	-1,703.83
	Acq Dt. 12/31/2024 Est. Life 10	Status	New						
	SubTotal	376,689.39	206,756.19	.00	76,890.00	93,150.10	18,091.48	188,664.71	-34,351.58
TRAILERS									
0028	2007 FELLING TRAILER (AITKIN)	15,819.88	.00	.00	.00	21.25	.00	.00	-21.25
	Acq Dt. 6/21/2006 Est. Life 8	Status	Active						
0029	TRAILER - FELLING (AITKIN)	2,898.00	.00	.00	.00	21.25	.00	.00	-21.25
	Acq Dt. 1/16/1991 Est. Life 8	Status	Active						
0031	2011 SURVEY TRAILER - PJ7712GR	1,760.25	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 4/1/2011 Est. Life 8	Status	Active						
0033	HOMEMADE CULVERT TRAILER (PIPE TRAILER)	.00	.00	.00	.00	724.22	.00	.00	-724.22
	Acq Dt. 1/1/1990 Est. Life 5	Status	Active						

AITKIN COUNTY HIGHWAY DEPARTMENT

Fixed Assets Report As Of DECEMBER 31, 2024

Equipment Code	Description	Org. Cost	Beginning Balance	Capital Improv	Equipment Rental	Cost Added	Yearly Depr	Ending Balance	AdjustTo Equalize Depr.
TRAILERS									
0034	TOWMASTER TRAILER (JACOBSON)	10,705.35	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 6/21/1988 Est. Life 8 Status Active								
0035	HOMEMADE 6X8 TRAILER (AITKIN)	100.00	.00	.00	.00	50.16	.00	.00	-50.16
	Acq Dt. 3/14/1986 Est. Life 8 Status Active								
0051	2014 TOWMASTER TRAILER T-50	26,005.96	866.44	.00	240.00	1,174.04	866.44	.00	-1,800.48
	Acq Dt. 5/30/2014 Est. Life 10 Status Active								
0052	CONTINENTAL CARGO 6X10 TRAILER	3,243.93	730.14	.00	.00	.00	324.36	405.78	-324.36
	Acq Dt. 4/14/2016 Est. Life 10 Status Active								
0053	SKID LOADER KAUFMAN TRAILER - 22FT DELU.	6,780.30	4,859.21	.00	.00	21.25	678.03	4,181.18	-699.28
	Acq Dt. 7/6/2021 Est. Life 10 Status Active								
0054	2022 TM T-50 TRAILER	28,041.00	22,666.47	.00	5,080.00	3,571.68	2,804.10	19,862.37	-1,295.78
	Acq Dt. 2/2/2022 Est. Life 10 Status Active								
0097	1989 HOME-MADE TRAILER (AITKIN)	694.34	.00	.00	.00	.00	.00	.00	.00
	Acq Dt. 3/10/1989 Est. Life 8 Status Active								
	SubTotal	96,049.01	29,122.26	.00	5,320.00	5,583.85	4,672.93	24,449.33	-4,936.78
	FINAL TOTAL 143	7,220,974.79	2,564,802.90	9,171.00	2,076,077.00	1,053,956.53	498,074.11	2,075,899.79	524,046.36

AITKIN COUNTY HIGHWAY DEPARTMENT
EQUIPMENT RENTAL ANALYSIS
DECEMBER 31, 2024

Equip Code	Description	Maintenance	Administrative & Unallocated	Repair Equipment	Account Receivable	Total
0013	2011 POLARIS 500 RANGER ATV	\$ 433.50	\$ 34.00	\$ -	\$ -	\$ 467.50
0019	ROSCO SWEEP PRO	\$ 8,430.00	\$ 1,140.00	\$ -	\$ -	\$ 9,570.00
0020	BOBCAT 773 SKID LOADER	\$ -	\$ 1,667.50	\$ -	\$ -	\$ 1,667.50
0041	2014 CIMLINE 230DH GEN IV MELTER	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00
0043	PAVEMENT COMPACTOR CATCB24	\$ 120.00	\$ 60.00	\$ -	\$ -	\$ 180.00
0048	HYDRO TEK STEAMER	\$ 960.00	\$ -	\$ -	\$ 120.00	\$ 1,080.00
0050	STEPP POTHOLE PATCH TRAILER 2014	\$ 5,940.00	\$ -	\$ -	\$ -	\$ 5,940.00
0051	2014 TOWMASTER TRAILER T-50	\$ 240.00	\$ -	\$ -	\$ -	\$ 240.00
0054	2022 TM T-50 TRAILER	\$ 3,770.00	\$ 620.00	\$ -	\$ 690.00	\$ 5,080.00
0065	2023 SCHULTE XH1000 MOWER	\$ 60.00	\$ 60.00	\$ -	\$ -	\$ 120.00
0067	PULL TYPE PNEUMATIC ROLLER	\$ 600.00	\$ -	\$ -	\$ -	\$ 600.00
0127	2000 FORD SINGLE AXLE	\$ 1,755.00	\$ 1,521.00	\$ -	\$ -	\$ 3,276.00
0135	2012 INTERNATIONAL TANDEM	\$ 17,257.50	\$ 25,506.00	\$ -	\$ 936.00	\$ 43,699.50
0136	2012 INTERNATIONAL TANDEM	\$ 10,179.00	\$ 24,950.25	\$ -	\$ 1,813.50	\$ 36,942.75
0137	2012 INTERNATIONAL TANDEM	\$ 10,179.00	\$ 18,544.50	\$ -	\$ -	\$ 28,723.50
0138	2012 INTERNATIONAL TANDEM	\$ 52,767.00	\$ 28,284.75	\$ -	\$ 2,691.00	\$ 83,742.75
0139	2016 MACK GU 713	\$ 14,274.00	\$ 25,272.00	\$ -	\$ 3,744.00	\$ 43,290.00
0140	2016 MACK GU 713	\$ 11,817.00	\$ 27,202.50	\$ -	\$ 3,451.50	\$ 42,471.00
0141	2016 MACK GU 713	\$ 40,540.50	\$ 24,950.25	\$ -	\$ 2,281.50	\$ 67,772.25
0142	2010 MACK GU812 - SINGLE AXLE	\$ 175.50	\$ 15,765.75	\$ -	\$ 5,499.00	\$ 21,440.25
0143	2019 MACK GR64F	\$ 62,244.00	\$ 41,652.00	\$ -	\$ 702.00	\$ 104,598.00
0144	2020 MACK GR64F	\$ 64,788.75	\$ 35,743.50	\$ 1,287.00	\$ 526.50	\$ 102,345.75
0145	2019 MACK GR64F	\$ 26,734.50	\$ 28,314.00	\$ 468.00	\$ 1,170.00	\$ 56,686.50
0146	2015 INTERNATIONAL PROSTAR	\$ 61,308.00	\$ 8,424.00	\$ -	\$ -	\$ 69,732.00
0147	2022 MACK GR64F	\$ 34,836.75	\$ 26,646.75	\$ -	\$ 6,288.75	\$ 67,772.25
0148	2022 MACK GR64F	\$ 38,902.50	\$ 31,180.50	\$ -	\$ 5,031.00	\$ 75,114.00
0149	2022 MACK GR64F	\$ 7,780.50	\$ 19,188.00	\$ -	\$ 526.50	\$ 27,495.00
0200	CATERPILLAR 120M MOTOR GRADER	\$ 66,960.00	\$ 1,680.00	\$ 192.00	\$ 3,360.00	\$ 72,192.00
0201	CATERPILLAR 120M MOTOR GRADER	\$ 50,304.00	\$ 2,160.00	\$ 192.00	\$ 2,664.00	\$ 55,320.00
0205	2016 JOHN DEERE 670GP	\$ 64,536.00	\$ 4,368.00	\$ -	\$ 3,408.00	\$ 72,312.00
0206	2016 JOHN DEERE 670GP	\$ 47,880.00	\$ 2,256.00	\$ -	\$ 4,176.00	\$ 54,312.00
0213	CAT 120M2 MOTOR GRADER	\$ 85,800.00	\$ 2,976.00	\$ -	\$ 11,136.00	\$ 99,912.00
0214	2020 JOHN DEERE 670GP MOTOR GRAD	\$ 79,968.00	\$ 4,080.00	\$ -	\$ 5,424.00	\$ 89,472.00
0215	2011 CATERPILLAR 140M VHP MOTOR GRADER	\$ 29,376.00	\$ 2,400.00	\$ -	\$ 34,896.00	\$ 66,672.00
0300	PT100G TEREX TRACK BRUSH MACHINE	\$ 19,120.00	\$ 256.00	\$ -	\$ 768.00	\$ 20,144.00
0350	JD 6430 TRACTOR/MOWER	\$ 16,346.00	\$ 44.00	\$ -	\$ -	\$ 16,390.00
0351	NEW HOLLAND TRACTOR MOWER	\$ 35,684.00	\$ 88.00	\$ 44.00	\$ 902.00	\$ 36,718.00

AITKIN COUNTY HIGHWAY DEPARTMENT
EQUIPMENT RENTAL ANALYSIS
DECEMBER 31, 2024

Equip Code	Description	Maintenance	Administrative & Unallocated	Repair Equipment	Account Receivable	Total
0352	NEW HOLLAND - GUARDRAIL MOWER	\$ 20,834.00	\$ 264.00	\$ 88.00	\$ 2,596.00	\$ 23,782.00
0366	1985 JOHN DEERE TRACTOR-LOADER	\$ 5,290.00	\$ -	\$ -	\$ -	\$ 5,290.00
0371	2008 JD 624J WHEEL LOADER	\$ -	\$ 9,660.00	\$ -	\$ -	\$ 9,660.00
0372	2020 VOLVO EXCAVATOR	\$ 30,015.00	\$ 4,260.00	\$ -	\$ 4,170.00	\$ 38,445.00
0384	2013 JOHN DEERE 310K BACKHOE LOAD	\$ 4,830.00	\$ -	\$ -	\$ 575.00	\$ 5,405.00
0386	1973 JD 410E WHEEL LOADER BACKHOE	\$ 1,035.00	\$ 1,610.00	\$ -	\$ -	\$ 2,645.00
0391	1997 CAT 938F LOADER	\$ 2,760.00	\$ 2,760.00	\$ -	\$ -	\$ 5,520.00
0397	JD TRACTOR LOADER/BACKHOE	\$ 2,242.50	\$ 1,207.50	\$ -	\$ -	\$ 3,450.00
0398	JD 624J LOADER	\$ 1,610.00	\$ 16,100.00	\$ -	\$ -	\$ 17,710.00
0399	CATERPILLAR D5NLGP DOZER	\$ 9,330.00	\$ 3,750.00	\$ -	\$ -	\$ 13,080.00
0448	2004 FORD F-150 4X4 PICKUP	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 2,400.00
0454	2008 F150 FORD PICKUP	\$ -	\$ 8,519.00	\$ -	\$ -	\$ 8,519.00
0456	2008 F350 FORD 1-TON PICKUP	\$ 1,600.00	\$ 5,008.00	\$ -	\$ -	\$ 6,608.00
0459	2010 FORD F150	\$ -	\$ 6,112.00	\$ -	\$ -	\$ 6,112.00
0464	2008 FORD F 150 EXT CAB	\$ -	\$ 2,625.00	\$ -	\$ -	\$ 2,625.00
0466	2014 FORD F-150 4x4 SUPER CAB (Paul)	\$ -	\$ 4,236.00	\$ -	\$ -	\$ 4,236.00
0470	2006 GMC SIERRA 150	\$ 11,300.00	\$ 14,905.00	\$ -	\$ -	\$ 26,205.00
0471	SIGN TRUCK - F-450 SUPER DUTY	\$ 1,500.00	\$ 28,475.00	\$ -	\$ -	\$ 29,975.00
0472	2018 FORD F-250 SUPER DUTY - BUTCH	\$ -	\$ 14,981.00	\$ -	\$ -	\$ 14,981.00
0473	2018 FORD F-250 SUPERDUTY	\$ 3,720.00	\$ 8,459.00	\$ -	\$ -	\$ 12,179.00
0474	2020 F-150 4X4 EXTENDED CAB	\$ -	\$ 8,017.00	\$ -	\$ -	\$ 8,017.00
0475	2020 FORD F550 SUPER DUTY - MECHANIC	\$ -	\$ 14,043.00	\$ -	\$ -	\$ 14,043.00
0476	2021 GMC SIERRA - QUALE	\$ -	\$ 4,352.00	\$ -	\$ -	\$ 4,352.00
0477	2015 FORD F150 SUPER CAB	\$ -	\$ 12,886.00	\$ -	\$ -	\$ 12,886.00
0478	2022 CHEVROLET SILVERADO - SCOTT	\$ -	\$ 34,117.00	\$ -	\$ -	\$ 34,117.00
0479	2016 GMC SIERRA 1500 (MCGRATH SHOP	\$ -	\$ 20,748.00	\$ -	\$ -	\$ 20,748.00
0480	2016 GMC SIERRA 1500 (R.THOMPSON)	\$ -	\$ 7,700.00	\$ -	\$ -	\$ 7,700.00
0481	2024 FLATBED CHEVROLET SILVERADO 3500	\$ 1,960.00	\$ 10,455.00	\$ -	\$ -	\$ 12,415.00
0482	2016 GMC SIERRA 1500 - PALISADE	\$ 1,000.00	\$ 83,548.00	\$ -	\$ -	\$ 84,548.00
0483	2020 RAM 1500 - MCGREGOR	\$ 2,200.00	\$ 91,930.00	\$ -	\$ -	\$ 94,130.00
0484	2024 GMC SIERRA 1500 - SURVEY TRUCK	\$ -	\$ 5,559.00	\$ -	\$ -	\$ 5,559.00
0485	2024 FORD F150 XLT - BUTCH	\$ -	\$ 17,092.00	\$ -	\$ -	\$ 17,092.00
0498	WATER TANKER SEMI-TRAILER	\$ 4,020.00	\$ -	\$ -	\$ -	\$ 4,020.00
0499	1995 RED RIVER TRI-AXLE BELLY DUMP	\$ 12,322.50	\$ -	\$ -	\$ -	\$ 12,322.50
0501	2001 RED RIVER BELLY DUMP	\$ 9,300.00	\$ -	\$ -	\$ -	\$ 9,300.00
0503	2015 CPS BELLY DUMP	\$ 4,340.00	\$ 310.00	\$ -	\$ -	\$ 4,650.00
0815	TURFMAKER 325 - HYDROSEEDER	\$ 1,860.00	\$ -	\$ -	\$ -	\$ 1,860.00
Final Total		\$ 1,113,536.00	\$ 850,723.75	\$ 2,271.00	\$ 109,546.25	\$ 2,076,077.00

AITKIN COUNTY HIGHWAY DEPARTMENT
EQUIPMENT EXPENSE ANALYSIS
DECEMBER 31, 2024

Equip Code	Description	Repair Labor Parts	& Tires Tubes & Chains	Diesel & Gasoline	Unallocated Costs	Fringe Benefits	Total Equipment Dollars
0010	1989 CASE 1840 SKID STEER	\$ 420.69	\$ -	\$ -	\$ -	\$ -	\$ 420.69
0013	2011 POLARIS 500 RANGER ATV	\$ 85.94	\$ -	\$ 17.72	\$ 49.62	\$ 38.02	\$ 191.30
0019	ROSCO SWEEP PRO	\$ 2,025.86	\$ -	\$ 595.34	\$ 1,254.65	\$ 961.35	\$ 4,837.20
0020	BOBCAT 773 SKID LOADER	\$ 224.80	\$ -	\$ 183.75	\$ 195.55	\$ 149.84	\$ 753.94
0028	2007 FELLING TRAILER (AITKIN)	\$ 21.25	\$ -	\$ -	\$ -	\$ -	\$ 21.25
0029	TRAILER - FELLING (AITKIN)	\$ 21.25	\$ -	\$ -	\$ -	\$ -	\$ 21.25
0033	HOMEMADE CULVERT TRAILER (PIPE TRAILER)	\$ 44.22	\$ 680.00	\$ -	\$ -	\$ -	\$ 724.22
0035	HOMEMADE 6X8 TRAILER (AITKIN)	\$ 50.16	\$ -	\$ -	\$ -	\$ -	\$ 50.16
0041	2014 CIMLINE 230DH GEN IV MELTER	\$ 1,342.67	\$ 165.00	\$ 540.44	\$ 980.34	\$ 751.17	\$ 3,779.62
0048	HYDRO TEK STEAMER	\$ 80.25	\$ -	\$ 29.25	\$ 52.41	\$ 40.16	\$ 202.07
0050	STEPP POTHOLE PATCH TRAILER 2014	\$ 544.81	\$ -	\$ 11.40	\$ 266.23	\$ 203.99	\$ 1,026.43
0051	2014 TOWMASTER TRAILER T-50	\$ 1,174.04	\$ -	\$ -	\$ -	\$ -	\$ 1,174.04
0053	SKID LOADER KAUFMAN TRAILER - 22FT	\$ 21.25	\$ -	\$ -	\$ -	\$ -	\$ 21.25
0054	2022 TM T-50 TRAILER	\$ 2,236.68	\$ 825.00	\$ 510.00	\$ -	\$ -	\$ 3,571.68
0064	2023 VIRNIG VBW84 SNOWBLOWER	\$ 55.06	\$ -	\$ -	\$ 26.36	\$ 20.20	\$ 101.62
0065	2023 SCHULTE XH1000 MOWER	\$ 7,957.10	\$ -	\$ -	\$ 3,808.69	\$ 2,918.35	\$ 14,684.14
0066	HONDA WATER PUMP	\$ -	\$ -	\$ 33.81	\$ 16.18	\$ 12.40	\$ 62.39
0069	2007 CATERPILLAR P5000 FORKLIFT	\$ 1,396.20	\$ -	\$ -	\$ -	\$ -	\$ 1,396.20
0070	2021 NEW HOLLAND DURADISC 108M HEAVY	\$ 835.11	\$ -	\$ -	\$ -	\$ -	\$ 835.11
0127	2000 FORD SINGLE AXLE	\$ 2,325.21	\$ -	\$ 679.98	\$ 1,438.44	\$ 1,102.18	\$ 5,545.81
0135	2012 INTERNATIONAL TANDEM	\$ 5,638.14	\$ -	\$ 5,917.19	\$ 5,530.99	\$ 4,238.03	\$ 21,324.35
0136	2012 INTERNATIONAL TANDEM	\$ 6,253.71	\$ -	\$ 5,176.78	\$ 5,471.24	\$ 4,192.25	\$ 21,093.98
0137	2012 INTERNATIONAL TANDEM	\$ 9,302.63	\$ -	\$ 5,053.63	\$ 6,871.67	\$ 5,265.30	\$ 26,493.23
0138	2012 INTERNATIONAL TANDEM	\$ 6,136.95	\$ -	\$ 9,951.60	\$ 7,700.83	\$ 5,900.63	\$ 29,690.01
0139	2016 MACK GU 713	\$ 8,941.41	\$ 4,478.56	\$ 4,847.11	\$ 8,743.60	\$ 6,699.63	\$ 33,710.31
0140	2016 MACK GU 713	\$ 5,865.81	\$ -	\$ 3,040.05	\$ 4,262.81	\$ 3,266.31	\$ 16,434.98
0141	2016 MACK GU 713	\$ 7,603.64	\$ -	\$ 7,155.58	\$ 7,064.55	\$ 5,413.09	\$ 27,236.86
0142	2010 MACK GU812 - SINGLE AXLE	\$ 1,690.68	\$ -	\$ 2,957.02	\$ 2,224.63	\$ 1,704.59	\$ 8,576.92
0143	2019 MACK GR64F	\$ 8,819.85	\$ -	\$ 12,366.66	\$ 10,140.99	\$ 7,770.36	\$ 39,097.86
0144	2020 MACK GR64F	\$ 18,326.43	\$ 2,239.28	\$ 13,494.98	\$ 16,307.10	\$ 12,494.72	\$ 62,862.51
0145	2019 MACK GR64F	\$ 16,931.49	\$ 559.82	\$ 6,576.15	\$ 11,519.97	\$ 8,826.98	\$ 44,414.41

AITKIN COUNTY HIGHWAY DEPARTMENT
EQUIPMENT EXPENSE ANALYSIS
DECEMBER 31, 2024

Equip Code	Description	Repair Labor Parts	& Tires Tubes & Chains	Diesel & Gasoline	Unallocated Costs	Fringe Benefits	Total Equipment Dollars
0146	2015 INTERNATIONAL PROSTAR	\$ 6,468.58	\$ -	\$ 7,936.68	\$ 6,895.12	\$ 5,283.28	\$ 26,583.66
0147	2022 MACK GR64F	\$ 7,481.27	\$ 1,119.64	\$ 10,658.56	\$ 9,218.60	\$ 7,063.60	\$ 35,541.67
0148	2022 MACK GR64F	\$ 6,203.93	\$ 559.82	\$ 7,985.99	\$ 7,060.01	\$ 5,409.61	\$ 27,219.36
0149	2022 MACK GR64F	\$ 3,345.10	\$ -	\$ 3,377.05	\$ 3,217.58	\$ 2,465.42	\$ 12,405.15
0200	CATERPILLAR 120M MOTOR GRADER	\$ 8,695.04	\$ -	\$ 9,934.33	\$ 8,917.01	\$ 6,832.51	\$ 34,378.89
0201	CATERPILLAR 120M MOTOR GRADER	\$ 12,164.20	\$ -	\$ 5,848.65	\$ 8,621.90	\$ 6,606.39	\$ 33,241.14
0205	2016 JOHN DEERE 670GP	\$ 6,901.33	\$ -	\$ 11,009.85	\$ 8,573.24	\$ 6,569.10	\$ 33,053.52
0206	2016 JOHN DEERE 670GP	\$ 3,487.90	\$ -	\$ 6,189.84	\$ 4,632.28	\$ 3,549.40	\$ 17,859.42
0213	CAT 120M2 MOTOR GRADER	\$ 3,533.60	\$ -	\$ 7,811.47	\$ 5,430.35	\$ 4,160.92	\$ 20,936.34
0214	2020 JOHN DEERE 670GP MOTOR GRADER	\$ 4,102.39	\$ 705.82	\$ 10,873.23	\$ 7,505.97	\$ 5,751.33	\$ 28,938.74
0215	2011 CATERPILLAR 140M VHP MOTOR GRADER	\$ 2,766.83	\$ -	\$ 7,944.49	\$ 5,127.01	\$ 3,928.48	\$ 19,766.81
0300	PT100G TEREX TRACK BRUSH MACH	\$ 9,109.53	\$ -	\$ 2,170.52	\$ 5,399.23	\$ 4,137.07	\$ 20,816.35
0350	JD 6430 TRACTOR/MOWER	\$ 13,426.89	\$ 2,060.00	\$ 5,883.99	\$ 10,229.24	\$ 7,837.98	\$ 39,438.10
0351	NEW HOLLAND TRACTOR MOWER	\$ 9,098.68	\$ 1,485.00	\$ 4,180.60	\$ 7,066.97	\$ 5,414.95	\$ 27,246.20
0352	NEW HOLLAND - GUARDRAIL MOWER	\$ 10,618.65	\$ 582.00	\$ 2,811.11	\$ 6,706.77	\$ 5,138.95	\$ 25,857.48
0353	2024 JD 6130M CAB TRACTOR MOWER	\$ 329.64	\$ -	\$ -	\$ 157.78	\$ 120.90	\$ 608.32
0366	1985 JOHN DEERE TRACTOR-LOADER	\$ 1,566.66	\$ 820.00	\$ 181.07	\$ 1,229.05	\$ 941.74	\$ 4,738.52
0369	1999 SELF PROPEL STEEL DRUM ROLLER	\$ -	\$ -	\$ 43.96	\$ 21.04	\$ 16.12	\$ 81.12
0371	2008 JD 624J WHEEL LOADER	\$ 7,093.51	\$ -	\$ 1,840.43	\$ 4,276.26	\$ 3,276.61	\$ 16,486.81
0372	2020 VOLVO EXCAVATOR	\$ 12,848.13	\$ -	\$ 3,439.61	\$ 7,796.17	\$ 5,973.69	\$ 30,057.60
0384	2013 JOHN DEERE 310K BACKHOE LOADER	\$ 298.06	\$ -	\$ 381.36	\$ 325.20	\$ 249.19	\$ 1,253.81
0386	1973 JD 410E WHEEL LOADER BACKHOE	\$ 940.76	\$ -	\$ 119.27	\$ 507.39	\$ 388.78	\$ 1,956.20
0391	1997 CAT 938F LOADER	\$ 2,191.22	\$ -	\$ 1,652.75	\$ 1,839.93	\$ 1,409.82	\$ 7,093.72
0397	JD TRACTOR LOADER/BACKHOE	\$ 241.45	\$ -	\$ 349.19	\$ 282.71	\$ 216.62	\$ 1,089.97
0398	JD 624J LOADER	\$ 11,132.03	\$ -	\$ 2,149.71	\$ 6,357.34	\$ 4,871.21	\$ 24,510.29
0399	CATERPILLAR D5NLGP DOZER	\$ 4,155.15	\$ -	\$ 1,539.44	\$ 2,725.74	\$ 2,088.55	\$ 10,508.88
0448	2004 FORD F-150 4X4 PICKUP	\$ 514.59	\$ -	\$ 280.66	\$ -	\$ -	\$ 795.25
0454	2008 F150 FORD PICKUP	\$ 562.80	\$ -	\$ 1,242.32	\$ 864.02	\$ 662.05	\$ 3,331.19
0456	2008 F350 FORD 1-TON PICKUP	\$ 1,018.56	\$ -	\$ 2,506.19	\$ 1,687.13	\$ 1,292.74	\$ 6,504.62
0458	2010 FORD F150 4 DR CAB	\$ 602.45	\$ -	\$ 913.82	\$ -	\$ -	\$ 1,516.27

AITKIN COUNTY HIGHWAY DEPARTMENT
EQUIPMENT EXPENSE ANALYSIS
DECEMBER 31, 2024

Equip Code	Description	Repair Labor Parts	& Tires Tubes & Chains	Diesel & Gasoline	Unallocated Costs	Fringe Benefits	Total Equipment Dollars
0459	2010 FORD F150	\$ 191.94	\$ -	\$ 1,201.09	\$ 666.78	\$ 510.91	\$ 2,570.72
0460	2011 FORD F350 SD (SURVEY)	\$ 194.47	\$ -	\$ 1,197.35	\$ -	\$ -	\$ 1,391.82
0462	2012 CHEVROLET 4 DR EXT-SCOTT	\$ 416.12	\$ -	\$ 975.49	\$ -	\$ -	\$ 1,391.61
0464	2008 FORD F 150 EXT CAB	\$ 68.09	\$ -	\$ 476.73	\$ 260.78	\$ 199.82	\$ 1,005.42
0466	2014 FORD F-150 4x4 SUPER CAB (PAUL K)	\$ 571.32	\$ -	\$ 769.58	\$ 641.82	\$ 491.79	\$ 2,474.51
0470	2006 GMC SIERRA 150	\$ 549.62	\$ -	\$ 1,776.20	\$ 1,113.26	\$ 853.02	\$ 4,292.10
0471	SIGN TRUCK - F-450 SUPER DUTY	\$ 1,806.40	\$ -	\$ 10,192.42	\$ 5,743.28	\$ 4,400.69	\$ 22,142.79
0472	2018 FORD F-250 SUPER DUTY - BUTCH	\$ 1,966.99	\$ -	\$ 3,244.04	\$ 2,494.28	\$ 1,911.20	\$ 9,616.51
0473	2018 FORD F-250 SUPERDUTY	\$ 1,733.83	\$ -	\$ 2,214.35	\$ 1,889.81	\$ 1,448.04	\$ 7,286.03
0474	2020 F-150 4X4 EXTENDED CAB	\$ 884.42	\$ -	\$ 1,177.98	\$ 987.17	\$ 756.41	\$ 3,805.98
0475	2020 FORD F550 SUPER DUTY MECHANIC	\$ 1,689.31	\$ -	\$ 3,446.79	\$ 2,458.41	\$ 1,883.72	\$ 9,478.23
0476	2021 GMC SIERRA - QUALE	\$ 210.73	\$ -	\$ 667.04	\$ 420.14	\$ 321.93	\$ 1,619.84
0477	2015 FORD F150 SUPER CAB	\$ 352.02	\$ -	\$ 2,231.67	\$ 1,236.70	\$ 947.60	\$ 4,767.99
0478	2022 CHEVROLET SILVERADO - SCOTT K	\$ 763.73	\$ 1,319.96	\$ 5,253.72	\$ 3,512.08	\$ 2,691.07	\$ 13,540.56
0479	2016 GMC SIERRA 1500 (MCGRATH)	\$ 2,329.78	\$ -	\$ 2,847.33	\$ 2,478.04	\$ 1,898.76	\$ 9,553.91
0480	2016 GMC SIERRA 1500 (R.THOMPSON)	\$ 333.14	\$ -	\$ 1,541.38	\$ 897.25	\$ 687.50	\$ 3,459.27
0481	2024 FLATBED CHEVROLET SILVERADO 3500	\$ 2,434.18	\$ -	\$ 1,971.19	\$ 2,108.64	\$ 1,615.71	\$ 8,129.72
0482	2016 GMC SIERRA 1500 - PALISADE	\$ 2,509.72	\$ -	\$ 1,518.02	\$ 1,927.89	\$ 1,477.21	\$ 7,432.84
0483	2020 RAM 1500 - MCGREGOR	\$ 3,061.89	\$ 1,128.00	\$ 2,030.61	\$ 2,977.47	\$ 2,281.43	\$ 11,479.40
0484	2024 GMC SIERRA 1500 - SURVEY TRUCK	\$ 4,611.90	\$ -	\$ 1,174.10	\$ 2,769.48	\$ 2,122.07	\$ 10,677.55
0485	2024 FORD F150 XLT - BUTCH	\$ 4,464.59	\$ -	\$ 2,813.61	\$ 3,483.73	\$ 2,669.35	\$ 13,431.28
0498	WATER TANKER SEMI-TRAILER	\$ 2,612.71	\$ 1,867.40	\$ -	\$ 2,144.42	\$ 1,643.13	\$ 8,267.66
0499	1995 RED RIVER TRI-AXLE BELLY DUMP	\$ 3,987.80	\$ 1,119.64	\$ -	\$ -	\$ -	\$ 5,107.44
0501	2001 RED RIVER BELLY DUMP	\$ 2,510.37	\$ -	\$ -	\$ -	\$ -	\$ 2,510.37
0503	2015 CPS BELLY DUMP	\$ 1,054.81	\$ -	\$ -	\$ -	\$ -	\$ 1,054.81
0814	2020 JOHN DEERE Z720E ZTRAK	\$ 298.52	\$ -	\$ 151.25	\$ -	\$ -	\$ 449.77
0815	TURFMAKER 325 - HYDROSEEDER	\$ -	\$ -	\$ 3.53	\$ 1.69	\$ 1.29	\$ 6.51
0999	RENTAL EQUIPMENT	\$ 1,752.76	\$ -	\$ 1,087.94	\$ -	\$ -	\$ 2,840.70
FINAL TOTAL		\$ 310,633.38	\$ 21,714.94	\$ 250,357.99	\$ 266,811.01	\$ 204,439.21	\$ 1,053,956.53

AITKIN COUNTY HIGHWAY DEPARTMENT
LAND AND BUILDINGS
DECEMBER 31, 2024

Land & Buildings	Year Purchased	Original Cost	Accum Value 12/31/2023	Land Value	Building Cost	Betterment During Year	Type of Betterment	Accum Value 12/31/2024
Aitkin Shop Industrial Park	1975	362,574.77	2,163,844.54	6,000.00	2,157,844.54			2,163,844.54
Jacobson Shop Ball Bluff Twp, Sec 07	1992	106,740.93	250,475.74	21,938.24	107,949.00			250,475.74
Jacobson Salt Shed		22,900.00	39,757.47		331.09			39,757.47
McGrath Shop White Pine Twp, Sec 32	1973	59,555.89	138,657.95	2,600.00	71,857.95	30,409.80	moved fuel tank from Palisade to McGrath	169,067.75
McGrath Cold Storage	2003	30,063.97	30,904.06		30,904.06			30,904.06
McGrath Salt Shed	2007	22,900.00	45,988.13		45,988.13			45,988.13
McGregor Shop McGregor Twp, Sec 29	1974	60,716.50	368,910.86	1,707.00	367,203.86			368,910.86
McGregor Salt Shed	2005	86,189.00	122,209.18		122,209.18			122,209.18
Palisade Shop	2003	308,821.00	421,275.44	20,216.60	370,649.04	10,629.20	new fuel tank minus 2022 fuel tank 2022 fuel tank moved to McGrath	431,904.64
Palisade Cold Storage	2023	-	131,466.07	-	131,466.07	8,163.18	cold storage	139,629.25
Palisade Salt Shed	2006	22,900.00	26,494.29		26,494.29			26,494.29
Swatara Shop	2006	334,000.00	442,805.40	11,563.88	431,241.52			442,805.40
Swatara Salt Shed	2008	22,900.00	39,344.88					39,344.88
Fleming Twp, Sec 22 Lot 3, Block 1 Used for Drainage: CSAH #5	1988	5,542.00	5,542.00	5,542.00				5,542.00
Seavey Twp, Sec 21 S 1/2 SW: Brooten Pit	1989	16,000.00	16,000.00	16,000.00				16,000.00
Fleming Twp, Sec 30 NW-SE & N 1/2 SW - Wetland Mitigation Site	1995	17,310.67	17,310.67	17,310.67				17,310.67
Hebron - Unorg. 50-25 W 1/2 - SW 1/4, Sec 11 - Wetland Mitigation Site	1995	10,000.00	10,000.00	10,000.00				10,000.00
Gun Lake Gravel Pit	2013	508,907.18	513,429.68	513,429.68				513,429.68
		\$ 1,998,021.91	\$ 4,270,986.68	\$ 626,308.07	\$ 3,864,138.73	\$ 49,202.18	\$ -	\$ 4,833,618.54

AITKIN COUNTY HIGHWAY DEPARTMENT
STATEMENT OF REVENUES AND EXPENDITURES
DECEMBER 31, 2024

Revenues	Cash Receipts	Prior Year Receivable	Current Year Receivable	Transfers/ Adjustments	Modified Accrual Balance
Taxes	\$ 2,992,431.02	\$ -	\$ -	\$ -	\$ 2,992,431.02
Intergovernmental Revenue					
Shared Revenue					
MV Credit Ms State 273.1384	\$ 36,556.46	\$ -	\$ -	\$ -	\$ 36,556.46
Disparity Reduction Aid	\$ 1,889.42	\$ -	\$ -	\$ -	\$ 1,889.42
Taconite Credit	\$ 105,181.85	\$ -	\$ -	\$ -	\$ 105,181.85
In Lieu Apportionments & Receipts	\$ 32,136.71	\$ -	\$ -	\$ -	\$ 32,136.71
State-Aid Reg. Const.	\$ 1,381,531.95	\$ 247,997.80	\$ 82,455.25	\$ 128,201.96	\$ 1,344,191.36
State-Aid Mun. Const.	\$ 5,463.15	\$ 6,535.22	\$ -	\$ (2,779.70)	\$ (3,851.77)
State-Aid Reg. Maint.	\$ 2,552,396.00	\$ -	\$ -	\$ -	\$ 2,552,396.00
State-Aid Mun. Maint.	\$ 125,682.00	\$ -	\$ -	\$ -	\$ 125,682.00
State-Aid Town Bridge	\$ 297,857.05	\$ 14,148.27	\$ 10,859.22	\$ (16,522.83)	\$ 278,045.17
State-Aid Bridge Bonding	\$ 534,537.75	\$ -	\$ -	\$ -	\$ 534,537.75
SP: Federal Construction	\$ 1,025,689.83	\$ 30,668.11	\$ -	\$ 30,668.11	\$ 1,025,689.83
State-Aid LRIP-Reg Signif	\$ -	\$ -	\$ -	\$ -	\$ -
State-Aid State Park	\$ -	\$ -	\$ -	\$ -	\$ -
State Grants - Disaster Funds	\$ 138,013.99	\$ 53,611.96	\$ -	\$ -	\$ 84,402.03
Federal Grants - FEMA	\$ 191,503.99	\$ 169,204.28	\$ 8,368.40	\$ (30,668.11)	\$ -
Shared Revenue Sub-Total	\$ 6,428,440.15	\$ 522,165.64	\$ 101,682.87	\$ 108,899.43	\$ 6,116,856.81
Charges for Materials and Supplies					
Charges - Individuals	\$ 107,708.68	\$ 600.00	\$ 100.00	\$ -	\$ 107,208.68
Charges - Townships and Cities	\$ 466,905.84	\$ 26,513.22	\$ 156,416.84	\$ -	\$ 596,809.46
Charges for Materials and Supplies Sub-Total	\$ 574,614.52	\$ 27,113.22	\$ 156,516.84	\$ -	\$ 704,018.14
Miscellaneous Revenue					
Culverts	\$ 16,648.27	\$ (18,000.00)	\$ (13,000.00)	\$ -	\$ 21,648.27
Wetland Bank Credits	\$ 89,587.61	\$ -	\$ -	\$ -	\$ 89,587.61
Misc Receipts	\$ 179,643.07	\$ -	\$ -	\$ -	\$ 179,643.07
Transfer in From Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Sales of Capital Assets/Auction Proceeds	\$ 26,810.60	\$ -	\$ -	\$ -	\$ 26,810.60
County Ditch/County Development Funds	\$ 251,098.46	\$ 600.00	\$ 885.42	\$ -	\$ 251,383.88
Twp Road Allotment Gas Tax	\$ 507,274.81	\$ -	\$ -	\$ -	\$ 507,274.81
Miscellaneous Revenue Sub-Total	\$ 1,071,062.82	\$ (17,400.00)	\$ (12,114.58)	\$ -	\$ 1,076,348.24
Total Revenues	\$ 11,066,548.51	\$ 531,878.86	\$ 246,085.13	\$ 108,899.43	\$ 10,889,654.21

AITKIN COUNTY HIGHWAY DEPARTMENT
STATEMENT OF REVENUES AND EXPENDITURES
DECEMBER 31, 2024

Expenditures	Cash Disbursements	Prior Year Payable	Current Year Payable	Transfers/ Adjustments	Modified Accrual Balance
R & B Administration - 301					
Salaries & Benefits Total	\$ 562,302.12	\$ 51,265.53	\$ 51,381.80	\$ -	\$ 562,418.39
Communication Services Total	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
Dues/Registrations Total	\$ 5,655.81	\$ -	\$ -	\$ -	\$ 5,655.81
Printing, Publishing, Advertising Total	\$ -	\$ -	\$ -	\$ -	\$ -
Hotels/Meals/Mileage/Gas	\$ 967.68	\$ -	\$ -	\$ -	\$ 967.68
Contract & Service Agreements Total	\$ 20,925.43	\$ -	\$ -	\$ -	\$ 20,925.43
Insurance Total	\$ 57,532.03	\$ -	\$ -	\$ -	\$ 57,532.03
Materials & Supplies Total	\$ 3,385.62	\$ 454.08	\$ 686.48	\$ -	\$ 3,618.02
R & B Administration - 301 Total	\$ 651,768.69	\$ 51,719.61	\$ 52,068.28	\$ -	\$ 652,117.36
R & B Engineering/Construction - 302					
Salaries & Benefits Total	\$ 552,262.40	\$ 45,795.22	\$ 60,669.51	\$ -	\$ 567,136.69
Dues/Registrations Total	\$ 2,992.99	\$ -	\$ -	\$ -	\$ 2,992.99
Contract & Service Agreements Total	\$ 6,577.06	\$ -	\$ -	\$ -	\$ 6,577.06
Hotels/Meals/Mileage/Gas	\$ 307.71	\$ -	\$ -	\$ -	\$ 307.71
Materials & Supplies Total	\$ 7,957.10	\$ -	\$ 1,079.99	\$ -	\$ 9,037.09
R & B Engineering/Construction - 302 To	\$ 570,097.26	\$ 45,795.22	\$ 61,749.50	\$ -	\$ 586,051.54
R & B Highway Maintenance - 303					
Salaries & Benefits Total	\$ 1,823,895.26	\$ 209,095.46	\$ 212,276.36	\$ -	\$ 1,827,076.16
Communication Services	\$ 15,053.56	\$ -	\$ -	\$ -	\$ 15,053.56
Dues/Registrations Total	\$ 1,482.80	\$ -	\$ -	\$ -	\$ 1,482.80
Utilities Total	\$ 45,465.40	\$ -	\$ -	\$ -	\$ 45,465.40
Contract & Service Agreements Total	\$ 248,388.17	\$ -	\$ -	\$ -	\$ 248,388.17
Insurance Total	\$ 12,877.70	\$ -	\$ -	\$ -	\$ 12,877.70
Hotels/Meals/Mileage/Gas	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies Total	\$ 1,926,213.67	\$ 83,649.38	\$ 50,785.23	\$ -	\$ 1,893,349.52
Maintenance Agreements	\$ 8,740.00	\$ -	\$ -	\$ -	\$ 8,740.00
R & B Highway Maintenance - 303 Total	\$ 4,082,116.56	\$ 292,744.84	\$ 263,061.59	\$ -	\$ 4,052,433.31
R & B Capital Infrastructure - 307					
Printing, Publishing & Adv	\$ 1,152.72	\$ 104.63	\$ -	\$ -	\$ 1,048.09
Contract Payments	\$ 4,300,212.35	\$ 524,965.20	\$ 101,198.48	\$ -	\$ 3,876,445.63
Professional Services	\$ 178,226.25	\$ 33,436.53	\$ 11,102.60	\$ -	\$ 155,892.32
Utility Moves	\$ -	\$ -	\$ -	\$ -	\$ -
Right of Way	\$ 129,938.96	\$ 500.00	\$ 12,010.00	\$ -	\$ 141,448.96
R & B Capital Infrastructure - 307 Total	\$ 4,609,530.28	\$ 559,006.36	\$ 124,311.08	\$ -	\$ 4,174,835.00
R & B Equipment & Facilities - 308					
Auto & Trailer License	\$ -	\$ -	\$ -	\$ -	\$ -
Building & Structure Related Expenditure	\$ 866,438.56	\$ 58,160.56	\$ 139,635.33	\$ -	\$ 947,913.33
R & B Equipment & Facilities - 308 Total	\$ 866,438.56	\$ 58,160.56	\$ 139,635.33	\$ -	\$ 947,913.33
Twp Road Allotment Gas Tax	\$ 507,274.81	\$ -	\$ -	\$ -	\$ 507,274.81
Total Expenditures	\$ 11,287,226.16	\$ 1,007,426.59	\$ 640,825.78	\$ -	\$ 10,920,625.35

Cash Reconciliation

Beginning Cash	\$ 4,058,895.47
Plus Receipts	\$ 11,066,548.51
Minus Disbursements	\$ 11,287,226.16
Ending Cash	\$ 3,838,217.82

Fund Balance Reconciliation

Beginning Fund Balance	\$ 3,272,200.99
Plus Revenues	\$ 10,889,654.21
Minus Expenditures	\$ 10,920,625.35
Adjustments	\$ 150,912.68
Ending Fund Balance	\$ 3,392,142.53

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF COUNTY HIGHWAY INFORMATION
DECEMBER 31, 2024

SNOW & ICE CONTROL	\$	757,639.73
RIGHT-OF-WAY	\$	139,663.96
ENGINEERING.....	\$	992,128.08
CONSTRUCTION.....	\$	3,889,114.82
BUILDING & EQUIPMENT (Capital Outlay)	\$	947,913.33
BETTERMENTS.....	\$	82,362.12

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF MAINTENANCE COSTS BY FUNDS
DECEMBER 31, 2024

Account Description	CSAH Regular	Cost/Mile	CSAH Municipal	Cost/Mile	County Roads	Cost/Mile
Routine Maintenance	\$ 1,934,175.97	\$ 5,192.70	\$ 108,435.61	\$ 10,672.80	\$ 619,896.35	\$ 4,579.27
Repairs and Replacements	\$ 526,402.83	\$ 1,413.24	\$ 24,024.65	\$ 2,364.63	\$ 338,394.30	\$ 2,499.77
Betterments	\$ 36,692.47	\$ 98.51	\$ 83.90	\$ 8.26	\$ 45,585.75	\$ 336.75
Special Work	\$ 301,666.00	\$ 809.89	\$ 16.01	\$ 1.58	\$ 133,084.81	\$ 983.12
Special Agreements	\$ -	\$ -	\$ 34,265.66	\$ 3,372.60	\$ -	\$ -
Allocated Expense	\$ 2,798,937.27	\$ 7,514.33	\$ 166,825.83	\$ 16,419.87	\$ 1,136,961.21	\$ 8,398.92
Unallocated Expense	\$ 579,117.21	\$ 1,554.76	\$ 15,792.35	\$ 1,554.37	\$ 210,001.23	\$ 1,551.31
Equalize Depreciation	\$ (377,040.88)	\$ (1,012.24)	\$ (10,281.79)	\$ (1,011.99)	\$ (136,723.70)	\$ (1,010.00)
Total Expense	\$ 3,001,013.60	\$ 8,056.85	\$ 172,336.39	\$ 16,962.25	\$ 1,210,238.74	\$ 8,940.23

Total No. of Miles	372.48	10.16	135.37
Proration Percent	71.906%	1.961%	26.133%

ROADS	GRAVEL MILES	BITUMINOUS MILES	CONCRETE MILES	TOTAL MILES	State Aid Miles = State Aid Needs Add Regular + Municipal Miles
C.S.A.H. - Regular	128.84	243.64	0.00	= 372.48	Total State-Aid 382.64
C.S.A.H. - Municipal	0.31	9.85	0.00	= 10.16	
County Roads	108.77	26.60	0.00	= 135.37	Total Co. Roads <u>135.37</u>
Total Miles...				518.01	Total Miles..... 518.01

AITKIN COUNTY HIGHWAY DEPARTMENT
DETAILED MAINTENANCE COSTS BY FUNDS
DECEMBER 31, 2024

Account Description	Code	CSAH Regular	Cost/Mile	CSAH Municipal	Cost/Mile	County Roads	Cost/Mile
Routine Maintenance							
Surface Maintenance - Gravel	MA1	\$ 400,562.88	\$ 1,075.39	\$ 752.43	\$ 74.06	\$ 274,900.13	\$ 2,030.73
Surface Maintenance - Bituminous	MA2	\$ 384,111.63	\$ 1,031.23	\$ 33,588.35	\$ 3,305.94	\$ 23,685.99	\$ 174.97
Culverts & Bridges	MA3	\$ 21,998.51	\$ 59.06	\$ 304.02	\$ 29.92	\$ 8,834.62	\$ 65.26
Vegetation Control	MA4	\$ 223,148.14	\$ 599.09	\$ 5,219.48	\$ 513.73	\$ 83,871.77	\$ 619.57
Snow & Ice Removal	MA5	\$ 565,330.36	\$ 1,517.75	\$ 51,653.22	\$ 5,083.98	\$ 140,656.15	\$ 1,039.05
Traffic Services	MA6	\$ 298,807.59	\$ 802.21	\$ 15,761.32	\$ 1,551.31	\$ 81,618.16	\$ 602.93
Road Sign Maintenance	MA7	\$ 37,839.90	\$ 101.59	\$ 1,156.79	\$ 113.86	\$ 6,329.53	\$ 46.76
E-911 Street Sign Maintenance	MA8	\$ 673.48	\$ 1.81	\$ -	\$ -	\$ -	\$ -
Mailbox Maintenance	MA9	\$ 324.50	\$ 0.87	\$ -	\$ -	\$ -	\$ -
General Signs and Posts Maintenance	MA10	\$ 1,378.98	\$ 3.70	\$ -	\$ -	\$ -	\$ -
		\$ 1,934,175.97	\$ 5,192.70	\$ 108,435.61	\$ 10,672.80	\$ 619,896.35	\$ 4,579.27
Repairs and Replacements							
Reshaping	MB1	\$ 79,477.78	\$ 213.37	\$ 1,093.20	\$ 107.60	\$ 44,233.60	\$ 326.76
Resurfacing	MB2	\$ 383,023.39	\$ 1,028.31	\$ 22,523.70	\$ 2,216.90	\$ 257,172.33	\$ 1,899.77
Culverts, Bridges, Guard Rails	MB3	\$ 52,781.94	\$ 141.70	\$ -	\$ -	\$ 32,610.24	\$ 240.90
General Repairs	MB4	\$ 11,119.72	\$ 29.85	\$ 407.75	\$ 40.13	\$ 4,378.13	\$ 32.34
		\$ 526,402.83	\$ 1,413.24	\$ 24,024.65	\$ 2,364.63	\$ 338,394.30	\$ 2,499.77
Betterments							
New Culverts, Rails or Tiling	MC1	\$ 8,287.63	\$ 22.25	\$ -	\$ -	\$ 1,461.70	\$ 10.80
Cuts and Fills	MC2	\$ 23,520.46	\$ 63.15	\$ 65.84	\$ 6.48	\$ 41,482.07	\$ 306.43
Seeding and Sodding	MC3	\$ 4,884.38	\$ 13.11	\$ 18.06	\$ 1.78	\$ 2,641.98	\$ 19.52
		\$ 36,692.47	\$ 98.51	\$ 83.90	\$ 8.26	\$ 45,585.75	\$ 336.75
Special Work	MD1	\$ 301,666.00	\$ 809.89	\$ 16.01	\$ 1.58	\$ 133,084.81	\$ 983.12
Special Agreements	ME5	\$ -	\$ -	\$ 34,265.66	\$ 3,372.60	\$ -	\$ -
Total Costs		\$ 2,798,937.27	\$ 7,514.33	\$ 166,825.83	\$ 16,419.87	\$ 1,136,961.21	\$ 8,398.92
Total No. of Miles		372.48		10.16		135.37	
Proration Percent		71.906%		1.961%		26.133%	

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF MAINTENANCE COSTS BY ROAD - CSAH REGULAR
DECEMBER 31, 2024

ROAD	SURFACE	ROAD LENGTH	ROUTINE MAINTENANCE	REPAIRS & REPLACEMENTS	BETTERMENTS	SPECIAL WORK	TOTAL ROAD COSTS	COST/MILE
1	BITUM	6.30	\$ 32,431.19	\$ 1,736.86	\$ -	\$ 1,890.65	\$ 36,058.70	\$ 5,723.60
1	GRAVEL	7.40	\$ 84,439.76	\$ 1,154.63	\$ 4,912.05	\$ 44,666.93	\$ 135,173.37	\$ 18,266.67
2	BITUM	22.80	\$ 122,185.29	\$ 3,017.33	\$ -	\$ 343.44	\$ 125,546.06	\$ 5,506.41
3	BITUM	24.04	\$ 115,540.17	\$ 250.50	\$ 1,591.40	\$ -	\$ 117,382.07	\$ 4,882.78
4	BITUM	14.40	\$ 56,299.31	\$ 4,468.17	\$ 26.00	\$ 61.22	\$ 60,854.70	\$ 4,226.02
5	BITUM	8.50	\$ 38,372.47	\$ 3,961.23	\$ 2,302.35	\$ 190.94	\$ 44,826.99	\$ 5,273.76
5	GRAVEL	18.10	\$ 142,121.26	\$ 147,805.04	\$ 18,261.81	\$ -	\$ 308,188.11	\$ 17,026.97
6	BITUM	10.96	\$ 35,190.18	\$ -	\$ -	\$ 41,132.63	\$ 76,322.81	\$ 6,963.76
7	BITUM	3.20	\$ 11,472.38	\$ -	\$ -	\$ -	\$ 11,472.38	\$ 3,585.12
8	BITUM	1.30	\$ 8,796.15	\$ -	\$ -	\$ -	\$ 8,796.15	\$ 6,766.27
9	BITUM	0.30	\$ 3,259.71	\$ 814.67	\$ -	\$ -	\$ 4,074.38	\$ 13,581.27
10	BITUM	33.64	\$ 159,755.01	\$ 828.34	\$ 1,739.44	\$ -	\$ 162,322.79	\$ 4,825.29
11	BITUM	3.20	\$ 11,759.40	\$ 337.25	\$ 429.00	\$ 89.85	\$ 12,615.50	\$ 3,942.34
12	BITUM	14.71	\$ 71,331.95	\$ -	\$ -	\$ 152.25	\$ 71,484.20	\$ 4,859.56
13	BITUM	5.39	\$ 22,861.78	\$ -	\$ -	\$ 306.13	\$ 23,167.91	\$ 4,298.31
13	GRAVEL	5.60	\$ 22,425.10	\$ 1,722.70	\$ 250.50	\$ 20,107.42	\$ 44,505.72	\$ 7,947.45
14	BITUM	10.90	\$ 56,205.38	\$ 3,051.37	\$ -	\$ 59.90	\$ 59,316.65	\$ 5,441.89
15	BITUM	5.51	\$ 45,209.01	\$ 143.00	\$ -	\$ -	\$ 45,352.01	\$ 8,230.85
16	BITUM	8.42	\$ 24,186.36	\$ 397.45	\$ -	\$ -	\$ 24,583.81	\$ 2,919.69
17	BITUM	7.10	\$ 46,832.06	\$ 562.13	\$ -	\$ -	\$ 47,394.19	\$ 6,675.24
18	GRAVEL	12.20	\$ 51,786.02	\$ 1,123.86	\$ 95.10	\$ 20,177.77	\$ 73,182.75	\$ 5,998.59
19	GRAVEL	6.80	\$ 41,604.01	\$ 105,170.14	\$ 287.02	\$ 5,134.25	\$ 152,195.42	\$ 22,381.68
20	GRAVEL	5.90	\$ 28,857.10	\$ 68,537.82	\$ -	\$ 269.61	\$ 97,664.53	\$ 16,553.31
21	GRAVEL	6.90	\$ 84,782.64	\$ 7,701.47	\$ -	\$ 46,274.50	\$ 138,758.61	\$ 20,109.94
22	BITUM	4.60	\$ 14,209.50	\$ 140.00	\$ -	\$ -	\$ 14,349.50	\$ 3,119.46
23	BITUM	5.30	\$ 15,043.66	\$ -	\$ -	\$ -	\$ 15,043.66	\$ 2,838.43
24	BITUM	4.20	\$ 13,679.37	\$ 784.12	\$ -	\$ -	\$ 14,463.49	\$ 3,443.69
25	BITUM	3.30	\$ 15,202.22	\$ -	\$ -	\$ -	\$ 15,202.22	\$ 4,606.73
26	GRAVEL	20.10	\$ 102,062.86	\$ 134,097.39	\$ 3,121.60	\$ 39,787.28	\$ 279,069.13	\$ 13,884.04
27	GRAVEL	6.60	\$ 27,233.47	\$ 746.35	\$ -	\$ 23,049.68	\$ 51,029.50	\$ 7,731.74
28	BITUM	13.80	\$ 83,085.41	\$ 5,275.46	\$ 1,607.97	\$ 655.11	\$ 90,623.95	\$ 6,566.95
29	BITUM	2.56	\$ 7,571.07	\$ 19.80	\$ 47.92	\$ 3.11	\$ 7,641.90	\$ 2,985.12
29	GRAVEL	16.14	\$ 71,698.34	\$ 2,980.09	\$ 1,297.91	\$ 54,201.32	\$ 130,177.66	\$ 8,065.53
30	GRAVEL	7.00	\$ 35,719.18	\$ 11,250.97	\$ -	\$ 454.34	\$ 47,424.49	\$ 6,774.93
31	BITUM	2.91	\$ 11,446.99	\$ 9,622.88	\$ -	\$ -	\$ 21,069.87	\$ 7,240.51
32	BITUM	6.30	\$ 49,649.49	\$ 813.66	\$ 250.50	\$ 140.53	\$ 50,854.18	\$ 8,072.09
34	GRAVEL	6.30	\$ 28,774.23	\$ 4,054.51	\$ -	\$ 1,545.71	\$ 34,374.45	\$ 5,456.26
35	GRAVEL	0.40	\$ 4,369.71	\$ -	\$ -	\$ -	\$ 4,369.71	\$ 10,924.28
36	BITUM	1.60	\$ 14,996.13	\$ -	\$ -	\$ 53.80	\$ 15,049.93	\$ 9,406.21
36	GRAVEL	9.40	\$ 52,571.77	\$ 688.11	\$ -	\$ 917.64	\$ 54,177.52	\$ 5,763.57
37	BITUM	2.30	\$ 10,010.47	\$ -	\$ 471.90	\$ -	\$ 10,482.37	\$ 4,557.55
38	BITUM	6.10	\$ 18,458.52	\$ 3,145.53	\$ -	\$ -	\$ 21,604.05	\$ 3,541.65
39	BITUM	5.10	\$ 26,222.28	\$ -	\$ -	\$ -	\$ 26,222.28	\$ 5,141.62
40	BITUM	4.90	\$ 14,467.60	\$ -	\$ -	\$ -	\$ 14,467.60	\$ 2,952.57
TOTAL		372.48	\$ 1,934,175.96	\$ 526,402.83	\$ 36,692.47	\$ 301,666.01	\$ 2,798,937.27	\$ 7,514.33

AITKIN COUNTY HIGHWAY DEPARTMENT
DETAILED MAINTENANCE COSTS BY ROAD - CSAH REGULAR
DECEMBER 31, 2024

ROUTINE MAINTENANCE

ROAD	SURFACE	ROAD LENGTH	SURFACE MAINTENANCE GRAVEL	SURFACE MAINTENANCE BITUMINOUS	CULVERTS & BRIDGES	VEGETATION CONTROL	SNOW - ICE REMOVAL	TRAFFIC SERVICES	ROAD SIGN MAINTENANCE	E-911 STREET SIGN MAINTENANCE	MAILBOX MAINTENANCE	GENERAL SIGNS AND POSTS MAINTENANCE	TOTAL ROAD COSTS	COST/MILE
1	BITUM	6.30	\$ -	\$ 19,743.40	\$ 474.48	\$ 3,443.07	\$ 10,037.11	\$ 6,027.67	\$ 941.05	\$ -	\$ -	\$ -	\$ 40,666.78	\$ 6,455.04
1	GRAVEL	7.40	\$ 52,243.72	\$ -	\$ 404.54	\$ 4,453.73	\$ 10,967.13	\$ 6,497.12	\$ 1,637.93	\$ -	\$ -	\$ -	\$ 76,204.17	\$ 10,297.86
2	BITUM	22.80	\$ -	\$ 38,709.85	\$ 452.14	\$ 20,072.86	\$ 37,682.08	\$ 23,706.66	\$ 1,561.70	\$ -	\$ -	\$ -	\$ 122,185.29	\$ 5,359.00
3	BITUM	24.04	\$ -	\$ 43,948.87	\$ 1,837.08	\$ 12,150.94	\$ 40,840.58	\$ 14,221.71	\$ 2,149.42	\$ 97.35	\$ 64.90	\$ 229.32	\$ 115,540.17	\$ 4,806.16
4	BITUM	14.40	\$ -	\$ 11,642.25	\$ 496.62	\$ 11,332.39	\$ 23,234.79	\$ 7,333.51	\$ 2,259.75	\$ -	\$ -	\$ -	\$ 56,299.31	\$ 3,909.67
5	BITUM	8.50	\$ -	\$ 7,679.28	\$ 425.06	\$ 7,134.36	\$ 14,134.02	\$ 7,532.94	\$ 1,344.90	\$ -	\$ -	\$ -	\$ 38,250.56	\$ 4,500.07
5	GRAVEL	18.10	\$ 70,898.06	\$ -	\$ 2,416.43	\$ 17,579.61	\$ 29,003.96	\$ 19,936.79	\$ 2,343.42	\$ -	\$ 64.90	\$ -	\$ 142,243.17	\$ 7,858.74
6	BITUM	10.96	\$ -	\$ 7,049.98	\$ 140.90	\$ 3,790.77	\$ 17,020.02	\$ 5,362.40	\$ 1,696.31	\$ -	\$ 129.80	\$ -	\$ 35,190.18	\$ 3,210.78
7	BITUM	3.20	\$ -	\$ 2,074.71	\$ 400.00	\$ 2,070.17	\$ 5,187.93	\$ 1,295.31	\$ 444.26	\$ -	\$ -	\$ -	\$ 11,472.38	\$ 3,585.12
8	BITUM	1.30	\$ -	\$ 1,945.06	\$ 25.84	\$ 1,195.48	\$ 2,149.38	\$ 3,139.66	\$ 340.73	\$ -	\$ -	\$ -	\$ 8,796.15	\$ 6,766.27
9	BITUM	0.30	\$ -	\$ 1,871.66	\$ 18.99	\$ 353.37	\$ 682.26	\$ 333.43	\$ -	\$ -	\$ -	\$ -	\$ 3,259.71	\$ 10,865.70
10	BITUM	33.64	\$ -	\$ 53,822.52	\$ 372.88	\$ 10,965.16	\$ 51,388.69	\$ 41,017.24	\$ 2,042.80	\$ 145.72	\$ -	\$ -	\$ 159,755.01	\$ 4,748.96
11	BITUM	3.20	\$ -	\$ 1,512.43	\$ 52.69	\$ 792.93	\$ 5,134.56	\$ 2,872.98	\$ 1,393.81	\$ -	\$ -	\$ -	\$ 11,759.40	\$ 3,674.81
12	BITUM	14.71	\$ -	\$ 29,955.95	\$ 228.61	\$ 7,568.90	\$ 23,408.70	\$ 8,746.91	\$ 1,318.94	\$ -	\$ -	\$ 103.94	\$ 71,331.95	\$ 4,849.21
13	BITUM	5.39	\$ -	\$ 2,899.21	\$ 323.04	\$ 2,322.29	\$ 8,416.56	\$ 7,959.63	\$ 941.05	\$ -	\$ -	\$ -	\$ 22,861.78	\$ 4,241.52
13	GRAVEL	5.60	\$ 10,576.91	\$ -	\$ 406.30	\$ 2,227.80	\$ 6,479.07	\$ 2,605.22	\$ 129.80	\$ -	\$ -	\$ -	\$ 22,425.10	\$ 4,004.48
14	BITUM	10.90	\$ -	\$ 8,952.63	\$ 203.74	\$ 11,878.43	\$ 17,837.21	\$ 15,473.77	\$ 1,259.39	\$ -	\$ -	\$ 600.22	\$ 56,205.39	\$ 5,156.46
15	BITUM	5.51	\$ -	\$ 23,231.27	\$ 76.21	\$ 4,920.99	\$ 8,633.57	\$ 7,892.67	\$ 454.30	\$ -	\$ -	\$ -	\$ 45,209.01	\$ 8,204.90
16	BITUM	8.42	\$ -	\$ 3,968.26	\$ 103.41	\$ 2,605.12	\$ 13,006.33	\$ 2,827.40	\$ 1,675.84	\$ -	\$ -	\$ -	\$ 24,186.36	\$ 2,872.49
17	BITUM	7.10	\$ -	\$ 28,250.15	\$ 345.67	\$ 2,509.09	\$ 11,081.49	\$ 3,198.85	\$ 1,381.91	\$ 64.90	\$ -	\$ -	\$ 46,832.06	\$ 6,596.06
18	GRAVEL	12.20	\$ 23,235.63	\$ -	\$ 2,518.15	\$ 5,542.77	\$ 14,196.23	\$ 5,968.74	\$ 324.50	\$ -	\$ -	\$ -	\$ 51,786.02	\$ 4,244.76
19	GRAVEL	6.80	\$ 16,031.01	\$ -	\$ 354.59	\$ 6,765.84	\$ 11,479.43	\$ 6,875.80	\$ 97.34	\$ -	\$ -	\$ -	\$ 41,604.01	\$ 6,118.24
20	GRAVEL	5.90	\$ 11,898.23	\$ -	\$ 231.95	\$ 2,990.08	\$ 8,876.64	\$ 4,730.40	\$ 129.80	\$ -	\$ -	\$ -	\$ 28,857.10	\$ 4,891.03
21	GRAVEL	6.90	\$ 57,216.74	\$ -	\$ 310.88	\$ 5,828.46	\$ 10,948.09	\$ 8,618.38	\$ 1,795.19	\$ -	\$ 64.90	\$ -	\$ 84,782.64	\$ 12,287.34
22	BITUM	4.60	\$ -	\$ 2,735.30	\$ 62.14	\$ 2,030.46	\$ 7,186.36	\$ 1,562.16	\$ 633.08	\$ -	\$ -	\$ -	\$ 14,209.50	\$ 3,089.02
23	BITUM	5.30	\$ -	\$ 2,931.37	\$ 60.37	\$ 1,974.83	\$ 8,119.43	\$ 1,827.86	\$ 129.80	\$ -	\$ -	\$ -	\$ 15,043.66	\$ 2,838.43
24	BITUM	4.20	\$ -	\$ 2,661.49	\$ 310.61	\$ 1,928.85	\$ 6,609.88	\$ 1,580.09	\$ 324.50	\$ 263.95	\$ -	\$ -	\$ 13,679.37	\$ 3,256.99
25	GRAVEL	3.30	\$ -	\$ 6,493.13	\$ 71.38	\$ 1,554.37	\$ 5,539.00	\$ 1,479.44	\$ 64.90	\$ -	\$ -	\$ -	\$ 15,202.22	\$ 4,606.73
26	GRAVEL	20.10	\$ 49,126.65	\$ -	\$ 2,105.32	\$ 9,477.77	\$ 27,150.32	\$ 13,294.20	\$ 908.60	\$ -	\$ -	\$ -	\$ 102,062.86	\$ 5,077.75
27	GRAVEL	6.60	\$ 12,060.81	\$ -	\$ 1,356.93	\$ 2,282.82	\$ 7,717.50	\$ 3,294.96	\$ 520.45	\$ -	\$ -	\$ -	\$ 27,233.47	\$ 4,126.28
28	BITUM	13.80	\$ -	\$ 46,253.59	\$ 842.57	\$ 4,999.04	\$ 21,759.76	\$ 7,129.84	\$ 1,754.63	\$ -	\$ -	\$ 345.98	\$ 83,085.41	\$ 6,020.68
29	BITUM	2.56	\$ -	\$ 1,422.72	\$ 220.02	\$ 873.66	\$ 3,964.47	\$ 820.62	\$ 269.58	\$ -	\$ -	\$ -	\$ 7,571.07	\$ 2,957.45
29	GRAVEL	16.14	\$ 35,604.75	\$ -	\$ 267.45	\$ 7,993.70	\$ 19,030.43	\$ 7,869.92	\$ 932.09	\$ -	\$ -	\$ -	\$ 71,698.34	\$ 4,442.28
30	GRAVEL	7.00	\$ 16,251.41	\$ -	\$ 573.08	\$ 4,915.78	\$ 8,897.99	\$ 4,074.97	\$ 1,005.95	\$ -	\$ -	\$ -	\$ 35,719.18	\$ 5,102.74
31	BITUM	2.91	\$ -	\$ 1,512.14	\$ 897.75	\$ 2,899.10	\$ 4,696.99	\$ 1,120.24	\$ 320.77	\$ -	\$ -	\$ -	\$ 11,446.99	\$ 3,933.67
32	BITUM	6.30	\$ -	\$ 22,868.91	\$ 515.48	\$ 3,701.87	\$ 11,558.98	\$ 10,744.65	\$ 259.60	\$ -	\$ -	\$ -	\$ 49,649.49	\$ 7,880.87
34	GRAVEL	6.30	\$ 15,191.02	\$ -	\$ 109.82	\$ 2,176.04	\$ 7,505.84	\$ 3,202.13	\$ 589.38	\$ -	\$ -	\$ -	\$ 28,774.23	\$ 4,567.34
35	GRAVEL	0.40	\$ 3,281.75	\$ -	\$ 13.69	\$ 209.20	\$ 572.85	\$ 292.22	\$ -	\$ -	\$ -	\$ -	\$ 4,369.71	\$ 10,924.28
36	BITUM	1.60	\$ -	\$ 799.20	\$ 27.61	\$ 8,302.39	\$ 2,585.59	\$ 2,898.10	\$ 383.24	\$ -	\$ -	\$ -	\$ 14,996.13	\$ 9,372.58
36	GRAVEL	9.40	\$ 26,616.91	\$ -	\$ 1,685.74	\$ 6,020.48	\$ 11,723.58	\$ 6,395.26	\$ 129.80	\$ -	\$ -	\$ -	\$ 52,571.77	\$ 5,592.74
37	BITUM	2.30	\$ -	\$ 1,197.23	\$ 47.84	\$ 3,895.44	\$ 3,833.23	\$ 1,004.28	\$ 32.45	\$ -	\$ -	\$ -	\$ 10,010.47	\$ 4,352.38
38	BITUM	6.10	\$ -	\$ 3,102.14	\$ 80.62	\$ 2,841.53	\$ 9,504.30	\$ 2,247.31	\$ 682.62	\$ -	\$ -	\$ -	\$ 18,458.52	\$ 3,025.99
39	BITUM	5.10	\$ -	\$ 2,678.00	\$ 68.33	\$ 2,802.54	\$ 7,959.32	\$ 12,028.43	\$ 584.10	\$ 101.56	\$ -	\$ -	\$ 26,222.28	\$ 5,141.62
40	BITUM	4.90	\$ -	\$ 2,528.21	\$ 61.56	\$ 1,773.66	\$ 7,588.71	\$ 1,765.72	\$ 650.22	\$ -	\$ -	\$ 99.52	\$ 14,467.60	\$ 2,952.57
TOTAL		372.48	\$ 400,233.60	\$ 384,440.91	\$ 21,998.51	\$ 223,148.14	\$ 565,330.36	\$ 298,807.59	\$ 37,839.90	\$ 673.48	\$ 324.50	\$ 1,378.98	\$ 1,934,175.97	\$ 5,192.70

AITKIN COUNTY HIGHWAY DEPARTMENT
DETAILED MAINTENANCE COSTS BY ROAD - CSAH REGULAR
DECEMBER 31, 2024

REPAIRS & REPLACEMENTS

ROAD	SURFACE	ROAD LENGTH	RESHAPING	RESURFACING	CULVERTS, BRIDGES GUARD RAILS	GENERAL REPAIRS	TOTAL ROAD COSTS	COST/MILE
1	BITUM	6.30	\$ -	\$ -	\$ 1,736.86	\$ -	\$ 1,736.86	\$ 275.69
1	GRAVEL	7.40	\$ 510.75	\$ 350.00	\$ 293.88	\$ -	\$ 1,154.63	\$ 156.03
2	BITUM	22.80	\$ 298.39	\$ 760.92	\$ 1,830.32	\$ 127.70	\$ 3,017.33	\$ 132.34
3	BITUM	24.04	\$ 250.50	\$ -	\$ -	\$ -	\$ 250.50	\$ 10.42
4	BITUM	14.40	\$ -	\$ 286.00	\$ -	\$ 4,182.17	\$ 4,468.17	\$ 310.29
5	BITUM	8.50	\$ 3,623.98	\$ -	\$ 337.25	\$ -	\$ 3,961.23	\$ 466.03
5	GRAVEL	18.10	\$ 62,271.12	\$ 73,579.74	\$ 11,954.18	\$ -	\$ 147,805.04	\$ 8,166.02
9	BITUM	0.30	\$ -	\$ 579.42	\$ -	\$ 235.25	\$ 814.67	\$ 2,715.57
10	BITUM	33.64	\$ 251.90	\$ -	\$ -	\$ 576.44	\$ 828.34	\$ 24.62
11	BITUM	3.20	\$ 337.25	\$ -	\$ -	\$ -	\$ 337.25	\$ 105.39
13	GRAVEL	5.60	\$ -	\$ 1,722.70	\$ -	\$ -	\$ 1,722.70	\$ 307.63
14	BITUM	10.90	\$ -	\$ -	\$ 2,844.24	\$ 207.13	\$ 3,051.37	\$ 279.94
15	BITUM	5.51	\$ -	\$ 143.00	\$ -	\$ -	\$ 143.00	\$ 25.95
16	BITUM	8.42	\$ -	\$ -	\$ -	\$ 397.45	\$ 397.45	\$ 47.20
17	BITUM	7.10	\$ 419.13	\$ -	\$ -	\$ 143.00	\$ 562.13	\$ 79.17
18	GRAVEL	12.20	\$ -	\$ -	\$ 1,123.86	\$ -	\$ 1,123.86	\$ 92.12
19	GRAVEL	6.80	\$ 4,349.43	\$ 92,204.78	\$ 8,615.93	\$ -	\$ 105,170.14	\$ 15,466.20
20	GRAVEL	5.90	\$ -	\$ 68,393.14	\$ -	\$ 144.68	\$ 68,537.82	\$ 11,616.58
21	GRAVEL	6.90	\$ -	\$ 7,701.47	\$ -	\$ -	\$ 7,701.47	\$ 1,116.16
22	BITUM	4.60	\$ -	\$ -	\$ -	\$ 140.00	\$ 140.00	\$ 30.43
24	BITUM	4.20	\$ -	\$ 540.30	\$ -	\$ 243.82	\$ 784.12	\$ 186.70
26	GRAVEL	20.10	\$ 1,272.79	\$ 130,347.20	\$ 1,762.85	\$ 714.55	\$ 134,097.39	\$ 6,671.51
27	GRAVEL	6.60	\$ 125.25	\$ 177.81	\$ 443.29	\$ -	\$ 746.35	\$ 113.08
28	BITUM	13.80	\$ -	\$ -	\$ 4,724.34	\$ 551.12	\$ 5,275.46	\$ 382.28
29	BITUM	2.56	\$ -	\$ -	\$ -	\$ 19.80	\$ 19.80	\$ 7.73
29	GRAVEL	16.14	\$ -	\$ 1,862.91	\$ 992.30	\$ 124.88	\$ 2,980.09	\$ 184.64
30	GRAVEL	7.00	\$ 5,229.77	\$ 4,374.00	\$ -	\$ 1,647.20	\$ 11,250.97	\$ 1,607.28
31	BITUM	2.91	\$ -	\$ -	\$ 9,622.88	\$ -	\$ 9,622.88	\$ 3,306.83
32	BITUM	6.30	\$ 537.52	\$ -	\$ 223.12	\$ 53.02	\$ 813.66	\$ 129.15
34	GRAVEL	6.30	\$ -	\$ -	\$ 3,131.11	\$ 923.40	\$ 4,054.51	\$ 643.57
36	GRAVEL	9.40	\$ -	\$ -	\$ -	\$ 688.11	\$ 688.11	\$ 73.20
38	BITUM	6.10	\$ -	\$ -	\$ 3,145.53	\$ -	\$ 3,145.53	\$ 515.66
TOTAL		372.48	\$ 79,477.78	\$ 383,023.39	\$ 52,781.94	\$ 11,119.72	\$ 526,402.83	\$ 1,413.24

AITKIN COUNTY HIGHWAY DEPARTMENT
DETAILED MAINTENANCE COSTS BY ROAD - CSAH REGULAR
DECEMBER 31, 2024

									BETTERMENTS
ROAD	SURFACE	ROAD LENGTH	NEW CULVERT, RAILS & TILING	CUTS - FILLS	SEEDING & SODDING	TOTAL ROAD COSTS	COST/MILE		
1	GRAVEL	7.40	\$ -	\$ 4,912.05	\$ -	\$ 4,912.05	\$ 663.79		
3	BITUM	24.04	\$ -	\$ 1,591.40	\$ -	\$ 1,591.40	\$ 66.20		
4	BITUM	14.40	\$ -	\$ -	\$ 26.00	\$ 26.00	\$ 1.81		
5	BITUM	8.50	\$ -	\$ 1,806.80	\$ 495.55	\$ 2,302.35	\$ 270.86		
5	GRAVEL	18.10	\$ 4,373.22	\$ 10,134.86	\$ 3,753.73	\$ 18,261.81	\$ 1,008.94		
10	BITUM	33.64	\$ 1,739.44	\$ -	\$ -	\$ 1,739.44	\$ 51.71		
11	BITUM	3.20	\$ -	\$ 429.00	\$ -	\$ 429.00	\$ 134.06		
13	GRAVEL	5.60	\$ -	\$ 250.50	\$ -	\$ 250.50	\$ 44.73		
18	GRAVEL	12.20	\$ 95.10	\$ -	\$ -	\$ 95.10	\$ 7.80		
19	GRAVEL	6.80	\$ -	\$ 287.02	\$ -	\$ 287.02	\$ 42.21		
26	GRAVEL	20.10	\$ -	\$ 2,512.50	\$ 609.10	\$ 3,121.60	\$ 155.30		
28	BITUM	13.80	\$ 1,607.97	\$ -	\$ -	\$ 1,607.97	\$ 116.52		
29	BITUM	2.56	\$ -	\$ 47.92	\$ -	\$ 47.92	\$ 18.72		
29	GRAVEL	16.14	\$ -	\$ 1,297.91	\$ -	\$ 1,297.91	\$ 80.42		
32	BITUM	6.30	\$ -	\$ 250.50	\$ -	\$ 250.50	\$ 39.76		
37	BITUM	2.30	\$ 471.90	\$ -	\$ -	\$ 471.90	\$ 205.17		
TOTAL		372.48	\$ 8,287.63	\$ 23,520.46	\$ 4,884.38	\$ 36,692.47	\$ 98.51		

AITKIN COUNTY HIGHWAY DEPARTMENT
DETAILED MAINTENANCE COSTS BY ROAD - CSAH REGULAR
DECEMBER 31, 2024

SPECIAL WORK & AGREEMENTS

ROAD	SURFACE	ROAD LENGTH	SPECIAL WORK	TOTAL ROAD COSTS	COST/MILE
1	BITUM	6.30	\$ 1,890.65	\$ 1,890.65	\$ 300.10
1	GRAVEL	7.40	\$ 44,666.93	\$ 44,666.93	\$ 6,036.07
2	BITUM	22.80	\$ 343.44	\$ 343.44	\$ 15.06
4	BITUM	14.40	\$ 61.22	\$ 61.22	\$ 4.25
5	BITUM	8.50	\$ 190.94	\$ 190.94	\$ 22.46
5	GRAVEL	18.10	\$ 41,132.63	\$ 41,132.63	\$ 2,272.52
11	BITUM	3.20	\$ 89.85	\$ 89.85	\$ 28.08
12	BITUM	14.71	\$ 152.25	\$ 152.25	\$ 10.35
13	BITUM	5.39	\$ 306.13	\$ 306.13	\$ 56.80
13	GRAVEL	5.60	\$ 20,107.42	\$ 20,107.42	\$ 3,590.61
14	BITUM	10.90	\$ 59.90	\$ 59.90	\$ 5.50
18	GRAVEL	12.20	\$ 20,177.77	\$ 20,177.77	\$ 1,653.92
19	GRAVEL	6.80	\$ 5,134.25	\$ 5,134.25	\$ 755.04
20	GRAVEL	5.90	\$ 269.61	\$ 269.61	\$ 45.70
21	GRAVEL	6.90	\$ 46,274.50	\$ 46,274.50	\$ 6,706.45
26	GRAVEL	20.10	\$ 39,787.28	\$ 39,787.28	\$ 1,979.47
27	GRAVEL	6.60	\$ 23,049.68	\$ 23,049.68	\$ 3,492.38
28	BITUM	13.80	\$ 655.11	\$ 655.11	\$ 47.47
29	BITUM	2.56	\$ 3.11	\$ 3.11	\$ 1.21
29	GRAVEL	16.14	\$ 54,201.32	\$ 54,201.32	\$ 3,358.20
30	GRAVEL	7.00	\$ 454.34	\$ 454.34	\$ 64.91
34	GRAVEL	6.30	\$ 1,545.71	\$ 1,545.71	\$ 245.35
35	GRAVEL	0.40	\$ 53.80	\$ 53.80	\$ 134.50
36	BITUM	1.60	\$ 917.63	\$ 917.63	\$ 573.52
TOTAL		372.48	\$ 301,525.47	\$ 301,525.47	\$ 809.51

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF MAINTENANCE COSTS BY ROAD - CSAH MUNICIPAL
DECEMBER 31, 2024

															CSAH MUNI	
ROAD SURFACE		ROAD LENGTH	ROUTINE MAINTENANCE		REPAIRS & REPLACEMENTS		BETTERMENTS		SPECIAL WORK		SPECIAL AGREEMENTS		TOTAL ROAD COSTS		COST/MILE	
1	BITUM	0.25	\$	2,325.17	\$	-	\$	-	\$	9.05	\$	3,092.57	\$	5,426.79	\$	21,707.16
3	BITUM	0.80	\$	9,779.33	\$	375.75	\$	-	\$	-	\$	4,205.89	\$	14,360.97	\$	17,951.21
5	GRAVEL	0.31	\$	2,819.65	\$	23,241.15	\$	83.90	\$	6.96	\$	-	\$	26,151.66	\$	84,360.19
6	BITUM	2.02	\$	15,932.08	\$	-	\$	-	\$	-	\$	3,216.27	\$	19,148.35	\$	9,479.38
8	BITUM	1.54	\$	11,764.08	\$	-	\$	-	\$	-	\$	10,762.14	\$	22,526.22	\$	14,627.42
9	BITUM	0.52	\$	5,231.21	\$	407.75	\$	-	\$	-	\$	-	\$	5,638.96	\$	10,844.15
10	BITUM	1.68	\$	28,361.12	\$	-	\$	-	\$	-	\$	-	\$	28,361.12	\$	16,881.62
15	BITUM	0.57	\$	8,152.54	\$	-	\$	-	\$	-	\$	7,174.76	\$	15,327.30	\$	26,890.00
16	BITUM	0.48	\$	3,100.76	\$	-	\$	-	\$	-	\$	-	\$	3,100.76	\$	6,459.92
31	BITUM	0.62	\$	3,997.85	\$	-	\$	-	\$	-	\$	-	\$	3,997.85	\$	6,448.15
33	BITUM	0.29	\$	1,806.12	\$	-	\$	-	\$	-	\$	3,587.38	\$	5,393.50	\$	18,598.28
41	BITUM	1.08	\$	15,165.70	\$	-	\$	-	\$	-	\$	2,226.65	\$	17,392.35	\$	16,104.03
TOTAL		10.16	\$	108,435.61	\$	24,024.65	\$	83.90	\$	16.01	\$	34,265.66	\$	166,825.83	\$	16,419.87

AITKIN COUNTY HIGHWAY DEPARTMENT
DETAILED MAINTENANCE COSTS BY ROAD - CSAH MUNICIPAL
DECEMBER 31, 2024

ROUTINE MAINTENANCE

ROAD	SURFACE	ROAD LENGTH	SURFACE MAINTENANCE GRAVEL	SURFACE MAINTENANCE BITUMINOUS	CULVERTS & BRIDGES	VEGETATION CONTROL	SNOW - ICE REMOVAL	TRAFFIC SERVICES	ROAD SIGN MAINTENANCE	TOTAL ROAD COSTS	COST/MILE
1	BITUM	0.25	\$ -	\$ 557.62	\$ 3.77	\$ 54.93	\$ 1,269.89	\$ 438.96	\$ -	\$ 2,325.17	\$ 228.86
3	BITUM	0.80	\$ -	\$ 3,054.28	\$ 45.40	\$ 866.94	\$ 4,540.30	\$ 1,110.16	\$ 162.25	\$ 9,779.33	\$ 962.53
5	GRAVEL	0.31	\$ 752.43	\$ -	\$ 84.63	\$ 695.69	\$ 609.73	\$ 612.27	\$ 64.90	\$ 2,819.65	\$ 277.52
6	BITUM	2.02	\$ -	\$ 2,392.24	\$ 35.76	\$ 699.18	\$ 10,335.67	\$ 2,469.23	\$ -	\$ 15,932.08	\$ 1,568.12
8	BITUM	1.54	\$ -	\$ 781.57	\$ 15.30	\$ 155.61	\$ 7,708.53	\$ 2,808.68	\$ 294.39	\$ 11,764.08	\$ 1,157.88
9	BITUM	0.52	\$ -	\$ 1,469.50	\$ 15.48	\$ 472.80	\$ 2,750.38	\$ 523.05	\$ -	\$ 5,231.21	\$ 514.88
10	BITUM	1.68	\$ -	\$ 15,685.51	\$ 29.21	\$ 1,265.54	\$ 8,588.41	\$ 2,662.65	\$ 129.80	\$ 28,361.12	\$ 2,791.45
15	BITUM	0.57	\$ -	\$ 3,623.08	\$ 7.26	\$ 80.49	\$ 2,875.99	\$ 1,060.27	\$ 505.45	\$ 8,152.54	\$ 802.42
16	BITUM	0.48	\$ -	\$ 213.96	\$ 4.55	\$ 127.98	\$ 2,399.42	\$ 354.85	\$ -	\$ 3,100.76	\$ 305.19
31	BITUM	0.62	\$ -	\$ 276.37	\$ 5.90	\$ 168.76	\$ 3,099.79	\$ 447.03	\$ -	\$ 3,997.85	\$ 393.49
33	BITUM	0.29	\$ -	\$ 129.27	\$ 2.44	\$ 24.57	\$ 1,445.29	\$ 204.55	\$ -	\$ 1,806.12	\$ 177.77
41	BITUM	1.08	\$ -	\$ 5,404.95	\$ 54.32	\$ 606.99	\$ 6,029.82	\$ 3,069.62	\$ -	\$ 15,165.70	\$ 1,492.69
TOTAL		10.16	\$ 752.43	\$ 33,588.35	\$ 304.02	\$ 5,219.48	\$ 51,653.22	\$ 15,761.32	\$ 1,156.79	\$ 108,435.61	\$ 10,672.80

AITKIN COUNTY HIGHWAY DEPARTMENT
DETAILED MAINTENANCE COSTS BY ROAD - CSAH MUNICIPAL
DECEMBER 31, 2024

REPAIRS & REPLACEMENTS

ROAD	SURFACE	ROAD LENGTH	RESHAPING	RESURFACING	GENERAL REPAIRS	TOTAL ROAD COSTS	COST/MILE
1	BITUM	0.25	\$ -	\$ -	\$ -	\$ -	\$ -
3	BITUM	0.80	\$ 375.75	\$ -	\$ -	\$ 375.75	\$ 469.69
5	GRAVEL	0.31	\$ 717.45	\$ 22,523.70	\$ -	\$ 23,241.15	\$ 74,971.45
6	BITUM	2.02	\$ -	\$ -	\$ -	\$ -	\$ -
8	BITUM	1.54	\$ -	\$ -	\$ -	\$ -	\$ -
9	BITUM	0.52	\$ -	\$ -	\$ 407.75	\$ 407.75	\$ 784.13
10	BITUM	1.68	\$ -	\$ -	\$ -	\$ -	\$ -
15	BITUM	0.57	\$ -	\$ -	\$ -	\$ -	\$ -
16	BITUM	0.48	\$ -	\$ -	\$ -	\$ -	\$ -
31	BITUM	0.62	\$ -	\$ -	\$ -	\$ -	\$ -
33	BITUM	0.29	\$ -	\$ -	\$ -	\$ -	\$ -
41	BITUM	1.08	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		10.16	\$ 1,093.20	\$ 22,523.70	\$ 407.75	\$ 24,024.65	\$ 2,364.63

AITKIN COUNTY HIGHWAY DEPARTMENT
 DETAILED MAINTENANCE COSTS BY ROAD - CSAH MUNICIPAL
 DECEMBER 31, 2024

										BETTERMENTS
ROAD	SURFACE	ROAD LENGTH	CUTS - FILLS	SEEDING SODDING	TOTAL ROAD COSTS					COST/MILE
1	BITUM	0.25	\$ -	\$ -	\$ -					-
3	BITUM	0.80	\$ -	\$ -	\$ -					-
5	GRAVEL	0.31	\$ 65.84	\$ 18.06	\$ 83.90					270.65
6	BITUM	2.02	\$ -	\$ -	\$ -					-
8	BITUM	1.54	\$ -	\$ -	\$ -					-
9	BITUM	0.52	\$ -	\$ -	\$ -					-
10	BITUM	1.68	\$ -	\$ -	\$ -					-
15	BITUM	0.57	\$ -	\$ -	\$ -					-
16	BITUM	0.48	\$ -	\$ -	\$ -					-
31	BITUM	0.62	\$ -	\$ -	\$ -					-
33	BITUM	0.29	\$ -	\$ -	\$ -					-
41	BITUM	1.08	\$ -	\$ -	\$ -					-
TOTAL		10.16	\$ 65.84	\$ 18.06	\$ 83.90					8.26

AITKIN COUNTY HIGHWAY DEPARTMENT
DETAILED MAINTENANCE COSTS BY ROAD - CSAH MUNICIPAL
DECEMBER 31, 2024

SPECIAL WORK & AGREEMENTS									
ROAD	SURFACE	ROAD LENGTH	SPECIAL WORK		SPECIAL AGREEMENTS		TOTAL ROAD COSTS		COST/MILE
1	BITUM	0.25	\$	9.05	\$	3,092.57	\$	3,101.62	\$ 12,406.48
3	BITUM	0.80	\$	-	\$	4,205.89	\$	4,205.89	\$ 5,257.36
5	GRAVEL	0.31	\$	6.96	\$	-	\$	6.96	\$ 22.45
6	BITUM	2.02	\$	-	\$	3,216.27	\$	3,216.27	\$ 1,592.21
8	BITUM	1.54	\$	-	\$	10,762.14	\$	10,762.14	\$ 6,988.40
15	BITUM	0.57	\$	-	\$	7,174.76	\$	7,174.76	\$ 12,587.30
33	BITUM	0.29	\$	-	\$	3,587.38	\$	3,587.38	\$ 12,370.28
41	BITUM	1.08	\$	-	\$	2,226.65	\$	2,226.65	\$ 2,061.71
TOTAL		10.16	\$	16.01	\$	34,265.66	\$	34,281.67	\$ 3,374.18

AITKIN COUNTY HIGHWAY DEPARTMENT
SUMMARY OF MAINTENANCE COSTS BY ROAD - COUNTY
DECEMBER 31, 2024

ROAD	SURFACE	ROAD LENGTH	ROUTINE MAINTENANCE	REPAIRS & REPLACEMENTS	BETTERMENTS	SPECIAL WORK	TOTAL ROAD COSTS	COST/MILE
50	GRAVEL	2.95	\$ 25,182.98	\$ 26,570.89	\$ 973.95	\$ 71.25	\$ 52,799.07	\$ 17,897.99
51	GRAVEL	4.77	\$ 42,729.54	\$ 141,048.39	\$ 2,066.70	\$ 16,512.90	\$ 202,357.53	\$ 42,422.96
53	BITUM	3.08	\$ 7,159.23	\$ -	\$ -	\$ -	\$ 7,159.23	\$ 2,324.43
54	BITUM	1.86	\$ 11,251.59	\$ -	\$ -	\$ -	\$ 11,251.59	\$ 6,049.24
54	GRAVEL	4.88	\$ 31,691.69	\$ 229.25	\$ -	\$ 17,591.34	\$ 49,512.28	\$ 10,145.96
56	GRAVEL	8.4	\$ 31,395.92	\$ -	\$ -	\$ 12,148.06	\$ 43,543.98	\$ 5,183.81
57	GRAVEL	9.04	\$ 42,465.49	\$ 925.36	\$ -	\$ 269.61	\$ 43,660.46	\$ 4,829.70
58	GRAVEL	2.67	\$ 12,234.04	\$ 2,679.43	\$ -	\$ -	\$ 14,913.47	\$ 5,585.57
59	GRAVEL	4.28	\$ 19,114.64	\$ -	\$ -	\$ -	\$ 19,114.64	\$ 4,466.04
60	BITUM	3.98	\$ 14,176.96	\$ -	\$ -	\$ -	\$ 14,176.96	\$ 3,562.05
61	GRAVEL	11.23	\$ 38,233.28	\$ 2,511.26	\$ -	\$ 38,274.69	\$ 79,019.23	\$ 7,036.44
62	BITUM	3.64	\$ 11,798.20	\$ -	\$ -	\$ -	\$ 11,798.20	\$ 3,241.26
62	GRAVEL	4.36	\$ 22,709.66	\$ 2,758.65	\$ -	\$ 11,024.21	\$ 36,492.52	\$ 8,369.84
63	GRAVEL	2.69	\$ 17,393.42	\$ 26,091.26	\$ -	\$ 9,016.33	\$ 52,501.01	\$ 19,517.10
64	GRAVEL	9.49	\$ 56,663.43	\$ 52,612.50	\$ 12,232.03	\$ 269.61	\$ 121,777.57	\$ 12,832.20
65	GRAVEL	8.96	\$ 44,265.59	\$ 735.61	\$ -	\$ 883.09	\$ 45,884.29	\$ 5,121.01
66	BITUM	1.09	\$ 2,421.18	\$ -	\$ -	\$ -	\$ 2,421.18	\$ 2,221.27
67	GRAVEL	5.4	\$ 21,989.47	\$ 2,807.80	\$ -	\$ 1,348.05	\$ 26,145.32	\$ 4,841.73
68	GRAVEL	6.5	\$ 22,468.69	\$ 6,112.18	\$ -	\$ 11,460.98	\$ 40,041.85	\$ 6,160.28
69	BITUM	0.3	\$ 643.57	\$ -	\$ -	\$ -	\$ 643.57	\$ 2,145.23
70	BITUM	1.08	\$ 2,726.05	\$ -	\$ -	\$ -	\$ 2,726.05	\$ 2,524.12
71	GRAVEL	1	\$ 6,922.77	\$ -	\$ -	\$ 539.20	\$ 7,461.97	\$ 7,461.97
72	GRAVEL	1.2	\$ 5,726.95	\$ -	\$ -	\$ -	\$ 5,726.95	\$ 4,772.46
73	GRAVEL	5.1	\$ 22,188.25	\$ 166.95	\$ -	\$ 425.00	\$ 22,780.20	\$ 4,466.71
74	BITUM	1.5	\$ 4,820.29	\$ -	\$ 296.22	\$ -	\$ 5,116.51	\$ 3,411.01
74	GRAVEL	2.07	\$ 20,086.90	\$ 66,104.24	\$ 30,016.85	\$ 3,064.75	\$ 119,272.74	\$ 57,619.68
75	GRAVEL	6.9	\$ 27,199.63	\$ -	\$ -	\$ -	\$ 27,199.63	\$ 3,941.98
76	BITUM	2.82	\$ 6,757.14	\$ 64.90	\$ -	\$ 59.90	\$ 6,881.94	\$ 2,440.40
77	BITUM	0.57	\$ 1,455.92	\$ -	\$ -	\$ -	\$ 1,455.92	\$ 2,554.25
79	BITUM	0.55	\$ 3,138.93	\$ -	\$ -	\$ -	\$ 3,138.93	\$ 5,707.15
80	GRAVEL	1.7	\$ 7,545.14	\$ 5,019.64	\$ -	\$ 5,681.68	\$ 18,246.46	\$ 10,733.21
81	BITUM	1.05	\$ 2,629.90	\$ -	\$ -	\$ -	\$ 2,629.90	\$ 2,504.67
82	BITUM	1.03	\$ 2,700.66	\$ 1,955.99	\$ -	\$ -	\$ 4,656.65	\$ 4,521.02
83	BITUM	0.49	\$ 1,441.20	\$ -	\$ -	\$ 76.48	\$ 1,517.68	\$ 3,097.31
88	GRAVEL	1.02	\$ 2,215.42	\$ -	\$ -	\$ -	\$ 2,215.42	\$ 2,171.98
100	GRAVEL	1.5	\$ 3,098.61	\$ -	\$ -	\$ -	\$ 3,098.61	\$ 2,065.74
241	BITUM	0.3	\$ 685.50	\$ -	\$ -	\$ -	\$ 685.50	\$ 2,285.00
241	GRAVEL	2.6	\$ 7,002.63	\$ -	\$ -	\$ -	\$ 7,002.63	\$ 2,693.32
6001	GRAVEL	1.08	\$ 5,854.43	\$ -	\$ -	\$ 4,367.68	\$ 10,222.11	\$ 9,464.92
7701	BITUM	1.04	\$ 2,031.09	\$ -	\$ -	\$ -	\$ 2,031.09	\$ 1,952.97
8502	BITUM	1.2	\$ 7,680.37	\$ -	\$ -	\$ -	\$ 7,680.37	\$ 6,400.31
TOTAL		135.37	\$ 619,896.35	\$ 338,394.30	\$ 45,585.75	\$ 133,084.81	\$ 1,136,961.21	\$ 8,398.92

AITKIN COUNTY HIGHWAY DEPARTMENT
DETAILED MAINTENANCE COSTS BY ROAD - COUNTY
DECEMBER 31, 2024

ROUTINE MAINTENANCE

ROAD	SURFACE	ROAD LENGTH	SURFACE MAINTENANCE GRAVEL	SURFACE MAINTENANCE BITUMINOUS	CULVERTS & BRIDGES	VEGETATION CONTROL	SNOW - ICE REMOVAL	TRAFFIC SERVICES	ROAD SIGN MAINTENANCE	TOTAL ROAD COSTS	COST/MILE
50	GRAVEL	2.95	\$ 16,638.37	\$ -	\$ 123.06	\$ 1,778.03	\$ 3,857.11	\$ 2,231.21	\$ 555.20	\$ 25,182.98	\$ 8,536.60
51	GRAVEL	4.77	\$ 18,440.54	\$ -	\$ 371.10	\$ 8,270.62	\$ 8,699.80	\$ 6,506.93	\$ 440.55	\$ 42,729.54	\$ 8,957.97
53	BITUM	3.08	\$ -	\$ 1,372.93	\$ 36.83	\$ 1,832.27	\$ 2,715.60	\$ 1,039.35	\$ 162.25	\$ 7,159.23	\$ 2,324.43
54	BITUM	1.86	\$ -	\$ 4,864.95	\$ 45.94	\$ 1,615.03	\$ 1,979.20	\$ 2,349.32	\$ 397.15	\$ 11,251.59	\$ 6,049.24
54	GRAVEL	4.88	\$ 19,941.63	\$ -	\$ 109.90	\$ 3,742.52	\$ 5,040.20	\$ 2,450.91	\$ 406.53	\$ 31,691.69	\$ 6,494.20
56	GRAVEL	8.4	\$ 16,812.21	\$ -	\$ 365.61	\$ 3,002.91	\$ 7,616.20	\$ 3,339.39	\$ 259.60	\$ 31,395.92	\$ 3,737.61
57	GRAVEL	9.04	\$ 18,984.33	\$ -	\$ 162.16	\$ 9,802.68	\$ 8,744.18	\$ 4,317.84	\$ 454.30	\$ 42,465.49	\$ 4,697.51
58	GRAVEL	2.67	\$ 7,036.32	\$ -	\$ 48.96	\$ 1,333.35	\$ 2,597.72	\$ 1,217.69	\$ -	\$ 12,234.04	\$ 4,582.04
59	GRAVEL	4.28	\$ 11,272.65	\$ -	\$ 72.86	\$ 1,532.53	\$ 4,083.96	\$ 1,957.94	\$ 194.70	\$ 19,114.64	\$ 4,466.04
60	BITUM	3.98	\$ -	\$ 1,805.37	\$ 52.47	\$ 2,128.89	\$ 3,578.95	\$ 6,009.47	\$ 601.81	\$ 14,176.96	\$ 3,562.05
61	GRAVEL	11.23	\$ 18,305.22	\$ -	\$ 152.18	\$ 4,450.98	\$ 10,157.63	\$ 4,810.32	\$ 356.95	\$ 38,233.28	\$ 3,404.57
62	BITUM	3.64	\$ -	\$ 4,371.81	\$ 50.91	\$ 1,504.71	\$ 3,314.87	\$ 2,393.65	\$ 162.25	\$ 11,798.20	\$ 3,241.26
62	GRAVEL	4.36	\$ 14,892.10	\$ -	\$ 84.45	\$ 1,500.31	\$ 4,306.59	\$ 1,926.21	\$ -	\$ 22,709.66	\$ 5,208.64
63	GRAVEL	2.69	\$ 9,521.25	\$ -	\$ 109.69	\$ 2,217.25	\$ 3,481.17	\$ 1,999.16	\$ 64.90	\$ 17,393.42	\$ 6,465.96
64	GRAVEL	9.49	\$ 24,857.18	\$ -	\$ 616.56	\$ 10,469.41	\$ 12,247.75	\$ 8,194.23	\$ 278.30	\$ 56,663.43	\$ 5,970.86
65	GRAVEL	8.96	\$ 23,792.37	\$ -	\$ 3,220.37	\$ 3,881.14	\$ 8,726.24	\$ 4,645.47	\$ -	\$ 44,265.59	\$ 4,940.36
66	BITUM	1.09	\$ -	\$ 1,006.83	\$ 11.51	\$ 117.37	\$ 939.16	\$ 346.31	\$ -	\$ 2,421.18	\$ 2,221.27
67	GRAVEL	5.4	\$ 12,219.77	\$ -	\$ 321.86	\$ 1,883.81	\$ 5,124.61	\$ 2,179.82	\$ 259.60	\$ 21,989.47	\$ 4,072.12
68	GRAVEL	6.5	\$ 11,846.04	\$ -	\$ 450.46	\$ 1,675.23	\$ 5,954.17	\$ 2,412.99	\$ 129.80	\$ 22,468.69	\$ 3,456.72
69	BITUM	0.3	\$ -	\$ 261.43	\$ 3.00	\$ 30.40	\$ 255.93	\$ 92.81	\$ -	\$ 643.57	\$ 2,145.23
70	BITUM	1.08	\$ -	\$ 794.21	\$ 13.22	\$ 593.19	\$ 956.63	\$ 368.80	\$ -	\$ 2,726.05	\$ 2,524.12
71	GRAVEL	1	\$ 4,884.54	\$ -	\$ 23.68	\$ 462.66	\$ 1,049.42	\$ 502.47	\$ -	\$ 6,922.77	\$ 6,922.77
72	GRAVEL	1.2	\$ 2,730.82	\$ -	\$ 20.83	\$ 1,033.66	\$ 1,150.92	\$ 496.33	\$ 294.39	\$ 2,726.95	\$ 4,772.46
73	GRAVEL	5.1	\$ 11,283.38	\$ -	\$ 1,077.52	\$ 2,693.65	\$ 4,844.92	\$ 2,256.33	\$ 32.45	\$ 22,188.25	\$ 4,350.64
74	BITUM	1.5	\$ -	\$ 1,464.14	\$ 26.46	\$ 551.42	\$ 1,444.36	\$ 1,269.01	\$ 64.90	\$ 4,820.29	\$ 3,213.53
74	GRAVEL	2.07	\$ 6,245.74	\$ -	\$ 292.32	\$ 3,429.95	\$ 5,653.82	\$ 4,465.07	\$ -	\$ 20,086.90	\$ 9,703.82
75	GRAVEL	6.9	\$ 14,694.70	\$ -	\$ 382.17	\$ 2,537.30	\$ 6,425.01	\$ 2,706.15	\$ 454.30	\$ 27,199.63	\$ 3,941.98
76	BITUM	2.82	\$ -	\$ 1,429.02	\$ 35.91	\$ 1,209.22	\$ 2,517.61	\$ 1,500.48	\$ 64.90	\$ 6,757.14	\$ 2,396.15
77	BITUM	0.57	\$ -	\$ 340.08	\$ 7.33	\$ 333.92	\$ 510.01	\$ 199.68	\$ 64.90	\$ 1,455.92	\$ 2,554.25
79	BITUM	0.55	\$ -	\$ 1,728.27	\$ 18.50	\$ 383.12	\$ 655.57	\$ 353.47	\$ -	\$ 3,138.93	\$ 5,707.15
80	GRAVEL	1.7	\$ 3,587.84	\$ -	\$ 37.93	\$ 1,236.00	\$ 1,750.76	\$ 867.71	\$ 64.90	\$ 7,545.14	\$ 4,438.32
81	BITUM	1.05	\$ -	\$ 839.44	\$ 14.22	\$ 243.59	\$ 949.61	\$ 458.04	\$ 125.00	\$ 2,629.90	\$ 2,504.67
82	BITUM	1.03	\$ -	\$ 761.37	\$ 18.17	\$ 189.09	\$ 991.93	\$ 430.00	\$ 310.10	\$ 2,700.66	\$ 2,622.00
83	BITUM	0.49	\$ -	\$ 218.42	\$ 338.54	\$ 179.44	\$ 436.33	\$ 268.47	\$ -	\$ 1,441.20	\$ 2,941.22
88	GRAVEL	1.02	\$ -	\$ 454.67	\$ 11.80	\$ 516.63	\$ 893.68	\$ 338.64	\$ -	\$ 2,215.42	\$ 2,171.98
100	GRAVEL	1.5	\$ 1,281.22	\$ -	\$ 12.62	\$ 127.07	\$ 1,246.41	\$ 431.29	\$ -	\$ 3,098.61	\$ 2,065.74
241	BITUM	0.3	\$ -	\$ 322.01	\$ 2.53	\$ 25.42	\$ 249.28	\$ 86.26	\$ -	\$ 685.50	\$ 2,285.00
241	GRAVEL	2.6	\$ 3,852.48	\$ -	\$ 21.87	\$ 220.27	\$ 2,160.44	\$ 747.57	\$ -	\$ 7,002.63	\$ 2,693.32
6001	GRAVEL	1.08	\$ 3,712.53	\$ -	\$ 21.52	\$ 513.18	\$ 1,075.37	\$ 531.83	\$ -	\$ 5,854.43	\$ 5,420.77
7701	BITUM	1.04	\$ -	\$ 549.59	\$ 11.03	\$ 112.58	\$ 896.89	\$ 363.65	\$ 97.35	\$ 2,031.09	\$ 1,952.97
8502	BITUM	1.2	\$ -	\$ 1,236.86	\$ 36.57	\$ 2,442.46	\$ 1,376.14	\$ 2,555.89	\$ 32.45	\$ 7,680.37	\$ 6,400.31
TOTAL		135.37	\$ 276,833.23	\$ 23,821.40	\$ 8,834.62	\$ 81,803.26	\$ 140,656.15	\$ 81,618.16	\$ 6,329.53	\$ 619,896.35	\$ 4,579.27

AITKIN COUNTY HIGHWAY DEPARTMENT
DETAILED MAINTENANCE COSTS BY ROAD - COUNTY
DECEMBER 31, 2024

REPAIRS & REPLACEMENTS

ROAD	SURFACE	ROAD LENGTH	RESHAPING	RESURFACING	CULVERTS, BRIDGES GUARD RAILS	GENERAL REPAIRS	TOTAL ROAD COSTS	COST/MILE
50	GRAVEL	2.95	\$ 2,173.05	\$ 22,135.55	\$ 2,262.29	\$ -	\$ 26,570.89	\$ 9,007.08
51	GRAVEL	4.77	\$ -	\$ 140,268.89	\$ 597.50	\$ 182.00	\$ 141,048.39	\$ 29,569.89
54	GRAVEL	4.88	\$ -	\$ -	\$ -	\$ 229.25	\$ 229.25	\$ 46.98
57	GRAVEL	9.04	\$ 212.00	\$ 713.36	\$ -	\$ -	\$ 925.36	\$ 102.36
58	GRAVEL	2.67	\$ -	\$ -	\$ 2,653.43	\$ 26.00	\$ 2,679.43	\$ 1,003.53
61	GRAVEL	11.23	\$ 632.40	\$ 1,878.86	\$ -	\$ -	\$ 2,511.26	\$ 223.62
62	GRAVEL	4.36	\$ -	\$ 2,758.65	\$ -	\$ -	\$ 2,758.65	\$ 632.72
63	GRAVEL	2.69	\$ -	\$ 26,091.26	\$ -	\$ -	\$ 26,091.26	\$ 9,699.35
64	GRAVEL	9.49	\$ 37,879.77	\$ 1,976.88	\$ 11,354.45	\$ 1,401.40	\$ 52,612.50	\$ 5,543.99
65	GRAVEL	8.96	\$ 360.28	\$ -	\$ -	\$ 375.33	\$ 735.61	\$ 82.10
67	GRAVEL	5.4	\$ -	\$ 328.42	\$ 2,194.09	\$ 285.29	\$ 2,807.80	\$ 519.96
68	GRAVEL	6.5	\$ -	\$ -	\$ 6,112.18	\$ -	\$ 6,112.18	\$ 940.34
73	GRAVEL	5.1	\$ -	\$ 166.95	\$ -	\$ -	\$ 166.95	\$ 32.74
74	GRAVEL	2.07	\$ 3,608.50	\$ 60,382.77	\$ 2,112.97	\$ -	\$ 66,104.24	\$ 31,934.42
76	BITUM	2.82	\$ -	\$ -	\$ 64.90	\$ -	\$ 64.90	\$ 23.01
80	GRAVEL	1.7	\$ -	\$ 1,717.20	\$ 3,302.44	\$ -	\$ 5,019.64	\$ 2,952.73
82	BITUM	1.03	\$ -	\$ -	\$ 1,955.99	\$ -	\$ 1,955.99	\$ 1,899.02
TOTAL		135.37	\$ 44,866.00	\$ 258,418.79	\$ 32,610.24	\$ 2,499.27	\$ 338,394.30	\$ 2,499.77

AITKIN COUNTY HIGHWAY DEPARTMENT
 DETAILED MAINTENANCE COSTS BY ROAD - COUNTY
 DECEMBER 31, 2024

										BETTERMENTS		
ROAD	SURFACE	ROAD LENGTH	NEW CULVERT, RAILS & TILING		CUTS - FILLS		SEEDING SODDING		TOTAL ROAD COSTS	COST/MILE		
50	GRAVEL	2.95	\$	-	\$	858.00	\$	115.95	\$	973.95	\$	330.15
51	GRAVEL	4.77	\$	1,461.70	\$	605.00	\$	-	\$	2,066.70	\$	433.27
64	GRAVEL	9.49	\$	-	\$	9,706.00	\$	2,526.03	\$	12,232.03	\$	1,288.94
74	BITUM	1.5	\$	-	\$	296.22	\$	-	\$	296.22	\$	197.48
74	GRAVEL	2.07	\$	-	\$	30,016.85	\$	-	\$	30,016.85	\$	14,500.89
TOTAL		135.37	\$	1,461.70	\$	41,482.07	\$	2,641.98	\$	45,585.75	\$	336.75

AITKIN COUNTY HIGHWAY DEPARTMENT
DETAILED MAINTENANCE COSTS BY ROAD - COUNTY
DECEMBER 31, 2024

SPECIAL WORK - AGREEMENTS

ROAD	SURFACE	ROAD LENGTH	SPECIAL WORK	TOTAL ROAD COSTS	COST/MILE
50	GRAVEL	2.95 \$	71.25 \$	71.25 \$	24.15
51	GRAVEL	4.77 \$	16,512.90 \$	16,512.90 \$	3,461.82
54	BITUM	1.86 \$	17,591.34 \$	17,591.34 \$	9,457.71
54	GRAVEL	4.88 \$	12,148.06 \$	12,148.06 \$	2,489.36
57	GRAVEL	9.04 \$	269.61 \$	269.61 \$	29.82
61	GRAVEL	11.23 \$	38,274.69 \$	38,274.69 \$	3,408.25
62	GRAVEL	4.36 \$	11,024.21 \$	11,024.21 \$	2,528.49
63	GRAVEL	2.69 \$	9,016.33 \$	9,016.33 \$	3,351.80
64	GRAVEL	9.49 \$	269.61 \$	269.61 \$	28.41
65	GRAVEL	8.96 \$	883.09 \$	883.09 \$	98.56
67	GRAVEL	5.4 \$	1,348.05 \$	1,348.05 \$	249.64
68	GRAVEL	6.5 \$	11,460.98 \$	11,460.98 \$	1,763.23
71	GRAVEL	1 \$	539.20 \$	539.20 \$	539.20
73	GRAVEL	5.1 \$	425.00 \$	425.00 \$	83.33
74	GRAVEL	2.07 \$	3,064.75 \$	3,064.75 \$	1,480.56
76	BITUM	2.82 \$	59.90 \$	59.90 \$	21.24
80	GRAVEL	1.7 \$	5,681.68 \$	5,681.68 \$	3,342.16
83	BITUM	0.49 \$	76.48 \$	76.48 \$	156.08
6001	GRAVEL	1.08 \$	4,367.68 \$	4,367.68 \$	4,044.15
TOTAL		135.37 \$	133,084.81 \$	133,084.81 \$	983.12

Aitkin County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2024

County State Aid Highway System - Regular Construction

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
SAP 001-030-007	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SAP 001-030-008	\$12,518.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,518.88
SAP 001-030-009	\$452,526.43	\$28,988.34	\$0.00	\$0.00	\$0.00	\$60,461.48	\$541,976.25
SAP 001-602-014	\$1,444,290.94	\$41,817.81	\$0.00	\$0.00	\$0.00	\$31,125.12	\$1,517,233.87
SAP 001-605-014	\$0.00	\$34,033.63	\$160,585.28	\$0.00	\$0.00	\$106,236.93	\$300,855.84
SAP 001-605-017	\$0.00	\$20,817.08	\$0.00	\$0.00	\$0.00	\$42,987.90	\$63,804.98
SAP 001-605-018	\$0.00	\$2,255.92	\$0.00	\$0.00	\$0.00	\$6,786.04	\$9,041.96
SAP 001-614-015	\$0.00	\$2,868.60	\$0.00	\$0.00	\$0.00	\$5,923.75	\$8,792.35
SAP 001-614-016	\$0.00	\$2,635.55	\$0.00	\$0.00	\$0.00	\$5,442.49	\$8,078.04
SAP 001-614-017	\$0.00	\$672.30	\$0.00	\$0.00	\$0.00	\$1,388.33	\$2,060.63
SAP 001-617-004	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SAP 001-622-010	\$0.00	\$9,762.09	\$0.00	\$0.00	\$0.00	\$14,192.62	\$23,954.71
SAP 001-631-003	\$211.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$211.00
SAP 001-640-003	\$13,455.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,455.29
SP 001-611-003	\$182,817.32	\$6,650.76	\$1,306.66	\$0.00	\$0.00	\$13,734.01	\$204,508.75
Construction Total:	\$2,105,819.86	\$150,502.08	\$161,891.94	\$0.00	\$0.00	\$288,278.67	\$2,706,492.55

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-030-007 **Alternate Project:**
Percent Completed: 100.00% **Length:** 13.85 mile
ROAD NUMBER/TWSP: Multiple Roads
LOCATION: CSAH 22, 23 & 24
DESCRIPTION: Chip Seal

LETTING DATE: 3 /14/2022 **AWARD DATE:** 3 /22/2022
CONTRACTOR: Asphalt Surface Technologies Corp

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$495,035.84	\$0.00	\$495,035.84
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$13,168.11	\$0.00	\$13,168.11
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$28,335.64	\$0.00	\$28,335.64
Total Project Costs:	\$536,539.59	\$0.00	\$536,539.59
Funding Sources			
Regular Construction:	\$493,564.47	\$42,797.17	\$536,361.64
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$42,975.12	(\$42,797.17)	\$177.95
Total Funding:	\$536,539.59	\$0.00	\$536,539.59

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-030-008 **Alternate Project:**
Percent Completed: 100.00% **Length:** N/A
ROAD NUMBER/TWSP:
LOCATION: Various locations
DESCRIPTION: Bituminous Patching
LETTING DATE: 4 /10/2023 **AWARD DATE:** 4 /25/2023
CONTRACTOR: Hawkinson Construction Company Inc

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$158,466.08	\$12,518.88	\$170,984.96
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$9,657.09	\$0.00	\$9,657.09
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$20,345.64	\$0.00	\$20,345.64
Total Project Costs:	\$188,468.81	\$12,518.88	\$200,987.69

Funding Sources

Regular Construction:	\$141,526.56	\$22,597.57	\$164,124.13
Municipal Construction:	\$16,939.52	\$7,536.16	\$24,475.68
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$30,002.73	(\$17,614.85)	\$12,387.88
Total Funding:	\$188,468.81	\$12,518.88	\$200,987.69

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-030-009 **Alternate Project:**

Percent Completed: 94.42% **Length:**

ROAD NUMBER/TWSP: CSAH 6 & 14

LOCATION:

DESCRIPTION: Culvert Replacement on CSAH 6/14; Clearing on CSAH 14

LETTING DATE: 6 /17/2024

AWARD DATE: 6 /25/2024

CONTRACTOR: RC Habeck Excavating LLC

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$452,526.43	\$452,526.43
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$28,988.34	\$28,988.34
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$60,461.48	\$60,461.48
Total Project Costs:	\$0.00	\$541,976.25	\$541,976.25
Funding Sources			
Regular Construction:	\$0.00	\$452,526.43	\$452,526.43
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$89,449.82	\$89,449.82
Total Funding:	\$0.00	\$541,976.25	\$541,976.25

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-602-014 **Alternate Project:**
Percent Completed: 99.99% **Length:** 10.21 mile

ROAD NUMBER/TWSP: CSAH 2

LOCATION: CSAH 2 - From TH65 to Pine County Line

DESCRIPTION: Overlay

LETTING DATE: 3 /11/2024 **AWARD DATE:** 3 /26/2024

CONTRACTOR: Hawkinson Construction Co. Inc.

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$1,444,290.94	\$1,444,290.94
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$4,956.03	\$41,817.81	\$46,773.84
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$12,087.34	\$31,125.12	\$43,212.46
Total Project Costs:	\$17,043.37	\$1,517,233.87	\$1,534,277.24

Funding Sources

Regular Construction:	\$0.00	\$295,817.22	\$295,817.22
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$17,043.37	\$1,221,416.65	\$1,238,460.02
Total Funding:	\$17,043.37	\$1,517,233.87	\$1,534,277.24

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-605-014 **Alternate Project:**
Percent Completed: 0.00% **Length:** 4.7 Miles
ROAD NUMBER/TWSP: CSAH 5
LOCATION: CSAH 5 - From CR 53 to TH 210
DESCRIPTION: Grading and Aggregate Base

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$112,877.61	\$34,033.63	\$146,911.24
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$10,522.30	\$160,585.28	\$171,107.58
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$158,604.32	\$106,236.93	\$264,841.25
Total Project Costs:	\$282,004.23	\$300,855.84	\$582,860.07

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$282,004.23	\$300,855.84	\$582,860.07
Total Funding:	\$282,004.23	\$300,855.84	\$582,860.07

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-605-017 **Alternate Project:**

Percent Completed: 0.00% **Length:**

ROAD NUMBER/TWSP: CSAH 5

LOCATION: CSAH 5 from TH 210 to CSAH 3

DESCRIPTION: Bituminous resurfacing of CSAH 5

LETTING DATE: 2 /10/2025

AWARD DATE: 2 /25/2025

CONTRACTOR: Anderson Brothers Construction

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$20,817.08	\$20,817.08
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$42,987.90	\$42,987.90
Total Project Costs:	\$0.00	\$63,804.98	\$63,804.98
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$63,804.98	\$63,804.98
Total Funding:	\$0.00	\$63,804.98	\$63,804.98

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-605-018 **Alternate Project:**
Percent Completed: 0.00% **Length:** 4.55 miles

ROAD NUMBER/TWSP: CSAH 5

LOCATION: CR 53 to TH 210

DESCRIPTION: Clearing and Grubbing from CR 53 to TH 210

LETTING DATE: 1 /6 /2025 **AWARD DATE:** 1 /28/2025

CONTRACTOR: AMC, LLC

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$2,255.92	\$2,255.92
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$6,786.04	\$6,786.04
Total Project Costs:	\$0.00	\$9,041.96	\$9,041.96
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$9,041.96	\$9,041.96
Total Funding:	\$0.00	\$9,041.96	\$9,041.96

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-614-015 **Alternate Project:**
Percent Completed: 0.00% **Length:** 4.29 miles

ROAD NUMBER/TWSP: CSAH 14

LOCATION: CSAH 36 to Savanna Portage State Park

DESCRIPTION: Bituminous Milling, Paving & Aggregate Shouldering

LETTING DATE: 2 /10/2025 **AWARD DATE:** 2 /25/2025

CONTRACTOR: Anderson Brothers Construction

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$4,049.50	\$2,868.60	\$6,918.10
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$8,762.27	\$5,923.75	\$14,686.02
Total Project Costs:	\$12,811.77	\$8,792.35	\$21,604.12
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$12,811.77	\$8,792.35	\$21,604.12
Total Funding:	\$12,811.77	\$8,792.35	\$21,604.12

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-614-016 **Alternate Project:**
Percent Completed: 0.00% **Length:**
ROAD NUMBER/TWSP: CSAH 14
LOCATION: CSAH 14 from TH 65 to CSAH 40 and CSAH 36 to Savannah Portage Park
DESCRIPTION: Bituminous milling, paving and shouldering
LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$2,635.55	\$2,635.55
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$5,442.49	\$5,442.49
Total Project Costs:	\$0.00	\$8,078.04	\$8,078.04
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$8,078.04	\$8,078.04
Total Funding:	\$0.00	\$8,078.04	\$8,078.04

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-614-017 **Alternate Project:**

Percent Completed: 0.00% **Length:**

ROAD NUMBER/TWSP: CSAH 14

LOCATION: CSAH 40 TO CSAH 36

DESCRIPTION: Bituminous paving, aggregate surfacing, culvert replacement, shoulder widening

LETTING DATE: **AWARD DATE:**

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$14,503.60	\$672.30	\$15,175.90
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$115.98	\$1,388.33	\$1,504.31
Total Project Costs:	\$14,619.58	\$2,060.63	\$16,680.21
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$14,619.58	\$2,060.63	\$16,680.21
Total Funding:	\$14,619.58	\$2,060.63	\$16,680.21

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-617-004 **Alternate Project:**
Percent Completed: 100.00% **Length:** 7.1 Miles

ROAD NUMBER/TWSP: CSAH 17

LOCATION: TH 47 to TH 47

DESCRIPTION: Bituminous Mill/Overlay

LETTING DATE: 3 /28/2022 **AWARD DATE:** 4 /12/2022

CONTRACTOR: KGM Contractors, Inc

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$1,373,511.23	\$0.00	\$1,373,511.23
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$38,175.40	\$0.00	\$38,175.40
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$52,487.75	\$0.00	\$52,487.75
Total Project Costs:	\$1,464,174.38	\$0.00	\$1,464,174.38

Funding Sources

Regular Construction:	\$1,315,781.65	\$148,392.73	\$1,464,174.38
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$148,392.73	(\$148,392.73)	\$0.00
Total Funding:	\$1,464,174.38	\$0.00	\$1,464,174.38

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-622-010 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 22

LOCATION: CSAH 22 - WAKEFIELD BROOK

DESCRIPTION: Bridge Replacement

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$2,627.38	\$9,762.09	\$12,389.47
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$6,783.68	\$14,192.62	\$20,976.30
Total Project Costs:	\$9,411.06	\$23,954.71	\$33,365.77
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$9,411.06	\$23,954.71	\$33,365.77
Total Funding:	\$9,411.06	\$23,954.71	\$33,365.77

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-631-003 **Alternate Project:**
Percent Completed: 100.00% **Length:** 3.53 Miles

ROAD NUMBER/TWSP: CSAH 31

LOCATION: CSAH 6 to CSAH 32

DESCRIPTION: Bituminous Mill/Overlay

LETTING DATE: 4 /10/2023 **AWARD DATE:** 4 /25/2023

CONTRACTOR: Hawkinson Construction Company Inc

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$560,237.79	\$211.00	\$560,448.79
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$12,883.25	\$0.00	\$12,883.25
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$14,214.40	\$0.00	\$14,214.40
Total Project Costs:	\$587,335.44	\$211.00	\$587,546.44

Funding Sources

Regular Construction:	\$451,745.54	\$38,696.58	\$490,442.12
Municipal Construction:	\$108,492.25	(\$11,387.93)	\$97,104.32
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$27,097.65	(\$27,097.65)	\$0.00
Total Funding:	\$587,335.44	\$211.00	\$587,546.44

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-640-003 **Alternate Project:**
Percent Completed: 99.99% **Length:** 4.92 miles

ROAD NUMBER/TWSP: CSAH 40

LOCATION: CSAH 14 TO CSAH 6

DESCRIPTION: Bituminous Mill & Overlay; Striping

LETTING DATE: 4 /10/2023 **AWARD DATE:** 4 /25/2023

CONTRACTOR: Hawkinson Construction Company

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$978,617.81	\$13,455.29	\$992,073.10
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$19,883.07	\$0.00	\$19,883.07
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$31,700.05	\$0.00	\$31,700.05
Total Project Costs:	\$1,030,200.93	\$13,455.29	\$1,043,656.22

Funding Sources

Regular Construction:	\$978,617.81	\$65,038.40	\$1,043,656.21
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$51,583.12	(\$51,583.11)	\$0.01
Total Funding:	\$1,030,200.93	\$13,455.29	\$1,043,656.22

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SP 001-611-003 **Alternate Project:**
Percent Completed: 99.99% **Length:** 3.2 Miles
ROAD NUMBER/TWSP: CSAH 11
LOCATION: Crow Wing County line to US Hwy 169

DESCRIPTION: Bituminous Paving; Aggregate Shouldering; Culvert Replacement; Shoulder Widening

LETTING DATE: 1 /17/2023 **AWARD DATE:** 1 /24/2023
CONTRACTOR: KGM Contractors Inc

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$4,058,272.93	\$182,817.32	\$4,241,090.25
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$221,569.74	\$6,650.76	\$228,220.50
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$197,208.43	\$1,306.66	\$198,515.09
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$487,601.88	\$13,734.01	\$501,335.89
Total Project Costs:	\$4,964,652.98	\$204,508.75	\$5,169,161.73

Funding Sources

Regular Construction:	\$840,171.87	\$33,830.03	\$874,001.90
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$1,124,112.18	\$22,141.74	\$1,146,253.92
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$2,200,000.00	\$0.00	\$2,200,000.00
County - Other Local:	\$800,368.93	\$148,536.98	\$948,905.91
Total Funding:	\$4,964,652.98	\$204,508.75	\$5,169,161.73

Aitkin County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2024

County Highway Construction

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
CP 001-029-006	\$0.00	\$8,291.07	\$0.00	\$0.00	\$0.00	\$19,778.67	\$28,069.74
CP 001-062-004	\$171.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$171.00
CP 001-062-005	\$0.00	\$14,937.27	\$5,039.34	\$0.00	\$0.00	\$38,880.36	\$58,856.97
CP 001-076-002	\$2,149.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,149.64
CP 001-177-001	\$959.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$959.75
CP 001-470-001	\$0.00	\$7,565.58	\$0.00	\$0.00	\$0.00	\$15,680.52	\$23,246.10
Construction Total:	\$3,280.39	\$30,793.92	\$5,039.34	\$0.00	\$0.00	\$74,339.55	\$113,453.20

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: CP 001-029-006 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 29

LOCATION:

DESCRIPTION: Grading, Aggregate Surfacing and Culvert Replacement

LETTING DATE: 12/16/2024 AWARD DATE: 1 /7 /2025

CONTRACTOR: Casper Construction

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$3,841.07	\$8,291.07	\$12,132.14
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$8,311.28	\$19,778.67	\$28,089.95
Total Project Costs:	\$12,152.35	\$28,069.74	\$40,222.09
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$12,152.35	\$28,069.74	\$40,222.09
Total Funding:	\$12,152.35	\$28,069.74	\$40,222.09

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: CP 001-062-004 **Alternate Project:**
Percent Completed: 99.99% **Length:** 2.64 Miles

ROAD NUMBER/TWSP: CR 62

LOCATION: CR 62 from TH 210 to 435th St

DESCRIPTION: Bituminous Mill/Overlay

LETTING DATE: 4 /10/2023 **AWARD DATE:** 4 /25/2023

CONTRACTOR: Hawkinson Construction Company Inc

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$419,085.59	\$171.00	\$419,256.59
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$9,378.44	\$0.00	\$9,378.44
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$14,708.87	\$0.00	\$14,708.87
Total Project Costs:	\$443,172.90	\$171.00	\$443,343.90

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$443,172.90	\$171.00	\$443,343.90
Total Funding:	\$443,172.90	\$171.00	\$443,343.90

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: CP 001-062-005 **Alternate Project:**
Percent Completed: 0.00% **Length:** 1.5
ROAD NUMBER/TWSP: CR 62
LOCATION: 435th Street to CR 71

DESCRIPTION: Grading and Aggregate Base

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$12,158.17	\$14,937.27	\$27,095.44
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$5,039.34	\$5,039.34
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$29,222.15	\$38,880.36	\$68,102.51
Total Project Costs:	\$41,380.32	\$58,856.97	\$100,237.29
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$41,380.32	\$58,856.97	\$100,237.29
Total Funding:	\$41,380.32	\$58,856.97	\$100,237.29

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: CP 001-076-002 **Alternate Project:**
Percent Completed: 99.99% **Length:** 2.82 Miles

ROAD NUMBER/TWSP: CR 76

LOCATION: US HWY 169 to US HWY 169

DESCRIPTION: Bituminous Mill & Overlay

LETTING DATE: 3 /28/2022 **AWARD DATE:** 4 /12/2022

CONTRACTOR: KGM Contractors, Inc

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$743,760.91	\$2,149.64	\$745,910.55
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$16,386.52	\$0.00	\$16,386.52
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$27,650.66	\$0.00	\$27,650.66
Total Project Costs:	\$787,798.09	\$2,149.64	\$789,947.73
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$787,798.09	\$2,149.64	\$789,947.73
Total Funding:	\$787,798.09	\$2,149.64	\$789,947.73

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: CP 001-177-001 **Alternate Project:**
Percent Completed: 99.99% **Length:** 1.04 miles

ROAD NUMBER/TWSP: CR 77W

LOCATION: CR77W

DESCRIPTION: Resurfacing CR77W

LETTING DATE: 3 /28/2022 **AWARD DATE:** 4 /12/2022

CONTRACTOR: KGM Contractors, Inc

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$122,964.77	\$959.75	\$123,924.52
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$5,849.50	\$0.00	\$5,849.50
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$10,373.81	\$0.00	\$10,373.81
Total Project Costs:	\$139,188.08	\$959.75	\$140,147.83

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$139,188.08	\$959.75	\$140,147.83
Total Funding:	\$139,188.08	\$959.75	\$140,147.83

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: CP 001-470-001 **Alternate Project:**
Percent Completed: 0.00% **Length:** 1.0 miles
ROAD NUMBER/TWSP: UT 470
LOCATION:

DESCRIPTION: Grading & Aggregate Surfacing

LETTING DATE: 12/17/2024 **AWARD DATE:** 1 /7 /2025
CONTRACTOR: Casper Construction

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$11,967.32	\$7,565.58	\$19,532.90
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$33.60	\$0.00	\$33.60
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$27,920.58	\$15,680.52	\$43,601.10
Total Project Costs:	\$39,921.50	\$23,246.10	\$63,167.60

Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$39,921.50	\$23,246.10	\$63,167.60
Total Funding:	\$39,921.50	\$23,246.10	\$63,167.60

Aitkin County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2024

Bridge Construction

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
SAP 001-598-016	\$0.00	\$16,402.27	\$0.00	\$0.00	\$0.00	\$2,394.42	\$18,796.69
SAP 001-599-041	\$201,749.00	\$7,986.48	\$500.00	\$0.00	\$0.00	\$16,436.85	\$226,672.33
SAP 001-599-042	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
SAP 001-599-043	\$534,445.50	\$19,257.40	\$0.00	\$0.00	\$0.00	\$36,160.29	\$589,863.19
SAP 001-599-044	\$0.00	\$8,414.47	\$0.00	\$0.00	\$0.00	\$11,328.15	\$19,742.62
SAP 001-599-045	\$0.00	\$3,742.11	\$0.00	\$0.00	\$0.00	\$7,727.57	\$11,469.68
SAP 001-599-046	\$0.00	\$5,113.46	\$0.00	\$0.00	\$0.00	\$4,941.54	\$10,055.00
SAP 001-599-048	\$0.00	\$1,456.97	\$0.00	\$0.00	\$0.00	\$3,008.68	\$4,465.65
SAP 001-602-015	\$0.00	\$57,283.31	\$0.00	\$0.00	\$0.00	\$1,237.23	\$58,520.54
SAP 001-605-015	\$0.00	\$524.97	\$0.00	\$0.00	\$0.00	\$1,617.33	\$2,142.30
SAP 001-618-005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SP 001-605-016	\$1,034,229.40	\$35,707.05	\$0.00	\$0.00	\$0.00	\$62,234.16	\$1,132,170.61
Construction Total:	\$1,775,423.90	\$155,888.49	\$500.00	\$0.00	\$0.00	\$147,086.22	\$2,078,898.61

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-598-016 **Alternate Project:**

Percent Completed: 0.00% **Length:** 0.2 Miles

ROAD NUMBER/TWSP: CR 54

LOCATION: CR 54 over Sissabagama Creek

DESCRIPTION: Bridge Replacement

LETTING DATE: 10/25/2024

AWARD DATE: 11/12/2024

CONTRACTOR: S & R Reinforcing

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$40,418.27	\$16,402.27	\$56,820.54
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$1,266.60	\$0.00	\$1,266.60
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$23,121.92	\$2,394.42	\$25,516.34
Total Project Costs:	\$64,806.79	\$18,796.69	\$83,603.48
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$64,806.79	\$18,796.69	\$83,603.48
Total Funding:	\$64,806.79	\$18,796.69	\$83,603.48

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-599-041 **Alternate Project:**
Percent Completed: 99.74% **Length:** 0.1 mile
ROAD NUMBER/TWSP: 420th Ave
LOCATION: Farm Island Twsp Culvert Replacement on 420th Ave in Ripple River
DESCRIPTION: Bridge Replacement
LETTING DATE: 12/5 /2023 **AWARD DATE:** 12/19/2023
CONTRACTOR: Marvin Tretter Inc

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$201,749.00	\$201,749.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$11,270.54	\$7,986.48	\$19,257.02
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$3,079.20	\$500.00	\$3,579.20
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$18,424.49	\$16,436.85	\$34,861.34
Total Project Costs:	\$32,774.23	\$226,672.33	\$259,446.56

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$182,161.55	\$182,161.55
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$32,774.23	\$44,510.78	\$77,285.01
Total Funding:	\$32,774.23	\$226,672.33	\$259,446.56

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-599-042 **Alternate Project:**
Percent Completed: 96.82% **Length:** 0.2 Miles
ROAD NUMBER/TWSP: 490th Lane
LOCATION: 490th Lane - Waukenabo Township over Waukenabo outlet

DESCRIPTION: Bridge Replacement

LETTING DATE: 10/18/2021 **AWARD DATE:** 11/9 /2021
CONTRACTOR: Marvin Tretter, Inc

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$299,279.33	\$5,000.00	\$304,279.33
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$31,621.04	\$0.00	\$31,621.04
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$595.50	\$0.00	\$595.50
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$65,259.65	\$0.00	\$65,259.65
Total Project Costs:	\$396,755.52	\$5,000.00	\$401,755.52
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$282,965.50	\$68,020.04	\$350,985.54
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$113,790.02	(\$63,020.04)	\$50,769.98
Total Funding:	\$396,755.52	\$5,000.00	\$401,755.52

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-599-043 **Alternate Project:**
Percent Completed: 96.70% **Length:** 0.1 mile
ROAD NUMBER/TWSP:
LOCATION: Pliny Township
DESCRIPTION: Pliny Township Bridge Replacement over the Snake River
LETTING DATE: 12/4 /2023 **AWARD DATE:** 12/19/2023
CONTRACTOR: Redstone Construction, LLC

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$534,445.50	\$534,445.50
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$51,328.77	\$19,257.40	\$70,586.17
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$8,882.46	\$36,160.29	\$45,042.75
Total Project Costs:	\$60,211.23	\$589,863.19	\$650,074.42

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$210,025.13	\$210,025.13
Bonding:	\$0.00	\$309,205.05	\$309,205.05
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$60,211.23	\$70,633.01	\$130,844.24
Total Funding:	\$60,211.23	\$589,863.19	\$650,074.42

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-599-044 **Alternate Project:**
Percent Completed: 0.00% **Length:** 0.1 mile
ROAD NUMBER/TWSP:
LOCATION: Morrison Township
DESCRIPTION: Morrison Township Culvert/Bridge Replacement
LETTING DATE: 11/4 /2024 **AWARD DATE:** 11/26/2024
CONTRACTOR: Marvin Tretter Inc

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$730.68	\$8,414.47	\$9,145.15
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$1,669.35	\$11,328.15	\$12,997.50
Total Project Costs:	\$2,400.03	\$19,742.62	\$22,142.65

Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$2,400.03	\$19,742.62	\$22,142.65
Total Funding:	\$2,400.03	\$19,742.62	\$22,142.65

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-599-045 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: HILL LAKE TOWNSHIP

LOCATION:

DESCRIPTION: Hill Lake Twsp Culvert placement over Little Hill River

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$3,742.11	\$3,742.11
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$7,727.57	\$7,727.57
Total Project Costs:	\$0.00	\$11,469.68	\$11,469.68
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$11,469.68	\$11,469.68
Total Funding:	\$0.00	\$11,469.68	\$11,469.68

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-599-046 **Alternate Project:**

Percent Completed: 0.00% **Length:**

ROAD NUMBER/TWSP: Idun Township

LOCATION:

DESCRIPTION: Culvert replacement on 150th Lane

LETTING DATE: **AWARD DATE:**

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$5,113.46	\$5,113.46
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$4,941.54	\$4,941.54
Total Project Costs:	\$0.00	\$10,055.00	\$10,055.00
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$10,055.00	\$10,055.00
Total Funding:	\$0.00	\$10,055.00	\$10,055.00

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-599-048 **Alternate Project:**

Percent Completed: 0.00% **Length:**

ROAD NUMBER/TWSP: Glen Township

LOCATION:

DESCRIPTION: Culvert replacement over Rabbit Creek on 298th St

LETTING DATE: **AWARD DATE:**

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$1,456.97	\$1,456.97
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$3,008.68	\$3,008.68
Total Project Costs:	\$0.00	\$4,465.65	\$4,465.65
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$4,465.65	\$4,465.65
Total Funding:	\$0.00	\$4,465.65	\$4,465.65

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-602-015 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 2

LOCATION:

DESCRIPTION: Bridge Replacement over Snake River and Unnamed Stream

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$57,283.31	\$57,283.31
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$1,237.23	\$1,237.23
Total Project Costs:	\$0.00	\$58,520.54	\$58,520.54
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$58,520.54	\$58,520.54
Total Funding:	\$0.00	\$58,520.54	\$58,520.54

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-605-015 **Alternate Project:**

Percent Completed: 0.00% **Length:**

ROAD NUMBER/TWSP: CSAH 5

LOCATION: CSAH 5 over the Rice River

DESCRIPTION: Bridge Replacement over the Rice River

LETTING DATE: 10/21/2024 **AWARD DATE:** 11/12/2024

CONTRACTOR: Redstone Construction

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$43,318.14	\$524.97	\$43,843.11
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$4,999.01	\$1,617.33	\$6,616.34
Total Project Costs:	\$48,317.15	\$2,142.30	\$50,459.45

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$48,317.15	\$2,142.30	\$50,459.45
Total Funding:	\$48,317.15	\$2,142.30	\$50,459.45

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-618-005 **Alternate Project:**
Percent Completed: 100.00% **Length:** 0.2 Miles
ROAD NUMBER/TWSP: CSAH 18
LOCATION: CSAH 18 over the Willow River
DESCRIPTION: Bridge Replacement
LETTING DATE: 11/1 /2021 **AWARD DATE:** 11/9 /2021
CONTRACTOR: Redstone Construction LLC

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$986,143.91	\$0.00	\$986,143.91
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$74,224.71	\$0.00	\$74,224.71
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$1,661.11	\$0.00	\$1,661.11
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$97,815.18	\$0.00	\$97,815.18
Total Project Costs:	\$1,159,844.91	\$0.00	\$1,159,844.91

Funding Sources

Regular Construction:	\$550,802.55	\$187,427.36	\$738,229.91
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$399,558.64	\$21,029.41	\$420,588.05
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$209,483.72	(\$208,456.77)	\$1,026.95
Total Funding:	\$1,159,844.91	\$0.00	\$1,159,844.91

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SP 001-605-016 **Alternate Project:**
Percent Completed: 98.67% **Length:** 0.1 mile
ROAD NUMBER/TWSP:
LOCATION: CSAH 5 over Willow River
DESCRIPTION: Bridge Replacement
LETTING DATE: 12/5 /2023 **AWARD DATE:** 12/19/2023
CONTRACTOR: S & R Reinforcing Inc

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$1,034,229.40	\$1,034,229.40
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$50,434.63	\$35,707.05	\$86,141.68
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$16.80	\$0.00	\$16.80
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$10,595.46	\$62,234.16	\$72,829.62
Total Project Costs:	\$61,046.89	\$1,132,170.61	\$1,193,217.50
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$1,018,498.79	\$1,018,498.79
County - Other Local:	\$61,046.89	\$113,671.82	\$174,718.71
Total Funding:	\$61,046.89	\$1,132,170.61	\$1,193,217.50

Aitkin County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2024

Miscellaneous Construction

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
SAP 001-600-019	\$0.00	\$24,968.67	\$0.00	\$0.00	\$0.00	\$2,103.59	\$27,072.26
SP 001-070-007	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SP 001-070-009	\$0.00	\$3,804.52	\$0.00	\$0.00	\$0.00	\$7,856.45	\$11,660.97
SP 001-070-010	\$350.00	\$1,562.60	\$0.00	\$0.00	\$0.00	\$3,226.82	\$5,139.42
SP 001-090-003	\$4,240.67	\$545.22	\$0.00	\$0.00	\$0.00	\$1,125.90	\$5,911.79
Construction Total:	\$4,590.67	\$30,881.01	\$0.00	\$0.00	\$0.00	\$14,312.76	\$49,784.44

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SAP 001-600-019 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: Sugar Lake

LOCATION:

DESCRIPTION: Sugar Lake PWA SPRA Project - Grading and Aggregate Base

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$24,968.67	\$24,968.67
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$2,103.59	\$2,103.59
Total Project Costs:	\$0.00	\$27,072.26	\$27,072.26
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$27,072.26	\$27,072.26
Total Funding:	\$0.00	\$27,072.26	\$27,072.26

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SP 001-070-007 **Alternate Project:**
Percent Completed: 100.00% **Length:** N/A

ROAD NUMBER/TWSP:

LOCATION: Various Locations

DESCRIPTION: Enhanced Placement Markings on various county roads

LETTING DATE: 6 /6 /2022 **AWARD DATE:** 6 /28/2022

CONTRACTOR: Sir Lines-A-Lot, LLC

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$327,969.37	\$0.00	\$327,969.37
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$9,787.79	\$0.00	\$9,787.79
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$26,039.41	\$0.00	\$26,039.41
Total Project Costs:	\$363,796.57	\$0.00	\$363,796.57

Funding Sources

Regular Construction:	\$32,784.10	\$31,656.75	\$64,440.85
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$295,056.94	\$0.00	\$295,056.94
County - Other Local:	\$35,955.53	(\$31,656.75)	\$4,298.78
Total Funding:	\$363,796.57	\$0.00	\$363,796.57

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SP 001-070-009 **Alternate Project:**
Percent Completed: 0.00% **Length:**
ROAD NUMBER/TWSP:
LOCATION: HSIP Pavement Markings on Various County Roads

DESCRIPTION:

LETTING DATE: **AWARD DATE:**
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$1,168.49	\$3,804.52	\$4,973.01
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$3,074.38	\$7,856.45	\$10,930.83
Total Project Costs:	\$4,242.87	\$11,660.97	\$15,903.84

Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$4,242.87	\$11,660.97	\$15,903.84
Total Funding:	\$4,242.87	\$11,660.97	\$15,903.84

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SP 001-070-010 **Alternate Project:**

Percent Completed: 100.00% **Length:**

ROAD NUMBER/TWSP:

LOCATION: County wide

DESCRIPTION: HSIP Pavement Marking

LETTING DATE: 6 /5 /2023

AWARD DATE: 6 /27/2023

CONTRACTOR: Sir Lines A Lot

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$147,853.64	\$350.00	\$148,203.64
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$3,918.67	\$1,562.60	\$5,481.27
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$8,595.43	\$3,226.82	\$11,822.25
Total Project Costs:	\$160,367.74	\$5,139.42	\$165,507.16
Funding Sources			
Regular Construction:	\$0.00	\$25,411.12	\$25,411.12
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$140,460.96	\$7,191.04	\$147,652.00
County - Other Local:	\$19,906.78	(\$27,462.74)	(\$7,555.96)
Total Funding:	\$160,367.74	\$5,139.42	\$165,507.16

Aitkin County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2024

Project: SP 001-090-003 **Alternate Project:**
Percent Completed: 99.99% **Length:** 1.34 miles
ROAD NUMBER/TWSP:
LOCATION: Bike Trail - Red Oak to 422nd Place
DESCRIPTION: Bike Trail - Grading and Bituminous Surfacing of a Shared Use Path
LETTING DATE: 8 /29/2022 **AWARD DATE:** 9 /27/2022
CONTRACTOR: Marvin Tretter, Inc

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$524,432.68	\$4,240.67	\$528,673.35
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$76,127.72	\$545.22	\$76,672.94
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$163,894.08	\$1,125.90	\$165,019.98
Total Project Costs:	\$764,454.48	\$5,911.79	\$770,366.27
Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$415,350.68	\$0.00	\$415,350.68
County - Other Local:	\$349,103.80	\$5,911.79	\$355,015.59
Total Funding:	\$764,454.48	\$5,911.79	\$770,366.27



Board of County Commissioners Agenda Request

10A
Agenda Item #

Requested Meeting Date: July 22, 2025

Title of Item: Approve Data Practices Revisions

<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: April Kellerman		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 5 min.
Summary of Issue: Changes to the Data Practices Policy must be made by August 1st of each year. County Attorney has reviewed and approved revisions. A red-lined policy is attached for discussion and approval.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Approve Data Practices Policy Revisions.		
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>		

**AITKIN COUNTY
GUIDELINES AND PROCEDURES
FOR
MINNESOTA
GOVERNMENT DATA PRACTICES ACT**



Adopted by the Aitkin County Board of Commissioners
July 22, 2025

To the extent that the Minnesota Government Data Practices Act changes, these guidelines and procedures shall be construed as consistent with those changes.

MINNESOTA GOVERNMENT DATA PRACTICES ACT

Table of Contents

Introduction	4
Overview	5
I. Collection of Government Data	5
II. Classification of Government Data	9
A. Data on Individuals	9
B. Public, Nonpublic, or Protected Nonpublic Data Not on Individuals	11
C. Summary Data.....	13
D. Data on Decedents	14
III. Request for Government Data	15
A. Requests for Data - General	15
B. Requests for Data on Individuals by the Data Subject	15
C. Requests for Summary Data	15
D. Requests for Government Data by Other Government Agencies	16
E. How Data Practices Applies to Contractual Licensing and Funding Relationship with Governmental Entities	17
IV. Data Request Form and Data Request Form for Subject of Data.....	17
A. Data Request Form and Data Request Form for Subject of Data	17
B. When Completed	17
V. Fees for Copies of Government Data	17
A. Copies Provided at No Charge	18
B. Copies Provided With Charge	18
C. Copying Fees.....	18
D. Collection of Copying Fees	18
E. Fee Schedule	19
F. Disposition of Fees	19
VI. Assignment of Designee	19
VII. Duties of the Responsible Authority or Designee	19

A.	Data Inventory.....	19
B.	Procedures for Dissemination of Data	19
C.	Data Protection	20
VIII.	Access to Government Data	20
A.	Who Can Make a Data Request?	20
B.	To Whom Must a Data Request be Made?	20
IX.	Rights of Data Subject.....	21
A.	Tennessee Warning - Rights of Data Subject	21
B.	Notification to Minors	22
C.	Informed Consent	22
D.	Procedures for Complying with Data Requests from an Individual	24
E.	Appealing Decision of Entity to Commissioner of Administration	25
X.	Role of the Commissioner of Administration	26
XI.	Consequences for not Complying with MGDPA	26
XII.	Where More Information Can Be Found	26

FORMS, INSTRUCTIONS and DATA PRACTICES NOTICE

Non-Disclosure Agreement	27
Notice of Rights Tennessee Warning Instruction Guide	28
Notice of Rights Sample Format for Tennessee Warning	29
Informed Consent Instruction Guide	30
Informed Consent for the Release of Information	31
Data Practices Notice	32

Appendix A	Public Data Request Form, Including Responsible Authority, Data Practices Compliance Official, and Designees.....	33-37
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Appendix B	Data Request by Subject of Data Form, Including Responsible Authority, Data Practices Compliance Official, and Designees	38-43
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Appendix C	Fee Schedule	<i>supplemental attachment</i>
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MINNESOTA GOVERNMENT DATA PRACTICES ACT

Introduction

These guidelines and procedures provide direction in complying with those portions of the MGDPA that relate to *public access to government data* and to the *rights of subjects of data*.

The public access requirements are:

- The presumption that all government data are public unless classified as not public by state or federal statute;
- The right of any person to know what kinds of data are collected by the government entity and how that data is classified;
- The right of any person to inspect, at no charge, all public government data at reasonable times and places;
- The right of any person to have public data explained in an understandable way;
- The right of any person to get copies of public government data at a reasonable cost;
- The right of any person to an appropriate and prompt response from the government entity when exercising these rights; and
- The right of any person to be informed of the authority by which an entity can deny access to government data.

A BRIEF OVERVIEW OF THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

The Minnesota Government Data Practices Act regulates the management of all government data that are created, collected, received, or released by a government entity, no matter what form the data are in, or how they are stored or used.

Briefly, the Act regulates:

- what data can be collected;
- who may see or get copies of the data;
- the classification of specific types of government data;
- the duties of government personnel in administering the Act;
- procedures for access to the data;
- procedures for classifying data as not public;
- civil penalties for violation of the Act; and
- the charging of fees for copies of government data.

Government data is either *data on individuals* or *data not on individuals*. Data on individuals are classified as either public, private, or confidential. Data not on individuals are classified as public, nonpublic, or protected nonpublic. This classification system determines how government data are handled (see chart below).

Data on Individuals	Meaning of Classification	Data <i>Not</i> on Individuals
Public	Available to anyone for any reason	Public
Private	Available only to the data subject and to anyone authorized by the data subject or by law to see it	Nonpublic
Confidential	Not available to the public or the data subject	Protected Nonpublic

I. COLLECTION OF GOVERNMENT DATA

What is the Minnesota Government Data Practices Act?

The Minnesota Government Data Practices Act (MGDPA), which is Chapter 13 of Minnesota Statutes, is a state law that controls how government data are collected, created, stored, maintained, used, and disseminated.

What are government data?

Government data are all data maintained in any recorded form by government entities, including counties. As long as data are recorded in some way by a government entity, they are government data, no matter what physical form they are in, or how they are stored or used. Government data may be stored on paper forms/records/files, in electronic form, on audio or video tape, on charts, maps, etc. Government data normally do not include mental impressions.

Persons or entities licensed or funded by, or under contract to, a government entity are subject to the MGDPA to the extent specified in the licensing, contract, or funding agreement.

Official records must be kept. [MINN. STAT. § 15.17, subd. 1](#) requires all officers and agencies of the state, and all officers and agencies of the counties, cities, and towns to make and keep all records necessary for a full and accurate knowledge of their official activities. Requirements for collecting, creating, maintaining, storing, and disseminating data are found in [MINN. STAT. CH. 13](#) AND [MINN. R. 1205](#), the Minnesota Government Data Practices Act and Rules. Links for locating the governing statute and rules are shown below.

Minnesota Statutes

Chapter 13. Government Data Practices

<https://www.revisor.mn.gov/statutes/?id=13>

Minnesota Administrative Rules, Chapter 1205, Data Practices

<https://www.revisor.mn.gov/rules/?id=1205>

- A.** The collection and storage of public, private, and confidential data on individuals are limited to that necessary for the administration and management of programs specifically authorized or mandated by the state, local governing body, or the federal government.

B. DEFINITIONS

- 1. Data Inventory** - The public document required by [MINN. STAT. § 13.025, subd. 1](#), containing the name of the responsible authority and the individual designee, title and address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the government entity. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory.

2. **Authorized Representative** - The individual, entity, or person authorized to act on behalf of another individual, entity or person. For the purposes of the Act, the authorized representative may include, but is not limited to: (a) in the case of a minor, a parent, or guardian, (see Section IX.B, Notification to Minors); (b) an attorney acting on behalf of an individual when the individual has given written informed consent (see page 30-31); (c) any other individual entity, or person given written authorization by the data subject; or (d) an insurer or its representative, provided that the data subject has given informed consent (see page 30-31) for the release of the information, (e) court appointed guardian/conservator.
3. **Court Order** - The direction of a judge, or other appropriate presiding judicial officer made or entered in writing, or on the record in a legal proceeding.
4. **Data** - All data collected, created, received, maintained, or disseminated by a government entity regardless of its physical form, storage media, or conditions of use, including, but not limited to, paper records and files, microfilm, computer media, or other processes.
5. **Data Subject** - The individual or person about whom the data is created or collected.
6. **Designee** - Any person designated by a responsible authority (a) to be in charge of individual files or systems containing government data and (b) to receive and comply with requests for government data.
7. **Government Entity** – A state agency, statewide system, or political subdivision.
8. **Individual** - A natural person. In the case of a minor or an individual adjudged mentally incompetent, “individual” includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.
9. **Informed Consent** (see page 30-31) - The written consent that must be given by a data subject to allow disclosure of private data about the individual.
10. **Person** - Any individual, partnership, corporation, association, business trust, or legal representative of an organization.
11. **Political Subdivision** - Any county, statutory or home rule charter city, school district, special district, ~~any town exercising powers under Minn. Stat. 368 and located in a metropolitan area~~ **any town, regardless of location, as of the 2025 amendment to Minn. Stat. § 13.02**, and any board, commission, district or authority created pursuant to law, local ordinance, or charter provision. It includes any nonprofit corporation which is a community action agency organized to qualify for public funds, or any nonprofit social service agency which performs services under

contract to a government entity to the extent that the nonprofit social service agency or nonprofit corporation collects, stores, disseminates, and uses data on individuals because of a contractual relationship with a government entity.

- 12. Representative of the Decedent** - The personal representative of the estate of the decedent during the period of administration, or if no personal representative has been appointed, or after discharge, the surviving spouse, any child of the decedent, or, if there are no surviving spouse or children, the parents of the decedent.
- 13. Requestor** - The individual, entity, or person requesting access and/or copies of the government data.
- 14. Responsible Authority - Counties** - Each elected official of the county shall be the responsible authority of the respective office. An individual who is an employee of the county shall be appointed by the County Board to be the responsible authority for any data administered outside the departments of elected officials. For a statewide system, the responsible authority is the commissioner of any state department, or any executive officer designated by statute or executive order as responsible for such system.
- 15. Rules** - "The Rules Governing the Enforcement of the Minnesota Government Data Practices Act." [Minn. R., Chap. 1205.](#) .
- 16. State Agency** - The state, the University of Minnesota, and any office, officer, department, division, bureau, board, commission, authority, district, or agency of the state.
- 17. Statewide System** - Any recordkeeping system in which government data is collected, stored, disseminated, and used by means of a system common to one or more state agencies or more than one of its political subdivisions or any combination of state agencies and political subdivisions.
- 18. Temporary Classification** - An application by a state agency, statewide system, or political subdivision, pursuant to MINN. STAT. § 13.06 which has been approved by the Commissioner of Administration to classify government data not classified by state statute or federal law as either private or confidential for data on individuals, or nonpublic or protected nonpublic for data not on individuals.
- 19. Tennesen Warning (see page 28-29)** - Those rights, as contained in Section IX.A, communicated to an individual asked to supply private or confidential data concerning himself or herself.

II. CLASSIFICATION OF GOVERNMENT DATA

For the purposes of these guidelines, government data is divided into four types; (a) data on individuals, which is classified as either public, private, or confidential; (b) data not on individuals, which is classified as either public, nonpublic, or protected nonpublic; (c) statistical or summary data derived from data on individuals in which individuals are not identified; and (d) data on decedents. These classifications, the criteria for classification, and the description of who has access are as follows:

A. DATA ON INDIVIDUALS

1. Public Data on Individuals

a. **Definition:** All data on individuals is public, unless classified as private or confidential.

b. **Data on Individuals is Public if:**

- 1) A statute or federal law requires or allows the collection of the data and does not classify the data as private or confidential.
- 2) An application for Temporary Classification for private or confidential data on individuals is disapproved by the Commissioner of Administration.
- 3) The data is summary or statistical data derived from data on individuals.
- 4) Private or confidential data becomes public in order to comply with either judicial or administrative rules pertaining to the conduct of legal action. (For example: Private or confidential data which is presented in court and made public by the court.)

c. **Access:** All public data on individuals is accessible by any person regardless of their interest in that data.

2. Private Data on Individuals

a. **Definition:** Private data on individuals is data which is not accessible to the public, but is accessible to the individual subject of the data.

b. **Tennessee Warning (see page 28-29):** Except for law enforcement investigations, a Tennessee Warning must be given when private data is collected from the subject of the data (Section IX.A describes the Tennessee Warning.)

A Tennessee Warning need not be given when private data is collected from someone other than the subject of the data.

c. Data on Individuals is Private if:

- 1) A state statute or federal law expressly classifies the data as not accessible to the public, but accessible to the subject of the data.
- 2) A Temporary Classification of private has been approved by the Commissioner of Administration and has not expired.
- 3) If data is classified as both private and confidential by state or federal law, the data is private.

d. Access: Private data on individuals is accessible to:

- 1) The individual subject of the data or the representative as authorized in writing (if the subject is a minor, usually by the subject's parent or guardian).
- 2) Individuals, entities, or persons who have been given express written permission by the data subject. (Section IX.C describes Informed Consent.)
- 3) Personnel within the entity whose work assignment requires access as determined by the responsible authority or designee.
- 4) Individuals, entities, or persons who used, stored, and disseminated government data collected prior to August 1, 1975, with the condition that use, storage, and dissemination was not accessible to the public, but accessible to the data subject. Use, storage, and dissemination of this data is limited to the purposes for which it was originally collected.
- 5) Individuals, entities, or persons for which a state, local, or federal law authorizes new use or new dissemination of the data.
- 6) Individuals, entities, or persons subsequent to the collection of the data and subsequent to the communication of the Tennessean Warning, when specifically approved by the Commissioner of Administration, as necessary, to carry out a function assigned by law.
- 7) Pursuant to a court order.
- 8) Individuals, entities, or persons as otherwise provided by law.

3. Confidential Data on Individuals

- a. **Definition:** Data on individuals is confidential if it is made by statute or federal law not accessible by the public and not accessible to the individual subject of the data.
- b. **Tennessean Warning (see page 28-29):** Except for law enforcement

investigations, a Tennessean Warning must be given when confidential data is collected from the subject of the data.

A Tennessean Warning is not given when confidential data is collected from someone other than the subject of the data.

c. Data on Individuals is Confidential if:

- 1) A state or federal statute expressly provides that: (a) the data shall not be available to either the public or to the data subject, or (b) the data shall not be available to anyone except those agencies which need the data for agency purposes.
- 2) A Temporary Classification of confidential has been approved by the Commissioner of Administration and has not expired.

d. Access: Confidential data on individuals is accessible to:

- 1) Individuals, entities, or persons who are authorized by state, local, or federal law to gain access.
- 2) Personnel within the entity whose work assignment requires access as determined by the responsible authority, or the designee.
- 3) Individuals, entities, or persons who used, stored, and disseminated government data collected prior to August 1, 1975, with the condition that the data was not accessible to the individual subject of the data.
- 4) Individuals, entities, or persons for which a state or federal law authorizes a new use or new dissemination of the data.
- 5) Individuals, entities, or persons subsequent to the collection of the data and communication of the Tennessean Warning when specifically approved by the Commissioner of Administration, as necessary, to carry out a function assigned by law.
- 6) Pursuant to a court order.
- 7) Individuals, entities, or persons as otherwise provided for by law.

B. PUBLIC, NONPUBLIC, OR PROTECTED NONPUBLIC DATA NOT ON INDIVIDUALS

1. Public Data Not on Individuals

- a. **Definition:** Public data not on individuals means data not on individuals which is accessible to the public.

b. Data Not on Individuals is Public if:

- 1) A statute or federal law does not expressly classify the data as not public.
 - 2) An application for Temporary Classification for data as nonpublic or protected nonpublic is not approved by the Commissioner of Administration.
 - 3) A statute requires the data to be made available to the public.
- c. Access:** Public data not on individuals is accessible to any person regardless of their interest in the data.

2. Nonpublic Data Not on Individuals

- a. Definition:** Nonpublic data not on individuals means data which is not public, but is accessible to the subject of the data, if any. As used here, the subject of the data means a person as defined in Section I.C., paragraph 10.

b. Data Not on Individuals is Nonpublic if:

- 1) A state statute or federal law classifies the data as not public, but accessible to the subject of the data, if any.
 - 2) A Temporary Classification of data as nonpublic has been approved by the Commissioner of Administration.
- c. Access:** Nonpublic data not on individuals is accessible to:
- 1) The subject of the data, if any.
 - 2) Personnel within the entity whose work assignment requires access as determined by the responsible authority or designee.
 - 3) Individuals, entities, or persons authorized by statute or federal statute to gain access.
 - 4) It is reasonable to conclude that access to the data should be limited to entities or persons who have the legal authority to do so, and to entity staff on a need-to-know basis, that a representative of the organization which is the subject of the data may access the nonpublic data and may consent to its release.
 - 5) Pursuant to court order.
 - 6) Individuals, entities, or persons as otherwise provided by law.

3. Protected Nonpublic Data Not on Individuals

- a. Definition:** Protected nonpublic data not on individuals means data which is

not public and not accessible to the subject of the data, if any. As used here, the subject data means a person as defined in Section I.C., paragraph 10.

b. Data Not on Individuals is Protected Nonpublic if:

- 1) A state statute or federal law classifies the data as not accessible to the public and not accessible to the data subject.
- 2) A Temporary Classification of government data as protected nonpublic has been approved by the Commissioner of Administration.

c. Access: Protected nonpublic data not on individuals is accessible to:

- 1) Personnel within the entity whose work assignment requires access as determined by the responsible authority or the designee.
- 2) Individuals, entities, or persons authorized by statute or federal law to gain access.
- 3) Pursuant to a court order.
- 4) Individuals, entities, or persons as otherwise provided by law.

C. SUMMARY DATA

1. **Definition:** Summary data means statistical records and reports derived from data on individuals, but in which the individuals are not identified and neither their identities nor other characteristics that could uniquely identify the individual is ascertainable.
2. **Data is Summary Data if:**
 - a. All data elements that could link the data to a specific individual have been removed; AND,
 - b. Any list of numbers or other data which could uniquely identify an individual is separated from the summary data and is not available to persons who gain access to or possess summary data.
3. **Access:** Unless classified by a Temporary Classification, summary data is public and may be requested by and made available to any individual or person, including a governmental entity.

D. DATA ON DECEDENTS

1. Private Data on Decedents

a. Definition. Upon death, private and confidential data on an individual shall become, respectively, private data on decedents and confidential data on decedents.

b. Access:

- 1) Access is available to the personal representative of the estate during the administration or if no personal representative, the surviving spouse, any child of the decedent, or if no spouse or children, to the parent of the decedent.
- 2) A trustee appointed in a wrongful death action also has access to appropriate private data on decedents concerning the data subject.

2. Confidential Data on Decedents.

a. Definition. Confidential data on decedents means data which, prior to the death of the data subject, was classified by statute, federal law, or temporary classification as confidential data.

b. Access. Access to the data is the same as access to confidential data on individuals.

c. The representative of the decedent may exercise all rights which are conferred by the Act on individuals who are the subjects of confidential data, in the case of confidential data on decedents.

3. Release of private data on a decedent or confidential data on a decedent may also be obtained from a court following the procedure outlined in the statute. Any person may bring an action in the district court located in the county where the data is being maintained or, in the case of data maintained by state agency, in any county, to authorize release of private data on decedents or confidential data on decedents. The court must examine the data and consider whether the harm to the surviving spouse, children, or next-of-kin of the decedent, the harm to any other individual identified in the data, or the harm to the public outweighs the benefit to the person bringing the action or the benefit of the public.

4. Private data on decedents and confidential data on decedents shall become public when ten years have elapsed from the actual or presumed death of the individual and 30 years have elapsed from the creation of the data. For purposes of this determination, an individual is presumed to be dead if either 90 years elapsed since the creation of the data, or 90 years have elapsed since the individual's birth,

whichever is earlier, except that an individual is not presumed to be dead if readily available data indicates that the individual is still living.

III. REQUEST FOR GOVERNMENT DATA

Refer to Section V, the Public Data Request form (see page 33-37), and/or Data Request by Subject of Data form (see page 38-43) when copies are requested. No fee shall be charged for the actual costs of retrieving data or for viewing data.

A. REQUEST FOR DATA - GENERAL - Upon request to the responsible authority or designee, an authorized person shall be permitted to inspect government data at reasonable times and places, and if the party requests, they shall be informed of the meaning of the data. If the data requested is public data, no form is necessary. Upon request, public data may be disclosed over the telephone.

Regardless of where the data originates, if it is in your possession, it is government data and subject to the access provisions of the law.

The Public Data Request form (see page 33-37) or Request by Subject of Data form (see page 38-43) shall be completed for all requests by the public for government data which is classified as other than public.

If a requestor fails to pick up requested data or inspect it within five business days after notification, the County may suspend the request. The request may be reinstated at the requestor's request.

B. REQUESTS FOR DATA ON INDIVIDUALS BY THE DATA SUBJECT

1. Upon request and when access or copies are authorized, the designee shall provide copies of the private or public data on an individual to the subject of the data or authorized representative. See [Minn. R. 1205.0500](#) if data subject is a minor.
2. The designee shall comply immediately, if reasonably possible, or within ten (10) working days of the date of request, if immediate compliance is not reasonably possible.
3. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months, unless a dispute or action is pending (concerning accuracy of data), or additional information has been obtained on that individual.

C. REQUESTS FOR SUMMARY DATA

1. Unless classified by a Temporary Classification, summary data derived from private or confidential data on individuals is public and the responsible authority or designee shall provide the summary data upon the written request of any individual or person.

2. Within ten (10) days of receipt of such request, the responsible authority or designee shall inform the requestor of the costs of preparing the summary data, if any.
3. The responsible authority or the designee shall:
 - a. Provide the summary data requested **OR**
 - b. Provide a written statement to the requestor describing a time schedule for preparing the requested data, including reasons for any delays; **OR**
 - c. Provide access to the requestor to the private or confidential data so that the requestor can compile the summary data. Such access will be provided only when the requestor signs a non-disclosure agreement (see page 27); **OR**
 - d. Provide a written statement to the requestor stating reasons why the requestor's access would compromise the private or confidential data.
4. A non-disclosure agreement (see page 27) is used to protect the confidentiality of government data when the requestor of the summary data prepares the summary by accessing private or confidential data on individuals. A non-disclosure agreement shall contain at least the following:
 - a. A general description of the private or confidential data which is being used to prepare summary data.
 - b. The purpose for which the summary data is being prepared.
 - c. A statement that the requestor understands that the requestor may be subject to the civil or criminal penalty provisions of the Act.
 - d. The signature of the requestor and the responsible authority, designee, or representative.

D. REQUESTS FOR GOVERNMENT DATA BY OTHER GOVERNMENT AGENCIES.

1. A responsible authority shall allow another responsible authority access to data classified as private, confidential, nonpublic, or protected nonpublic only when the access is authorized or required by state or federal statute.
2. An agency that supplies government data under this section may require the requesting agency to pay the actual cost of supplying the data when the requested data is not provided in the normal course of business and not required by state or federal statute.
3. In most cases, data shall have the same classification in the hands of the agency receiving it as it had in the agency providing it, unless the classification is required

to change to meet judicial or administrative requirements. When practical and necessary, the agency providing the requested information shall indicate the classification of the information.

4. When practical and necessary, the requesting agency not listed on the Tennessean Warning (see page 28-29) shall obtain the informed consent (see page 30-31) from the data subject(s) for information classified as private or confidential.

E. HOW DATA PRACTICES APPLIES TO CONTRACTUAL LICENSING AND FUNDING RELATIONSHIP WITH GOVERNMENT ENTITIES.

1. Pursuant to MINN. STAT. § 13.05, subd. 6, if a person **receives not public data on individuals from a government entity because that person has a contract with that entity**, the person must administer the data in a manner that is consistent with the MGDPA.
2. Pursuant to MINN. STAT. § 13.05, subd. 11, if a private person **collects, receives, stores, uses, maintains or disseminates data because the person has a contract with a government entity to perform any of the entity's functions**, all of the data are subject to the requirements of the MGDPA and the contractor must comply with the MGDPA requirements. The contractor may be sued under Sec. 13.08, civil remedies. The contract must clearly inform the contractor of these responsibilities.
3. Pursuant to Minn. Stat. § 13.02, subd. 11, if the data is **collected by a nonprofit social services entity which performs services under contract to a government entity**, and the data is collected and used because of that contract, access to the data is regulated by the MGDPA.
4. If a third party is **licensed by a government entity and the licensure is conditioned upon compliance with the MGDPA, or if the party has another type of contract with a government entity**, the party is subject to the MGDPA to the extent specified in the contract or the licensing agreement.

IV. DATA REQUEST FORM (see page 33-37) AND DATA REQUEST FORM FOR SUBJECT OF DATA (see page 38-43)

A. DATA REQUEST FORM (see page 33-37) AND DATA REQUEST FORM FOR SUBJECT OF DATA (see page 38-43). These forms provide a record of the requestor identification information and the government data requested, as well as the action taken by the responsible authority, or the designee, and any financial transaction which occurs.

B. WHEN COMPLETED. The Data Request form or Data Request form for Subject of Data should be completed for all requests by the public for government data classified as private, confidential, nonpublic, and protected nonpublic and for all requests by other government agencies for which the not public data is not routinely shared or provided in the normal course of business.

V. FEES FOR COPIES OF GOVERNMENT DATA.

Pursuant to the Minnesota Government Data Practices Act and Aitkin County Board resolution and unless otherwise provided for by federal law, state statute or rule, fees for copies of government data shall be determined by departments based on the costs of providing such service as set forth in Section V.E. Fees shall be reasonable and consistent. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

NOTE: FEES SHALL NOT BE CHARGED TO THOSE INDIVIDUALS WHO ONLY WISH TO VIEW DATA.

NOTE: FEES MAY NOT BE CHARGED FOR SEPARATING PUBLIC FROM NONPUBLIC DATA.

A. COPIES PROVIDED AT NO CHARGE. Inspection of public government data, whether in-person or electronically, shall be provided at no charge, unless the County is incurring costs to create enhanced or value-added remote access services. When access is authorized, copies may be provided at no charge:

1. When another government agency or responsible authority requires or requests the record/document copies as part of the administration and management of an authorized program and the copies are usually provided as part of the normal course of business.
2. When records, documents, brochures, pamphlets, books, reports, or other similar publications are produced for free distribution to the public. A charge may be assessed if an individual request exceeds normal distribution.
3. When the court orders the requesting party to proceed in forma pauperis.

B. COPIES PROVIDED WITH CHARGE. When access is authorized, copies shall be provided at the applicable rate in the following circumstances:

1. Other government agencies or responsible authorities who require or request record documents or publication copies which are not usually provided or reproduced as part of the normal course of business.
2. Records, documents, brochures, pamphlets, books, reports, or other similar publications that are not normally provided or reproduced for distribution to the public.
3. Public data on individuals and public data not on individuals, particularly when the requestor is not the subject of the data.

C. COPYING FEES. Copying fees shall be charged in accordance with the Fee Schedule for those records, documents, and publications covered in Section B above.

1. When copies are mailed, postage costs shall be added to the rates listed in Appendix C, unless alternative arrangements have been made.

D. COLLECTION OF COPYING FEES. Fees shall be collected before releasing copies unless prior arrangements have been made.

E. FEE SCHEDULE. - See Appendix C

F. DISPOSITION OF FEES. Copying fees collected shall be deposited in the appropriate account with the county treasurer.

VI. ASSIGNMENT OF DESIGNEE.

The responsible authority may assign, in writing, one or more designees. The designee is the person in charge of individual files or systems containing government data and who receives and complies with the requests for government data. Additionally, the designee shall implement the provisions of the Act, the rules, and these guidelines and procedures as directed by the responsible authority. All duties outlined as duties of the responsible authority may be delegated to the designee.

VII. DUTIES OF THE RESPONSIBLE AUTHORITY OR DESIGNEE.

A. DATA INVENTORY

1. The responsible authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory.
2. Data on elected officials classified as private or confidential under Minn. Stat. 13.43 for persons who are not elected officials is classified as though the elected official is subject to Minn. Stat. 13.43 except to the extent the classification is expressly inconsistent with the status of being a current or former elected county official.
3. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory.
4. The responsible authority shall supply the document to the Commissioner of Administration, State of Minnesota, if requested by the Commissioner.

B. PROCEDURES FOR DISSEMINATION OF DATA.

1. The responsible authority shall ensure that each department establishes procedures to manage the dissemination of data. Collection, storage, use, and dissemination of private and confidential data shall be limited to what is necessary

for the administration and management of programs authorized or mandated by the state, local governmental body, or the federal government.

2. Data cannot be collected, stored, used, or disseminated for any purpose other than the purpose stated to the individual when the data was originally collected unless:
 - a. The data was collected prior to 1975, in which case the data can be used for the original purpose for which it was collected or for an additional purpose approved by the Commissioner of Administration.
 - b. There is specific authorization for the use in state, local, or federal law.
 - c. The additional use has been approved by the Commissioner of Administration, as necessary, to carry out a function designated by law.
 - d. The individual data subject has given an informed consent for the additional use of the data (see Informed Consent, Section IX., subd. C).

C. DATA PROTECTION.

1. The responsible authority shall establish procedures to assure that all data on individuals is accurate, complete, and current for the purpose for which it was collected, and establish appropriate security safeguards for all records containing data on individuals.
2. The responsible authority shall ensure that all access, creation, transmission, modification, and deletion of non-public data is logged in accordance with Minn. Stat. § 13.055. Audit logs must be maintained for a minimum of 10 years and must include the user ID, date/time, and purpose of access. These logs must be made available to the Commissioner of Administration upon request.

VIII. ACCESS TO GOVERNMENT DATA

A. WHO CAN MAKE A DATA REQUEST?

Anyone may exercise the right to access public government data by making a data request.

B. TO WHOM MUST A DATA REQUEST BE MADE?

1. A data request must be made to the responsible authority or to the appropriate designee(s).
2. The responsible authority for an entity must prepare summary data upon the request of any person if the request is in writing and the requestor pays for the cost to prepare the data.
3. The responsible authority may delegate the preparation of summary data to

anyone outside of the entity, including the requestor, if

- a.** That person's purpose is set forth in writing and the person agrees not to release any of the private or confidential data used to prepare the summary data; and
 - b.** If the entity reasonably determines that the access will not compromise private or confidential data on individuals.
- 4.** The entity may require the requestor to prepay the cost of preparing summary data.

IX. RIGHTS OF DATA SUBJECT

A. TENNESSEN WARNING - Rights of Subjects of Data (see page 28-29)

1. Except for law enforcement investigations, every department that collects private and confidential data from an individual concerning that individual shall, prior to collecting the data, inform the individual of their rights as a subject of data. The notice must be given whenever:
 - a. A government *entity* requests data;
 - b. The data is requested from an *individual*;
 - c. The data requested are *private or confidential*; **and**,
 - d. The data is *about the individual* from whom it is requested.

All four of these conditions must be present before a Tennessean warning notice (see page 28-29) must be given. These rights are referred to as the Tennessean Warning.

A Tennessean Warning is not required when private and confidential data is collected from an individual who is not the subject of the data.

2. The Tennessean Warning consists of the following information that must be communicated to the individual from whom private or confidential data concerning the individual is collected.
 - a. The purpose and intended use of the data. This is why the data are requested and how they will be used within the collecting entity.
 - b. Whether the individual may refuse, or is legally required to supply the data. The subject has the right to know whether or not she/he is required by law to provide the data requested.
 - c. Any consequences to the individual of either supplying or refusing to supply the data. The entity is required to state the consequences known to the entity at the time when the notice is given; **and**
 - d. The identity of other persons or entities that are authorized by law to receive the data. The notice must specifically identify recipients that are known to the entity at the time the notice is given.

NOTE: In accordance with the Federal Privacy Act of 1974, any federal, state, or local agency which requests an individual to disclose their social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is

solicited, and what uses will be made of it.

3. Tennessean Warnings may be either oral or written.

- a.** An oral communication. This is not the preferred method of communicating the Tennessean Warning. However, it may be necessary under some circumstances. If an oral communication is necessary, the specific language communicated must be in written form and contained in the departmental data practices procedures and the situation documented.
- b.** A written communication requiring the signature of the data subject (i.e., a signature attesting that the individual from whom private or confidential data is collected has read and understands their rights pertaining to the requested data). The Tennessean Warning may be included on the form that collects the private or confidential data.

4. A sample format for a Notice of Rights Tennessean Warning is on page 29.

B. NOTIFICATION TO MINORS

A minor has the right to request that the entity withhold private data about her/him from the parent or guardian. The entity may require that the request be in writing. A written request must include the reasons for withholding the data from the parents and must be signed by the minor.

Upon receipt of the request, the responsible authority must determine whether honoring the request is in the best interests of the minor. The responsible authority must consider, at a minimum:

- 1.** Whether the minor is old and mature enough to explain the reasons for the request and to understand the consequences of making the request;
- 2.** Whether denying access to the data may protect the minor from physical or emotional harm;
- 3.** Whether there is a reason to believe that the minor's reasons for denying access to the parent(s) are reasonably accurate; and
- 4.** Whether the nature of the data is such that disclosing the data to the parents could lead to physical or emotional harm to the minor. [Minn. Rule 1205.0500](#) contains the procedures for the release of data about minors.

C. INFORMED CONSENT (see page 30-31)

- 1.** Private data on individuals may be used by and disseminated to any individual or person by the responsible authority, or the designee, if the individual subject or subjects of the data have given their informed consent.

NOTE: Informed consent cannot authorize a new purpose or a new use of confidential data on individuals.

2. Private data may be used by and disseminated to any entity (e.g., political subdivision, government agency, etc.) if the individual subject or subjects have given their informed consent.
3. All informed consents shall be in writing. (See page 30-31)
4. Informed consent shall not be deemed to have been given by an individual subject of the data by the signing of any statement authorizing any person or agency to disclose information about the individual to an insurer or its authorized representative, unless the statement is:
 - a. In plain language;
 - b. Dated;
 - c. Specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. Specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. Specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. Specific as to the purpose or purposes for which the information may be used by any of the parties named in clause (e), both at the time of the disclosure and at any time in the future; and
 - g. Specific as to its expiration date which should be within a reasonable period of time, not to exceed one year, except in the case of authorizations given in connection with applications for life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.
5. The informed consent for the disclosure of alcohol and drug abuse patient records may be made only if the consent is in writing and expressly states the fact that the request is for alcohol or drug abuse patient records. It should contain the following:
 - a. The name of the program which is to make the disclosure;
 - b. The name or title of the person or organization to which disclosure is to be made;
 - c. The name of the patient;

- d. The purpose or nature of information to be disclosed;
- e. The extent or nature of information to be disclosed;
- f. A statement that the consent is subject to revocation at any time, except to the extent that action has been taken in reliance thereon, and a specification of the data, event, or condition upon which it will expire without express revocation;
- g. The date on which the consent is signed; and
- h. The signature of the patient and, when required, of a person authorized to give consent.

6. A sample format is on page 31.

D. PROCEDURES FOR COMPLYING WITH DATA REQUESTS FROM AN INDIVIDUAL

The responsible authority shall ensure that each department establishes procedures to comply with requests for government data in an appropriate and prompt manner.

1. Upon request to the responsible authority, an individual shall be informed whether they are the subject of stored data on individuals, and whether it is classified as public, private, or confidential.
 - a. The responsible authority shall provide access to the private or public data upon request by the individual subject of the data.
 - b. An individual may contest the accuracy, current status, or completeness of public or private data. If the individual notifies the responsible authority in writing as to the nature of the disagreement with the data, the responsible authority shall, within 30 days, either correct the data and attempt to notify past recipients of inaccurate, incomplete, or out of date data, including recipients named by the individual, or notify the individual that the responsible authority believes the data to be correct. Subsequently, data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
2. The responsible authority shall prepare a public document, setting forth in writing the rights of the data subject and specific procedures in effect in the county for access by the data subject to public or private data on individuals.
 - a. When a request is denied, the responsible authority must inform the requestor orally at the time of the request, and in writing, as soon thereafter as possible, and shall cite the statute, temporary classification, or federal law on which the determination is based.

- b. The responsible authority shall require the requestor to pay the actual costs of making and certifying copies of the data requested, except those exempted in Section V., subd. A. The requestor may not be charged for separating private or confidential data from public data.
- c. The responsible authority shall inform the requestor of the data's meaning, if asked to do so.

E. IF AN ENTITY DETERMINES THAT CHALLENGED DATA ARE ACCURATE AND/OR COMPLETE, AND THE DATA SUBJECT DISAGREES WITH THAT DETERMINATION, THE SUBJECT HAS THE RIGHT TO APPEAL THE ENTITY'S DETERMINATION TO THE COMMISSIONER OF ADMINISTRATION.

1. The subject has the right to take this step *only* after both the subject and the entity have properly completed all the steps in the data challenge process. The subject may appeal only the entity's determination about the accuracy and/or completeness of data. *The responsible authority must respond in writing to a data subject's dispute within 30 days. If the individual disagrees with the response, they have 60 days to file an appeal with the Commissioner of Administration per Minn. Stat. § 13.04 and Minn. R. 1205.1600.*
2. The requirements for filing an appeal are set out at [Minnesota Rules Section 1205.1600](#).
3. Procedure when data is not accurate or complete.
 - a. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify, in writing, the responsible authority describing the nature of the disagreement. The responsible authority shall, within 30 days, either:
 - 1) Correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or
 - 2) Notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
4. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act, [MINN. STAT. § 14.57 to 14.62](#) and [Minn. R. 1205.1600](#), relating to contested cases. Upon receipt of an appeal by an individual, the commissioner of administration shall, before issuing the order and notice of a contested case hearing required by [Chapter 14](#), try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.

- a. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a state government entity without regard to the requirements of [Section 138.17](#).
- b. After completing, correcting, or destroying successfully challenged data, a state agency, political subdivision, or statewide system may retain a copy of the Commissioner of Administration's order issued under [Chapter 14](#) or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

X. ROLE OF THE COMMISSIONER OF ADMINISTRATION.

- A. Pursuant to [Section 13.06, subdivision 6a](#), the Commissioner of the Minnesota Department of Administration is given the authority to approve new uses and disseminations of private and confidential data on individuals.
- B. [Section 13.06](#) of the Minnesota Government Data Practices Act (MGDPA) gives to the Commissioner certain powers with regard to approving temporary classifications of data.
- C. [Section 13.072](#) of the MGDPA gives the Commissioner authority to issue advisory opinions concerning the rights-of-data-subjects and the classification of government data. Commissioner's opinions may be found on the World Wide Web at www.ipad.state.mn.us

XI. CONSEQUENCES FOR NOT COMPLYING WITH THE MGDPA.

- A. Pursuant to [Section 13.08](#) of the MGDPA, a government entity may be sued for violating any of the Act's provisions.
- B. [Section 13.09](#) provides criminal penalties and disciplinary action as extreme as dismissal from public employment, for anyone who willfully (knowingly) violates a provision of the MGDPA.

XII. WHERE MORE INFORMATION CAN BE FOUND.

- A. *Government entities always must look to their legal advisor(s) for guidance and legal advice on data practices issues.* Only the legal advisor for an entity has the authority and responsibility to provide specific legal advice about the provisions of the MGDPA, and other laws, as they relate to that entity.
 - 1. [Minnesota Statutes Chapter 13](#) (the MGDPA) may be found on the website of the Revisor of Statutes at: www.leg.state.mn.us/leg/statutes.asp.
 - 2. [Minnesota Rules, Chapter 1205](#), The Rules Governing Data Practices, promulgated by the Minnesota Department of Administration, also may be found at

the website of the Revisor of Statutes at:
www.revisor.leg.state.mn.us/arule/1205.

AITKIN COUNTY

Non-Disclosure Agreement

1. General description of the private or confidential data which is being used to prepare summary data:

2. Purpose for which summary data is being prepared:

3. I, _____, representing _____
have requested the data described above and for the purposes stated and fully understand that I may be subject to the civil or criminal penalty provision of the Minnesota Data Practices Act in the event that the private or confidential data is disclosed.

[Minn. Stat. § 13.09](#). Any person who willfully violates the provisions of [Minnesota Statutes Chapter 13](#), or any rules adopted or regulation promulgated there under is guilty of a misdemeanor. Any willful violation of [Minnesota Statutes Chapter 13](#) by any public employee constitutes just cause for suspension without pay or dismissal of the public employee.

Requestor of Data

Date

Responsible Authority/Designee

Date

THE NOTICE OF RIGHTS TENNESSEN WARNING INSTRUCTION GUIDE

Minnesota Statutes Section 13.04, subdivision 2

<p>The notice must be given when:</p>	<ol style="list-style-type: none"> 1. An individual 2. Is asked to supply 3. Private or confidential data 4. Concerning self <p>All four conditions must be present to trigger the notice requirement.</p>
<p>Statements must be included from the individual that inform the individual:</p>	<ul style="list-style-type: none"> • Why the data is being collected and how the entity intends to use the data; • Whether the individual may refuse or is legally required to supply the data; • Any consequences to the individual of either supplying or refusing to supply the data; and • The identity of other persons or entities authorized by law to receive the data.
<p>Consequences of giving the notice are:</p>	<p>Private or confidential data on individuals may be collected, stored, used, and released as described in the notice without liability to the entity.</p>
<p>Consequences on <i>not</i> giving the notice are:</p>	<p>Private or confidential data on individuals cannot be collected, stored, used, or released for any purposes other than those stated in the notice unless:</p> <ul style="list-style-type: none"> • The individual subject of the data gives informed consent; • The Commissioner of Administration gives approval; or • A state or federal law subsequently authorizes or requires the new use or release.

**“NOTICE OF RIGHTS”
SAMPLE FORMAT FOR TENNESSEN WARNING**

In accordance with the Minnesota Government Data Practices Act, Aitkin County is required to inform you of your rights as they pertain to the private information collected from you. Your personal information we collect from you is private. Access to this information is available only to you and the agency collecting the information and other statutorily authorized agencies, unless you or a court authorize its release.

The Minnesota Government Data Practices Act requires that you be informed that the following information, which you are asked to provide, is considered private.

The purpose and intended use of the requested information is:

Authorized persons or agencies with whom this information may be shared include:

Furnishing the above information is voluntary, but refusal to supply the requested information will mean:

Name

Date

[MINN. STAT. § 13.04\(2\)](#)

INFORMED CONSENT INSTRUCTION GUIDE

- A. Enter the complete name and address of the entity that maintains the information. Include any relevant program names, staff names, titles and telephone numbers.
- B. Identify, as specifically as possible, the reports, record names, or types of information or records that will be released.
- C. Identify the entity or agencies to which the information will be released. Include the name and address of the entity. Include relevant staff names and titles. Be specific.
- D. Describe specifically and completely the purpose(s) for seeking the client's informed consent and the new use(s) to which the information will be put.
- E. Describe specifically and completely the known consequences of releasing the information.

Describe specifically and completely the known consequences of *not* releasing the information.
- G. Instruct the person to sign the consent and enter the date on which the consent is signed.
- H. As a general rule, a parent or guardian's signature should be obtained when the subject is under the age of 18 or has a legally appointed guardian; however, specific requirements for obtaining consent to release data in these circumstances vary. **Instructions for completing this portion of the form within your particular entity should be developed in consultation with the County Attorney's office.**

INFORMED CONSENT FOR THE RELEASE OF INFORMATION

I, _____
(Name of individual authorizing release)
authorize _____
(Name of individual, entity, or person holding record)
to disclose
to _____
(Name of individual, entity, or person to receive the information)
the following information:

for the purpose of:

I understand that my records are protected under state and/or federal privacy laws and cannot be disclosed without my written consent unless otherwise provided for by state or federal law. I understand that once this data is released that it may be subject to further disclosure without my written consent. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it and that in any event, this consent expires automatically in one year or as described below, whichever is earlier.

Specification of the date or condition upon which this consent expires:

Executed
this _____ day of _____, 20____.

(Signature of individual authorizing release)

(Signature of witness)

(Signature of parent, guardian, or
authorized representative, when required)

DATA PRACTICES NOTICE

I have been subpoenaed to testify before this court. I have been advised by the Office of the Aitkin County Attorney to provide the following information to the Court.

“The data I have been requested to provide includes data which is classified as private data as defined by Minn. Statute Chapter 13, the Minnesota Government Data Practices Act. Pursuant to [Minnesota Statute 13.03](#) and [Minnesota Rule 1205.0100, Subp. 5](#), the Court’s attention is called to this classification. The Data Practices Act requires that I may disclose this data only if the data subject has given written consent, a statute allows disclosure, or a court orders disclosure. If this court orders me to provide this private data, I will do so.”

AITKIN COUNTY

PUBLIC DATA REQUEST FORM (APPENDIX A)

Right to Access Public Data

According to the Data Practices Act (Minnesota Statutes, Chapter 13), all government data are presumed to be public unless a state or federal law says otherwise. Government data is a term that means all the recorded information a government entity has, including paper, email, CDROMs, photographs, etc.

The Data Practices Act also provides that Aitkin County must keep all government data in a way that makes it easy for you, as a member of the public, to access. You have the right to look at all public data that we keep, free of charge; to get copies of public data, for which the Data Practices Act allows us to charge; and to look at the data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that Aitkin County keeps, you must make a request directly to the department that maintains the data you are requesting. You may make your request by phone; or by mail, fax, or email using the Data Request Form (attached).

If you choose not to use the data request form, your request should include the following:

- State that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- Indicate whether you would like to look at the data, get copies of the data, or both; and
- Provide a clear description of the data you would like to inspect or have copied.

Aitkin County cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you, such as your name and address. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. However, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your request, we will begin to process it.

- If we do not have the data, we will notify you as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible, and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and within a reasonable amount of time, by doing one of the following:
 - arrange a date, time, and place for you to inspect data, at no charge, if your request is to look at the data, or
 - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM), upon request, if we keep the data in electronic format. Information about copy charges can be found in the County's current fee schedule, located on the County website. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please contact the person who provided it, so that he/she can explain it.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents in response to your request.) If we do agree to create data for you, we will work with you on the details of your request, including cost and response time.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifying information from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Aitkin County will prepare summary data if you make your request in writing – you may use the Data Request Form attached – and pay for the cost of creating the data. We will respond within ten business days of receiving your written request with details of when the data will be ready, and how much we will charge for the data.

Data Practices Contacts

The following table provides contact information for the individuals who are responsible for responding to requests for data. The Responsible Authority is the individual responsible for establishing and overseeing data access processes. The Data Practices Compliance Official is the individual to whom questions about, or problems related to, data practices should be directed.

Office	Responsible Authority, Data Practices Compliance Official and Designees
County Attorney	Jim Ratz, County Attorney <i>Designee: Lisa Rakotz, Sr. Assistant County Attorney</i> 209 2 nd Street NW, Room 268, Aitkin, MN 56431 218-927-7347; Fax 218-927-7365 coatty@aitkincountymn.gov
County Auditor	Kathleen Ryan, County Auditor <i>Designee: Wendie Bright, Accountant</i> 307 2 nd Street NW, Room 121, Aitkin, MN 56431 218-927-7354; Fax 218-927-7324 kathy.ryan@aitkincountymn.gov
County Recorder	Tara Snyder, County Recorder 307 2 nd Street NW, Room 122, Aitkin, MN 56431 218-927-7336 tara.snyder@aitkincountymn.gov
County Treasurer	Lori Grams, County Treasurer 307 2 nd Street NW, Room 119, Aitkin, MN 56431 218-927-7325 lori.grams@aitkincountymn.gov
Sheriff	Dan Guida, County Sheriff <i>Designee: Heidi Lenk, Undersheriff</i> 218 1 st Street NW, Aitkin, MN 56431 218-927-7435; Fax 218-927-7359 dan.guida@aitkincountymn.gov
All other County offices	<i>Responsible Authority and Data Practices Compliance Official:</i> Vacant, County Administrator <i>Temporary Designee: Bobbie Danielson, HR Director</i> 307 2 nd Street NW, Room 310, Aitkin, MN 56431 218-927-7276; Fax 218-927-7374 bobbie.danielson@aitkincountymn.gov

All other County offices, cont.	<p><i>Designees:</i></p> <p><u>Assessor's Office</u> Mike Dangers, County Assessor 307 2nd Street NW, Room 120, Aitkin, MN 56431 218-927-7327, Fax 218-927-7379 mike.dangers@aitkincountymn.gov</p> <p><u>Community Corrections</u> Kami Genz, Director 209 2nd Street NW, Room 178, Aitkin, MN 56431 218-927-7281, Fax 218-927-2142 kami.genz@aitkincountymn.gov</p> <p><u>Environmental Services / Planning & Zoning Department</u> Andrew Carlstrom, Environmental Services Director 307 2nd Street NW, Room 219, Aitkin, MN 56431 218-927-7342; Fax 218-927-4372 andrew.carlstrom@aitkincountymn.gov</p> <p><u>Economic Development</u> Mark Jeffers, Economic Development Coordinator 307 2nd Street NW, Room 316, Aitkin, MN 56431 218-927-7305; Fax 218-927-7374 mark.jeffers@aitkincountymn.gov</p> <p><u>Health and Human Services Department</u> Sarah Pratt, HHS Director 204 1st Street NW, Aitkin, MN 56431 218-927-7200; Fax 218-927-7461 sarah.pratt@aitkincountymn.gov</p> <p><u>Highway Department</u> John Welle, County Engineer 1211 Air Park Drive, Aitkin, MN 56431 218-927-3741; Fax 218-927-2356 john.welle@aitkincountymn.gov</p> <p><u>Human Resources Department</u> Bobbie Danielson, HR Director 307 2nd Street NW, Room 312, Aitkin, MN 56431 218-927-7306; Fax 218-927-7374 bobbie.danielson@aitkincountymn.gov</p> <p><u>Information Technology</u> Chris Sutch, IT Manager 209 2nd Street NW, Room 162, Aitkin, MN 56431 218-927-7318; Fax 218-927-7369 chris.sutch@aitkincountymn.gov</p>
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All other County offices, cont.	<p><u>Land Department and Long Lake Conservation Center</u> Dennis Thompson, Land Commissioner 502 Minnesota Avenue North, Aitkin, MN 56431 218-927-7364 dennis.thompson@aitkincountymn.gov</p> <p><u>Veterans Services Office</u> Penny Harms, Veterans Services Officer 307 2nd Street NW, Room 114, Aitkin, MN 56431 218-927-7320; Fax 218-927-7309 penny.harms@aitkincountymn.gov</p>
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AITKIN COUNTY

DATA REQUEST FORM **Members of the Public**

Date of request: _____

I am requesting access to data in the following way:

☐ Inspection ☐ Copies ☐ Both inspection and copies

Note: Inspection is free, but there is a charge for copies. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Note: You do not have to provide any of the above contact information. However, if you want us to mail your requested data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information, we will be unable to begin processing your request.

Aitkin County will respond to your request as soon as reasonably possible.

<i>(For office use)</i>	
Department /Division:	Request handled by / Ext.:
Method of response:	
Charges:	
Amt Due:	Received by / Ext.:

Additional Information:

AITKIN COUNTY

DATA REQUEST BY SUBJECT OF DATA (APPENDIX B)

Data about You

According to the Data Practices Act (Minnesota Statutes, Chapter 13), data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, CDROMs, photographs, etc.

Classifications of Data about You

The Data Practices Act presumes that all government data are public, unless a state or federal law says otherwise. Data that is about you may be classified by state law as public, private, or confidential.

Public data: We must give public data to anyone who asks for it (e.g., the assessed value of your home is public data).

Private data: We cannot give private data to the general public, but you may have access when the data is about you (e.g., your Social Security number is private data). We may share your private data with you, with someone who has your written permission, with Aitkin County staff who need the data to perform an official function or duties, and as otherwise permitted by law or required by court order.

Confidential data: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you (e.g., if you register a complaint with a government entity concerning violations of state laws or local ordinances concerning the use of real property, your identity is confidential). We may share confidential data about you with Aitkin County staff who need the data to perform an official function or duty, and with others as permitted by law or court order. We cannot give you access to confidential data about you.

Your Rights under the Data Practices Act

Aitkin County must keep all government data about you in a way that makes it easy for you to access. We can collect and keep only that data about you that we need for administering and managing programs that are permitted by law.

As a data subject, you have the right to look at the public and private data that we keep about you, free of charge; the right to get copies of public and private data about you, for which the Data Practices Act allows us to charge an appropriate fee; and the right to look at data, free of charge, before deciding to request copies. If you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian. Minors have the right to ask Aitkin County not to give data about them to their parent(s) or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons why we should deny your parents/guardian access to the data. Aitkin County will make the final decision about your request based on your best interests.

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

When we ask you to provide data about yourself that are not public, we must give you a data privacy notice (sometimes referred to as a Tennessean warning). This notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. If you want us to release data to another person, written authorization to do so must be provided to us.

When your data are inaccurate and/or incomplete, you have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge the accuracy or completeness of data about you.

How to Make a Data Request

To look at data or request copies of data that Aitkin County keeps, you must make a written request directly to the department who maintains the data you are requesting. You may make your written request for data by mail, fax, or email, using the Data Request Form (copy attached).

If you choose not to use the Data Request Form, your written request must include:

- A statement that you are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13, as a data subject, or as the parent/guardian of the data subject;
- Whether you would like to look at the data, get copies of the data, or both;
- A clear description of the data you would like to inspect or have copied; and
- Identifying information that proves you are the data subject, or the data subject's parent/guardian, as listed below.

Standards for Verifying Identity

- An **adult individual** must provide a valid photo ID, such as a state driver's license, a military ID, a passport, a state ID, or a state tribal ID
- A **minor individual** must provide a valid photo ID, such as a state driver's license, a military ID, a passport, a state ID, a state tribal ID, or a state school ID
- The **parent or guardian of a minor** must provide a valid photo ID *and either* a certified copy of the minor's birth certificate *or* a certified copy of documents that establish the parent or guardian's relationship to the child, such as: a court order relating to divorce, separation, custody, or foster care; a foster care contract; or an affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as court order(s) or valid power of attorney
- An **attorney** requesting information on your behalf must send a request on his/her letterhead along with your express written consent; the request should be signed by both you and the attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID. (*This requirement does not apply to attorneys requesting data on your behalf.*)

How We Respond to a Data Request

Upon receiving your written request, we will begin to process it. If it is not clear what data you are requesting, we will ask you for clarification. If we do not have the data, we will notify you within 10 business days. If we have the data but the data are confidential, we will notify you within 10

business days, and state which specific law says you cannot access the data. If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days. If your request is to look at the data, we will arrange a date, time, and place to inspect data.

After we have provided you with access to data about you, we do not have to show you the same data again for 6 months, unless there is a dispute or we collect or create new data about you. If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please contact the person who provided it, so that he/she can explain it.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents in response to your request.) If we do agree to create data for you, we will work with you on the details of your request, including cost and response time.

Charges for Copies of Data

We may only charge you the actual cost of making copies of data about you. This charge may include the following: employee time* to prepare and make copies (i.e. removing staples and paper clips, sorting data, labeling data, taking data to a copier and actually producing copies); actual cost of media used (e.g., paper, CD ROMs, DVDs, etc.); and mailing costs if you request the copies be mailed to you. We *may not* charge you the cost of searching for and retrieving the data, redacting confidential data or private data about others from your data, or sorting of data that is not necessary for copying of your data. The amount that is charged will be the same regardless of whether the request is made by you as the data subject, your parent/guardian, or by a representative to whom you have granted authorization to access your data.

* Employee time is calculated based upon the average wage of the lowest-paid Aitkin County employee who could complete the tasks necessary, plus the base cost of insurance benefits for that employee.

Data Practices Contacts

The following table provides contact information for the individuals who are responsible for responding to requests for data. The Responsible Authority is the individual responsible for establishing and overseeing data access processes. The Data Practices Compliance Official is the individual to whom questions about, or problems related to, data practices should be directed.

Office	Responsible Authority, Data Practices Compliance Official and Designees
County Attorney	<p>Jim Ratz, County Attorney <i>Designee: Lisa Rakotz, Sr. Assistant County Attorney</i> 209 2nd Street NW, Room 268, Aitkin, MN 56431 218-927-7347; Fax 218-927-7365 coatty@aitkincountymn.gov</p>
County Auditor	<p>Kathleen Ryan, County Auditor <i>Designee: Wendie Bright, Accountant</i> 307 2nd Street NW, Room 121, Aitkin, MN 56431 218-927-7354; Fax 218-927-7324 kathy.ryan@aitkincountymn.gov</p>
County Recorder	<p>Tara Snyder, County Recorder 307 2nd Street NW, Room 122, Aitkin, MN 56431 218-927-7336 tara.snyder@aitkincountymn.gov</p>
County Treasurer	<p>Lori Grams, County Treasurer 307 2nd Street NW, Room 119, Aitkin, MN 56431 218-927-7325 lori.grams@aitkincountymn.gov</p>
Sheriff	<p>Dan Guida, County Sheriff <i>Designee: Heidi Lenk, Undersheriff</i> 218 1st Street NW, Aitkin, MN 56431 218-927-7435; Fax 218-927-7359 dan.guida@aitkincountymn.gov</p>
All other County offices	<p><i>Responsible Authority and Data Practices Compliance Official:</i> Vacant, County Administrator <i>Temporary Designee: Bobbie Danielson, HR Director</i> 307 2nd Street NW, Room 310, Aitkin, MN 56431 218-927-7276; Fax 218-927-7374 bobbie.danielson@aitkincountymn.gov</p>
	<p><i>Designees:</i></p> <p><u>Assessor's Office</u> Mike Dangers, County Assessor 307 2nd Street NW, Room 120, Aitkin, MN 56431 218-927-7327, Fax 218-927-7379 mike.dangers@aitkincountymn.gov</p> <p><u>Community Corrections</u> Kami Genz, Director 209 2nd Street NW, Room 178, Aitkin, MN 56431 218-927-7281, Fax 218-927-2142 kami.genz@aitkincountymn.gov</p>

<p>All other County offices, cont.</p>	<p><u>Environmental Services / Planning & Zoning Department</u> Andrew Carlstrom, Environmental Services Director 307 2nd Street NW, Room 219, Aitkin, MN 56431 218-927-7342; Fax 218-927-4372 andrew.carlstrom@aitkincountymn.gov</p> <p><u>Economic Development</u> Mark Jeffers, Economic Development Coordinator 307 2nd Street NW, Room 316, Aitkin, MN 56431 218-927-7305; Fax 218-927-7374 mark.jeffers@aitkincountymn.gov</p> <p><u>Health and Human Services Department</u> Sarah Pratt, HHS Director 204 1st Street NW, Aitkin, MN 56431 218-927-7200; Fax 218-927-7461 sarah.pratt@aitkincountymn.gov</p> <p><u>Highway Department</u> John Welle, County Engineer 1211 Air Park Drive, Aitkin, MN 56431 218-927-3741; Fax 218-927-2356 john.welle@aitkincountymn.gov</p> <p><u>Human Resources Department</u> Bobbie Danielson, HR Director 307 2nd Street NW, Room 312, Aitkin, MN 56431 218-927-7306; Fax 218-927-7374 bobbie.danielson@aitkincountymn.gov</p> <p><u>Information Technology</u> Chris Sutch, IT Manager 209 2nd Street NW, Room 162, Aitkin, MN 56431 218-927-7318; Fax 218-927-7369 chris.sutch@aitkincountymn.gov</p> <p><u>Land Department and Long Lake Conservation Center</u> Dennis Thompson, Land Commissioner 502 Minnesota Avenue North, Aitkin, MN 56431 218-927-7364 dennis.thompson@aitkincountymn.gov</p> <p><u>Veterans Services Office</u> Penny Harms, Veterans Services Officer 307 2nd Street NW, Room 114, Aitkin, MN 56431 218-927-7320; Fax 218-927-7309 penny.harms@aitkincountymn.gov</p>
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AITKIN COUNTY

DATA REQUEST FORM **Subject of Data**

Date of request: _____

I am requesting access to data in the following way:

☐ Inspection ☐ Copies ☐ Both inspection and copies

Note: Inspection is free, but there is a charge for copies. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity. To request data on behalf of the data subject, you must present proper written permission granting you such access.

Data Subject Name: _____

Address: _____

Phone number: _____ Email: _____

Parent/Guardian Name (if applicable): _____

Signature of Data Subject or Parent/Guardian: _____

Aitkin County will respond to your request within 10 days.

<i>(For office use)</i>	
ID provided:	
Department name:	Request handled by:
Method of response:	
Charges:	
Amt Due:	Received by:
Notes	

Aitkin County
Fee Schedule 2025-2026
Approved by the Board on July 22, 2025
Effective August 1, 2025

Postage expenses shall be borne by requestor.

COMMON FEES

COPIES - Black and White (letter size, legal size, and ledger 11"x17" size)	\$ 0.25 per page (single or double sided)
Plat size (22" x 34")	\$ 3.00 per page (single or double sided)
COPIES - Color (letter size, legal size, and ledger 11"x17" size)	\$ 0.50 per page (single or double sided)
Plat size (22" x 34")	\$ 6.00 per page (single or double sided)
FAX, per page	\$ 1.00
International Fax Fee	\$ 7.00 first page, \$4.00 each additional page
AS400 OR PRINTED REPORTS	\$ 50.00 minimum or \$0.25 per page, whichever is greater
LABELS	\$ 50.00 minimum or \$3.00 per sheet (30 labels/sheet), whichever is greater
BLUEPRINTS (non copyright)	\$ 5.00 each
DISHONORED CHECK/PAYMENT FEE	\$ 30.00

ADMINISTRATION

Copies of Meeting Recordings	\$ 25.00
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ASSESSOR'S OFFICE

FIELD CARDS	
Fax of Field Cards	\$ 4.00 per parcel
Email of Field Cards	\$ 4.00 per parcel
SIMPLE SALES QUERY	\$ 5.00 per query
PARCEL DATA REQUESTS (Large Quantity)	\$ 25.00 or \$0.04 per parcel, whichever is greater
LINK GIS Subscription	\$ 180.00 per year

ATTORNEY'S OFFICE

AUDIO/VIDEO	
Audio CD's	\$ 10.00
Video Recordings - DVD	\$ 10.00

AUDITOR'S OFFICE

ASSESSMENT (SPECIAL)	
Admin Set-up	\$7.00 per parcel
ASSEMBLY LICENSE	\$500.00 plus \$25,000 bond
AUCTIONEER	\$20.00
BOND INFORMATION REQUESTS / Auditor Tax Certificate	\$250.00 each
CANNABIS REGISTRATION AND RENEWAL FEES	
Cannabis Retailer Initial Registration	\$ 500.00
Cannabis Retailer Renewal Registration	\$ 1,000.00
Cannabis Microbusinessess Renewal Registration	\$ 1,000.00
Cannabis Mezzobusinesses Initial Registration	\$ 500.00
Cannabis Mezzobusinesses Renewal Registration	\$ 1,000.00
Medical Cannabis Combination Business Initial Registration	\$ 500.00
Medical Cannabis Combination Business Renewal Registration	\$ 1,000.00
Low-potency Hemp Edible Retailers Initial Registration	\$ 125.00
Low-potency Hemp Edible Retailers Renewal Registration	\$ 125.00
COPIES See Common Fees Section	
Maps, Black and White, 8 1/2 " x 11"	\$2.00
Maps, Color, 8 1/2" x 11"	\$3.00
DANGEROUS DOGS	\$100.00
DITCH AND HWY LIEN RELEASES	\$15.00
FAXES See Common Fees Section	
FIREWORKS	\$10.00 Sheriff's fee
GAMBLING	Varies State
JUDGMENT - CONFESSION OF	
Initial Fee	\$25.00 per description
Payments on	\$2.00 per statement
Setup and Yearly Fee	\$7.00 per judgement

JUDGMENT COST - Publication	\$20.00 per parcel
LIQUOR LICENSES:	
Consumption & Display/Set-Ups	\$250.00 each (paid to State)
Temporary Consumption & Display Permit	\$25.00 per each date
3.2% Beer License	\$10.00 off sale \$40.00 on sale \$50.00 on & off sale
Wine License	\$100.00 yearly
Temporary Wine License	\$50.00 per each date
Temporary On-Sale Liquor License	\$50.00 per each date
Combination Wine/Strong Beer License	\$500.00
Liquor License	\$100.00 club \$1,500.00 on sale \$360.00 off sale \$120.00 Sunday
PASSPORT	Varies
PLATS (NEW) - AUDITOR'S FEE	\$75.00 plus \$2.00 per lot
PRECIOUS METALS	\$25.00
REPURCHASE - COST OF FORFEITURE FEE	\$100.00
REPURCHASE - SHERIFF'S COST	\$40.00
SOLID WASTE HAULER LICENSE FEE	\$ 150.00
TAX/ASSESSMENT SEARCH	\$5.00 per parcel
TOBACCO LICENSE	\$100.00
TRANSIENT MERCHANTS, PEDDLERS, HAWKERS	\$150.00
TRUTH IN TAXATION 1/3 COST TO CITIES, TOWNS & SCHOOLS	
TIF DISTRICTS - ANNUAL COUNTY ADMINISTRATION OF	\$100.00 and \$16.00 per parcel for maint (splits, etc.)
TIF - CERTIFICATION OF ORIGINAL VALUE	\$150.00
VOTER'S CERTIFICATION	\$ 2.00

COMMUNITY CORRECTIONS

SUPERVISION FEES	
Felony and Supervised Release (with over one year supervision) Case Fee	\$ 400.00
Supervised Release (under one year supervision) Case Fee	\$ 200.00
Gross Misdemeanor Case Fee	\$ 300.00
Misdemeanor Case Fee	\$ 200.00
Short-Term Suprvision Case Fee	\$ 50.00
Non Resident Supervision Fee	\$ 200.00
Juvenile Client Fee	\$ 50.00
Juvenile Diversion Client Fee	\$ 25.00
URINALYSIS FEES	\$ 15.00 Per Drug Lab Screened (Non-Clients Only)
ELECTRONIC HOME MONITORING FEES	\$ 22.00 Per Day
DVI ASSESSMENT	\$ 50.00

ECONOMIC DEVELOPMENT

APPLICATION FEE	
Tax Abatement	\$ 500.00
TIF	\$ 500.00

ENVIRONMENTAL SERVICES

WATER LAB TESTING FEES	
Bacteria Water Analysis (Coliform and E. Coli)	\$ 25.00
Nitrate Water Analysis	\$ 25.00
Bacteria AND Nitrate Analysis	\$ 40.00
Fee if Aitkin County Collects the Sample for You	\$ 60.00
All water test fees must be paid in advance - no invoicing will be accepted	

VACATION / SHORT-TERM RENTAL	
Annual Inspection Fees (years other than interim use permit required every 3 years)	\$ 100.00
Annual Inspection Fee Price Per Bedroom (years other than interim use permit required every 3 years)	\$ 100.00 Per Bedroom

ZONING

ACCESSORY BUILDINGS/SIGN	
Accessory Buildings/Sign <239 sq.ft.(no pre-onsite)	\$ 50.00
Accessory Buildings 240 sq.ft. to 1000 sq.ft and/or Water-Oriented	\$ 200.00
Accessory Buildings 1001 sq.ft. and larger	\$ 300.00
FENCE (8 feet or greater in height)	\$ 50.00

COMMERCIAL BUILDINGS/ADDITIONS (FOOTPRINT OF STRUCTURE)		
<500sq.ft.	\$	300.00
501 – 2500 sq.ft.	\$	400.00
2501 sq. ft. and larger	\$	600.00
RESIDENCE, NEW CONSTRUCTION (FOOTPRINT - INCLUDING ATTACHED GARAGE, DECK, AND/OR PORCH)		
Additions (decks, porches and patios are separate permit fees)		
<500 SQ.FT.	\$	300.00
501 – 2000 sq.ft.	\$	400.00
2001 sq. ft. and larger sq.ft.	\$	550.00
DECK/PATIO		
<199 sq.ft	\$	100.00
200 sq. ft. and larger	\$	150.00
(Patios are those within the required building setback to the lake)		
LAND ALTERATIONS	\$	200.00
VEGETATION ALTERATION		No fee
PLANNING CALL/SITE REVIEW	\$	100.00
CONDITIONAL/INTERIM USE PERMIT	\$	650.00
AMENDMENT TO EXISTING CUP	\$	650.00
RENEWAL OF INTERIM USE PERMIT	\$	650.00
VARIANCE (DOES NOT INCLUDE PERMIT FEE)	\$	650.00
APPEAL TO BOA	\$	650.00
REPUBLICATION OF VARIANCE OR CUP	\$	50.00
REZONING	\$	650.00
ORDINANCE AMENDMENT	\$	500.00
TOWER / WECC APPLICATION	\$	650.00
PRELIMINARY PLATS AND RESIDENTIAL PUDs (1-5 lots/units)	\$	650.00
(6 or more lots/units an additional \$50.00/lot/unit)		
FINAL PLATS AND RESIDENTIAL PUD'S	\$	650.00
(6 or more lots/units an additional \$50.00/lot/unit)		
NEW ROAD SIGN AND POST (each sign and post in new plat)	\$	175.00
COMMERCIAL PUD'S AND RESORT EXPANSIONS (6 or less lots –no CUP)	\$	300.00
SURVEYOR REVIEW FEE (for plats and residential PUDs 1-5 lots)	\$	150.00
(6 or more lots/units an additional \$20.00 per lot/unit)		
SURVEYOR REVIEW FEE (for Administrative subdivision if needed) - per lot		\$25.00
SURVEYOR REVIEW FEE (for conditional use permit)		\$50.00
ENGINEERS REVIEW FEE	\$	150.00
REPLAT OF EXISTING PLAT TO COUNTY BOARD (does not include surveyor fee)	\$	200.00
ADMINISTRATIVE SUBDIVISIONS AND EXEMPTIONS (review prior to approval)	\$	100.00 per lot
-If wetlands exist on parcels and/or if onsite inspection to verify submitted info ... add'nl		
COMPLAINT ENFORCEMENT (after receipt of (2ND) notice - addition to permit fee)	\$	200.00
REINSPECTION/ADDITIONAL INSPECTION FEE ON ALL	\$	100.00
911 ADDRESSING (includes assignment of number, sign, and post)	\$	70.00
AFTER THE FACT FEE'S – 5 X permit fee in Shoreland areas, 5 X permit fee in non-Shoreland areas (includes variances, IUP's and CUP's)		
RESIDENTIAL SEWERS FEES		
Drainfield/Bed (Type 1)	\$	300.00
MoundAt-Grade (Type 1)	\$	350.00
Holding Tank (Type 2)	\$	200.00
Other/Performance Systems (Type 3)	\$	400.00
Other/Performance Systems (Type 4, Type 5)	\$	400.00 plus any additional costs for design review and inspections
Tank Addition	\$	150.00
Tank Replacement/Outhouse/Privy	\$	150.00
Operating Permits	\$	150.00
Late Operating Permit Renewal Fee	\$	200.00
Indemnification Form (homeowner installed systems) in addition to permit fee	\$	150.00
COMMERCIAL and CLUSTER SEWERS		
Gallons/Day		
1-500	\$	500.00
501-1,000	\$	600.00
1,001-2,500	\$	1,000.00
2,501-10,000	\$	1,200.00 plus any additional costs for design review and inspections (5)
SEWER PERMIT ONE-YEAR EXTENSION FEE	\$	200.00
WETLAND CONSERVATION ACT FEES		
Wetland/Banking/Offsite-Mitigation Application	\$	1,000.00
Wetland Replacement Plan	\$	400.00
Wetland Site Review	\$	100.00
Appeal of LGU Decision	\$	50.00 per hour, + any additional costs to County
OTHER CHARGES		
Permit Amendment	\$	50.00
Ordinances (excluding Shoreland and General Zoning)	\$	10.00
Shoreland and General Zoning Ordinances	\$	25.00
Comprehensive Land Use Plan	\$	25.00
EAW Fees	\$	50.00 per hour, + any additional costs to County
Administrative Fee	\$	50.00 per hour, + mileage, min charge of 1/2 hr
Copies of Meeting Recordings	\$	25.00
GIS and COUNTY SURVEYOR		
MAP SETUP/DATA EXTRACTION/DATA CONVERSION	\$	50.00 per hour
Plotting Existing Map or Graphic		

8.5" x 11" Black and White	\$ 2.00 per copy
8.5" x 11" Color	\$ 3.00 per copy
11" x 17"	\$ 5.00 per copy
18" x 24"	\$ 10.00 per copy
24" x 36"	\$ 15.00 per copy
36" x 48"	\$ 30.00 per copy
PROFESSIONAL SERVICES	\$ 50.00 per hour
PARCEL BOUNDARIES (~ 43,000 parcels) Shapefile	*\$0.10 per parcel (\$50 minimum), license required**
TAX ATTRIBUTES - AS400 dBase	*\$0.04 per parcel (\$50 minimum), license required**
ROAD CENTERLINES Shapefile	*\$0.25 per feature, license required**
ADDRESS POINTS Shapefile	*\$0.25 per feature, license required**
OTHER GEOSPATIAL DATA Shapefile	\$50 per dataset
GIS WEBSITE ACCESS, Standard Level	Free

****Geospatial data shall not be released until a proper license agreement is on file with this office.**

*Cost recovery fees for data development are waived for government and academic users. Requests for services not described here are charged at \$50.00 per hour.

Funds collected from the distribution of data and maps are used to develop and maintain our county's digital geospatial data.

HEALTH AND HUMAN SERVICES

COPIES FOR RECORDS REQUESTS	
Data Subject	\$ 0.06 per copy, plus \$7.58 per 15 minutes of time to make copies
Member of the public	\$ 0.25 per copy
LICENSING (fees subject to change based on DHS fees and statutes)	
Child Care Initial Licensing Fee	\$ 50.00 1 year license
Child Care Renewal Licensing Fee	\$ 100.00 2 year license
Community Residential Setting Initial Licensing Fee	\$ 250.00 per home, per initial license (1 year license)
Community Residential Setting Renewal Licensing Fee	\$ 500.00 per home, per renewal license (2 year license)
BACKGROUND CHECK (fees subject to change based on DHS fees and statutes)	
Adult Foster Care	\$ 44.00
Family Child Care Providers (18 years of age and older)	\$ -
Family Child Care Providers (under 18 years of age)	\$ -
PUBLIC HEALTH	
SAFETY SEATS	
Convertible	\$ 55.00
Combo	\$ 65.00
No Back Booster	\$ 25.00
B.E.S.T. Car Seat Education	\$ 40.00 per provider license
PROGRAM SUPPLIES	
Hydrogel Pads	\$ 10.00
Therashells	\$ 10.00
Breastmilk Storage Bags 100 Ct	\$ 18.00
Haakaa Pump	\$ 15.00
Haakaa Collector	\$ 13.00
Flange Size Kit	\$ 18.00
Flange Size Kit	\$ 10.00
LEAD DRAW	\$ 19.00
IMMUNIZATIONS (each vaccine administered has a Vaccine Administration add on charge, prices subject to change based on price of serum)	
Vaccine Administration	\$ 21.00
Hepatitis A (1st in Series)	\$ 69.00
Hepatitis A (2nd in Series)	\$ 69.00
Hepatitis B (1st in Series)	\$ 115.00
Hepatitis B (2nd in Series)	\$ 115.00
Hepatitis B (3rd in Series)	\$ 115.00
Td	\$ 39.00
Tdap	\$ 40.00
Varicella	\$ 127.00
Pneumonia	\$ 66.00
FluLaval Influenza (90688)	\$ 34.00
FluMist Influenza (90672)	\$ 38.00
Fluzone High-dose (90662)	\$ 66.00
Fluzone Influenza-Quad 90688	\$ 34.00
MNVFC Immunizations (Child and Adult - only Vaccine Administration fee)	\$ 21.00
Mantoux (Serum, Admin, and Read)	\$ 31.00
Mantoux (Admin and Read Only)	\$ 21.00
Menningoccal	\$ 135.00
MMR-II	\$ 90.00
HPV	\$ 239.00
Polivirus	\$ 21.00
MMRV	\$ 21.00
Shingles	\$ 201.00
COVID-19	\$ 131.00
CHILD SUPPORT AND OTHER COLLECTIONS	

Out of Home Placement Fees (IV-E, SED, Non-SED and Admin Foster Care)	Varies uses DHS Parental Fee Worksheet and Child Support Guidelines based on income
Co-Payments, Deductibles, Spenddowns, Waiver Obligations etc.	Varies individuals are responsible for co-payments, deductibles for services billed to insurance
Detoxification Service Fees	Varies uses sliding fee scale based on income

HIGHWAY DEPARTMENT

EQUIPMENT (including Operator):

Motor Grader	\$ 135.00 per hour
Tandem Truck	\$ 140.00 per hour
Single Axle Truck	\$ 135.00 per hour
3 Cubic Yard Articulating Loader	\$ 120.00 per hour
Dozer	\$ 130.00 per hour
Tractor	\$ 75.00 per hour
Tractor/Loader/Backhoe	\$ 110.00 per hour
Track Backhoe	\$ 130.00 per hour
ASV Posi Track with Brush Head	\$ 115.00 per hour
Tractor/Mower	\$ 110.00 per hour
Sioux Steamer w/Truck	\$ 65.00 per hour
Self Propelled Steel Drum Roller	\$ 80.00 per hour

MATERIALS (for Other Governmental Units Only):

Deicing Salt/Sand (15% salt)	Inventory Cost
Culverts	Inventory Cost
Cutting Edges	Inventory Cost
Signs and Posts	Inventory Cost
Calcium Chloride	Spring bid unit price

MATERIAL (for Private Sale):

E-911 Address (includes sign and post)	\$ 45.00 each
Mailbox Supports	\$ 75.00 each
Dust Control Treatment	Based on Spring bid
Driveway Approach Culverts (as determined by Permit)	Inventory Cost

MISCELLANEOUS:

Driveway Approach Deposits	\$ 500.00 Refundable
Engineering Services	Hourly Employee Fringe Rate
Utility Permit	\$ 100.00 each up to 1 mile, additional \$50.00 per mile

HR DEPARTMENT

LIST OF EMPLOYEE REPORTS	\$ 15.00
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IT DEPARTMENT

REPORTS OR LABELS	See Common Fees Section
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CD OR EMAIL FILE	\$ 50.00 minimum or \$0.04 per parcel, whichever is greater
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LAND DEPARTMENT AND COUNTY SURVEYOR

PROFESSIONAL SERVICES	\$ 50.00 per hour
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RECORDER'S OFFICE

Rates established by the State are subject to change without notice.

RECORDING FEE	\$ 46.00 per document
RECORDING WELL CERTIFICATE	\$ 54.00 as of July 1, 2025
OVERSIZE COPIES (up to 36 inches)	\$ 5.00
COPY OF OFFICIAL PLAT	\$ 10.00
Certification on Official Plat	\$ 5.00
CERTIFIED COPIES OF DOCUMENTS	\$ 10.00
COPIES OF RECORDED DOCUMENTS	\$ 1.00 per page
FAX FEE	Refer to Common Fees Section
DOCUMENT RESEARCH AND DELIVERY FEE	\$5.00 base fee, plus \$1.00 per page
FILING FEES	
Credentials of Minister	\$ 20.00
Notary Commission	\$ 20.00
VITAL RECORDS	
Birth Certificates	\$ 26.00
Additional Birth Certificate at same time	\$ 19.00
Death Certificates	\$ 13.00
Additional Death Certificates at same time	\$ 6.00

SHERIFF'S OFFICE

ALARM FEES	
Initial	\$ 20.00
Renewal	\$ 5.00
Non-compliance Fee	\$ 50.00
False Alarms - Per each after third	\$ 50.00

GUN PERMIT TO CARRY

APPENDIX C
AITKIN COUNTY GUIDELINES AND PROCEDURES FOR MINNESOTA GOVERNMENT DATA PRACTICES ACT

New	\$ 100.00
Renewal	\$ 75.00
BACKGROUND CHECKS	\$ 20.00
REPORTS AND ICR'S	
Victim	No charge
Walk-in	\$ 0.25 per page (single or double sided)
By mail	\$ 0.25 per page plus postage costs
AUDIO/VIDEO/PHOTOGRAPHY	
Audio CD's	\$ 10.00
Transcript of audio recordings	\$ 4.00 per page
Photographs/Digital by disk	\$ 10.00
Booking photos	\$ 5.00
Video Recordings - VHS	\$ 16.00
Video Recordings - DVD	\$ 10.00
Video Recordings - Body Worn Camera - DVD	\$ 10.00
Video Recordings - Squad Camera - DVD	\$ 10.00
FINGERPRINTING	
Aitkin County Resident	No charge
Non-resident	\$ 10.00
BOAT & WATER	
Raft Permits	\$ 4.00 per year (renewed in 5 year increments)
CIVIL PROCESS	
¹ For Paper Service, \$100.00 Deposit is required.	
Charge per person served/Not found	\$ 30.00 plus mileage noted below
Mileage charge per attempt (round trip)	\$ 0.60 per mile
Mileage charge for City of Aitkin	\$ 1.00
Charge for Real Estate Sales	\$ 50.00
Mechanics Lien Sale	\$ 50.00 plus mileage
Cancelled real estate sale w/no notification	\$ 50.00
Redemption fee on redeemed real estate	\$ 250.00 plus \$30.00 for each rescheduling of redemption date
Posting three notices of sale	\$ 45.00 plus mileage
Charge for sending a fax	See Common Fees Section
Levy fee on a Writ of Execution	\$ 20.00
Commission on Writ \$ Levied upon	5%
Deputy Time	actual cost plus mileage
STORAGE FEES	
Vehicle	\$ 10.00 per day
Boat	\$ 1.00 per foot, per day
Snowmobile	\$ 10.00 per day
Forfeited Vehicles, payment in full of	Tow Bill, plus \$10.00 per day storage

¹ If the actual fee exceeds the amount of deposit, you will be billed for the additional amount. When the actual amount of the fee is less than your deposit, you will receive a refund with your affidavit.

Securing and safety keeping property in replevin, attachment or an execution \$ based on time spent and hourly rate of pay for Deputy executing the process.

Contact the Sheriff's Office for Writ of Execution Instructions.

SHERIFF'S OFFICE (JAIL)

BOARDING OF PRISONERS	per Sheriff
BOOKING FEE	\$ 20.00
FINGERPRINTING	\$ 10.00 for out of county
HUBER FEES	\$ 20.00 per day
JAIL NURSE	
Co-pay	\$ 5.00
Medication Co-Pay	\$ 5.00
PAY TO STAY	\$ 20.00 per day
URINALYSIS	
STS	\$ 10.00
Huber	\$ 10.00

TREASURER'S OFFICE

MARRIAGE LICENSE	
(with Premarital Education)	\$ 50.00
(without Premarital Education)	\$ 125.00
MARRIAGE CERTIFICATE	\$ 9.00
MARRIAGE AMENDMENT	\$ 40.00
RESEARCH FEE	\$ 25.00 per hour
TAX STATEMENTS - Duplicate	\$ 2.00



Board of County Commissioners Agenda Request

10B
Agenda Item #

Requested Meeting Date: July 22, 2025

Title of Item: County/Administration related 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: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 5 minutes
Summary of Issue: County/Administration related updates presented to the Board.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Discussion only.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Aitkin County Board of Commissioners Committee Reports Forms

11A
Agenda Item #

Committee	Freq	Scheduled	Representative
Association of MN Counties (AMC)			
Environment & Natural Resources Policy			Environmental Services Director
General Government			Commissioner Leiviska
Health & Human Services			HHS Director
Indian Affairs Task Force			Commissioner Westerlund
Public Safety Committee			Commissioner Westerlund
Transportation Policy			Commissioner 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	Leiviska 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 Sample
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 Alt.
Lakes and Pines	Monthly	3rd Monday	Leiviska Alt. Kearney
Law Library	Quarterly	Set by Judge	Leiviska Alt. Kearney
MCIT			Westerlund, Seibert
McGregor Airport Commission	Monthly	Last Wednesday	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
JET (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	Westerlund Alt. Sample
Northern Counties Land Use Coordinating Board	Monthly	1st Thursday	Westerlund Alt. Kearney
Ordinance	As needed		Leiviska and Sample
Personnel/Insurance	As needed	2nd Tuesday	Kearney 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