

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS September 28, 2021 – BOARD AGENDA

Government Center Board Room

The public is invited to join the meeting remotely by phone call 1-415-655-0001, (access code): 2551 387 8721; (meeting password): 7282.

- 9:00** 1) **J. Mark Wedel, County Board Chair**
- A) Call to Order
 - B) Pledge of Allegiance
 - C) Board of Commissioners Meeting Procedure
 - D) Approval of Agenda
- 9:05** E) **Health & Human Services (see separate HHS agenda)**
- 9:50** Break
- 10:00** F) **Citizens' Public Comment** – Comments from visitors must be informational in nature 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 Administrator's office at 218-927-7276 option 7 no later than 2:30 P.M. on the Monday before the meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File September 14, 2021 to September 27, 2021**
 - B) **Approve September 14, 2021 County Board Minutes**
 - C) **Approve Electronic Funds Transfers**
 - D) **Approve Commissioner's Vouchers**
 - E) **Approve Auditor's Vouchers – R&B/I.T./Contegrity/Postage**
 - F) **Approve Auditor's Vouchers – Sales Use Tax and Diesel**
 - G) **Approve Auditor's Vouchers – Hwy Dept contract pymt & LLCC petty cash**
 - H) **Approve Manual Warrants/Voids/Corrections – FSA Claims 2021 #39956314**
 - I) **Approve Manual Warrants/Voids/Corrections – Mtg Reg & Deed Tax August 2021**
 - J) **Approve Manual Warrants/Voids/Corrections – FSA Claims 2021 #39953384**
 - K) **Approve Manual Warrants/Voids/Corrections – Camping Refund & NSF Check**
 - L) **Approve Manual Warrants/Voids/Corrections – ELAN Paid 9-02-21 Allocated**
 - M) **Approve Manual Warrants/Voids/Corrections – Returned Check, Refer to Maker**

- N) Adopt Resolution: MSA Professional Services Grant
- O) Adopt Resolution: K9 Donation
- P) Adopt Resolution: Search & Rescue Donation
- Q) Adopt Resolution: STS Donation
- R) Adopt Resolution: Accept Private Donation
- S) Adopt Resolution: Final Contract Payment- Contract No. 20213
- T) Adopt Resolution: Community Corrections Agreement

- 10:05 3) Ann Schwartz – Habitat for Humanity Director
 - A) Aitkin County Habitat for Humanity Update
- 10:20 4) CLA – Kristen Houle, Doug Host, Kathleen Ryan, Kirk Peysar
 - A) 2020 Audit Review and GASB 87 Proposal
- 10:50 5) Dave McMillan – LLCC Manager and Rich Courtemanche – Land Commissioner
 - A) Long Lake Conservation Center Report
- 11:10 6) Rich Courtemanche – Land Commissioner
 - A) Set Land Auction-December 3, 2021
- 11:20 Break
- 11:35 7) Mark Jeffers – Economic Development Coordinator
 - A) Adopt Resolution Submit Grant Application – Economic Development Child Care Grant
 - B) Aitkin County Business Development and Recreation Grants
- 11:55 8) Andrew Carlstrom – Environmental Services Director
 - A) Schedule Public Hearing-Zoning Ordinance Classification Change
- 12:00 9) Bobbie Danielson – Human Resources Director
 - A) Ratify Teamsters Licensed Essential Unit Agreement
 - B) Personnel Committee Recommendations (VCET Deputy and Admin Asst)
 - C) Full-Time Office Floater Position/Recorder's Office (New)
- 12:10 10) Jessica Seibert – County Administrator
 - A) Adopt 2022 Preliminary Levy
 - B) Approve 2022 Budget Hearing Date
 - C) Administrator Updates
- 12:30 11) Committee Updates
- 1:00 12) Bobbie Danielson – Human Resources Director
 - A) Closed Session Under Statute 13D.03 - Labor Negotiations Strategy
- 2:00 Adjourn

AITKIN COUNTY BOARD

September 14, 2021

<p>The Aitkin County Board of Commissioners met this 14th day of September, 2021 at 9:03 a.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Donald Niemi, Anne Marcotte, Brian Napstad, County Administrator Jessica Seibert, and Payroll Specialist Nikki Knutson.</p>	<p>Call to Order</p>
<p>Motion made by Commissioner Napstad, seconded by Commissioner Niemi and carried, all voting yes to approve the September 14, 2021 agenda.</p>	<p>Approved Agenda</p>
<p>There was no Citizens' Public Comment</p>	<p>Citizens' Public Comment</p>
<p>Motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voting yes to approve the Consent Agenda as follows.</p>	<p>Consent Agenda</p>
<p>A) Correspondence File August 24, 2021 to September 13, 2021; B) Approve August 24, 2021 County Board Minutes; C) Approve Electronic Funds Transfers \$1,340,900.67; D) Approve Commissioner Vouchers: General Fund \$172,811.75, Road & Bridge \$102,470.12, Health & Human Services \$4,171.79, State \$6,720.50, Trust \$28,674.07, Forest Development \$9,030.00, Capital Project \$3,456.00, Long Lake Conservation Center \$2,541.06, Parks \$4,073.83 for a total of \$333,949.12; E) Approve Auditor's Vouchers – R&B Contract Payments 08/20/21 Road & Bridge: \$255,809.57; F) Approve Auditor's Vouchers – Hwy Dept & Taconite Production Tax: Road & Bridge \$158,918.09, Townships/Cities/ARDC/Ambulan \$134,026.00, for a total of \$292,944.09; G) Approve Auditor's Vouchers – R&B Contract Payments 09/03/21: Road & Bridge \$435,255.21; H) Approve Auditor's Vouchers - Property Tax Overpayments: Taxes & Penalties \$3,165.11; I) Approve Manual Warrants/Voids/Corrections – Camping Refund 8/16/21: Parks \$80.00; J) Approve Manual Warrants/Voids/Corrections – FSA Claims 2021 39925912: General Fund \$368.46; K) Approve Manual Warrants/Voids/Corrections – ELAN Paid 8/5/21 Allocated: General Fund -\$3,109.10, Road & Bridge \$864.77, Health & Human Services \$373.60, Trust \$194.98, Long Lake Conservation Center \$1,020.75, Parks \$655.00 for a total of \$0.00; L) Approve Manual Warrants/Voids/Corrections – Camping Refunds & FSA Claims 2021 #3993389: General Fund \$533.70, Parks \$190.00, for a total of \$723.70; M) Approve Manual Warrants/Voids/Corrections – Participant Fees, August #15787440: General Fund \$684.10; N) Approve Manual Warrants/Voids/Corrections – LLCC Star Party Refund: Long Lake Conservation Center \$330.14; O) Approve Manual Warrants/Voids/Corrections – NNSF Event Refund LLCC: Long Lake Conservation Center \$72.52; P) Approve Manual Warrants/Voids/Corrections – LLCC Event Refund: Long Lake Conservation Center \$299.67; Q) Approve Manual Warrants/Voids/Corrections – FSA Claims; General Fund \$1,1014.53; R) Approve Manual Warrants/Voids/Corrections – LLCC Credit Card Fees; S) Approve Amended MOU with Carlton County; T) Approve LiDAR Funding Partners Form D; U) Approve Affidavit for Duplicate of Lost Warrant; V) Approve LLCC COVID-19 Policies & Procedures; W) Adopt Resolution: Increase Imprest Funds – LLCC; X) Adopt Resolution: Donation to Aitkin County Sheriff's Office; Y) Adopt Resolution: Aitkin Municipal Airport Grant; Z) Adopt Resolution: STS Donation; AA) Approve Electronic Funds Transfers \$1,340,900.67; BB) Adopt Resolution: Veterans Office Donation; CC) Adopt Resolution: Resolution for CPL Grant</p>	<p>Amended MOU with Carlton County</p>
<p>Under the consent agenda, motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voted to approve – Amended MOU with Carlton County.</p>	

AITKIN COUNTY BOARD

September 14, 2021

<p>Under the consent agenda, motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voted to approve – LiDAR Funding Partners Form D.</p>	<p>LiDAR Funding Partners Form D</p>		
<p>Under the consent agenda, motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voted to approve – Affidavit for Duplicate of Lost Warrant.</p>	<p>Affidavit for Duplicate of Lost Warrant</p>		
<p>Under the consent agenda, motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voted to approve – LLCC – Revised COVID Plan.</p>	<p>LLCC Revised COVID Plan</p>		
<p>Under the consent agenda, motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution: Increase Imprest Funds – LLCC.</p>	<p>Resolution #20210914-105 Increase Imprest Cash - LLCC</p>		
<p>WHEREAS, currently Long Lake Conservation Center has an imprest amount set at \$0.00 and;</p> <p>WHEREAS, operations have resumed at Long Lake Conservation Center and imprest funds are needed for those operations,</p> <p>NOW, THEREFORE BE IT RESOLVED, that Long Lake Conservation Center’s imprest cash fund (canteen starting cash) be set at \$1,000.00 according to M.S. 375.162.</p>			
<p>Under the consent agenda, motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution: Accept Donation;</p>	<p>Resolution #20210914-106 Accept Donation</p>		
<p>WHEREAS, Aitkin County is generally authorized to accept donations of real and personal property with a 2/3 majority vote pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens.</p> <p>WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the county:</p> <table data-bbox="162 1354 1055 1407"><tr><td>Ms. Deloris Goetzke, a private citizen</td><td>\$75.00</td></tr></table>	Ms. Deloris Goetzke, a private citizen	\$75.00	
Ms. Deloris Goetzke, a private citizen	\$75.00		
<p>WHEREAS, the terms or conditions of the donations, if any, are as follows:</p> <table data-bbox="162 1459 1218 1501"><tr><td>Ms. Deloris Goetzke</td><td>Aitkin County Sheriff’s Office</td></tr></table>	Ms. Deloris Goetzke	Aitkin County Sheriff’s Office	
Ms. Deloris Goetzke	Aitkin County Sheriff’s Office		
<p>WHEREAS, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.</p>			
<p>NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners finds that it is appropriate to accept the donations offered.</p>			
<p>Under the consent agenda, motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution: Aitkin County Municipal Airport Grant;</p>	<p>Resolution #20210914-107 Aitkin County Municipal Airport Grant</p>		

It is resolved by the **County of Aitkin** as follows:

1. That the state of Minnesota Agreement No. **1047566**,
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for
State Project No. **A0101-50** at the **Aitkin Municipal Airport** is accepted.
2. That the _____ and _____ are
(Title) (Title)
authorized to execute this Agreement and any amendments on behalf of the **County of
Aitkin**.

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by
the

(Name of the Recipient)
at an authorized meeting held on the _____ day of
_____, 20

as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL /OR/ NOTARY PUBLIC
My Commission Expires: _____

Under the consent agenda, motion by Commissioner Niemi, seconded by Commissioner
Marcotte and carried, all members voted to adopt resolution: STS Donation;

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

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

Robert Schaefer \$250.00

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

Robert Schaefer Sentence to Service

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

**Resolution
#20210914-108
STS Donation**

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

Under the consent agenda, motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution: Veterans Donation;

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

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

Malmö Area Lions Club \$1300

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

To be used by the Aitkin County Veterans Office for area Veterans in need

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

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

Under the consent agenda, motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution: CPL Grant Application;

WHEREAS, the Aitkin County Board of Commissioners supports the grant application made to the Minnesota Department of Natural Resources for the Conservation Partners Legacy Grant Program. The application is to acquire an important landlocked property,

WHEREAS, the Aitkin County Board of Commissioners adopted Road Easement Policy (080106-112) where it states, "...there are instances involving property in remote areas adjacent to large blocks of Aitkin County tax forfeited lands, the County may consider purchase of a remote land locked property if an easement is not deemed advisable and an exchange is not desirable to the landowner",

WHEREAS, The Aitkin County Land Department has the financial capability to meet the 10% match of non-state funds or in-kind resources,

THEREFORE, BE IT RESOLVED, That the Aitkin County Board of Commissioners grants permission to Aitkin County Land Department to apply for a Conservation Partners Legacy Grant,

BE IT FURTHER RESOLVED, If Aitkin County is awarded the grant by the Minnesota Department of Natural Resources, Aitkin County agrees to accept the grant award and may enter into an agreement with the State of Minnesota for the above referenced acquisition. Aitkin County will comply with all applicable laws, environmental requirements, and regulations as stated in the grant agreement, and

**Resolution
#20210914-109
Veterans
Donation**

**Resolution
#20210914-110
CPL Grant
Application**

BE IT FURTHER RESOLVED, that the Aitkin County Land Commissioner is hereby authorized to execute such agreements as are necessary to implement the project on behalf of Aitkin County.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – Snake River 1W1P Framework;

WHEREAS, the Snake River 1W1P policy committee needs to determine the organizational framework for implementation of its comprehensive watershed management plan, and

WHEREAS, there is an existing joint powers agreement that forms the Snake River Watershed Management Board (SRWMB) decision-making entity, and

WHEREAS, Aitkin County is currently participating in the SRWMB, and will continue to work with the other participating counties to manage the Snake River Watershed, and

WHEREAS, the Merged (Joint Powers Entity) governing framework would revise the existing SRWMB joint powers agreement to form a voting board that would have equal representation by County Boards and SWCD Boards from participating counties within the watershed, and

WHEREAS, the Merged framework maintains parts of a structure that is currently functional and may save administrative resources as opposed to two separate boards,

THEREFORE, Be It RESOLVED, the Aitkin County Board of Commissioners supports a Merged Snake River Watershed 1W1P governing framework.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voted to adopt resolution – Comprehensive Local Water Management Plan Extension.

WHEREAS, Minnesota Statutes, 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a Comprehensive Local Water Management Plan, and

WHEREAS, Aitkin County currently has a state approved Comprehensive Local Water Management Plan through August 15, 2022, and

WHEREAS, Aitkin County is currently participating in Rum, Snake, Lake Superior, Pine, Kettle 1Watershed 1 Plan and we anticipate Upper Mississippi Brainerd starting in 2021 and Upper Mississippi Grand Rapids starting in 2023

WHEREAS, extending the current water plan through December 31, 2025 will allow transition to complete Comprehensive Water Management Plans for all seven major watersheds.

WHEREAS, the Minnesota Board of Water & Soil Resources has authorization to grant extensions pursuant to Minnesota Statutes 103B.3367.

**Resolution
#20210914-111
Snake River 1W1P
Framework**

**Resolution
#20210914-112
Comprehensive
Local Water
Management Plan**

THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners requests from the Minnesota Board of Water & Soil Resources an extension of the effective date of the current County Comprehensive Local Water Management Plan until December 31, 2025 in order to complete the transition process in accordance with the Minnesota Statutes 103B.301.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – Termination of Delegation Agreement.

WHEREAS, Aitkin County currently has a delegation agreement with the Minnesota Department of Health to administer the Food, Pool, and Lodging Program; and

WHEREAS, Aitkin County has been unable to find a qualified Registered Sanitarian to fill the current open position for an Environmental Health Specialist; and

WHEREAS, all requested variances, waivers, extensions, and assistance from the Minnesota Department of Health have been denied; and

WHEREAS, Aitkin County can no longer fulfill the duties outlined in the current Delegation Agreement;

NOW, THEREFORE BE IT RESOLVED, that the Aitkin County Board of Commissioners does hereby authorize the termination of the Food, Pool, and Lodging Delegation Agreement with the Minnesota Department of Health.

Kirk Peysar, County Auditor, presented on the Fairgrounds Capital Appropriation.

At 10:10 a.m. a public hearing was held with County Auditor Kirk Peysar for Ukura’s Bottle Shop Off Sale Liquor License. There were three electronic comments received, all opposing the adoption of the license. Nick Hooper in attendance stated he was in support. The public hearing closed at 10:13 a.m.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voted to adopt resolution – Off Sale Liquor License.

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period ending December 31, 2021:

“Off” Sale:

Ukura’s Bottle Shop LLC, d/b/a Ukura’s Bottle Shop – Jevne Township
This establishment has an address of 41561 St. Hwy. 65, Suite B, McGregor, MN 55760

Jessica Seibert, County Administrator, presented the 2022 Proposed Preliminary Budget

**Resolution
#20210914-113
Termination of
Delegation
Agreement**

**Fairgrounds
Capital
Appropriation**

**Off Sale Liquor
License Public
Hearing**

**Resolution
#20210914-114 Off
Sale Liquor
License**

**2022 Proposed
Preliminary
Budget
Presentation**

<p>Jessica Seibert, County Administrator, discussed the 2022 Legislative Priorities.</p> <p>Jessica Seibert, County Administrator, discussed the Fund Balance Review.</p> <p>Jessica Seibert, County Administrator, discussed Fiscal Recovery Funds.</p> <p>Jessica Seibert, County Administrator updated the Board on the following:</p> <ul style="list-style-type: none">• Enbridge Tax Meeting• Union negotiations• New Administrative Assistant, Brittany Searle, starting September 20, 2021 <p>The Board discussed: Aitkin Airport, HRA, AMC, AIS, Big Sandy Lake Management Plan, ATV Alliance, Economic Development, Northern Counties Land Use Coordinating Board, Natural Resources Advisory Committee, Mississippi Headwaters, East Central Regional Library, McGregor Airport, H&HS Advisory, TZD, and the 9/11 Tribute in Aitkin.</p> <p>Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 12:20 p.m. until Tuesday, September 28, 2021 at the Aitkin County Government Center.</p> <hr/> <p>J. Mark Wedel, Board Chair Aitkin County Board of Commissioners</p> <hr/> <p>Jessica Seibert County Administrator</p>	<p>2022 Legislative Priorities Discussion</p> <p>Fund Balance Discussion</p> <p>Fiscal Recovery Funds Discussion</p> <p>Administrator Updates</p> <p>Board Discussion</p> <p>Adjourn</p>
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Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: 09/28/2021

Title of Item: Electronic Funds Transfer

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: Electronic Funds Transfer thru 9/20/2021		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

ELECTRONIC FUNDS TRANSFER

Thru September 20, 2021 Board Meeting September 28, 2021

Abstract Number	Date	Amount	Reason
21074	9/3/21	\$33.20	Manual Abstract
21076	9/8/21	\$105,750.09	Manual Abstract
21079	9/10/21	\$3,500.00	Auditor Abstract
21080	9/9/21	\$144.32	Manual Abstract
21081	9/10/21	\$601,852.17	Payroll Abstract
21082	9/10/21	\$16,377.19	Commissioner Abstract
21083	9/10/21	\$5,338.81	Auditor Abstract
21084	9/9/21	\$6,950.00	Manual Abstract
21085	9/10/21	\$1,468.00	Manual Abstract
21086	9/17/21	\$70,706.09	Commissioner Abstract
21087	9/15/21	\$459.21	Manual Abstract
21088	9/17/21	\$2,385.16	Auditor Abstract
21089	9/16/21	\$7,765.40	Manual Abstract
21092	9/17/21	\$3,471.32	Auditor Abstract
21093	9/17/21	\$16,965.58	Auditor Abstract

\$0
21075
21077
21078
21090
21091

\$843,166.54



Aitkin County

WLC1
9/14/21 1:45PM

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1	DEPT		Commissioners			
86222	Aitkin Independent Age 01-001-000-0000-6230		AUGUST 10 SYNOPSIS	851857	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age		1 Transactions			
6097	Verizon Wireless 01-001-000-0000-6250		MARCOTTE MIFI BILL 08/05/2021	9887737549	Telephone	N
6097	Verizon Wireless		09/04/2021 1 Transactions			
1	DEPT Total:		186.08	Commissioners	2 Vendors	2 Transactions
12	DEPT		Court Administration			
9323	Avery/Jill 01-012-000-0000-6232		01-P4-99-194		Attorney Services	Y
9323	Avery/Jill		1 Transactions			
9046	Loffler Companies, Inc. 01-012-000-0000-6250		Sept phone bill 09/01/2021	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.		09/30/2021 1 Transactions			
12	DEPT Total:		208.72	Court Administration	2 Vendors	2 Transactions
40	DEPT		Auditor			
88284	Aitkin Co Recorder 01-040-000-0000-6231		RECORD NOTARY (WB)	82528	Services, Labor, Contracts	N
88284	Aitkin Co Recorder		1 Transactions			
9561	Amazon Business 01-040-000-0000-6405		COMPUTER MONITOR	1DXY-9J93-9YFK	Office Supplies	N
9561	Amazon Business		1 Transactions			
9046	Loffler Companies, Inc. 01-040-000-0000-6250		Sept phone bill 09/01/2021	IN-80010460387	Telephone	N
	01-040-021-0000-6250		Sept phone bill 09/01/2021	IN-80010460387	Telephone	N
			09/30/2021			

Aitkin County



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

WLC1
9/14/21 1:45PM

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9046	Loffler Companies, Inc.					
		59.88		2 Transactions		
86235	The Office Shop Inc					
	01-040-021-0000-6405	70.03	TONER	1100926-0	Office Supplies	N
	01-040-021-0000-6405	569.94	TONER (3)	1100926-1	Office Supplies	N
	01-040-021-0000-6405	29.07	RUBBER BANDS, PAPER, CARTRIDGE	317896-0	Office Supplies	N
86235	The Office Shop Inc	669.04		3 Transactions		
40	DEPT Total:	958.91	Auditor	4 Vendors	7 Transactions	
41	DEPT		Internal Audit			
12780	CliftonLarsonAllen LLP					
	01-041-000-0000-6231	1,166.65	TECH & SUPPORT FEE	2988262	Services, Labor, Contracts	Y
	01-041-000-0000-6231	3,333.00	GASB 84 IMPLEMENTATION	2988262	Services, Labor, Contracts	Y
	01-041-000-0000-6231	20,000.00	PROGRESS BILLING #6-2020 AUDIT	2988262	Services, Labor, Contracts	Y
12780	CliftonLarsonAllen LLP	24,499.65		3 Transactions		
41	DEPT Total:	24,499.65	Internal Audit	1 Vendors	3 Transactions	
42	DEPT		Treasurer			
9046	Loffler Companies, Inc.					
	01-042-000-0000-6250	16.33	Sept phone bill	IN-80010460387	Telephone	N
			09/01/2021	09/30/2021		
9046	Loffler Companies, Inc.	16.33		1 Transactions		
3195	MCCC LOCKBOX					
	01-042-000-0000-6231	220.17	Acrobat Pro DC S	2009132	Services, Labor, Contracts	N
			08/14/2020	11/10/2021		
3195	MCCC LOCKBOX	220.17		1 Transactions		
86235	The Office Shop Inc					
	01-042-000-0000-6405	84.44	Supplies	1100591-0	Office Supplies	N
	01-042-000-0000-6405	4.14	Pens	1100591-1	Office Supplies	N
	01-042-000-0000-6405	11.80	Binder	1100615-0	Office Supplies	N
86235	The Office Shop Inc	100.38		3 Transactions		
42	DEPT Total:	336.88	Treasurer	3 Vendors	5 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
43	DEPT		Assessor			
88284	Aitkin Co Recorder 01-043-000-0000-6240		20.00	RECORD NOTARY COMMISSION FEE 08/24/2021 08/24/2021	82255 Dues & License Renewal	N
88284	Aitkin Co Recorder		20.00	1 Transactions		
10452	AT&T Mobility 01-043-000-0000-6250		317.53	WIRELESS SERVICE FOR IPADS 07/26/2021 08/25/2021	287298660812 Telephone	N
10452	AT&T Mobility		317.53	1 Transactions		
2155	Hicks/James 01-043-000-0000-6405		9.99	USB LIGHTNING CABLE FOR IPAD	2125183-0 Office Supplies	N
2155	Hicks/James		9.99	1 Transactions		
4641	Holiday Credit Office 01-043-000-0000-6511		821.32	AUGUST FUEL & CAR WASHES 08/02/2021 09/01/2021	1400000147443 Gas And Oil	N
4641	Holiday Credit Office		821.32	1 Transactions		
9046	Loffler Companies, Inc. 01-043-000-0000-6250		65.33	Sept phone bill 09/01/2021 09/30/2021	IN-80010460387 Telephone	N
9046	Loffler Companies, Inc.		65.33	1 Transactions		
3195	MCCC LOCKBOX 01-043-000-0000-6405		293.56	Acrobat Pro DC S 08/14/2020 11/10/2021	2009132 Office Supplies	N
3195	MCCC LOCKBOX		293.56	1 Transactions		
3334	MCIT 01-043-000-0000-6352		13.11	AUTO AUDIT 2020	PCAUTO514 Insurance	N
3334	MCIT		13.11	1 Transactions		
13934	The Tire Barn 01-043-000-0000-6511		39.09	OIL CHG IN 2014 JEEP COMPASS	59353 Gas And Oil	N
13934	The Tire Barn		39.09	1 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
9/14/21 1:45PM
1 General Fund

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
43	DEPT Total:				1,579.93	Assessor		8 Vendors		8 Transactions		
44	DEPT					Central Services						
9867	Government Management Group Inc	01-044-000-0000-6231			3,600.00	2020 COST ALLOCATION PLAN		2001		Services, Labor, Contracts		N
9867	Government Management Group Inc				3,600.00		1 Transactions					
9046	Loffler Companies, Inc.	01-044-000-0000-6250			27.22	Sept phone bill		IN-80010460387		Telephone		N
9046	Loffler Companies, Inc.				27.22	09/01/2021	09/30/2021					
9046	Loffler Companies, Inc.						1 Transactions					
89081	North Ambulance Brainerd	01-044-000-0000-6841			2,520.00	AUG 2021 SUBSIDY		AUG 2021		Ambulance Appropriations		N
89081	North Ambulance Brainerd				2,520.00		1 Transactions					
86235	The Office Shop Inc	01-044-000-0000-6231			404.66	QUARTERLY COPY CHARGES		317791-0		Services, Labor, Contracts		N
86235	The Office Shop Inc				404.66	05/12/2021	08/12/2021					
86235	The Office Shop Inc						1 Transactions					
44	DEPT Total:				6,551.88	Central Services		4 Vendors		4 Transactions		
45	DEPT					Motor Pool						
9138	ASAP Towing	01-045-000-0000-6302			65.00	Tire repair - flat Car #11		8974		Vehicle Maintenance		Y
9138	ASAP Towing				65.00		1 Transactions					
3334	MCIT	01-045-000-0000-6352			129.67-	AUTO AUDIT 2020		PCAUTO514		Insurance		N
3334	MCIT				129.67-		1 Transactions					
45	DEPT Total:				64.67-	Motor Pool		2 Vendors		2 Transactions		
49	DEPT					Information Technologies						
9561	Amazon Business	01-049-000-0000-6402			65.98	KEYBOARD		1P74-W1XR-M9WD		Computer/Technology Supplies		N

WLC1
 9/14/21 1:45PM
 1 General Fund

Aitkin County



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

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9561	Amazon Business			65.98		1 Transactions		
783	Canon Financial Services, Inc 01-049-000-0000-6231			47.07	MONTHLY CANON PRINTER RENTAL 08/01/2021 08/30/2021	27179037	Programming, Services, Contracts	N
783	Canon Financial Services, Inc			47.07		1 Transactions		
9046	Loffler Companies, Inc. 01-049-000-0000-6250			32.66	Sept phone bill 09/01/2021 09/30/2021	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.			32.66		1 Transactions		
3195	MCCC LOCKBOX 01-049-000-0000-6231			220.17	Acrobat Pro DC S 08/14/2020 11/10/2021	2009132	Programming, Services, Contracts	N
3195	MCCC LOCKBOX			220.17		1 Transactions		
49	DEPT Total:			365.88	Information Technologies	4 Vendors	4 Transactions	
52	DEPT				Administration			
9046	Loffler Companies, Inc. 01-052-000-0000-6250			38.11	Sept phone bill 09/01/2021 09/30/2021	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.			38.11		1 Transactions		
3195	MCCC LOCKBOX 01-052-000-0000-6231			73.39	Acrobat Pro DC S 08/14/2020 11/10/2021	2009132	Services, Labor, Contracts	N
3195	MCCC LOCKBOX			73.39		1 Transactions		
52	DEPT Total:			111.50	Administration	2 Vendors	2 Transactions	
53	DEPT				Human Resources			
9046	Loffler Companies, Inc. 01-053-000-0000-6250			16.33	Sept phone bill 09/01/2021 09/30/2021	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.			16.33		1 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
9/14/21 1:45PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3195	MCCC LOCKBOX 01-053-000-0000-6231		73.39	Acrobat Pro DC S 08/14/2020	2009132	Services, Labor, Contracts	N
3195	MCCC LOCKBOX		73.39	1 Transactions			
13412	Pemberton, Sorlie, Rufer & Kershner PLLP 01-053-000-0000-6232		154.00	PEMBERTON LAW AUGUST 2021 08/01/2021	80	Attorney Services	Y
13412	Pemberton, Sorlie, Rufer & Kershner PLLP		154.00	1 Transactions			
53	DEPT Total:		243.72	Human Resources	3 Vendors	3 Transactions	
90	DEPT			Attorney			
10452	AT&T Mobility 01-090-000-0000-6250		199.68	ATTORNEY CELL PHONES	287301408597	Telephone	N
10452	AT&T Mobility		199.68	1 Transactions			
783	Canon Financial Services, Inc 01-090-000-0000-6625		326.99	MONTHLY COPIER CHARGE 08/01/2021	27179030	Capital - Office & Other Equipment	N
783	Canon Financial Services, Inc		326.99	1 Transactions			
10855	Culligan Water 01-090-000-0000-6213		38.00	CULLIGAN WATER	150X01248400	Drug & Forfeiture Ms387.213	N
10855	Culligan Water		38.00	1 Transactions			
9046	Loffler Companies, Inc. 01-090-000-0000-6250		70.77	Sept phone bill 09/01/2021	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.		70.77	1 Transactions			
86944	Sheriff Crow Wing County 01-090-000-0000-6234		75.00	SUBPOENA SRVC A. CARPENTER	9382	Co Sheriff Services	N
86944	Sheriff Crow Wing County		75.00	1 Transactions			
5173	Thomson Reuters-West Publishing 01-090-000-0000-6406		1,507.15	MONTHLY ONLINE SUBSCR	844928266	Law Publ. & Subscriptions	N
	01-090-000-0000-6406		339.93	MONTHLY LIBRARY CHARGES 09/01/2021	845028858	Law Publ. & Subscriptions	N
				09/30/2021			

Aitkin County



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

WLC1
9/14/21 1:45PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5173	Thomson Reuters-West Publishing		1,847.08	2 Transactions		
90	DEPT Total:		2,557.52	Attorney	6 Vendors	7 Transactions
100	DEPT			Recorder		
1333	Dell Marketing L.P.					
	01-100-195-0000-6625		1,380.72	Dell Memory Upgrade	10512888256	Office & Other Equipment-Compliance N
1333	Dell Marketing L.P.		1,380.72	1 Transactions		
9046	Loffler Companies, Inc.					
	01-100-000-0000-6250		16.33	Sept phone bill	IN-80010460387	Telephone N
				09/01/2021 09/30/2021		
9046	Loffler Companies, Inc.		16.33	1 Transactions		
3195	MCCC LOCKBOX					
	01-100-195-0000-6231		73.39	Acrobat Pro DC S	2009132	Services, Labor, Contracts-Land Records N
				08/14/2020 11/10/2021		
3195	MCCC LOCKBOX		73.39	1 Transactions		
86235	The Office Shop Inc					
	01-100-000-0000-6231		463.95	Copier Contract	317679-0	Services, Labor, Contracts N
86235	The Office Shop Inc		463.95	1 Transactions		
6101	West Central Indexing					
	01-100-195-0000-6231		202.08	ICRS-July 2021	1674	Services, Labor, Contracts-Land Records N
6101	West Central Indexing		202.08	1 Transactions		
100	DEPT Total:		2,136.47	Recorder	5 Vendors	5 Transactions
110	DEPT			Courthouse Maintenance		
9561	Amazon Business					
	01-110-000-0000-6422		93.98	AMERICAN FLAGS	19XQ-11X7-JKF4	Janitorial Supplies N
	01-110-000-0000-6422		122.87	GRIDDLE CLEANING (FAIRGROUNDS)	1CFT-PFQC-XCT6	Janitorial Supplies N
9561	Amazon Business		216.85	2 Transactions		
9085	Climate Makers Inc					
	01-110-000-0000-6231		572.00	CHILLER STARTUP	103918	Services, Labor, Contracts N

Aitkin County



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

WLC1
9/14/21 1:45PM
1 General Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9085	Climate Makers Inc		572.00				
				1 Transactions			
1754	Garrison Disposal Company, Inc						
	01-110-000-0000-6255		522.85	MONTHLY GARBAGE	174594	Garbage	N
1754	Garrison Disposal Company, Inc		522.85				
				1 Transactions			
7525	Hometown Bldg Supply						
	01-110-000-0000-6422		24.08	SHEETROCK	2108-042428	Janitorial Supplies	N
7525	Hometown Bldg Supply		24.08				
				1 Transactions			
9046	Loffler Companies, Inc.						
	01-110-000-0000-6250		10.89	Sept phone bill	IN-80010460387	Telephone	N
				09/01/2021			
				09/30/2021			
9046	Loffler Companies, Inc.		10.89				
				1 Transactions			
3334	MCIT						
	01-110-000-0000-6352		94.58-	AUTO AUDIT 2020	PCAUTO514	Insurance	N
3334	MCIT		94.58-				
				1 Transactions			
89765	Minnesota Elevator, Inc						
	01-110-000-0000-6231		160.48	MONTHLY ELEVATOR INSPECTION	926005	Services, Labor, Contracts	N
89765	Minnesota Elevator, Inc		160.48				
				1 Transactions			
9062	SIGNspot						
	01-110-000-0000-6422		46.00	DOOR SIGN	12665	Janitorial Supplies	N
9062	SIGNspot		46.00				
				1 Transactions			
110	DEPT Total:		1,458.57	Courthouse Maintenance	8 Vendors	9 Transactions	
120	DEPT			Service Officer			
9046	Loffler Companies, Inc.						
	01-120-000-0000-6250		16.33	Sept phone bill	IN-80010460387	Telephone	N
				09/01/2021			
				09/30/2021			
9046	Loffler Companies, Inc.		16.33				
				1 Transactions			
3195	MCCC LOCKBOX						
	01-120-000-0000-6231		73.39	Acrobat Pro DC S	2009132	Services, Labor, Contracts	N
				08/14/2020			
				11/10/2021			

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
9/14/21 1:45PM
1 General Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
3195	MCCC LOCKBOX			73.39		1 Transactions		
9615	WEX BANK							
	01-120-000-0000-6511			117.17	FLEET GAS AUGUST 08/08/2021	73920622	Gas And Oil	Y
9615	WEX BANK			117.17		1 Transactions		
120	DEPT Total:			206.89	Service Officer	3 Vendors	3 Transactions	
122	DEPT				Planning & Zoning			
86222	Aitkin Independent Age							
	01-122-000-0000-6230			81.38	SEPT21 BOA	850774	Printing, Publishing & Adv	Y
	01-122-000-0000-6230			82.00	SEPT21 PC	851860	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age			163.38		2 Transactions		
10452	AT&T Mobility							
	01-122-000-0000-6250			87.20	MONTHLY CELLULAR CHARGES 07/26/2021	287301120814	Telephone	N
10452	AT&T Mobility			87.20		08/25/2021 1 Transactions		
14320	Benson/Lin							
	01-122-000-0000-6350			100.00	SEPT BOA MEETING	090121	Per Diem	Y
	01-122-038-0000-6330			122.08	SEPT BOA MEETING	090121	BOA/PC Mileage	Y
14320	Benson/Lin			222.08		2 Transactions		
15142	Christensen/Charles							
	01-122-000-0000-6350			100.00	SEPT BOA MEETING	090121	Per Diem	Y
	01-122-038-0000-6330			98.56	SEPT BOA MEETING	090121	BOA/PC Mileage	Y
15142	Christensen/Charles			198.56		2 Transactions		
13066	Hargrave/Bryan							
	01-122-000-0000-6231			3,750.00	SSTS INSP 8/30/21-9/10/21 08/30/2021	090921	Services, Labor, Contracts, Programming	Y
13066	Hargrave/Bryan			3,750.00		09/10/2021 1 Transactions		
4641	Holiday Credit Office							
	01-122-000-0000-6511			131.50	MONTHLY FUEL CHARGES 08/01/2021	1400000135321	Gas And Oil	N
						08/31/2021		

Aitkin County



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

WLC1
9/14/21 1:45PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
4641	Holiday Credit Office		131.50		1 Transactions	
9046	Loffler Companies, Inc. 01-122-000-0000-6250		27.22	Sept phone bill 09/01/2021	09/30/2021 IN-80010460387	Telephone N
9046	Loffler Companies, Inc.		27.22		1 Transactions	
3195	MCCC LOCKBOX 01-122-000-0000-6231		366.95	Acrobat Pro DC S 08/14/2020	2009132 11/10/2021	Services, Labor, Contracts, Programming N
3195	MCCC LOCKBOX		366.95		1 Transactions	
4400	Security State Bank 01-122-052-0000-6304		14,800.00	AgBMP Loan - K. Stulc		ISTS AG BMP EXPENSES N
4400	Security State Bank		14,800.00		1 Transactions	
12077	Stromberg/Kevin 01-122-038-0000-6330		100.00	SEPT BOA MEETING	090121	BOA/PC Mileage Y
	01-122-038-0000-6330		117.04	SEPT BOA MEETING	090121	BOA/PC Mileage Y
12077	Stromberg/Kevin		217.04		2 Transactions	
86235	The Office Shop Inc 01-122-000-0000-6405		37.85	FOLDERS, SCISSORS	1100999	Office, Film, & Field Supplies N
	01-122-000-0000-6405		8.84	SCISSORS	11009991	Office, Film, & Field Supplies N
	01-122-000-0000-6231		642.87	MONTHLY COPIER CHARGES 05/11/2021	317792 08/12/2021	Services, Labor, Contracts, Programming N
86235	The Office Shop Inc		689.56		3 Transactions	
8612	Veenker/Thomas H 01-122-000-0000-6350		100.00	SEPT BOA MEETING	090121	Per Diem N
	01-122-038-0000-6330		110.88	SEPT BOA MEETING	090121	BOA/PC Mileage N
8612	Veenker/Thomas H		210.88		2 Transactions	
122	DEPT Total:		20,864.37	Planning & Zoning	12 Vendors	19 Transactions
123	DEPT			Coroner		
3987	Ramsey County Medical Examiner 01-123-000-0000-6260		525.00	ME 21-2298, Medex 030316	08-11-21	Autopsies--Pathologist, Xrays, Etc N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
9/14/21 1:45PM

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
3987	Ramsey County Medical Examiner		525.00	1 Transactions		
9151	River Valley Forensic Services PA					
	01-123-000-0000-6231		500.00	ME 21-1704 06/12/21	1541	Coroner Fees 6
	01-123-000-0000-6231		500.00	ME 21-2236 08/04/21	1541	Coroner Fees 6
	01-123-000-0000-6231		250.00	ME 21-2298 08/11/21	1541	Coroner Fees 6
	01-123-000-0000-6231		250.00	July contract services	1541	Coroner Fees 6
9151	River Valley Forensic Services PA		1,500.00	4 Transactions		
123	DEPT Total:		2,025.00	Coroner	2 Vendors	5 Transactions
200	DEPT			Enforcement		
9138	ASAP Towing					
	01-200-000-0000-6359		120.00	21002296 forfeiture	8721	Wrecker Service Y
9138	ASAP Towing		120.00	1 Transactions		
9203	AT&T Mobility					
	01-200-000-0000-6250		631.75	deputy pc, cell phones	287297906116	Telephone N
9203	AT&T Mobility		631.75	1 Transactions		
14568	Axon Enterprise, Inc					
	01-200-000-0000-6409		1,816.75	taser cartridges	INUS010371	Deputy Supplies N
14568	Axon Enterprise, Inc		1,816.75	1 Transactions		
4641	Holiday Credit Office					
	01-200-000-0000-6511		65.58	#221 gas	1400000288942	Gas And Oil N
4641	Holiday Credit Office		65.58	1 Transactions		
2925	L & M Supply, Inc.					
	01-200-201-0000-6610		137.02	FFE team equip 8/26/21	10442649	Equipment N
2925	L & M Supply, Inc.		137.02	1 Transactions		
9046	Loffler Companies, Inc.					
	01-200-000-0000-6250		157.88	Sept phone bill	IN-80010460387	Telephone N
				09/01/2021		
9046	Loffler Companies, Inc.		157.88	1 Transactions		
252	Lynn Peavey Company					
	01-200-000-0000-6405		98.25	evidence bags	382866	Office Supplies N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
9/14/21 1:45PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
252	Lynn Peavey Company		98.25	1 Transactions		
3195	MCCC LOCKBOX					
	01-200-000-0000-6231		73.39	Acrobat Pro DC S 08/14/2020	2009132	Services, Labor, Contracts N
3195	MCCC LOCKBOX		73.39	1 Transactions		
3334	MCIT					
	01-200-000-0000-6352		6.30	AUTO AUDIT 2020	PCAUTO514	Insurance N
3334	MCIT		6.30	1 Transactions		
14440	Rides LLC					
	01-200-000-0000-6231		300.00	tint windows #202 squad	7067	Services, Labor, Contracts Y
14440	Rides LLC		300.00	1 Transactions		
13864	Sandberg/Kristi					
	01-200-000-0000-6150		1,000.00	SEPT 2021 INSURANCE	9/1/2021	Health Insurance-Employer N
13864	Sandberg/Kristi		1,000.00	1 Transactions		
13005	Tactical Solutions					
	01-200-000-0000-6231		741.00	annual radar certification	8678	Services, Labor, Contracts N
13005	Tactical Solutions		741.00	1 Transactions		
86235	The Office Shop Inc					
	01-200-000-0000-6405		3.67	markers	1099252-1	Office Supplies N
	01-200-000-0000-6405		8.23	perm marker	1101093-0	Office Supplies N
	01-200-000-0000-6231		395.92	admin copier count	317780-0	Services, Labor, Contracts N
86235	The Office Shop Inc		407.82	3 Transactions		
13934	The Tire Barn					
	01-200-000-0000-6302		62.68	oil change, rotate #222	59305	Vehicle Maintenance N
	01-200-000-0000-6302		48.68	oil change #206	59354	Vehicle Maintenance N
13934	The Tire Barn		111.36	2 Transactions		
13848	WYATT'S TOWING & Recovery 24-7					
	01-200-000-0000-6359		245.00	21002256 forfeiture	08/21/2021	Wrecker Service Y
	01-200-000-0000-6359		245.00	21002344 forfeiture	08/31/2021	Wrecker Service Y
	01-200-000-0000-6359		261.00	21002414 to be reimb	09-07-21	Wrecker Service Y

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
13848	WYATT'S TOWING & Recovery 24-7		751.00				
				3 Transactions			
200	DEPT Total:		6,418.10	Enforcement	15 Vendors	20 Transactions	
202	DEPT			Boat & Water			
9203	AT&T Mobility						
	01-202-000-0000-6250		88.15	#208 phone, squad pc	284297906116	Telephone	N
9203	AT&T Mobility		88.15		1 Transactions		
2340	Hyytinen Hardware Hank						
	01-202-000-0000-6409		9.98	fuses	1660670	Field Supplies	N
2340	Hyytinen Hardware Hank		9.98		1 Transactions		
202	DEPT Total:		98.13	Boat & Water	2 Vendors	2 Transactions	
252	DEPT			Corrections			
87615	Aitkin Medical Supply						
	01-252-000-0000-6262		15.00	oxygen gas fill 670 liter	3060064	Medical Expenses & Supplies - Inmates	N
	01-252-000-0000-6262		330.00	5L Oxygen Concentrator	3061367	Medical Expenses & Supplies - Inmates	N
87615	Aitkin Medical Supply		345.00		2 Transactions		
14005	American Tower Corporation						
	01-252-000-0000-6231		367.13	Jacobson tower lease	408635006	Services, Labor, Contracts	N
14005	American Tower Corporation		367.13		1 Transactions		
12106	Antoine Electric						
	01-252-000-0000-6590		855.36	florescent lamps	20489	Repair & Maintenance Supplies	Y
12106	Antoine Electric		855.36		1 Transactions		
9203	AT&T Mobility						
	01-252-000-0000-6250		49.92	dispatch phone	287297906116	Telephone	N
	01-252-000-0000-6250		49.92	transport phone	287297906116	Telephone	N
9203	AT&T Mobility		99.84		2 Transactions		
14568	Axon Enterprise, Inc						
	01-252-252-0000-6405		1,816.75	taser cartridges	INUS010371	Prisoner Welfare	N
14568	Axon Enterprise, Inc		1,816.75		1 Transactions		

Aitkin County



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

WLC1
9/14/21 1:45PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
163	Charter Communications Holdings LLC					
	01-252-252-0000-6405		196.87	inmate cable	6081082821	Prisoner Welfare N
163	Charter Communications Holdings LLC		196.87	1 Transactions		
5583	Crawford Supply Company					
	01-252-252-0000-6405		186.06	commissary supplies	1489261	Prisoner Welfare N
5583	Crawford Supply Company		186.06	1 Transactions		
10855	Culligan Water					
	01-252-000-0000-6231		55.00	monthly cooler rental	150X01253608	Services, Labor, Contracts N
10855	Culligan Water		55.00	1 Transactions		
88880	Datacomm Computers & Networks Inc					
	01-252-000-0000-6405		65.00	UPS replacement battery	14210	Office Supplies N
88880	Datacomm Computers & Networks Inc		65.00	1 Transactions		
1775	Galls LLC					
	01-252-000-0000-6410		258.85	jailer pants	019126778	Clothing Allowance N
	01-252-000-0000-6410		278.68	jailer uniform shirts	019155681	Clothing Allowance N
1775	Galls LLC		537.53	2 Transactions		
2340	Hyytinen Hardware Hank					
	01-252-000-0000-6405		9.03	hardware	1663279	Office Supplies N
2340	Hyytinen Hardware Hank		9.03	1 Transactions		
5503	Keefe Supply Company					
	01-252-000-0000-6418		347.28	snack cakes	1486468	Groceries N
	01-252-252-0000-6405		70.08	commissary supplies	1488260	Prisoner Welfare N
	01-252-252-0000-6405		21.12	commissary supplies	1489260	Prisoner Welfare N
5503	Keefe Supply Company		438.48	3 Transactions		
9046	Loffler Companies, Inc.					
	01-252-000-0000-6250		76.22	Sept phone bill	IN-80010460387	Telephone N
				09/01/2021		09/30/2021
9046	Loffler Companies, Inc.		76.22	1 Transactions		
13691	MEnd Correctional Care, PLLC					
	01-252-000-0000-6262		7,822.23	September healthcare services	6000	Medical Expenses & Supplies - Inmates 6
	01-252-000-0000-6262		2,295.00	Sept add'l nursing services	6000	Medical Expenses & Supplies - Inmates 6

Aitkin County



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

WLC1
9/14/21 1:45PM
1 General Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
13691	MEnd Correctional Care, PLLC			10,117.23				
					2 Transactions			
89765	Minnesota Elevator, Inc							
	01-252-000-0000-6231			191.91	September monthly service	926418	Services, Labor, Contracts	N
89765	Minnesota Elevator, Inc			191.91				
					1 Transactions			
935	MN Department Of Commerce							
	01-252-000-0000-6262			10.00	Outstanding chk #72493	58303	Medical Expenses & Supplies - Inmates	N
935	MN Department Of Commerce			10.00				
					1 Transactions			
3760	Palisade Cooperative Oil Assoc							
	01-252-201-0000-6610			84.21	transport 06/08/21	464517	Equipment	N
	01-252-201-0000-6610			47.28	transport 08/20/21	467236	Equipment	N
3760	Palisade Cooperative Oil Assoc			131.49				
					2 Transactions			
3789	Pan-O-Gold Baking Company							
	01-252-000-0000-6418			79.04	groceries	10002421238011	Groceries	N
	01-252-000-0000-6418			143.18	groceries	10002421245010	Groceries	N
3789	Pan-O-Gold Baking Company			222.22				
					2 Transactions			
3810	Paulbeck's County Market							
	01-252-000-0000-6424			27.23	EE cups	08/30/21	Inmate Supplies	N
3810	Paulbeck's County Market			27.23				
					1 Transactions			
10771	Regional Diagnostic Radiology							
	01-252-000-0000-6262			20.12	MTG RDR65612	08/08/21	Medical Expenses & Supplies - Inmates	6
10771	Regional Diagnostic Radiology			20.12				
					1 Transactions			
9295	Reinhart Foodservice							
	01-252-000-0000-6420			75.77	floor mat	696506	Food Service Supplies	N
	01-252-000-0000-6418			33.78	return breakfast patty sausage	732370	Groceries	N
	01-252-000-0000-6418			2,272.39	groceries	738210	Groceries	N
9295	Reinhart Foodservice			2,314.38				
					3 Transactions			
86235	The Office Shop Inc							
	01-252-000-0000-6405			15.26	dispatch - staples	1101093-1	Office Supplies	N
	01-252-000-0000-6405			64.95	toner Post 2	1101093-2	Office Supplies	N
	01-252-000-0000-6231			240.86	dispatch copier count	317780-0	Services, Labor, Contracts	N

WLC1
9/14/21 1:45PM
1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
86235	The Office Shop Inc					
		321.07		3 Transactions		
5295	Ziegler Inc					
	01-252-000-0000-6231	1,200.58	inspect 9NR04386	SI000065101	Services, Labor, Contracts	N
5295	Ziegler Inc	1,200.58		1 Transactions		
252	DEPT Total:	19,604.50	Corrections	23 Vendors	35 Transactions	
253	DEPT		Sentence to Serve			
9203	AT&T Mobility					
	01-253-000-0000-6250	38.23	STS air card	287297906116	Telephone	N
9203	AT&T Mobility	38.23		1 Transactions		
2340	Hyytinen Hardware Hank					
	01-253-000-0000-6405	39.99	hammer	1658625	Operating Supplies	N
	01-253-000-0000-6405	15.48	white gloss paint	1658794	Operating Supplies	N
	01-253-000-0000-6405	15.48	white gloss paint	1658932	Operating Supplies	N
	01-253-000-0000-6405	15.48	white gloss paint	1660068	Operating Supplies	N
2340	Hyytinen Hardware Hank	86.43		4 Transactions		
9046	Loffler Companies, Inc.					
	01-253-000-0000-6250	5.44	Sept phone bill	IN-80010460387	Telephone	N
			09/01/2021	09/30/2021		
9046	Loffler Companies, Inc.	5.44		1 Transactions		
253	DEPT Total:	130.10	Sentence to Serve	3 Vendors	6 Transactions	
255	DEPT		General Crime Victim Grant			
9046	Loffler Companies, Inc.					
	01-255-000-0000-6250	5.44	Sept phone bill	IN-80010460387	Telephone	N
			09/01/2021	09/30/2021		
9046	Loffler Companies, Inc.	5.44		1 Transactions		
255	DEPT Total:	5.44	General Crime Victim Grant	1 Vendors	1 Transactions	
257	DEPT		Community Corrections			
783	Canon Financial Services, Inc					
	01-257-000-0000-6342	104.86	COPIER CONTRACT	27292890	Office Equipment Rental/Contracts	N

Aitkin County



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

WLC1
9/14/21 1:45PM
1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
783	Canon Financial Services, Inc		104.86	08/20/2021 09/19/2021 1 Transactions			
9046	Loffler Companies, Inc. 01-257-000-0000-6220		54.44	Sept phone bill 09/01/2021 09/30/2021 1 Transactions	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.		54.44				
9360	Redwood Toxicology Laboratory, Inc. 01-257-267-0000-6274		480.00	TESTING SUPPLIES 07/14/2021 07/14/2021 1 Transactions	748160	Drug Testing Fee	6
9360	Redwood Toxicology Laboratory, Inc.		480.00				
6097	Verizon Wireless 01-257-257-0000-6215		164.68	AGENT CELL PHONES 07/24/2021 08/23/2021 1 Transactions	9886987917	Wireless Telephone Services	N
6097	Verizon Wireless		164.68				
257	DEPT Total:		803.98	Community Corrections	4 Vendors	4 Transactions	
390	DEPT			Environmental Health (FBL)			
4641	Holiday Credit Office 01-390-000-0000-6511		80.38	MONTHLY FUEL CHARGES 08/01/2021 08/31/2021 1 Transactions	1400000135321	Gas And Oil	N
4641	Holiday Credit Office		80.38				
9046	Loffler Companies, Inc. 01-390-000-0000-6250		27.22	Sept phone bill 09/01/2021 09/30/2021 1 Transactions	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.		27.22				
390	DEPT Total:		107.60	Environmental Health (FBL)	2 Vendors	2 Transactions	
391	DEPT			Solid Waste			
10452	AT&T Mobility 01-391-000-0000-6250		44.89	MONTHLY CELLULAR CHARGES 07/26/2021 08/25/2021	287301120814	Telephone	N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
9/14/21 1:45PM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
10452	AT&T Mobility		44.89	1 Transactions		
9046	Loffler Companies, Inc.					
	01-391-000-0000-6250		10.89	Sept phone bill 09/01/2021	IN-80010460387	Telephone N
9046	Loffler Companies, Inc.		10.89	1 Transactions		
2953	MACPZA					
	01-391-000-0000-6241		200.00	2021 MACPZA ANNUAL CONF 10/13/2021	090921	Registration Fee N
2953	MACPZA		200.00	1 Transactions		
11507	Waste Management of Minnesota, Inc					
	01-391-060-0000-6360		15,531.50	MONTHLY RECYCLING CONTRACT 08/01/2021	8535228087	Recycling Contract N
11507	Waste Management of Minnesota, Inc		15,531.50	1 Transactions		
391	DEPT Total:		15,787.28	Solid Waste	4 Vendors	4 Transactions
500	DEPT			Library And Historical Society		
90	Aitkin Co Historical Society					
	01-500-501-0000-6801		9,250.00	2ND 1/2 2021 APPROPRIATION	9/1/2021	Historical Society Appropriations N
90	Aitkin Co Historical Society		9,250.00	1 Transactions		
500	DEPT Total:		9,250.00	Library And Historical Society	1 Vendors	1 Transactions
600	DEPT			Ag Society, Soil & Water, Ag Inspect		
89856	Aitkin Co Agricultural Society					
	01-600-550-0000-6801		5,000.00	2ND 1/2 2021 AG SOCIETY APPROP	9/1/2021	Ag Society Appropriations N
89856	Aitkin Co Agricultural Society		5,000.00	1 Transactions		
2557	Kanabec County Auditor					
	01-600-552-0000-6836		10,079.00	2021 SNAKE RIVER WATERSHED	9/2/2021	Soil & Water Snake River Watershed N
2557	Kanabec County Auditor		10,079.00	1 Transactions		
600	DEPT Total:		15,079.00	Ag Society, Soil & Water, Ag Inspect	2 Vendors	2 Transactions
601	DEPT			Extension		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
9046	Loffler Companies, Inc. 01-601-000-0000-6250			5.44	Sept phone bill 09/01/2021	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.			5.44		1 Transactions		
11187	Regents Of The University of Minnesota 01-601-000-0000-6262			1,396.95	AUGUST 2021 SUMMER INTERN 07/19/2021	0300027695	Univ Of Minn Contracts	N
11187	Regents Of The University of Minnesota			1,396.95		1 Transactions		
601	DEPT Total:			1,402.39	Extension	2 Vendors	2 Transactions	
700	DEPT				Promotion,AEOA Tran,Airport,RC&D,Tourist			
5403	Aitkin Airport Commission 01-700-903-0000-6800			7,053.50	2ND 1/2 2021 APPROPRIATION 07/19/2021	9/1/2021	Aitkin Airport Appropriations	N
5403	Aitkin Airport Commission			7,053.50		1 Transactions		
175	City Of Mcgregor 01-700-903-0000-6801			7,300.00	2021 2ND 1/2 APPROPRIATION 07/19/2021	9/1/2021	Mcgregor Airport Appropriations	N
175	City Of Mcgregor			7,300.00		1 Transactions		
700	DEPT Total:			14,353.50	Promotion,AEOA Tran,Airport,RC&D,Tou	2 Vendors	2 Transactions	
711	DEPT				Economic Development			
9046	Loffler Companies, Inc. 01-711-000-0000-6250			5.44	Sept phone bill 09/01/2021	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.			5.44		1 Transactions		
711	DEPT Total:			5.44	Economic Development	1 Vendors	1 Transactions	
1	Fund Total:			147,272.76	General Fund		172 Transactions	

Aitkin County



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

WLC1
9/14/21 1:45PM
2 Reserves Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
49	DEPT		Information Technologies			
	14071 Marco Technologies LLC					
	02-049-190-0000-6402			INV9085784	Network Equipment Reserve Expense - ITN	
	14071 Marco Technologies LLC		5,699.93			
			5,699.93	1 Transactions		
49	DEPT Total:		5,699.93	1 Vendors		1 Transactions
2	Fund Total:		5,699.93	Reserves Fund		1 Transactions

Aitkin County



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

WLC1
9/14/21 1:45PM

3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated			
9699	LORRENS/DAVID					
	03-000-000-0000-5857		500.00	DEPOSIT REFUND		Culverts N
	03-000-000-0000-5857		1,419.79	ACTUAL COST DIFFERENCE REFUND		Culverts N
9699	LORRENS/DAVID		1,919.79	2 Transactions		
0	DEPT Total:		1,919.79	Undesignated	1 Vendors	2 Transactions
301	DEPT		R&B Administration			
10855	Culligan Water					
	03-301-000-0000-6400		55.00	WATER/COOLER RENTAL	STMT	Supplies And Materials N
10855	Culligan Water		55.00	1 Transactions		
11406	Innovative Office Solutions, LLC					
	03-301-000-0000-6400		118.37	OFFICE SUPPLIES	IN3471360	Supplies And Materials N
11406	Innovative Office Solutions, LLC		118.37	1 Transactions		
3195	MCCC LOCKBOX					
	03-301-000-0000-6400		146.78	Acrobat Pro DC S	2009132	Supplies And Materials N
				08/14/2020	11/10/2021	
3195	MCCC LOCKBOX		146.78	1 Transactions		
3334	MCIT					
	03-301-000-0000-6352		944.63	AUTO AUDIT 2020	PCAUTO514	Insurance N
3334	MCIT		944.63	1 Transactions		
9671	Pitney Bowes					
	03-301-000-0000-6205		81.30	LEASE	3104922718	Postage N
9671	Pitney Bowes		81.30	1 Transactions		
5128	Widseth Smith & Nolting Inc					
	03-301-000-0000-6241		3,445.00	ACHD GARAGE AREA	212943	Meeting/Conference Registration Fee N
5128	Widseth Smith & Nolting Inc		3,445.00	1 Transactions		
301	DEPT Total:		4,791.08	R&B Administration	6 Vendors	6 Transactions
303	DEPT		R&B Highway Maintenance			
195	Aitkin Tire Shop					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
9/14/21 1:45PM
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6590		200.00	REPAIR LABOR	0-060969	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		2,110.00	TIRES	0-060969	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		120.00	REPAIR LABOR	0-060977	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		60.00	REPAIR LABOR	0-061001	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		754.00	TIRES	0-061005	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		60.00	REPAIR LABOR	0-061016	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590		3,680.00	TIRES	0-061016	Repair & Maintenance Supplies	Y
195	Aitkin Tire Shop		6,984.00				
				7 Transactions			
12106	Antoine Electric						
	03-303-000-0000-6298		645.00	PALISADE SHOP	20515	Shop Maintenance	Y
12106	Antoine Electric		645.00				
				1 Transactions			
10452	AT&T Mobility						
	03-303-000-0000-6254		38.23	CAROL LAPTOP SERVICE	287303768387X0	Utilities-Gas and Electric	N
	03-303-000-0000-6254		38.23	MIKE LAPTOP SERVICE	287303768387X0	Utilities-Gas and Electric	N
10452	AT&T Mobility		76.46				
				2 Transactions			
14887	Cintas Corporation						
	03-303-000-0000-6298		16.06	SHOP LAUNDRY	4094285299	Shop Maintenance	N
	03-303-000-0000-6298		16.06	SHOP LAUNDRY	4094968067	Shop Maintenance	N
14887	Cintas Corporation		32.12				
				2 Transactions			
2763	Countryside Sanitation						
	03-303-000-0000-6254		111.15	AUG MCGREGOR	1073	Utilities-Gas and Electric	Y
	03-303-000-0000-6254		76.05	AUG PALISADE	960	Utilities-Gas and Electric	Y
2763	Countryside Sanitation		187.20				
				2 Transactions			
8622	Frontier						
	03-303-000-0000-6254		72.09	JACOBSON	218-752-6591	Utilities-Gas and Electric	N
	03-303-000-0000-6254		72.09	MCGREGOR	218-768-4481	Utilities-Gas and Electric	N
	03-303-000-0000-6254		72.09	PALISADE	218-845-2607	Utilities-Gas and Electric	N
	03-303-000-0000-6298		92.09	MCGRATH	320-592-3580	Shop Maintenance	N
8622	Frontier		308.36				
				4 Transactions			
1754	Garrison Disposal Company, Inc						
	03-303-000-0000-6254		140.28	AITKIN SHOP	174656	Utilities-Gas and Electric	N
1754	Garrison Disposal Company, Inc		140.28				
				1 Transactions			

Aitkin County



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

WLC1
9/14/21 1:45PM
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
2089	Heartland Tire Inc					
	03-303-000-0000-6590		100.00	REPAIR LABOR	15016193	Repair & Maintenance Supplies N
	03-303-000-0000-6590		33.00	REPAIR PARTS	16016193	Repair & Maintenance Supplies N
2089	Heartland Tire Inc		133.00	2 Transactions		
91187	Lake Country Power					
	03-303-000-0000-6254		52.02	JUL/AUG CSAH 14	141979801	Utilities-Gas and Electric N
	03-303-000-0000-6254		50.82	JUL/AUG CSAH 6	141979901	Utilities-Gas and Electric N
91187	Lake Country Power		102.84	2 Transactions		
2831	Little Falls Machine Inc					
	03-303-000-0000-6590		142.05	REPAIR PARTS	361679	Repair & Maintenance Supplies N
	03-303-000-0000-6590		589.06	REPAIR PARTS	361701	Repair & Maintenance Supplies N
2831	Little Falls Machine Inc		731.11	2 Transactions		
9046	Loffler Companies, Inc.					
	03-303-000-0000-6254		98.00	Sept phone bill 09/01/2021	IN-80010460387	Utilities-Gas and Electric N
9046	Loffler Companies, Inc.		98.00	1 Transactions		
12927	Midwest Machinery Co.					
	03-303-000-0000-6590		941.78	REPAIR PARTS	2453235	Repair & Maintenance Supplies N
	03-303-000-0000-6590		53.84	REPAIR PARTS	2465839	Repair & Maintenance Supplies N
12927	Midwest Machinery Co.		995.62	2 Transactions		
9692	Minnesota Energy Resources Corporation					
	03-303-000-0000-6298		50.56	NAT GAS: AITKIN SHOP	AUG	Shop Maintenance N
9692	Minnesota Energy Resources Corporation		50.56	1 Transactions		
9179	NORTH CENTRAL INTERNATIONAL, LLC					
	03-303-000-0000-6590		1,031.68	REPAIR PARTS	X220018774:01	Repair & Maintenance Supplies N
9179	NORTH CENTRAL INTERNATIONAL, LLC		1,031.68	1 Transactions		
8436	Northland Parts					
	03-303-000-0000-6590		38.17	REPAIR PARTS	429310	Repair & Maintenance Supplies N
	03-303-000-0000-6590		46.32	REPAIR PARTS	429963	Repair & Maintenance Supplies N
	03-303-000-0000-6590		89.95	REPAIR PARTS	431039	Repair & Maintenance Supplies N
8436	Northland Parts		174.44	3 Transactions		

Aitkin County



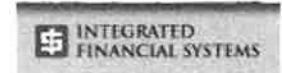
WLC1
9/14/21 1:45PM
3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 25

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
10720	Nuss Truck Group Inc					
	03-303-000-0000-6590		208.02	REPAIR PARTS	6141083P	Repair & Maintenance Supplies N
10720	Nuss Truck Group Inc		208.02		1 Transactions	
10412	O'Reilly Auto Parts					
	03-303-000-0000-6590		32.16	REPAIR PARTS	1878-498525	Repair & Maintenance Supplies N
	03-303-000-0000-6298		47.76	AITKIN SHOP SUPPLIES	1878-498933	Shop Maintenance N
10412	O'Reilly Auto Parts		79.92		2 Transactions	
14861	Parman Energy Group					
	03-303-000-0000-6590		350.00	REPAIR PARTS-DEF	0983337-IN	Repair & Maintenance Supplies N
	03-303-000-0000-6590		266.00	REPAIR PARTS-DEF	0983338-IN	Repair & Maintenance Supplies N
	03-303-000-0000-6298		1,710.00	MCGREGOR SHOP	0983342-IN	Shop Maintenance N
	03-303-000-0000-6590		515.20	REPAIR PARTS-DEF	0983399-IN	Repair & Maintenance Supplies N
14861	Parman Energy Group		2,841.20		4 Transactions	
4070	Riley Auto Supply					
	03-303-000-0000-6298		100.00	AITKIN SHOP SUPPLIES	626677	Shop Maintenance N
	03-303-000-0000-6298		151.79	AITKIN SHOP SUPPLIES	626679	Shop Maintenance N
	03-303-000-0000-6590		34.99	REPAIR PARTS	626679	Repair & Maintenance Supplies N
	03-303-000-0000-6298		319.99	AITKIN SHOP SUPPLIES	626687	Shop Maintenance N
	03-303-000-0000-6590		73.82	REPAIR PARTS	626701	Repair & Maintenance Supplies N
	03-303-000-0000-6590		199.99	REPAIR PARTS	626837	Repair & Maintenance Supplies N
	03-303-000-0000-6590		429.06	REPAIR PARTS	626857	Repair & Maintenance Supplies N
	03-303-000-0000-6590		11.78	REPAIR PARTS	626951	Repair & Maintenance Supplies N
	03-303-000-0000-6590		12.99	REPAIR PARTS	627001	Repair & Maintenance Supplies N
	03-303-000-0000-6590		89.13	REPAIR PARTS	627044	Repair & Maintenance Supplies N
	03-303-000-0000-6590		260.00	REPAIR PARTS	627100	Repair & Maintenance Supplies N
	03-303-000-0000-6298		34.99	AITKIN SHOP SUPPLIES	627253	Shop Maintenance N
4070	Riley Auto Supply		1,718.53		12 Transactions	
8208	Royal Tire, Inc					
	03-303-000-0000-6590		1,058.64	TIRES	317-47000	Repair & Maintenance Supplies N
	03-303-000-0000-6590		2,583.76	TIRES	317-47126	Repair & Maintenance Supplies N
8208	Royal Tire, Inc		3,642.40		2 Transactions	
9176	SPARKY'S TOOLS, LLC					
	03-303-000-0000-6590		190.98	REPAIR PARTS	D 92452	Repair & Maintenance Supplies N

Aitkin County



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

WLC1
9/14/21 1:45PM
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9176	SPARKY'S TOOLS, LLC		190.98	1 Transactions		
90805	Temco					
	03-303-000-0000-6521		96.00	REPAIR STORM DRAIN	26218	Maintenance Supplies Y
90805	Temco		96.00	1 Transactions		
13934	The Tire Barn					
	03-303-000-0000-6590		162.00	REPAIR LABOR	59412	Repair & Maintenance Supplies Y
	03-303-000-0000-6590		258.88	REPAIR PARTS	59412	Repair & Maintenance Supplies Y
13934	The Tire Barn		420.88	2 Transactions		
12125	Titan Machinery					
	03-303-000-0000-6590		607.41	REPAIR PARTS	15981551 GP	Repair & Maintenance Supplies N
12125	Titan Machinery		607.41	1 Transactions		
8364	Towmaster, Inc					
	03-303-000-0000-6590		45.75	REPAIR PARTS	442037	Repair & Maintenance Supplies N
8364	Towmaster, Inc		45.75	1 Transactions		
303	DEPT Total:		21,541.76	R&B Highway Maintenance	25 Vendors	60 Transactions
307	DEPT			R&B Capital Infrastructure		
8694	Department of Transportation					
	03-307-000-0000-6260		2,242.79	JOB COST TRANSFERS	P00013574	Professional Services N
8694	Department of Transportation		2,242.79	1 Transactions		
307	DEPT Total:		2,242.79	R&B Capital Infrastructure	1 Vendors	1 Transactions
308	DEPT			R&B Equipment & Facilities		
9549	PROJECT ONE CONSTRUCTION, INC.					
	03-308-000-0000-6600		39,391.13	FINAL CONTRACT PMT	008 FINAL	Capital Outlay-Facilities N
9549	PROJECT ONE CONSTRUCTION, INC.		39,391.13	1 Transactions		
308	DEPT Total:		39,391.13	R&B Equipment & Facilities	1 Vendors	1 Transactions
3	Fund Total:		69,886.55	Road & Bridge		70 Transactions

WLC1
 9/14/21 1:45PM
 5 Health & Human Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
400	DEPT			Public Health Department			
12106	Antoine Electric 05-400-440-0410-6422		79.83	T-8 Florescent lamps 07/30/2021	20489	Janitorial Supplies	Y
	12106 Antoine Electric		79.83		1 Transactions		
10855	Culligan Water 05-400-440-0410-6301		20.62	Cooler Rental Service 09/01/2021	150-10016285-1	Equipment Lease/Space Rental	N
	10855 Culligan Water		20.62		1 Transactions		
2340	Hyytinen Hardware Hank 05-400-440-0410-6422		0.63	Hose Shut Off 08/27/2021	1663122	Janitorial Supplies	N
	2340 Hyytinen Hardware Hank		0.63		1 Transactions		
9046	Loffler Companies, Inc. 05-400-440-0410-6250		9.15	Sept phone bill 09/01/2021	IN-80010460387	Telephone	N
	05-400-440-0410-6250		2.29	Sept phone bill 09/01/2021	IN-80010460387	Telephone	N
	05-400-440-0410-6250		65.33	Sept phone bill 09/01/2021	IN-80010460387	Telephone	N
	9046 Loffler Companies, Inc.		76.77		3 Transactions		
3195	MCCC LOCKBOX 05-400-440-0410-6239		10.27	Acrobat Pro DC S 08/14/2020	2009132	Software Fees/License Fees	N
	05-400-440-0410-6239		73.39	Acrobat Pro DC S 08/14/2020	2009132	Software Fees/License Fees	N
	3195 MCCC LOCKBOX		83.66		2 Transactions		
9694	Midwest Lock & Door, Inc. 05-400-440-0410-6231		60.20	Re-Key HHS door locks 08/18/2021	5877	Services, Labor, Contracts	Y
	9694 Midwest Lock & Door, Inc.		60.20		1 Transactions		
89765	Minnesota Elevator, Inc 05-400-440-0410-6300		27.13	Elevator Service - Sept '21	926004	Maintenance/Service Contracts	N

Aitkin County



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

WLC1
9/14/21 1:45PM
5 Health & Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
89765	Minnesota Elevator, Inc		27.13	09/01/2021 09/30/2021	1 Transactions		
86235	The Office Shop Inc 05-400-440-0410-6405		2.17	Agency-Steno Notebooks 08/31/2021	1100861-0	Office Supplies	N
	05-400-440-0410-6405		11.32	PH-Staples 08/31/2021	110861-0	Office Supplies	N
	05-400-440-0410-6300		127.01	Mailrm-Copier Contract IRC5560 08/26/2021	317783-0	Maintenance/Service Contracts	N
86235	The Office Shop Inc		140.50		3 Transactions		
400	DEPT Total:		489.34	Public Health Department	8 Vendors	13 Transactions	
420	DEPT			Income Maintenance			
12106	Antoine Electric 05-420-600-4800-6422		188.18	T-8 Florescent lamps 07/30/2021	20489	Janitorial Supplies	Y
12106	Antoine Electric		188.18		1 Transactions		
10855	Culligan Water 05-420-600-4800-6301		48.63	Cooler Rental Service 09/01/2021	150-10016285-1	Equipment Lease/Space Rental	N
10855	Culligan Water		48.63		1 Transactions		
2340	Hyytinen Hardware Hank 05-420-600-4800-6422		1.48	Hose Shut Off 08/27/2021	1663122	Janitorial Supplies	N
2340	Hyytinen Hardware Hank		1.48		1 Transactions		
9046	Loffler Companies, Inc. 05-420-600-4800-6250		21.56	Sept phone bill 09/01/2021	IN-80010460387	Telephone	N
	05-420-600-4800-6250		5.39	Sept phone bill 09/01/2021	IN-80010460387	Telephone	N
	05-420-600-4800-6250		59.88	Sept phone bill 09/01/2021	IN-80010460387	Telephone	N
	05-420-640-4800-6250		32.66	Sept phone bill 09/01/2021	IN-80010460387	Telephone	N

Aitkin County



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

WLC1
9/14/21 1:45PM
5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9046	Loffler Companies, Inc.		119.49	4 Transactions		
3195	MCCC LOCKBOX					
	05-420-600-4800-6239		24.22	Acrobat Pro DC S 08/14/2020	2009132	Software Fees/License Fees N
	05-420-640-4800-6239		220.17	Acrobat Pro DC S 08/14/2020	2009132	Software Fees/License Fees N
3195	MCCC LOCKBOX		244.39	2 Transactions		
9694	Midwest Lock & Door, Inc.					
	05-420-600-4800-6231		141.90	Re-Key HHS door locks 08/18/2021	5877	Services, Labor, Contracts Y
9694	Midwest Lock & Door, Inc.		141.90	1 Transactions		
89765	Minnesota Elevator, Inc					
	05-420-600-4800-6300		63.95	Elevator Service - Sept '21 09/01/2021 09/30/2021	926004	Maintenance/Service Contracts N
89765	Minnesota Elevator, Inc		63.95	1 Transactions		
86235	The Office Shop Inc					
	05-420-600-4800-6405		5.11	Agency-Steno Notebooks 08/31/2021	1100861-0	Office Supplies N
	05-420-600-4800-6300		299.38	Mailrm-Copier Contract IRC5560 08/26/2021	317783-0	Maintenance/Service Contracts N
	05-420-640-4800-6300		38.55	CS-Copier Contract IRC5550III 08/26/2021	317783-0	Maintenance/Service Contracts N
86235	The Office Shop Inc		343.04	3 Transactions		
420	DEPT Total:		1,151.06	Income Maintenance	8 Vendors	14 Transactions
430	DEPT			Social Services		
12106	Antoine Electric					
	05-430-700-4800-6422		302.23	T-8 Florescent lamps 07/30/2021	20489	Janitorial Supplies Y
12106	Antoine Electric		302.23	1 Transactions		
10855	Culligan Water					
	05-430-700-4800-6301		78.10	Cooler Rental Service 09/01/2021 09/30/2021	150-10016285-1	Equipment Lease/Space Rental N

Aitkin County



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

WLC1
9/14/21 1:45PM
5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
10855	Culligan Water		78.10			
				1 Transactions		
2340	Hyytinen Hardware Hank 05-430-700-4800-6422		2.38	Hose Shut Off 08/27/2021	1663122	Janitorial Supplies N
2340	Hyytinen Hardware Hank		2.38			
				1 Transactions		
9046	Loffler Companies, Inc. 05-430-700-4800-6250		34.62	Sept phone bill 09/01/2021	IN-80010460387	Telephone N
	05-430-700-4800-6250		8.65	Sept phone bill 09/01/2021	IN-80010460387	Telephone N
	05-430-700-4800-6250		136.11	Sept phone bill 09/01/2021	IN-80010460387	Telephone N
9046	Loffler Companies, Inc.		179.38			
				3 Transactions		
3195	MCCC LOCKBOX 05-430-700-4800-6239		38.90	Acrobat Pro DC S 08/14/2020	2009132	Software Fees/License Fees N
3195	MCCC LOCKBOX		38.90			
				1 Transactions		
3334	MCIT 05-430-700-4800-6352		272.21	AUTO AUDIT 2020	PCAUTO514	Insurance-Vehicles/Equipment/Liability N
3334	MCIT		272.21			
				1 Transactions		
9694	Midwest Lock & Door, Inc. 05-430-700-4800-6231		227.90	Re-Key HHS door locks 08/18/2021	5877	Services, Labor, Contracts Y
9694	Midwest Lock & Door, Inc.		227.90			
				1 Transactions		
89765	Minnesota Elevator, Inc 05-430-700-4800-6300		102.70	Elevator Service - Sept '21 09/01/2021	926004	Maintenance/Service Contracts N
89765	Minnesota Elevator, Inc		102.70			
				09/30/2021 1 Transactions		
86235	The Office Shop Inc 05-430-700-4800-6405		12.66	SS-Name Plate (Andrea) 08/20/2021	1100195-0	Office Supplies N
	05-430-700-4800-6405		8.20	Agency-Steno Notebooks	1100861-0	Office Supplies N

Aitkin County



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 31

WLC1
9/14/21 1:45PM
5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	05-430-700-4800-6300		08/31/2021 Mailrm-Copier Contract IRC5560	317783-0	Maintenance/Service Contracts	N
	86235 The Office Shop Inc		08/26/2021 3 Transactions			
430	DEPT Total:		1,705.49 Social Services	9 Vendors	13 Transactions	
5	Fund Total:		3,345.89 Health & Human Services		40 Transactions	

Aitkin County



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

WLC1
9/14/21 1:45PM
9 State

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
0	DEPT			Undesignated			
4580	Mn Dept Of Finance						
	09-000-000-0000-2022		112.00	Birth-Feb 2021		Birth/Death Surcharges	N
	09-000-000-0000-2022		440.00	Death-Feb 2021		Birth/Death Surcharges	N
	09-000-000-0000-2022		216.00	Birth-Mar 2021		Birth/Death Surcharges	N
	09-000-000-0000-2022		404.00	Death-Mar 2021		Birth/Death Surcharges	N
	09-000-000-0000-2024		84.00	Children-Feb 2021		St Share Of Birth Cert.-Children	N
	09-000-000-0000-2021		162.00	Children-Mar 2021		St Share Of Birth Cert.-Children	N
	09-000-000-0000-2030		960.00	Aug 2021		State Fees, Assessments & Surcharges	N
	09-000-000-0000-2031		12.00	Torrens-Feb 2021		Real Estate Assurance (Was 5874 And €	N
	09-000-000-0000-2031		25.50	Torrens-Mar 2021		Real Estate Assurance (Was 5874 And €	N
	09-000-000-0000-2036		5,082.00	State Gen - Feb 2021		Recording Surcharges (Was 5871 & 6281)N	
	09-000-000-0000-2036		280.00	State Leg - Feb 2021		Recording Surcharges (Was 5871 & 6281)N	
	09-000-000-0000-2036		6,751.50	State Gen - Mar 2021		Recording Surcharges (Was 5871 & 6281)N	
	09-000-000-0000-2036		540.00	State Leg - Mar 2021		Recording Surcharges (Was 5871 & 6281)N	
4580	Mn Dept Of Finance		15,069.00		13	Transactions	
3375	Mn Dept Of Health						
	09-000-000-0000-2027		765.00	State Well Cert - Mar 2021		State Well Cert Fees (Was 5097 & 6203)	N
	09-000-000-0000-2027		595.00	State Well Cert - Feb 2021		State Well Cert Fees (Was 5097 & 6203)	N
3375	Mn Dept Of Health		1,360.00		2	Transactions	
0	DEPT Total:		16,429.00	Undesignated	2 Vendors	15 Transactions	
9	Fund Total:		16,429.00	State		15 Transactions	

Aitkin County



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

WLC1
9/14/21 1:45PM
10 Trust

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
900	DEPT			Timber Permit Bonds			
935	MN Department Of Commerce 10-900-000-0000-2300		129.00	Outstanding chk #73530	58303	Timber Permit Bonds	N
935	MN Department Of Commerce		129.00	1 Transactions			
900	DEPT Total:		129.00	Timber Permit Bonds	1 Vendors	1 Transactions	
921	DEPT			Co. Development			
9046	Loffler Companies, Inc. 10-921-000-0000-6250		5.44	Sept phone bill 09/01/2021 09/30/2021	IN-80010460387	Telephone	N
	10-921-000-0000-6250		5.44	Sept phone bill 09/01/2021 09/30/2021	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.		10.88	2 Transactions			
921	DEPT Total:		10.88	Co. Development	1 Vendors	2 Transactions	
923	DEPT			Forfeited Tax Sales			
170	Aitkin Motor Company 10-923-000-0000-6590		864.27	VEHICLE REPAIRS 08/08/2021 08/26/2021	1012	Repair & Maintenance Supplies	N
170	Aitkin Motor Company		864.27	1 Transactions			
9657	Applied Insights North 10-923-000-0000-6231		1,275.00	STRATEGIC PLAN UPDATE 06/29/2021 08/31/2021	21-15	Services, Labor, Contracts	Y
9657	Applied Insights North		1,275.00	1 Transactions			
10452	AT&T Mobility 10-923-000-0000-6250		701.66	CELL PHONE 07/26/2021 08/25/2021	287302631438	Telephone	N
10452	AT&T Mobility		701.66	1 Transactions			
86467	Auto Value Aitkin 10-923-000-0000-6590		14.99	LIFT SUPPORT - #666	40185506	Repair & Maintenance Supplies	N
86467	Auto Value Aitkin		14.99	1 Transactions			
13725	Beartooth True Value						

Aitkin County



WLC1
9/14/21 1:45PM
10 Trust

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
13725	10-923-000-0000-6590 Beartooth True Value		HARDWARE 1 Transactions	1009	Repair & Maintenance Supplies	N
10855	10-923-000-0000-6231 Culligan Water		WATER 09/01/2021 09/30/2021 1 Transactions	09022021	Services, Labor, Contracts	N
10855	Culligan Water		45.00			
88880	10-923-000-0000-6405 Datacomm Computers & Networks Inc		BATTERY REPLACEMENT 1 Transactions	14145	Office Supplies	N
88880	Datacomm Computers & Networks Inc		165.00			
1430	10-923-000-0000-6450 Dotzler Power Equipment		TOOL 1 Transactions	22753	Small Equipment: Phones,Chairs,Tools,ε	N
1430	Dotzler Power Equipment		579.99			
9697	10-923-000-0000-6820 Estate of Jack Blakesley		REFUND TIMBER SALE 1 Transactions	09082021	Refunds & Reimbursements	N
9697	Estate of Jack Blakesley		500.00			
1754	10-923-000-0000-6231 Garrison Disposal Company, Inc		GARBAGE - LAND DEPT. 08/05/2021 08/26/2021 1 Transactions	174613	Services, Labor, Contracts	N
1754	Garrison Disposal Company, Inc		110.30			
9046	10-923-000-0000-6250 Loffler Companies, Inc.		Sept phone bill 09/01/2021 09/30/2021 1 Transactions	IN-80010460387	Telephone	N
9046	Loffler Companies, Inc.		76.22			
3195	10-923-000-0000-6405 MCCC LOCKBOX		Acrobat Pro DC S 08/14/2020 11/10/2021 1 Transactions	2009132	Office Supplies	N
3195	MCCC LOCKBOX		146.78			
9692	10-923-000-0000-6254 Minnesota Energy Resources Corporation		GAS FOR SHOP 07/27/2021 08/24/2021	3831491805	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		93.38			

WLC1
 9/14/21 1:45PM
 10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
9692	Minnesota Energy Resources Corporation		93.38				
				1 Transactions			
13403	Siggy's Small Engine Repair LLC						
	10-923-000-0000-6590		198.35	POLARIS SPORTSMAN 400 REPAIR	083121	Repair & Maintenance Supplies	Y
13403	Siggy's Small Engine Repair LLC		198.35				
				1 Transactions			
86235	The Office Shop Inc						
	10-923-000-0000-6405		4.59	RUBBER BANDS	108	Office Supplies	N
				08/13/2021	08/13/2021		
86235	The Office Shop Inc		4.59				
				1 Transactions			
12788	Timmer Implement of Aitkin						
	10-923-000-0000-6590		112.85	SKIDSTEER REPAIR	20555/20619	Repair & Maintenance Supplies	N
				08/17/2021	08/27/2021		
12788	Timmer Implement of Aitkin		112.85				
				1 Transactions			
923	DEPT Total:		5,026.28	Forfeited Tax Sales	16 Vendors	16 Transactions	
10	Fund Total:		5,166.16	Trust		19 Transactions	

Aitkin County



WLC1
9/14/21 1:45PM
11 Forest Development

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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
925	DEPT		Resource Management			
3334	MCIT					
	11-925-000-0000-6352		298.87	AUTO AUDIT 2020	PCAUTO514	Insurance
	3334	MCIT	298.87	1 Transactions		N
925	DEPT Total:		298.87	Resource Management	1 Vendors	1 Transactions
939	DEPT		County Surveyor			
10452	AT&T Mobility					
	11-939-000-0000-6250		115.17	CELL PHONE	287302631438	Telephone
				07/26/2021		
	10452	AT&T Mobility	115.17	08/25/2021		
				1 Transactions		
15226	Data Activation Center					
	11-939-000-0000-6405		5.47	VNET OVERAGE	116749	Office Supplies
	15226	Data Activation Center	5.47	1 Transactions		N
86235	The Office Shop Inc					
	11-939-000-0000-6405		17.98	USB FLASH DRIVE	108	Office Supplies
				08/23/2021		
	86235	The Office Shop Inc	17.98	08/23/2021		
				1 Transactions		
939	DEPT Total:		138.62	County Surveyor	3 Vendors	3 Transactions
11	Fund Total:		437.49	Forest Development		4 Transactions

Aitkin County



WLC1
9/14/21 1:45PM
13 Taxes & Penalties

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
943	DEPT			Taxes And Penalties			
999999000	The Estate of Linda Borreson 13-943-000-0000-2001		53.06	Replace Warr# 76215	13-1-079200	Cur - Property Taxes	N
999999000	The Estate of Linda Borreson		53.06	1 Transactions			
943	DEPT Total:		53.06	Taxes And Penalties	1 Vendors	1 Transactions	
13	Fund Total:		53.06	Taxes & Penalties		1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

WLC1
9/14/21 1:45PM
19 Long Lake Conservation Cer

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
521	DEPT			LLCC Administration			
2763	Countryside Sanitation 19-521-000-0000-6255		105.30	SEPT GARBAGE PICK UP 08/01/2021 08/31/2021	992	Garbage	Y
				1 Transactions			
2763	Countryside Sanitation		105.30				
3334	MCIT 19-521-000-0000-6352		349.64-	AUTO AUDIT 2020	PCAUTO514	Insurance	N
3334	MCIT		349.64-	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea 19-521-000-0000-6254		469.45	ENERGY CENTER ELEC 08/01/2021 08/31/2021	27-13-005-02	Utilities-Gas and Electric	N
	19-521-000-0000-6254		658.42	DINING HALL ELEC. 08/01/2021 08/31/2021	27-13-006-01	Utilities-Gas and Electric	N
	19-521-000-0000-6254		498.71	DORM-ELEC 08/01/2021 08/31/2021	27-13-007-03	Utilities-Gas and Electric	N
	19-521-000-0000-6254		85.76	PARKING LOT ELEC 08/01/2021 08/31/2021	27-13-008-01	Utilities-Gas and Electric	N
	19-521-000-0000-6254		181.53	STAFF RES. ELEC 08/01/2021 08/31/2021	27-13-009-01	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		1,893.87	5 Transactions			
14812	SCI Broadband/Savage Communications 19-521-000-0000-6250		826.34	NEW MONTHLY PHONE SERVICE 09/01/2021 09/30/2021	024-033167	Telephone	N
				1 Transactions			
14812	SCI Broadband/Savage Communications		826.34				
521	DEPT Total:		2,475.87	LLCC Administration	4 Vendors	8 Transactions	
523	DEPT			LLCC Food			
5662	McGregor Dairy,Inc 19-523-000-0000-6420		177.50	DAIRY ITEMS 08/17/2021 08/17/2021	402438	Food Service Supplies	N
	19-523-000-0000-6420		109.03	DAIRY 08/31/2021 08/31/2021	402480	Food Service Supplies	N
5662	McGregor Dairy,Inc		286.53	2 Transactions			
3810	Paulbeck's County Market						

Aitkin County



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

WLC1
9/14/21 1:45PM
19 Long Lake Conservation Cer

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	19-523-000-0000-6420		112.26	FOOD ITEMS 08/31/2021 08/31/2021	7684653	Food Service Supplies N
	19-523-000-0000-6420		109.60	FOOD ITEMS 08/04/2021 08/04/2021	7684653	Food Service Supplies N
	19-523-000-0000-6420		191.98	FOOD ITEMS 08/04/2021 08/04/2021	7684653	Food Service Supplies N
3810	Paulbeck's County Market		413.84	3 Transactions		
4761	Sysco Minnesota Inc 19-523-000-0000-6420		597.20	FOOD ITEMS 08/31/2021 08/31/2021	153988899	Food Service Supplies N
4761	Sysco Minnesota Inc		597.20	1 Transactions		
4968	Upper Lakes Foods, Inc 19-523-000-0000-6420		1,103.73	FOOD ITEMS 08/31/2021 08/31/2021	869339-00	Food Service Supplies N
4968	Upper Lakes Foods, Inc		1,103.73	1 Transactions		
523	DEPT Total:		2,401.30	LLCC Food	4 Vendors	7 Transactions
524	DEPT			LLCC Maintenance		
86467	Auto Value Aitkin 19-524-000-0000-6302		13.99	AIR HANDLER BELT 08/12/2021 08/12/2021	40184892	Vehicle Maintenance N
	19-524-000-0000-6302		935.94	GOLF CART BATTERIES (6) 08/31/2021 08/31/2021	40185939	Vehicle Maintenance N
86467	Auto Value Aitkin		949.93	2 Transactions		
13725	Beartooth True Value 19-524-000-0000-6590		194.30	MAINTENANCE SUPPLIES 08/01/2021 08/31/2021	1075	Repair & Maintenance Supplies N
13725	Beartooth True Value		194.30	1 Transactions		
524	DEPT Total:		1,144.23	LLCC Maintenance	2 Vendors	3 Transactions
19	Fund Total:		6,021.40	Long Lake Conservation Center		18 Transactions

WLC1
9/14/21 1:45PM
21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
520	DEPT			Parks			
13725	Beartooth True Value 21-520-000-0000-6231		42.99	VISPO 08/04/2021 08/04/2021	1009	Services, Labor, Contracts	N
	21-520-000-0000-6523		29.48	OFFICE DOOR 08/24/2021 08/24/2021	1009	Misc Bldg & Shop Supplies	N
13725	Beartooth True Value		72.47		2 Transactions		
10083	Cedarbrook Lumber Comp 21-520-000-0000-6231		1,058.46	VISPO CABIN PROJECT 08/05/2021 08/26/2021	0344	Services, Labor, Contracts	N
10083	Cedarbrook Lumber Comp		1,058.46		1 Transactions		
2763	Countryside Sanitation 21-520-000-0000-6231	Q	292.50	GARBAGE - BERGLUND PK 09/01/2021 09/30/2021	1044	Services, Labor, Contracts	Y
2763	Countryside Sanitation		292.50		1 Transactions		
14455	Dependable Demolition 21-520-000-0000-6523		2,840.00	VISPO CABIN PROJECT	000449	Misc Bldg & Shop Supplies	Y
14455	Dependable Demolition		2,840.00		1 Transactions		
7525	Hometown Bldg Supply 21-520-000-0000-6523		55.49	VISPO CABIN PROJECT	2108-042807	Misc Bldg & Shop Supplies	N
7525	Hometown Bldg Supply		55.49		1 Transactions		
2340	Hyytinen Hardware Hank 21-520-000-0000-6590	B	161.08	HARDWARE - PARKS	9277364	Repair & Maintenance Supplies	N
	21-520-000-0000-6590		311.29	MISC SUPPLIES 08/03/2021 08/31/2021	9277364	Repair & Maintenance Supplies	N
2340	Hyytinen Hardware Hank		472.37		2 Transactions		
9354	Kangas Enterprise, Inc 21-520-000-0000-6231	Q	125.00	JACOBSON REST AREA 08/13/2021 08/13/2021	20590	Services, Labor, Contracts	N
9354	Kangas Enterprise, Inc		125.00		1 Transactions		
3334	MCIT 21-520-000-0000-6352		16.54	AUTO AUDIT 2020	PCAUTO514	Insurance	N

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3334	MCIT		16.54-				
				1 Transactions			
9075	On Site Companies, Inc.						
	21-520-000-0000-6231	Q	174.00	SATELLITE - ROUND LAKE	1193551	Services, Labor, Contracts	N
				08/01/2021 08/31/2021			
	21-520-000-0000-6231	Q	112.00	SATELLITE - BLIND LAKE	1193552	Services, Labor, Contracts	N
				08/01/2021 08/31/2021			
	21-520-000-0000-6231	Q	112.00	SATELLITE - SWATARA	1193553	Services, Labor, Contracts	N
				08/01/2021 08/31/2021			
	21-520-000-0000-6231	Q	303.00	SATELLITE - LONE LAKE BEACH	1193554	Services, Labor, Contracts	N
				08/01/2021 08/31/2021			
	21-520-000-0000-6231	Q	112.00	SATELLITE - LAWLER PARKING LOT	1193555	Services, Labor, Contracts	N
				08/01/2021 08/31/2021			
	21-520-000-0000-6231	Q	112.00	SATELLITE - MCGREGOR PARKING	1193556	Services, Labor, Contracts	N
				08/01/2021 08/31/2021			
	21-520-000-0000-6231	Q	112.00	SATELLITE - MCGRATH PARKING	1193557	Services, Labor, Contracts	N
				08/01/2021 08/31/2021			
	21-520-000-0000-6231	Q	112.00	SATELLITE - AXTELL RIDING AREA	1193558	Services, Labor, Contracts	N
				08/01/2021 08/31/2021			
9075	On Site Companies, Inc.		1,149.00	8 Transactions			
15211	Quality Disposal Systems Inc						
	21-520-000-0000-6231		187.20	GARBAGE SERVICE - SNAKE RIVER	1187622	Services, Labor, Contracts	N
				08/01/2021 08/31/2021			
15211	Quality Disposal Systems Inc		187.20	1 Transactions			
90805	Temco						
	21-520-000-0000-6523		113.40	VISPO CABIN PROJECT	26219	Misc Bldg & Shop Supplies	Y
90805	Temco		113.40	1 Transactions			
86235	The Office Shop Inc						
	21-520-000-0000-6231		56.02	BULLETIN BD - VISPO	108	Services, Labor, Contracts	N
				08/24/2021 08/24/2021			
86235	The Office Shop Inc		56.02	1 Transactions			
9617	Timber Lakes Septic Service, Inc.						
	21-520-000-0000-6231	Q	120.00	SEPTIC SERVICE - AITKIN CAMPGR	25250	Services, Labor, Contracts	N
				08/23/2021 08/23/2021			
	21-520-000-0000-6231	Q	120.00	SEPTIC SERVICE - BERGLUND PARK	25251	Services, Labor, Contracts	N

WLC1
 9/14/21 1:45PM
 21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9617	Timber Lakes Septic Service, Inc.		240.00	08/23/2021	08/23/2021 2 Transactions		
12788	Timmer Implement of Aitkin 21-520-000-0000-6523		18.46			Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		174.93			Misc Bldg & Shop Supplies	N
12788	Timmer Implement of Aitkin		193.39		2 Transactions		
11507	Waste Management of Minnesota, Inc 21-520-000-0000-6231		91.26	GARBAGE SERVICE - AITKIN CAMP 08/01/2021	6710311-1767-2 08/31/2021	Services, Labor, Contracts	N
	21-520-000-0000-6231		91.26	GARBAGE SERVICE - JACOBSON 08/01/2021	6850240-0412-7 08/31/2021	Services, Labor, Contracts	N
11507	Waste Management of Minnesota, Inc		182.52		2 Transactions		
5128	Widseth Smith & Nolting Inc 21-520-000-0000-6808		2,550.00	NORTHWOODS REGIONAL TRAIL	212829	State Grant-Other	N
5128	Widseth Smith & Nolting Inc		2,550.00		1 Transactions		
520	DEPT Total:		9,571.28	Parks	16 Vendors	28 Transactions	
21	Fund Total:		9,571.28	Parks		28 Transactions	
	Final Total:		263,883.52	244 Vendors	368 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	147,272.76	General Fund
	2	5,699.93	Reserves Fund
	3	69,886.55	Road & Bridge
	5	3,345.89	Health & Human Services
	9	16,429.00	State
	10	5,166.16	Trust
	11	437.49	Forest Development
	13	53.06	Taxes & Penalties
	19	6,021.40	Long Lake Conservation Center
	21	9,571.28	Parks
All Funds		263,883.52	Total

Approved by, _____

Aitkin County



WLC1
9/9/21 8:51AM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

R&B/I.T./Contegrity/Postage

WLC1
9/9/21 8:51AM

Aitkin County



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

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
44	DEPT		Central Services			
13722	Quadient Finance USA, Inc.					
	01-044-048-0000-6205		Postage 8/23/2021	8018666	Postage	N
13722	Quadient Finance USA, Inc.					
		3,500.00				
		3,500.00		1 Transactions		
44	DEPT Total:		3,500.00	Central Services	1 Vendors	1 Transactions
49	DEPT		Information Technologies			
9572	ArchKey Technologies					
	01-049-000-0000-6231		REPLACEMENT CAMERA EXT02PTZ	78927895583	Programming, Services, Contracts	Y
	01-049-000-0000-6231		CAMERA TROUBLESHOOTING	79118596943	Programming, Services, Contracts	Y
		2,345.00				
		637.50				
9572	ArchKey Technologies					
		2,982.50		2 Transactions		
49	DEPT Total:		2,982.50	Information Technologies	1 Vendors	2 Transactions
1	Fund Total:		6,482.50	General Fund		3 Transactions

Aitkin County



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

WLC1
9/9/21 8:51AM

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
303	DEPT 15330 FERGUSON AGGREGATE & CRUSHING, IN 03-303-000-0000-6519		12,538.06	R&B Highway Maintenance Partial Payment #4 08/19/2021 09/07/2021	20211	Gravel & Royalties	N
	15330 FERGUSON AGGREGATE & CRUSHING, IN		12,538.06	1 Transactions			
303	DEPT Total:		12,538.06	R&B Highway Maintenance	1 Vendors	1 Transactions	
307	DEPT 10295 Knife River Corporation 03-307-000-0000-6262		1,022,876.58	R&B Capital Infrastructure Partial Payment #1 08/01/2021 09/06/2021	20217	Contract Payments	N
	10295 Knife River Corporation		1,022,876.58	1 Transactions			
307	DEPT Total:		1,022,876.58	R&B Capital Infrastructure	1 Vendors	1 Transactions	
3	Fund Total:		1,035,414.64	Road & Bridge		2 Transactions	

WLC1
 9/9/21 8:51AM
 14 Capital Project

Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
949	DEPT		Courthouse Addition			
9247	Miran Creek Furniture Inc					
	14-949-000-0000-6231		Gov't Center	Benches/Podium	Services, Labor, Contracts	N
9247	Miran Creek Furniture Inc			1 Transactions		
4399	Sell Hardware Inc					
	14-949-000-0000-6231		Gov't Center	PSI2036212	Services, Labor, Contracts	N
4399	Sell Hardware Inc			1 Transactions		
949	DEPT Total:		2,685.00	Courthouse Addition	2 Vendors	2 Transactions
14	Fund Total:		2,685.00	Capital Project		2 Transactions
	Final Total:		1,044,582.14	6 Vendors	7 Transactions	

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	6,482.50	General Fund
	3	1,035,414.64	Road & Bridge
	14	2,685.00	Capital Project
All Funds		1,044,582.14	Total

Approved by,

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Aitkin County

KMR1
9/15/21 1:39PM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Print List in Order By: 1

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

Sales Use Tax + Diesel

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D

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

Save Report Options?: N

Aitkin County



KMR1
9/15/21 1:39PM
1 General Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
89991	Bremer Bank						
1	01-040-021-0000-5840		0.96	Receipt Nbr 16574 08/11/2021		Misc Receipts	N
2	01-040-021-0000-5840		0.96	Receipt Nbr 16613 08/17/2021		Misc Receipts	N
3	01-040-021-0000-5840		0.64	Receipt Nbr 16662 08/24/2021		Misc Receipts	N
4	01-040-021-0000-5840		0.32	Receipt Nbr 16692 08/31/2021		Misc Receipts	N
5	01-042-000-0000-5840		0.13	Receipt Nbr 16654 08/23/2021		Misc Receipts	N
6	01-042-000-0000-5840		0.26	Receipt Nbr 16681 08/27/2021		Misc Receipts	N
7	01-042-000-0000-5840		0.13	Receipt Nbr 16697 08/31/2021		Misc Receipts	N
8	01-043-000-0000-5840		0.03	Receipt Nbr 16546 08/06/2021		Misc Receipts	N
9	01-043-000-0000-5840		0.06	Receipt Nbr 16564 08/09/2021		Misc Receipts	N
10	01-043-000-0000-5840		0.26	Receipt Nbr 16637 08/19/2021		Misc Receipts	N
11	01-043-000-0000-5840		0.26	Receipt Nbr 16648 08/23/2021		Misc Receipts	N
12	01-090-000-0000-5840		0.64	Receipt Nbr 16542 08/05/2021		Misc Receipts	N
13	01-090-000-0000-5840		2.57	Receipt Nbr 16609 08/16/2021		Misc Receipts	N
14	01-090-000-0000-5840		1.29	Receipt Nbr 16609 08/16/2021		Misc Receipts	N
15	01-090-000-0000-5840		0.64	Receipt Nbr 16609 08/16/2021		Misc Receipts	N
16	01-090-000-0000-5840		3.86	Receipt Nbr 16609 08/16/2021		Misc Receipts	N
17	01-090-000-0000-5840		2.89	Receipt Nbr 16631 08/18/2021		Misc Receipts	N
18	01-090-000-0000-5840		5.47	Receipt Nbr 16631 08/18/2021		Misc Receipts	N
19	01-090-000-0000-5840		2.57	Receipt Nbr 16631 08/18/2021		Misc Receipts	N
20	01-090-000-0000-5840		5.47	Receipt Nbr 16673 08/26/2021		Misc Receipts	N
21	01-100-000-0000-5840		57.89	Receipt Nbr 2304 08/02/2021		Misc Receipts	N
22	01-100-000-0000-5840		1.54	Receipt Nbr 2310 08/03/2021		Misc Receipts	N
23	01-100-000-0000-5840		2.64	Receipt Nbr 2370 08/16/2021		Misc Receipts	N
24	01-100-000-0000-5840		0.64	Receipt Nbr 2380 08/17/2021		Misc Receipts	N
25	01-100-000-0000-5840		4.05	Receipt Nbr 2403 08/20/2021		Misc Receipts	N
26	01-100-000-0000-5840		28.12	Receipt Nbr 2412 08/23/2021		Misc Receipts	N
27	01-252-252-0000-5872		101.19	Receipt Nbr 16543 08/05/2021		Phone Card Prisoner Welfare(Taxable)	N
28	01-252-252-0000-5872		73.21	Receipt Nbr 16594 08/13/2021		Phone Card Prisoner Welfare(Taxable)	N
29	01-252-252-0000-5872		104.20	Receipt Nbr 16644 08/23/2021		Phone Card Prisoner Welfare(Taxable)	N
30	01-252-252-0000-5885		39.92	Receipt Nbr 16543 08/05/2021		Commissary Sales Taxable	N
31	01-252-252-0000-5885		32.26	Receipt Nbr 16594 08/13/2021		Commissary Sales Taxable	N
32	01-252-252-0000-5885		25.92	Receipt Nbr 16644 08/23/2021		Commissary Sales Taxable	N
33	01-252-252-0000-5885		37.54	Receipt Nbr 16683 08/27/2021		Commissary Sales Taxable	N
89991	Bremer Bank		538.53	33 Transactions			
1 Fund Total:			538.53	General Fund	1 Vendors	33 Transactions	

Aitkin County



KMR1
9/15/21 1:39PM
3 Road & Bridge

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
89991	Bremer Bank					
34	03-000-000-0000-5855		3.86	Receipt Nbr 16530 08/04/2021	Charges-Individuals	N
35	03-000-000-0000-5855		1.93	Receipt Nbr 16531 08/04/2021	Charges-Individuals	N
36	03-000-000-0000-5855		1.93	Receipt Nbr 16539 08/05/2021	Charges-Individuals	N
37	03-000-000-0000-5855		1.93	Receipt Nbr 16548 08/06/2021	Charges-Individuals	N
38	03-000-000-0000-5855		6.88	Receipt Nbr 16548 08/06/2021	Charges-Individuals	N
39	03-000-000-0000-5855		1.93	Receipt Nbr 16556 08/09/2021	Charges-Individuals	N
40	03-000-000-0000-5855		2.96	Receipt Nbr 16558 08/09/2021	Charges-Individuals	N
41	03-000-000-0000-5855		1.93	Receipt Nbr 16560 08/09/2021	Charges-Individuals	N
42	03-000-000-0000-5855		1.93	Receipt Nbr 16575 08/11/2021	Charges-Individuals	N
43	03-000-000-0000-5855		9.65	Receipt Nbr 16588 08/13/2021	Charges-Individuals	N
44	03-000-000-0000-5855		10.31	Receipt Nbr 16588 08/13/2021	Charges-Individuals	N
45	03-000-000-0000-5855		1.93	Receipt Nbr 16601 08/16/2021	Charges-Individuals	N
46	03-000-000-0000-5855		1.93	Receipt Nbr 16602 08/16/2021	Charges-Individuals	N
47	03-000-000-0000-5855		1.93	Receipt Nbr 16602 08/16/2021	Charges-Individuals	N
48	03-000-000-0000-5855		1.93	Receipt Nbr 16603 08/16/2021	Charges-Individuals	N
49	03-000-000-0000-5855		1.93	Receipt Nbr 16620 08/17/2021	Charges-Individuals	N
50	03-000-000-0000-5855		5.79	Receipt Nbr 16635 08/19/2021	Charges-Individuals	N
51	03-000-000-0000-5855		3.44	Receipt Nbr 16635 08/19/2021	Charges-Individuals	N
52	03-000-000-0000-5855		1.93	Receipt Nbr 16642 08/20/2021	Charges-Individuals	N
53	03-000-000-0000-5855		1.93	Receipt Nbr 16647 08/23/2021	Charges-Individuals	N
54	03-000-000-0000-5855		1.93	Receipt Nbr 16672 08/26/2021	Charges-Individuals	N
55	03-000-000-0000-5855		17.37	Receipt Nbr 16675 08/26/2021	Charges-Individuals	N
56	03-000-000-0000-5855		3.44	Receipt Nbr 16675 08/26/2021	Charges-Individuals	N
57	03-000-000-0000-5855		1.93	Receipt Nbr 16678 08/26/2021	Charges-Individuals	N
58	03-000-000-0000-5855		1.93	Receipt Nbr 16684 08/27/2021	Charges-Individuals	N
59	03-000-000-0000-5855		0.13	Receipt Nbr 16692 08/31/2021	Charges-Individuals	N
60	03-000-000-0000-5855		1.93	Receipt Nbr 16693 08/31/2021	Charges-Individuals	N
61	03-000-000-0000-5855		3.44	Receipt Nbr 16696 08/31/2021	Charges-Individuals	N
62	03-000-000-0000-5855		2.96	Receipt Nbr 16558 08/09/2021	Charges-Individuals	N
63	03-000-000-0000-5857		14.76	Receipt Nbr 16588 08/13/2021	Culverts	N
64	03-000-000-0000-5857		15.89	Receipt Nbr 16675 08/26/2021	Culverts	N
65	03-000-000-0000-5857		55.14	Receipt Nbr 16696 08/31/2021	Culverts	N
134	03-303-000-0000-6513		1,247.16	Diesel Tax: August 2021	Motor Fuel & Lubricants	N
89991	Bremer Bank		1,426.21	33 Transactions		
3 Fund Total:			1,426.21	Road & Bridge	1 Vendors	33 Transactions

Aitkin County



KMR1
9/15/21 1:39PM
11 Forest Development

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

<u>Vendor No.</u>	<u>Name Account/Formula</u>	<u>Rpt Accr</u>	<u>Amount</u>	<u>Warrant Description Service Dates</u>	<u>Invoice # Paid On Bhf #</u>	<u>Account/Formula Description On Behalf of Name</u>	<u>1099</u>
66	89991 Bremer Bank 11-939-000-0000-5840		9.65	Receipt Nbr 2340 08/03/2021		Misc Receipts	N
	89991 Bremer Bank		9.65	1 Transactions			
11 Fund Total:			9.65	Forest Development	1 Vendors	1 Transactions	

KMR1
 9/15/21 1:39PM
 19 Long Lake Conservation Cer

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
67	89991 Bremer Bank		2.47	Receipt Nbr 16667 08/25/2021		Commissary Sales Taxable	N
	89991 Bremer Bank		2.47	1 Transactions			
19 Fund Total:			2.47	Long Lake Conservation Center	1 Vendors	1 Transactions	

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
89991	Bremer Bank					
68	21-520-000-0000-5510		2.57	Receipt Nbr 2339 08/03/2021	Co. Parks Campground Fees	N
69	21-520-000-0000-5510		9.01	Receipt Nbr 2342 08/04/2021	Co. Parks Campground Fees	N
70	21-520-000-0000-5510		6.75	Receipt Nbr 2342 08/04/2021	Co. Parks Campground Fees	N
71	21-520-000-0000-5510		9.01	Receipt Nbr 2342 08/04/2021	Co. Parks Campground Fees	N
72	21-520-000-0000-5510		26.05	Receipt Nbr 2342 08/04/2021	Co. Parks Campground Fees	N
73	21-520-000-0000-5510		16.08	Receipt Nbr 2342 08/04/2021	Co. Parks Campground Fees	N
74	21-520-000-0000-5510		1.42	Receipt Nbr 2342 08/04/2021	Co. Parks Campground Fees	N
75	21-520-000-0000-5510		2.77	Receipt Nbr 2342 08/04/2021	Co. Parks Campground Fees	N
76	21-520-000-0000-5510		7.72	Receipt Nbr 2344 08/05/2021	Co. Parks Campground Fees	N
77	21-520-000-0000-5510		7.72	Receipt Nbr 2344 08/05/2021	Co. Parks Campground Fees	N
78	21-520-000-0000-5510		3.86	Receipt Nbr 2345 08/05/2021	Co. Parks Campground Fees	N
79	21-520-000-0000-5510		1.93	Receipt Nbr 2350 08/09/2021	Co. Parks Campground Fees	N
80	21-520-000-0000-5510		3.86	Receipt Nbr 2351 08/09/2021	Co. Parks Campground Fees	N
81	21-520-000-0000-5510		3.86	Receipt Nbr 2352 08/09/2021	Co. Parks Campground Fees	N
82	21-520-000-0000-5510		2.57	Receipt Nbr 2356 08/10/2021	Co. Parks Campground Fees	N
83	21-520-000-0000-5510		9.01	Receipt Nbr 2358 08/11/2021	Co. Parks Campground Fees	N
84	21-520-000-0000-5510		11.58	Receipt Nbr 2359 08/13/2021	Co. Parks Campground Fees	N
85	21-520-000-0000-5510		5.15	Receipt Nbr 2359 08/13/2021	Co. Parks Campground Fees	N
86	21-520-000-0000-5510		9.13	Receipt Nbr 2359 08/13/2021	Co. Parks Campground Fees	N
87	21-520-000-0000-5510		0.90	Receipt Nbr 2359 08/13/2021	Co. Parks Campground Fees	N
88	21-520-000-0000-5510		3.60	Receipt Nbr 2359 08/13/2021	Co. Parks Campground Fees	N
89	21-520-000-0000-5510		5.79	Receipt Nbr 2359 08/13/2021	Co. Parks Campground Fees	N
90	21-520-000-0000-5510		18.65	Receipt Nbr 2359 08/13/2021	Co. Parks Campground Fees	N
91	21-520-000-0000-5510		2.57	Receipt Nbr 2371 08/13/2021	Co. Parks Campground Fees	N
92	21-520-000-0000-5510		2.57	Receipt Nbr 2371 08/13/2021	Co. Parks Campground Fees	N
93	21-520-000-0000-5510		2.89	Receipt Nbr 2371 08/13/2021	Co. Parks Campground Fees	N
94	21-520-000-0000-5510		1.93	Receipt Nbr 2371 08/13/2021	Co. Parks Campground Fees	N
95	21-520-000-0000-5510		2.57	Receipt Nbr 2372 08/16/2021	Co. Parks Campground Fees	N
96	21-520-000-0000-5510		2.57	Receipt Nbr 2373 08/16/2021	Co. Parks Campground Fees	N
97	21-520-000-0000-5510		15.44	Receipt Nbr 2373 08/16/2021	Co. Parks Campground Fees	N
98	21-520-000-0000-5510		2.89	Receipt Nbr 2373 08/16/2021	Co. Parks Campground Fees	N
99	21-520-000-0000-5510		1.93	Receipt Nbr 2373 08/16/2021	Co. Parks Campground Fees	N
100	21-520-000-0000-5510		0.96	Receipt Nbr 2375 08/17/2021	Co. Parks Campground Fees	N
101	21-520-000-0000-5510		5.79	Receipt Nbr 2376 08/18/2021	Co. Parks Campground Fees	N
102	21-520-000-0000-5510		0.96	Receipt Nbr 2376 08/18/2021	Co. Parks Campground Fees	N
103	21-520-000-0000-5510		6.43	Receipt Nbr 2378 08/18/2021	Co. Parks Campground Fees	N
104	21-520-000-0000-5510		7.65	Receipt Nbr 2378 08/18/2021	Co. Parks Campground Fees	N
105	21-520-000-0000-5510		7.08	Receipt Nbr 2378 08/18/2021	Co. Parks Campground Fees	N

Aitkin County



KMR1
9/15/21 1:39PM
21 Parks

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
106	21-520-000-0000-5510		35.70	Receipt Nbr 2378 08/18/2021	Co. Parks Campground Fees	N
107	21-520-000-0000-5510		3.09	Receipt Nbr 2378 08/18/2021	Co. Parks Campground Fees	N
108	21-520-000-0000-5510		4.08	Receipt Nbr 2378 08/18/2021	Co. Parks Campground Fees	N
109	21-520-000-0000-5510		0.53	Receipt Nbr 2378 08/18/2021	Co. Parks Campground Fees	N
110	21-520-000-0000-5510		2.57	Receipt Nbr 2383 08/19/2021	Co. Parks Campground Fees	N
111	21-520-000-0000-5510		3.86	Receipt Nbr 2383 08/19/2021	Co. Parks Campground Fees	N
112	21-520-000-0000-5510		1.29	Receipt Nbr 2384 08/20/2021	Co. Parks Campground Fees	N
113	21-520-000-0000-5510		1.29	Receipt Nbr 2385 08/20/2021	Co. Parks Campground Fees	N
114	21-520-000-0000-5510		2.57	Receipt Nbr 2387 08/23/2021	Co. Parks Campground Fees	N
115	21-520-000-0000-5510		3.86	Receipt Nbr 2387 08/23/2021	Co. Parks Campground Fees	N
116	21-520-000-0000-5510		2.57	Receipt Nbr 2388 08/23/2021	Co. Parks Campground Fees	N
117	21-520-000-0000-5510		3.86	Receipt Nbr 2388 08/23/2021	Co. Parks Campground Fees	N
118	21-520-000-0000-5510		1.93	Receipt Nbr 2388 08/23/2021	Co. Parks Campground Fees	N
119	21-520-000-0000-5510		2.57	Receipt Nbr 2391 08/24/2021	Co. Parks Campground Fees	N
120	21-520-000-0000-5510		3.86	Receipt Nbr 2394 08/25/2021	Co. Parks Campground Fees	N
121	21-520-000-0000-5510		0.96	Receipt Nbr 2394 08/25/2021	Co. Parks Campground Fees	N
122	21-520-000-0000-5510		16.73	Receipt Nbr 2395 08/25/2021	Co. Parks Campground Fees	N
123	21-520-000-0000-5510		4.82	Receipt Nbr 2395 08/25/2021	Co. Parks Campground Fees	N
124	21-520-000-0000-5510		7.01	Receipt Nbr 2395 08/25/2021	Co. Parks Campground Fees	N
125	21-520-000-0000-5510		15.44	Receipt Nbr 2395 08/25/2021	Co. Parks Campground Fees	N
126	21-520-000-0000-5510		10.81	Receipt Nbr 2395 08/25/2021	Co. Parks Campground Fees	N
127	21-520-000-0000-5510		0.97	Receipt Nbr 2395 08/25/2021	Co. Parks Campground Fees	N
128	21-520-000-0000-5510		15.44	Receipt Nbr 2396 08/26/2021	Co. Parks Campground Fees	N
129	21-520-000-0000-5510		3.86	Receipt Nbr 2398 08/30/2021	Co. Parks Campground Fees	N
130	21-520-000-0000-5510		7.72	Receipt Nbr 2398 08/30/2021	Co. Parks Campground Fees	N
131	21-520-000-0000-5510		12.87	Receipt Nbr 2399 08/30/2021	Co. Parks Campground Fees	N
132	21-520-000-0000-5510		1.93	Receipt Nbr 2400 08/30/2021	Co. Parks Campground Fees	N
133	21-520-000-0000-5510		2.89	Receipt Nbr 2401 08/30/2021	Co. Parks Campground Fees	N
89991	Bremer Bank		408.30	66 Transactions		
21 Fund Total:			408.30	Parks	1 Vendors	66 Transactions
Final Total:			2,385.16	5 Vendors	134 Transactions	

Aitkin County

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



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	538.53	General Fund
3	1,426.21	Road & Bridge
11	9.65	Forest Development
19	2.47	Long Lake Conservation Center
21	408.30	Parks
All Funds	2,385.16	Total

Approved by,

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WLC1
9/16/21 12:56PM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Hwy Dept contract pymt LLCC petty cash

WLC1
9/16/21 12:56PM

Aitkin County



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

3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
307	DEPT		R&B Capital Infrastructure			
8499	R.C. Habeck Excavating, LLC		Partial Payment #4	20219	Contract Payments	N
	03-307-000-0000-6262		08/23/2021 09/13/2021			
8499	R.C. Habeck Excavating, LLC		1 Transactions			
307	DEPT Total:		R&B Capital Infrastructure	1 Vendors	1 Transactions	
3	Fund Total:		Road & Bridge		1 Transactions	

WLC1
 9/16/21 12:56PM
 19 Long Lake Conservation Cer

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT		Undesignated			
86198	Aitkin County Treasurer					
	19-000-000-0000-1005				Petty Cash	N
86198	Aitkin County Treasurer					
		1,000.00	LLCC PETTY CASH/IMPREST FUNDS	20210914-105		
		1,000.00				
			1 Transactions			
0	DEPT Total:	1,000.00	Undesignated	1 Vendors	1 Transactions	
19	Fund Total:	1,000.00	Long Lake Conservation Center		1 Transactions	
	Final Total:	17,965.58	2 Vendors	2 Transactions		

Aitkin County

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



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	16,965.58	Road & Bridge
19	1,000.00	Long Lake Conservation Center
All Funds	17,965.58	Total

Approved by,

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Aitkin County



KMR1
9/15/21 1:34PM

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

Print List in Order By: 1

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

FSA Claims 2021-#39956314

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D

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

Save Report Options?: N

KMR1
9/15/21 1:34PM

Aitkin County



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

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	8410 Bremer Bank					
1	01-044-904-0000-6360		Dep Care FSA Claims 2021	39956314	Flex Plan Withdrawals	N
2	01-044-904-0000-6360		Med FSA Claims 2021	39956314	Flex Plan Withdrawals	N
	8410 Bremer Bank		459.21		2 Transactions	
1 Fund Total:			459.21	General Fund	1 Vendors	2 Transactions
Final Total:			459.21	1 Vendors	2 Transactions	

KMR1
9/15/21

1:34PM

Aitkin County



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

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	459.21	General Fund
All Funds	459.21	Total

Approved by,

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Aitkin County

KMR1
9/8/21 2:02PM

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIONS

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

Mtg Reg & Deed Tax August 2021

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



KMR1
9/8/21 2:02PM

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

Page 2

1 General Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>	
3	780 Bremer Bank 01-040-000-0000-5081		0.01	Mtg Reg	August 2021 Mortgage Registry-3%	N
	780 Bremer Bank		0.01	1 Transactions		
1 Fund Total:			0.01	General Fund	1 Vendors	1 Transactions

Aitkin County



KMR1
9/8/21 2:02PM
9 State

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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2	780 Bremer Bank 09-000-000-0000-2025		59,572.80	Deed Tax	August 2021	State's Share Of Deed Tax (97%)	N
1	09-000-000-0000-2026		46,177.28	Mtg Reg	August 2021	State Share Of Mortgage Registry (97%)	N
	780 Bremer Bank		105,750.08		2 Transactions		
9 Fund Total:			105,750.08	State	1 Vendors	2 Transactions	
Final Total:			105,750.09	2 Vendors	3 Transactions		

KMR1
9/8/21

2:02PM

Aitkin County



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

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	0.01	General Fund
	9	105,750.08	State
All Funds		105,750.09	Total

Approved by,

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KMR1
9/9/21 10:43AM

Aitkin County



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

Print List in Order By: 1

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D

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

Save Report Options?: N

FSA Claims 2021 #39953384

Aitkin County



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

KMR1
9/9/21 10:43AM

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1	8410 Bremer Bank 01-044-904-0000-6360		Med FSA Claims 2021	39953384	Flex Plan Withdrawals	N
	8410 Bremer Bank		1 Transactions			
1 Fund Total:			144.32	General Fund	1 Vendors	1 Transactions
Final Total:			144.32	1 Vendors	1 Transactions	

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	144.32	General Fund
All Funds		144.32	Total

Approved by,

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Aitkin County

KMR1
9/9/21 3:44PM

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

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

Camping Refund and NSF Check

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
 9/9/21 3:44PM
 10 Trust

Aitkin County



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
2	8410 Bremer Bank 10-923-000-0000-5258		6,900.00	Returned Check-NSF	20-43-23	FTS-Land	N
	8410 Bremer Bank		6,900.00	1 Transactions			
10 Fund Total:			6,900.00	Trust	1 Vendors	1 Transactions	

Aitkin County



KMR1
9/9/21 3:44PM
21 Parks

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

Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1	8410 Bremer Bank		50.00	Camping Refund	4697 Boner	Co. Parks Campground Fees	N
	21-520-000-0000-5510						
	8410 Bremer Bank		50.00	1 Transactions			
21 Fund Total:			50.00	Parks	1 Vendors	1 Transactions	
Final Total:			6,950.00	2 Vendors	2 Transactions		

KMR1
9/9/21

3:44PM

Aitkin County



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

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	10	6,900.00	Trust
	21	50.00	Parks
	All Funds	6,950.00	Total

Approved by, _____



Aitkin County

KMR1
9/14/21 3:34PM

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIONS

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

ELAN Pd 09/02/2021 Allocated

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1
9/14/21 3:34PM
1 General Fund

Aitkin County



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
5462 Bremer Bank (Elan ACH)							
30	01-043-000-0000-6231		119.88	Dropbox File Service Subscript		Services, Labor, Contracts	N
22	01-043-000-0000-6340		141.83	Meals - Income Approach Valuat		Meals (Overnight)	N
29	01-043-000-0000-6405		420.42	Leica Disto E7500i measuring d		Office Supplies	N
32	01-044-000-0000-6800		3,453.61-	ELAN - Paid 09/02/21 Allocated		ELAN - Statement Payment	N
18	01-200-000-0000-6409		88.58	Car Charger, Cable		Deputy Supplies	N
19	01-200-019-0000-6231		68.49	Nationwide - K9 Insurance Loki		Services, Labor, Contracts	N
20	01-200-019-0000-6231		80.16	Animal House - Reno Boarding		Services, Labor, Contracts	N
12	01-252-000-0000-6405		139.04	Walmart - Jail Supplies		Office Supplies	N
11	01-252-000-0000-6418		50.20	Walmart - Groceries		Groceries	N
23	01-122-000-0000-6231		14.99	Zoom Monthly Subscription	103532060	Services, Labor, Contracts, Programmi	N
				08/22/2021 09/21/2021			
26	01-090-000-0000-6240		260.00	Lawyer Registration-Rakotz	216616	Membership/Dues/Association Fees	N
28	01-090-000-0000-6240		260.00	Lawyer Registration-Ratz	250740	Membership/Dues/Association Fees	N
27	01-090-000-0000-6240		260.00	Lawyer Registration-Winge	297744	Membership/Dues/Association Fees	N
13	01-001-000-0000-6340		45.10	Grand Superior Grill	A Marcotte	Meals (Overnight)	N
				08/17/2021 08/17/2021			
15	01-053-000-0000-6332		414.02	Lodging - MPERLA Conference	B Danielson	Hotel / Motel Lodging	N
				08/11/2021 08/13/2021			
14	01-122-000-0000-6208		685.00-	U of M Intro SSTS -Refund	J Hicks	Training/Education	N
				08/30/2021 09/03/2021			
10	01-252-003-0000-6241		25.00	BCA - TAC Workshop	K White	School Registration Fee	N
25	01-043-000-0000-6332		127.78	Lodging Deposit - MAAO Fall Co	L Tibbetts	Hotel / Motel Lodging	N
				09/26/2021 09/29/2021			
17	01-252-003-0000-6241		25.00	BCA - TAC Workshop	P Erickson	School Registration Fee	N
5462 Bremer Bank (Elan ACH)			1,598.12-	19 Transactions			
1 Fund Total:			1,598.12-	General Fund	1 Vendors	19 Transactions	

KMR1
9/14/21 3:34PM

Aitkin County



2 Reserves Fund

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

Page 3

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formola Description On Behalf of Name	1099
31	5462 Bremer Bank (Elan ACH) 02-110-011-0000-6605		890.23	Bluebeam Software 08/24/2021 08/23/2022	564077	Facilities Planning Reserve Expense	N
	5462 Bremer Bank (Elan ACH)		890.23	1 Transactions			
2 Fund Total:			890.23	Reserves Fund	1 Vendors	1 Transactions	



Aitkin County

KMR1
9/14/21 3:34PM

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

Page 4

3 Road & Bridge

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
16	5462 Bremer Bank (Elan ACH) 03-302-000-0000-6449			46.70	Engineering Supplies	411895	R & B Engineer Supplies	N
	5462 Bremer Bank (Elan ACH)			46.70	1 Transactions			
3 Fund Total:				46.70	Road & Bridge	1 Vendors	1 Transactions	

KMR1
 9/14/21 3:34PM
 5 Health & Human Services

Aitkin County



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

Vendor No.	Name Account/Formula	Rot Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
4	5462 Bremer Bank (Elan ACH) 05-400-000-0000-6801		8.28	Covid-19 Vaccine - Webex 08/24/2021		Disaster Services - Expenditure	N
2	05-400-430-0408-6208		55.00	MCH - CPS Tech Resert 08/12/2021		Staff Development/Training	N
3	05-430-700-4800-6335		36.74	SS-Gas for Cty Car 08/16/2021		Gas/Vehicle Fuel Charges	N
1	05-430-720-3980-6020		20.00	Bckgrd Ck - Daycare 08/12/2021	68646552	License And Resource Development	N
5	05-400-450-0451-6406		155.82	HE-MAC Supplies 08/13/2021	Budget	PH Program Related Supplies	N
6	05-400-450-0451-6406		168.15	HE-MAC Supplies 08/19/2021	Budget	PH Program Related Supplies	N
7	05-400-450-0451-6406		3.00	HE-Snacking for Teens 08/23/2021	Budget	PH Program Related Supplies	N
8	05-400-450-0451-6406		20.02	HE-MAC Supplies 08/24/2021	Budget	PH Program Related Supplies	N
9	05-430-700-4800-6405		14.77-	Planner/Wall Calendar 08/23/2021	Refund	Office Supplies	N
	5462 Bremer Bank (Elan ACH)		452.24		9 Transactions		
5 Fund Total:			452.24	Health & Human Services	1 Vendors	9 Transactions	

KMR1
 9/14/21 3:34PM
 10 Trust

Aitkin County



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

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formu</u>	<u>Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
21	5462 Bremer Bank (Elan ACH) 10-923-000-0000-6254		194.98	Spectrum Internet 08/20/2021 09/19/2021		Utilities-Gas and Electric	N
	5462 Bremer Bank (Elan ACH)		194.98	1 Transactions			
10 Fund Total:			194.98	Trust	1 Vendors	1 Transactions	



Aitkin County

KMR1
 9/14/21 3:34PM
 19 Long Lake Conservation Cer

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

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
24	5462 Bremer Bank (Elan ACH) 19-522-000-0000-6430		13.97	Ojibwe In MN	Medical Supplies	N
	5462 Bremer Bank (Elan ACH)		13.97	1 Transactions		
19 Fund Total:			13.97	Long Lake Conservation Center	1 Vendors	1 Transactions
Final Total:			0.00	6 Vendors	32 Transactions	

KMR1
9/14/21

3:34PM

Aitkin County



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

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	-1,598.12	General Fund	
	2	890.23	Reserves Fund	
	3	46.70	Road & Bridge	
	5	452.24	Health & Human Services	
	10	194.98	Trust	
	19	13.97	Long Lake Conservation Center	
	All Funds	0.00	Total	Approved by,
			
			
			

KMR1
9/13/21 4:03PM

Aitkin County



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

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Returned Check, Refer to Maker

Aitkin County



KMR1
9/13/21 4:03PM
13 Taxes & Penalties

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

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>	
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
1	8410 Bremer Bank 13-943-000-0000-2001		1,468.00	Returned Check-Refer to Maker	01-1-157100	Cur - Property Taxes	N
	8410 Bremer Bank		1,468.00	1 Transactions			
13 Fund Total:			1,468.00	Taxes & Penalties	1 Vendors	1 Transactions	
Final Total:			1,468.00	1 Vendors	1 Transactions		

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	13	1,468.00	Taxes & Penalties
All Funds		1,468.00	Total

Approved by, _____



Board of County Commissioners Agenda Request

2N

Agenda Item #

Requested Meeting Date: September 28, 2021

Title of Item: MSA Professional Services Grant

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Rich Courtemanche		Department: Land
Presenter (Name and Title): Rich Courtemanche, Land Commissioner		Estimated Time Needed: n/a
Summary of Issue: <p>Aitkin County Land Department (ACL D) manages the Jacobson Wayside Rest Area at 19844 - State Highway 200, Jacobson, MN. The west shore of the Mississippi River at the rest area is experiencing severe erosion threatening infrastructure at the rest area. Alan Goodman, P.E., senior project engineer with MSA Professional Services, Inc of Duluth, MN has approached ACL D and John Welle (Highway) believing that MSA has the ability to obtain grants and engineer a solution to the erosion problems at this location.</p> <p>MAS seeks permission to seek grants on behalf of Aitkin County to:</p> <ol style="list-style-type: none"> 1. Stabilize the Mississippi River shoreline 2. Improve access road surfacing and potential parking improvements 3. Conduct minor landscaping 4. Build a canoe access 5. Update signage and interpretation 6. Construct a turn lane off TH 200 if necessary, and 7. Update vault toilet(s) <p>There is no financial obligation to Aitkin County.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve allowing MSA the opportunity to seek a solution of the erosion problem at the wayside rest in Jacobson, MN at no cost to Aitkin County.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

By Commissioner: xxx

20210928-xxx

MSA Professional Services Grant

WHEREAS, Aitkin County Land Department maintains the wayside rest area which is located on the Mississippi River at 19844 – State Highway 200, Jacobson, MN

WHEREAS, the Mississippi River is eroding the bank and threatens rapid loss of the wayside rest-area

WHEREAS, MSA Professional Services, Inc. of Duluth, MN proports to have the engineering and grant writing capacity to design a solution to the erosion and site amenities

WHEREAS, MSA desires to seek grants on behalf of Aitkin County to construct such improvements as:

1. Stabilize the Mississippi shoreline,
2. Improve access road surfacing and potential parking improvements,
3. Conduct minor landscaping,
4. Build a canoe access,
5. Update signage and interpretation,
6. Construct a turn off lane off TH 200, and
7. Update vault toilet(s)

WHEREAS, MSA has stated that there are no financial obligations to the County

THEREFORE, BE IT RESOLVED, That the Board of Commissioners grants permission for MSA to apply for grants on behalf of Aitkin County, and

BE IT FURTHER RESOLVED, If grants are awarded, Aitkin County may enter into an agreement with MSA to accept the grant award(s) and for the above referenced restoration project. Aitkin County will comply with all applicable laws, environmental requirements, and regulations as stated in the grant agreement(s).

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of September, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of September, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: September 28, 2021

Title of Item: K-9 Donation

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Dan Guida		Department: Sheriff's Office
Presenter (Name and Title): Sheriff Dan Guida		Estimated Time Needed: N/A
Summary of Issue: Keith and Dawn Kellen have generously donated \$10,000 to our K9 unit. This extraordinary gift will help the Aitkin County Sheriff's Office enhance its K9 program through training, transport and safety equipment.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend accepting the donation.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED September 28, 2021

By Commissioner: xxx

20210928-xxx

Accept Donation

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

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

Keith and Dawn Kellen \$10,000.00

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

Keith and Dawn Kellen Aitkin County Sheriff's Office K9 Program

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

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

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of September, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of September, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2P
Agenda Item #

Requested Meeting Date: 09/28/2021

Title of Item: Aitkin County Search & Rescue Donation

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

**provide copy of hearing notice that was published*

Submitted by: Sheriff Dan Guida	Department: Sheriff's Office
---	--

Presenter (Name and Title): Sheriff Dan Guida	Estimated Time Needed:
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Summary of Issue:

Mille Lacs Energy Community Trust has made a donation of \$2,000 to the all volunteer Aitkin County Search & Rescue Group to assist in their equipment purchases and training.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Recommend accepting the donation.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*



Board of County Commissioners Agenda Request

2Q
Agenda Item #

Requested Meeting Date: 09/28/2021

Title of Item: Aitkin County STS

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

**provide copy of hearing notice that was published*

Submitted by: Sheriff Dan Guida	Department: Sheriff's Office
---	--

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

Summary of Issue:

Mille Lacs Energy Community Trust has made a donation of \$1,000 to the Aitkin County Sentence to Serve program.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Recommend accepting the donation.

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$
 Is this budgeted? Yes No *Please Explain:*



Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: 09/28/2021

Title of Item: Donation to Aitkin County Sheriff's Office

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

Submitted by: Sheriff Dan Guida	Department: Sheriff's Office
---	--

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

Summary of Issue:

Accept donation of \$100 to the Aitkin County Sheriff's Office from private citizen Mr. Michael Dubay.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

This is a budgeted revenue item.



Board of County Commissioners Agenda Request

2S
Agenda Item #

Requested Meeting Date: 9-28-21

Title of Item: Final Contract Payment - Contract No. 20213

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

**provide copy of hearing notice that was published*

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

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

Summary of Issue:
 Authorization by the following resolution is requested to make final payment to Allied Blacktop Company, Maple Grove, MN in the amount of \$1,506.07 for Contract No. 20213, which included a seal coat on County Highway 39.

The final contract amount of \$150,607.42 is 11% below the bid amount of \$168,985.16 due primarily to latex paint being substituted for epoxy paint for the centerline and edge pavement markings. A market supply shortage of epoxy paint made it necessary to change to the lower-cost latex paint.

Resolution:
 WHEREAS, Contract No. 20213 has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Allied Blacktop Company in the amount of \$1,506.07.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Adopt resolution.

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$ 1,506.07
 Is this budgeted? Yes No *Please Explain:*

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

ADOPTED September 28, 2021

By Commissioner: xxx

20210928-xxx

Final Contract Payment-Contract No. 20213

WHEREAS, Contract No. 20213 has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Allied Blacktop Company in the amount of \$1,506.07.

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of September, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of September, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2T
Agenda Item #

Requested Meeting Date: September 28, 2021

Title of Item: Community Corrections Agreement

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

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

Presenter (Name and Title): Kameron Genz, Director	Estimated Time Needed: 1-5 minutes
--	--

Summary of Issue:

The Bureau of Criminal Apprehension (BCA) reached out to this office and notified that our BCA Joint Powers Agreement (JPA) is now expired. The contract is renewed every five years and the Aitkin County Board last approved this agreement in June 2016. The agreement allows Aitkin County Community Corrections to access criminal history and criminal justice data through the BCA necessary for Community Corrections staff to perform their required duties. In addition, the Court Data Services Subscriber Amendment to CJDN Subscriber Agreement extends the agreement to include exchange of Court Records information. (Signatures are required on the both the Agreement and the Amendment)

It is requested the Aitkin County Board Adopt the resolution to approve the Joint Powers Agreement, including the Court Data Services Subscriber Amendment to CJDN Subscriber Agreement and CJDN Fee Structure.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Adopt the resolution to approve the Joint Powers Agreement, Court Data Services Subscriber Amendment to CJDN Subscriber Agreement, and fee structure.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ 600

Is this budgeted? Yes No *Please Explain:*

This item was not specifically budgeted for 2022, but there are sufficient funds to cover this expense within the current 2022 Community Corrections budget. It will be included to future Community Corrections budgets.

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

ADOPTED September 28, 2021

By Commissioner: XXXX

20210928-xxx

State of Minnesota Joint Powers Agreement

WHEREAS, The County of Aitkin on behalf of its Community Correction Office desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the County is eligible. The Joint Powers Agreements further provide the County with the ability to add, modify and delete connectivity, systems and tools over the five-year life of the agreement and obligates the County to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Aitkin, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Aitkin on behalf of it's Community Corrections Office are hereby approved.
2. That the Director, Kameron Genz, or his or her successor, is designated the Authorized Representative for the Community Corrections Office. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.
3. That Commissioner Wedel-, the Chair of the County of Aitkin, and Administrator Seibert, the County Board Clerk, are authorized to sign the State of Minnesota Joint powers Agreements.

Passed and Adopted by the Council on this 28th day of September-, 2021.

COUNTY OF AITKIN

By: Mark Wedel
Its Board Chair

ATTEST:

By: Jessica Seibert
Its County Board Clerk

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

FIVE MEMBERS PRESENT

All Members Voting

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of September, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of September, 2021

Jessica Seibert
County Administrator



State of Minnesota Joint Powers Agreement

This Agreement is between the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the County of Aitkin on behalf of its Community Corrections Office ("Governmental Unit"). The BCA and the Governmental Unit may be referred to jointly as "Parties."

Recitals

Under Minn. Stat. § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46, the BCA must provide a criminal justice data communications network to benefit political subdivisions as defined under Minn. Stat. § 299C.46, subd. 2 and subd. 2(a). The Governmental Unit is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this Agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized political subdivisions in performing their duties. The Governmental Unit wants to access data in support of its official duties.

The purpose of this Agreement is to create a method by which the Governmental Unit has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.

2 Agreement Between the Parties

- 2.1 **General Access.** BCA agrees to provide Governmental Unit with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Governmental Unit is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

2.2 Methods of Access.

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

- A. **Direct access** occurs when individual users at the Governmental Unit use the Governmental Unit's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
- B. **Indirect Access** occurs when individual users at the Governmental Unit go to another Governmental Unit to obtain data and information from BCA's systems and tools. This method of access generally results in the Governmental Unit with indirect access obtaining the needed data and information in a physical format like a paper report.
- C. **Computer-to-Computer System Interface** occurs when the Governmental Unit's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Governmental Unit employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Governmental Unit will select a

method of access and can change the methodology following the process in Clause 2.10.

- 2.3 Federal Systems Access.** In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Governmental Unit with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.
- 2.4 Governmental Unit Policies.** Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.
- 2.5 Governmental Unit Resources.** To assist Governmental Unit in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://bcanextest.x.state.mn.us/launchpad/cjisdocs/docs.cgi?cmd=FS&ID=795&TYPE=DOCS>.
- 2.6 Access Granted.**
- A. Governmental Unit is granted permission to use all current and future BCA systems and tools for which Governmental Unit is eligible. Eligibility is dependent on Governmental Unit (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Governmental Unit's written request for use of a specific system or tool.
 - B. To facilitate changes in systems and tools, Governmental Unit grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Governmental Unit needs to meet its criminal justice obligations and for which Governmental Unit is eligible.
- 2.7 Future Access.** On written request from the Governmental Unit, BCA also may provide Governmental Unit with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Governmental Unit agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.
- 2.8 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.9 Supersedes Prior Agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Governmental Unit regarding access to and use of systems and tools provided by BCA.
- 2.10 Requirement to Update Information.** The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving the Governmental Unit as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

- 2.11 Transaction Record.** The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Governmental Unit conducted a

particular transaction.

If Governmental Unit uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Governmental Unit's method of access is a computer-to-computer interface as described in Clause 2.2C, the Governmental Unit must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If a Governmental Unit accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Governmental Unit must have a transaction record of all subsequent access to the data that are kept by the Governmental Unit. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court Information Access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Governmental Unit if the Governmental Unit completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by the Governmental Unit under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Governmental Unit's access to and/or submission of the Court Records delivered through the BCA systems and tools.

2.13 Vendor Personnel Screening. The BCA will conduct all vendor personnel screening on behalf of Governmental Unit as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Governmental Unit.

3 Payment

The Governmental Unit currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. The bills are sent quarterly for the amount of One Hundred Fifty Dollars (\$150.00) or a total annual cost of Six Hundred Dollars (\$600.00).

The Governmental Unit will identify its contact person for billing purposes, and will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is the person below, or her successor:

Name: Dana Gotz, Deputy Superintendent
Address: Minnesota Department of Public Safety; Bureau of Criminal Apprehension
1430 Maryland Avenue
Saint Paul, MN 55106

Telephone: 651.793.1007
Email Address: Dana.Gotz@state.mn.us

The Governmental Unit's Authorized Representative is the person below, or his/her successor:

Name: Director Kameron Genz
Address: 209 2nd St NW, Rm 178
Aitkin, MN 56431
Telephone: 218.927.7202
Email Address: kami.genz@co.aitkin.mn.us

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws, governs the Governmental Unit's liability.

7 Audits

7.1 Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

- 7.2** Under applicable state and federal law, the Governmental Unit's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.
- 7.3** If the Governmental Unit accesses federal databases, the Governmental Unit's records are subject to examination by the FBI and BCA; the Governmental Unit will cooperate with FBI and BCA auditors and make any requested data available for review and audit.
- 7.4** If the Governmental Unit accesses state databases, the Governmental Unit's records are subject to examination by the BCA: the Governmental Unit will cooperate with the BCA auditors and make any requested data available for review and audit.
- 7.5** To facilitate the audits required by state and federal law, Governmental Unit is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

- 8.1 BCA and Governmental Unit.** The Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.
- 8.2 Court Records.** If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Governmental Unit comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Governmental Unit.

- 9.1 Investigation.** The Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Governmental Unit and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.
- 9.2 Sanctions Involving Only BCA Systems and Tools.**
The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Governmental Unit internal discipline processes, including those governed by a collective bargaining agreement.
- 9.2.1** For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Governmental Unit must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Governmental Unit and BCA's determination controls.
- 9.2.2** If BCA determines that Governmental Unit has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.
- 9.3 Sanctions Involving Only Court Data Services**
The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Governmental Unit. As part of the agreement between the Court and

the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Governmental Unit. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Governmental Unit understands that if it has signed the Court Data Services Subscriber Amendment and if Governmental Unit's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Governmental Unit also understands that reinstatement is only at the direction of the Court.

9.3.2 Governmental Unit further agrees that if Governmental Unit believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: Liability; Audits; Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and Venue.

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The Parties indicate their agreement and authority to execute this Agreement by signing below.

1. GOVERNMENTAL UNIT

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
As delegated to the Office of State Procurement

By: _____

Date: _____

COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment (“Subscriber Amendment”) is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, (“BCA”) and the County of Aitkin on behalf of its Community Corrections Office (“Agency”), and by and for the benefit of the State of Minnesota acting through its State Court Administrator’s Office (“Court”) who shall be entitled to enforce any provisions hereof through any legal action against any party.

Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 200217, of even or prior date, for Agency use of BCA systems and tools (referred to herein as “the CJDN Subscriber Agreement”). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **“Authorized Court Data Services”** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA.

b. **“Court Data Services”** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is www.courts.state.mn.us) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **“Court Records”** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.

ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.

iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.

iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **“DCA”** shall mean the district courts of the state of Minnesota and their respective staff.

e. **“Policies & Notices”** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber’s use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. **“Rules of Public Access”** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records or Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is www.courts.state.mn.us.

g. **“Court”** shall mean the State of Minnesota, State Court Administrator's Office.

h. **“Subscriber”** shall mean the Agency.

i. **“Subscriber Records”** means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES. Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. **Activation.** Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. **Rejection.** Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. **Requests for Termination of One or More Authorized Court Data Services.** The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

4. SCOPE OF ACCESS TO COURT RECORDS LIMITED. Subscriber's access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber's duties

required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

5. GUARANTEES OF CONFIDENTIALITY. Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS. Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

a. Court Data Services Programs. Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

b. Court Data Services Databases. Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

c. Marks. Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

d. Restrictions on Duplication, Disclosure, and Use. Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

e. Proprietary Notices. Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

f. Title; Return. The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8. INJUNCTIVE RELIEF. Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

9. LIABILITY. Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

10. AVAILABILITY. Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

11. [reserved]

12. ADDITIONAL USER OBLIGATIONS. The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

a. Judicial Policy Statement. Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

b. Access and Use; Log. Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

c. Personnel. Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

d. Minnesota Data Practices Act Applicability. If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the

BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

13. FEES; INVOICES. Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

14. MODIFICATION OF FEES. Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

15. WARRANTY DISCLAIMERS.

a. WARRANTY EXCLUSIONS. EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

b. ACCURACY AND COMPLETENESS OF INFORMATION. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

16. RELATIONSHIP OF THE PARTIES. Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. NOTICE. Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber

hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. NON-WAIVER. The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. FORCE MAJEURE. Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. SEVERABILITY. Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

21. ASSIGNMENT AND BINDING EFFECT. Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

22. GOVERNING LAW. This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. VENUE AND JURISDICTION. Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. INTEGRATION. This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

1. SUBSCRIBER (AGENCY)

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

**2. DEPARTMENT OF PUBLIC SAFETY,
BUREAU OF CRIMINAL APPREHENSION**

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: _____

Date: _____

4. COURTS

Authority granted to Bureau of Criminal Apprehension

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with authorized authority)

Date: _____

CJDN Fee Structure

Effective July 2018

Statements:

All agencies receiving data from the BCA or through the BCA will be charged at least \$50 per-month. (Regardless if they are connected directly to us or not)

Current paying agencies will continue to pay their current monthly fee regardless of the method of connection. (Exception: See VPN agency charges below)

New agencies will pay \$50 per-month.

Agencies that are currently not paying any fees will be charged \$50 per-month.

VPN agencies will pay \$50 per-month plus \$15.00 per-fob p/m (for CJA & Private Law Firm) or \$35 per-fob p/m (for NCJA).

\$100 one-time charge plus \$100.00 fob replacement charge (fobs have a 4-5 year renewal cycle).

* BCA Master Agreement with Agency will have language added to reflect Agency/PLF arrangement. Agreement will also allow PLF to support multiple agencies with single connection.

Connection types:

- 1. VPN – Site-Site Connection directly to BCA**
- 2. Direct (CJDN connection)**
(Additional MN-IT billing is direct to agency upon BCA approving MN-IT CJDN WAN Agreement
Agency shall have an appropriate agreement (Management Control Agreement with MN.IT))
- 3. Shared – Agency shares connection with another BCA connected agency**
(Agencies are advised to put in place an interagency Agreement (sometimes referred to as downstream agency or agency sitting behind another agency agreement).)
- 4. Extended – Extending a network connection from a BCA connected agency to an existing agency.**
(Agencies are advised to put in place an interagency Agreement (sometimes referred to as downstream agency or agency sitting behind another agency agreement).)



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: September 28, 2021

Title of Item: Habitat for Humanity Presentation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert	Department: Administration	
Presenter (Name and Title): Ann Schwartz, Habitat for Humanity		Estimated Time Needed: 15 min.
Summary of Issue: Ann Schwartz with Habitat for Humanity will update the Board on the program and projects.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Discussion only.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Affordable Housing Facts



Built 17 new homes in Aitkin, McGregor and Hill City

Done 46 repair projects on homes all around the county

Homeowners pay \$30,600 annually in property taxes

Top 10

Aitkin County is in the top 10 for mortgage defaults



Cares Act had \$61 billion for counties

Habitat could use your help to:

Provide funds for home repairs for elderly, disabled and veteran homeowners

Help with purchase of lots and bringing in infrastructure for future development. Building next in McGregor

Work with the HRA to develop programs to pass county land to Habitat or help us access other federal funds

Help new homeowners with down payment assistance

Pass on funds for mortgage and utility relief payments for low-income homeowners

Waive permit and other fees for affordable housing projects and encourage cities to do the same

Chap = \$40 grand

Through the Chap program Habitat brought

\$40 thousand into the county to

Help non-Habitat homeowners





Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: September 28, 2021

Title of Item: 2020 Audit Review and GASB 87 Proposal

<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 checked="" type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Kathleen Ryan		Department: Auditor
Presenter (Name and Title): CLA - Kristen Houle, Doug Host / Kathleen Ryan / Kirk Peysar		Estimated Time Needed: 30 Minutes
Summary of Issue: CLA will present the 2020 Audit to the Board. Also, CLA present a proposal to help implement the new GASB 87 accounting standard. (Information attached)		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: County Board approve CLA's proposal for implementation of GASB 87.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ appx. \$23,205 1st year, \$6,195 year 2 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



August 12, 2021

**Fee quote for implementation of
GASB Statement No. 87, Leases:
Aitkin County, Minnesota**

Prepared by:
Douglas Host, CPA, Principal
Doug.host@CLAconnect.com



CLAconnect.com

**WEALTH ADVISORY
OUTSOURCING
AUDIT, TAX, AND
CONSULTING**





Create opportunities

CLA exists to create opportunities for our clients, our people, and our communities through industry-focused wealth advisory, outsourcing, audit, tax, and consulting services.

More than

6,100

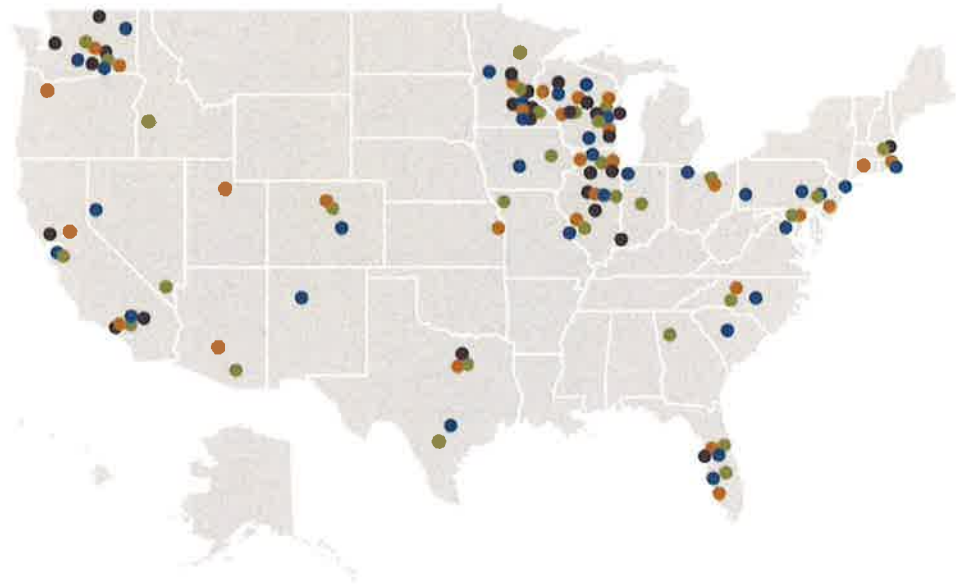
people



More than

120

U.S. locations



A

global

affiliation



We promise to know you and help you

With CLA by your side, you can find everything you need in one firm. Professionally or personally, big or small, we can help you discover opportunities and achieve more than you believed possible.



What makes us different?

You can depend on CLA for several uncommon advantages:

Deep industry specialization

Our people are industry practitioners first and foremost. You will work with professionals who know you, your organization, and your industry. We combine their knowledge with yours to make you stronger.



What you need in one firm

We offer planning and guidance from startup through succession, with particular care for the people behind the enterprise. Your team connects with a broad network of resources behind the scenes to support you.

Premier resource

We place you — personally — at the core of our strategic focus because your success means a better world for all of us.



THE career-building firm

Our team members are personally invested in your success. You will work with entrepreneurial people, who are constantly developing capabilities to help you meet any challenge you face.

For more information about CLA, visit CLAAconnect.com/aboutus.



Services Approach

Prepare for the new lease standard (GASB Statement No. 87) and make this transition with confidence. CLA can help you understand how the new standard will impact your financial statements.

CLA Turnkey Lease Solution

- CLA works with you on the leases you have identified to guide you through the decision process regarding how the leases will be accounted for
- Based on management's decisions, CLA will create leased asset schedules and propose journal entries to record the various elements into your general ledger
- CLA will prepare draft footnotes for your financial statements

Selecting a team

We select a team experienced in implementing new standards who work with your current service team — this provides an effective bridge.

Minimizing your workload

We help you understand the standards and what exactly is needed for implementation.

We mitigate implementation issues

Arriving prepared

We work to understand your lease agreements and processes. We've done our homework and are ready to roll up our sleeves and get to work.

Investing in our relationship

We spend time gaining an understanding of your organization and forming relationships.



Fees

Implementing a new accounting standard takes a big effort from all sides. Our pricing structure is designed to fit your needs. The tiered software price structure allows you to pay per lease – you pay for only what you need.

Year 1				
Management's Responsibilities	<ul style="list-style-type: none"> • Provide supporting information and be available to answer questions about lease agreements • Ensure the list of leases to analyze is complete • Take responsibility for assessment, accounting, and disclosures 			
CLA's Responsibilities	<ul style="list-style-type: none"> • Provide training on GASB 87 to inform management of critical decisions related to their accounting policies • Create leased asset schedules to support proposed journal entries • Draft financial statement disclosures. 			
Number of Leases	10 Leases	20 Leases	30 Leases	40 Leases
Lease Analysis	\$6,300	\$11,700	\$17,100	\$22,500
Technology Fee (5%)	\$315	\$585	\$855	\$1,125
Software Costs	\$2,000	\$4,000	\$5,250	\$7,000
Total Fee in Year 1	\$8,615	\$16,285	\$23,205	\$30,625

Year 2				
Number of Leases	10 Leases	20 Leases	30 Leases	40 Leases
Yr 2 JEs & Footnotes	\$900	\$900	\$900	\$900
Technology Fee (5%)	\$45	\$45	\$45	\$45
Software Costs	\$2,000	\$4,000	\$5,250	\$7,000
Total Fee in Year 2*	\$2,945	\$4,945	\$6,195	\$7,945

The fee estimate is based on the following assumption:

- Management will take responsibility to ensure the list of leases is complete and give us access to the agreements
- Management will make available individuals who can describe agreements and answer questions related to application of GASB 87

*Professional fees to analyze new or modified lease agreements will be billed at \$540/lease

Any additional charges not discussed in this proposal will be mutually agreed upon up front. We will always be candid and fair in our fee discussion so there are no surprises.



Appendix: Preparation Checklist for GASB 87

In June 2017, the Governmental Accounting Standards Board (GASB) issued a new accounting standard that significantly changes the accounting leasing model that has been in place longer than GASB has been in existence. As you look at this new standard, let's have a conversation and make sure you're prepared for it! If you're not, CLA can help guide you through the process.

Having trouble getting started? Here's a checklist of items needed for implementation:

- Inventory of potential leases.
- For each lease in the inventory —
 - Determine whether any component of agreement includes a lease.
 - For agreements with both lease and nonlease components, determine the allocation of contractual consideration.
 - Identify key items, including initial direct costs.
 - Consider impairment.
- Details of accounting for each lease by year.
- Draft footnote disclosures.

Effective date

The new statement is effective for reporting periods beginning after June 15, 2021. GASB encourages earlier application.





Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: September 28, 2021

Title of Item: Long Lake Conservation Center Report

<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) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Rich Courtemanche	Department: Land
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Presenter (Name and Title): Dave McMillan, Long Lake Conservation Center Manager	Estimated Time Needed: 20 min
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Summary of Issue:
Long Lake is opening for the 2021-2022 school year. The Director will provide a report of the status of the center.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

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:*



FALL 2021 ADJUSTMENT PLAN

LONG LAKE CONSERVATION CENTER | SEPTEMBER 28, 2021

28952 438th Lane, Palisade, MN 56469
218.768.4653 | info@longlakeecc.org | longlakeecc.org





OVERVIEW

Due to the Delta variant of the COVID-19 virus, schools in St. Paul, Rochester, Anoka and others have cancelled all of their fall field trips. This has had an impact on Long Lake's fall calendar. Ramsey, Oneka (2 groups), Sunrise Elementary, and Rum River have cancelled their fall LLCC trip, are looking at rescheduling for the winter or spring, but have yet to commit to a date. Yinghua cancelled, and has already rescheduled for April. In addition to school groups, three quilting groups cancelled their weekend retreats. All three are looking to reschedule for the spring.

This is a bump in the road and certainly not what we were hoping for when we reopened in early summer. However, the news has an upside. We still have school and non-school groups on our schedule that fill a big chunk of October. Our spring, which was already looking pretty good, recently added a weeklong school (Great River), and with rescheduling of schools has a chance to be sold out.

This is a problem that is not unique to Long Lake. The uncertainty with COVID-19 has impacted other RELCs just as hard as it has LLCC. Eagle Bluff has lost 38% of their Sept.-Dec. schools, and anticipate ultimately losing half of their fall schools. Osprey Wild has lost 30% of their fall schools and are anticipating more. One big difference is that they can access Shuttered Venue Operators Grants, and LLCC can't. Osprey Wild accessed funds, and Wolf Ridge deposited \$515,000 in SVOG money.

"Thank god for SVOG funds to keep me soundly sleeping at night," Colleen from Eagle Bluff said.

UPCOMING SCHOOLS AND GROUPS

October 11-15: St. Michael Albertville West
October 15-17: Hannah Johnson Quilters
October 18-21: St. Joseph's
October 21-24: North Country Quilters
October 26-27: Aitkin, McGregor and Hill City
October 29-31: Buffalo Crafters (quilt group)
November 1-5: St. Michael Albertville East
November 5-8: WQE Quilters
November 8-10: St. Michael Albertville 7th Grade Group

It should be noted that St. Michael Albertville seem solid, as does Aitkin/McGregor and Hill City. The quilters are less solidly committed. Because quilting group participants tend to be on the older side, they might change their minds, or lack minimum numbers for a group.

With the help of Aitkin County Department of Public Health, and following the direction of the Centers for Disease Control and the Minnesota Department of Health, Long Lake has created a COVID Policy, and put steps in place that takes COVID seriously. This has helped assuage the fears of some schools and groups. This policy is consistent with the state's other RELCs.





THE PLAN FOR THE FALL AT LLCC

There this no state of federal funds coming to the rescue, and trying to fill holes this fall with other overnight school trips is unrealistic - because of timing and ongoing COVID fears. We do not consider this fall to be a loss and hope to recoup some of the lost revenue and keep our tremendous staff employed, while staying true to our mission of Environmental Education. The overall plan is to utilize the existing team to assist in these efforts when not performing their normal Naturalist Educator duties.

- **Day Trips to schools within a 60-mile radius of LLCC**
Full nature immersion trips contained in a day-long hike around Long Lake. Students will explore and learn up close what is happening in Minnesota forests in the fall and how plants and animals are able to survive the Minnesota winters. While we are out we will also learn about human outdoor survival including building shelters and small cooking fires to cook an outdoor lunch. It will be a memorable day of challenges, cooperation and connecting with nature. The Long Lake staff will reach out to all local schools. Proposed cost: \$20 per student, which includes lunch.
- **Naturalists in the Schools**
If the students can't come to nature, we'll take the nature to the schools. The Naturalist team will develop nature classes that can be taken on the road. This will include Snakes (and More) Alive, Lake Bottom Organisms, The Art of Nature (making paper with recycled materials), Forestry, and Phenology Hike with journals (Know Your Neighbors). We can also create classes to fit the schools curriculum. Price will vary based on the time commitment, but a minimum of \$100 per trip.
- **Naturalists after school programs**
We will offer Long Lake as a destination for after school programs for area schools, daycares and other youth organizations. Our programming will be based on what is happening at the time, and will likely include the Art of Nature, Nature Hikes and more. Price will be based on the programming, but if food is not involved, the price will be \$5 per child.
- **Phenology Fish Fry with John Latimer, November Fundraising Event**
This program will be through the Long Lake Conservation Foundation. All proceeds will go into a scholarship fund to pay for students to attend LLCC. This event will feature a phenology hike with noted KAXE phenologist John Latimer, followed by a Walleye fish fry. John Latimer is donating his time (normally \$150 per event), and the LLCF has provided Red Lake walleye in past events. Cost will be \$50 per person. We anticipate a crowd of 100 or more.
- **Nature Holiday Parties**
This is a new program for groups and organizations looking for a nature adventure Holiday Party. Groups can select from a menu of outdoor activities and naturalist-led adventures. A festive holiday meal will follow. Prices will be based on menu choices and other needs. These parties will be promoted through area Chambers of Commerce, press release and digital media.





THE PLAN FOR THE FALL AT LLCC, CONT.

- **Nature Gift Bags for the Holidays**
The Long Lake naturalists are putting together Nature-themed holiday gift baskets that will include a camping coffee mug, natural fire starters, a nature journal with pressed flower bookmarks and more. Price will be determined after the gifts are finalized.
- **Nature Nights Series (food with adult programming) and more.**
The Long Lake naturalist team is putting together a multi-week yet-to-be-branded Nature Night series. It will include a fun, adult-focused nature course/adventure/discussion followed by a meal.
- **More Yoga and other non-school groups, including churches.**
We don't often have openings during the fall for non-school groups. A marketing effort will be made to reach out to yoga studios, quilters, churches and other organizations to use the facility during the day, or for overnight stays.
- **Long Lake Conservation Foundation fundraising**
Long Lake will work with the Foundation to raise funds for scholarships and other targeted needs. Long Lake's goal is for there to be a major fall MPR-style scholarship fundraising campaign to take place in the weeks before Thanksgiving. It would include a PR and marketing push, asking businesses and the public to donate to LLCF's scholarship fund for kids to enjoy nature school. People who donate \$75 or more will receive admission into the Phenology Fish Fry. People who donate \$125 or more will receive a Long Lake metal water thermos. All proceeds would go to scholarships. Though we collaborate closely, the ultimate decision as to what is done is made by the Foundation. Stay tuned for details.
- **Grant Writing**
Long Lake, and the LLC Foundation will identify and apply for governmental and non-governmental grants in support of our long-term vision projects, such as the Four-Season Ojibwe Village, and the Better Living Initiative. Naturalists will assist with this.
- **Campus projects**
Anthony Miller has requested assistance from the naturalists with long-overdue maintenance projects such as repainting rooms in the North Star Lodge, and grounds and facilities project.
- **Niche school recruitment efforts**
Home School Week and Spanish Immersion Week are planned for later this winter/early spring. We will try to convince these groups to come to LLCC through targeted digital media messages, public relations and direct communications.
- **2022-23 Recruitment Efforts**
Naturalists will be assigned a list of schools to recruit to LLCC. They will communicate with the teachers, and administrators from these schools, building relationships.



Board of County Commissioners Agenda Request

6A

Agenda Item #

Requested Meeting Date: September 28, 2021

Title of Item: Set Land Auction - December 3, 2021

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Rich Courtemanche		Department: Land
Presenter (Name and Title): Rich Courtemanche - Land Commissioner		Estimated Time Needed: 10 min
Summary of Issue: <p>The attached resolution sets the next tax forfeited land auction sale for December 3 2021 @ 1:00 PM at the Government Center Board Room. This auction consists of 16 properties (attached list).</p> <p>MN Chapter 282.01 Sub 3. non-conservation lands; appraisal and sale states that, "any parcels of land proposed to be sold shall be first appraised by the county board of the county in which the parcels lie. The parcels may be reappraised whenever the county board deems it necessary to carry out the intent of sections 282.01 to 282.13"</p> <p>ACLD proposes to offer several of these properties at a discount as an incentive to cleanup existing structures and debris.</p> <p>Properties not sold at the auction will be available for the appraised price set by the county board on a first come first serve basis at the Aitkin County Land Department office at 502 Minnesota Ave N. Aitkin, MN during regular business hours until 4:30pm on March 4, 2022. At that time the properties will be withdrawn from available listing with the exception of the following parcels which would be continuously offered until sold or removed from sale by the County Land Commissioner later subject to the approval of the County Board: Parcel 3 (16-0-017600), Parcel 4 (20-0-016300), Parcel 5 (21-0-009400), Parcel 7 (25-0-057901), and Parcel 13 (57-1-048600)</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: To approve the attached motion to set the date and land prices for the land sale December 3, 2021 - 1:00 PM at the Government Center Board Room		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

<u>Parcel #</u>	<u>PIN</u>	<u>Name</u>	<u>Township</u>	<u>Legal</u>	<u>Sec</u>	<u>Twp</u>	<u>Rge</u>	<u>Acres</u>	<u>Appraised / Starting Bid Dec 2021</u>	<u>Price Offered June 2021</u>	<u>Price Offered Dec 2020</u>	<u>Price Offered Dec 2019</u>	<u>Discount From Appraised</u>	<u>Co Board Classified</u>
1	02-0-019001	Thompson	Ball Bluff	(SE NW) Lot 5 lying S&E of Rds Less the S 420' of the W 1/2	10	52	23	8.83	\$ 20,300.00	n/a	n/a	n/a		4/13/2021
2	08-0-055101	Metzger	Fleming	S1/2 or E1/2 of SW SE	33	48	25	9.85	\$ 3,800.00	n/a	n/a	n/a		4/13/2021
3	16-0-017600	Christian	Lakeside	SW SW	12	44	25	40	\$ 21,500.00	\$ 32,500.00	\$ 43,300.00	n/a	50%	4/28/2020
4	20-0-016300		Macville	SW NE	11	51	26	40	\$ 6,700.00	\$ 6,700.00	\$ 13,350.00	\$ 17,800.00	50%	3/13/2018
5	21-0-009400	Christian	Malmo	S 1/2 NE	6	45	25	78	\$ 18,000.00	\$ 27,000.00	\$ 35,900.00	n/a	50%	4/28/2020
6	23-0-017601	Petrick	Morrison	N 165' of S 265' less E 2400' of Lot 2 in DOC 293587	11	48	26	1.01	\$ 2,400.00	n/a	n/a	n/a		4/13/2021
7	25-0-057901	Tagliapietra	Pliny	W 1/2 OF NW SE	35	44	23	19.8	\$ 2,100.00	\$ 3,200.00	\$ 4,200.00	n/a	50%	4/28/2020
	29-1-169900													
8	29-1-170000 29-1-181000 29-1-181100	Gibson	Shamrock	Sheshebe Pt. Plat 5, Lot 270, 271, 381, & 382	21	49	23	0.92	\$ 16,100.00	n/a	n/a	n/a		4/13/2021
9	29-1-365601	Bodway	Shamrock	Big Sandy Lk Highlands, Plat 15, Lot 158	3	49	23	0.25	\$ 5,000.00	n/a	n/a	n/a		4/13/2021
10	34-0-030901	Miller & Lockman	Wagner	S1/2 of SE NE	19	43	22	19.95	\$ 53,500.00	n/a	n/a	n/a		4/13/2021
11	35-0-059705 35-0-059706	Harroun	Waukenabo	N1/2 of N1/2 of N1/2 of SE of SW	35	49	26	9.92	\$ 15,000.00	n/a	n/a	n/a		4/13/2021
12	35-1-065500	Rhodes	Waukenabo	Waukenabo Beach, Plat 2, Lot 18	11	49	26	0.17	\$ 29,700.00	n/a	n/a	n/a		4/13/2021
13	57-1-048600	Boatman	City of Hill City	HILL CITY REALTY COS ADD 2, PLAT 4, LOT 7, BLK 4	14	52	26	0.163	\$ 3,700.00	\$ 5,600.00	\$ 7,500.00	n/a	49%	4/28/2020
14	57-1-060101	Stowe	City of Hill City	McLains Add to Hill City Plat 6; Lot 3; Blk 3	14	52	26	0.16	\$ 7,500.00	n/a	n/a	n/a		4/13/2021
15	57-1-061000 57-1-061100	Bischoff	City of Hill City	McLains Add to Hill City Plat 6; Lot 3 & 11; Blk 3	14	52	26	0.33	\$ 8,400.00	n/a	n/a	n/a		4/13/2021
16	61-1-019802	Laucamp	City of Tamarack	Tingdales Orig Townsite of Tamarack Plt 2; 50'x50' in Lot C in DOC #177856	15	48	22	0.57	\$ 8,200.00	n/a	n/a	n/a		4/13/2021

By Commissioner: xx

Tax-Forfeited Land Sale

WHEREAS, the classification of the following county owned and tax-forfeited lands to be offered for sale has been made by the County Board in accordance with Minnesota Statutes 282, and

WHEREAS, public hearings were held on March 13, 2018, April 28, 2020, and on April 13, 2021 at 10:00am in Aitkin County regarding the classification of the attached lands and classified them as Non-Conservation, and

WHEREAS, the County Board has made appraisals of the lands classified as non-conservation and of the timber and timber products thereon, and has made appraisal of timber and buildings on such lands as have not been classified, and a list of such lands and timber, timber only and of buildings so appraised has been filed with the County Auditor for the purpose of offering lands, timber and buildings, so listed, for sale at not less than the appraised value of the land, timber, and buildings combined, with said appraisals of each property following, and

WHEREAS, the County Board is by law designated with authority to provide for the sale of such lands on terms:

NOW, THEREFORE BE IT RESOLVED, that such parcels shall be sold on the following terms, to wit: That on sales amounting to \$5,000.00 or less per parcel, the purchase price shall be paid in full at the time of purchase. On sales amounting to more than \$5,000.00 per parcel, the purchaser shall pay a minimum of \$5,000.00 down or 25% of the purchase price (whichever is greater). Any remaining balance must be paid within 60 days. No timber shall be cut, removed, or damaged until the entire purchase price for the parcel is paid in full.

The land and improvements are being sold AS IS and the County makes no warranties as to the condition of any buildings, wells, septic systems, soils, roads, or any other thing on the tract. The tract is being sold with the understanding that the buyer and seller agree to waive disclosures required under Minnesota Statutes Chapters 513.52 to 513.60, and 1031.235 and any associated liabilities. No representation is made as to access, the condition of any structure, its fixtures or contents, or the suitability for any particular use.

Provided that in case any parcel of land bearing standing timber, buildings or timber products is sold at public auction for more than the appraised value, the amount bid in excess of the appraised value shall be allocated between the land, buildings, and timber in proportion to the respective appraised value. Upon payment in full, the purchaser of tax forfeited land at such sale shall be entitled to immediate possession, subject to the provision of any existing lease made on behalf of the State, and

BE IT FURTHER RESOLVED, that notice of such sale of lands, timber and buildings be given by publication in the official newspaper of the County as provided by law; that the County Auditor of Aitkin County offer such parcels of land for sale in the order in which they appear in said NOTICE OF SALE, and that such sale shall commence at 1:00 P.M. on Friday, the 3th day of December 2021 and continue until all parcels classified as non-conservation and timber only, buildings on parcels not classified, are offered to the highest bidder for sale. This sale will be held at the Government Center Board Room, Third (3rd) Floor, – 307 2nd Street NW, Aitkin, MN 56431

BE IT FURTHER RESOLVED, as required by Minnesota Statutes 284.28, there will be added to the sale price of any tax-forfeited lands sold, an amount equal to three percent (3%) of the total sale price. Said additional amount to be deposited in the State Treasury and credited to the State Real Estate Assurance Fund, and

BE IT FURTHER RESOLVED, that the Land Commissioner may withdraw any description on the list, later subject to the approval of the County Board, when it may appear to be in the public interest to do so, and

BE IT FURTHER RESOLVED, Minnesota Statutes 282.014, imposes a \$25.00 fee upon purchasers of tax forfeited land for issuance of a State Deed.

BE IT FURTHER RESOLVED, as required by Minnesota Statutes 282.01, Subdivision 6, all State Tax Deeds must be recorded with the County Recorder prior to issuing the Deed to the purchaser, therefore a recording fee for each State Deed issued must be paid to the Aitkin County Recorder by the purchaser when tax-forfeited land is paid for in full, as required in MS 357.18,

BE IT FURTHER RESOLVED, as required by Minnesota Statutes 287.22, all State Tax Deeds are subject to State Deed Tax which must be paid by the purchaser.

BE IT FURTHER RESOLVED, Aitkin County is not responsible for location of or determining property lines or boundaries.

BE IT FURTHER RESOLVED, that all lands sold hereunder are sold subject to the Zoning Ordinance adopted by the County Board, and all lands are sold subject to railroad and highway easements, power and pipeline easements, any recreational easements, and subject to all flowage rights, and

BE IT FURTHER RESOLVED, that except in the case of Deeds issued for platted property and Deeds issued to correct errors in either legal description or grantees, the Deeds issued for these parcels will contain a restrictive covenant which will prohibit enrollment of the land in a State Funded program providing compensation of marginal land or wetlands.

BE IT FURTHER RESOLVED, that properties not sold at the auction will be available for the appraised price set by the county board on a first come first serve basis at the Aitkin County Land Department office at 502 Minnesota Ave N. Aitkin, MN during regular business hours until 4:30pm on March 4, 2022. At that time the properties will be withdrawn from available listing except for the following parcels which would be offered until sold or removed from sale by the County Land Commissioner later subject to the approval of the County Board: Parcel 3 (16-0-017600), Parcel 4 (20-0-016300), Parcel 5 (21-0-009400), Parcel 7 (25-0-057901), and Parcel 13 (57-1-048600).

Aitkin County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment and the provision of services. Prospective bidders who require special accommodations to participate in this sale should inform the Land Department as soon as possible and more than three working days before the sale. You may write to Aitkin County Land Department at 502 Minnesota Ave N. Aitkin, MN 56431 or call 218-927-7364. Pre-registration prior to the sale is encouraged. Registration is required in order to receive a bidding number.

(See Attached Table of Properties for sale)

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of September 2021, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of September 2021

Jessica Seibert
County Administrator



Map may not be valid at this scale. Data was mapped at an accuracy of 1:24000 so any representation of the data at a larger scale is not advised.

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

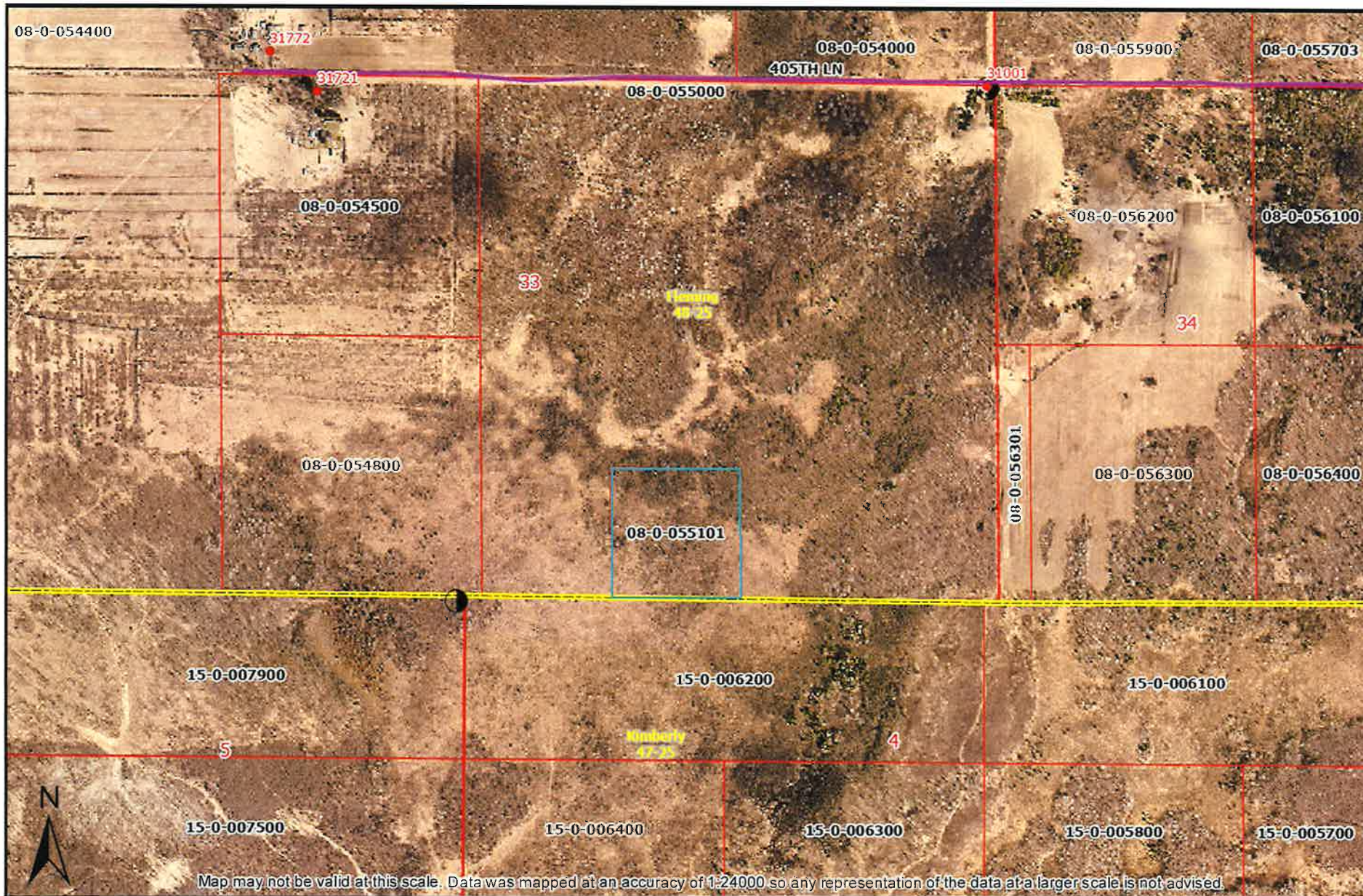
01 - Thompson



1:5,911



Date: 9/21/2021



Map may not be valid at this scale. Data was mapped at an accuracy of 1:24000 so any representation of the data at a larger scale is not advised.

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

2 - Metzger

1:11,821



Date: 9/21/2021



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

4 - Petrick

1:2,955		1 inch = 246 feet
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Aitkin County

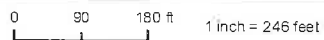
Date: 9/21/2021



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

5 - Gibson

1:2,955



Date: 9/21/2021

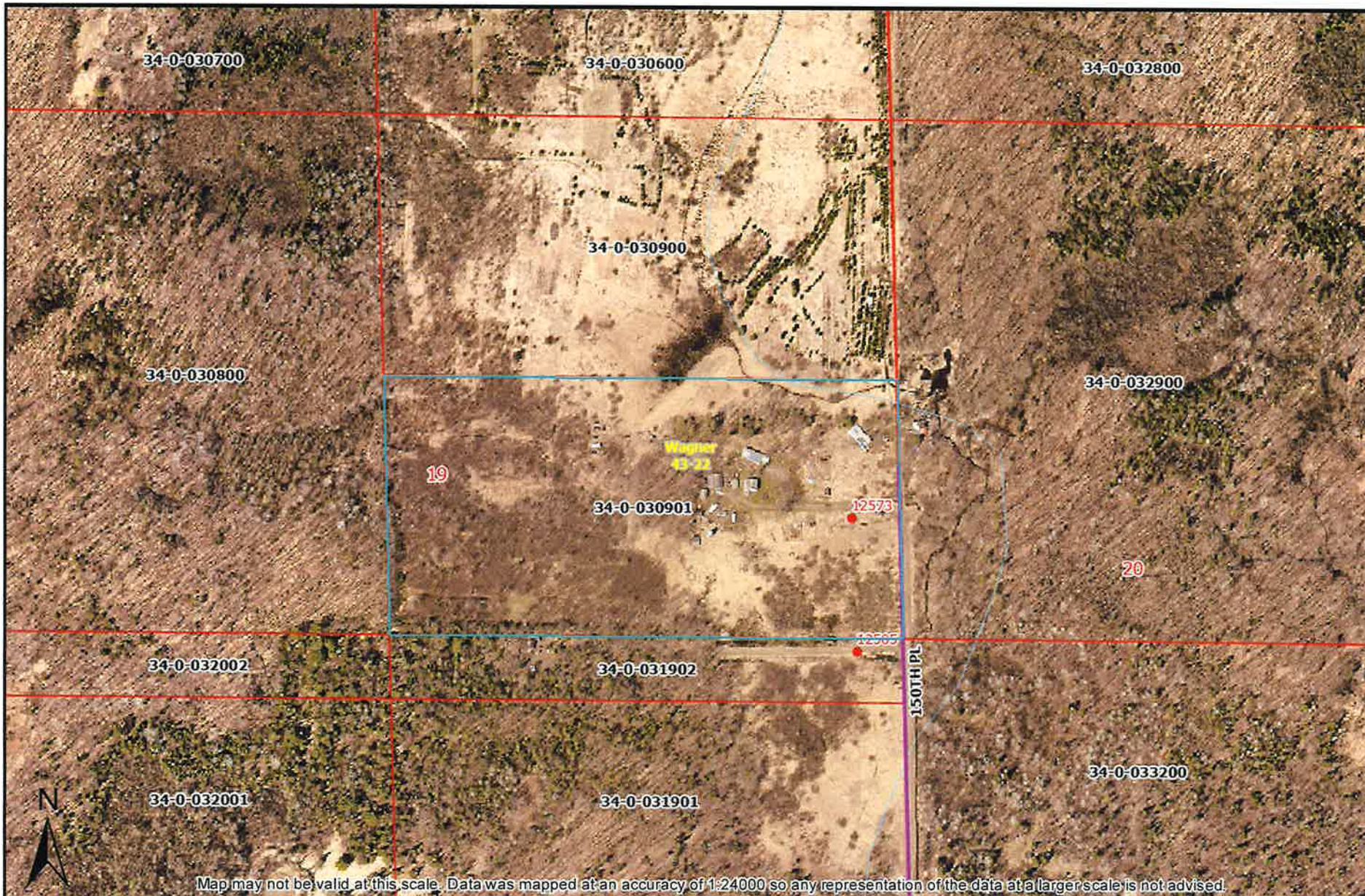


These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

7- Bodway

1:2,955 0 90 180 ft 1 inch = 246 feet


Aitkin County
 Date: 9/21/2021



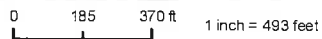
Map may not be valid at this scale. Data was mapped at an accuracy of 1:24000 so any representation of the data at a larger scale is not advised.

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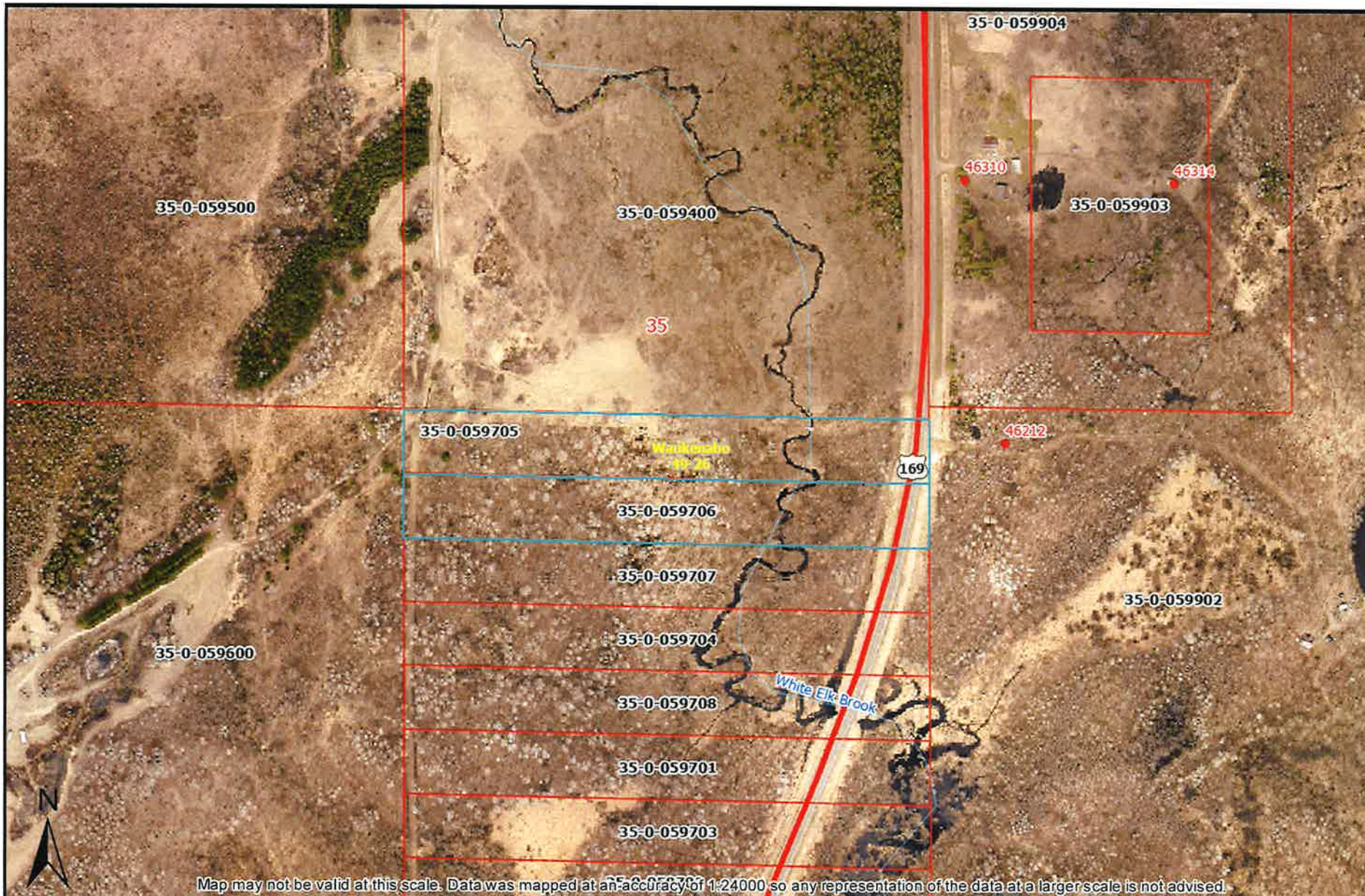
8 - Miller & Lockman



1:5,911



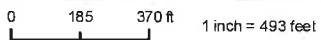
Date: 9/21/2021



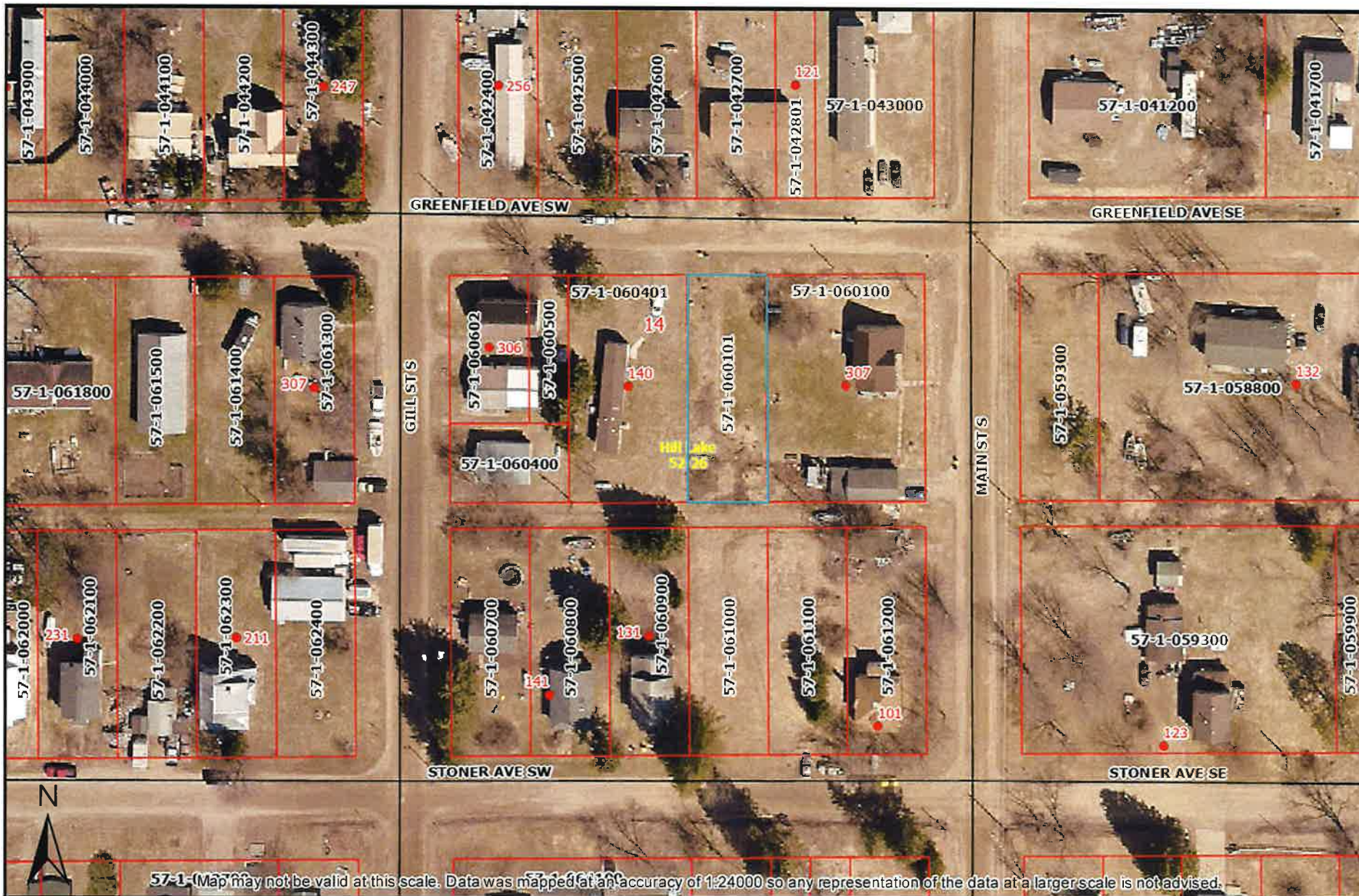
These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

9 - Harroun

1:5,911



Date: 9/21/2021



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

12 - Stowe

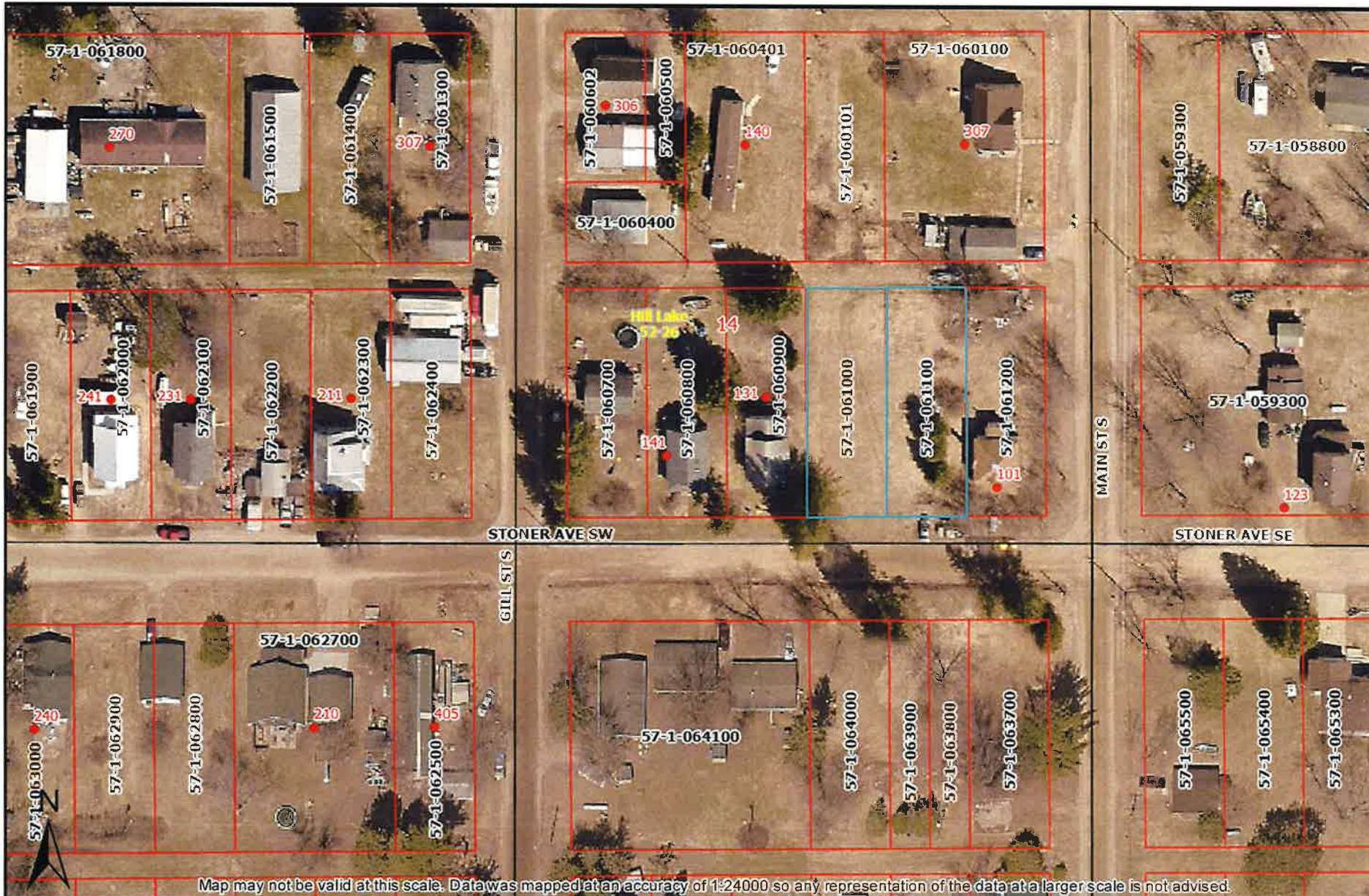
1:1,478



1 inch = 123 feet



Date: 9/21/2021



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

13-Bischoff

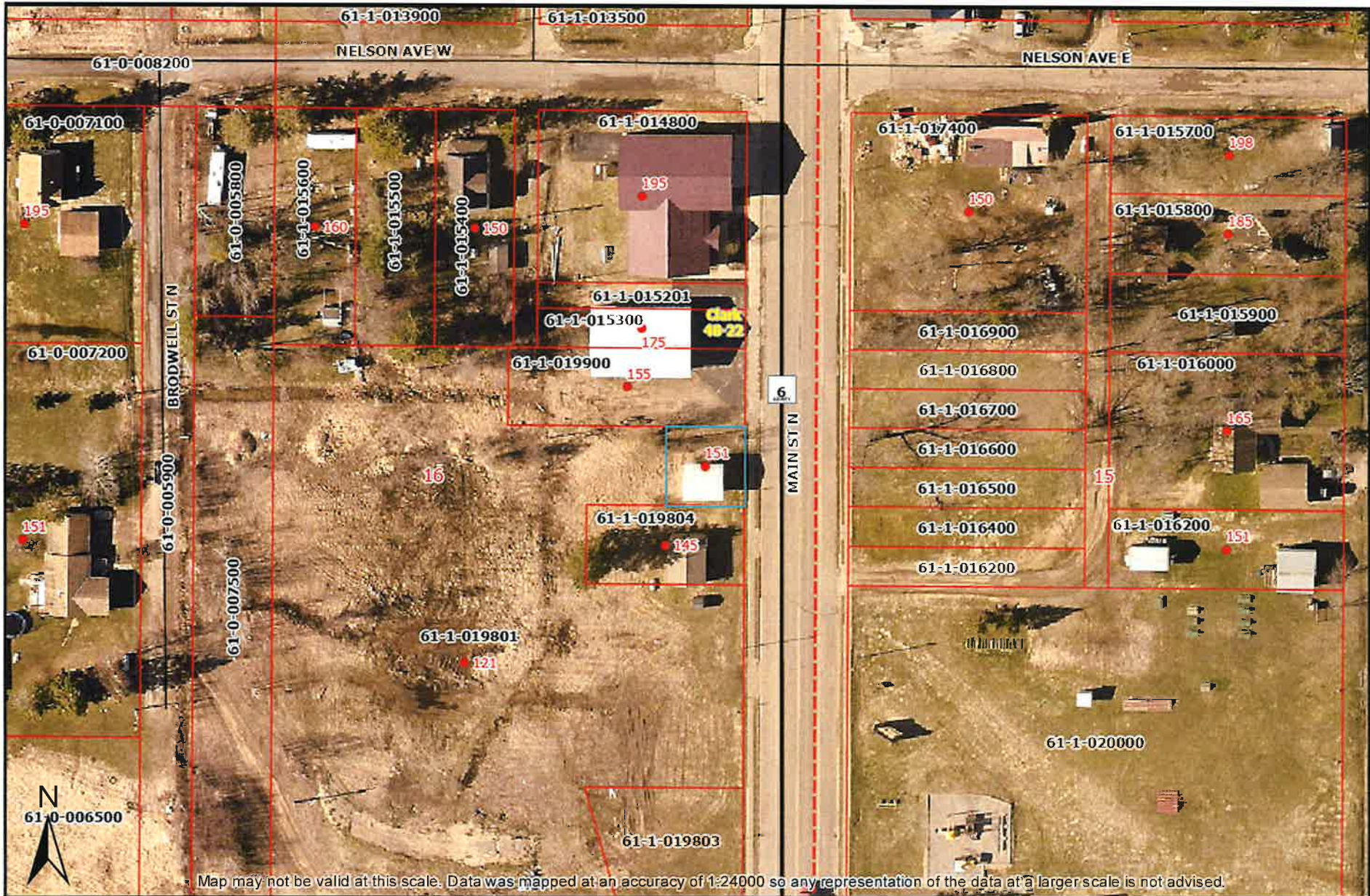
1:1,478



1 inch = 123 feet

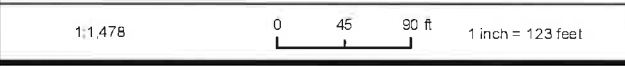


Date: 9/21/2021



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

14 - Laucamp



Date: 9/21/2021



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: September 28, 2021

Title of Item: Submit Grant Application- Economic Development Child Care Grant

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <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: Mark Jeffers	Department: Administration	
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 10 min.
Summary of Issue: <p>The Department of Employment and Economic Development (DEED) through it Economic Development Division, is seeking proposals from qualified responders to receive grants to be used to implement solutions to reduce the child care shortage in the state including but not limited to funding for child care business start-ups or expansion, training, facility modifications, direct subsidies or incentives to retain employees, or improvements required for licensing and assistance with licensing and other regulatory requirements.</p> <p>This application is due on September 30, 2021. This application will be reviewed and approved by the County Attorney.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to adopt a resolution for submission of this grant and authorize Jessica Seibert, County Administrator, to accept the grant if awarded and sign all documents pertaining to the grant.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Aitkin County will provide a match of \$50,000. This funding will come from the County FRF Action Plan spending.		

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

APPLICATION FOR GRANT FUNDING – CHILD CARE ECONOMIC DEVELOPMENT GRANT

WHEREAS, The Department of Employment and Economic Development (DEED), through its Economic Development Division, is seeking proposals from qualified responders to receive grants to be used to implement solutions to reduce the child care shortage in the state including but not limited to funding for child care business start-ups or expansion, training, facility modifications, direct subsidies or incentives to retain employees, or improvements required for licensing, and assistance with licensing and other regulatory requirements AND

WHEREAS, The Aitkin County Economic Development Coordinator plans to submit an application requesting a grant amount of \$300,000.

NOW, THEREFORE, BE IT RESOLVED, that Aitkin County approves submission of its application for funding from The Department of Employment and Economic Development (DEED).

BE IT FURTHER RESOLVED, the County certifies authorization to Jessica Seibert, County Administrator, to accept this grant if awarded and execute the Agreement and all documents pertaining to this grant.

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of September, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of September, 2021

Jessica Seibert
County Administrator

FORM 1: COVER SHEET

Provide the following information for the organization submitting the proposal and provide estimates on the project outcomes including total number of providers served and new childcare slots created.

Organization Submitting Proposal:			
1. Organization Name:	Aitkin County Government		
2. Director Name:	Jessica Seibert	3. Contact Name:	Mark Jeffers
4. Telephone:	218-927-7276	5. Telephone:	218-513-6188
6. Email:	Jessica.seibert@co.aitkin.mn.us	7. Email:	Mark.jeffers@co.aitkin.mn.us
8. Organization Website:	Co.aitkin.mn.us		
9. Full Address: 307 2nd Street NW, Aitkin, MN 56431		10. Full Address: 307 2nd Street NW, Aitkin, MN 56431	
11. Federal Tax ID: (required)	CLK7L6F3AM63	12. Minnesota Tax ID: (required)	41-6005749
13. DUNS Number: (required)	047464805	14. SWIFT Vendor ID: (if known)	0000197275
Proposal Information:			
15. Proposal Name:	Aitkin County Child Care Development Grants		
16. Proposal Summary:	Aitkin County plans to establish a Child Care development grant for residents who are building a Child Care facility or expanding their current business. Expansion grants can be for construction or staffing additions, to aid in increasing the allowable children in the Child Care Business.		
17. Geographic Area Served by Project:	Aitkin County, MN. Cities of Aitkin, McGregor and Tamarack		
18. Targeted Communities Served:	Serving all of Aitkin County, specifically the Cities of Aitkin, McGregor and Tamarack		
19. Total Amount of DEED Funds Requested:	\$300,000.00		
20. Total Amount of Matching Funds Committed:	\$50,000 and \$50,000 in kind		

Executive Summary

Increased access to child care in Aitkin County is a critical need. Currently there is only one Child Care Center Facility in the entire County. This is located in the City of Aitkin. This location is not centrally located in the County and can only offer a benefit to local residents of the City. There are currently 20 active At Home Child Care Facilities in Aitkin County: Hill City = 1, McGregor = 5, Malmo = 2 and Aitkin Area = 12. All child care facilities are at their maximum and all have waiting lists. Having quality child care providers in our area has an impact on local unemployment rates, the self-sufficiency of our families and the attractiveness of our area to young families. Aitkin County is applying for \$300,000 in funding, with a County cash match of \$50,000.

To further understand the shortage of available Child Care Provider Businesses in Aitkin County, the total amount of child care slots is 240 children. The population of Aitkin County is 15,488. The current population for children under 14 is 2119 children. This allows Child Care Providers to offer slots to only 21% of the County child population. Aitkin County is in critical need of additional child care slots, to keep residents working and remaining in our community. Due to the lack of available Child Care Center Facilities and At Home Child Care options, many young families are forced to stay home with children instead of utilizing the child care businesses and remaining in the workforce.

Aitkin County currently has a need for 101 additional Child Care slots in the County, with an estimated 86 additional child care slot needs in 2022-2023.

Aitkin County (pop. 15,886) is strategically located between the northern Minnesota urban centers of Brainerd, Grand Rapids and Duluth. Its largest industries are tourism, forest products and agriculture. Aitkin County has excellent public schools, well-developed highway systems, and world class health care facilities. Long famous for its recreational assets, it boasts an abundance of ATV, snowmobile, river trails and lakes, including Mille Lacs Lake, one of Minnesota's most popular and

In Aitkin County, 18% of children under 18 and 12.2% of all residents in Aitkin County are living in poverty. The poverty rate of children under 18 is 1.5 times the rate of the State Minnesota (12%). The poverty rate of all residents living in Aitkin County is 2.5 times the rate of the State of Minnesota (9.7%).

The Aitkin County Child Care Economic Development Grant Program is a 4 tiered (categories of funding) approach to our critical situation.

- I. Tier I grants will be made available to existing Child Care Center Facilities and At Home Child Care Businesses to assist them with physical equipment and infrastructure improvements to improve their Child Care Assistance Program (CCAP) quality provider status, allowing for more children in their facilities. Special consideration will be given to all applicants who are minority-owned businesses or woman-owned businesses.
- II. Tier II grants will be awarded for the purpose of aiding in training for assistant Child Care workers for their facilities. This will also improve their CCAP quality provider status, allowing for more children in their facilities. Special consideration will be given to all applicants who are minority-owned businesses or woman-owned businesses
- III. Tier III grants will be awarded to aid in licensing fees for new or start-up Child Care Center Facilities or At Home Child Care Businesses. Special consideration will be given to all applicants who are minority-owned businesses or woman-owned businesses
- IV. Tier IV grants will be awarded to start-up Child Care Providers, opening new Child Care Centers and/or At Home Child Care Businesses in outer areas of Aitkin County. Special consideration will be given to all applicants who are minority-owned businesses or woman-owned businesses.

The following State criteria must be met for eligibility:

- The Child Care business must have a physical establishment in Aitkin County
- The Child Care business must have a current active license or in the process of completing the license.
- No current tax liens with the Secretary of State.
- A Business must be current on their property taxes as of March 31, 2021 or any other obligations to Aitkin County.
- A Business must submit a full application with signatures and complete the attached W-9 Form. Submittal of a completed application does not guarantee funding.

A Business owner agrees that by signing and submitting the Aitkin County Child Care Economic Development application they will be subject to a random audit by Aitkin County for accuracy in information requested. They also agree to provide additional documentation that may be requested by Aitkin County or their representative to determine eligibility and award amount or to complete an audit of funds awarded. If it is determined that false or misleading information is provided on the Aitkin County Child Care Economic Development application, the Business will be required to repay Aitkin County the entire grant amount.

- Maximum Grant amount is \$30,000.00 based upon need and funds available.

2. Address: _____
3. Business Phone #: _____
4. Best Daytime Phone #: _____
5. Email Address: _____
6. Name of Person responsible for this application and information provided: _____
7. Federal Tax ID# or SSN#: _____
8. State of MN Business Tax ID#: _____
9. NAICS Code: _____
10. Number of current Full Time or Full Time equivalent employees: _____
11. Number of current Part Time employees: _____
12. Month/Year you took ownership of business: _____
13. Is your business located in Aitkin County? Yes No
14. Is your business minority-owned? Yes No
15. Is your business women-owned? Yes No
16. Do you certify that you will continue to own and operate this business through December 31, 2023?
 Yes No
17. Is your business open to Child Care after regular business hours? Yes No
18. Do you have any liens with the MN Secretary of State? Yes No
19. Were business property taxes paid in full as of March 31, 2020? Yes No

Aitkin County Economic Development Child Care Grant Application

AUTHORIZATION FOR RELEASE OF INFORMATION AND ACKNOWLEDGEMENTS

1. The Applicant shall hold Aitkin County, MN, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the 2022 Aitkin County Child Care Economic Development Grant Program or its Application (Grant Application), including but not limited to, any legal or actual violations of any State or Federal laws.

2. The Applicant recognizes and agrees that Aitkin County retains absolute authority and discretion to decide whether or not to accept or deny any particular Grant Application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Grant Application are incurred by the Applicant at its sole risk and expense.

3. The Applicant acknowledges that they have read the 2022 Aitkin County Child Care Economic Development Grant Program eligibility requirements and understands that if the application is approved for funding, grant funds awarded must only be used to pay eligible expenses. Applicant is exclusively responsible for the lawful use of any funds awarded under the 2022 Aitkin County Child Care Economic Development Grant Program.

4. The Applicant acknowledges that they understand data submitted in relation to this application will become government data and is subject to federal and state data laws. Some of the data may be considered private or nonpublic prior to the award of financial assistance, while some limited data may be considered private or nonpublic even following the award. The County will not publicize your business plans, customer lists, income tax returns, design / market / feasibility studies, income and expense reports, or any other data classified as private or nonpublic under Minn. Stat. §13.591. Application data submitted by organizations that are not selected for grant funding will only be released upon request and as required by Minn. Stat. Chapter 13 or other applicable state/federal law. Application or evaluation data may also be shared with any entity that has a legal right to the data under Minnesota or federal law, including under court order. You can refuse to supply any or all of the requested information, which you are not legally required to provide.

5. A recipient found to have misrepresented themselves or their business is responsible for repaying funds to the Aitkin County.

6. Additional acknowledgements.

I acknowledge that Aitkin County retains final authority to determine if a business or nonprofit is eligible for funding, whether to approve a grant and the final grant amount. Aitkin County reserves the right to reduce grant award amounts if the total requests exceed available funding.

I acknowledge that Aitkin County has the right to verify any information contained in this application. Additional information and documentation may be requested at a later date. Failure to provide the information required may result in ineligibility for grant program or repayment of the funds. I agree to provide Aitkin County any documentation needed to complete an audit of funds awarded. Should Aitkin

in Aitkin County, responding to our request to learn the need to the Child Care Facility. Aitkin County will continue to work directly with private-sector business owners and potential business owners to increase the number of quality Child Care slots for our County.

Due to the 18% of children under 18 and 12.2% of all residents in Aitkin County living in poverty, Aitkin County qualifies for a waiver for matching funds. The poverty rate of children under 18 is 1.5 times the rate of the State Minnesota (12%). The poverty rate of all residents living in Aitkin County is 2.5 times the rate of the State of Minnesota (9.7%). Because of the importance of this project, Aitkin County is committing a cash contribution of \$50,000 and \$50,000 in kind contribution, to increase the available funding for this critical program.

<https://censusreporter.org/profiles/05000US27001-aitkin-county-mn/>

Assessment and Evaluation

Assessment and Evaluation of the Aitkin County Economic Development Child Care Grant is led by the Aitkin County Economic Development Committee, with final approval through the Aitkin County Board of Commissioners.

3. Tier III: Grant awarded to aid in licensing fees for new or start-up Child Care Center Facilities or At Home Child Care Businesses.

- 30 pts = Business Plan and Project Scope
- 30 pts = Explanation of how funding for fees and operational costs will allow and establish additional FTE child care providers or PT Licensed Helpers to increase child care slots in existing child care providers
- 30 pts = Explanation of how the hours of operation will be positively affected by allowing after hours child care.
- 10 pts = Child Care Provider commitment to remain active in the business for no less than 5 years, in Aitkin County.

** Special consideration will be given to all applicants who are minority-owned businesses or women-owned businesses.

4. Tier IV: Grant awarded to start-up Child Care Center Facilities and At Home Child Care Businesses opening new facilities in outer areas of Aitkin County.

- 30 pts = Business Plan and Project Scope
- 30 pts = Explanation of how funding for start-up (building) and operational costs will allow and establish additional FTE child care providers or PT Licensed Helpers to increase child care slots in child care providers.
- 30 pts = Explanation of how the hours of operation will be positively affected by allowing after hours child care.
- 10 pts = Child Care Provider commitment to remain active in the business for no less than 5 years, in Aitkin County.

Currently Kathleen holds the position of CFO with Aitkin County. Kathleen holds a bachelor's degree from St. Cloud State University, majoring in finance. Kathleen serves on the following, Chair of the Economic Development River Trails Committee and Chair of the Board of Directors for Riverwood Healthcare Center. Kathleen attended the Blandin Community Leadership Program in 2019.

Aitkin County Health and Human Services Director | Cynthia Bennett. Cynthia has served in local government for 20+ years. She holds a bachelor's degree from the College of St Scholastica, majoring in nursing. Cynthia has a certificate in Community and Public Health Nursing, Public Health Emergency Preparedness, Response and Recovery, and the John Maxwell Leadership Training. Cynthia is a member of the MN Association of County Social Services Administrators, The Local Public Health Association, and the Association of MN Counties. She has served her community through volunteering in a number of ways including membership on various non-profit boards, Blandin Foundation Leadership events and other community initiatives.

Social Services Supervisor | Jessi Schultz is the Child and Family Services Supervisor and has been employed with Aitkin County for 17+ years. Jessi holds a Master's Degree in Social Work from University of North Dakota and a Bachelor's Degree in Social Work and Psychology from Minnesota State University Moorhead. Jessie serves on the following, Chair of the Child Abuse Prevention Council and Member of the Aitkin County Sobriety Court Team.

Licensor, Social Worker | Brenda Butterfield is currently working as a Licensor for Aitkin County and licenses childcare homes, child foster care homes, adult foster care homes and community residential services homes. She has been employed with Aitkin County Health and Human Services since 1999. She holds a Bachelor's Degree in Organizational Behavior from St. Scholastica. She also has an Associates of

- a. \$65,000 available for grants.
3. Tier III: Grant awarded to aid in licensing fees for new or start-up Child Care Center Facilities or At Home Child Care Businesses.
- a. \$10,000 available for grants.
4. Tier IV: Grant awarded to start-up Child Care Center Facilities and At Home Child Care Businesses opening new facilities in outer areas of Aitkin County.
- a. \$125,000 available for grants.

Aitkin County Economic Development Child Care Grant	\$	350,000
Sum of Projects	\$	350,000
	\$	-

Category	Project	\$ Amount
Tier 1 (Equipment and Infrastructure Improvement)		\$ 150,000
	Grants for existing business improvement	\$ 150,000
Tier II (Training)		\$ 65,000
	Training Programs to increase qualified staff	\$ 65,000
Tier III (Licensing Fees)		\$ 19,800
	Licensing Fees to ease burden in order to increase qualified staff	\$ 19,800
Tier IV (New Start-Up)		\$ 110,000
	Start- Up Grants	\$ 110,000
Administrative Fees		\$ 5,200

4. Tier IV: Grant awarded to start-up Child Care Providers, opening new facilities in outer areas of Aitkin County.

a. \$125,000 available for grants.

Aitkin County Economic Development Child Care Grant	\$	350,000
Sum of Projects	\$	350,000
	\$	-

Category	Project	\$ Amount
Tier 1 (Equipment and Infrastructure Improvement)		\$ 150,000
	Grants for existing business improvement	\$ 150,000
Tier II (Training)		\$ 65,000
	Training Programs to increase qualified staff	\$ 65,000
Tier III (Licensing Fees)		\$ 19,800
	Licensing Fees to ease burden in order to increase qualified staff	\$ 19,800
Tier IV (New Start-Up)		\$ 110,000
	Start- Up Grants	\$ 110,000
Administrative Fees		\$ 5,200

Project Funding Sources

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

Funding Source	Type of Funding (state grant, cash or in-kind)	Amount
DEED CCED Grant	State Funds	\$300,000
Aitkin County Match Dollars		\$50,000

FORM 3: PERFORMANCE REPORTING FORM

Organization Name	Aitkin County
Organization Contact Name	Mark Jeffers
Organization Contact Email	Mark.jeffers@co.aitkin.mn.us
Funding Source	Child Care Economic Development Program
Project State Date	01-01-22
Quarterly Reporting Period (ex: Q1 2021)	Q1 2022
Reporting Period Start Date	01-01-22
Reporting Period End Date	12-31-22

Performance Measures	Quarterly Total [Enter Quarter]*	Project Total (Actual)	Project Total (Projected)	% to Goal
Number of family childcare providers served:	20			
Number of childcare center providers served:	2			
Number of childcare worker jobs created:	10-12			
Number of childcare worker jobs retained:	10			
Number of new licensed child slots created (Infants)	12			
Number of new licensed childcare slots created (toddler)	40			
Number of new licensed childcare slots created (preschooler)	40			
Number of new licensed childcare slots created (school age)	8			
Number of new licensed childcare slots created (Total):	100			
Percentage of new licensed child slots available outside of standard hours of care (outside of 6:00 a.m. through 6:00 p.m.):	20%			
Total state grant funds per new licensed child slots created	\$3,000			

FORM 5: CONFLICT OF INTEREST DISCLOSURE

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Grants Policy 08-01 Conflict of Interest Policy for State Grant-Making effective date 1/1/21](#) and to disclose any conflicts of interest accordingly.

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

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

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

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

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

Printed name: Jessica Seibert

Signature:

Organization: Aitkin County

Date:



Board of County Commissioners Agenda Request

7B

Agenda Item #

Requested Meeting Date: September 28, 2021

Title of Item: Aitkin County Business Development and Recreation Grants

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Mark Jeffers		Department: Administration
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 10 minutes
Summary of Issue: <p>Aitkin County received 5 Grant Requests from the Business Development and Recreation Grant fund. We have \$4,600.00 in requests with \$5,400 available. Attached is a memo with the applications and Economic Development Committee recommendations.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve grant requests		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



AITKIN COUNTY ADMINISTRATION

Aitkin County Government Center
307 2nd Street NW, Room 305
Aitkin, MN 56431

Mark.jeffers@co.aitkin.mn.us
Phone: 218-927-7305
cell: 218-513-6188

TO: Aitkin County Board of Commissioners
FROM: Mark Jeffers, Economic Development Coordinator
DATE: September 28, 2021
SUBJECT: Aitkin County Business Development and Recreation Grants

Aitkin County received 5 Grant Requests for the Aitkin County Business Development and Recreation Grant fund.

We have \$4,600 in requests with \$5,400 available. Applications are attached. Grants Received are listed below with the Economic Development Committee recommendations following in yellow.

1. Unbound Adventures, Mobile Kayak Rental. \$1000 for Kayak equipment.
The Economic Development Committee's recommendation is to fully fund this application.
2. Aitkin Chamber of Commerce, Paddle your Glass Off Event. \$1000 for event promotion.
The Economic Development Committee's recommendation is to not fund this application at this time. The Committee completely supports this event and the group
3. Jaques Art Center, Community Canvas. \$650 for event promotions.
The Economic Development Committee's recommendation is to not fund this application.
4. City of Palisade, Octoberfest Event. \$1,000 for event promotions.
The Economic Development Committee's recommendation is to fully fund this application.
5. Lake Mille Lacs Scenic Byway, Bird Watching Trail. \$1,000 for website development.
The Economic Development Committee's recommendation is to fully fund this application.

Aitkin County
Application for Aitkin County Tourism Promotion and Development Grants
January 1, 2019 - December 31, 2019

DEADLINE Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in May. Application deadline is April 23, 2019.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

Event/Activity Eligibility: Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4th of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

APPLICANT INFORMATION

Note: No reimbursement grants will be awarded.

1. PROGRAM INFORMATION

Project Name: Mobile Kayak Rental

Date(s) of Program: on-going Location of Program: within 30 miles of Aitkin, MN

Organization/Community Name: Unbound Adventures

Person in Charge of Project: Ashley Gustafson

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

30742 Pioneer Ave, Aitkin, MN 56431

Contact Person's Phone #: 218-839-9948

Legal Status of Organization: Unit of Government (for example cities, townships etc.)

Non-profit Tourism Association

Non-profit Association

Is your organization registered as a nonprofit corporation with the Secretary of State? NO

If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

Description/focus/purpose of your organization To provide mobile (delivered directly to the customer) kayak rentals within 30 miles of Aitkin, MN.

2. FUNDING:

Amount requested from Aitkin County Tourism (ACTGAC)
(Minimum \$100.00, maximum request is 1,000.00)

\$1,000

Amount of your organization's match

\$12,869

* For kayak expansion, other rental options (bikes, paddle boards) not included in this figure

Name



Date:

6/29/21

Ashley L Gustafson

Aitkin County Tourism Grant Application Addendum

3. Currently Unbound Adventures offers mountain bike adventure tours in the Cuyuna Country State Recreation Area. Unbound Adventures is a mobile business based out of Aitkin, MN. Booking is done by phone or online. Staff (owner/operators Ashley and Andrew Gustafson) meet clients at the trail head, provide a bike rental fitted to each rider, helmets if needed, and then provide a fully guided riding experience. The service is tailored to introducing mountain biking to new riders who would otherwise be unlikely to feel comfortable enough to try the sport. Our slogan is "We Do Everything but the Pedaling!"

Unbound Adventures opened June 2021. Initial calls to the business, monitoring of social media, and connections with the local chamber of commerce have indicated an additional market for mobile rental of other human powered recreation such as kayaks and paddle boards. Unbound Adventures would like to expand our business model to include mobile rental of gravel bikes, eBikes, kayaks, and paddle boards. Clients would call or book online to have their desired rental delivered to their home, cabin, or start location of their adventure. Unbound would pick up the equipment at the end of the allotted rental time.

There are currently no bike, kayak, or paddle board rental companies in Aitkin County despite a demand for this and prime routes for kayaking. Any approved grant dollars would be used to purchase kayaks for a rental fleet. Kayak rental (including delivery and pick up) would be available anywhere within 30 miles of Aitkin.

Unbound already has a website, memberships to several local chambers of commerce in the area, brochures, cards, google ads, Facebook, and Instagram established. Kayak rental services would be added to all marketing materials to reach the widest possible audience. The availability and marketing of kayak rentals in the Aitkin area would enhance current visitor experiences and draw additional interest to the area. Increased kayaking activity on the Ripple and Mississippi Rivers would especially benefit Aitkin area restaurant and hospitality businesses. It is anticipated that customers renting kayaks for a day trip will need to stay near Aitkin and are likely to eat out before and/or after their outing. Unbound would work to promote other area businesses to customers utilizing rental or tour services.

Aitkin County
Application for Aitkin County Tourism Promotion and Development Grants
January 1, 2019 - December 31, 2019

DEADLINE Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in May. Application deadline is April 23, 2019.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

Event/Activity Eligibility: Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4th of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

APPLICANT INFORMATION

Note: No reimbursement grants will be awarded.

1. PROGRAM INFORMATION

Project Name: Paddle Your Glass Off
Date(s) of Program: June 19, 2021 Location of Program: Mississippi River, County Campground, City Shop, Chamber of Commerce
Organization/Community Name: Aitkin County River Trails Committee
Person in Charge of Project: Kathleen Ryan
Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):
307 2nd St NW, Aitkin MN 56431
Contact Person's Phone #: 218-927-7265
Legal Status of Organization: _____ Unit of Government (for example cities, townships etc.)
X Non-profit Tourism Association
_____ Non-profit Association

Is your organization registered as a nonprofit corporation with the Secretary of State? _____
If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

Description/focus/purpose of your organization to advocate for the Sustainable use of Aitkin County waterways, promoting Aitkin County as a destination for outdoor recreation

2. FUNDING:

Amount requested from Aitkin County Tourism (ACTGAC)
(Minimum \$100.00, maximum request is 1,000.00)

\$ 1000.00

Amount of your organization's match

\$ 890.00

Total projected budget

\$ 1890.00

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

Kayak/Canoe Paddle on the Mississippi, beginning at Kimball Access, ending at County Campground. Participants will be shuttled from registration to launch site by volunteers. They will paddle the Mississippi, ending at the park where there will be beer, wine, and whiskey tasting. \$15 ticket includes shuttle, tasting, and branded wine glass.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

to promote Aitkin Co. waterways and businesses - funds will help offset insurance, porta pottie, advertising, and to supplement the cost of kayak rentals for participants who don't own their own.

Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.

The River Trails Committee Promotes Aitkin Co waterways as a destination for outdoor recreation - we also aim to introduce paddling to those new to the activity, in hopes they enjoy it and will continue using our waterways.

List target markets:

Where - geographic areas (s)

Aitkin / metro / Minnesota

List target audience:

Who - type of group or activity

Outdoor enthusiasts, and those new to outdoor rec.

Please estimate the number of people who will come from: Your local community and surrounding area: 30

From other communities in Minnesota: 30

From outside of Minnesota: a few?

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

Category	ACTGAC Funds	Applicant Funds	Total
Insurance	315.00		315.00
Liquor License		100.00	100.00
Porta Pottie	25.00	90.00	115.00
Advertising	300.00		300.00
Kayak Rentals	360.00		360.00
Insulated glasses		700.00	700.00
TOTALS	1000.00	890.00	1890.00

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to; ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Kathleen Ryan 02/10/2021



5/26/2021

Tourism Board
Aitkin County

Dear Board Members,

Thank you for the tourism grant to the Jaques Art Center to help us advertise our 'Happy Trials' Juried Art Exhibit. We had our biggest response to our theme with 57 artists and 104 pieces!

The opening was on 5/7/21 and the opening reception the next day on Sat. 5/7/21. We think the advertising we were able to do, because of your generosity, has caught the Aitkin community, county and surrounding areas attention and we are delighted with the response we have received so far.

Please know that you are invited to your Art Center anytime. Our hours are Tuesdays – Saturdays from 11am to 4pm.

Again our thanks,

Pamela Andell
Executive Director
Jaques Art Center

Advertising costs through grant funds:

The Guide:	\$559.00
Aitkin Age:	\$ 59.00
Promotion	\$ 32.00
Total:	\$650.00



*In 5/8 Bargain Hunter
2021
Summer Guide
Promotion Costs*

*59-
559-
32-*

\$ 650



Jaques Art Center
121 2nd St. NW
Aitkin, MN 56431
Celebrating 26 Years

Aitkin County
Application for Aitkin County Tourism Promotion and Development
Grants
January 1, 2021 - December 31, 2021

DEADLINE: Grant requests must be submitted to ACTPDG c/o Mark Jeffers, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431 or EMAIL to mark.jeffers@co.aitkin.mn.us. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in May. Application deadline is September 7, 2021.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

Event/Activity Eligibility: Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4th of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

APPLICANT INFORMATION

Note: No reimbursement grants will be awarded.

1. PROGRAM INFORMATION

Project Name: Promote Palisade

Date(s) of Program: 2021

Location of Program: Palisade

Organization/Community Name: City of Palisade

Person in Charge of Project: Maureen M. Mishler

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

304 Main Street, P.O. Box 144 Palisade, MN 56469

Contact Person's Phone #: 218.845.2051

Legal Status of Organization:

Unit of Government (for example cities, townships

etc.) Non-profit Tourism Association

Non-profit Association

Is your organization registered as a nonprofit corporation with the Secretary of State? _____

If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

Description/focus/purpose of your organization:

To provide a well-rounded series of events that promote tourism in Palisade and our surrounding area.

2. FUNDING:

Amount requested from Aitkin County Tourism (ACTGAC) \$ 1000.00
(Minimum \$100.00, maximum request is 1,000.00)

Amount of your organization's match \$ 500.00

Total projected budget \$ 1500.00

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

The City of Palisade is looking to host one major event (Octoberfest), and promote other City events and activities. Palisade has much to offer including scenic beauty in our City and the surrounding area along with the Great River Road. We have customer centric businesses to feed and entertain tourists, and provide a welcoming place to visit.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

We hope to create a fun-filled family day with activities for the young and young at heart. We expect to draw tourists from the surrounding area through advertising on the radio, flyers, and social media ads. We will pay for entertainment, bouncy gym activities and perhaps pumpkin decorating and prizes for creativity and participation.

Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.

We would be drawing people from Aitkin County and the surrounding counties during a time when fall travel will be at a peak and local businesses will benefit from the added traffic.

List target markets:

Where - geographic areas (s)

Aitkin, Itasca, and Crow Wing Counties and the city of Palisade.

List target audience:

Who - type of group or activity

All ages, especially multi-generational families

Please estimate the number of people who will come from: Your local community and surrounding area:

From other communities in Minnesota: 200

From outside of Minnesota: 40

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

Category	ACTGAC Funds	Applicant Funds	Total
Music- Entertainment	500.00	100.00	600
Bouncy Gym (3)	500.00	400.00	900
TOTALS	1000.00	500.00	1500

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds.
Submit to; ACTDGP, c/o Mark Jeffers, Aitkin County Courthouse, 217 2nd St NW, #131, Aitkin, MN 56431or
EMAIL: mark.jeffers@co.aitkin.mn.us

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name Therese M. Mott Date: Sept 7, 2021

Mark Jeffers

From: Steve Dubbs <jsdubbs@yahoo.com>
Sent: Tuesday, September 07, 2021 4:43 PM
To: Mark Jeffers
Subject: Tourism Grant
Attachments: attachment 1.pdf

[NOTICE: This message originated outside of the Aitkin County Mail System -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Mark-

Attached is an application for the tourism grant program. The Lake Mille Lacs Scenic Byway would like to develop a bird trail along the scenic byway.

Mille Lacs is renowned for its diversity, abundance and rarity of the birds that are attracted to the it. In fact, the Audubon Society has declared Mille Lacs an "Important Bird Area. We would like to attract more birders to the area to help diversify the areas tourism by educating people about the uniqueness of Mille Lacs.

The grant will help us with our phase 1 activities which include:

- A) Development meeting with partners, MN DNR, MLB DNR, U.S.Fish & Wildlife, and the Audubon Society.
- B) Creation of a bird check list identify birds that can be spotted. Including where and when.
- C) Identification of sites to see birds.
- E) Website Development. (most of the funds spent here)

Future phases will include printed materials, signage at sites with QR code, interpretive narratives and a area birding event.

Thanks you for your consideration,

Steve Dubbs
Lake Mille Lacs Scenic Byway Council
612.805.4738

Description/focus/purpose of your organization:

2. FUNDING:

Amount requested from Aitkin County Tourism (ACTGAC)
(Minimum \$100.00, maximum request is 1,000.00)

\$ 1000

Amount of your organization's match

\$ 1000

Total projected budget

\$ 2000

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

Develop a Bird Watching Trail Along the Lake Millelacs Scenic Byway to highlight the abundant birding opportunities in the area. The Audubon Society calls Millelacs an "Important Bird Area"

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

1) Create a partnership w/ Aitkin, MN DNR, Millelacs DNR, US Fish and Wildlife to create bird list & birding sites 2) signage 3) website development

Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.

Birding is the #2 pastime in America. We plan to attract birders from around the country by promoting the unique birding of Millelacs

List target markets:
Where - geographic areas (s)

5 states area

List target audience:
Who - type of group or activity

Birders
Nature Lovers

Please estimate the number of people who will come from: Your local community and surrounding area:

From other communities in Minnesota: 1005

From outside of Minnesota: 1005

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

Category	ACTGAC Funds	Applicant Funds	Total
Voucher Book	N/A	N/A	\$
Website Development	\$1600	\$1000	\$2000
TOTALS			\$2000



Board of County Commissioners Agenda Request

8A
Agenda Item #

Requested Meeting Date: September 28, 2021

Title of Item: Request Public Meeting to discuss Zoning Ordinance Classification Change.

<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: 2 minutes
---	--

Summary of Issue:

In light of the initial May 17 request made by Waste Management for a Conditional Use Permit to operate a Solid Waste Transfer Station inside the Aitkin County Recycling Center, it has been noted that the Aitkin County Zoning Ordinance Classification List does not include a specific line classification for "Solid Waste Transfer Station". It has been argued by opposition to the permit application that Aitkin County's two current classifications of "Solid Waste Site (Hazard, Toxic)" and "Solid Waste Disposal Site" do not suffice for the less intensive use "Solid Waste Transfer Station" which has been permitted under in the past.

We are requesting a Public Hearing to discuss adding the third classification of "Solid Waste Transfer Station" in order to add specificity and clarity to the classification list of the Aitkin County Zoning Ordinance.

Alternatives, Options, Effects on Others/Comments:
N/A

Recommended Action/Motion:
Motion to Approve a Public Hearing for October 26

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No Please Explain:



Board of County Commissioners Agenda Request

9A

Agenda Item #

Requested Meeting Date: 9/28/2021

Title of Item: Ratify Teamsters Licensed Essential Unit Agreement 2021-2022

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Bobbie Danielson		Department: Human Resources
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 2 minutes
Summary of Issue: <p>The Teamsters Licensed Essential unit voted to ratify the 2021-2022 Agreement. Copy attached. If signed Agreements are received by the union by the 9/28/2021 board meeting, we will request Board ratification.</p> <p>The agreement includes the pattern wage settlement for 2021 (one-half percent general adjustment, plus a step, not to exceed the scale max) and a 2% general adjustment, plus step, not to exceed the scale max for 2022. Conversion from vacation/sick to a PTO model is also included. Redlined copy attached showing all changes.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to ratify the 2021-2022 Teamsters Licensed Essential Unit Agreement as presented.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ As budgeted. Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

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A G R E E M E N T

By and Between

AITKIN COUNTY

and

**TEAMSTERS GENERAL LOCAL UNION NO.
346
(LICENSED ESSENTIAL UNIT)**

**Duluth, Minnesota
January 1, 2021 to December 31, 2022**

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2021-2022

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INDEX

PREAMBLE 4

TERMS AND RELATIONS 4

CONDITIONS OF EMPLOYMENT 4

RECOGNITION 4

REPRESENTATION 4

CHECK OFF 5

UNION SECURITY 5

TIME OFF 5

VESTED RIGHT OF MANAGEMENT 6

EMPLOYMENT STATUS 6

PROBATION 7

SENIORITY 7

SCHOOLING 8

SAFETY EQUIPMENT 8

EXPENSES 8

LOSS OR DAMAGE 8

UNIFORMS 9

MEDICAL EXAMINATIONS 9

WEEKLY HOURS AND OVERTIME RATES 9

COMP TIME 21

CALL BACK PAY / CALL-OUT PAY 21

RESCUE ORGANIZATIONS 21

COURT TIME 11

PAY PERIOD 11

PROMOTIONS 11

LEAVE OF ABSENCE 12

HOLIDAYS 12

VACATIONS 14

PAID TIME OFF (PTO) 15

SICK LEAVE: 17

 Section 1. Sick Leave 17

Deleted: 9

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AITKIN COUNTY SHERIFF DEPARTMENT LICENSED ESSENTIAL UNIT CONTRACT

2021-2022

Section 2. Severance Pay 18

Section 3. MSRS HCSP 19

PERSONAL LEAVE 19

BEREAVEMENT LEAVE 19

RETIREMENT 20

INSURANCE AND BONDS 20

GROUP HEALTH INSURANCE 20

LIABILITY INSURANCE 21

LIFE INSURANCE 21

LTD INSURANCE AND OTHER VOLUNTARY BENEFITS 21

BONDS AND PREMIUMS 21

INDIVIDUAL AGREEMENT 22

JOB STEWARD 22

GRIEVANCE PROCEDURE 23

DISCIPLINE 25

DISCHARGE AND LOUDERMILL HEARING 26

WAGES 26

SAVINGS AND SEPARABILITY CLAUSE 27

EXPIRATION 28

Memorandum of Agreement (Pipeline Activities) 29

Memorandum of Agreement (Permanent Part-time Employees) 30

Memorandum of Agreement (Early Retirement Incentive) 32

APPENDIX A: 2021 Wage Schedule 32

APPENDIX B: 2022 Wage Schedule 32

Deleted: 2019 - 2020

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Deleted: 17

Deleted: LIFE LOCK INSURANCE POLICY . 21

INDIVIDUAL AGREEMENT . 22

JOB STEWARD . 22

GRIEVANCE PROCEDURE . 23

DISCIPLINE . 25

DISCHARGE AND LOUDERMILL HEARING . 26

WAGES . 26

SAVINGS AND SEPARABILITY CLAUSE . 27

EXPIRATION . 28

Memorandum of Agreement (Pipeline Activities) . 29

Memorandum of Agreement (Permanent Part-time Employees) . 30

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PREAMBLE

Aitkin County, hereinafter referred to as the "Employer" and the General Drivers, Dairy Employees, Warehousemen, Helpers and Inside Employees Local Union No. 346 of Duluth, Minnesota, affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, representing employees in those classifications covered by this Agreement, hereinafter referred to as the "Union", agree to the following provisions covering wages, hours and working conditions during the period of this Agreement. This Agreement shall supersede and replace all previous agreements between the parties hereto.

TERMS AND RELATIONS

This Agreement is intended to secure proper employment terms and conditions of said Employer and to advance friendly relations between the Employer and the employees. Both the Employer and the employees agree to carry it out fairly.

CONDITIONS OF EMPLOYMENT

The Employer agrees that all conditions of employment relating to wages, hours of work, overtime differentials, PTO, extended sick leave, and other benefits shall be maintained at not less than the highest minimum standard in effect at the time of signing this Agreement, and the conditions of employment shall be improved wherever specific provisions for improvement are made elsewhere in this Agreement.

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ARTICLE 1.

Section 1. RECOGNITION

Local Union No. 346, affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, shall be recognized as the sole and exclusive collective bargaining agent for all essential licensed employees of the Aitkin County Sheriff's Department, Aitkin, Minnesota, whose service exceeds 67 working days in a calendar year or the lesser of 14 hours per week or 35% of the normal work week, excluding supervisory, confidential and non-licensed essential employees, as set forth in the Certification of Exclusive Representative, BMS Case No. 00-PCE-454, dated October 20, 1999, by the Minnesota Bureau of Mediation Services.

Section 2. REPRESENTATION

The Union shall be the sole representative of all classifications of employees covered by this Agreement in collective bargaining with the Employer, and there shall be no discrimination against any employee because of non-union affiliation.

Section 3. CHECK OFF

The Employer agrees to deduct from the pay of all employees covered by this Agreement, dues and initiation fees of the Local Union having jurisdiction over such employees, and agrees to remit to said Local Union all such deductions. Where laws require written authorization by the employee, the same is to be furnished in the form required. No deduction shall be made which is prohibited by applicable law. Check-off procedures and timing shall be worked out locally. If there is no agreement, the matter shall be referred to the grievance procedure.

Section 4. UNION SECURITY

- (A) In recognition of the Union as the exclusive representative, the Employer shall deduct from the pay of all employees an amount sufficient to provide payment of initiation fees and dues established by the Union from the wages of all employees expressly authorizing, in writing, such a deduction. The Employer shall remit such deduction to the appropriate designated officers of the Union.

- (B) The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this section.

Section 5. TIME OFF

- (A) The Employer agrees to grant reasonable and necessary time off, without discrimination or loss of seniority rights and without pay, to any employee designated by the Union to attend a labor convention or serve in any capacity or other Official Union business, provided one (1) week's written notice is given to the Sheriff by the Union, specifying length of time off. The Union agrees that in making its request for time off for Union activities, due consideration shall be given to the number of individuals affected in order that there shall be no disruption of the Employer's operations due to lack of available employees.

- (B) The Employer will not pay any employee to come in on their scheduled time or day(s) off for negotiations, but when on-duty, the Employer will permit the Teamsters Negotiating Committee, comprised of up to two members of the bargaining unit, to appear at all negotiation meetings with the Employer without the loss of pay.

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ARTICLE 2.

Section 1. VESTED RIGHT OF MANAGEMENT

The right to employ, transfer, direct and discipline employees and the management of the property and equipment of Aitkin County is reserved and shall be vested exclusively in the County Board, including the sole authority of the County Board to define "cause" for management action. The County Board through authority vested by the Minnesota State Statutes shall have the right to determine how many individuals will be employed or retained together with the right to exercise full control and discipline in the proper conduct of its operation. The County Board shall have the sole right to contract for any work it chooses, and direct employees to perform such work wherever located in its jurisdiction. The County Board shall have the exclusive right to determine the hours of employment and the length of the work week and to make changes in the detail of the employment of the various employees from time to time as is deemed necessary for the efficient operation of the Sheriff's Department, and the Union and the members agree to cooperate with the County Board in all respects to promote the efficient operation of the Sheriff's Department. The Union will be notified by the County Board of any said changes or adjustments. The provisions of this Article are subject to the procedural rights of the employees as set forth in the other Articles contained in this Agreement.

ARTICLE 3.

Section 1. EMPLOYMENT STATUS

- (A) A regular employee is hereby defined as a person hired to fill a permanent full-time position.
- (B) A regular seasonal employee is hereby defined as a person on the active payroll only during the season in which the services are required.
- (C) A temporary employee is hereby defined as a person hired for a period of time not to exceed six (6) months and they shall be separated from the payroll at the end of such period. At the time of hiring, temporary employees will be notified that their employment is temporary and that they shall accrue no rights under this Agreement for such periods of time worked. Successive appointments to temporary positions will not be made unless mutually agreed to between the County and the Union.
- (D) A part-time employee is hereby defined as a person who is covered by this Agreement and is assigned to work 29 hours per week or less on average.

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ARTICLE 4.

Section 1. PROBATION

- (A) All newly hired employees shall serve a one year probationary period of continuous service. During such probationary period they shall not accrue any seniority rights and shall be subject to dismissal for any reason without recourse to the grievance procedure. Upon completion of the one (1) year probationary period, the employee shall be granted seniority rights from the date of original hire.

ARTICLE 5.

Deleted: <#>During the first 90 days of the probationary period, the employee will not be entitled to any of the benefits provided by this Agreement, except Health Insurance which starts as per the plan specified in Article 20, and sick leave pursuant to Article 16. Upon satisfactory completion of the 90 day period, the employee shall be entitled to all of the benefits provided by this Agreement except paid holidays, computed from their starting date of employment. Employees will receive only those paid holidays that occur following the completion of a 90 day period.†

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Section 1. SENIORITY

- (A) The seniority of all employees covered by the terms of this Agreement shall begin with the employee's starting date of employment as a regular employee, provided, however, that no time prior to discharge or quit shall be included. The employee's seniority shall not be diminished by temporary lay-off due to lack of work, shortage of funds or any other contingency beyond the control of either party to this Agreement.
- (B) The policy of seniority shall prevail to regular employees and seasonal employees.
- (C) The seniority list shall be posted and kept up-to-date annually by the Employer. A copy of the list shall be made available to the Secretary of Local No. 346. Said seniority list shall contain the name and starting date of each employee. Seasonal and part time employees shall be carried on the bottom of the list in proper sequence and the list shall so state that they are seasonal or part time.
- (D) No seasonal employee, part-time employee, or temporary employee shall exceed in seniority a regular employee who fills a full-time position.
- (E) Seniority shall terminate if:
1. An employee quits.
 2. An employee is discharged for cause and is not reinstated.
 3. An employee is absent because of a layoff for a period exceeding one (1) year.
- (F) Any employee who is elected (or appointed mid-term and then elected during the upcoming term of office) to the position of Sheriff is entitled to a leave of absence without pay for up to 10 years, with right of reinstatement as provided in MN Statute 3.088. The 10 year leave of absence starts on the date they are elected (not appointed mid-term) to office. Their accrued PTO and severance pay (if eligible) will be paid out at the time they leave the position covered by this Agreement and are first sworn in as Sheriff (appointed mid-term or elected) so a balance is not carried on the books.

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(G) Any employee who is appointed to the position of Undersheriff is entitled to a leave of absence without pay for up to 10 years and their accrued PTO and personal leave will be carried forward with them to the supervisory unit.

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(H) In the event of a reduction in the work force or hours, the employee with the least seniority in the affected classification shall be laid off first. Employees on layoff status shall have the right to recall for a period of one (1) year from their date of layoff when a recall is initiated by the Employer. In the event of a recall employees will be recalled in the inverse order of layoff by classification. In the event of a layoff of a sergeant or investigator, the employee to be laid off may bump the least senior deputy, provided the employee to be laid off has previously held a deputy position in the bargaining unit and has more seniority than the least seniority deputy.

ARTICLE 6.

Section 1. SCHOOLING

All employees who are required to attend school shall be paid the straight time hourly rate for each day of attendance at school. It is further agreed that they shall be reimbursed for necessary and actual expenses in accordance with the established policy of the County of Aitkin on presentation of expense report with receipts. Any function which requires mandatory attendance shall have the hours counted toward computing weekly overtime.

ARTICLE 7.

Section 1. SAFETY EQUIPMENT

No employee shall be required to drive a vehicle that does not comply with all state and city safety regulations. All vehicles shall be equipped with adequate heaters, air conditioners, defrosters and matting.

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Section 2. EXPENSES

All employees, when away from their homes overnight because of their duty, or outside the County, shall be reimbursed for food and lodging expenses during their absence in accordance with the established policy of the County of Aitkin on presentation of expense report with receipts.

Section 3. LOSS OR DAMAGE

Employees shall not be charged for loss or damage to equipment unless clear proof of negligence is shown. This Article is not to be construed as applying to charging for normal usage or wear and tear on equipment.

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ARTICLE 8.

Section 1. UNIFORMS

The County agrees to supply to all regular full-time employees, three (3) winter and three (3) summer uniforms. Replacements will be furnished when needed.

ARTICLE 9.

Section 1. MEDICAL EXAMINATIONS

- (A) Physical, mental or other examinations required by the Employer shall be promptly complied with by all employees, provided, however, the Employer shall pay for all such examinations. Examinations not to exceed one in any one year, unless the employee has suffered serious injury or illness during the year. Employees shall receive their regular compensation and shall not be deducted pay for time spent during an examination required by the Employer.

- (B) If the employee disagrees with the results of the medical examination required by the Employer, the employee may be examined by a doctor chosen by the employee or the Union. The Employer shall not be required to pay for said examination. The employee and the Union shall provide the Employer with a copy of the second opinion.

- (C) If the opinions of the Employer's and the employee's or Union's physician differ, the Employer may require the employee to submit to a third examination by a physician at the Brainerd Medical Center, at the expense of the Employer. The opinion of the third physician shall be binding. Employees shall receive their regular compensation and shall not be deducted pay for time spent during this third examination.

ARTICLE 10.

Section 1. WEEKLY HOURS AND OVERTIME RATES

- (A) The Sheriff's Department maintains the facilities on a twenty-four (24) hour a day basis. The Employer shall establish work schedules for its employees and shall post the schedules for one (1) week.

- (B) In an 8 hour per day schedule: All hours over eight (8) hours per day and/or 40 hours per week shall be paid at one and one-half (1-1/2) times the rate of pay.

- (C) In a 10 hour per day schedule: All hours over ten (10) hours per day and/or 40 hours per week shall be paid at one and one-half (1-1/2) times the rate of pay.

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(D) If the needs of the service permit, all employees shall be allowed two (2) fifteen (15) minutes rest breaks in each eight (8) and ten (10) hour shift, at times determined by the work load.

Section 2. COMP TIME

(A) At the discretion of the Sheriff, employees shall be permitted to accrue compensatory time off hours in lieu of the overtime pay as set forth in Article 10 .

(B) Compensatory time shall accrue at the rate of one and one-half (1-1/2) hours for each overtime hour worked.

Deleted: <#>Employees must obtain prior approval from the Sheriff or the Sheriff's designee for accrual of compensatory time off in lieu of overtime pay ¶

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(C) Use of compensatory time is subject to the prior approval of the Sheriff or the Sheriff's designee and the needs of the Sheriff's Office.

(D) It is agreed and understood that the use of compensatory time shall not result in overtime hours for any other employee of the Sheriff's Office.

(E) The maximum compensatory time accrual shall be fifty (50) hours.

(F) All accrued and unused compensatory time hours will be paid out at the end of each calendar year so as to not carry a balance forward into each subsequent year.

Section 3. CALL-BACK PAY / CALL-OUT PAY

If any employees are called back to work after completing the scheduled work day, or are called out for work during scheduled time off, they shall receive the minimum of two (2) hours pay at time and one-half (1-1/2).

Section 4. RESCUE ORGANIZATIONS

Rescue organizations under the control of the Sheriff (including the Aitkin County Volunteer Search & Rescue and similar organizations) may perform duties covered by this Agreement only in the case of an emergency, when a special skill or equipment is needed, or when all bargaining unit employees (except those on extended sick leave, workers compensation, PTO or temporary layoff) are engaged in work. An emergency is defined as a circumstance where additional persons are needed to seek to prevent death or serious bodily harm. "Rescue organizations under the control of the Sheriff" do not include search and rescue organizations from other jurisdictions, the civil air patrol, volunteer fire departments, or other similar rescue organizations, and said rescue organizations may be called at the discretion of the Sheriff. This section shall not be interpreted to prohibit the ATV Posse or similar organizations from providing crowd and traffic control at community events or assisting at the annual County fair.

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Section 5. COURT TIME

An employee who is scheduled to appear in court during the employee's scheduled off duty time shall receive a minimum of four (4) hours pay at the employee's regular base rate of pay, unless the court appearance is cancelled by 6:00 p.m. prior to the business day of the scheduled court appearance. This pay shall be used in computing overtime pay. An extension of or early report to a regularly scheduled shift for court appearance does not qualify the employee for the four (4) hour minimum.

ARTICLE 11.

Section 1. PAY PERIOD

All employees covered by this Agreement shall be paid bi-weekly on Friday for work performed during the previous pay period. If a holiday falls on Friday, pay day will be the last workday before the holiday. Each employee shall be provided with a statement of gross earnings and an itemized statement of all deductions made for any purpose.

ARTICLE 12.

Section 1. PROMOTIONS

(A) In filling job vacancies or new positions preference shall be given to those employees oldest in point of service, provided, however, that the qualifications and physical fitness of the employees being considered for the job have to be relatively equal. In judging employee's qualifications for the job, the following factors shall be considered:

1. Ability to perform related work.
2. Attitude.
3. Aptitude.
4. Versatility.
5. Efficiency.
6. Previous work record.
7. Attendance.

Where qualifications and ability are equal, then seniority shall prevail.

(B) All job vacancies or new positions shall be posted on the intranet for a period of five (5) weekdays (Monday through Friday) so that the interested employees may have an opportunity to apply. Such notice shall state the requirements of the job. Employees shall apply for the vacancy or new position in writing, and only those applicants who meet the requirements shall be considered.

(C) The successful applicant shall have a ninety (90) calendar day trial period in which to demonstrate his or her ability to perform the job. During the trial period, either the employee

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or the County may request that the employee return to their previous position and rate of pay per the collective bargaining agreement without loss of seniority.

(D) The Employer may make immediate temporary assignments to fill any vacancy or new position while the job posting procedures are being carried out. If there is a dispute involving the provisions of this Article it shall be referred to the grievance procedure of this Agreement for resolution.

ARTICLE 13.

Section 1. LEAVE OF ABSENCE

(A) Family and Medical Leave - Eligible employees will be granted FMLA in accordance with legal mandates and County policy.

(B) Leave of Absence - Any employee desiring a leave of absence from his or her employment shall secure written permission from the Sheriff. The maximum leave of absence shall be two (2) thirty (30) day periods and may be extended for like periods upon approval of the County Administrator. During the period of absence, the employee shall not engage in gainful employment without prior written approval of the County Administrator. Failure to comply with this provision shall result in the complete loss of seniority rights. The employee must make suitable arrangements for continuation of health and welfare and pension payments before the leave may be approved by the Employer. The employee will provide written notice to the Union of all leaves of absence approved pursuant to this paragraph.

(C) Temporary Lay-Off - A temporary lay-off is defined as a lay-off lasting not more than one (1) year. After such period, the employee shall be considered terminated.

(D) Recall - Recall of an employee shall be provided for in the following manner. Initially, the County shall attempt to locate the employee by telephone. If that attempt is unsuccessful, the Employer shall post a certified or registered letter to the employee's last known address. If the employee fails to respond to said letter within a five (5) working day period from the date of receipt of the signed, requested "Return Receipt" or notification from the Post Office that said notice is undeliverable, the employee shall be considered terminated.

ARTICLE 14.

Section 1. HOLIDAYS

(A) All full-time employees (probationary and non-probationary) shall be entitled to the following paid holidays, eight (8) hours each, unless noted otherwise.

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AITKIN COUNTY SHERIFF DEPARTMENT LICENSED ESSENTIAL UNIT CONTRACT

2021-2022

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- | | |
|------------------------|---|
| New Year's Day | Labor Day |
| Presidents Day | Veteran's Day |
| Martin Luther King Day | Thanksgiving Day |
| Good Friday | Friday after Thanksgiving Day |
| Memorial Day | Christmas Eve 4 hours if the day falls on a Monday through Thursday |
| Fourth of July | Christmas Day |

Permanent part-time employees who work an average of fourteen (14) or more hours per week shall be eligible for pro-rated holiday pay. Proration shall be based on full-time hours of 2,080 hours per year. Seasonal and temporary employees are not eligible for holiday pay.

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(B) When an employee is required to work on any of these holidays, they shall be paid at the rate of time and one-half (1-1/2) in addition to their regular holiday pay.

(C) For the purpose of overtime pay, holidays shall be celebrated on the day on which the holiday falls. When a paid holiday falls during an employee's vacation, he/she shall receive holiday pay for the holiday and will not be required to use PTO for the holiday.

Deleted: <#>When an employee does not work on any of the above-named holidays, the holiday shall, nevertheless, count as eight (8) hours work for the purpose of computing overtime for hours worked in excess of forty (40) in any such week. Employees may elect to use their accrued and unused vacation or personal leave, up to the number of hours in each employee's regularly scheduled shift, to complete a holiday ¶¶ <#>¶¶

(D) Full-time employees may elect to use their accrued and unused PTO, up to the number of hours in each employee's regularly scheduled shift, to complete a holiday.

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(E) The employer agrees to holidays counting towards the computation of overtime as illustrated in the first example below. Timesheets must be filled out properly with overtime being recorded only after 40 hours of actual work+PTO+holiday pay. No stacking of hours will be allowed.

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Examples:

Employee works Sun, Wed, Thu, Fri. Holiday is on Monday. Timesheet should be filled out as such:

Sunday	10 Hours REG
Monday	8 Holiday Pay REG
Wednesday	10 Hours REG
Thursday	10 Hours REG
Friday	2 Hours REG + 8 Hours Overtime (employee worked 10 hours this day)

Note: Any overtime recorded did not occur until after 40 hours of actual work + holiday hours.

Employee works Sun, Mon, Tue, Wed. Holiday is on Monday. Timesheet should be filled out as such:

Sunday	10 Hours REG
Monday	8 Holiday Pay REG + 10 Hours at time-and-a-half pay (per Article 14, Section 1(B)).
Tuesday	10 Hours REG
Wednesday	10 Hours REG (Note: No time is recorded as OT on this day because the employee worked the holiday and has already received the time-and-a-half pay on the holiday in addition to their regular holiday pay in accordance with Article 14, Section 1(B).)

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ARTICLE 15.

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Section 1A. VACATIONS (This vacation section will expire on 10/09/2021, end of day, when PTO is implemented. Employees vacation banks will be transferred to their PTO bank on 10/10/2021.)

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(A) All regular full-time employees shall be granted vacation as follows:

<u>Completed Years of Service</u>	<u>Working Hours Employee May Earn as Vacation Per Year</u>
0 - 3	96
3 - 5	120
5 - 10	144
10 -15	168
15+	192

(B) The number of hours equivalent to the employee's scheduled shift will be deducted for each day of vacation used.

(C) For the purposes of administering an employee's vacation time earned, the accumulated time will be shown in hours earned on the employees pay stub. An employee may accumulate vacation hours up to a maximum of 280 hours. Vacation hours over the 280 hours maximum will be forfeited as accumulated on the monthly rate until such time as the employee is below the 280 hour maximum.

(D) Employees who have taken at least 80 hours of vacation in the previous twelve-month period may elect to take straight time pay in lieu of a maximum of 80 hours of earned vacation once in any calendar year. Such vacation will not be counted as hours worked for the purpose of computing overtime.

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(E) When an employee is not working because of illness or injury and has exhausted accumulated sick leave, they will be permitted to draw earned vacation pay.

(F) Upon termination of employment for any cause, regular employees shall be paid for any accumulated vacation credits, including prorated payments for periods of less than one (1) year. See also Article 16, Section 3, MSRS HCSP.

(G) Full-time and part-time probationary employees may use accumulated vacation days with prior supervisory approval.

Section 1B. PAID TIME OFF

(A) Effective October 10, 2021 (reflected on the 11/5/2021 pay check), employees will receive PTO that will accrue on a per payroll period basis. Full-time (probationary and non-probationary) employees shall accrue PTO benefits based on the following table:

<u>Annual Completed Years of Service</u>	<u>Rate of Accumulation (Hours per Month)</u>	<u>Annual Hours of PTO</u>
<u>0</u>	<u>16</u> <u>(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.)</u>	<u>192</u>
<u>3</u>	<u>18</u>	<u>216</u>
<u>5</u>	<u>20</u>	<u>240</u>
<u>10</u>	<u>22</u>	<u>264</u>
<u>15+</u>	<u>24</u>	<u>288</u>

Employees who have used at least 80 PTO hours in the previous twelve-month period may elect pay in lieu of PTO for up to 80 hours once in any calendar year. Such PTO cash out will not be counted as hours worked for the purpose of computing overtime.

Employees may accrue up to a maximum of 280 hours PTO.

All PTO hours count as time worked for the purpose of overtime computation. (Holidays, comp time, personal leave, and extended sick bank hours do not count towards the computation of overtime, with one exception as noted in Article 14 Section 1(E).)

Upon separation of service, the employee will be paid for any unused PTO, up to the maximum accrued amount, unless the employee is terminated because of an illegal act regardless of whether any legal remedies are pursued or whether any conviction

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results. In the event of the death of an employee, the employee's accumulated PTO credits shall be paid to the employee's estate.

Employees are allowed to transfer any accrued PTO over the maximum accrual amount to the extended sick leave bank where there is no severance payment upon separation of service¹. At no time can the extended sick leave bank exceed 960 hours for employees hired on or before September 1, 2021 or 720 hours for employees hired after September 1, 2021. PTO that has been transferred to the extended sick leave bank can only be used in accordance with the sick leave provisions in Article 15, Section 1B –Section 2 (Extended Sick leave bank/Care of relatives).

¹Employees who are eligible for severance pay under Article 16 are grandfathered in and will be allowed to continue to bank up to 960 hours in their extended sick leave bank. (Sheryl Cook, Steve Cook, Aaron Cook, John Wersal, Jon Cline, Greg Payment, and Dan Asmus)

Part-time employees shall be entitled to PTO benefits on a pro-rated basis, up to a total of 40 hours PTO per calendar year, in accordance with county policy. Seasonal and temporary employees are not eligible to accrue PTO benefits.

PTO benefits shall only accrue when an employee is in a paid status or on an approved military leave. PTO benefits shall not be earned by any employee during a leave of absence without pay, suspension without pay, or time otherwise not paid.

In order to assure the orderly performance and continuity of services provided, employees wishing to schedule a vacation should request PTO as far in advance as reasonably possible, but usually at least one (1) week in advance of the requested vacation period. Requests for PTO usage shall be granted by the Department Head or designee unless it is determined that such absence would adversely affect and interfere with the orderly performance and continuity of services. It may be necessary to limit the number of employees taking vacation at the same time or during an event or particular period of time. Such requests, however, shall not arbitrarily be denied. Requests for vacation will be processed giving preference to the order in which the requests are received. In the event requests are received at the same time for the same vacation period, then time-in-department will be the determining factor.

Probationary employees may use accrued PTO with supervisory approval.

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Section 2. Extended Sick Leave Bank / Care Of Relatives

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Accrued sick leave may be used when an employee cannot perform work duties due to but not limited to the following: personal illness or injury; necessity for medical or dental treatment or examination, where such treatment cannot be scheduled outside of working hours; emergency, illness or injury of the employee's immediate family member which requires the employee's attendance and care; quarantine directed by a medical physician; disability; pre and postnatal care. For the purpose of this paragraph, immediate family is defined as: spouse, child, step child, adult child, parent, step parent, mother-in-law, father-in-law, or grandchild. To the extent that state statute (§181.9413) or regulations change, this policy shall be construed as consistent with those changes.

Sick leave may be used because of illness of the employee's sibling or grandparent as well. For siblings and grandparents, use is limited to 160 hours all combined per calendar year.

An employee must notify the employee's supervisor of sick leave usage prior to the employee's starting time, unless an emergency prevents the employee from doing so. Failure to give such notice may be cause for disciplinary action.

The County reserves the right to require written medical certification from an employee.

In the event of three (3) consecutive days of absence or in cases of the repeated and systematic absence of an employee the Department Head or Supervisor may require a medical statement from an appropriate medical authority before granting sick leave, as well as verification that an employee is able to perform the duties of employment before the employee is allowed to return to work.

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Any employees accepting a supervisory position shall have their sick leave benefits carried forward with them to the supervisory unit.

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ARTICLE 16.

SICK LEAVE:

Section 1. Sick Leave (This sick leave/care of relatives Section 1 will expire on 10/09/2021, end of day, when PTO and extended sick leave is implemented. Employees sick leave banks will be transferred to their extended sick leave bank on 10/10/2021.)

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(A) Full-time (probationary and non-probationary) employees shall be entitled to eight (8) hours of sick leave with pay for each month of continuous employment. Unused sick leave may be accumulated up to a maximum of nine hundred sixty (960) hours. Employees begin earning sick leave as of the day of employment and may use sick leave during the probationary period.

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(B) Accrued sick leave may be used when an employee cannot perform work duties due to but not limited to the following: personal illness or injury; necessity for medical or dental treatment or examination, where such treatment cannot be scheduled outside of working hours; emergency, illness or injury of the employee's immediate family member which requires the employee's attendance and care; quarantine directed by a medical physician; disability; pre and postnatal care. For the purpose of this paragraph, immediate family is defined as; child, step child, adult child, spouse, sibling, parent, step parent, mother-in-law, father-in-law, grandparent, or grandchild.

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Sick leave may be used because of illness of the employee's sibling's or grandparent. For siblings and grandparents, use is limited to 160 hours all combined per calendar year.

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(C) Employees must notify the employee's supervisor or sick leave usage prior to employee's starting time, unless an emergency prevents the employee from doing so. The Sheriff at his/her discretion may require a doctor's certificate showing the nature of an injury or illness.

Section 2. Severance Pay.

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(A) All regular employees of Aitkin County who were hired on or before April 1, 2008, after completion of ten (10) years continuous service, shall be entitled to severance pay upon retirement, death, layoff, resignation, or upon promotion to the Aitkin County Undersheriff position. An employee must be laid off for more than one year before being entitled to severance pay. The requirement of ten (10) years continuous service is waived as to any payment of severance pay due to death or retirement pursuant to a bona fide retirement plan. Such severance pay shall be allowed as follows:

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Retirement pursuant to a bona fide leave retirement plan or death. 100% of unused extended sick leave

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Retirement, resignation, or a leave voluntary quit with a 40 day maximum 50% of all unused extended sick leave

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(B) Upon layoff for more than one year, retirement, or resignation, the severance benefit will be paid to the eligible employee. In the event of death, the severance pay shall be paid to the employee's estate. The severance pay benefit is eliminated for all employees hired after April 1, 2008.

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Section 3. MSRS HCSP

(A) For employees who have met age and service requirements necessary to receive an annuity from PERA or who are receiving a disability benefit from PERA, the County will deposit 100% of the employee's severance pay and accrued but unused vacation or PTO into a MSRS HCSP account upon retirement or resignation in good standing.

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~~(B) For employees who are promoted to the Aitkin County Undersheriff position, the County will deposit 100% of the employee's sick leave severance pay into a MSRS HCSP account upon promotion. The language in this paragraph (B) is contingent upon approval by MSRS HSCP and also contingent upon language being updated in the Teamsters Supervisory Agreement to match, so no conflicting language exists between the two Agreements.~~

ARTICLE 17.

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Section 1. PERSONAL LEAVE

(A) Full-time (probationary and non-probationary) employees shall be granted twelve (12) hours of personal leave on or about January 1 and July 1, and may accumulate up to 36 hours of personal leave at any given time. Personal leave is not paid out upon separation of employment or death.

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(B) Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis. Seasonal and temporary employees are not entitled to personal leave with pay.

~~Deleted: Employees may elect to use their accrued and unused vacation, up to the number of hours in each employee's regularly scheduled shift, to complete a personal leave day.~~

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ARTICLE 18.

Section 1. BEREAVEMENT LEAVE

(A) When a death occurs in a regular full-time employee's immediate family, the employee may take up to 24 hours off with pay to attend the funeral or make funeral arrangements over the course of up to three (3) days. i.e. 3 eight-hour days or 2.4 ten-hour days or 2 twelve-hour days. Employees may elect to use their accrued and unused extended sick leave or PTO, up to the number of hours in each employee's regularly scheduled shift, to complete a bereavement leave day. The County may require verification of the need for the leave. For purposes of this Article, immediate family members are defined as an employee's spouse, life partner, child, step child, parent, step parent, sibling, step sibling, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, and grandchild.

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(B) In cases requiring extensive travel time, the employee may be granted up to an additional 16 hours off with pay over the course of up to two (2) days, subject to approval of the Sheriff. Extensive travel time is defined as travel distance greater than 250 miles, one way.

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(C) Additional time, if needed, may be allowed by the County Sheriff, but such additional time in excess of 40 hours off with pay, over the course of up to five (5) days as indicated above, shall be charged against the employee's extended sick leave or PTO.

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(D) As an example, the general intent is as follows: If the employee is working 12 hour shifts and needs two days off, they would be paid for 24 hours bereavement leave -- or if they are working 10 hour shifts and need two days off, they would be paid for 20 hours bereavement leave -- or if they are working 8 hour shifts and need two days off, they would be paid for 16 hours bereavement leave -- or if they are working 12 hour shifts and need 3 days off and there's no extensive travel time, they would be paid for 24 hours bereavement leave and can elect to use 12 hours from their extended sick leave bank or PTO for the third day -- or if they are working 10 hour shifts and need three days off and there's no extensive travel time, they would be paid for 24 hours bereavement leave and can elect to use 6 hours from their extended sick leave bank or PTO to complete the third day and it is understood that in most cases the County is not likely to schedule an employee to return for a partial shift on the last day.

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ARTICLE 19.

Section 1. RETIREMENT

Retirement benefits, specifically PFERA and PERA, will be provided to each employee covered by this Agreement as required by state statute.

ARTICLE 20.

INSURANCE AND BONDS

Section 1. GROUP HEALTH INSURANCE

(A) Regular full-time employees and their dependents shall be provided with group insurance through the Teamsters Joint Council 32 Health Fund, effective January 1, 2019. The Employer's contribution toward the total premium for group insurance shall be as follows:

- Effective January 1, 2019, \$1,160.00 per month flat dollar contribution.
- Effective January 1, 2020, \$1,180.00 per month flat dollar contribution.
- Effective January 1, 2021, \$1,200.00 per month flat dollar contribution.
- Effective January 1, 2022, \$1,225.00 per month flat dollar contribution.

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In no event will the Employer's contribution exceed the actual cost of the coverage. Any additional amount due shall be paid by the employee.

(B) Coverage starts on the first of the month following date of hire.

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(C) Part-time employees who work less than 30 hours per week on average are not eligible for health insurance benefits.

(D) In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

Section 2. LIABILITY INSURANCE

The County of Aitkin agrees to furnish, at no cost to the employee, liability insurance to protect officers in amounts equal to the county's statutory liability for claims where the county has a duty of indemnification pursuant to Minnesota Statute Section 466.07.

If during the term of this Agreement, the State Legislature passes legislation that changes the current state statute 466.07, the parties agree to meet and negotiate Article 20, Section 2.

Section 3. LIFE INSURANCE

The Employer agrees to provide and pay for a life insurance policy of \$25,000 for all regular employees and to provide life insurance coverage in the amount of \$15,000 for their spouses and dependents up to age 26, subject to carrier restrictions. *(File note for Les Kundo: Line of Duty AD&D is an additional benefit that will be added to our current AD&D plan, subject to carrier restrictions. Line of Duty provides an additional benefit of 100% of the basic AD&D principal sum, up to \$50,000, for licensed peace officers that suffer a loss while he or she is performing his or her customary duties for the employer. Informational only.)*

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Section 4. LONG-TERM DISABILITY INSURANCE AND OTHER VOLUNTARY BENEFITS

(A) The Employer shall provide Long Term Disability Insurance reimbursement for full-time permanent employees in accordance with the Personnel Policy. Part-time employees are not eligible for LTD.

(B) Full-time permanent employees shall have the option to purchase other voluntary benefits as offered by the Employer at the employee's cost in accordance with the terms of the policy between the Employer and insurance carrier.

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Section 4. BONDS AND PREMIUMS

(A) Should the Employer require any employee to give bond, cash bond shall not be compulsory, and any standard premium involved shall be paid by the Employer.

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(B) The primary obligation to procure the bond shall be on the Employer. If the Employer cannot arrange for a bond within ninety (90) days, he must so notify the employee in writing. Failure to so notify shall relieve the employee of the bonding requirement.

(C) If the proper notice is given, the employee shall be allowed thirty (30) days from the date of such notice to make his/her bonding requirements. Standard premiums only on said bond to be paid by the Employer. The standard premium shall be that premium paid by the Employer for bonds applicable to all other of its employees in similar classifications. Any excess premium to be paid by the employee.

ARTICLE 21.

Section 1. INDIVIDUAL AGREEMENT

The Employer agrees not to enter into any contract or agreement with any employees, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement.

Section 2. JOB STEWARD

Aitkin County and the Aitkin County Sheriff recognize the right of the Union to designate Job Stewards to handle such Union business as may from time to time be delegated to the Job Stewards by the Union. The Employer shall be notified in writing of the names of the employees designated as Job Stewards.

Deleted: Section 5. LIFE LOCK INSURANCE POLICY
Due to pending pipeline activities, the employer will provide from 1/1/2019 through 12/31/2020 Life Lock Benefit Elite Premium for the employee at \$11.99/month. Any excess premium shall be paid by the employee.

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ARTICLE 22.

Section 1. GRIEVANCE PROCEDURE

22.1 Definition of a Grievance

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

22.2 Union Representatives

The Employer will recognize representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the names of such Union representatives and of their successors when so designated.

22.3 Processing of a Grievance

It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during the normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a Union representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours provided that the employee and the Union representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

22.4 Procedure

Grievances, as defined by Article 22 shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the Employee's supervisor as designated by the Employer (Sheriff). The Employer-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) calendar days after the Employer-designated representative's final answer in Step 1. Any grievance not appealed in writing shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the Union and discussed

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with the Employer-designated Step 2 representative (Human Resources Manager). The Employer designated representative shall give the Union the Employer's answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer-designated representative's final answer in Step 2. Any grievance not appealed in writing shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 3 representative (County Administrator). The Employer designated representative shall give the Union the Employer's answer in writing within ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the Employer-designated representative's final answer in Step 3. Any grievance not appealed in writing shall be considered waived.

Step 4. A grievance unresolved in Step 3 and appealed to Step 4 by the Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971 as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services. However, a grievance arbitration for written disciplinary action, discharge or termination shall include the arbitrator selection procedures established in Minnesota Statute 626.892.

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22.5 Arbitrator's Authority

A. The arbitrator shall have no right to amend, modify, nullify, ignore, or add to or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted.

B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) calendar days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union. Each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

22.6 Waiver

If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the Employer and the Union in each step.

22.7 Choice of Remedy

If, as a result of the written Employer response in Step 3, the grievance remains unresolved, and if the grievance involves the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of Article 22 or to another procedure such as Veterans Preference. If appealed to any procedure other than Step 4, the grievance shall not be subject to the arbitration procedure provided in Step 4. The aggrieved employee shall indicate in writing which procedure is to be used – Step 4 of this grievance procedure, or an alternative procedure. The election set forth above shall not apply to claims subject to the jurisdiction of the United States Equal Employment Opportunity Commissioner unless allowed by law.

22.8 Postmark

A grievance shall be considered to have been presented within the time limits set forth in this Article if it is postmarked within the time limits specified. The Employer's written response to a grievance shall be considered to have been made within the time limits set forth in this Article if it is postmarked within the time limits specified.

ARTICLE 23.

Section 1. DISCIPLINE

- (A) Disciplinary action, including oral reprimand, written reprimand, suspension without pay, demotion, or discharge, may be imposed upon an employee for just cause. Any disciplinary action imposed may be processed as a grievance through the grievance procedure outlined in Article 22. Oral reprimands may not be processed beyond Step 3 of the grievance procedure.

- (B) Employees have a right to make a clear request for union representation before or during an investigatory interview if the discussion could in any way lead to their being disciplined or terminated.

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ARTICLE 24.

Section 1. DISCHARGE AND LOUDERMILL HEARING

(A) This Article 24 shall pertain to discharge cases only.

(B) An employee who has completed the required probationary period shall be discharged only for just cause after an investigation. An action to discharge an employee shall be taken by the appointing authority only after a Loudermill Hearing has been held between the designated Union representative and employee, and the County Administrator. The employee and the Union shall be given written notice of the charges against the employee and of the Loudermill Hearing date and time at least ten (10) calendar days prior to the meeting. The Union and the employee shall be present at the meeting, and the Union shall present information relevant to the proposed discharge and may present witnesses and evidence. The Sheriff and/or Human Resources Director shall have the right to present information, witnesses and evidence at the meeting. This meeting shall be in lieu of Steps 1 and 2 of the Grievance Procedure set forth in Article 22 of this Agreement.

(C) In the event the appointing authority proceeds to discharge, then a grievance relating to discharge shall be filed at Step 3 of the Grievance Procedure within fourteen (14) calendar days of the date of the discharge action.

ARTICLE 25.

Section 1. WAGES

(A) Effective January 1, ~~2021~~, employees covered by this Agreement shall be paid in accordance with Appendix A.

~~1/1/2021 One-half percent (1/2%) general adjustment. Employees whose wage is below the maximum of the appropriate wage schedule will advance to the next step on January 1, 2021.~~

~~1/1/2021 One-time lump sum payment of \$319.30 to all employees who are covered by this Agreement on January 1, 2021.~~

~~1/1/2022 Two percent (2%) general adjustment. Employees whose wage is below the maximum of the appropriate wage schedule will advance to the next step on January 1, 2021.~~

In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

(B) All employees shall remain at their rate of pay at the expiration date of this Agreement until a new Agreement is executed by the parties.

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Section 2. Shift Differential

Effective January 1, 2019, employees will receive shift differential of \$0.80 per hour for hours worked from 6:00 p.m. to 6:00 a.m.

Section 3.

Employees who terminate employment prior to the date of County Board approval of this Agreement shall not be eligible for retroactive wage adjustments.

Section 4.

- (A) An employee who is promoted to a higher paid classification would be placed on the step that results in at least a \$0.25 per hour increase. Thereafter, the employee would receive step increases as provided for by the Agreement.

- (B) An employee who posts for a job at a lower classification pay rate or who exercises seniority preference into a lower classification would move to the lower classification at the same longevity step as their previous position.

- (C) An employee whose job classification is upgraded will be placed on the step in the new pay range that results in at least a \$0.75 per hour increase.

ARTICLE 26.

Section 1. SAVINGS AND SEPARABILITY CLAUSE

- (A) If any Articles or Sections of this Agreement or any riders thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this contract and any rider thereto, or the application of such Article or Section to persons or circumstances other than those to which it had been held invalid or to which compliance with or enforcement of has been restrained, shall not be affected thereby.

- (B) In the event that any Article or Section of this Agreement is held invalid or enforcement of or compliance with which has been restrained, as set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations, upon the request of the Union or the County, for the purpose of arriving at a mutually satisfactory replacement, pertaining to the same subject matter for such Article or Section during the period of invalidity or restraint.

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ARTICLE 27.

Section 1. EXPIRATION

The period of this Agreement shall be from the 1st day of January 2021, until the 31st day of December, 2022, and shall continue in full force and effect from year to year thereafter, unless written notice of intention to terminate or modify this Agreement is given by either party to the other party sixty (60) days prior to the date of expiration or any anniversary thereof. Such notice may be delivered personally or by certified mail and if by mail, the notice must be received sixty (60) days prior to the expiration or anniversary date thereof. If the notice is to terminate, this Agreement shall then terminate on the anniversary date next following. If the notice is to change or modify, such notice shall specify the changes or modifications demanded.

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IN WITNESS WHEREOF, we have hereunto set our hands and seals this 28th day of September, 2021.

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Secretary/Treasurer, Local No. 346

Chairperson,
Aitkin County Board of Commissioners

President, Local No. 346

County Administrator

Business Agent

Human Resources Director

2021-2022

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Memorandum of Agreement (PIPELINE ACTIVITIES)

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and the Teamsters General Local Union No. 346 (hereafter "Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and

WHEREAS, during negotiations for 2021 collective bargaining agreement, the parties discussed pipeline activities.

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NOW, THEREFORE, the parties agree as follows:

1. The employer is willing to create a Teamsters Workgroup that can meet upon the union's request for dialogue related to safety issues surrounding pipeline activities.
2. Related to vacation sellback in Article 15, if management prohibits use of accrued vacation, the Employer will consider a MOA to temporarily remove the requirement to use at least 80 hours of vacation in the previous twelve-month period during the term of this 2021 contract. *[The parties discussed that this is not intended to allow banking time for pay out. Employees are expected to regularly use their accrued time off throughout the calendar year; the intent of this temporary exception is to allow some flexibility if management prohibits use of accrued vacation. i.e. during the pipeline project, for example]*
3. This Memorandum of Agreement will sunset on December 31, 2021, and constitutes the complete and total agreement of the parties regarding this matter.

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IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this 28th day of September, 2021.

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FOR LOCAL NO. 346:

FOR COUNTY OF AITKIN:

Secretary/Treasurer, Local No. 346

Chairperson,
Aitkin County Board of Commissioners

President, Local No. 346

County Administrator

Business Agent

Human Resources Director

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Memorandum of Agreement (Permanent Part-time Employees)

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and the Teamsters General Local Union No. 346 (hereafter "Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and

WHEREAS, during negotiations for the 2021-2022 collective bargaining agreement, the parties agreed to meet to negotiate language concerning permanent part-time employees if the County decides to hire permanent part-time employees starting in calendar year 2021-2022,

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NOW, THEREFORE, the parties agree as follows:

1. If the County decides to hire permanent part-time employees, the parties will meet to negotiate language concerning part-time employees.
4. This Memorandum of Agreement will be in effect the date of County Board approval of the 2021-2022 bargaining agreement.
5. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

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IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this 28th day of September, 2021,

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FOR LOCAL NO. 346:

FOR COUNTY OF AITKIN:

Secretary/Treasurer, Local No. 346

Chairperson,
Aitkin County Board of Commissioners

President, Local No. 346

County Administrator

Business Agent

Human Resources Director

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Memorandum of Agreement (EARLY RETIREMENT INCENTIVE)

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and the Teamsters General Local Union No. 346 (hereafter "Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and

WHEREAS, during negotiations for the 2021-2022 collective bargaining agreement, the PARTIES DISCUSSED EARLY RETIREMENT INCENTIVES; and

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WHEREAS, the employer plans to incorporate an early retirement incentive provision into the Aitkin County Personnel Policy manual in January 2019,

NOW, THEREFORE, the parties agree as follows:

1. Employees of this bargaining unit who meet the criteria defined in the Aitkin County Personnel Policy for participation in the early retirement incentive in 2021 and 2022 will have the opportunity to participate.
3. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

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IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this 28th day of September, 2021,

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FOR LOCAL NO. 346:

FOR COUNTY OF AITKIN:

Secretary/Treasurer, Local No. 346

Chairperson,
Aitkin County Board of Commissioners

President, Local No. 346

County Administrator

Business Agent

Human Resources Director

AITKIN COUNTY SHERIFF DEPARTMENT LICENSED ESSENTIAL UNIT CONTRACT

2021-2022

APPENDIX A
WAGE SCHEDULE 1/1/2021

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MODIFIED UNIFORM WAGE SCALE, JANUARY 1, 2021															
One-half percent (0.5%) General Adjustment 1/1/2021															
Grade	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/O
20	\$ 43.97	\$ 45.27	\$ 46.61	\$ 47.99	\$ 49.41	\$ 50.87	\$ 52.37	\$ 53.92	\$ 55.52	\$ 57.17	\$ 58.86	\$ 60.61	\$ 62.40	\$ 63.73	\$ 65.64
19	\$ 42.35	\$ 43.60	\$ 44.89	\$ 46.21	\$ 47.58	\$ 48.99	\$ 50.44	\$ 51.93	\$ 53.47	\$ 55.05	\$ 56.68	\$ 58.36	\$ 60.09	\$ 61.36	\$ 63.20
18	\$ 40.73	\$ 41.93	\$ 43.16	\$ 44.44	\$ 45.75	\$ 47.10	\$ 48.50	\$ 49.93	\$ 51.41	\$ 52.93	\$ 54.50	\$ 56.11	\$ 57.78	\$ 59.00	\$ 60.77
17	\$ 39.10	\$ 40.26	\$ 41.44	\$ 42.67	\$ 43.92	\$ 45.22	\$ 46.56	\$ 47.93	\$ 49.35	\$ 50.81	\$ 52.32	\$ 53.87	\$ 55.46	\$ 56.63	\$ 58.33
16	\$ 37.48	\$ 38.58	\$ 39.72	\$ 40.89	\$ 42.10	\$ 43.34	\$ 44.62	\$ 45.94	\$ 47.30	\$ 48.69	\$ 50.13	\$ 51.62	\$ 53.15	\$ 54.27	\$ 55.90
15	\$ 35.86	\$ 36.91	\$ 38.00	\$ 39.12	\$ 40.27	\$ 41.46	\$ 42.68	\$ 43.94	\$ 45.24	\$ 46.58	\$ 47.95	\$ 49.37	\$ 50.83	\$ 51.91	\$ 53.46
14	\$ 34.23	\$ 35.24	\$ 36.28	\$ 37.34	\$ 38.44	\$ 39.58	\$ 40.74	\$ 41.94	\$ 43.18	\$ 44.45	\$ 45.77	\$ 47.12	\$ 48.52	\$ 49.54	\$ 51.03
13	\$ 32.61	\$ 33.57	\$ 34.55	\$ 35.57	\$ 36.62	\$ 37.69	\$ 38.80	\$ 39.95	\$ 41.13	\$ 42.34	\$ 43.59	\$ 44.88	\$ 46.20	\$ 47.18	\$ 48.59
12	\$ 30.99	\$ 31.90	\$ 32.83	\$ 33.80	\$ 34.79	\$ 35.81	\$ 36.87	\$ 37.95	\$ 39.07	\$ 40.22	\$ 41.41	\$ 42.63	\$ 43.89	\$ 44.81	\$ 46.16
11	\$ 29.36	\$ 30.22	\$ 31.11	\$ 32.02	\$ 32.96	\$ 33.93	\$ 34.93	\$ 35.96	\$ 37.01	\$ 38.10	\$ 39.23	\$ 40.38	\$ 41.57	\$ 42.45	\$ 43.72
10	\$ 27.74	\$ 28.55	\$ 29.39	\$ 30.25	\$ 31.14	\$ 32.05	\$ 32.99	\$ 33.96	\$ 34.96	\$ 35.99	\$ 37.04	\$ 38.14	\$ 39.26	\$ 40.00	\$ 41.29
9	\$ 26.12	\$ 26.88	\$ 27.66	\$ 28.47	\$ 29.31	\$ 30.17	\$ 31.05	\$ 31.96	\$ 32.90	\$ 33.87	\$ 34.86	\$ 35.89	\$ 36.94	\$ 37.72	\$ 38.85
8	\$ 24.49	\$ 25.21	\$ 25.94	\$ 26.70	\$ 27.48	\$ 28.28	\$ 29.11	\$ 29.97	\$ 30.84	\$ 31.75	\$ 32.68	\$ 33.64	\$ 34.63	\$ 35.36	\$ 36.42
7	\$ 22.87	\$ 23.53	\$ 24.22	\$ 24.93	\$ 25.65	\$ 26.40	\$ 27.17	\$ 27.97	\$ 28.79	\$ 29.63	\$ 30.50	\$ 31.39	\$ 32.32	\$ 32.99	\$ 33.98
6	\$ 21.25	\$ 21.86	\$ 22.50	\$ 23.15	\$ 23.83	\$ 24.52	\$ 25.24	\$ 25.97	\$ 26.73	\$ 27.51	\$ 28.32	\$ 29.15	\$ 30.00	\$ 30.63	\$ 31.55
5	\$ 19.62	\$ 20.19	\$ 20.78	\$ 21.38	\$ 22.00	\$ 22.64	\$ 23.30	\$ 23.98	\$ 24.67	\$ 25.39	\$ 26.14	\$ 26.90	\$ 27.69	\$ 28.26	\$ 29.11
4	\$ 18.00	\$ 18.52	\$ 19.05	\$ 19.60	\$ 20.17	\$ 20.76	\$ 21.36	\$ 21.98	\$ 22.62	\$ 23.28	\$ 23.95	\$ 24.65	\$ 25.37	\$ 25.90	\$ 26.68
3	\$ 16.38	\$ 16.85	\$ 17.33	\$ 17.83	\$ 18.35	\$ 18.88	\$ 19.42	\$ 19.98	\$ 20.56	\$ 21.16	\$ 21.77	\$ 22.41	\$ 23.06	\$ 23.54	\$ 24.24
2	\$ 14.75	\$ 15.17	\$ 15.61	\$ 16.06	\$ 16.52	\$ 16.99	\$ 17.48	\$ 17.99	\$ 18.51	\$ 19.04	\$ 19.59	\$ 20.16	\$ 20.74	\$ 21.17	\$ 21.81
1	\$ 13.13	\$ 13.50	\$ 13.89	\$ 14.28	\$ 14.69	\$ 15.11	\$ 15.54	\$ 15.99	\$ 16.45	\$ 16.92	\$ 17.41	\$ 17.91	\$ 18.43	\$ 18.81	\$ 19.37

2019 One-half percent (0.5%) General Adjustment 1/1/2019						
Grade	Minimum/A	B	C	D	E	F
20	\$ 42.08	\$ 43.32	\$ 44.60	\$ 45.92	\$ 47.21	\$ 48.51
19	\$ 40.53	\$ 41.72	\$ 42.95	\$ 44.22	\$ 45.51	\$ 46.81
18	\$ 38.97	\$ 40.12	\$ 41.31	\$ 42.52	\$ 43.71	\$ 44.91
17	\$ 37.42	\$ 38.52	\$ 39.66	\$ 40.83	\$ 42.02	\$ 43.21
16	\$ 35.87	\$ 36.92	\$ 38.01	\$ 39.13	\$ 40.25	\$ 41.44
15	\$ 34.32	\$ 35.32	\$ 36.36	\$ 37.43	\$ 38.54	\$ 39.64
14	\$ 32.76	\$ 33.73	\$ 34.72	\$ 35.74	\$ 36.75	\$ 37.76
13	\$ 31.21	\$ 32.13	\$ 33.07	\$ 34.04	\$ 35.04	\$ 36.04
12	\$ 29.66	\$ 30.53	\$ 31.42	\$ 32.34	\$ 33.25	\$ 34.16
11	\$ 28.10	\$ 28.93	\$ 29.77	\$ 30.65	\$ 31.51	\$ 32.36
10	\$ 26.55	\$ 27.33	\$ 28.13	\$ 28.95	\$ 29.80	\$ 30.64
9	\$ 25.00	\$ 25.73	\$ 26.48	\$ 27.25	\$ 28.05	\$ 28.85
8	\$ 23.45	\$ 24.13	\$ 24.83	\$ 25.56	\$ 26.34	\$ 27.11
7	\$ 21.89	\$ 22.53	\$ 23.19	\$ 23.86	\$ 24.54	\$ 25.21
6	\$ 20.34	\$ 20.93	\$ 21.54	\$ 22.16	\$ 22.81	\$ 23.46
5	\$ 18.79	\$ 19.33	\$ 19.89	\$ 20.47	\$ 21.06	\$ 21.66
4	\$ 17.24	\$ 17.73	\$ 18.24	\$ 18.77	\$ 19.31	\$ 19.85
3	\$ 15.68	\$ 16.13	\$ 16.60	\$ 17.07	\$ 17.55	\$ 18.03
2	\$ 14.13	\$ 14.52	\$ 14.95	\$ 15.38	\$ 15.81	\$ 16.24
1	\$ 12.58	\$ 12.93	\$ 13.30	\$ 13.68	\$ 14.01	\$ 14.37

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2020 1% General Adjustment 1/1/2020						
Grade	Minimum/A	B	C	D	E	F
20	\$ 42.50	\$ 43.75	\$ 45.05	\$ 46.38	\$ 47.75	\$ 49.16
19	\$ 40.93	\$ 42.14	\$ 43.38	\$ 44.66	\$ 45.98	\$ 47.34
18	\$ 39.36	\$ 40.52	\$ 41.72	\$ 42.95	\$ 44.22	\$ 45.52
17	\$ 37.79	\$ 38.91	\$ 40.06	\$ 41.24	\$ 42.45	\$ 43.71
16	\$ 36.23	\$ 37.29	\$ 38.39	\$ 39.52	\$ 40.69	\$ 41.89
15	\$ 34.66	\$ 35.68	\$ 36.73	\$ 37.81	\$ 38.92	\$ 40.07
14	\$ 33.09	\$ 34.06	\$ 35.06	\$ 36.10	\$ 37.16	\$ 38.25
13	\$ 31.52	\$ 32.45	\$ 33.40	\$ 34.38	\$ 35.39	\$ 36.43
12	\$ 29.95	\$ 30.83	\$ 31.74	\$ 32.67	\$ 33.63	\$ 34.62
11	\$ 28.39	\$ 29.22	\$ 30.07	\$ 30.95	\$ 31.86	\$ 32.80
10	\$ 26.82	\$ 27.60	\$ 28.41	\$ 29.24	\$ 30.10	\$ 30.98
9	\$ 25.25	\$ 25.99	\$ 26.75	\$ 27.53	\$ 28.33	\$ 29.16
8	\$ 23.68	\$ 24.37	\$ 25.08	\$ 25.81	\$ 26.57	\$ 27.34
7	\$ 22.11	\$ 22.76	\$ 23.42	\$ 24.10	\$ 24.80	\$ 25.53
6	\$ 20.54	\$ 21.14	\$ 21.75	\$ 22.39	\$ 23.04	\$ 23.71
5	\$ 18.98	\$ 19.52	\$ 20.09	\$ 20.67	\$ 21.27	\$ 21.89
4	\$ 17.41	\$ 17.91	\$ 18.43	\$ 18.96	\$ 19.51	\$ 20.07
3	\$ 15.84	\$ 16.29	\$ 16.76	\$ 17.25	\$ 17.74	\$ 18.25
2	\$ 14.27	\$ 14.68	\$ 15.10	\$ 15.53	\$ 15.98	\$ 16.44
1	\$ 12.70	\$ 13.06	\$ 13.44	\$ 13.82	\$ 14.21	\$ 14.62

AITKIN COUNTY SHERIFF DEPARTMENT LICENSED ESSENTIAL UNIT CONTRACT

~~2021-2022~~

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Appendix B
WAGE SCHEDULE 1/1/2022

WAGE SCALE, JANUARY 1, 2022		Two percent (2.0%) General Adjustment 1/1/2022														
Grade	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/D	
20	\$ 44.85	\$ 46.18	\$ 47.54	\$ 48.95	\$ 50.39	\$ 51.89	\$ 53.42	\$ 55.00	\$ 56.63	\$ 58.31	\$ 60.04	\$ 61.82	\$ 63.65	\$ 65.00	\$ 66.95	
19	\$ 43.20	\$ 44.47	\$ 45.78	\$ 47.14	\$ 48.53	\$ 49.97	\$ 51.44	\$ 52.97	\$ 54.53	\$ 56.15	\$ 57.81	\$ 59.53	\$ 61.29	\$ 62.99	\$ 64.47	
18	\$ 41.54	\$ 42.77	\$ 44.03	\$ 45.33	\$ 46.67	\$ 48.05	\$ 49.47	\$ 50.93	\$ 52.44	\$ 53.99	\$ 55.59	\$ 57.23	\$ 58.93	\$ 60.18	\$ 61.98	
17	\$ 39.88	\$ 41.06	\$ 42.27	\$ 43.52	\$ 44.80	\$ 46.13	\$ 47.49	\$ 48.89	\$ 50.34	\$ 51.83	\$ 53.36	\$ 54.94	\$ 56.57	\$ 57.77	\$ 59.50	
16	\$ 38.23	\$ 39.36	\$ 40.51	\$ 41.71	\$ 42.94	\$ 44.21	\$ 45.51	\$ 46.86	\$ 48.24	\$ 49.67	\$ 51.14	\$ 52.65	\$ 54.21	\$ 55.36	\$ 57.02	
15	\$ 36.57	\$ 37.65	\$ 38.76	\$ 39.90	\$ 41.08	\$ 42.29	\$ 43.54	\$ 44.82	\$ 46.14	\$ 47.51	\$ 48.91	\$ 50.36	\$ 51.85	\$ 52.94	\$ 54.53	
14	\$ 34.92	\$ 35.94	\$ 37.00	\$ 38.09	\$ 39.21	\$ 40.37	\$ 41.56	\$ 42.78	\$ 44.05	\$ 45.35	\$ 46.69	\$ 48.07	\$ 49.49	\$ 50.53	\$ 52.05	
13	\$ 33.26	\$ 34.24	\$ 35.24	\$ 36.28	\$ 37.35	\$ 38.45	\$ 39.58	\$ 40.75	\$ 41.95	\$ 43.19	\$ 44.46	\$ 45.77	\$ 47.13	\$ 48.12	\$ 49.56	
12	\$ 31.61	\$ 32.53	\$ 33.49	\$ 34.47	\$ 35.49	\$ 36.53	\$ 37.60	\$ 38.71	\$ 39.85	\$ 41.03	\$ 42.24	\$ 43.48	\$ 44.77	\$ 45.71	\$ 47.08	
11	\$ 29.95	\$ 30.83	\$ 31.73	\$ 32.66	\$ 33.62	\$ 34.61	\$ 35.63	\$ 36.67	\$ 37.75	\$ 38.87	\$ 40.01	\$ 41.19	\$ 42.40	\$ 43.30	\$ 44.60	
10	\$ 28.29	\$ 29.12	\$ 29.97	\$ 30.85	\$ 31.76	\$ 32.69	\$ 33.65	\$ 34.64	\$ 35.66	\$ 36.70	\$ 37.79	\$ 38.90	\$ 40.04	\$ 40.89	\$ 42.11	
9	\$ 26.64	\$ 27.42	\$ 28.22	\$ 29.04	\$ 29.89	\$ 30.77	\$ 31.67	\$ 32.60	\$ 33.56	\$ 34.54	\$ 35.56	\$ 36.61	\$ 37.68	\$ 38.48	\$ 39.63	
8	\$ 24.98	\$ 25.71	\$ 26.46	\$ 27.23	\$ 28.03	\$ 28.85	\$ 29.70	\$ 30.56	\$ 31.46	\$ 32.38	\$ 33.33	\$ 34.31	\$ 35.32	\$ 36.06	\$ 37.15	
7	\$ 23.33	\$ 24.01	\$ 24.70	\$ 25.42	\$ 26.17	\$ 26.93	\$ 27.72	\$ 28.53	\$ 29.36	\$ 30.22	\$ 31.11	\$ 32.02	\$ 32.96	\$ 33.65	\$ 34.66	
6	\$ 21.67	\$ 22.30	\$ 22.95	\$ 23.62	\$ 24.30	\$ 25.01	\$ 25.74	\$ 26.49	\$ 27.27	\$ 28.06	\$ 28.88	\$ 29.73	\$ 30.60	\$ 31.24	\$ 32.18	
5	\$ 20.01	\$ 20.59	\$ 21.19	\$ 21.81	\$ 22.44	\$ 23.09	\$ 23.76	\$ 24.46	\$ 25.17	\$ 25.90	\$ 26.66	\$ 27.44	\$ 28.24	\$ 28.83	\$ 29.69	
4	\$ 18.36	\$ 18.89	\$ 19.43	\$ 20.00	\$ 20.58	\$ 21.17	\$ 21.79	\$ 22.42	\$ 23.07	\$ 23.74	\$ 24.43	\$ 25.15	\$ 25.88	\$ 26.42	\$ 27.21	
3	\$ 16.70	\$ 17.18	\$ 17.68	\$ 18.19	\$ 18.71	\$ 19.25	\$ 19.81	\$ 20.38	\$ 20.97	\$ 21.58	\$ 22.21	\$ 22.85	\$ 23.52	\$ 24.01	\$ 24.73	
2	\$ 15.05	\$ 15.48	\$ 15.92	\$ 16.38	\$ 16.85	\$ 17.33	\$ 17.83	\$ 18.35	\$ 18.88	\$ 19.42	\$ 19.98	\$ 20.56	\$ 21.16	\$ 21.60	\$ 22.24	
1	\$ 13.39	\$ 13.77	\$ 14.16	\$ 14.57	\$ 14.98	\$ 15.41	\$ 15.85	\$ 16.31	\$ 16.78	\$ 17.26	\$ 17.76	\$ 18.27	\$ 18.80	\$ 19.18	\$ 19.76	

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Board of County Commissioners Agenda Request

9B

Agenda Item #

Requested Meeting Date: 9/28/2021

Title of Item: Personnel Committee Recommendations (VCET Deputy & Admin Asst)

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Bobbie Danielson		Department: Human Resources
Presenter (Name and Title): Bobbie Danielson, HR Director, and Sheriff Dan Guida or designee		Estimated Time Needed: 8 minutes
Summary of Issue: <p>The personnel committee unanimously recommends hiring a full-time VCET (Violent Crime Enforcement Team) Deputy Sheriff (Grade 8) and a full-time VCET Administrative Assistant (Grade to be determined, estimate Grade 4 or 5). Both of these are grant-funded positions that will sunset if the grant funds are no longer available. (It should be noted that these VCET State grants have been issued for decades so it is anticipated this will be a long-term grant-funded opportunity.) Following Board support, the grant submittal will be made in October 2021. The positions will be filled following approval of the grant request. As Sheriff Guida previously explained, this is a joint powers team including Aitkin, Mille Lacs, and Itasca County, along with the the local police departments. A copy of the PowerPoint previously viewed by the Board is attached.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve hiring one full-time VCET Deputy Sheriff and one full-time VCET Administrative Assistant, contingent upon grant approval. These positions will sunset if the grant funds are no longer available.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Grant funded positions. Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		
Deputy Wage scale is \$24.49 - \$36.42/hour. Admin Asst scale is \$18.00 - 26.68/hour (Est Grade 4) or \$19.52 - \$29.11/hour (Est Grade 5). If approved today, this job description will be submitted to the job evaluation consultant for classification (Grade) determination.		

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



VIOLENT CRIME ENFORCEMENT TEAM (VCET) ADMINISTRATIVE ASSISTANT

This is a grant-funded position.

Department Sheriff's Office
Grade Grade (to be determined)
Reports to To be determined
FLSA Status Non-exempt
Union Status Non-union

Final Appointing Authority

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

Job Summary

The purpose of this position is to provide administrative support to the RCV CET Task Force Commander, Sergeants, and Investigators by maintaining, coordinating and implementing administrative responsibilities and maintaining current/accurate databases with specialized information in a highly confidential environment. This position serves as the primary resource for all unit personnel and manages all office support functions and projects within the unit. This position must also assist the public with inquiries on the status of records/cases, in accordance with the Minnesota Government Data Practices Act.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies.

Receives technical direction from the County Attorney's office on civil process form and procedure.

Supervision Exercised

No formal supervisory authority.

Essential Functions

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

1. Answer phones, order supplies, monitor equipment needs. Schedule appointments and maintain calendars as assigned. Collate and distribute mail. Write and edit documents from letters to reports and instructional documents. Serves as notary public.



Position Description

2. Collect data on arrests, drug seizures, VCET case info, etc., in various databases to use in quarterly/annual statistical reports.
 3. Track department buy funds in database, complete bi-weekly/monthly audits with Commander.
 4. Monitor cases to make sure forfeiture forms are served to suspects, registered owners, lien holders, etc. for VCET and RCSO non-DWI cases.
 5. Advise AIM (Aitkin/Itasca/Mille Lacs) accounting and RCSO property room on monies that need to be deposited into the forfeiture holding fund and when those monies are ready to be forfeited or returned.
 6. Send forfeiture case files to County Attorneys, monitor criminal/civil case from start to finish. Track and advise accounting department on forfeiture shares with VCET partners.
 7. Place administrative holds/drops on vehicles with the Department of Motor Vehicles (DMV).
 8. Certified in BCA/CJIS Portals system to run criminal history, driver's license, vehicle, gun information etc.
 9. Enter guns seized into ATF E-Trace, track federal forfeitures in E-Share, enter VCET actions into the Regional Information Sharing System (RISS Safe De-confliction System), enter finished forfeiture information into the SAFES notification system, create and enter information into E-Grants.
 10. Collect information and forms to apply for yearly VCET insurance with Risk Management and the MCIT/LMIC.
 11. Collect information and relevant forms from the partners in gang prevention, prepare contracts, send out and collect signed copies.
 12. Report to various state/federal/county departments on meth lab/marijuana grow operations.
 13. Schedule and coordinate staff and other meetings, including quarterly VCET Advisory Board Meeting, take and distribute minutes, represent supervisor in internal and external meetings as required.
 14. Monitor department cases in Zuercher, add Minnesota Offense Codes (MOC) codes for VCET and other RCSO departments, close cases.
 15. Assist Commander in VCET grant applications, various presentations, attend Office of Justice Programs (OJP) trainings.
 16. Monitor property involved in forfeitures including cars being titled with DMV and sold at auction, sale of forfeited jewelry, property being put into public service.
 17. Monitor case dispositions for use in closing cases in the Records Management System (RMS) systems and helping property room return or dispose of evidence. Locate and send letters to claimants for returned money/property.
 18. Monitor impound lot list for cars brought in that need action taken.
 19. Keep Confidential Informant files updated.
 20. Collect information and files to assist in annual OJP, State Auditor and department audits.
 21. Receives and processes bills and vouchers for approval by the Commander and/or Sheriff.
 22. Maintains an accurate and complete filing system, both electronic and physical, in order to ensure accurate and efficient retrieval of required information.
 23. Attends training as needed.
- Performs other related duties as assigned or apparent.



Minimum Qualifications

Two years of post-secondary education with courses in computer, communication, and office skills, plus two or more years of related experience; or equivalent combination of education and experience. Office experience in law enforcement or a criminal justice setting is preferred. Typing speed of 50 w.p.m. or higher. Must have the ability to focus and work productively with continual interruptions. Must be self-motivated and able to make decisions, effectively prioritize workload, handle multiple tasks simultaneously, and work independently with minimal supervision.

Proficiency in Microsoft Word, Excel and PowerPoint.

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

Must be able to obtain MN notary within three months of initial employment.

Criminal Justice Info Service (CJIS) Certificate issued by Bureau of Criminal Apprehension (BCA) preferred at time of hire, but not required.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Modern office procedures and practices.
4. Clerical procedures necessary to process, sort, verify and file documents or other material in accordance with departmental office procedures.
5. Business English, spelling, grammar and punctuation.
6. Basic math.
7. Record keeping systems in order to maintain administrative and fiscal data and to prepare reports.
8. Data practices law and policies.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 50 net words per minute without errors.
3. Reading, writing, and speaking English proficiently.
4. Preparing and comprehending legal documents.
5. Utilizing MS Office software.
6. Time management, organization, multi-tasking, and prioritizing work.
7. Communications including proper grammar, sufficient to respond to telephone and in-person questions, complaints and requests without prejudice or ridicule that will assure prompt and reliable service to the public based on established departmental policies and procedures



Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Maintain a high degree of confidentiality.
3. Handle multiple tasks simultaneously.
4. Manage time and workload effectively.
5. Work independently, exercise good judgment, and meet deadlines.
6. Use discretion in the handling of confidential information. Maintain confidentiality.
7. Exercise independent judgment in developing work methods and operating procedures in order to implement departmental activities and policies and perform duties under emergency situations.
8. Follow oral and written instructions.

Language Skills

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

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

Reasoning Skills

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, Microsoft Word, Excel, Outlook, PowerPoint, Internet, and other job-related software.

Ability to Travel

Occasional travel is required to attend trainings and meetings in and out of Aitkin County.

Competencies

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

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork,



Position Description

leadership, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

Work Environment

The noise level in the work environment is usually quiet.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, shredder and other job-related tools and equipment, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 25 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

Disclaimer

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

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

08/25/2021 – final draft

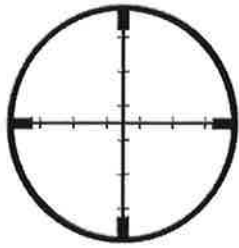


Position Description

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

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

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



AIM VCET

AIM=Aitkin/Itasca/Mille Lacs



PROBLEM STATEMENT Aitkin County

- 2019 - 84 Drug cases
- 2020 - 95 Drug cases
- 2021 - 62 Drug cases (on track for 112)
- I believe that drug addictions are a significant cause of the majority of crimes in our region.
- Having an impact on drugs will impact our safety and result in living in better communities.
- Working with other Drug Task Force units resulted in seizures of Guns and Drugs 2X



SOLUTIONS

Proactive patrol with staff dedicated to the problem

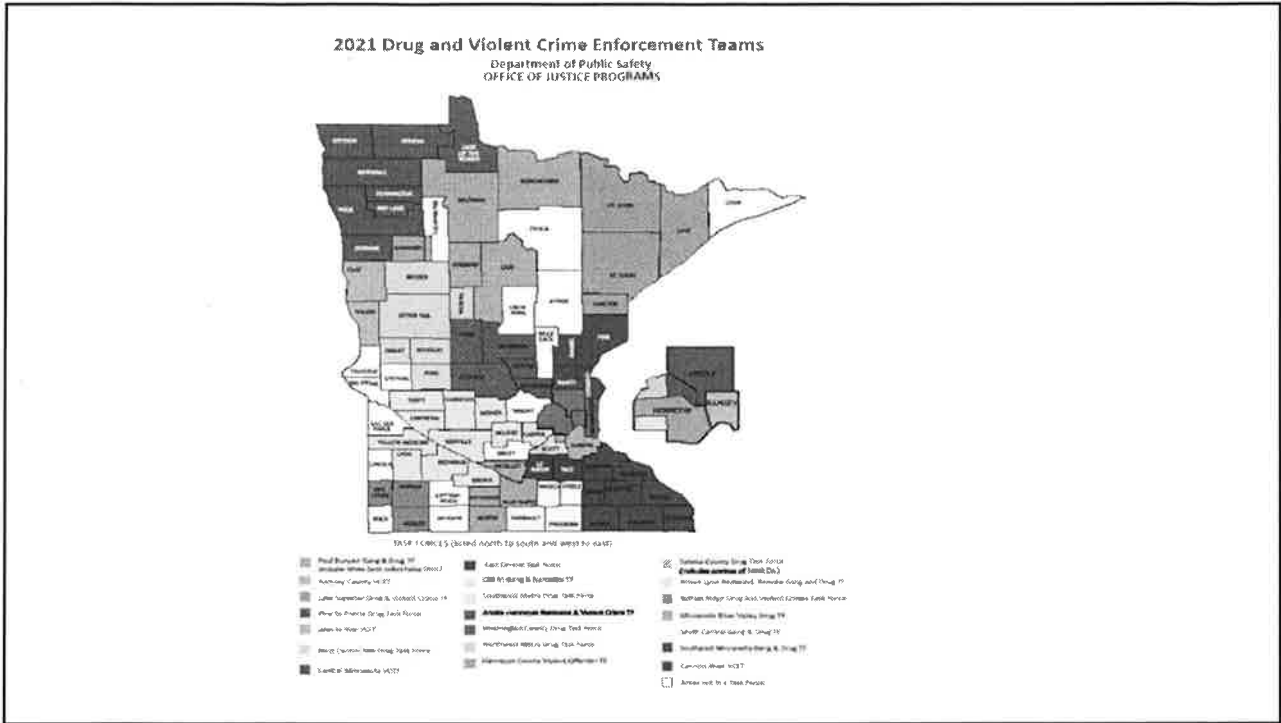
Training on dealing with investigations and trafficking

Networking with neighboring agencies to share information and resources

Developing relationships with community members for information sharing on community issues

Funding opportunities

- MN Legislature allocates funding for VCET teams
- Normally 3.5M per year with one year grant cycle
- 2022 4.5M per year with two year grant cycle
- Clay/Wilkin group closed doors with ND/MN issues (\$110,000)



2020 VIOLENT CRIME ENFORCEMENT TEAM ELIGIBILITY CRITERIA

Local units of government, tribes, county sheriff offices, and police departments are eligible to apply for funding. Minnesota multijurisdictional Violent Crime Enforcement Teams (VCETs) must be structured in a way that incorporates elements that have proven successful. Those elements are:

1. VCET must be comprised of at least three separate law enforcement agencies. Multi-county VCETs are required in counties with a population of less than 100,000.
2. VCET must have at least 3 full-time officers assigned and co-location of the VCET officers is strongly preferred. There can also be additional full-time, part-time or liaison officers assigned.
3. VCET must be under the operational direction of a full-time commander or team leader.
4. VCET targets violent offenders and/or felonies that have the likelihood of being related to the distribution of narcotics and/or other cases that have a significant multijurisdictional impact.

5. VCET operates in accordance with the Multijurisdictional Task Force Operating Procedures and Guidelines Manual and adheres to any other requirements for procedure or accountability that may be adopted by the Violent Crimes Coordinating Council.

6. An active governing board is in place that meets at least quarterly and plays a significant role in developing and monitoring VCET priorities, budgets, and operational policies and procedures. The board must hold staff accountable for adhering to the Guidelines Manual and for producing meaningful results in accordance with jurisdictional threats and strategies.

7. VCET has a Joint Powers Agreement (JPA) that addresses a formal framework for planning and coordination of case activities. Membership, personnel commitments, targets, operations, resources, equipment, use of forfeitures, and management and liability would be specific topics that must be addressed in the JPA.

8. VCET enters data into any statewide system implemented for the purpose of information sharing or officer safety. This includes gang information, as well as RISSnet and eTrace.

9. Seizures of cash, real property and personal property must be completed in accordance with all applicable laws and regulations and all VCETs must promptly report forfeitures in accordance with MN. Statute 609.5315, subd. 6.

10. Net forfeiture proceeds must be claimed and used for the benefit of the VCET when the related case is considered and reported as a VCET arrest.

11. All VCETs will be reviewed annually for compliance with statutory certification requirements in Minnesota Statute 299A.642 establishing the Violent Crimes Coordinating Council (VCCC).

What have we done so far?

Meetings with all Agencies for level of involvements as well as meetings with MNBCA on funding
Meetings with County Attorney's groups for JPA and documents as well as discussions of potential issues.

Aitkin County - Centrally located so will be the "home base" for operations as well as the provider for the Task Force Commander initially. Working on "problem statement" and workspace. Will be fiscal host for Admin staff dedicated to supporting the position (100% funded by grant monies).

City of Aitkin - Agreed to dedicate one FT LE to group

Itasca County – Agreed to 1-2 FT LE to group and CAs working on JPA

Grand Rapids – Agreed to dedicate one FT LE to group

Mille Lacs Co – Agreed to dedicate 1-2 FT LE to group

All agencies are 100% committed to this project and dedicated to community safety for all

NEXT STEPS

Seek and receive funding for budget from Board/State Grant with intent to be formally organized early 2022

Complete office space

Start training for staff dedicated to the VCET team

Hire Administrative assistant



Board of County Commissioners Agenda Request

9C

Agenda Item #

Requested Meeting Date: 9/28/2021

Title of Item: Full-time Office Floater Position / Recorder's Office (New)

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: Human Resources
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 2 minutes
Summary of Issue: <p>The County Recorder's office is seeking a full-time Office Assistant (aka Office Floater) that will assist in day-to-day operations and vital records. This position is included in the 2022 budget (new position). The Recorder's office revenue is projected to be up approximately \$8,000 more than last year, per CFO Kathleen Ryan. Due to the current volume of work, we're requesting to begin recruiting now for this position and are seeking authority to fill the position in 2021 (estimate Nov 1, 2021), due to the ongoing/increased work volume. Mick Moriarty discussed the volume of work with the personnel committee in August 2021. This is currently a 3 person office and staff burnout is a concern that we are trying to avoid in filling the position now.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to create a new full-time Office Floater position and authorize filling the position now.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ As budgeted. Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



OFFICE ASSISTANT II

Department Multiple (Auditor, Treasurer, Assessor, Recorder)

DBM/Grade Grade 3

Reports to Department Head

FLSA Status Non-exempt

Union Status AFSCME Courthouse Unit

(9/28/2021: Draft. The second Office Assistant II will not handle passports; instead will work with vital records in the Recorder's office. Separation of duties will be maintained as required. If Board approved, a separate job description reflecting this will be created.)

Final Appointing Authority

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

Job Summary

To warmly welcome visitors by greeting them in person or on the telephone, using professional business etiquette to make a positive first impression for all. To perform moderately difficult office support tasks requiring knowledge of multiple department's programs, procedures and practices, and to serve as liaison between the general public and staff.

Supervision Received

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

Supervision Exercised

No formal supervisory authority.

Essential Functions

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

1. Serves as the first point of contact for customers of the County Auditor, Treasurer, Assessor and Recorder's office by phone and in person. Accurately answers general questions, accepts tax payments and processes various payments, refers customers to the appropriate department and staff member when applicable, and takes messages.
2. Hands out birth certificate application forms (and other forms) to customers. Assists customers with completing select application forms, Veteran Service discharges, and homestead applications. Receives notary commissions and minister credentials.
3. Notarizes documents. Sells maps and plat books. Prints copies of field cards and other documents.



Position Description

4. Performs back indexing in the Recorder's office as assigned. May assist Recorder with tracking as needed. May *receive* recording documents for recording from select customers. May return recorded documents to select customers.
 5. Processes marriage applications and updates the MOMS marriage system with old marriage records.
 6. Prepares Mobile Home clearance sheets.
 7. Assists with various mailings to taxpayers throughout the year.
 - ~~8. Serves as a passport acceptance agent.~~
 9. Assists customers in the completion of homestead applications and other major property tax program applications. Answers basic questions about value and classification of property.
 10. Provides office support and backup coverage when other staff are out of the office.
 11. Assists with elections, training, registration, voting, reporting, recounts, and other election-related duties as assigned. (Will receive in-house training for Head Judge Certification.)
 12. Assists with claim and receipt processing.
 13. Sorts and distributes incoming mail and collects and prepares outgoing mail.
 14. Assists in maintaining department filing systems (paper and electronic).
 15. Assists in the training of new office support staff as directed.
- Performs other related work as assigned or apparent.

Minimum Qualifications

High school diploma or GED required. College coursework preferred, but not required. This is an entry-level clerical position. Must have superior customer service, computer, and communication skills, as well as demonstrate accuracy and attention to detail with frequent interruptions. Strong multi-tasking skills are essential.

Prior experience working with legal descriptions, property records, real estate taxes, and/or the document recording process is beneficial, but not required.

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

Must become a notary public (not ex-officio notary) appointed by the Governor through the office of the MN Secretary of State within 3 months of hire.

Must be bondable through the Minnesota Counties Intergovernmental Trust (MCIT).

~~Passport Certificate of Completion issued by Minneapolis Passport Agency/US Department of State. For passport services, an employee must also meet the following qualifications:~~

- ~~• Be a United States citizen or U.S. national~~
- ~~• Be at least 18 years old~~
- ~~• Be approved by the Department of State~~
- ~~• Be a permanent employee of the designated facility (not temporary, *ad hoc*, contractual, or volunteer) or be an employee on-site at a Passport Agency~~



Position Description

- ~~• Be unable to issue, create, or amend citizenship or identity documents, such as birth certificates and driver's licenses~~
- ~~• Be all of the following:~~
 - ~~○ Not presently on parole or probation related to any Federal, state, or local convictions~~
 - ~~○ Not presently under indictment for a Federal, state, or local felony~~
 - ~~○ Not presently under indictment for a misdemeanor related to breach of trust or moral turpitude~~
 - ~~○ Free of any Federal, state, or local felony convictions~~
 - ~~○ Free of any Federal, state, or local misdemeanor conviction related to breach of trust or moral turpitude (i.e. embezzlement, document fraud, drug offense, or dishonesty carrying out a responsibility involving public trust)~~

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Professional business and telephone etiquette.
3. Multi-department operations sufficient to assist and direct callers and visitors to the proper department and staff person.
4. Aitkin County's organizational structure sufficient to accurately direct visitors to the proper locations.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to provide superior customer service, exchange or convey information, and to receive work direction.
2. Strong computer skills sufficient to learn multiple systems.
3. Typing skill sufficient to complete 25 net words per minute without errors.
4. Skill in reading, writing, and speaking English proficiently.
5. Skill in organizing and prioritizing work.
6. Good conflict management skills, decision making skills, negotiating skills, and time management skills.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all county staff and the general public with respect, honesty, and consideration.
2. Multi-task and work accurately with frequent interruptions.
3. Demonstrate outstanding accuracy and attention to detail.
4. Locate property owners in the tax system and in parcel mapping software, to read legal descriptions, and locate property owners in plat book and field books.
5. Explain basic laws and regulations pertinent to the work being performed.
6. Understand and carry out oral and written instructions
7. Work independently and exercise good judgment, as well as collaboratively with others from multiple departments.



8. Accurately perform mathematical computations.

Language Skills

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

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

Reasoning Skills

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, geographic information system, Microsoft Word, Excel, Outlook, Minnesota Counties Information Systems (MCIS) property tax system for inquiries, Computer Aided Mass Appraisal (CAMA) system for inquiries, SVRS, Application Xtender, RecordEASE, and Adobe Acrobat.

Ability to Travel

Infrequent travel is required for errands and to attend trainings and meetings in and out of Aitkin County.

Competencies

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

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.



Work Environment

The noise level in the work environment is usually moderate. Infrequent travel for errands or off-site training may be required. Must have the ability to focus and concentrate despite being subject to repeated interruptions; r occasionally subject to dealing with irate taxpayers in person and via telephone. Standing and bending throughout the day to respond to inquiries and to obtain information are required.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, shredder, emergency weather-alert system, scanner, and county-owned vehicles.

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, daily standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Semi-annually election duties arise that involve more physical types of labor involving lifting and/or carrying boxes of election materials and voting machines weighing up to 50 pounds.

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

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

Disclaimer

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

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

6/21/2019

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

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

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



Board of County Commissioners Agenda Request

10A
Agenda Item #

Requested Meeting Date: September 28, 2021

Title of Item: Adopt Resolution - 2022 Preliminary Levy

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 10 min.
Summary of Issue: <p>The Board has received several budget presentations over the past two months outlining the details of each budget. The Budget Committee is recommending a 3% levy increase in the amount of \$16,033,606. The Board will have the opportunity to discuss this amount and pass the 2021 preliminary levy resolution.</p> <p>State statute requires the Board to pass a preliminary levy no later than September 30th. The final levy may be reduced by December but cannot be raised higher than the preliminary levy amount.</p>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Adopt the 2022 preliminary levy resolution in the amount of \$16,033,606.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED September 28, 2021

By Commissioner: xxxx

20210928-xxx

2022 Preliminary Levy

BE IT RESOLVED, that the preliminary Aitkin County tax levy for payable 2022 be set at \$16,033,606.

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 28th day of September, 2021 and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28th day of September, 2021

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

10B
Agenda Item #

Requested Meeting Date: September 28, 2021

Title of Item: Set 2022 Budget Public Hearing

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

**provide copy of hearing notice that was published*

Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 5 min.
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Summary of Issue:

The 2022 Budget Public Hearing needs to be scheduled. Typically this meeting is held on a regularly scheduled Board meeting date with the regular Board meeting held late afternoon, followed by the Budget Hearing at 6:05 p.m.

Staff recommends holding the public hearing on December 14th, 2021 at 6:05 p.m. in the Government Center Board Room.

The final budget must be adopted within 5 working days of December 20, 2021, therefore staff is recommending that the second Board meeting in December be held on December 21, 2021 rather than December 28, 2021. As an alternative, the Board may vote to hold meetings on both dates, resulting in three December Board meetings.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve Budget Public Hearing to be held on December 14th, 2021 at 6:05 p.m.
Approve December Board meeting dates.

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$
Is this budgeted? Yes No *Please Explain:*



Aitkin County Board of Commissioners

Agenda Request Form

11

Agenda Item #

Requested Meeting Date:
Title of Item: Committee Reports

REGULAR AGENDA	Action Requested by: County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Brian Napstad
Aitkin Airport Commission	Monthly	1 st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 rd Thursday	Wedel and Napstad
Aitkin County CARE Board	Monthly	3 rd Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 rd Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3 rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly	3 rd Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly	3 rd Wednesday	Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Quarterly	3 rd Thursday	Niemi, Alt. Westerlund
ATV Committee	Monthly		Napstad and Westerlund
Big Sandy Lake Management Plan	Monthly	2 nd Wednesday	Napstad, Alt. Marcotte
Budget Committee	Most months	1 st Tuesday	Marcotte and Napstad
Development Achievement Center	Monthly	3 rd or 4 th Thurs.	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi, Alt. Napstad
Economic Development	Monthly	1 st Wednesday	Napstad and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Napstad
Extension	4x year	Monday	Marcotte, Alt. Westerlund
Facilities/Technology	As needed		Wedel and Westerlund
H&HS Advisory (Liaison)	Monthly except July	1 st Wednesday	Westerlund and Wedel
Historical Society (Liaison)	Monthly	4 th Wednesday	Wedel
HRA	Monthly	4 th Wednesday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Odd Months	4 th Monday	Napstad and Land Cmr Courtemanche
Lakes and Pines	Monthly	3 rd Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Marcotte, Alt. Niemi
McGregor Airport Commission	Monthly	Last Wednesday	Napstad
Mille Lacs Fisheries Input Group	8-10x year		Westerlund
Mille Lacs Watershed	10x year	3 rd Monday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 th Friday	Marcotte, Alt. Napstad
MN Rural Caucus	8x year	Varies	Niemi, Alt. Westerlund
Natural Resources Advisory Committee	8-10x year	2nd Monday	Marcotte and Napstad
NE MN Office Job Training	As called		Niemi
Northeast MN ATP	Quarterly	Varies	Napstad and Engineer Welle, Niemi Alt.
Northeast MN ECB	5-6x year	4 th Thursday	Napstad, Alt. Sheriff
Northeast Waste Advisory Committee	Quarterly	2 nd Monday	Napstad, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Marcotte, Alt. Napstad
Ordinance	As needed		Napstad and Marcotte
Personnel/Insurance	As needed	2 nd Tuesday	Westerlund and Wedel
Planning Commission	Monthly	3 rd Monday	Marcotte, Alt. Westerlund
Rum 1W1P Policy Committee	Quarterly		Westerlund, Alt. Niemi
Snake River Watershed	Monthly	4th Monday	Napstad, Alt. Niemi
Snake River 1W1P Policy			Napstad, Alt. Niemi
Sobriety Court	Bi-Monthly	3 rd Thursday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund



Board of County Commissioners Agenda Request

12A
Agenda Item #

Requested Meeting Date: 9/28/2021

Title of Item: Closed Session for Labor Negotiations Strategy

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: Human Resources
Presenter (Name and Title): Jessica Seibert, County Administrator, and Bobbie Danielson, HR Director		Estimated Time Needed: 45-60 minutes
Summary of Issue: <p>Closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.</p> <p>Information will be presented in closed session.</p> <p>MN Statute 13D.03 requirements: *The time of commencement and place of the closed meeting shall be announced at the public meeting. *A written roll of members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. *The meeting must be tape-recorded and must be preserved for two years after the contract is signed. *No public business other than discussions of labor negotiation strategies or developments or discussions and review of labor negotiation proposals can be conducted in this closed session.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to close the meeting pursuant to MN Statutes 13D.03, closed meetings for labor negotiations strategy. Motion to re-open the meeting when completed, indicating all members and other persons that were present during the closed session.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Will discuss in closed session.		