



ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

What: Aitkin County Board Agenda

When: November 26, 2024

Where: Government Center Board Room

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

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

Access Code: **2551 385 9977**

Meeting Password: **7282**

9:00 a.m.

1) J. Mark Wedel, County Board Chair

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

10:00 a.m.

E) Citizens Public Comment- Comments from visitors must be informational and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrators office at 218-927-7276 option 8 no later than 2:30 P.M. on the Monday before the meeting.

2) Consent Agenda- All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the times will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.

A) Correspondence File-

November 12, 2024 - November 25, 2024

B) Approve County Board Minutes-

November 12, 2024

C) Approve Electronic Funds Transfers

EFT Report thru 11.18.24

D) Approve Manual Warrants/Voids/Corrections-

ELAN 10.24.24

E) Adopt Resolution-

Application for Temp On Sale Liquor License - Wealthwood Rod & Gun Club

F) Approve Auditor Vouchers-

Auditor Warrants - Sales/Use and Diesel Tax, October 2024

G) Approve Auditor Vouchers-

Auditor Warrants - R&B Contracts 11.08.24

H) Approve-

2024 Audit Agreement

I) Approve Manual Warrants/Voids/Corrections-

Manual Warrants 11.15.24

J) Adopt Resolution-

LG214 Premises Permit - The Confidence Learning Center

K) Approve-

JPA with Farm Island Township

L) Approve-

JPA with Glen Township

M) Approve-

JPA with Macville Township

N) Approve-

JPA with Nordland Township

O) Approve-

JPA with City of Tamarack

P) Approve-

JPA with Morrison Township

Q) Approve-

JPA Wealthwood Township

R) Approve-

JPA with Waukenabo Township

S) Approve-

JPA with Spencer Township

T) Adopt Resolution-

LG214 Premises Permit - The Palisade Super Sledgers

U) Approve-

Opioid Funding Request

V) Approve Auditor Vouchers-

Period 2 Tax Settlements

W) Approve-

Aitkin County Boarding Joint Powers Agreement

X) Approve-

Appointment as Deputy Registrar

Y) Approve-

University of MN, Extension Agreement

Z) Approve-

Board Ratification - Mobile Assessor Software

AA) Adopt Resolution-

Sponsorship Resolution for City of Aitkin AT Project

AB) Approve Commissioner's Vouchers

Commissioner Warrants 11.22.24

	10:00 a.m.
3) Janet Smude - Aitkin County SWCD District Manager	
A) Adopt Resolution - Implementation of the Upper Mississippi-Grand Rapids CWMP	
	10:15 a.m.
4) Dennis Thompson – Land Commissioner	
A) Public Hearing - Land Classification	
B) Adopt Resolution - 2024 Land Classification	
	10:25 a.m.
5) Jessica Seibert – County Administrator	
A) Northland Reliability Project Presentation	
B) Approve McGregor Airport Agreement - Bill Bedor	
C) Approve 2025 Legislative Priorities	
	11:25 a.m.
6) Mike Dangers – County Assessor	
A) Approve Individual Disaster Abatements and Credits	
	11:30 a.m.
7) Andrew Carlstrom – Environmental Services Director	
A) Petition for EAW - Meadow View Lots at Barnacles Resort	
B) Approve Meadow View Lots at Barnacles Resort	
	11:40 a.m.
8) John Welle – County Engineer	
A) Adopt Resolution - Award Contract 20253	
B) Adopt Resolution - Award Contract 20254	
C) 2024 Highway Contract Summary - Discussion Only	
	11:55 a.m.
9) Bobbie Danielson – Human Resources Director	
A) Approve 2025-2027 AFSCME HHS Unit Agreement	
B) Approve 2025-2027 AFSCME Courthouse Unit Agreement	
C) Approve Personnel Policy Updates	
	12:10 p.m.
10) Jessica Seibert – County Administrator	
A) Adopt Resolution - County Auditor Public Hearing	
B) Appropriations Review - Direction Requested	
C) Elected Officials 2025 Salaries - Discussion Only	
D) 2025 Commissioner Salary - Discussion Only	
E) Administrator Updates	
	1:05 p.m.
11) Board of Commissioners	
A) Commissioner Committee Reports	
	ADJOURN



2B

AITKIN COUNTY BOARD OF COMMISSIONERS

November 12, 2024

9:00 a.m.

Government Center Board Room

Regular Session Minutes

1.A CALL TO ORDER

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

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

1.B PLEDGE OF ALLEGIANCE

1.C APPROVAL OF AGENDA

Motion to: Approve the agenda, as amended.

RESULT: APPROVED (4 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Laurie Westerlund
Adding items 6C & 6D

1.D Citizens Public Comment - None

2 CONSENT AGENDA

Motion to: Approve the Consent Agenda, as amended.

RESULT: APPROVED (4 TO 0)
MOVER: Commissioner Michael Kearney
SECONDER: Commissioner Laurie Westerlund
Moving item 2F to item 2.5

A) Correspondence File-

October 22, 2024 - November 11, 2024

B) Approve County Board Minutes-

October 22, 2024

C) Approve Electronic Funds Transfers

Total	\$5,016,726.23
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D) Approve Manual Warrants/Voids/Corrections-

Manual Warrants 10.17.24

General	\$1,138.57	State	\$71,192.50	Taxes	\$2,546.00	LLCC	\$91.19
Parks	\$240.00					Total	\$75,208.26

E) Approve-

Affidavits for Duplicate of Lost Warrant

F) Adopt Resolution-

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

G) Approve-

Fire Protection contract with Ball Bluff Township

H) Approve Auditor Vouchers-

School Advances 10.23.24

Townships	\$1,847,104.71					Total	\$1,847,104.71
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I) Adopt Resolution-

LG220 Application for Exempt Permit - Up North Riders ATV Club

J) Approve-

2025 Newspaper Bid Specifications

K) Approve-

Reaffirm Annual Code of Ethics

L) Approve-

January 1, 2025 Non-union Wage Adjustment

M) Approve County Board Minutes-

Committee of the Whole 10.24.24

N) Approve Manual Warrants/Voids/Corrections-

ELAN 10.10.24

HHS	\$1,246.11	R&B	\$846.91	General	\$5,159.46	LLCC	\$823.69
							Total
							\$8,076.17

O) Approve Commissioner's Vouchers

Commissioner Warrants 10.25.24

General	\$184,713.24	Reserves	\$1,623.03	Trust	\$9,782.48	Forest	\$10,626.06
Taxes	\$371,568.78	LLCC	\$17,812.25	Parks	\$40,912.81	Total	\$637,038.65

P) Approve Auditor Vouchers-

2nd Period Property tax overpayments 10.28.24

General	\$3,087.00	Taxes	\$38,488.12			Total	\$41,575.12
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Q) Approve Manual Warrants/Voids/Corrections-

Special Fuel License R&B

R&B	\$25.00					Total	\$25.00
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R) Approve Manual Warrants/Voids/Corrections-

Manual Warrants 10.30.24

General	\$1,090.72	State	\$863,055.59	Taxes	\$1,865.00	Total	\$866,011.31
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S) Approve Manual Warrants/Voids/Corrections-

MN CARE Tax HHS

HHS	\$110.19					Total	\$110.19
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T) Adopt Resolution-

Award Contract 20251

U) Adopt Resolution-

Award Contract 20252

V) Adopt Resolution-

LG220 Application for Exempt Gambling - Ducks Unlimited Aitkin Area

W) Approve Commissioner's Vouchers

Commissioner Warrants 11.08.24

General	\$180,935.64	Reserves	\$396.59	R&B	\$49,548.18	HHS	\$13,892.94
State	\$6,221.50	Trust	\$3,779.15	Taxes	\$3,149.00	LLCC	\$14,204.09
Parks	\$11,533.02					Total	\$283,660.11

X) Adopt Resolution-

Jennifer Erickson repurchase tax-forfeited property

2.5 Adopt Resolution -

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

RESULT:	APPROVED (3 TO 1)
MOVER:	Commissioner Bret Sample
SECONDER:	Commissioner Laurie Westerlund
	Commissioner Michael Kearney abstained from vote

Regular Agenda

3A Andrew Carlstrom – Environmental Services Director

Informational Only

Second Reading - Aitkin County Cannabis Ordinance

RESULT:	INFORMATIONAL ONLY
MOVER:	
SECONDER:	

3B Andrew Carlstrom – Environmental Services Director

Motion to:

Adopt Resolution - Aitkin County Cannabis Ordinance

RESULT: APPROVED (4 TO 0)

MOVER: Commissioner Michael Kearney

SECONDER: Commissioner Bret Sample

4A Mark Jeffers – Economic Development Coordinator

Motion to:

Approve Agreement - Minnesota Housing Finance Agency

RESULT: APPROVED (4 TO 0)

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Michael Kearney

5A Jim Bright – Facilities Coordinator

Motion to:

Approve Snow Plow Bid

RESULT: APPROVED (4 TO 0)

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Michael Kearney
Bid awarded to Stevo's Inc.

5B Jim Bright – Facilities Coordinator

Motion to:

Approve 3 Year Contract with Stevo's

RESULT: APPROVED (4 TO 0)

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Michael Kearney

6A Jessica Seibert – County Administrator

Motion to:

Approve Out-of-State Travel

RESULT: APPROVED (4 TO 0)

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Michael Kearney

6B Jessica Seibert – County Administrator

Informational Only

Administrator Updates

HHS Budget presentation, Recorded 1st podcast, MACA Regional Call, Facilities, Bond Audit - working through process, Asked to present at New Commissioner School, Discussion w/Kevin Lee and Bill Custard, AMC New Commissioner Orientation

6C Jessica Seibert – County Administrator

Motion to:

Adopt Resolution - LG214 Premises Permits - Confidence Learning Center

RESULT: APPROVED (4 TO 0)

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Bret Sample

6D Jessica Seibert – County Administrator

Motion to:

Approve EMSRB Letter of Support

RESULT: APPROVED (4 TO 0)

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Laurie Westerlund

7A Board of Commissioners

Informational Only

Commissioner Committee Reports

H&HS Advisory, Facilities, McGregor Airport Commission, Mille Lacs Fisheries Input Group, Aitkin Airport

8A Bobbie Danielson – Human Resources Director

Motion to:

Approve Market Adjustment due to Promotion, Attorney's Office

RESULT: APPROVED (4 TO 0)

MOVER: Commissioner Bret Sample

SECONDER: Commissioner Laurie Westerlund

8B Bobbie Danielson – Human Resources Director

Closed Session for Attorney-Client Privilege Minn. Stat. 13D.05, Subd. 3(b)

Motion to Close Meeting Under MN Statute 13D.05 Subd.3(b) Attorney-Client Privilege

Motion made at 9: 56 a.m.

MOVER: Commissioner Michael Kearney

SECONDER: Commissioner Laurie Westerlund

Attendance of those present during Closed Sesseion

J. Mark Wedel	District #1
Laurie Westerlund	District #2
Bret Sample	District #4
Michael Kearney	District #5
Jessica Seibert	County Administrator
Bobbie Danielson	Human Resources Director
Kendra Olson	Pemberton Law

Motion to Reopen Meeting

Motion made at 10:27 a.m.

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Michael Kearney

Motion to Adjourn

Motion made at 10:31 a.m.

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Michael Kearney

Next Meeting: Tuesday, November 26, 2024

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

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request



Requested Meeting Date: 11/26/2024

Title of Item: EFT Report

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: EFT Report thru 11/18/2024		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

ELECTRONIC FUNDS TRANSFER
Thru November 18, 2024 Board Meeting November 26, 2024

Abstract Number	Date	Amount	Reason
22169	11/8/24	\$146,952.83	Commissioner Abstract
22170	11/8/24	\$244,369.88	Auditor Abstract
22171	11/8/24	\$19,492.60	Commissioner Abstract
22172	11/8/24	\$1,621.54	Auditor Abstract
22173	11/7/24	\$7,409.41	Manual Abstract
22176	11/15/24	\$2,221.52	Auditor Abstract
22177	11/15/24	\$728,623.47	Payroll Abstract
22178	11/15/24	\$3,503.53	Auditor Abstract

\$0

Voids/No ACH

22174

22175

\$1,154,194.78

S:Board Report:2024 EFT Board Report Thru Date

WLB1

11/13/24

8:59AM

5 Health & Human Services

Aitkin County



2D

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9	5462 Bremer Bank (Elan ACH) 05-420-600-4800-6405		42.98	IM-FINANCIAL GEN BUSINESS CARD 10/10/2024 10/10/2024		Office Supplies	N
10	05-420-640-4800-6332		432.96	CS-CONFERENCE LODGING (JL) 10/08/2024 10/10/2024		Hotel/Lodging	N
11	05-420-640-4800-6332		432.96	CS-CONFERENCE LODGING (KP) 10/08/2024 10/10/2024		Hotel/Lodging	N
4	05-430-700-4800-6332		239.04	SLC CONF LODGING 10/09/2024 10/10/2024		Hotel/Lodging	N
5	05-430-700-4800-6332		478.08	CONF LODGING (NA) 10/08/2024 10/10/2024		Hotel/Lodging	N
6	05-430-700-4800-6332		443.78	TRAINING LODGING (ES) 10/08/2024 10/10/2024		Hotel/Lodging	N
8	05-430-700-4800-6332		478.08	STL CTY CONF LODGING (KH/SN) 10/08/2024 10/10/2024		Hotel/Lodging	N
12	05-430-700-4800-6339		54.69	SS-CONF MEALS (NA) 10/08/2024 10/10/2024		Meals (Overnight)	N
7	05-430-700-4800-6810		10.00	AMH-FLEX SHIPPING 10/11/2024 10/11/2024	181593026	Mh Init - Flex (418)	N
1	05-400-440-0410-6266		2.80	AVAILITY - SEP '24 09/01/2024 09/30/2024	INV01243952	Software Fees/License Fees	N
2	05-420-600-4800-6266		6.60	AVAILITY - SEP '24 09/01/2024 09/30/2024	INV01243952	Software Fees/License Fees	N
3	05-430-700-4800-6266		10.60	AVAILITY - SEP '24 09/01/2024 09/30/2024	INV01243952	Software Fees/License Fees	N
	5462 Bremer Bank (Elan ACH)		2,632.57	12 Transactions			
5 Fund Total:			2,632.57	Health & Human Services	1 Vendors	12 Transactions	
Final Total:			2,632.57	1 Vendors	12 Transactions		

WLB1

11/13/24

8:59AM

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

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
9	5462 Bremer Bank (Elan ACH) 01-001-000-0000-6332		146.54	KEARNEY HOTEL-DISTRICT 1 MTG 10/09/2024 10/10/2024	0153	Hotel / Motel Lodging	N
10	01-053-000-0000-6360		17.09	ZOOM-SAFETY COMMITTEE MTGS 10/09/2024 10/09/2024	0153	Services, Labor, Contracts	N
20	01-200-000-0000-6205		18.85	POSTAGE	078845	Postage	N
30	01-049-000-0000-6266		0.04	AZURESTACK-SEPT 09/01/2024 11/30/2024	10-18-2024	Software Fees/License Fees	N
31	01-049-000-0000-6266		69.00	SHODAN 09/16/2024 10/16/2024	10-18-2024	Software Fees/License Fees	N
2	01-122-000-0000-6268		174.93	CLIFTONSTRENGTHS TOP 5	1587593194739	Staff Training, Development	N
3	01-391-000-0000-6268		24.99	CLIFTONSTRENGTHS TOP 5	1587593194739	Staff Training, Development	N
18	01-253-000-0000-6590		70.59	LOWER ASSEM;INNER/OUTER FLANGE	20610059	Repair & Maintenance Supplies	N
28	01-200-003-0000-6335		15.09	983 TRIAD MEETING	207975	Gas/Vehicle Fuel Charges	N
6	01-001-000-0000-6332		585.12	KEARNEY-CIVIL MEDIATION TRAIN. 10/01/2024 10/05/2024	3014	Hotel / Motel Lodging	N
34	01-052-000-0000-6332		146.54	DISTRICT 1 CONF HOTEL 10/09/2024 10/11/2024	3022	Hotel / Motel Lodging	N
35	01-052-000-0000-6332		192.08	ADDITIONAL NIGHT @ HOTEL 10/09/2024 10/11/2024	3022	Hotel / Motel Lodging	N
23	01-280-003-0000-6335		13.50	#303 EM MEETING- MORA	31010	Gas/Vehicle Fuel Charges	N
26	01-252-003-0000-6339		27.18	JAMIE OVERNIGHT MEAL-TRNG	37529	Meals (Overnight)	N
8	01-001-000-0000-6332		146.54	WESTERLUND-DISTRICT 1 MTG 10/10/2024 10/11/2024	4174	Hotel / Motel Lodging	N
14	01-053-000-0000-6360		191.00	RACARIE SOFTWARE OCT-NOV 10/01/2024 11/01/2024	4439	Services, Labor, Contracts	N
15	01-053-000-0000-6360		20.00	CHAT GPT OCT-NOV 10/13/2024 11/13/2024	4439	Services, Labor, Contracts	N
4	01-391-000-0000-6332		308.24	MACPZA CONFERENCE	68614	Hotel / Motel Lodging	N
22	01-252-003-0000-6332		273.10	JAMIE -HOTEL- CONFERENCE	689132	School Hotel / Motel Lodging	N
25	01-252-000-0000-6240		248.00	CLIA CERTIFICATE FEE	76848345881	Membership/Dues/Association Fees	N
32	01-110-000-0000-6570		16.22	MOWER FUEL	893408	Motor Fuel & Lubricants	N
33	01-110-000-0000-6335		77.20	PICK UP FUEL	895688	Gas/Vehicle Fuel Charges	N
29	01-200-000-0000-6405		19.99	DROPBOX SUBSCRIPTION	8CDFFNRTD7M	Office Supplies	N
27	01-252-003-0000-6335		35.04	J.LAMKE -GAS- TRAINING	901188	Gas/Vehicle Fuel Charges	N
7	01-711-000-0000-6240		53.20	CONSTANT CONTACT OCTOBER 2024 10/05/2024 10/05/2024	9370	Membership/Dues/Association Fees	N
1	01-257-251-0000-6332		376.07	HOTEL-TRAINING MI TTT (CD) 10/06/2024 10/10/2024	950538250	Hotel / Motel Lodging	N

WLB1

11/13/24

8:59AM

Aitkin County



1 General Fund

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
16	01-043-000-0000-6360		MLS ANNUAL FEE AND MONTHLY FEE	99928	Services, Labor, Contracts, GIS Mapping	N
17	01-043-000-0000-6360		CHAT GPT SUBSCRIPTION	99928	Services, Labor, Contracts, GIS Mapping	N
21	01-200-000-0000-6360		SPYPOINT SUBSCRIPTION	CE486A8D-0028	Services, Labor, Contracts	N
19	01-200-019-0000-6241		NPCA REGISTRATION	R130650712	Registration Fee	N
5	01-049-000-0000-6332		MNCITLA CONFERENCE HOTEL	R9D744-1	Hotel / Motel Lodging	N
24	01-280-003-0000-6241		REIMBURSE AMEM REG	REIMB-AMEM	Registration Fee	N
5462	Bremer Bank (Elan ACH)		3,728.64		32 Transactions	
1 Fund Total:			3,728.64	General Fund	1 Vendors	32 Transactions

WLB1

11/13/24

8:59AM

11 Forest Development

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	5462 Bremer Bank (Elan ACH)					
12	11-925-000-0000-6405		106.98	FOOD NRAC TOUR	1/A-391577	Office Supplies N
11	11-925-000-0000-6330		303.94	VAN RENTAL NRAC TOUR	102024	Transportation/Travel/Parking N
13	11-925-000-0000-6405		51.33	FOOD NRAC TOUR	102024	Office Supplies N
	5462 Bremer Bank (Elan ACH)		462.25	3 Transactions		
11 Fund Total:			462.25	Forest Development	1 Vendors	3 Transactions
Final Total:			4,190.89	2 Vendors	35 Transactions	

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	3,728.64	General Fund
	11	462.25	Forest Development
All Funds		4,190.89	Total

Approved by,

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Total Elan pd 10.24.24 = \$6823.46

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	2,632.57	Health & Human Services
All Funds	2,632.57	Total

Approved by,
.....
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Board of County Commissioners Agenda Request

2E
Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Application for Temp On Sale Liquor License - Wealthwood Rod & Gun Club

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Christy M. Bishop		Department: Auditor's Office
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Wealthwood Rod & Gun Club Application for Temporary On Sale Liquor License for January 17, 2025. Event will take place at 23573 420th Place, Aitkin, MN 56431		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: To approve the Temporary On-Sale Liquor License for Wealthwood Rod & Gun Club for January 17, 2025		
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>		

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

ADOPTED November 26, 2024

By Commissioner: xxx

20241126-xxx

Temporary On-Sale Liquor License

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners approves a Temporary **On-Sale Liquor License** to Wealthwood Rod & Gun Club for January 17, 2025.

Wealthwood Rod & Gun Club – Hazelton Township – 23573 420th Place Aitkin, MN 56431

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

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26th day of November 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26th day of November, 2024

Jessica Seibert
County Administrator

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

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

1 General Fund

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
43	DEPT				Assessor			
	89991	Bremer Bank						
		01-043-000-0000-5840		0.26	Receipt Nbr 487 10/16/2024		Misc Receipts	N
		01-043-000-0000-5840		1.29	Receipt Nbr 488 10/30/2024		Misc Receipts	N
	89991	Bremer Bank		1.55	2 Transactions			
43	DEPT Total:			1.55	Assessor	1 Vendors	2 Transactions	
90	DEPT				Attorney			
	89991	Bremer Bank						
		01-090-000-0000-5840		1.29	Receipt Nbr 927 10/02/2024		Misc Receipts	N
		01-090-000-0000-5840		0.64	Receipt Nbr 927 10/02/2024		Misc Receipts	N
		01-090-000-0000-5840		1.29	Receipt Nbr 927 10/02/2024		Misc Receipts	N
		01-090-000-0000-5840		0.64	Receipt Nbr 927 10/02/2024		Misc Receipts	N
		01-090-000-0000-5840		1.93	Receipt Nbr 927 10/02/2024		Misc Receipts	N
		01-090-000-0000-5840		6.43	Receipt Nbr 928 10/15/2024		Misc Receipts	N
		01-090-000-0000-5840		0.64	Receipt Nbr 928 10/15/2024		Misc Receipts	N
		01-090-000-0000-5840		0.64	Receipt Nbr 928 10/15/2024		Misc Receipts	N
	89991	Bremer Bank		13.50	8 Transactions			
90	DEPT Total:			13.50	Attorney	1 Vendors	8 Transactions	
100	DEPT				Recorder			
	89991	Bremer Bank						
		01-100-000-0000-5840		22.99	Receipt Nbr 8171 10/03/2024		Misc Receipts	N
		01-100-000-0000-5840		0.64	Receipt Nbr 8198 10/08/2024		Misc Receipts	N
		01-100-000-0000-5840		18.78	Receipt Nbr 8263 10/22/2024		Misc Receipts	N
	89991	Bremer Bank		42.41	3 Transactions			
100	DEPT Total:			42.41	Recorder	1 Vendors	3 Transactions	
252	DEPT				Corrections			
	89991	Bremer Bank						
		01-252-252-0000-5872		31.23	Receipt Nbr 2098 10/11/2024		Phone Card Prisoner Welfare(Taxable)	N
		01-252-252-0000-5872		71.55	Receipt Nbr 2102 10/25/2024		Phone Card Prisoner Welfare(Taxable)	N
	89991	Bremer Bank		102.78	2 Transactions			

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Aitkin County



1 General Fund

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

Page 3

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
252	DEPT Total:			102.78	Corrections	1 Vendors	2 Transactions
1	Fund Total:			160.24	General Fund		15 Transactions

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3 Road & Bridge

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

Vendor	Name		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT				Undesignated			
	89991	Bremer Bank						
		03-000-000-0000-5505		85.96	Receipt Nbr 360 10/16/2024		Culverts	N
		03-000-000-0000-5505		98.07	Receipt Nbr 361 10/25/2024		Culverts	N
		03-000-000-0000-5517		2.89	Receipt Nbr 1560 10/01/2024		Charges-Individuals	N
		03-000-000-0000-5517		2.89	Receipt Nbr 1563 10/01/2024		Charges-Individuals	N
		03-000-000-0000-5517		2.89	Receipt Nbr 1566 10/03/2024		Charges-Individuals	N
		03-000-000-0000-5517		4.82	Receipt Nbr 357 10/04/2024		Charges-Individuals	N
		03-000-000-0000-5517		4.82	Receipt Nbr 357 10/04/2024		Charges-Individuals	N
		03-000-000-0000-5517		2.89	Receipt Nbr 1572 10/07/2024		Charges-Individuals	N
		03-000-000-0000-5517		2.89	Receipt Nbr 1576 10/09/2024		Charges-Individuals	N
		03-000-000-0000-5517		5.79	Receipt Nbr 1578 10/10/2024		Charges-Individuals	N
		03-000-000-0000-5517		2.89	Receipt Nbr 359 10/11/2024		Charges-Individuals	N
		03-000-000-0000-5517		2.89	Receipt Nbr 359 10/11/2024		Charges-Individuals	N
		03-000-000-0000-5517		2.89	Receipt Nbr 359 10/11/2024		Charges-Individuals	N
		03-000-000-0000-5517		2.89	Receipt Nbr 359 10/11/2024		Charges-Individuals	N
		03-000-000-0000-5517		2.89	Receipt Nbr 1582 10/11/2024		Charges-Individuals	N
		03-000-000-0000-5517		2.89	Receipt Nbr 1585 10/15/2024		Charges-Individuals	N
		03-000-000-0000-5517		2.89	Receipt Nbr 1587 10/16/2024		Charges-Individuals	N
		03-000-000-0000-5517		2.89	Receipt Nbr 1594 10/21/2024		Charges-Individuals	N
		03-000-000-0000-5517		2.89	Receipt Nbr 1597 10/23/2024		Charges-Individuals	N
		03-000-000-0000-5517		5.79	Receipt Nbr 1602 10/24/2024		Charges-Individuals	N
		03-000-000-0000-5517		5.79	Receipt Nbr 361 10/25/2024		Charges-Individuals	N
		03-000-000-0000-5517		4.82	Receipt Nbr 361 10/25/2024		Charges-Individuals	N
		03-000-000-0000-5517		4.82	Receipt Nbr 361 10/25/2024		Charges-Individuals	N
		03-000-000-0000-5517		4.82	Receipt Nbr 361 10/25/2024		Charges-Individuals	N
		03-000-000-0000-5517		14.47	Receipt Nbr 361 10/25/2024		Charges-Individuals	N
		03-000-000-0000-5517		2.89	Receipt Nbr 361 10/25/2024		Charges-Individuals	N
		03-000-000-0000-5517		2.89	Receipt Nbr 1605 10/28/2024		Charges-Individuals	N
		03-000-000-0000-5517		2.89	Receipt Nbr 1607 10/28/2024		Charges-Individuals	N
		03-000-000-0000-5517		2.89	Receipt Nbr 362 10/31/2024		Charges-Individuals	N
		03-000-000-0000-5517		4.82	Receipt Nbr 362 10/31/2024		Charges-Individuals	N
		03-000-000-0000-5517		4.82	Receipt Nbr 362 10/31/2024		Charges-Individuals	N
		03-000-000-0000-5517		4.82	Receipt Nbr 362 10/31/2024		Charges-Individuals	N
	89991	Bremer Bank		306.45	32 Transactions			
0	DEPT Total:			306.45	Undesignated	1 Vendors	32 Transactions	

303 DEPT R&B Highway Maintenance

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3 Road & Bridge

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Page 5

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						
	03-303-000-0000-6570		4.51	DIESEL TAX: OCTOBER 2024	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		24.83	DIESEL TAX: OCTOBER 2024	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		4.51	DIESEL TAX: OCTOBER 2024	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		91.13	DIESEL TAX: OCTOBER 2024	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		42.89	DIESEL TAX: OCTOBER 2024	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		27.37	DIESEL TAX: OCTOBER 2024	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		26.80	DIESEL TAX: OCTOBER 2024	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		205.12	DIESEL TAX: OCTOBER 2024	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		176.62	DIESEL TAX: OCTOBER 2024	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		55.30	DIESEL TAX: OCTOBER 2024	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		182.30	DIESEL TAX: OCTOBER 2024	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		108.06	DIESEL TAX: OCTOBER 2024	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		72.80	DIESEL TAX: OCTOBER 2024	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		4.23	DIESEL TAX: OCTOBER 2024	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		20.05	DIESEL TAX: OCTOBER 2024	DIESEL TAX: OCT 2	Motor Fuel & Lubricants	N
89991	Bremer Bank		1,046.52	15 Transactions			
303	DEPT Total:		1,046.52	R&B Highway Maintenance	1 Vendors	15 Transactions	
3	Fund Total:		1,352.97	Road & Bridge		47 Transactions	

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10 Trust

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 6

	Vendor		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula						
			Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
923	DEPT				Forfeited Tax Sales			
	89991	Bremer Bank						
		10-923-000-0000-5260		5.92	Receipt Nbr 4421 10/22/2024		FTS-Leases/Easements	N
		10-923-000-0000-5260		111.06	Receipt Nbr 4433 10/29/2024		FTS-Leases/Easements	N
	89991	Bremer Bank		116.98	2 Transactions			
923	DEPT Total:			116.98	Forfeited Tax Sales	1 Vendors	2 Transactions	
10	Fund Total:			116.98	Trust		2 Transactions	

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11 Forest Development

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 7

	Vendor		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula						
925	DEPT				Resource Management			
	89991	Bremer Bank						
		11-925-000-0000-6360		9.63	Warr Nbr 94433 10/25/2024		Services, Labor, Contracts	N
	89991	Bremer Bank		9.63	1 Transactions			
925	DEPT Total:			9.63	Resource Management	1 Vendors	1 Transactions	
11	Fund Total:			9.63	Forest Development		1 Transactions	

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19 Long Lake Conservation Cen

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Page 8

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT			LLCC Administration			
	89991	Bremer Bank					
		19-521-000-0000-5885	4.25	Receipt Nbr 22589 10/03/2024		Commissary Sales Taxable	N
		19-521-000-0000-5885	3.93	Receipt Nbr 22599 10/07/2024		Commissary Sales Taxable	N
		19-521-000-0000-5885	2.26	Receipt Nbr 22601 10/07/2024		Commissary Sales Taxable	N
		19-521-000-0000-5885	3.85	Receipt Nbr 22610 10/11/2024		Commissary Sales Taxable	N
		19-521-000-0000-5885	23.16	Receipt Nbr 4408 10/14/2024		Commissary Sales Taxable	N
		19-521-000-0000-5885	36.96	Receipt Nbr 4409 10/14/2024		Commissary Sales Taxable	N
		19-521-000-0000-5885	2.44	Receipt Nbr 22614 10/15/2024		Commissary Sales Taxable	N
		19-521-000-0000-5885	14.05	Receipt Nbr 22627 10/22/2024		Commissary Sales Taxable	N
		19-521-000-0000-5885	2.60	Receipt Nbr 22633 10/22/2024		Commissary Sales Taxable	N
		19-521-000-0000-5885	56.49	Receipt Nbr 4431 10/28/2024		Commissary Sales Taxable	N
		19-521-000-0000-5885	11.26	Receipt Nbr 4432 10/28/2024		Commissary Sales Taxable	N
		19-521-000-0000-5885	12.48	Receipt Nbr 4434 10/28/2024		Commissary Sales Taxable	N
	89991	Bremer Bank	173.73	12 Transactions			
521	DEPT Total:		173.73	LLCC Administration	1 Vendors	12 Transactions	
19	Fund Total:		173.73	Long Lake Conservation Center		12 Transactions	

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21 Parks

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Page 9

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks			
89991	Bremer Bank					
	21-520-000-0000-5510		9.01	Receipt Nbr 4427 10/22/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		6.43	Receipt Nbr 4427 10/22/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.94	Receipt Nbr 4427 10/22/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.96	Receipt Nbr 4427 10/22/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.71	Receipt Nbr 4427 10/22/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		11.58	Receipt Nbr 4438 10/31/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 4438 10/31/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.29	Receipt Nbr 4438 10/31/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		9.01	Receipt Nbr 4438 10/31/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.64	Receipt Nbr 4438 10/31/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 4438 10/31/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 4387 10/01/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		2.57	Receipt Nbr 4387 10/01/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		27.66	Receipt Nbr 4392 10/04/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		8.36	Receipt Nbr 4392 10/04/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		12.87	Receipt Nbr 4392 10/04/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 4392 10/04/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 4392 10/04/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.96	Receipt Nbr 4392 10/04/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.32	Receipt Nbr 4392 10/04/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.79	Receipt Nbr 4398 10/07/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4398 10/07/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.29	Receipt Nbr 4399 10/07/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 4400 10/08/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		9.65	Receipt Nbr 4406 10/14/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93	Receipt Nbr 4406 10/14/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4406 10/14/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		4.63	Receipt Nbr 4406 10/14/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.87	Receipt Nbr 4406 10/14/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.13	Receipt Nbr 4406 10/14/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4411 10/15/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4412 10/15/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4412 10/15/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		11.58	Receipt Nbr 4414 10/17/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		11.58	Receipt Nbr 4414 10/17/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86	Receipt Nbr 4414 10/17/2024	Co. Parks Campground Fees	N
	21-520-000-0000-5510		5.15	Receipt Nbr 4414 10/17/2024	Co. Parks Campground Fees	N

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21 Parks

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Page 10

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	21-520-000-0000-5510		3.02 Receipt Nbr 4414 10/17/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.61 Receipt Nbr 4414 10/17/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		0.64 Receipt Nbr 4414 10/17/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86 Receipt Nbr 4420 10/21/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		1.93 Receipt Nbr 4427 10/22/2024		Co. Parks Campground Fees	N
	21-520-000-0000-5510		3.86 Receipt Nbr 4427 10/22/2024		Co. Parks Campground Fees	N
	21-520-000-0000-6254		12.98 Warr Nbr 94458 10/25/2024		Utilities-Gas and Electric	N
	21-520-000-0000-6360		29.43 Warr Nbr 12138 10/11/2024		Services, Labor, Contracts	N
	21-520-000-0000-6360		37.68 Warr Nbr 12138 10/11/2024		Services, Labor, Contracts	N
	21-520-000-0000-6360		12.93 Warr Nbr 12138 10/11/2024		Services, Labor, Contracts	N
	21-520-000-0000-6360		40.43 Warr Nbr 12138 10/11/2024		Services, Labor, Contracts	N
	21-520-000-0000-6360		14.71 Warr Nbr 12215 10/25/2024		Services, Labor, Contracts	N
	21-520-000-0000-6360		18.84 Warr Nbr 12215 10/25/2024		Services, Labor, Contracts	N
	21-520-000-0000-6360		6.46 Warr Nbr 12215 10/25/2024		Services, Labor, Contracts	N
	21-520-000-0000-6360		20.21 Warr Nbr 12215 10/25/2024		Services, Labor, Contracts	N
	21-520-000-0000-6450		0.61 Warr Nbr 12130 10/11/2024		Field Supplies	N
	21-520-000-0000-6523		4.06 Warr Nbr 12124 10/11/2024		Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		3.54 Warr Nbr 12130 10/11/2024		Misc Bldg & Shop Supplies	N
	21-520-000-0000-6523		1.30 Warr Nbr 94343 10/11/2024		Misc Bldg & Shop Supplies	N
89991	Bremer Bank		407.97	56 Transactions		
520	DEPT Total:		407.97 Parks	1 Vendors	56 Transactions	
21	Fund Total:		407.97 Parks		56 Transactions	
	Final Total:		2,221.52	10 Vendors	133 Transactions	

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	160.24	General Fund
3	1,352.97	Road & Bridge
10	116.98	Trust
11	9.63	Forest Development
19	173.73	Long Lake Conservation Center
21	407.97	Parks
All Funds	2,221.52	Total

Approved by,

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

Aitkin County



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

Vendor		<u>Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
307	DEPT				R&B Capital Infrastructure			
	9911	KGM CONTRACTORS INC						
		03-307-000-0000-6262		207,568.90	CONT 20231 PMT 12	CONT 20231 PMT 1:	Contract Payments	N
	9911	KGM CONTRACTORS INC		207,568.90	1 Transactions			
	15335	LOT PROS INC.						
		03-307-000-0000-6262		7,187.35	CONTRACT 20244 PMT 4	CONT 20244 PMT 4	Contract Payments	N
	15335	LOT PROS INC.		7,187.35	1 Transactions			
	9457	Marvin Tretter, Inc						
		03-307-000-0000-6262		8,069.96	CONT 20242 PMT 2	CONT 20242 PMT 2	Contract Payments	N
	9457	Marvin Tretter, Inc		8,069.96	1 Transactions			
	8499	R.C. Habeck Excavating, LLC						
		03-307-000-0000-6262		21,543.67	CONT 20247 PMT 4	CONT 20247 PMT 4	Contract Payments	N
	8499	R.C. Habeck Excavating, LLC		21,543.67	1 Transactions			
307	DEPT Total:			244,369.88	R&B Capital Infrastructure	4 Vendors	4 Transactions	
3	Fund Total:			244,369.88	Road & Bridge		4 Transactions	
	Final Total:			244,369.88	4 Vendors	4 Transactions		

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	244,369.88	Road & Bridge
All Funds	244,369.88	Total

Approved by,
.....
.....



Board of County Commissioners Agenda Request

2H

Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: 2024 Audit Agreement

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Jessica Seibert		Department: Admin.
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Please see the attached Statement of Work - Audit Services agreement. This has been reviewed by the County Attorney.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Statement of Work - Audit Services agreement for Board Chair and Administrator to sign.		
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? \$ \$81,500 plus additional fees as needed 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.



October 28, 2024

Statement of Work - Audit Services

This agreement constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated November 11, 2022, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Aitkin County ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2024.

Kristen A. Houle is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Aitkin County, and the related notes to the financial statements as of and for the year ended December 31, 2024.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The following RSI will be subjected to certain limited procedures, but will not be audited.

- Management's discussion and analysis.
- Budgetary comparison schedules.
- GASB-required supplementary pension and OPEB information.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the required supplementary information (RSI).

- Preparation of the supplementary information.
- Preparation of schedule of expenditures of federal awards.
- Preparation of adjusting journal entries
- Preparation of the Data Collection Form
- Assistance with implementing new accounting standards, as applicable
- Preparation of GASB 87 lease tool and preparation of GASB 96 SBITA tool, as applicable

Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or compliance are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for Political Subdivisions.

It is our understanding that our auditors' report will be included in your annual report which is comprised of your financial statements and that your annual report will be issued by September 30, 2025. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our

report.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Uniform Guidance.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of internal controls
- Improper revenue recognition
- Lack of adequate segregation of duties
- Risk that construction in progress may not be accurately recorded and capitalized

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government*

Auditing Standards, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include

identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false

representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Office of the State Auditor, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Office of the State Auditor. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Audit of financial statements (includes 2 federal single audit programs)	\$81,500.00
Additional federal single audit programs, if applicable	\$5,250.00 - \$7,250.00
Preparation of state reporting form, if applicable	\$800.00
Implementation of new standards, if applicable	Standard hourly rate

We will also bill a technology and client support fee of five percent (5%) of all professional fees billed. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation.

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such

circumstances with you prior to performing the additional work.

Agreement

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below to indicate your acknowledgement and understanding of, and agreement with, this SOW.

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of Aitkin County.

CLA

CLA

Kristen A. Houle

Kristen A. Houle, CPA, Signing Director

SIGNED 11/8/2024, 3:02:19 PM CST

Client

Aitkin County

SIGN:

Mark Wedel

DATE:

Aitkin County

SIGN:

Jessica Seibert

DATE:

KMR1
11/15/24 10:03AM

Aitkin County



21

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

Page 1

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1

11/15/24

10:03AM

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
780 Bremer Bank						
7	01-040-000-0000-5081		0.06	OCT MTG & DEED	OCT 2024	Mortgage Registry-3% N
8	01-042-000-0000-5079		0.05	OCT MTG & DEED	OCT 2024	3% State Deed Tax N
780	Bremer Bank		0.11	2 Transactions		
8410 Bremer Bank						
4	01-044-904-0000-6360		249.00	MED FSA CLAIMS 2024	11/03/2024	Flex Plan Withdrawals N
3	01-044-904-0000-6360		408.34	DEP CARE FSA CLAIMS 2024	11/04/2024	Flex Plan Withdrawals N
9	01-044-904-0000-6360		22.86	MED FSA CLAIMS 2024	11/06/2024	Flex Plan Withdrawals N
11	01-044-904-0000-6360		116.61	MED FSA CLAIMS 2024	11/11/2024	Flex Plan Withdrawals N
12	01-044-904-0000-6360		479.93	MED FSA CLAIMS 2024	11/12/2024	Flex Plan Withdrawals N
13	01-044-904-0000-6360		152.12	MED FSA CLAIMS 2024	11/13/2024	Flex Plan Withdrawals N
8410	Bremer Bank		1,428.86	6 Transactions		
1 Fund Total:			1,428.97	General Fund	2 Vendors	8 Transactions

KMR1

11/15/24

10:03AM

9 State

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 3

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	780 Bremer Bank					
6	09-000-000-0000-2025		63,926.66	OCT MTG & DEED	OCT 2024	State's Share Of Deed Tax (97%) N
5	09-000-000-0000-2026		37,105.51	OCT MTG & DEED	OCT 2024	State Share Of Mortgage Registry (97% N
	780 Bremer Bank		101,032.17	2 Transactions		
	8410 Bremer Bank					
14	09-000-000-0000-2058		82,077.58	PD 2 STATE GEN TAX	PD 2 STATE GEN T/	State General Tax-Education N
	8410 Bremer Bank		82,077.58	1 Transactions		
9 Fund Total:			183,109.75	State	2 Vendors	3 Transactions

KMR1

11/15/24

10:03AM

13 Taxes & Penalties

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 4

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	8410 Bremer Bank					
10	13-943-000-0000-2001		591.00	RETURNED PMT-M LEAHY P3	3021	Cur - Property Taxes
	8410 Bremer Bank		591.00	1 Transactions		N
13 Fund Total:			591.00	Taxes & Penalties	1 Vendors	1 Transactions

KMR1

11/15/24

10:03AM

19 Long Lake Conservation Cen

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	8410 Bremer Bank					
1	19-522-000-0000-6267		60.13	TOTAL SERVICE CHARGES	461201217886	Credit Card Fees N
2	19-522-000-0000-6267		55.23	TOTAL FEES	461201217886	Credit Card Fees N
	8410 Bremer Bank		115.36	2 Transactions		
19 Fund Total:			115.36	Long Lake Conservation Center	1 Vendors	2 Transactions
Final Total:			185,245.08	6 Vendors	14 Transactions	

Aitkin County



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,428.97	General Fund
9	183,109.75	State
13	591.00	Taxes & Penalties
19	115.36	Long Lake Conservation Center
All Funds	185,245.08	Total

Approved by,

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



Board of County Commissioners Agenda Request

2J
Agenda Item #

Requested Meeting Date: 11/26/2024

Title of Item: LG214 Premises Permits- The Confidence Learning Center

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Christy M. Bishop		Department: Auditor's Office
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: Correction of wording for Gambling Premises Permit - The Confidence Learning Center at the following location: Pine Inn 27805 State Highway 47 Aitkin, MN 56431 Malmo Township Please see attached resolution.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt Resolution with wording change.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED November 26, 2024

By Commissioner: xxx

20241126-xxx

LG 214 Premises Permit – The Confidence Learning Center

WHEREAS, the Aitkin County Board of Commissioners approved on November 12, 2024 an LG 214 Premises Permit for the Confidence Learning Center, with the incorrect description stating the approval to Conduct Off-Site Gambling.

WHEREAS, the correct wording should have read, the Aitkin County Board of Commissioners agrees to approve the Premises Permit Application– Form LG214 – of the Confidence Learning Center at the following location – Pine Inn 27805 State Highway 47 Aitkin, MN 56431: Malmo Township

NOW THEREFORE BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Premises Permit Application– Form LG214 – of the Confidence Learning Center at the following location – Pine Inn 27805 State Highway 47 Aitkin, MN 56431: Malmo Township

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

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

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

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2K

Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Cannabis Licensing Joint Powers Agreement with Farm Island Township

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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND FARM ISLAND TOWNSHIP
FOR THE ENFORCEMENT AND REGULATION OF CANNABIS**

This agreement is made between the County of Aitkin and FARM ISLAND TOWNSHIP for administration and regulation of cannabis as regulated under Minnesota Chapter 342 and the rules and regulations promulgated thereunder.

This agreement is authorized by Minnesota Statutes § 342.22, subdivision **1** and Minn. Stat. § 471.59.

The County of Aitkin and FARM ISLAND TOWNSHIP agree that:

1. The County of Aitkin will act in place of FARM ISLAND TOWNSHIP as the local government unit for the regulation and enforcement of cannabis under Minnesota Statutes Chapter 342 and any rules or regulations adopted under Minnesota Statutes Chapter 342 by the State of Minnesota or the Office of Cannabis Management.
2. The County of Aitkin is authorized to adopt, administer, and enforce within the jurisdictional limits of FARM ISLAND any ordinances, laws, regulations, or registration requirements concerning cannabis including, but not limited to, the adoption of a moratorium and the adoption of a limit on the number of retailer registrations issued as allowed under Minnesota Statutes Chapter 342.
3. The County of Aitkin is authorized and has the consent of FARM ISLAND TOWNSHIP to review and certify to the Office of Cannabis Management if the business applying for a license in FARM ISLAND TOWNSHIP complies with local zoning ordinances and, if applicable, state fire and building codes. FARM ISLAND TOWNSHIP shall provide the County of Aitkin, within 30 days of receipt of the license application, with any additional information it believes is relevant to the license review and the County of Aitkin shall attach such information to the certification materials submitted to the Office of Cannabis Management.
4. The County of Aitkin is authorized and has the consent of FARM ISLAND TOWNSHIP to register and enforce all registration requirements, including but not limited to compliance checks and registration suspension related actions, under Minnesota Statute §342.22. Any fees or penalties collected for registration and enforcement will remain entirely with the County of Aitkin. The parties will retain any Local Government Cannabis Aid allocated to them by the State of Minnesota.
5. The County of Aitkin will annually provide sufficient funding for the administration, enforcement and registration of the possession, sale and use of cannabis within the jurisdiction limits of FARM ISLAND TOWNSHIP. Source of funds shall be through State grant funds, County cannabis aid funds, general revenue funds and the collection of fees and penalties as established by the County of Aitkin.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

This agreement may be amended by mutual agreement of the County of Aitkin and FARM ISLAND TOWNSHIP by resolutions of their respective boards.

This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

Aitkin County
Board Chair

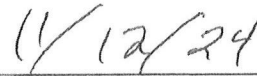
Date

Aitkin County
County Administration

Date



FARM ISLAND TOWNSHIP
TIM WOODROW/CHAIR





Board of County Commissioners Agenda Request

2L

Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Cannabis Licensing Joint Powers Agreement with Glen Township

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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND GLEN TOWNSHIP
FOR THE ENFORCEMENT AND REGULATION OF CANNABIS**

This agreement is made between the County of Aitkin and the Township of Glen for administration and regulation of cannabis as regulated under Minnesota Chapter 342 and the rules and regulations promulgated thereunder.

This agreement is authorized by Minnesota Statutes § 342.22, subdivision **1** and Minn. Stat. § 471.59.

The County of Aitkin and the Township of Glen agree that:

1. The County of Aitkin will act in place of the Township of Glen as the local government unit for the regulation and enforcement of cannabis under Minnesota Statutes Chapter 342 and any rules or regulations adopted under Minnesota Statutes Chapter 342 by the State of Minnesota or the Office of Cannabis Management.
2. The County of Aitkin is authorized to adopt, administer, and enforce within the jurisdictional limits of the Township of Glen any ordinances, laws, regulations, or registration requirements concerning cannabis including, but not limited to, the adoption of a moratorium and the adoption of a limit on the number of retailer registrations issued as allowed under Minnesota Statutes Chapter 342.
3. The County of Aitkin is authorized and has the consent of the Township of Glen to review and certify to the Office of Cannabis Management if the business applying for a license in the Township of Glen complies with local zoning ordinances and, if applicable, state fire and building codes. The Township of Glen shall provide the County of Aitkin, within 30 days of receipt of the license application, with any additional information it believes is relevant to the license review and the County of Aitkin shall attach such information to the certification materials submitted to the Office of Cannabis Management.
4. The County of Aitkin is authorized and has the consent of the Township of Glen to register and enforce all registration requirements, including but not limited to compliance checks and registration suspension related actions, under Minnesota Statute §342.22. Any fees or penalties collected for registration and enforcement will remain entirely with the County of Aitkin. The parties will retain any Local Government Cannabis Aid allocated to them by the State of Minnesota.
5. The County of Aitkin will annually provide sufficient funding for the administration, enforcement and registration of the possession, sale and use of cannabis within the jurisdiction limits of Township of Glen. Source of funds shall be through State grant funds, County cannabis aid funds, general revenue funds and the collection of fees and penalties as established by the County of Aitkin.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

This agreement may be amended by mutual agreement of the County of Aitkin and the Township of Glen by resolutions of their respective boards.

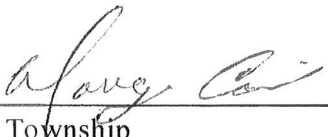
This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date



Glen Township
Township Board Chair



Date



Board of County Commissioners Agenda Request



Requested Meeting Date: November 26, 2024

Title of Item: Cannabis Licensing Joint Powers Agreement with Macville Township

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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND MACVILLE TOWNSHIP
FOR THE ENFORCEMENT AND REGULATION OF CANNABIS**

This agreement is made between the County of Aitkin and the Township of Macville for administration and regulation of cannabis as regulated under Minnesota Chapter 342 and the rules and regulations promulgated thereunder.

Macville

This agreement is authorized by Minnesota Statutes § 342.22, subdivision 1 and Minn. Stat. § 471.59.

The County of Aitkin and the Township of Macville agree that:

1. The County of Aitkin will act in place of the Township of Macville as the local government unit for the regulation and enforcement of cannabis under Minnesota Statutes Chapter 342 and any rules or regulations adopted under Minnesota Statutes Chapter 342 by the State of Minnesota or the Office of Cannabis Management.
2. The County of Aitkin is authorized to adopt, administer, and enforce within the jurisdictional limits of the Township of Macville any ordinances, laws, regulations, or registration requirements concerning cannabis including, but not limited to, the adoption of a moratorium and the adoption of a limit on the number of retailer registrations issued as allowed under Minnesota Statutes Chapter 342.
3. The County of Aitkin is authorized and has the consent of the Township of Macville to review and certify to the Office of Cannabis Management if the business applying for a license in the Township of Macville complies with local zoning ordinances and, if applicable, state fire and building codes. The Township of Macville shall provide the County of Aitkin, within 30 days of receipt of the license application, with any additional information it believes is relevant to the license review and the County of Aitkin shall attach such information to the certification materials submitted to the Office of Cannabis Management.
4. The County of Aitkin is authorized and has the consent of the Township of Macville to register and enforce all registration requirements, including but not limited to compliance checks and registration suspension related actions, under Minnesota Statute §342.22. Any fees or penalties collected for registration and enforcement will remain entirely with the County of Aitkin. The parties will retain any Local Government Cannabis Aid allocated to them by the State of Minnesota.
5. The County of Aitkin will annually provide sufficient funding for the administration, enforcement and registration of the possession, sale and use of cannabis within the jurisdiction limits of the Township of Macville. Source of funds shall be through State grant funds, County cannabis aid funds, general revenue funds and the collection of fees and penalties as established by the County of Aitkin.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

This agreement may be amended by mutual agreement of the County of Aitkin and the Township of Macville by resolutions of their respective boards.

This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date

Kenneth Janssen
Kenneth Janssen
Macville Township Board Chair

10/18/24
Date



Board of County Commissioners Agenda Request

2N

Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Cannabis Licensing Joint Powers Agreement with Nordland Township

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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND NORDLAND TOWNSHIP
FOR THE ENFORCEMENT AND REGULATION OF CANNABIS**

This agreement is made between the County of Aitkin and Nordland Township for administration and regulation of cannabis as regulated under Minnesota Chapter 342 and the rules and regulations promulgated thereunder.

This agreement is authorized by Minnesota Statutes § 342.22, subdivision 1 and Minn. Stat. § 471.59.

The County of Aitkin and Nordland Township agree that:

1. The County of Aitkin will act in place of Nordland Township as the local government unit for the regulation and enforcement of cannabis under Minnesota Statutes Chapter 342 and any rules or regulations adopted under Minnesota Statutes Chapter 342 by the State of Minnesota or the Office of Cannabis Management.
2. The County of Aitkin is authorized to adopt, administer, and enforce within the jurisdictional limits of Nordland Township any ordinances, laws, regulations, or registration requirements concerning cannabis including, but not limited to, the adoption of a moratorium and the adoption of a limit on the number of retailer registrations issued as allowed under Minnesota Statutes Chapter 342.
3. The County of Aitkin is authorized and has the consent of Nordland Township to review and certify to the Office of Cannabis Management if the business applying for a license in Nordland Township complies with local zoning ordinances and, if applicable, state fire and building codes. Nordland Township shall provide the County of Aitkin, within 30 days of receipt of the license application, with any additional information it believes is relevant to the license review and the County of Aitkin shall attach such information to the certification materials submitted to the Office of Cannabis Management.
4. The County of Aitkin is authorized and has the consent of Nordland Township to register and enforce all registration requirements, including but not limited to compliance checks and registration suspension related actions, under Minnesota Statute §342.22. Any fees or penalties collected for registration and enforcement will remain entirely with the County of Aitkin. The parties will retain any Local Government Cannabis Aid allocated to them by the State of Minnesota.
5. The County of Aitkin will annually provide sufficient funding for the administration, enforcement and registration of the possession, sale and use of cannabis within the jurisdiction limits of Nordland Township. Source of funds shall be through State grant funds, County cannabis aid funds, general revenue funds and the collection of fees and penalties as established by the County of Aitkin.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

This agreement may be amended by mutual agreement of the County of Aitkin and Nordland Township by resolutions of their respective boards.


This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date



Ruth Nelson
Nordland Township
Board Chair

11-19-24
Date



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Cannabis Licensing Joint Powers Agreement with City of Tamarack

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): n/a		Estimated Time Needed: n/a
Summary of Issue: Please see the attached Joint Powers Agreement between Aitkin County and City of Tamarack.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Joint Powers Agreement between the Aitkin County and City of Tamarack.		
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.

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY OF AITKIN AND THE
CITY OF TAMARACK FOR THE ENFORCEMENT AND REGULATION OF
CANNABIS**

This agreement is made between the County of Aitkin and the City of Tamarack for administration and regulation of cannabis as regulated under Minnesota Chapter 342 and the rules and regulations promulgated thereunder.

This agreement is authorized by Minnesota Statutes § 342.22, subdivision 1 and Minn. Stat. §471.59.

The County of Aitkin and the City of Tamarack agree that:

1. The County of Aitkin will act in place of the City of Tamarack as the local government unit for the regulation and enforcement of cannabis under Minnesota Statutes Chapter 342 and any rules or regulations adopted under Minnesota Statutes Chapter 342 by the State of Minnesota or the Office of Cannabis Management.
2. The County of Aitkin is authorized to adopt, administer, and enforce within the jurisdictional limits of City of Tamarack any ordinances, laws, regulations, or registration requirements concerning cannabis including, but not limited to, the adoption of a moratorium and the adoption of a limit on the number of retailer registrations issued as allowed under Minnesota Statutes Chapter 342.
3. The County of Aitkin is authorized and has the consent of the City of Tamarack to review and certify to the Office of Cannabis Management if the business applying for a license in City of Tamarack complies with local zoning ordinances and, if applicable, state fire and building codes. The City of Tamarack shall provide the County of Aitkin, within 30 days of receipt of the license application, with any additional information it believes is relevant to the license review and the County of Aitkin shall attach such information to the certification materials submitted to the Office of Cannabis Management.
4. The County of Aitkin is authorized and has the consent of the City of Tamarack to register and enforce all registration requirements, including but not limited to compliance checks and registration suspension related actions, under Minnesota Statute § 342.22. Any fees or penalties collected for registration and enforcement will remain entirely with the County of Aitkin. The parties will retain any Local Government Cannabis Aid allocated to them by the State of Minnesota.

5. The County of Aitkin will annually provide sufficient funding for the administration, enforcement and registration of the possession, sale and use of cannabis within the jurisdiction limits of City of Tamarack. Source of funds shall be through State grant funds, County cannabis aid funds, general revenue funds and the collection of fees and penalties as established by the County of Aitkin.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

This agreement may be amended by mutual agreement of the County of Aitkin and the City of Tamarack by resolutions of their respective boards.

This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date

11/5/2024


J. John Cyrus

Date



Board of County Commissioners Agenda Request

2P

Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Cannabis Licensing Joint Powers Agreement with Morrison Township

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): n/a		Estimated Time Needed: n/a
Summary of Issue: Please see the attached Joint Powers Agreement between Aitkin County and Morrison Township.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Joint Powers Agreement between the Aitkin County and Morrison Township.		
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.

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND MORRISON TOWNSHIP
FOR THE ENFORCEMENT AND REGULATION OF CANNABIS**

This agreement is made between the County of Aitkin and the Township of Morrison for administration and regulation of cannabis as regulated under Minnesota Chapter 342 and the rules and regulations promulgated thereunder.

This agreement is authorized by Minnesota Statutes § 342.22, subdivision 1 and Minn. Stat. § 471.59.

The County of Aitkin and the Township of Morrison agree that:

1. The County of Aitkin will act in place of the Township of Morrison as the local government unit for the regulation and enforcement of cannabis under Minnesota Statutes Chapter 342 and any rules or regulations adopted under Minnesota Statutes Chapter 342 by the State of Minnesota or the Office of Cannabis Management.
2. The County of Aitkin is authorized to adopt, administer, and enforce within the jurisdictional limits of the Township of Morrison any ordinances, laws, regulations, or registration requirements concerning cannabis including, but not limited to, the adoption of a moratorium and the adoption of a limit on the number of retailer registrations issued as allowed under Minnesota Statutes Chapter 342.
3. The County of Aitkin is authorized and has the consent of the Township of Morrison to review and certify to the Office of Cannabis Management if the business applying for a license in the Township of Morrison complies with local zoning ordinances and, if applicable, state fire and building codes. The Township of Morrison shall provide the County of Aitkin, within 30 days of receipt of the license application, with any additional information it believes is relevant to the license review and the County of Aitkin shall attach such information to the certification materials submitted to the Office of Cannabis Management.
4. The County of Aitkin is authorized and has the consent of the Township of Morrison to register and enforce all registration requirements, including but not limited to compliance checks and registration suspension related actions, under Minnesota Statute §342.22. Any fees or penalties collected for registration and enforcement will remain entirely with the County of Aitkin. The parties will retain any Local Government Cannabis Aid allocated to them by the State of Minnesota.
5. The County of Aitkin will annually provide sufficient funding for the administration, enforcement and registration of the possession, sale and use of cannabis within the jurisdiction limits of the Township of Morrison. Source of funds shall be through State grant funds, County cannabis aid funds, general revenue funds and the collection of fees and penalties as established by the County of Aitkin.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

This agreement may be amended by mutual agreement of the County of Aitkin and the Township of Morrison by resolutions of their respective boards.


This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

Aitkin County
Board Chair

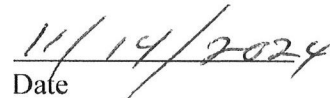
Date

Aitkin County
County Administration

Date



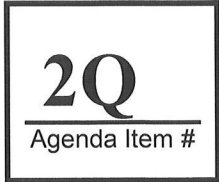
Morrison Township
Board Chair, William Pratt



Date



Board of County Commissioners Agenda Request



Requested Meeting Date: November 26, 2024

Title of Item: Cannabis Licensing Joint Powers Agreement with Wealthwood Township

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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND WEALTHWOOD TOWNSHIP
FOR THE ENFORCEMENT AND REGULATION OF CANNABIS**

This agreement is made between the County of Aitkin and the Township of Wealthwood for administration and regulation of cannabis as regulated under Minnesota Chapter 342 and the rules and regulations promulgated thereunder.

This agreement is authorized by Minnesota Statutes § 342.22, subdivision 1 and Minn. Stat. § 471.59.

The County of Aitkin and the Township of Wealthwood agree that:

1. The County of Aitkin will act in place of the Township of Wealthwood as the local government unit for the regulation and enforcement of cannabis under Minnesota Statutes Chapter 342 and any rules or regulations adopted under Minnesota Statutes Chapter 342 by the State of Minnesota or the Office of Cannabis Management.
2. The County of Aitkin is authorized to adopt, administer, and enforce within the jurisdictional limits of the Township of Wealthwood any ordinances, laws, regulations, or registration requirements concerning cannabis including, but not limited to, the adoption of a moratorium and the adoption of a limit on the number of retailer registrations issued as allowed under Minnesota Statutes Chapter 342.
3. The County of Aitkin is authorized and has the consent of the Township of Wealthwood to review and certify to the Office of Cannabis Management if the business applying for a license in the Township of Wealthwood complies with local zoning ordinances and, if applicable, state fire and building codes. The Township of Wealthwood shall provide the County of Aitkin, within 30 days of receipt of the license application, with any additional information it believes is relevant to the license review and the County of Aitkin shall attach such information to the certification materials submitted to the Office of Cannabis Management.
4. The County of Aitkin is authorized and has the consent of the Township of Wealthwood to register and enforce all registration requirements, including but not limited to compliance checks and registration suspension related actions, under Minnesota Statute §342.22. Any fees or penalties collected for registration and enforcement will remain entirely with the County of Aitkin. The parties will retain any Local Government Cannabis Aid allocated to them by the State of Minnesota.
5. The County of Aitkin will annually provide sufficient funding for the administration, enforcement and registration of the possession, sale and use of cannabis within the jurisdiction limits of the Township of Wealthwood. Source of funds shall be through State grant funds, County cannabis aid funds, general revenue funds and the collection of fees and penalties as established by the County of Aitkin.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

This agreement may be amended by mutual agreement of the County of Aitkin and the Township of Wealthwood by resolutions of their respective boards.

This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date



Wealthwood Township
Chairman

11/12/2024
Date



Board of County Commissioners Agenda Request

2R
Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Cannabis Licensing Joint Powers Agreement with Waukenabo Township

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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND Waukenabo Township
FOR THE ENFORCEMENT AND REGULATION OF CANNABIS**

This agreement is made between the County of Aitkin and the Waukenabo Township for administration and regulation of cannabis as regulated under Minnesota Chapter 342 and the rules and regulations promulgated thereunder.

This agreement is authorized by Minnesota Statutes § 342.22, subdivision 1 and Minn. Stat. § 471.59.

The County of Aitkin and the Waukenabo Township agree that:

1. The County of Aitkin will act in place of the Waukenabo Township as the local government unit for the regulation and enforcement of cannabis under Minnesota Statutes Chapter 342 and any rules or regulations adopted under Minnesota Statutes Chapter 342 by the State of Minnesota or the Office of Cannabis Management.
2. The County of Aitkin is authorized to adopt, administer, and enforce within the jurisdictional limits of Waukenabo Township any ordinances, laws, regulations, or registration requirements concerning cannabis including, but not limited to, the adoption of a moratorium and the adoption of a limit on the number of retailer registrations issued as allowed under Minnesota Statutes Chapter 342.
3. The County of Aitkin is authorized and has the consent of the Waukenabo Township to review and certify to the Office of Cannabis Management if the business applying for a license in Waukenabo Township complies with local zoning ordinances and, if applicable, state fire and building codes. The Waukenabo Township shall provide the County of Aitkin, within 30 days of receipt of the license application, with any additional information it believes is relevant to the license review and the County of Aitkin shall attach such information to the certification materials submitted to the Office of Cannabis Management.
4. The County of Aitkin is authorized and has the consent of the Waukenabo Township to register and enforce all registration requirements, including but not limited to compliance checks and registration suspension related actions, under Minnesota Statute §342.22. Any fees or penalties collected for registration and enforcement will remain entirely with the County of Aitkin. The parties will retain any Local Government Cannabis Aid allocated to them by the State of Minnesota.
5. The County of Aitkin will annually provide sufficient funding for the administration, enforcement and registration of the possession, sale and use of cannabis within the jurisdiction limits of Waukenabo Township. Source of funds shall be through State grant funds, County cannabis aid funds, general revenue funds and the collection of fees and penalties as established by the County of Aitkin.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

This agreement may be amended by mutual agreement of the County of Aitkin and the Waukenabo Township by resolutions of their respective boards.


This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date



Grant Sherman, Township Chair

11/13/2024

Date



Board of County Commissioners Agenda Request

2S
Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Cannabis Licensing Joint Powers Agreement with Spencer Township

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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND SPENCER TOWNSHIP
FOR THE ENFORCEMENT AND REGULATION OF CANNABIS**

This agreement is made between the County of Aitkin and the SPENCER TOWNSHIP for administration and regulation of cannabis as regulated under Minnesota Chapter 342 and the rules and regulations promulgated thereunder.

This agreement is authorized by Minnesota Statutes § 342.22, subdivision 1 and Minn. Stat. § 471.59.

The County of Aitkin and the SPENCER TOWNSHIP agree that:

1. The County of Aitkin will act in place of the SPENCER TOWNSHIP as the local government unit for the regulation and enforcement of cannabis under Minnesota Statutes Chapter 342 and any rules or regulations adopted under Minnesota Statutes Chapter 342 by the State of Minnesota or the Office of Cannabis Management.
2. The County of Aitkin is authorized to adopt, administer, and enforce within the jurisdictional limits of SPENCER TOWNSHIP any ordinances, laws, regulations, or registration requirements concerning cannabis including, but not limited to, the adoption of a moratorium and the adoption of a limit on the number of retailer registrations issued as allowed under Minnesota Statutes Chapter 342.
3. The County of Aitkin is authorized and has the consent of the SPENCER TOWNSHIP to review and certify to the Office of Cannabis Management if the business applying for a license in SPENCER TOWNSHIP complies with local zoning ordinances and, if applicable, state fire and building codes. The SPENCER TOWNSHIP shall provide the County of Aitkin, within 30 days of receipt of the license application, with any additional information it believes is relevant to the license review and the County of Aitkin shall attach such information to the certification materials submitted to the Office of Cannabis Management.
4. The County of Aitkin is authorized and has the consent of the SPENCER TOWNSHIP to register and enforce all registration requirements, including but not limited to compliance checks and registration suspension related actions, under Minnesota Statute §342.22. Any fees or penalties collected for registration and enforcement will remain entirely with the County of Aitkin. The parties will retain any Local Government Cannabis Aid allocated to them by the State of Minnesota.
5. The County of Aitkin will annually provide sufficient funding for the administration, enforcement and registration of the possession, sale and use of cannabis within the jurisdiction limits of SPENCER TOWNSHIP. Source of funds shall be through State grant funds, County cannabis aid funds, general revenue funds and the collection of fees and penalties as established by the County of Aitkin.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

This agreement may be amended by mutual agreement of the County of Aitkin and the SPENCER TOWNSHIP by resolutions of their respective boards.

This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date



Kevin Stromberg, SPENCER TOWNSHIP
Township Chair Board

12 Nov 24
Date



Board of County Commissioners Agenda Request

2T
Agenda Item #

Requested Meeting Date: 11/26/2024

Title of Item: LG214 Premises Permits- The Palisade Super Sledders

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

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

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

ADOPTED November 26, 2024

By Commissioner: xxx

20241126-xxx

LG 214 Premises Permit – The Palisade Super Sledders

WHEREAS, the Aitkin County Board of Commissioners approved on October 22, 2024 an LG 214 Premises Permit for The Palisade Super Sledders, with the incorrect description stating the approval to Conduct Off-Site Gambling.

WHEREAS, the correct wording should have read, the Aitkin County Board of Commissioners agrees to approve the Premises Permit Application – LG 214- of the Palisade Super Sledders at the following location – Corner Club 60967 Highway 169 Hill City, MN 55748, Macville Township

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Premises Permit Application – LG 214- of the Palisade Super Sledders at the following location – Corner Club 60967 Highway 169 Hill City, MN 55748, Macville Township

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

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26th day of November 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26th day of November 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2U
Agenda Item #

Requested Meeting Date: 11/26/24

Title of Item: Approve Opioid Funding Request

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Liz Short, PHN		Department: Aitkin County Health and Human Services
Presenter (Name and Title): Liz Short		Estimated Time Needed:
Summary of Issue: Aitkin County HHS will collaborate with McGregor School District to install four naloxone boxes in their facilities as a harm reduction initiative. HHS is also asking for pre-approval to purchase up to 12 Nalox Box's and 24 doses of naloxone to fulfill any future requests within Aitkin County. Total Cost \$2090.40. This funding request has been approved internally in accordance with our opioid funding approval process.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve \$2090.40 opioid grant request for ISD#4 and Aitkin County HHS		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> Funded with opioid settlement funds		

Aitkin County Health and Human Services

Contact:

Please direct all correspondence to the contact information provided below.

Liz Short, PHN

Aitkin County Public Health

((218) 927-7267

Elizabeth.short@co.aitkin.mn.us



2024

Opioid Settlement (OS) Funding Application

Section 1: Applicant Information

Date	11/15/2024
Organization Name	HHS/McGregor ISD# 4/Aitkin Community Members & Businesses
Street Address	204 1 st Street NW
Mailing Address <i>if different</i>	
City, State, Zip Code	56431
County	Aitkin

Primary Contact	Liz Short/Katie Clayton, RN ISD# 4
Phone	218-927-7267
Email	Elzaberth.short@aitkincountymn.gov

Financial Contact	Carli Goble, Fiscal Supervisor HHS
Tax ID/SSN	
Phone	218-927-7254
Email	Carli.goble@aitkincountymn.gov

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

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

PROJECT NAME:	Nalox Box
Brief Overview Aitkin County HHS will collaborate with McGregor School District to install four naloxone boxes in their facilities as a harm reduction initiative. Four Nalox Boxes at 118.15 each. HHS is also asking for pre-approval to purchase up to 12 Nalox Box's and 24 doses of naloxone to fulfill any future requests within Aitkin County.	
Funding Request	16 Nalox Boxes at \$118.15 each = \$1,890.40 24 Kits, no charge for 2025(\$600 value)= \$00.00 Outreach = \$200.00 Total = \$2090.40 Kits include two doses of naloxone, gloves, breathing Barrier, instructions

Section 2: Project Category

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

Treatment

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

Examples may include:

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

Prevention

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

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

Harm Reduction

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

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

Research and Training

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

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

Section 3: Guiding Principles

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

☒ Spend Money to Save Lives.

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

☒ Use Evidence to Guide Spending

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

☐ Invest in Youth Prevention

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

☐ Focus on Racial Equity

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

☐ Socioeconomic

☐ Veterans

☐ Other _____

☐ Seniors

☐ Homeless

☐ LGBTQ

☐ Youth

☐ Black/Indigenous/People of Color

☐ Develop a Fair and Transparent Process for Spending Funds

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

Please Note:

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

Section 4: Work plan and Goals

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

McGregor School District will install 4 Nalox Boxes throughout the building. They have naloxone in inventory. Each box will contain two boxes of nasal naloxone for a total of four doses per box. Each box will contain an instruction card on how to administer the naloxone.

HHS will purchase Nalox Boxes and naloxone as requested by the community members or businesses' exclusively for use in Aitkin County.

ACTIVITIES TO ACCOMPLISH GOAL(S)	TIMELINE	RESPONSIBLE INDIVIDUAL(S)
-------------------------------------	----------	---------------------------

Order Supplies and Installation at ISD# 4	November 2024	Liz Short, PHN Katie Clayton, RN, ISD# 4

Section 5: Evaluation:

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

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

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

Investment in the Nalox Box will be a one time expense at ISD# 4. ISD# 4 has ample supplies of naloxone in stock. Their current inventory expires in January of 2026. The Steve Rummier foundation will provide 24 emergency kits at N/C. Naloxone expires 12/2025. After that time period, additional kits can be purchased for \$25.00 each.

Section 6: Budget and Funding Request

Please complete the total project funding table below. **If line A is an overall cost please include an itemized list totaling the cost. You can also attach your own detailed budget.**

Total Project Funding Table

A) How much funding are you requesting from the Aitkin County Opioid Settlement Funds? 16 Nalox Boxes	\$1890.40 \$200 (outreach)
B) Do you anticipate any additional funding for this project? Include other grants, donations, fundraised amounts, budgeted dollars, etc	(\$600.00 Rummier donation)
C) How much do you or a partner anticipate contributing in-kind to the project? Include staff/volunteer time, etc.	\$
Total Project Cost (should equal the sum of the 3 lines above)	\$2,690.40

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

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

WLB1

11/18/24

1:44PM

12 Townships/Cities/ARDC/Amt

Aitkin County

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
931	DEPT			Towns			
1010	City Of Aitkin						
	12-931-156-0000-2045		688,177.39	Oct 2024 Settlement		Payable To Village Of Aitkin	N
1010	City Of Aitkin		688,177.39	1 Transactions			
173	City Of Hill City						
	12-931-157-0000-2045		121,569.74	Oct 2024 Settlement		Payable To Village Of Hill City	N
173	City Of Hill City		121,569.74	1 Transactions			
1025	City Of McGrath-Treasurer						
	12-931-158-0000-2045		7,510.91	Oct 2024 Settlement		Payable To Village Of Mcgrath	N
1025	City Of McGrath-Treasurer		7,510.91	1 Transactions			
175	City Of McGregor						
	12-931-159-0000-2045		142,848.60	Oct 2024 Settlement		Payable To Village Of Mcgregor	N
175	City Of McGregor		142,848.60	1 Transactions			
176	City Of Palisade						
	12-931-160-0000-2045		32,461.77	Oct 2024 Settlement		Payable To Village Of Palisade	N
176	City Of Palisade		32,461.77	1 Transactions			
178	City Of Tamarack						
	12-931-161-0000-2045		19,449.20	Oct 2024 Settlement		Payable To Village Of Tamarack	N
178	City Of Tamarack		19,449.20	1 Transactions			
13110	Lake Minnewawa Lake Improvement District						
	12-931-163-0000-2045		14,400.16	Oct 2024 Settlement		Payable To Lake Minnewawa LID	N
13110	Lake Minnewawa Lake Improvement District		14,400.16	1 Transactions			
7000	Town Of Aitkin Treasurer						
	12-931-101-0000-2045		95,923.04	Oct 2024 Settlement		Payable To Aitkin Twp	N
7000	Town Of Aitkin Treasurer		95,923.04	1 Transactions			
7001	Town Of Ball Bluff Treasurer						
	12-931-102-0000-2045		43,467.43	Oct 2024 Settlement		Payable To Ball Bluff Twp	N
7001	Town Of Ball Bluff Treasurer		43,467.43	1 Transactions			
7002	Town Of Balsam Treasurer						
	12-931-103-0000-2045		5,136.61	Oct 2024 Settlement		Payable To Balsam Twp	N

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
7002	Town Of Balsam Treasurer		5,136.61		1 Transactions		
7003	Town Of Beaver Treasurer						
	12-931-104-0000-2045		19,338.40	Oct 2024 Settlement		Payable To Beaver Twp	N
7003	Town Of Beaver Treasurer		19,338.40		1 Transactions		
7004	Town Of Clark Treasurer						
	12-931-105-0000-2045		43,957.13	Oct 2024 Settlement		Payable To Clark Twp	N
7004	Town Of Clark Treasurer		43,957.13		1 Transactions		
7005	Town Of Cornish Treasurer						
	12-931-106-0000-2045		560.73	Oct 2024 Settlement		Payable To Cornish Twp	N
7005	Town Of Cornish Treasurer		560.73		1 Transactions		
7006	Town Of Farm Island Treasurer						
	12-931-107-0000-2045		133,264.56	Oct 2024 Settlement		Payable To Farm Island Twp	N
7006	Town Of Farm Island Treasurer		133,264.56		1 Transactions		
7007	Town Of Fleming Treasurer						
	12-931-108-0000-2045		70,266.21	Oct 2024 Settlement		Payable To Fleming Twp	N
7007	Town Of Fleming Treasurer		70,266.21		1 Transactions		
7008	Town Of Glen Treasurer						
	12-931-109-0000-2045		44,921.78	Oct 2024 Settlement		Payable To Glen Twp	N
7008	Town Of Glen Treasurer		44,921.78		1 Transactions		
7009	Town Of Haugen Treasurer						
	12-931-110-0000-2045		70,145.79	Oct 2024 Settlement		Payable To Haugen Twp	N
7009	Town Of Haugen Treasurer		70,145.79		1 Transactions		
7010	Town Of Hazelton Treasurer						
	12-931-111-0000-2045		117,846.97	Oct 2024 Settlement		Payable To Hazelton Twp	N
7010	Town Of Hazelton Treasurer		117,846.97		1 Transactions		
4879	Town Of Hill Lake Clerk-Treas						
	12-931-112-0000-2045		54,365.02	Oct 2024 Settlement		Payable To Hill Lake Twp	N
4879	Town Of Hill Lake Clerk-Treas		54,365.02		1 Transactions		
7011	Town Of Idun Treasurer						

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	12-931-113-0000-2045		27,728.18	Oct 2024 Settlement		Payable To Idun Twp	N
7011	Town Of Idun Treasurer		27,728.18	1 Transactions			
7012	Town Of Jevne Treasurer						
	12-931-114-0000-2045		35,667.18	Oct 2024 Settlement		Payable To Jevne Twp	N
7012	Town Of Jevne Treasurer		35,667.18	1 Transactions			
7013	Town Of Kimberly Treasurer						
	12-931-115-0000-2045		55,736.77	Oct 2024 Settlement		Payable To Kimberly Twp	N
7013	Town Of Kimberly Treasurer		55,736.77	1 Transactions			
7014	Town Of Lakeside Treasurer						
	12-931-116-0000-2045		205,827.53	Oct 2024 Settlement		Payable To Lakeside Twp	N
7014	Town Of Lakeside Treasurer		205,827.53	1 Transactions			
7015	Town Of Lee Treasurer						
	12-931-117-0000-2045		4,570.95	Oct 2024 Settlement		Payable To Lee Twp	N
7015	Town Of Lee Treasurer		4,570.95	1 Transactions			
7016	Town Of Libby Treasurer						
	12-931-118-0000-2045		6,638.61	Oct 2024 Settlement		Payable To Libby Twp	N
7016	Town Of Libby Treasurer		6,638.61	1 Transactions			
7017	Town Of Logan Treasurer						
	12-931-119-0000-2045		30,136.32	Oct 2024 Settlement		Payable To Logan Twp	N
7017	Town Of Logan Treasurer		30,136.32	1 Transactions			
7018	Town Of Macville Treasurer						
	12-931-120-0000-2045		12,550.60	Oct 2024 Settlement		Payable To Macville Twp	N
7018	Town Of Macville Treasurer		12,550.60	1 Transactions			
7019	Town Of Malmo Treasurer						
	12-931-121-0000-2045		39,169.05	Oct 2024 Settlement		Payable To Malmo Twp	N
7019	Town Of Malmo Treasurer		39,169.05	1 Transactions			
7020	Town Of McGregor - Treasurer						
	12-931-122-0000-2045		12,505.51	Oct 2024 Settlement		Payable To McGregor Twp	N
7020	Town Of McGregor - Treasurer		12,505.51	1 Transactions			

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
7021	Town Of Millward Treasurer						
	12-931-141-0000-2045		5,053.20	Oct 2024 Settlement		Payable To Millward Twp	N
7021	Town Of Millward Treasurer		5,053.20	1 Transactions			
7022	Town Of Morrison Treasurer						
	12-931-123-0000-2045		17,631.90	Oct 2024 Settlement		Payable To Morrison Twp	N
7022	Town Of Morrison Treasurer		17,631.90	1 Transactions			
7023	Town Of Nordland Treasurer						
	12-931-124-0000-2045		119,109.32	Oct 2024 Settlement		Payable To Nordland Twp	N
7023	Town Of Nordland Treasurer		119,109.32	1 Transactions			
7024	Town Of Pliny Treasurer						
	12-931-125-0000-2045		7,225.92	Oct 2024 Settlement		Payable To Pliny Twp	N
7024	Town Of Pliny Treasurer		7,225.92	1 Transactions			
7025	Town Of Rice River Treasurer						
	12-931-126-0000-2045		23,602.44	Oct 2024 Settlement		Payable To Rice River Twp	N
7025	Town Of Rice River Treasurer		23,602.44	1 Transactions			
7026	Town Of Salo Treasurer						
	12-931-127-0000-2045		12,801.24	Oct 2024 Settlement		Payable To Salo Twp	N
7026	Town Of Salo Treasurer		12,801.24	1 Transactions			
7027	Town Of Seavey Treasurer						
	12-931-128-0000-2045		7,734.06	Oct 2024 Settlement		Payable To Seavey Twp	N
7027	Town Of Seavey Treasurer		7,734.06	1 Transactions			
7028	Town Of Shamrock Treasurer						
	12-931-129-0000-2045		410,375.46	Oct 2024 Settlement		Payable To Shamrock Twp	N
7028	Town Of Shamrock Treasurer		410,375.46	1 Transactions			
7029	Town Of Spalding Treasurer						
	12-931-130-0000-2045		22,144.19	Oct 2024 Settlement		Payable To Spalding Twp	N
7029	Town Of Spalding Treasurer		22,144.19	1 Transactions			
7030	Town Of Spencer Treasurer						
	12-931-131-0000-2045		47,382.35	Oct 2024 Settlement		Payable To Spencer Twp	N

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
7030	Town Of Spencer Treasurer		47,382.35		1 Transactions		
7031	Town Of Turner Treasurer						
	12-931-132-0000-2045		48,402.38	Oct 2024 Settlement		Payable To Turner Twp	N
7031	Town Of Turner Treasurer		48,402.38		1 Transactions		
7032	Town Of Verdon Treasurer						
	12-931-133-0000-2045		2,960.43	Oct 2024 Settlement		Payable To Verdon Twp	N
7032	Town Of Verdon Treasurer		2,960.43		1 Transactions		
7033	Town Of Wagner Treasurer						
	12-931-134-0000-2045		47,525.71	Oct 2024 Settlement		Payable To Wagner Twp	N
7033	Town Of Wagner Treasurer		47,525.71		1 Transactions		
7034	Town Of Waukenabo Treasurer						
	12-931-135-0000-2045		58,726.62	Oct 2024 Settlement		Payable To Waukenabo Twp	N
7034	Town Of Waukenabo Treasurer		58,726.62		1 Transactions		
7035	Town Of Wealthwood Treasurer						
	12-931-136-0000-2045		24,799.42	Oct 2024 Settlement		Payable To Wealthwood Twp	N
7035	Town Of Wealthwood Treasurer		24,799.42		1 Transactions		
7036	Town Of White Pine Treasurer						
	12-931-137-0000-2045		4,776.98	Oct 2024 Settlement		Payable To White Pine Twp	N
7036	Town Of White Pine Treasurer		4,776.98		1 Transactions		
7037	Town Of Williams Treasurer						
	12-931-138-0000-2045		13,859.32	Oct 2024 Settlement		Payable To Williams Twp	N
7037	Town Of Williams Treasurer		13,859.32		1 Transactions		
7038	Town Of Workman - Treasurer						
	12-931-139-0000-2045		36,722.95	Oct 2024 Settlement		Payable To Workman Twp	N
7038	Town Of Workman - Treasurer		36,722.95		1 Transactions		
931	DEPT Total:		3,066,976.03	Towns	47 Vendors	47 Transactions	
932	DEPT			Schools			
393	ISD 1 Aitkin-Treasurer						
	12-932-000-0000-6801		114,358.84	Oct 2024 Settlement		Appropriations	N

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
393	ISD 1 Aitkin-Treasurer		114,358.84		1 Transactions		
1985	ISD 182 Crosby-Treasurer						
	12-932-000-0000-6801		0.11	Oct 2024 Settlement		Appropriations	N
1985	ISD 182 Crosby-Treasurer		0.11		1 Transactions		
392	ISD 2 Hill City-Treasurer						
	12-932-000-0000-6801		60,176.28	Oct 2024 Settlement		Appropriations	N
392	ISD 2 Hill City-Treasurer		60,176.28		1 Transactions		
1983	ISD 2165 Hinckley Finlayson-Treasurer						
	12-932-000-0000-6801		7,156.94	Oct 2024 Settlement		Appropriations	N
1983	ISD 2165 Hinckley Finlayson-Treasurer		7,156.94		1 Transactions		
1979	ISD 2580 East Central-Treasurer						
	12-932-000-0000-6801		376.86	Oct 2024 Settlement		Appropriations	N
1979	ISD 2580 East Central-Treasurer		376.86		1 Transactions		
395	ISD 4 McGregor-Treasurer						
	12-932-000-0000-6801		379,618.41	Oct 2024 Settlement		Appropriations	N
395	ISD 4 McGregor-Treasurer		379,618.41		1 Transactions		
1982	ISD 473 Isle-Treasurer						
	12-932-000-0000-6801		15,997.51	Oct 2024 Settlement		Appropriations	N
1982	ISD 473 Isle-Treasurer		15,997.51		1 Transactions		
1981	ISD 577 Willow River-Treasurer						
	12-932-000-0000-6801		1,290.69	Oct 2024 Settlement		Appropriations	N
1981	ISD 577 Willow River-Treasurer		1,290.69		1 Transactions		
394	ISD 698 Floodwood-Treasurer						
	12-932-000-0000-6801		154.50	Oct 2024 Settlement		Appropriations	N
394	ISD 698 Floodwood-Treasurer		154.50		1 Transactions		
1984	ISD 95 Cromwell-Wright-Treasurer						
	12-932-000-0000-6801		5,903.84	Oct 2024 Settlement		Appropriations	N
1984	ISD 95 Cromwell-Wright-Treasurer		5,903.84		1 Transactions		

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Vendor		Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
		No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
932	DEPT Total:				585,033.98	Schools	10 Vendors	10 Transactions		
12	Fund Total:				3,652,010.01	Townships/Cities/ARDC/Ambulan		57 Transactions		
	Final Total:				3,652,010.01	57 Vendors	57 Transactions			

Aitkin County

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	12	3,652,010.01	Townships/Cities/ARDC/Ambulan	
	All Funds	3,652,010.01	Total	Approved by,
			
			



Board of County Commissioners Agenda Request



Requested Meeting Date: November 26, 2024

Title of Item: Aitkin County Boarding Joint Powers Agreement

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Dan Guida		Department: Aitkin County Sheriff's Office
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: Approve Hennepin County - Aitkin County Boarding Joint Powers Agreement Electronic signature page will be sent out for Board Chair, County Administrator and Sheriff signatures.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve Hennepin County - Aitkin County Boarding Joint Powers Agreement		
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.

**AGREEMENT BETWEEN THE COUNTY OF HENNEPIN
AND THE COUNTY OF AITKIN FOR BOARDING INMATES AT THE AITKIN COUNTY JAIL**

This Agreement ("Agreement") is made and entered into between the County of Aitkin, State of Minnesota, through the Aitkin County Sheriff's Office, hereinafter referred to as ("Aitkin County") and the County of Hennepin, State of Minnesota, through the Hennepin County Sheriff's Office, hereinafter referred to as ("Hennepin County").

WHEREAS, Hennepin County, wishes to contract with Aitkin County to temporarily board Hennepin County detainees ("Detainees") at the Aitkin County Jail ("Facility") to support any all-hazard events including a national security emergency, major fire or flood, catastrophic natural disaster, manmade (including terrorism) disaster, technological disasters by rendering a party's building(s) or surrounding area unsafe, temporarily unusable, or inaccessible, and facility projects or inmate population management requiring lessening the inmate population; and

WHEREAS, Aitkin County currently has limited open bed space available within the Facility and may need to limit number of detainees at times based on their own facility needs.

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, Aitkin County and Hennepin County agree as follows:

I. TERM AND OVERVIEW

This Agreement shall commence on November 1, 2024, and expire on December 31, 2026, unless terminated earlier in accordance with the provisions herein.

During the term of this Agreement, Hennepin County shall request the transfer of Detainees to the Facility by providing twenty-four (24) hours' notice to Aitkin County. Aitkin County shall notify Hennepin County within eight (8) hours of any request if it does not have open bed available.

Hennepin County shall provide twenty-four (24) hours' notice to Aitkin County prior to transferring Detainees from the Facility to Hennepin County custody.

The parties shall cooperatively schedule timing and logistics for each agreed upon transfer to or from the Facility.

II. AITKIN COUNTY DUTIES

Subject to the provisions herein, Aitkin County shall:

1. Accept and provide for the secure custody, care and safekeeping in the Facility of Detainees and house them in the Facility in accordance Aitkin County's policy for secure detention and in accordance with state and local laws, standards, policies, procedures, or court orders applicable to the operations of the Facility, and this Agreement. Except for the medical and dental care and services provisions below, Aitkin County shall notify Hennepin County in the event a Detainee needs transport of any kind and Hennepin County shall make necessary arrangements to meet the need.
2. Permit Hennepin County to transfer Detainees during the term of the Agreement based on available open beds at the time. Any such transfer shall be under the terms and condition of this Agreement.
3. Provide Detainees with the same level of medical care and services provided to Aitkin County inmates, including the transportation of and security for Detainees requiring removal from the Facility for medical treatment until Hennepin County can respond pursuant to paragraph III-3. Aitkin County shall have the sole authority to determine whether any Detainees housed in the Facility require emergency medical and dental care. Aitkin County shall notify the Hennepin County authorized agent whenever a Detainee is removed from the Facility in order to provide

emergency medical or dental treatment. All Detainees requiring emergency medical treatment will be treated according to the joint medical protocol established between Hennepin and Aitkin counties, which is attached hereto and incorporated herein as Exhibit A. The joint medical protocol shall also govern payment for all medical and dental appointments, prescription medications, hospital visits or admissions. Additionally, Aitkin County shall determine whether the Detainee has health, medical, dental or other insurance, then submit the same as applicable.

4. Admit Detainees upon receipt by Aitkin County of the booking sheet that Hennepin County uses in the ordinary course of its duties, which shall include a photograph, to establish the identity of the Detainee. This documentation must be presented by an authorized agent, personnel, or employee of Hennepin County and shall only release Hennepin County Inmates into the custody of Hennepin County's agents, personnel or employees and said release shall be conducted in accordance with Facility's release policies. The Facility will be available to accept Detainees twenty-four (24) hours per day.
5. Prison Rape Elimination Act Compliance
The parties must comply with the Prison Rape Elimination Act (PREA) of 2003 (Federal Law 42 U.S.C. 15601 et. seq.), with all applicable Federal PREA standards, and with all State policies and standards related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within facilities/programs/offices owned, operated, or contracted.

III. HENNEPIN COUNTY DUTIES

Subject to the provisions herein, Hennepin County shall:

1. Transport all Detainees to and from the Facility, except in those cases where the Detainee is transported to a medical care facility for emergency medical or dental treatment pursuant to paragraph II-3 of this Agreement.
2. Provide Aitkin County with all necessary orders, writs, and other documentation prior to transferring a Detainee.
3. Aitkin County shall notify Hennepin County in the event a Detainee may require medical care and assistance away from the Facility that may exceed eight (8) hours. Hennepin County shall exercise commercially reasonable efforts to relieve Aitkin County as soon as practical. Aitkin County shall provide secure custody, care and safekeeping for Detainees receiving medical care and assistance away from the Facility until relieved by Hennepin County personnel.
4. Provide classification information to Aitkin County Jail on all Detainees to be boarded in Aitkin County prior to placement of Detainee in the Aitkin County Jail.

Notwithstanding Hennepin County's classification, Aitkin County shall classify the Detainee as indicated and required pursuant to Aitkin County's classification system.

5. Ensure any Detainee being transferred from Hennepin County Jail to the Aitkin County Jail has been screened for COVID19 at least seventy-two (72) hours prior to transfer. Hennepin County shall not transfer any Detainee who is known to be currently positive for COVID19.

IV. PAYMENT

1. Aitkin County shall invoice Hennepin County as follows:

- A. Hennepin County shall pay Aitkin County a per diem rate per Detainee at the Facility, plus medical, dental and prescription costs. The amount of said per diem shall be agreed upon, in writing, by the parties contemporaneously with the JPA activation. The total cost of this

Agreement, including all reimbursable expenses, shall not exceed Three Hundred Ten Thousand Dollars (\$310,000). In the event of unexpected costs, this Agreement may be amended to increase the not to exceeded amount, which shall be done in writing, authorized, and signed by both parties.

B. All actual costs associated with emergency medical or dental services provided outside of the Facility pursuant to paragraph II-3 of this Agreement, including transportation expenses, will be a reimbursable expense paid by Hennepin County to Aitkin County upon invoice to Hennepin County. In the event Aitkin County incurs additional personnel costs in relation to transporting and/or providing secure custody, care and safekeeping during medical or dental treatment away from the Facility or during hearings or other legally required appointments. Hennepin County shall pay the actual costs for Facility's personnel's wages not to exceed the prevailing hourly wages, as applicable, at the rate of one and one half times. This will be in conjunction with Aitkin County's share of Medicare and PERA contributions being paid by Aitkin County to a similarly situated Aitkin County employee at the time such Aitkin County employee's services have been actually utilized to provide such services.

C. Aitkin County shall invoice Hennepin County at the end of each month.

2. Payments shall be made by Hennepin County within thirty (30) days after receipt of invoice from Aitkin County. The Invoice must state the Detainee's name, the dates the Detainee is incarcerated, and detail of any costs over and above the fixed per diem including but not limited to costs and expenses for medical or dental care and services according to the terms herein.
3. If the invoice is incorrect, defective, or otherwise improper, Hennepin County will exercise reasonable efforts to notify Aitkin County within ten (10) days of receiving the incorrect invoice. Upon receiving the corrected invoice from Aitkin County, Hennepin County will make payment within thirty (30) days.

V. CANCELLATION

This Agreement may be canceled by either party at any time with or without cause upon twenty-four (24) hours written notice to the other party. In the event Aitkin County cancels this Agreement and unless the parties otherwise agree, Hennepin County shall have seventy-two (72) hours from receipt of the written notice to take custody and control of all Detainees in Aitkin County's secure custody, care and safekeeping.

Termination of this Contact shall not discharge any liability, responsibility, or right of any party which arises from the performance of or failure to adequately perform this Agreement prior to the effective date of termination. Nor shall termination discharge any obligation, which by its nature would survive after the date of termination.

VI. ASSIGNMENT

Neither party shall assign its rights or obligations under this Agreement without the prior written consent of the other party.

VII. AMENDMENTS

Any amendments to this Agreement shall be in writing, authorized and signed by both parties.

VIII. DATA PRACTICES

All data collected, created, received, exchanged, maintained, or disseminated because of this Agreement is governed by the Minnesota Government Data Practices Act, MN STAT. CHAPT. 13, including but not limited to Minnesota Statutes Section 13.05, Subd. 6, and the Minnesota Rules implementing the Act.

IX. INDEMNITY

Each party to the Agreement shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney's fees which the other, its officers and employees may hereinafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants, or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement.

Under no circumstances shall a party be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The statutory limits of liability for some or all of the parties may not be added together or stacked to increase the maximum amount of liability for any party.

X. MERGER

It is understood and agreed that the entire Agreement between the parties is contained here and this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed part of this Agreement.

XI. COMPLIANCE WITH LAWS/STANDARDS

1. Each party agrees to comply with all federal, state, and local laws, ordinances, rules, regulations and executive orders including but not limited to laws pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, disability or age.
2. Aitkin County shall procure at its own expense, all licenses, permits, or other rights for the provision of the services contemplated herein.
3. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the State of Minnesota.

XII. RECORDS/REPORTS

1. Aitkin County agrees to maintain records relating to all services provided to Detainees under the terms of this Contact according to Minnesota state statutes and Aitkin County documents retention policy. Such records shall be made available for audit or inspection at any time upon request of Hennepin County or its authorized representative.
2. Aitkin County agrees to provide Hennepin County with written notice of all claims filed by any Hennepin County Detainee against it concerning boarding/detention services.
3. During the term of this Agreement, upon request by Hennepin County, Aitkin County shall submit to Hennepin County copies of all inspection reports completed by the Minnesota Department of Corrections or any other State of Federal agency dealing with the Detention Center.

XIII. INDEPENDENT CONTRACTOR STATUS

Aitkin County is to be and shall remain an independent contractor with respect to any and all work performed under this Agreement. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting Aitkin County as the agent, representative, or employee of Hennepin County for any purpose or in any manner whatsoever. Except for a claim that results directly from the act or omission of Hennepin County personnel, any and all claims that arise or may arise on behalf of Aitkin County, its agents, servants or employees as a consequence of any act or omission on the part of Aitkin County or its agents, servants, employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of Hennepin County.

XIV. PERFORMANCE/SUCCESSORS

1. Aitkin County shall not house Hennepin County Detainees hereunder at any facility other than the Facility.
2. Successors. Hennepin County and Aitkin County each binds itself and its successors, legal representatives, and assigns to the other party to this Agreement and to the partners, successors, legal representatives, and assigns of such other party, in respect to all covenants of this Agreement.

XV. FORCE MAJEURE

Neither party shall be liable to the other party for any loss or damage resulting from a delay or failure to perform due to unforeseeable acts or events outside the defaulting party's reasonable control, providing the defaulting party gives notice to the other party as soon as possible. Acts and events may include acts of God, acts of terrorism, war, fire, flood, epidemic, acts of civil or military authority, and natural disasters.

XVI. REMEDIES/WAIVER

1. All remedies available to either party under the terms of this Agreement or by law are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of the other remedies.
2. Waiver for any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be construed to be modification for the terms of this Agreement unless stated to be such in writing and signed by the authorized contacts of Hennepin County and Aitkin County specified in Section XVII herein.

XVII. CONTACTS

The authorized contacts for purposes of administration of this Agreement are Sheriff Daniel Guida or designee for Aitkin County, 218 1st St. NW, Aitkin, MN, 56431 and Chief Deputy Pat Enderlein or designee, 350 South 5th St. Room 6, Minneapolis, MN 55415.

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EXHIBIT A

When a Detainee is transported to Aitkin County, Hennepin County will send medications the prisoner is taking and all necessary medical information. Aitkin County will provide medical, dental, and mental health treatment following their clinical protocols and procedures. Aitkin County shall obtain approval of Hennepin County before non-emergency medical, dental or psychiatric treatments are provided to a Detainee.

EMERGENCY ROOM VISITS

All medical emergencies will be transported to Riverwood Health Care Center or nearby hospital by ambulance or by Aitkin County staff.

HOSPITAL ADMISSIONS

A Detainee needing hospitalization will be transported to Riverwood Health Care Center or a nearby hospital as soon as possible following a medical emergency. A Detainee admitted to the hospital will have a permanent transfer to the care and custody of Hennepin County.

HOSPITAL VISITS

A Detainee needing medical follow-up clinic visits or medical specialty clinic visits will have a permanent transfer to the Hennepin County Adult Detention Center.

MEDICAL RECORDS

Medical record information, including test results and prescriptions, will be shared between the two facilities .

TUBERCULOSIS SCREENING

Screening of Detainees by nurses within 14 days for tuberculosis will comply with Minnesota Statutes Section 144.455 pertaining to tuberculosis screening and follow-up practices.



Board of County Commissioners Agenda Request

2X
Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Approve Appointment as Deputy Registrar

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Kathleen Ryan		Department: Auditor/License Center
Presenter (Name and Title): Kathleen Ryan		Estimated Time Needed:
Summary of Issue: With the retirement of the County Auditor (Kirk Peysar) at the end of December the Deputy Registrar appointment needs to be changed. I am requesting that the Board approve the included letter to appoint myself as the Deputy Registrar for the Aitkin County License Center. An application requesting the change is also included for additional information.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve appointment of Kathleen Ryan as Aitkin County Deputy Registrar and approve Board Chair signature on attached letter.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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



Application for Deputy Registrar

Deputy Office Information

Deputy Number (to be assigned)

Location Aitkin County License Center, Atkin MN

Appointee Kathleen Ryan

Phone Number 218-927-7265

Fax Number N/A

E-Mail Address kathleen.ryan@aitkincountymn.gov

General Information:

1. Minnesota Rules & Statutes: You are responsible to comply with Minnesota Rules Chapter 7406, and Minnesota Statute 168.33. Please read them carefully before filing this application.
2. Please sign the back of this form when submitting this application.

Return completed application to: **Driver and Vehicle Services**
Deputy Registrar Section Suite 185
445 Minnesota St.
St. Paul, MN 55101



Deputy Number: 83
Location: Aitkin County License Center
Appointee: Kathleen Ryan
Fax Number: N/A
E-mail: kathleen.ryan@aitkincountymn

DEPUTY REGISTRAR INFORMATION SUMMARY

This form is designed to assist you in ensuring that your office is in compliance with Minnesota Rules, section 7406.

NAME OF CONTACT PERSON: Kirk Peysar

A change requires written notice to the registrar at least 10 days before the change. Reference MSR 7406.0500, subpart 1

TOTAL HOURS OF OPERATION 42.5

Hours of operation cannot be less than 40 hours a week.

A change requires written notice to the registrar at least 10 days before the change. Reference MSR 7406.0500, subpart 2

Days	Hours
M - F	8:00 - 4:30

CLOSE OF RECORDS Time: 4:30 pm

A change requires written notice to the registrar at least 15 days before the change. Reference MSR 7406.0450, subpart 2

IMPREST CASH (Start-up Funds) Dollar Amount: \$ 1000.00

A change requires written notice to the registrar before the change can become effective. Reference MSR 7406.0500, subpart 7

FEE RECEIPT SYSTEM

Are you combining funds from other sources in your cash register or cash receptacle? Yes ☒ No ☐

If you answered "yes" you must attach a written explanation of how you differentiate these funds from motor vehicle funds. You must obtain written approval from the registrar. Reference: MSR 7406.0500, subpart 6

PROCESSING AREA

Do you process "uncollected" work (e.g. does a dealer drop off transactions for you to complete)? Yes ☒ No ☐

Processing areas for incomplete work must be in a separate and distinct area. If you answered "yes", you must attach a floor plan of your office space. The plan must include the specific areas and dimensions of the space allocated for the processing area, public services area, and storage area. Reference: MSR 7406.0400, subpart 2

MAIL ORDER TRANSACTIONS Do you accept and process mail transactions? Yes ☒ No ☐

A deputy registrar may mail out inventory to customers provided a record of inventory is maintained. The deputy registrar must pay the replacement cost of inventory lost in the mail. The inventory must be mailed under uniform mailing standards as provided by the registrar. Please refer to the rule for specific details. Reference: MSR 7406.0500, subpart 9

DISABILITY ACCESSIBILITY Does your office comply with the American with Disabilities Act? Yes ☒ No ☐

Reference: MSR 7406.0400, subpart 5

INVENTORY SECURITY

Inventory (registration stickers, plates, etc) must be in a non-public area. Reference MSR 7406.0400, subpart 3

SIGNAGE An indoor or outdoor sign must be displayed to identify the office. Reference MSR 7406.0400, subpart 6

I attest that the information provided above is correct.

Deputy Signature: _____ Date: _____



Kirk Peysar, Aitkin County Auditor

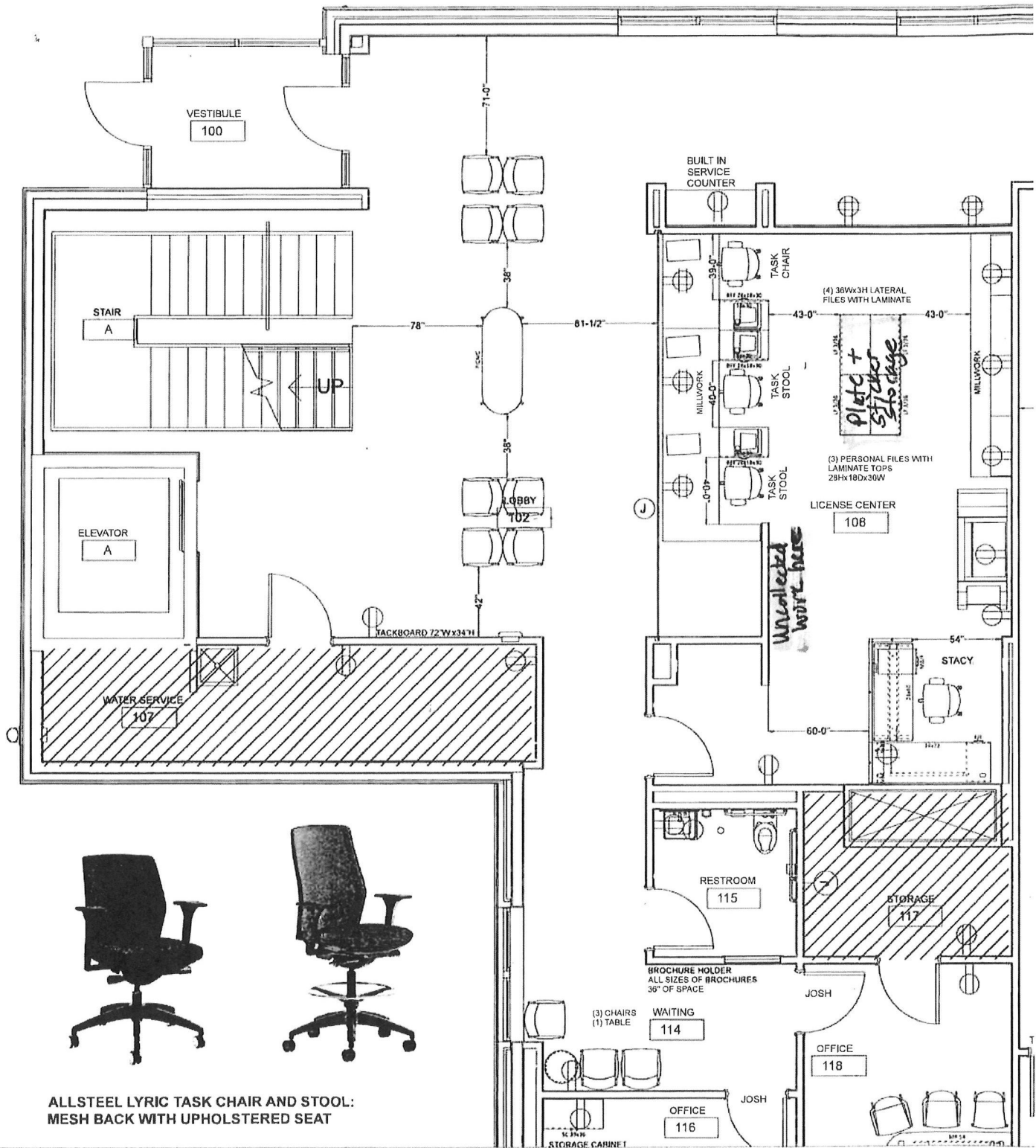
Aitkin County Government Center
307 2nd Street NW, Room 121
Aitkin, MN 56431

auditor@co.aitkin.mn.us
Phone: 218-927-7354

RE: Fee Receipt System

Other funds received in the office include Department of Natural Resources and Game and Fish. These funds are separated from Motor Vehicle transactions within the electronic till system used. Each department has a code which is used for every transaction. Funds are reconciled at the end of each day.

LEVEL 1 (AREA A)- LICENSE CENTER AND LOBBIES



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APPLICANT IS: INDIVIDUAL/S
 X PUBLIC ENTITY CORPORATION

IF YOU CHECKED CORPORATION, PLEASE SUPPLY THE FOLLOWING INFORMATION:

- ◆ All trade and business names used by the corporation.
- ◆ The nature of the corporate business operation for the past five years.
- ◆ The name of each director, officer, and five percent shareholder.
- ◆ Copies of Articles of Incorporation filed with the Secretary of State.

This application must be compelled by the individual(s) applying for appointment as a deputy registrar or by the individual(s) responsible for the corporation or public entity. Applicant must be 18 years of age or older.

DATE OF BIRTH: 11/29/72 PHONE: 218-927-7265
MO / DAY / YR

CITY: Aitkin STATE: MN ZIP: 56431

COUNTY OF RESIDENCE: Crow Wing

DATE OF BIRTH: _____ PHONE: _____
MO / DAY / YR

CITY: STATE: ZIP:

COUNTY OF RESIDENCE: _____

WORK EXPERIENCE

- ◆ LIST MOST RECENT EXPERIENCE FIRST
- ◆ LIST EACH DIFFERENT POSITION SEPARATELY EVEN IN THE SAME ORGANIZATION
- ◆ BE COMPLETE AND ACCURATE
- ◆ IF YOU NEED MORE SPACE PLEASE ATTACH A SEPARATE SHEET

EXPERIENCE 1

Name of Organization: Aitkin County

Location: 307 2nd Street NW, Aitkin MN 56431

Supervisor: Kirk Peysar

Your Job Title: CFO

Employment Dates From: 09/2024

To: Current

MO & YR

MO & YR

Major Activities:

1. Supervise Auditor and License Center staff
2. Prepare and manage county budget with County Administrator
3. Election Administrator

EXPERIENCE 2

Name of Organization: City of Aitkin

Location: Aitkin, MN

Supervisor: City Council

Your Job Title: City Administrator

Employment Dates From: 09/2017

To: 09/2019

MO & YR

MO & YR

Major Activities:

1. Oversee city operations
2. Develop and implement policies
3. Advise City Council

LIST STATES OF RESIDENCY FOR THE PAST FIVE YEARS

STATE	DATES OF RESIDENCY
1. Minnesota	Nov 29, 1972
2.	
3.	
4.	

LICENSES

List current licenses, with federal, state or municipal government agencies. Please provide an explanation of any cancellation, revocation, suspension, or other disciplinary proceeding in connection with the license.	Date Issued	Expiration Date
1. n/a		
2.		
3.		

CONFLICTING BUSINESS INTERESTS

Do you own or are you a partner, officer or five percent shareholder in a financial institution, motor vehicle dealership, or auto insurance business?

☒ No ☐ Yes, please specify: _____

HISTORY OF DEPUTY REGISTRAR APPOINTMENTS

Have you ever applied for a deputy registrar appointment or have held the position of deputy registrar in the past?

☒ No ☐ Yes, please specify: _____

OFFICE INFORMATION

PROPOSED OFFICE LOCATION: Aitkin County Government Center

ADDRESS: 307 2nd Street NW

STREET ADDRESS

CITY: Aitkin

STATE: MN

ZIP: 56431

If known, please provide the name, date of birth, and telephone number of the person who will be responsible for the day-to-day operation of the proposed office.

NAME Powers

Staci

LAST

FIRST

MIDDLE

DATE OF BIRTH: 9/10/79

PHONE: 218-927-7116

MO/ DAY/ YR

ADDRESS 307 2nd Street NW

STREET ADDRESS

CITY: Aitkin

STATE: MN

ZIP: 56431

SIGNATURE AND NOTARIZATION

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE.

X _____
SIGNATURE

Date: _____

Subscribed & sworn before me: _____
NOTARY SIGNATURE

Date: _____

County: _____

Date my commission expires: _____

X _____
SIGNATURE

Date: _____

Subscribed & sworn before me: _____
NOTARY SIGNATURE

Date: _____

County: _____

Date my commission expires: _____



Aitkin County Government Center
307 2nd Street NW, Room 121
Aitkin, MN 56431

Jessica.seibert@co.aitkin.mn.us
Phone: 218-927-7276

November 26, 2024

Driver and Vehicle Services
Deputy Registrar Section
Suite 185 445 Minnesota
St. Paul, MN 55101

To Whom It May Concern:

The Aitkin County Board of Commissioners, during its official meeting on November 26, 2024, has approved the appointment of Kathleen Ryan as the individual responsible for the Aitkin County License Center. Kathleen will serve as the Supervisor of the office, overseeing its operations and ensuring compliance with all applicable policies and procedures.

This appointment reflects Kathleen's qualifications and her ability to manage the responsibilities associated with this role effectively.

If you have any further questions regarding this appointment, please feel free to contact our office at 218-927-7276.

Sincerely,
Mark Wedel
Chairperson
Aitkin County Board of Commissioners



Board of County Commissioners Agenda Request

2Y
Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: University of MN, Extension Agreement

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Kirk Peysar		Department: Auditor/Extension
Presenter (Name and Title): Kirk Peysar		Estimated Time Needed:
Summary of Issue: Approve the attached agreement with the University of MN to provide 4-H Programs in Aitkin County. This agreement covers years 2025 - 2027.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve agreement.		
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? \$ \$104,592 for 2025. Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

Agreement
Between the Regents of the University of Minnesota
And
Aitkin County, Minnesota
For providing Extension programs locally and
employing Extension Staff

This Agreement ("Agreement") between the County of Aitkin, Minnesota ("County") and Regents of the University of Minnesota on behalf of its Extension unit, 240 Coffey Hall, St. Paul, Minnesota, 55108 ("University") is effective January 1, 2025, and supersedes and replaces any and all current or existing agreements relating to Extension and its programs that may exist between the County and University.

The term of this Agreement shall be three (3) years, beginning on January 1, 2025 and ending on December 31, 2027, unless earlier terminated as provided in paragraphs 9 and 10.

WITNESSETH:

WHEREAS, Minn. Stat. §38.34 authorizes a Board of County Commissioners to incur expenses and spend money for County Extension work; and

WHEREAS, the money set aside and appropriated by the County Board in the County Extension Fund may be paid out by orders of the University's Director of Extension, or the Director's designee, as identified in Minn. Stat. §38.36, Subd. 3; and

WHEREAS, Minn. Stat. §38.37 provides that Extension educators must be employed according to University personnel procedures and must be University employees; and

WHEREAS, it is the intention of the County and University that the University shall provide Extension services on behalf of the County in exchange for considerations as detailed herein.

NOW THEREFORE, in consideration of the mutual undertaking and agreements contained within this Agreement, the County and University hereby agree as follows:

1. In accordance with Minn. Stat. §38.37 County desires to augment the University's state-wide Extension programs (Programs) as detailed in Exhibit A, Table A. Exhibit A also details the University-hired administrative support specialists, short-term temporary casual program staff, and the grant/partner-funded positions that the County supports. Program deliverables are listed in Exhibit B.

2. County recognizes that University costs for supporting these Programs and positions increase from year to year. The costs payable for these positions are reviewed by the Association of Minnesota Counties' ("AMC") Extension Committee and University's Extension central administration, at which time the parties agree on an appropriate inflation factor for the coming year(s). Unless County and University otherwise agree, the inflation factor will be as agreed to by AMC and University.

3. Based on the County's funding commitment, University agrees to hire, schedule, pay, and evaluate employees. University employees will follow University policies, procedures, contracts and labor agreements. University will provide salary and fringe benefits for the positions and, following University personnel guidelines, University will determine the salary adjustment of each University Extension employee. University will provide employee supervision, staff development, and performance management. University also agrees to provide Program leadership, connections to University research, enhanced programming from state/regional Extension employees, oversight for risk management and contract management, and payroll and accounting services, including reimbursing employees for business travel.

4. County agrees to provide office space, office furnishings, telephone, computer and printer, software, internet service, storage space, and general office supplies for the positions listed on Exhibit A. The University will recommend technology needs (Exhibit C).

5. University will bill the County quarterly and the County will submit payment within thirty-five (35) days of receipt of the bill. The total annual amount to be paid by the County for the Program positions shall be billed and paid in four (4) equal quarterly payments. University will bill the County for short-term temporary casual positions as outlined in Exhibit A.

6. During an extended leave of absence (e.g. FMLA; educational leave), the University will continue the Program with regional educators and/or temporary employees with the involvement and concurrence of the County. The County will be billed at the contract price and will not incur any additional charges for regional educators or temporary employees. If the Program is reduced during a leave of absence, the University and County will mutually agree to the amount the invoice should be adjusted.

7. As vacancies occur (e.g. retirement, resignation), and if the County and University agree to continue to support the desired Program and position, University will hire new personnel with the involvement and concurrence of the County. The County will not be billed for a position during the time that position is vacant. If temporary employees are hired to continue the Program during the hiring process, the County will be billed at the contract price.

8. Annually, the County Extension Committee, in coordination with University, will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. §38.37. The County Extension Committee will have the option to provide input to University on Programs as part of the University's annual Program evaluation. County and University will work together to address Program concerns. Program or personnel issues that cannot be resolved locally, should be addressed with the supervisor (Exhibit D - Org. Chart).

9. Nothing in this Agreement precludes the County or University at any time during the term of this Agreement from requesting a modification of the Program, including an adjustment of the number of University Extension personnel working in the County. The County or University will provide a minimum of ninety (90) days prior notice if either party desires a change in Programs that results in a decrease in the staffing or funding level, and both parties agree to enter into good faith discussions to address such request.

10. If University or the County in good faith determines that funding is no longer available to support the Programs or positions providing services locally, either party may terminate this Agreement. Termination of the Agreement in its entirety requires a minimum of ninety (90) days' prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement.

If to County:

Aitkin County Auditor
307 2nd St. NW, Room 121
Aitkin, MN 56431
auditor@co.aitkin.mn.us

If to University:

University of Minnesota
Minnesota Extension
Attn: Dean Beverly R. Durgan
240 Coffey Hall
1420 Eckles Avenue
St. Paul, MN 55108
E-mail: mnext@umn.edu

11. Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws. The University's liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.

12. Pursuant to Minn. Stat. §16C.05, Subd. 5, the University agrees that County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of relating to this Agreement. University agrees to maintain these records in accordance with applicable law.

13. All data collected, created, received, maintained, or disseminated for any purposes by the activities of University because of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy.

14. With respect to their obligations under this Agreement, the University and the County are committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or other classifications protected by state or federal law. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363A; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

15. This Agreement may be executed in counterparts and/or by electronic signature, each counterpart of which will be deemed an original, and all of which together will constitute one agreement. The executed counterparts of this Agreement may be delivered by electronic means, such as email, and the receiving party may rely on the receipt of such executed counterpart as if the original had been received.

– Signature Page Follows –

IN WITNESS WHEREOF, the parties by their respective authorized agents or officers have executed this Agreement.

County of Aitkin

BY _____
Chair, County Board of Commissioners

DATE _____

Approved as to form:

BY _____
County Attorney

DATE _____

Regents of the University of Minnesota

BY _____
Dean, University of Minnesota Extension

DATE _____

Agreement between the Regents of the University of Minnesota through its Extension And Aitkin County, Minnesota

Exhibit A: Extension Programs and Positions Supported by the County

The County has agreed to support the following University of Minnesota Extension Programs and positions. Package prices are based on a three-year commitment unless otherwise noted.

Table A: Programs

County agrees to provide the funds identified below to augment the following Extension Programs and positions. Package prices include salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced "Agreement."

Program/Position	2025		2026		2027	
	FTE	Price	FTE	Price	FTE	Price
Extension Educator- 4-H Youth Development	1	\$100,000	1	\$103,000	1	\$106,100
Total		\$100,000		\$103,000		\$106,100

Table B: Short-term Temporary Casual Program Staff (e.g. College Intern; Summer Coordinator)

County agrees to provide the funds identified below to support University-hired short-term temporary casual program staff. Salary and fringe vary by classification and experience. Unless otherwise noted, the University has the flexibility to hire individuals into the classification that matches the employee's qualifications and best serves the county Program needs. Funds provided will be used to cover salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced "Agreement."

Temp-Casual Staff: 4-H	2025 Total Funds	2026 Total Funds	2027 Total Funds
Rate per hour	\$22.56	\$23.24	\$23.94
Hours	270 hours	270 hours	270 hours
4-H Federation Funded	\$1,500	\$1,500	\$1,500
County total each year	\$4,592	\$4,775	\$4,964
Total	\$6,092	\$6,275	\$6,464

Table C: Grant/Partner Funded Positions

County is not obligated to provide funds and the University shall not bill for the following grant or partner-funded positions. County agrees to provide "local support" as specified in paragraph 4 of the Agreement unless otherwise specified. University agrees to provide salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced "Agreement."

Program	Position/Working Title	Grant/Funding Partner	Local Support
Family, Health, and Wellbeing	SNAP-Ed Health & Wellness Coordinator	MN Dept of Human Services	As specified in the Agreement, paragraph 4 except for a computer

Agreement between the Regents of the University of Minnesota through its Extension and Aitkin County, Minnesota

Exhibit B: Program Deliverables

The University of Minnesota Extension offers the County four options for augmenting Extension programming locally. Deliverables within a county depend on the Program(s) selected (Exhibit A - Table A) and the level of investment in the Program.

4-H Youth Development:

1. The county 4-H program will be delivered to promote youth learning, leadership and service with research-based curricula and educational methods.
2. All 4-H'ers will have opportunities to showcase their learning, leadership and service at public events.
3. All 4-H'ers will have opportunities to participate in regional, state and national 4-H programs and events.
4. A volunteer system will be in place to recruit, train and engage adults to support the delivery of the county 4-H program.
5. Community needs and opportunities will be discussed and 4-H program plans, program calendar, impact reports and other communications will be shared with the County Extension Committee, 4-H membership and families, and other stakeholders.

Family, Health and Wellbeing:

1. Extension Educators and SNAP Ed/EFNEP Health and Wellness Coordinators will promote health through education in family nutrition, family resource management/finances, family mental health, substance use and recovery, and/or parent education.
2. Extension Educators and SNAP ED/EFNEP Health and Wellness Coordinators will work with, adapt, and deliver programs for new, diverse, and historically underserved audiences.
3. Extension educators will develop, train, consult, implement, and evaluate educational programs based in scholarly/scientific research and community needs/assets.
4. Extension Educators will conduct applied research in collaboration with campus faculty and county partners, if applicable to local needs and demographic trends.
5. Extension will communicate with the County Extension Committee and other stakeholders by discussing community needs, sharing program goals to meet community needs, sharing impact reports, and discussing feedback for future programming.

Agreement between the Regents of the University of Minnesota through its Extension and Aitkin County, Minnesota

Exhibit C: University Recommendations

The County will determine the level of availability and type of local support as established in the annual budget. Per the Memorandum of Agreement, paragraph 4, the University offers the following recommendations for technology support for Extension employees located in county Extension offices.

1. Technology recommendations for Extension employees located in county Extension offices

- Hardware: Laptop computer; keyboard and mouse; monitor; docking station; camera with microphone; and, printer or access to a shared printer for each employee.
 - A laptop computer is recommended over a desktop computer for ease of use offsite (e.g. county fair; programs)
- Software: Allow for installation, use, and updates to University-provided software on county hardware and networks: Google Workspace; Microsoft Office; Web Conferencing (e.g. Zoom); 4HOnline
 - Google Workspace is used by the University for email, shared calendars, online document editing and storage, and quick connections by chat or video.
 - Microsoft Office is used to create documents, spreadsheets, and presentations.
 - Web Conferencing tools, like Zoom, are used by the University for regularly scheduled internal and external meetings and training (e.g. updates on 4honline and fair entry software).
 - 4-HOnline is an online member enrollment and event management software used by Minnesota 4-H.
- Website Access:
 - University and Extension web pages are used for internal communication, accessing resources for program participants, and updating county websites.
- Social Media Access
 - Facebook and X (formerly Twitter) are used for promoting programming to the public, including 4-H members and volunteers.
- Access to electronic county forms/documents required for the position.
- Support from County IT.

Department of Youth Development

Jennifer Skuza
Associate Dean

Leah Larson Program Leader Central Region	Jan Derdowski Program Leader Northeast Region	Kari Robideau Program Leader Northwest Region	Kristen Hurley Program Leader Southeast Region	Nancy Hegland Program Leader Southwest Region
Anoka	Cook	Kittson	Goodhue	Martin
Carver	Lake	Roseau	Wabasha	Watsonwan
Chisago	St. Louis	Lake of the Woods	Winona	Jackson
Scott	Carlton	Marshall	Houston	Cottonwood
Dakota	Pine	Polk	Fillmore	Redwood
Hennepin	Mille Lacs	Pennington	Olmsted	Renville
Washington	Kanabec	Red Lake	Dodge	Kandiyohi
Stearns	Morrison	Clearwater	Mower	Swift
Benton	Todd	Hubbard	Steele	Pope
Sherburne	Crow Wing	Wadena	Freeborn	Stevens
Isanti	Aitkin	Becker	Rice	Big Stone
Wright	Cass	Otter Tail	LeSueur	Lac Qui Parle
McLeod	Itasca	Douglas	Blue Earth	Yellow Medicine
Ramsey	Koochiching	Grant	Waseca	Lincoln
Meeker	Beltrami	Traverse	Faribault	Lyon
		Wilkin	Sibley	Pipestone
		Clay	Nicollet	Murray
		Becker	Blue Earth	Rock
		Mahnomen	Brown	Nobles
		Norman		Chippewa



Board of County Commissioners Agenda Request

2Z

Agenda Item #

Requested Meeting Date: 11/26/2024

Title of Item: Board Ratification - Mobile Assessor Software

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Mike Dangers		Department: Assessor
Presenter (Name and Title): Mike Dangers, County Assessor		Estimated Time Needed:
Summary of Issue: The County Board approved the purchase of the Mobile Assessor software product by Data Cloud Solutions at the July 23, 2024 Board meeting. Attached is the software contract. This contract was approved as to form by the County Attorney.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: To approve/ratify the agreement as requested.		
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? \$ 53,448 total first year costs Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: At the July 23, 2024 County Board meeting, the Board approved the use of ARPA funds to pay for this project.		

SOFTWARE LICENSE and RELATED PROFESSIONAL SERVICES AGREEMENT

APPRAISAL TECHNOLOGY INTEGRATION TO FACILITATE AITKIN COUNTY, MN'S DISCOVERY & APPRAISAL OF REAL ESTATE AND EQUALIZATION OF VALUES

This Software License and Professional Services Agreement ("Agreement") is made as of the effective date specified in this agreement by and between Woolpert, Inc. d/b/a Data Cloud Solutions, a Woolpert Company ("Woolpert" or "Supplier") an Ohio corporation having a principal place of business at 1730 N. Limestone St., Springfield, OH 45503 and Aitkin County, 307 2nd St NW, Rm. 120, Aitkin, MN ("Customer"). Collectively, Supplier and Customer shall be known as the Parties.

RECITALS

WHEREAS Customer, pursuant to state law, is responsible for uniform and accurate real estate assessments according to fair market value, and

WHEREAS Customer has the desire to acquire and implement a number of technology-based resources for improved and more cost-efficient performance of assessment demands and responsibilities, and

WHEREAS Customer has instituted a performance plan for the discovery and valuation of new construction, scheduled appraisal updates, and on-going equalization based upon the approach of empowering in-house resources in conjunction with its already implemented technologies (e.g., GIS) and CAMA databases without requiring a time-consuming rollout period, and

WHEREAS Customer wishes to now bring those technologies and databases into an integrated and synchronized mobile environment for onsite property data verification and correction, new construction data collection, Board of Equalization and appeal related property reviews, and values equalization including scheduled appraisal updates and on-the-fly uniformity assurance efforts, and

WHEREAS Supplier is engaged in the business of developing and selling **CAMACloud™ software**; including MobileAssessor™, and its desktop Administrative & Quality Control modules (hereinafter referred to as "Software"), and providing services with respect to the same, and

WHEREAS Supplier possesses the expertise and the resources to perform the professional services as required to meet the herein stated goals and requirements of Customer.

**NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL AGREEMENTS HEREIN CONTAINED,
THE PARTIES HERETO MUTUALLY AGREE AS FOLLOWS:**

- 1) **Term.** This Agreement, including the End User License Agreement (“EULA”) attached hereto and incorporated herein by reference, and in which Customer shall be referred to as “Licensee”, shall **commence on the Effective Date of this Agreement (page 7) and end on December 31, 2029** then automatically renew each subsequent year with annual maintenance and support running from January 1 through December 31 of the subsequent year until Customer provides written notice to terminate no less than 60 days prior to an upcoming renewal term. The services hereunder shall be provided by Supplier in accordance with the following schedule:
- a) **Estimated Project Start:** beginning the later of 90 days after Supplier receives a fully executed copy of this Agreement; or, 60 days after Supplier receives the initial payment as referenced in Section 3)a)i).
 - b) **Implementation:** beginning the later of 75 days after Supplier receives the initial payment as referenced in Section 3)a)i); or, within 75 days after Supplier receives remote access to Customer’s CAMA system (MCIS, hosted).
 - c) **Delivery of Production Software and Training:** unless a later date is approved by Customer, training shall begin the later of 135 days after Supplier receives remote access to Customer’s CAMA system; or, within 95 days after Customer approves of Software screen layouts presented by Supplier during the above referenced implementation period.
 - i) Provided that Customer has provided Supplier with remote access to install Software on a server or virtual machine with **ODBC access to the CAMA database and read/write privileges to the photo storage directories within 21 days of Supplier’s request.**
 - (a) *Each day after the above referenced remote access isn’t provided to Supplier; then, Supplier may shift all delivery dates by one or more days, at Supplier’s sole discretion.*
 - d) **Software Subscription, Hosting, Maintenance and Support:** beginning within 30 days after Supplier received remote access to Customer’s CAMA system and ending at 11:59PM December 31, 2029, then automatically renew each January 1 through December 31 of each subsequent year until Customer provides written notice to terminate no less than 60 days prior to an upcoming renewal term.
- 2) **Scope of Services.** Supplier shall provide to Customer professional services regarding the provision, set-up, and implementation of Software for up to:
- **35,500 real property accounts/parcels** (including all real property types; i.e., residential, commercial, exempt, industrial, mixed use, etc.), and
 - **10 Named User Devices** (CAMACloud™ licensed devices not to exceed 6 iPads + 4 desktop PC’s), and
 - **10-27 Floating Users**, broken down as follows;
 - MobileAssessor = 9,
 - Administrative Console (18):
 - Appraisal Task Control = 1-4,
 - Quality Control = 1-4,
 - Reports = 1-4,
 - Field Tracking = 1-4,
 - Basic Settings = 1-2;
 - and, training of Software on Customer hardware, including:
 - a) Field appraiser mobile devices (see section 2)c) for supported devices) loaded with Customer’s technology-based resources including CAMA data, GIS data, and up to one street level photograph of each parcel.

Each of the CAMACloud™ licensed devices can be operated in at least one or more combinations

of the following functions (depending on final configurations, role settings, and mobile field appraisal versus office quality control):

- Automated/Dynamic parcel visitation routing
- New construction field listing
- Updated street level photography
- Sales and market data validation
- Desktop review of properties via the admin console with streaming dashboards, Quality Control, Tracking, and Reporting modules
- Reappraisal data verification / collection
- Market areas statistical review and delineation notation
- Land and building values equalization review
- Reappraisal valuations final field review
- Administrative monitoring of work performance with real-time management QC review, management of field operations, live mobile application tracking, and audit trails.
- Appeals' field checks

- b) **Upgrades included as part of this Agreement for MobileAssessor:** AdvancedMaps, and Apex sketch integration.
- c) Configuration assistance of up to **six (6) Customer provided iPads** (supported models = 4G-5G cellular, "Air" or "Pro", with an A14 processor, or better; e.g., A15, M1, M2, M4, etc.). Hardware maintenance is not provided by Supplier and not covered by this Agreement.
- d) Onsite, hands-on training of Customer in the use of Software, including the field appraisal functions and administrative management functions; not to exceed 2.5 days in total. Onsite training shall be conducted in the following allotment(s):
 - i) no more than one session containing 3 consecutive business days; and
 - ii) no more than 12 Customer participants/trainees.

Additional days of training can be purchased on an as-needed basis.

- e) Software as a Service (SaaS) hosting and implementation, covering all pertinent residential real property CAMA data-field mapping (see ii below), by Supplier for the duration of licensed use by Customer.
 - i) Customer must provide CAMA data, GIS shapefiles, and subject matter experts related to Customer data, workflow, and business processes in a format and manner deemed acceptable by Supplier (e.g., Microsoft Access database, csv's, and/or SQL export; parcel boundaries shapefile, etc.). All such data provided by Customer shall remain the property of Customer, notwithstanding anything in this Agreement, including Exhibit "A", to the contrary.
 - ii) Up to 200 read-only fields and 200 editable fields, across 20 CAMA tables or less (excluding lookup/reference tables). Each extra read-only field would require an additional \$100 one-time fee plus \$25/field/year in additional annual maintenance and support. Each extra editable field would require an additional \$500 one-time fee plus \$150/field/year in additional annual maintenance and support. Each extra CAMA table would require an additional \$1,500 one-time fee plus \$500 per CAMA table above 20, per year, in additional annual maintenance and support. If additional data or tables above

and beyond the included quantities listed above are requested by Customer, then Supplier may shift all delivery dates by one or more days, at Supplier's sole discretion.

- f) Standard Maintenance and Support as described in this Agreement & the attached EULA. In the event of any conflict between the provisions of this Agreement and the EULA, the terms of this Agreement shall control.
- *Premium Support and Professional Services are available for an additional time and materials fee, or a discounted rate for longer term commitments. Some examples of premium services include analyses of Customer specific use cases by Supplier staff with executive authority with regard to software enhancements, change orders, and project management decisions; including, (a) mobile device mass appraisal and integrated field review best practices, (b) business process/requirements analysis, change management, and workflow optimization, and (c) appraisal analytics, consultation, and rates development. Onsite observations and findings shall be applied to Software training as applicable to the proper collection and incorporation of market data.*

Any professional services in excess of the amounts described in this Agreement shall be billable by Supplier to Customer on a time and materials basis, as may be needed and only as preapproved by Customer.

3) License and Professional Fees for Software and/or Hardware and Initial Subscription Services. All licensing and implementation services set forth in this Agreement shall be completed for a sum not to exceed **\$30,130** (including SaaS fees through December 31, 2025) **plus \$3,525 per mobile license (includes AdvancedMaps and Apex sketch integration) granted in this Agreement** (reference Section 2).

- a) All bills properly rendered shall be due within thirty (30) days of the date of the invoice. Any bill unpaid after thirty (30) days shall be subject to a one percent (1%) per month interest rate for each month or part thereof that the bill remains unpaid.

- i) The following shall be invoiced upon the due execution of this Agreement:

(1) 75% of Software License and Professional Fees = \$30,456.00 ($\$40,608 \times 0.75$)

(2) 100% of Initial Subscription Services Fees = \$10,672 (pro-rated SaaS fees through 12/31/2025)

(3) Hardware Services = \$0

First installment of one-time fees not to exceed \$41,128.00.

- ii) The following shall be invoiced upon the CAMACloud Synchronization Service being installed on Customer's server and CAMA data + sketch data loaded to CAMACloud:

(1) 25% of Software License and Professional Fees = \$10,152.00 ($\$40,608 \times 0.25$)

Final installment of one-time fees not to exceed \$10,152.00.

- b) Customer may add additional licenses after the execution of this Agreement under the following conditions:

(1) Customer requests a Purchase Order estimate/quote from Supplier,

(2) Customer provides purchase authorization via Purchase Order provided to Supplier,

(3) 100% of additional license fees are paid within 30 days of activation,

- (a) additional mobile licenses can be purchased set at then current rates, each, and
 - (b) additional desktop administrative console licenses are \$1,000 each.
 - c) Customer may add additional CAMACloud™ modules after the execution of this Agreement under the following conditions:
 - (1) Customer requests a Purchase Order estimate/quote from Supplier,
 - (2) Customer provides purchase authorization via Purchase Order provided to Supplier,
 - (3) 100% of additional upgrades fees are paid within 30 days of activation,
 - (a) additional modules will be set at then current rates,
 - (b) additional upgrades will be set at then current rates.
 - d) If Customer determines that Supplier is not in compliance with the terms of this Agreement, Customer may suspend payments until Supplier is in compliance with the terms and conditions of this Agreement.
 - i) Full payment by Customer to Supplier shall be immediately due if the parties agree that Supplier was not able to fulfill the requirements of this Agreement due to any inability of Customer to rectify any unreasonable working environment issues, for which Customer is accountable for, that interferes with Supplier's ability to successfully complete agreed upon services.
- 4) Annual SaaS Fees: Hosting, Maintenance and Support for Software.** Customer shall pay Supplier annual SaaS Fees not to exceed **\$9,778.50 plus \$881.25 per mobile license**. In exchange for such fees, the Supplier shall provide the annual hosting, maintenance, and support of Software during the term of this Agreement; for which Customer will be entitled to all product updates that prevent or correct identified errors in Software (including revisions required due to third-party operating system or browser updates).
- a) Annual SaaS fees (yearly hosting, maintenance and support fees) may increase to then current rates if Customer adds additional modules, switches CAMA systems, or upgrades after the execution of this Agreement as referenced in Sections 3)b) and 3)c).
 - b) There is no credit or refund in the one-time license fees if the quantity of mobile licenses or upgrades is decreased at any point in the future, but the annual maintenance and support fees shall decrease by the then applicable and respective maintenance rate(s) per removed license or upgrade, per year.
 - c) **Full (non-discounted and not pro-rated) annual maintenance begins January 1st of each year.**
 - i) Example: The 1/1/2025 – 12/31/2025 pro-rated and discounted SaaS Fees (“Initial Subscription Services”) in the amount of \$10,672 will be due as stipulated in Section 3 of this Agreement; then **\$15,066 for the first full year shall be due by 1/31/2026** (for services running 1/1/2026 – 12/31/2026); then ~\$15,066 for the second full year shall be due by 1/31/2027; then ~\$15,066 for the third full year shall be due by 1/31/2028; then ~\$15,066 for the fourth full year shall be due by 1/31/2029 for which maintenance and support (and all access to Software) shall terminate at the end of 12/31/2029 if Customer provided a sixty (60) day notice to cancel, else Software hosting, maintenance, support, and applicable fees shall continue for any extension of the Term.

- (a) The tilde symbol (~) above is to represent an approximation of future annual amounts due while considering the following: the above amounts can increase or decrease based upon the then current, applicable, and respective number of licenses or upgrades added or removed after the execution of this Agreement, in accordance with Sections 3 and 4; or, if in the event of no upgrades then the annual maintenance amounts may increase by an amount not to exceed 3.99% from one year to the next.
 - d) Supplier will provide standard support services on Software products in use by Customer and will use reasonable efforts to respond to all service inquiries within three (3) business days. However, Supplier cannot guarantee response times for those inquiries requiring substantial research or if Customer does not provide sufficient details or reproduction steps.
 - e) For each software product for which Customer has purchased, they will be provided with installation, basic set-up, problem analysis, problem resolution, and preventative or corrective service information and efforts to reproduce and correct errors identified by Customer or determine that errors are not reproducible.
- 5) **Reimbursement of Expenses.** Supplier shall be responsible for all direct expenses of Supplier with regard to its performance of its services under this Agreement, including travel, lodging and per diem expenses; with exception for any support or professional services in excess of any of the above-described hours/days/licenses shall be billable by Supplier to Customer on a time and materials basis, as may be needed and only as preapproved by Customer.
- 6) **Mutual Mediation Clause.** Upon demand by either party, the parties agree to mediate any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including but not limited to the determination of the scope or applicability of this agreement to mediate. This clause shall not prevent either party from initiating any claim or suit, but if exercised by a party, both parties agree to stay any litigation for a reasonable time pending the mediation. If either party chooses to exercise this right to demand mediation, then, by doing so, that party shall also consent and agree to toll any limitations periods applicable to any claims that the other party may have against the party demanding mediation, such that all applicable limitations periods shall be extended by the same number of days as the period of time from when the demand for mediation was first placed into the mail or otherwise actually communicated to the other party, until the day on which mediation is completed ("Mediation Delay"); and the party demanding mediation shall waive all defenses based on statutes of limitations where litigation is actually commenced within an amount of time from the date that the statute of limitations would have otherwise run equal to the length of the Mediation Delay. Mediation or any other dispute resolution process shall take place in Aitkin County, Minnesota.
- 7) **Non-Waiver by Parties.** No act or omission of any party shall be construed as constituting or implying a waiver by such party of any default hereunder or of any breach or non-observance of the provisions hereof on the part or the other party or as a surrender of any of the rights of such party resulting therefrom, unless expressly consented to in writing by the party waiving such right.
- 8) **Confidentiality.** The parties agree to hold each party's confidential information in strict confidence and to take reasonable precautions to protect such confidential information (including, without limitation, all precautions each party employs with respect to its own confidential information); unless disclosing-party of confidential information authorizes disclosure in writing. Customer shall not be in breach of this Agreement, including Exhibit "A", in the event Customer is required by law, court order or enforceable subpoena to turn over any information, software or other data that is otherwise confidential hereunder. Provided however Customer will give Supplier written notice within twenty-four hours of Customer's receipt of any request, order or subpoena to allow Supplier to seek whatever

Authorized Signature

REVENUE CERTIFICATE

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable, and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of an amount not to exceed **\$51,280.00 payable prior to July, 2025** which is hereby authorized.

Funds for future years are subject to appropriation in the Customer's then current annual budget and are not guaranteed, but are projected to be \$15,066 - \$17,700 payable in January of each subsequent year (beginning January 1, 2026) for ongoing annual maintenance and support. **See Sections 3-4 for proposed schedule of payments' due dates.**

Date

Authorized Signature
Account No. (if applicable) _____

EXHIBIT "A"

End User License Agreement

1 DEFINITIONS.

1.1 "Purchase Order" has the meaning set forth in Section 2.

1.2 "Floating User" means the number of undesignated concurrent users specified in this Agreement (or any subsequent and mutually agreeable Purchase Order or amendment related thereto), who may simultaneously access and use the Licensed Software via Named User-Devices, subject to the license granted herein.

1.3 "Named User-Device" means the number of users specified in this Agreement (or any subsequent and mutually agreeable Purchase Order or amendment related thereto), who are employees or authorized contractors of Licensee and specifically designated to use the Licensed Software, subject to the license granted herein.

1.4 "Licensed Software" means the proprietary software of Data Cloud Solutions, a Woolpert Company ("Woolpert", "Woolpert, Inc."), in object-code (end-user interface) format only; for such Software that is identified in the recitals of this Agreement (or any subsequent and mutually agreeable Purchase Order or amendment related thereto).

1.5 "Business Unit" means the specific municipal division (e.g., real estate assessment) or operations unit identified in a Purchase Order for which Licensee is authorized to use the Licensed Software.

1.6 "Intellectual Property Rights" means any and all rights, whether or not registered, that may exist from time to time in this or any other jurisdiction under patent law, copyright law, moral rights law, publicity rights law, trade secret law, trademark law, unfair competition law or other similar protections.

2 PURCHASE ORDERS.

2.1 Licensee may issue to Data Cloud Solutions, a Woolpert Company ("Woolpert", "Woolpert, Inc.") written Purchase Orders identifying the Licensed Software and services Licensee desires to obtain from Woolpert (the "Purchase Order(s)"). Such Purchase Orders shall be consistent with the terms and conditions of this Agreement. It is the parties' intent that a quote/estimate be generated by Woolpert for each Purchase Order Licensee intends to issue to Woolpert. Woolpert shall accept any mutually agreeable Purchase Orders or alterations thereto which do not establish new or conflicting terms and

conditions from those set forth in this Agreement and the exhibit(s) attached hereto or entered into pursuant to the terms of this Agreement. In the event of a conflict between the terms of this Agreement and a Purchase Order, the applicable terms of this Agreement shall prevail over the conflicting terms of such Purchase Order. Woolpert may reject a Purchase Order that does not meet the conditions described above by promptly providing to Licensee a written explanation of the reasons for such rejection. Each executed Purchase Order shall be attached hereto and incorporated herein as Purchase Order 1, 2, et seq.

3 LICENSE.

3.1 Grant of License. Subject to the terms of this Agreement and any applicable Purchase Order, Woolpert hereby grants to Licensee a non-exclusive, non-transferable, non-sublicensable, restricted license to use the Licensed Software for internal purposes only, for the specific business purposes and Business Unit (if applicable), and during the license term specified in a Purchase Order (the "License"). The License permits employees and authorized users of Licensee to use the Licensed Software, subject to the number of Floating Users and/or Named User-Devices specified in the Purchase Order.

3.2 Prohibited Uses. Licensee may not (i) transfer all or any portion of the Licensed Software to a different computer configuration or permit use by third parties or other functionally independent business units affiliated with Licensee or affiliates of Licensee, (ii) reinstall or use the Licensed Software or documentation following the expiration or termination of this Agreement unless it enters into an additional license agreement with Woolpert, (iii) attempt to circumvent any technical devices of the License Software that are directed at, or have the effect of, enforcing the terms of this Agreement, (iv) make copies of the Licensed Software other than for backup, training, testing or other internal support reasons, or (v) modify, create derivative works, translate, decompile or create or attempt to create, by reverse engineering or otherwise, the source code from the object code supplied to Licensee. Licensee may not remove, modify or obscure any copyright, trade secret, confidentiality, trademark, service mark or other proprietary rights, notice or legend on any copy of the Licensed Software, the media on which it is contained, or related data, documentation or other materials. Licensee may not market, sell, lend, rent, lease, or otherwise distribute the Licensed Software. Except as otherwise expressly provided herein, Licensee may not assign, sublicense or otherwise transfer any rights in or

to the Licensed Software. The Licensed Software shall not be used under any circumstance whatsoever directly or indirectly in a computer service business or service bureau or in a rental or commercial timesharing arrangement.

3.3 Designated Hardware. Licensee agrees to operate the Licensed Software on hardware meeting or exceeding the requirements as specified in a Purchase Order or this Agreement or otherwise recommended by Woolpert. Licensee acknowledges and agrees that the License is restricted to official Customer operations only, and that the Licensed Software may not be installed on hardware not owned and operated by Licensee.

3.4 Database Objects of Licenses Software. Licensee agrees that the database objects created by Woolpert and its architecture are key components of Licensed Software that is also being licensed concurrently with this Agreement. The database objects may be subject to copyright protection by Woolpert. Licensee acknowledges that any alteration of the database objects – even in the case of changing data that may be owned by Licensee – that is performed by software that is not the Licensed Software and/or by an agent that is not associated with Woolpert is inconsistent with the License granted under this Agreement and may cause the Licensed Software to malfunction or affect the integrity of the data in the License Software database and/or Customer's CAMA database, and that Woolpert can no longer warrant the accuracy of the data or the above referenced databases. Licensee shall not permit any third party or third-party software product to access the Licenses Software database objects except with the prior written consent of Woolpert.

4 SERVICES.

4.1 Professional Services. Woolpert shall provide professional services ("Services") as described in Purchase Orders to assist with data conversion, system implementation and configuration, customization, and installation, or in connection with other activities as may be described in Purchase Orders. Subject to the mutual agreement of the parties in a Purchase Order or this Agreement, Woolpert personnel will perform these Services at the rate and charges set forth in such Purchase Order; plus applicable travel, meal and lodging expenses if preapproved by Customer.

4.2 Maintenance and Support Services. Woolpert shall provide maintenance and support services ("Maintenance") as described in Purchase Orders or this Agreement to maintain the Licensed Software and to provide technical support, Licensed Software updates, and other services as described

in Purchase Orders or this Agreement. Unless otherwise set forth in an applicable Purchase Order, support calls for service will be provided during normal business hours, and will be responded to within 3 business days for standard inquiries and 10 business hours for emergency inquiries from the time the call was placed or 5 business hours for premium support services (if purchased); or otherwise resolved as soon as reasonably possible as defined within this Agreement. Licensee understands and agrees that if Licensee discontinues and then resumes the use of Maintenance, Licensee will be required to pay Woolpert the entire Annual Maintenance and Support Services Fees for the period of discontinuance, plus any Maintenance Services then commencing.

5 SUSPENSION OF SaaS DUE TO NON-PAYMENT.

5.1 In consideration for the License and the Services and Maintenance to be provided by Woolpert, Licensee shall pay the Annual SaaS Fees as indicated in Section 4 of the Agreement. Licensee shall pay these fees within thirty (30) days of the date of the invoice, unless otherwise stipulated in this Agreement. Licensee agrees that the SaaS CAMACloud™ applications are available only through a rental time-based subscription basis and the failure to pay any fees related thereto greater than sixty (60) days shall permit Woolpert to deny Licensee access to those aspects of the Software until full payment for all amounts owing are paid in full.

6 PROPRIETARY RIGHTS AND CONFIDENTIALITY.

6.1 Licensee understands and agrees that the Licensed Software, related data, documentation, and all other information and materials provided by Woolpert to Licensee (the "Proprietary Information") are confidential and that Woolpert has and will have exclusive Intellectual Property Rights in such Proprietary Information. Notwithstanding the foregoing, Woolpert understands and agrees that Licensee is subject to its state's Open Records Act. Woolpert further understands that information which Woolpert considers or treats as confidential may be made public or disclosed to members of the public, if such disclosure is required by law.

6.2 Licensee acknowledges and agrees that no title or ownership of the Licensed Software or any of Woolpert's Intellectual Property Rights is transferred to Licensee by this Agreement and that the Licensed Software and all Intellectual Property Rights are and will remain the exclusive property of Woolpert. Except as otherwise expressly set forth in any Purchase Order or this Agreement, Woolpert shall own all right, title, and interest in and to all Deliverables that are written or created by Woolpert personnel alone or jointly with Licensee or third parties in connection with this Agreement. "Deliverable" shall mean any work product, software, co-development, analysis, or other

deliverable(s) produced for or delivered to Licensee under this Agreement in connection with a Purchase Order.

6.3 Licensee agrees not to make any claim or representation of ownership of any of the Licensed Software and all related data, documentation and other materials, including any Deliverables. Subject only to the rights expressly granted to Licensee under this Agreement according to the non-exclusive License herein, all rights, title and interest in and to the Licensed Software including without limitation the Proprietary Rights will remain with and belong exclusively to Woolpert. This is a software license agreement and not an agreement for the sale of the Licensed Software.

6.4 Except as required or prohibited by law, Licensee agrees to keep all Licensed Software (including all related data, documentation and other materials) and other confidential information of Woolpert confidential and agrees not to sell, assign, distribute or disclose any Licensed Software or any portion of the Licensed Software to any other person or entity. Licensee agrees to advise its employees, agents and consultants of the confidential and proprietary nature of the Licensed Software (including all related data, documentation and other materials) and of the restrictions imposed by this Agreement, and agrees to confine access to Licensee's employees, agents and consultants solely on a need-to-know basis, subject to all restrictions imposed by this Agreement. Except as required or prohibited by law, demonstrating the capability of the system to competing property assessment jurisdictions, competing vendors, and/or competing agents/consultants shall be a disclosure of the Licensed Software that constitutes a material breach of this Agreement.

6.5 Woolpert agrees to keep confidential all of Licensee's confidential information, and agrees not to sell, assign, distribute or disclose any such confidential information to any other person or entity. Woolpert agrees to advise its employees, agents, and consultants of the confidential and proprietary nature of such confidential information and of the restrictions imposed by this Agreement, and agrees to confine access to Woolpert's employees, agents and consultants solely on a need-to-know basis, subject to all restrictions imposed by this Agreement and by law.

6.6 The provisions of this Section 6 apply to the Licensed Software as originally delivered by Woolpert and as modified or otherwise enhanced and to any data, documentation, other materials and information regarding the Licensed Software that has been given to Licensee prior to the Effective Date, and

apply to Licensee and to all employees, agents, consultants and affiliates of Licensee.

6.7 To the extent that Licensee is authorized by law to do so, Licensee agrees to assist Woolpert in stopping and preventing any possession or use of the Licensed Software (including all related data, documentation and other materials) by any person or entity not authorized by this Agreement to have such possession or use, and will cooperate with Woolpert in any litigation that Woolpert determines is reasonably necessary to protect the Proprietary Rights.

6.8 The parties agree that any breach of the provisions of this Section 6 will cause substantial damages, that the amount of such damages is difficult to determine with precision, and that any remedies at law for such a breach will entitle the owner of the confidential information or Proprietary Information as the case may be, in addition to any other remedies it may have, to temporary and permanent injunctive and other relief, without the necessity of posting bond or proving actual damages. Woolpert further agrees that, to the extent that any disclosure of information is required by law, or the concealing of information is prohibited by law, including information of any type considered under this Agreement to be confidential, Woolpert shall not be entitled to any damages or other legal or equitable relief whatsoever.

7 INDEMNITY and INSURANCE.

7.1 Woolpert will indemnify and defend Licensee, at Woolpert's expense, against any claim or any action brought, and will pay any and all costs, liabilities, expenses, settlements, or judgments finally awarded in favor of a third party against Licensee, based upon any claim that the Licensed Software infringes any valid U.S. patent, copyright or trade secret, provided that Licensee: (i) promptly notifies Woolpert in writing of any such claim; (ii) gives Woolpert full authority and control of the settlement and defense of the claim; (iv) has not made any admission or offer to settle and (iv) fully cooperates with Woolpert in the defense of such claims, including providing adequate assistance and information. Woolpert shall keep Licensee informed of, and consult with Licensee in connection with the progress of such litigation or settlement. Woolpert may not settle any Claim unless it unconditionally releases Licensee of all liability. The indemnity provided hereunder shall not apply to amounts paid in settlement of any claim if such settlement is made without Woolpert's prior written consent.

7.2 This indemnity does not apply to, and Woolpert will have no obligation to Licensee for, any infringement claim that arises from: (i) any modification to the Licensed Software by anyone other than Woolpert unless approved in writing by Woolpert; (ii) modifications made by Woolpert at Licensee's request in compliance

with Licensee's design, specifications or instructions; (iii) use of the Licensed Software other than as specified in this Agreement or in the applicable documentation; (iv) use of the Licensed Software in conjunction with third-party software, hardware or data other than that with which the Licensed Software is specifically designed to be used, solely as expressly specified in the documentation or this Agreement, or (v) use of a prior version of the Licensed Software, if the infringement claim could have been avoided by the use of the current version of the Licensed Software.

7.3 If an infringement claim arises, or in Woolpert's reasonable opinion is likely to arise, Woolpert may at its own expense and in its own discretion obtain for Licensee the right to continue using the Licensed Software, modify the Licensed Software to make it non-infringing, or substitute other Licensed Software of substantially similar capability and functionality. If none of these options are reasonably available to Woolpert, Woolpert may terminate the License for the infringing Licensed Software and refund to Licensee the License fee paid for the infringing Licensed Software, less a reasonable charge for Licensee's use of the Licensed Software prior to such termination.

7.4 Woolpert shall obtain and keep in effect the following insurance coverage:

1. Comprehensive General Liability Insurance:

(a) Minimum Combined Single Limit
\$2,000,000 per occurrence
\$4,000,000 aggregate

(b) The following coverage must be specifically insured and certified with no internal sub-limits.
1. Independent Contractors' Contingent Liability
2. Products/Completed Operations Liability
3. Contractual Liability
4. Personal Injury Liability
5. Broad Form Property Damage Liability

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

2. Professional Liability Insurance

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

3. Automobile Liability Insurance on Vehicles Owned by Woolpert.

Minimum limits
\$1,500,000 on a combined single limit basis

4. Workers' Compensation Insurance coverage in the amounts required by Minnesota law.

All certificates of insurance shall provide that the insurance company shall give the Licensee thirty (30) days prior written notice of cancellation, non-renewal or any material changes in the policy.

The above subparagraphs establish the minimum insurance requirements, and it is the sole responsibility of Woolpert to purchase and maintain additional insurance that may be necessary in connection with this Agreement.

Woolpert shall provide a certificate of insurance to the Licensee in a form acceptable to the Licensee. All insurance policies shall be submitted to the Licensee upon written request.

Nothing in this Section shall constitute a waiver by the Licensee of any statutory limits or exceptions on liability.

8 WARRANTY AND LIMITATION OF LIABILITY.

8.1 Woolpert warrants that as of the Effective Date of this Agreement, (i) it has the authority to grant the License under this Agreement to Licensee; (ii) any Services provided under this Agreement and any Purchase Orders will be performed in a professional and workmanlike manner; and (iii) the Licensed Software will conform substantially to its documentation for thirty (30) days from go-live delivery.

8.2. WOOLPERT MAKES NO WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. WOOLPERT DOES NOT WARRANT THAT THE PRODUCT WILL OPERATE WITHOUT INTERRUPTION OR BE ERROR FREE. EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT OR ANY APPLICABLE PURCHASE ORDER, WOOLPERT HAS NO DUTY TO UPDATE, MAINTAIN OR PROVIDE ANY ENHANCEMENTS FOR THE LICENSED SOFTWARE.

9 TERM AND TERMINATION.

9.1. The term of this Agreement shall begin on the Effective Date and continue in effect until terminated as provided herein or otherwise stipulated in the Agreement. In the event that either party fails at any time to comply with any of its obligations under this Agreement and fails to cure such breach within thirty (30) calendar days after the giving of a written notice of breach that describes in reasonable detail the alleged breach, the other party may terminate this

Agreement effective on the 31st day after the original written notice of breach unless some interim arrangement has been reached between the parties during the 30-day cure period. If Licensee breaches any provision of Section 3 or Section 6, Woolpert may terminate this Agreement immediately upon written notice to Licensee. Upon termination, Licensee shall immediately destroy all copies of the Licensed Software, and certify to Woolpert that it has retained no copies of the Licensed Software. Upon termination, regardless of the reason for termination, Licensee shall pay Woolpert all undisputed Fees or expenses then due or incurred up to the time of termination. The rights and responsibilities of the parties pursuant to paragraphs 3.2, 5, 6, 8.2, and paragraph 10 shall survive the expiration or termination of this Agreement.

9.2 NON-APPROPRIATION. Woolpert acknowledges that Licensee is a governmental entity and the contract validity is based upon the availability of public funding under the authority of its statutory mandate. In the event that public funds are not appropriated for the performance of Licensee's obligations under this Agreement, then this Agreement shall automatically expire without penalty to Licensee thirty (30) days after written notice to Woolpert of the non-appropriation of public funds. It is expressly agreed that Licensee shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this Agreement, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations. Any services performed by Woolpert prior to its receipt of notice of the Licensee's intent to terminate this Agreement in accordance with this paragraph shall nonetheless be paid to Woolpert, including all non-refundable amounts.

10 MISCELLANEOUS.

10.1 Except for Customer's obligation to pay Woolpert, Neither party will be liable for any failure to comply with or delay in performance of this Agreement where failure or delay is caused by or results from any events beyond its control, including but not limited to, fire, flood, earthquake, accident, civil disturbances, acts of any governmental entity, war, shortages, embargoes, strikes (other than those occurring in the workforce of the party claiming relief, or the workforces of its subcontractors), transportation delays, or acts of God.

10.2 This Agreement will inure to the benefit of and be binding upon the parties and their respective successors and permitted assigns; provided however, that (i) Licensee may not assign or otherwise transfer this Agreement or any of its rights and/or obligations hereunder without the prior written consent of Woolpert, and (ii) Woolpert may only transfer or assign

its rights and obligations under this Agreement to an affiliate, in connection with a merger or acquisition or in connection with a corporate reorganization.

10.3 No delay, omission or failure to exercise any right or remedy under this Agreement will be deemed to be a waiver of such right or remedy or acquiescence to the event giving rise to such right or remedy, but every such right and remedy may be exercised from time to time and so often as may be deemed expedient by the party exercising such right or remedy.

10.4 Woolpert and Licensee are independent contractors with respect to one another under this Agreement, and neither one is a partner, joint venture, employee, agent or legal representative of the other for any purpose.

10.5 This Agreement will be governed by and construed in accordance with the laws of the United States and the state of Customer's address as entered prior to the Recitals of this Agreement, without respect to conflict of laws principles. The parties agree that the United Nations Convention on Contracts for the International Sale of Goods (1980) is specifically excluded from application to this Agreement.

10.6 If any provision of this Agreement or compliance by any of the parties with any provision of this Agreement constitutes a violation of any law, or is or becomes unenforceable or void, then such provision, to the extent only that it is in violation of law, unenforceable or void, shall be deemed modified as necessary so that it is no longer in violation of law, unenforceable or void, and such provision will be enforced to the fullest extent permitted by law. If such modification is not possible, such provision, to the extent that it is in violation of law, unenforceable or void, shall be deemed severed from the remaining provisions of this Agreement, which provisions will remain in full force and effect.

10.7 In the event that any provision of this Agreement is held to be illegal, invalid or unenforceable, under present or future laws, then (i) such provision will be fully severable and this Agreement will be construed and enforced as if such illegal, invalid or unenforceable provision were not a part hereof, (ii) the remaining provisions of this Agreement will remain in full force and effect and will not be affected by such illegal, invalid or unenforceable provision or by its severance from this Agreement, and (iii) there will be added automatically as a part of this Agreement a provision similar in terms to such illegal, invalid or unenforceable provision as may be possible and still be legal, valid and enforceable.

10.8 This Agreement will be a public document and will be subject to disclosure under the Open Records Act. Subject to the confidentiality restrictions set forth in Section 6 above and applicable law, the parties may

create and distribute media releases, public announcements, or make public disclosures regarding the existence of the Agreement and such releases, announcements and disclosures may include the name trademark or logo of either of the parties, and be posted on the parties respective web sites. Any media release or public announcement by Licensee regarding this Agreement shall be subject to prior approval by Woolpert. Woolpert may disclose Licensee's name on a list of customers.

10.9 This Agreement will become effective only upon execution of this Agreement by an authorized officer of Woolpert and Licensee.

10.10 Any notice or communication required or permitted to be given hereunder may be delivered by hand, deposited with an overnight courier, sent by confirmed facsimile, or mailed by registered or certified mail, return receipt requested, postage prepaid, in each case to the address of the receiving party indicated below, or at such other address as may hereafter be furnished in writing by either party hereto to the other. Such notice will be deemed to have been given as of (i) the date it is delivered in the case of delivery by hand or overnight delivery, (ii) on the date of facsimile if sent by confirmed facsimile, and (iii) three (3) days after deposit in the mail in the case of certified mail delivery. Copies of all notices to Woolpert shall be sent to: Data Cloud Solutions, a Woolpert Company, 1730 N. Limestone St., Springfield, OH 45503.

10.11 The Uniform Computer Information Transactions Act does not apply to this Agreement.

10.12 This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Such counterparts may be sent via facsimile or in PDF format via email.



Board of County Commissioners Agenda Request



Requested Meeting Date: 11-26-24

Title of Item: Sponsorship Resolution for City of Aitkin AT Project

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: John Welle		Department: Highway
Presenter (Name and Title): NA		Estimated Time Needed: NA
Summary of Issue: <p>The City of Aitkin is pursuing an Active Transportation (AT) infrastructure grant to reconstruct city-owned trails and to construct a new pedestrian bridge across the Ripple River. The City of Aitkin has requested county sponsorship of this project to be eligible for this funding opportunity.</p> <p>Attached is a sponsorship resolution for this purpose.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt sponsorship resolution		
Financial Impact: <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:</p>		

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

ADOPTED November 26, 2024

By Commissioner: xxx

20241126-xxx

SPONSORSHIP RESOLUTION FOR CITY OF AITKIN ACTIVE TRANSPORTATION PROJECT

WHEREAS, the Minnesota Active Transportation (AT) Program was established by the Minnesota Legislature in 2017 to promote the construction of pedestrian and bicycle infrastructure improvements, and

WHEREAS, \$12,502,000 of AT funding is available to Greater Minnesota entities for projects to be constructed in 2025 and 2026, and

WHEREAS, the City of Aitkin AT Project includes reconstruction of existing city-owned trails and construction of a new pedestrian bridge over the Ripple River in the City Park, and

WHEREAS, the City of Aitkin is a non-state-aid city and must have county sponsorship to pursue AT funding, and

WHEREAS, the City of Aitkin has requested county sponsorship of this project.

NOW, THEREFORE BE IT RESOLVED, that the Aitkin County Board of Commissioners agrees to act as project sponsor and fiscal agent for this project.

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

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26th day of November 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26th day of November 2024

Jessica Seibert
County Administrator



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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	DEPT			Commissioners			
86222	Aitkin Independent Age 01-001-000-0000-6230		63.75	OCT. 8 SYNOPSIS 10/30/2024	1429692	Printing, Publishing & Adv	Y
				10/30/2024			
86222	Aitkin Independent Age		63.75	1 Transactions			
248	Association of Mn Counties 01-001-000-0000-6241		100.00	2024 DISTRICT 1 MTG-2 COMMISS. 10/10/2024	70093-70095	Registration Fee	N
				10/10/2024			
248	Association of Mn Counties		100.00	1 Transactions			
15240	AT&T Mobility (Central Serv) 01-001-000-0000-6220		193.70	COMMISSIONERS MOBILE PHONE 09/26/2024	287298817699	Telephone	N
				10/25/2024			
15240	AT&T Mobility (Central Serv)		193.70	1 Transactions			
1	DEPT Total:		357.45	Commissioners	3 Vendors	3 Transactions	
12	DEPT			Court Administration			
9323	Avery/Jill 01-012-000-0000-6263		221.25	01-P4-99-000194 10/01/2024	01-P4-99-000194	Contract Legal Services	Y
				10/01/2024			
9323	Avery/Jill		221.25	1 Transactions			
11634	Gammello & Pearson PLLC 01-012-000-0000-6263		15.00	01-P4-05-000433 10/01/2024	102203	Contract Legal Services	Y
				10/01/2024			
	01-012-000-0000-6263		30.00	01-P5-96-000464 10/01/2024	102206	Contract Legal Services	Y
				10/01/2024			
	01-012-000-0000-6263		15.00	01-PR-24-193 10/01/2024	102207	Contract Legal Services	Y
				10/01/2024			
	01-012-000-0000-6263		15.00	01-JV-24-201 10/01/2024	102209	Contract Legal Services	Y
				10/01/2024			
	01-012-000-0000-6263		347.70	01-FA-18-1057 10/01/2024	102210	Contract Legal Services	Y
				10/01/2024			
	01-012-000-0000-6263		112.50	01-PR-24-327 10/01/2024	102211	Contract Legal Services	Y
				10/01/2024			
	01-012-000-0000-6263		15.00	01-PR-24-401 10/01/2024	102213	Contract Legal Services	Y
				10/01/2024			

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-012-000-0000-6263		165.00	01-PR-24-553	102214	Contract Legal Services	Y
				10/01/2024	10/31/2024		
11634	Gammello & Pearson PLLC		715.20		8	Transactions	
9046	Loffler Companies, Inc.						
	01-012-000-0000-6220		22.14	MONTHLY TELEPHONE	4850764	Telephone	N
				10/01/2024	10/31/2024		
9046	Loffler Companies, Inc.		22.14		1	Transactions	
4412	Sherburne County Sheriff's Office						
	01-012-000-0000-6265		160.00	SHERIFF SERVICE 10/30	01JV24441	Sheriff Services	N
	01-012-000-0000-6265		160.00	SHERIFF'S SERVICE 10/28	01JV24794	Sheriff Services	N
4412	Sherburne County Sheriff's Office		320.00		2	Transactions	
86621	Sheriff Ramsey County						
	01-012-000-0000-6265		90.00	SHERIFF SERVICE	202411892	Sheriff Services	N
86621	Sheriff Ramsey County		90.00		1	Transactions	
5259	Wright County Sheriff's Office						
	01-012-000-0000-6265		95.00	SHERIFF SERVICE	202403438	Sheriff Services	N
5259	Wright County Sheriff's Office		95.00		1	Transactions	
12	DEPT Total:		1,463.59	Court Administration	6	Vendors	14 Transactions
40	DEPT			Auditor			
9561	Amazon Business						
	01-040-000-0000-6405		195.00	MICR TONER-CHECK PRINTER	1H9P-6D6C-DYDF	Office Supplies	N
	01-040-021-0000-6405		50.01	STAMP, SCREEN PROTECTOR	1KJ7-4QQH-7HRG	Office Supplies	N
	01-040-000-0000-6480		149.99	MONITOR (HW)	1V7M-DHWW-1GL4	Small Furniture/Equipment	N
9561	Amazon Business		395.00		3	Transactions	
999999000	CSC						
	01-040-000-0000-5081		18.58	REFUND MRT DOC #484158	MRT REFUND	Mortgage Registry-3%	N
999999000	CSC		18.58		1	Transactions	
9046	Loffler Companies, Inc.						
	01-040-000-0000-6220		44.27	MONTHLY TELEPHONE	4850764	Telephone	N
				10/01/2024	10/31/2024		
	01-040-021-0000-6220		22.13	MONTHLY TELEPHONE	4850764	Telephone	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9046	Loffler Companies, Inc.		10/01/2024 10/31/2024 2 Transactions			
14071	Marco Technologies LLC					
	01-040-000-0000-6266	38.00	OFFICE 365 SUBSCRIPTION	INV13090819	Data Processing/Computer Services	Y
14071	Marco Technologies LLC	38.00	1 Transactions			
3165	MDRA					
	01-040-021-0000-6240	360.00	2025 MDRA DUES	2025 DUES	Membership/Dues/Association Fees	N
3165	MDRA	360.00	1 Transactions			
9908	Office of the Secretary of State					
	01-040-021-0000-6241	120.00	NOTARY APPLICATION	MORELAND	Registration Fee	N
9908	Office of the Secretary of State	120.00	1 Transactions			
86235	The Office Shop Inc					
	01-040-021-0000-6405	4.08	STAPLES	333441-0	Office Supplies	N
	01-040-021-0000-6360	329.97	COPIER CONTRACT	333584-0	Services, Labor, Contracts	N
			07/22/2024 10/18/2024 2 Transactions			
86235	The Office Shop Inc	334.05				
40	DEPT Total:	1,332.03	Auditor	7 Vendors	11 Transactions	
42	DEPT		Treasurer			
9152	ACI Payments Inc					
	01-042-000-0000-5524	25.00	RETURN PAYMENTS	1000127119	Handling Fee (Nfs Check)	N
9152	ACI Payments Inc	25.00	1 Transactions			
9561	Amazon Business					
	01-042-000-0000-6405	157.96	MONITOR STAND & APPLE KEYBOARD	17KK-3CGH-9LKT	Office Supplies	N
	01-042-000-0000-6405	15.16	DOUBLE SIDED TAPE (2)	1HQJ-4LR4-93LR	Office Supplies	N
	01-042-000-0000-6405	100.66	POST-ITS,STORAGE BASKETS/TRAYS	1YFT-JXVQ-T1KP	Office Supplies	N
9561	Amazon Business	273.78	3 Transactions			
9046	Loffler Companies, Inc.					
	01-042-000-0000-6220	22.13	MONTHLY TELEPHONE	4850764	Telephone	N
			10/01/2024 10/31/2024 1 Transactions			
9046	Loffler Companies, Inc.	22.13				

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
14071	Marco Technologies LLC						
	01-042-000-0000-6266		19.00	OFFICE 365 SUBSCRIPTION	INV13090819	Data Processing/Computer Services	Y
14071	Marco Technologies LLC		19.00	1 Transactions			
42	DEPT Total:		339.91	Treasurer	4 Vendors	6 Transactions	
43	DEPT			Assessor			
86222	Aitkin Independent Age						
	01-043-000-0000-6230		162.40	ANNUAL HOMESTEAD NOTICE	1433231	Printing, Publishing & Adv	Y
				11/20/2024 11/20/2024			
86222	Aitkin Independent Age		162.40	1 Transactions			
9561	Amazon Business						
	01-043-000-0000-6405		41.42	IPAD CASE AND PENS	1G9C-PK79-N7TJ	Office Supplies	N
9561	Amazon Business		41.42	1 Transactions			
10452	AT&T Mobility						
	01-043-000-0000-6220		317.53	ASSESSOR IPAD SERVICE	287298660812	Telephone	N
10452	AT&T Mobility		317.53	1 Transactions			
9046	Loffler Companies, Inc.						
	01-043-000-0000-6220		60.87	MONTHLY TELEPHONE	4850764	Telephone	N
				10/01/2024 10/31/2024			
9046	Loffler Companies, Inc.		60.87	1 Transactions			
3810	Paulbeck's County Market						
	01-043-000-0000-6335		535.99	ASSESSOR FUEL	9277327	Gas/Vehicle Fuel Charges	N
3810	Paulbeck's County Market		535.99	1 Transactions			
86235	The Office Shop Inc						
	01-043-000-0000-6405		51.63	SUPPLIES FOR ASSESSORS	1148160-1	Office Supplies	N
86235	The Office Shop Inc		51.63	1 Transactions			
43	DEPT Total:		1,169.84	Assessor	6 Vendors	6 Transactions	
44	DEPT			Central Services			
10210	Baker Tilly Municipal Advisors, LLC						
	01-044-000-0000-6360		2,350.00	ASSIST W/IRS BOND AUDIT	BTMA29219	Services, Labor, Contracts	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
10210	Baker Tilly Municipal Advisors, LLC		2,350.00	1 Transactions		
9046	Loffler Companies, Inc.					
	01-044-000-0000-6220		38.73	MONTHLY TELEPHONE	4850764	Telephone
				10/01/2024	10/31/2024	
9046	Loffler Companies, Inc.		38.73	1 Transactions		
3336	Office Of MN. IT Services					
	01-044-000-0000-6266		1,338.65	WAN OCTOBER 2024	DV24100317	Data Processing/Computer Services
				10/01/2024	10/31/2024	
3336	Office Of MN. IT Services		1,338.65	1 Transactions		
13722	Quadient (Treasurer)					
	01-044-048-0000-6205		3,157.69	POSTAGE	31259076	Postage
13722	Quadient (Treasurer)		3,157.69	1 Transactions		
13624	Quadient Leasing USA, Inc					
	01-044-048-0000-6342		717.51	POSTAGE LEASING	Q1600153	Postage Rental
13624	Quadient Leasing USA, Inc		717.51	1 Transactions		
44	DEPT Total:		7,602.58	Central Services	5 Vendors	5 Transactions
45	DEPT			Motor Pool		
13934	The Tire Barn					
	01-045-000-0000-6302		81.88	LUBE,OIL,FILTER,ROTATE TIRES	75874	Vehicle Maintenance
	01-045-000-0000-6302		51.38	LUBE, OIL, FILTER #40	76099	Vehicle Maintenance
13934	The Tire Barn		133.26	2 Transactions		
45	DEPT Total:		133.26	Motor Pool	1 Vendors	2 Transactions
49	DEPT			Information Technologies		
9561	Amazon Business					
	01-049-000-0000-6485		24.98	AC/DC ADAPTER	1M3V-VXV4-9PGC	Computer/Technology Supplies
9561	Amazon Business		24.98	1 Transactions		
10452	AT&T Mobility					
	01-049-000-0000-6220		49.92	FIRSTNET IT CELL OCTOBER	287322433519X110	Telephone

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
10452	AT&T Mobility		49.92	1 Transactions			
10231	eGoldfax						
	01-049-000-0000-6266		225.45	MONTHLY FAX SERVICE	EGOLD-12090394	Software Fees/License Fees	N
10231	eGoldfax		225.45	1 Transactions			
9046	Loffler Companies, Inc.						
	01-049-000-0000-6220		38.73	MONTHLY TELEPHONE	4850764	Telephone	N
				10/01/2024 10/31/2024			
9046	Loffler Companies, Inc.		38.73	1 Transactions			
14071	Marco Technologies LLC						
	01-049-000-0000-6266		1,890.35	OFFICE 365 SUBSCRIPTION	INV13090819	Software Fees/License Fees	Y
14071	Marco Technologies LLC		1,890.35	1 Transactions			
49	DEPT Total:		2,229.43	Information Technologies	5 Vendors	5 Transactions	
52	DEPT			Administration			
248	Association of Mn Counties						
	01-052-000-0000-6241		50.00	2024 DISTRICT 1 FALL MEETING	70093-70095	Registration Fee	N
				10/10/2024 10/10/2024			
248	Association of Mn Counties		50.00	1 Transactions			
15240	AT&T Mobility (Central Serv)						
	01-052-000-0000-6220		49.92	ADMIN MOBILE PHONE	287298817699	Telephone	N
				09/26/2024 10/25/2024			
15240	AT&T Mobility (Central Serv)		49.92	1 Transactions			
9046	Loffler Companies, Inc.						
	01-052-000-0000-6220		55.33	MONTHLY TELEPHONE	4850764	Telephone	N
				10/01/2024 10/31/2024			
9046	Loffler Companies, Inc.		55.33	1 Transactions			
13412	Pemberton, Sorlie, Rufer & Kershner PLLP						
	01-052-000-0000-6263		131.50	PEMBERTON LAW OCT 2024 INVOICE	126	Contract Legal Services	Y
				10/01/2024 10/31/2024			
13412	Pemberton, Sorlie, Rufer & Kershner PLLP		131.50	1 Transactions			

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Vendor		Name	Rpt	Warrant Description		Invoice #	Account/Formula Description	1099
No.		Account/Formula	Accr	Service Dates		Paid On Bhf #	On Behalf of Name	
52	DEPT Total:			286.75	Administration	4 Vendors	4 Transactions	
53	DEPT				Human Resources			
	86222	Aitkin Independent Age						
		01-053-000-0000-6230		42.15	INVOICE 1018422	1366380	Printing, Publishing & Adv	Y
					10/02/2024 10/05/2024			
		01-053-000-0000-6230		42.15	INVOICE 1019565	1366380	Printing, Publishing & Adv	Y
					10/09/2024 10/12/2024			
		01-053-000-0000-6230		42.15	INVOICE 1020484	1366380	Printing, Publishing & Adv	Y
					10/16/2024 10/19/2024			
		01-053-000-0000-6230		42.15	INVOICE 1021643	1366380	Printing, Publishing & Adv	Y
					10/23/2024 10/26/2024			
		01-053-000-0000-6230		28.12	INVOICE 1022396	1366380	Printing, Publishing & Adv	Y
					10/30/2024 10/30/2024			
	86222	Aitkin Independent Age		196.72		5 Transactions		
	9561	Amazon Business						
		01-053-000-0000-6405		35.52	SCANNER ROLLERS - NICOLE V.	1967-YGW7-LQL6	Office Supplies	N
		01-053-000-0000-6405		35.95	OFFICE SUPPLIES	1KYF-1DXR-FVLP	Office Supplies	N
					11/04/2024 11/04/2024			
	9561	Amazon Business		71.47		2 Transactions		
	15240	AT&T Mobility (Central Serv)						
		01-053-000-0000-6220		99.84	HR CELLPHONES	287299383308	Telephone	N
					09/26/2024 10/25/2024			
	15240	AT&T Mobility (Central Serv)		99.84		1 Transactions		
	9046	Loffler Companies, Inc.						
		01-053-000-0000-6220		16.60	MONTHLY TELEPHONE	4850764	Telephone	N
					10/01/2024 10/31/2024			
	9046	Loffler Companies, Inc.		16.60		1 Transactions		
	13412	Pemberton, Sorlie, Rufer & Kershner PLLP						
		01-053-000-0000-6263		1,492.00	PEMBERTON LAW OCT 2024 INVOICE	126	Contract Legal Services	Y
					10/01/2024 10/31/2024			
	13412	Pemberton, Sorlie, Rufer & Kershner PLLP		1,492.00		1 Transactions		

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53	Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	DEPT Total:			1,876.63	Human Resources	5 Vendors	10 Transactions	
60	DEPT				Elections			
	86222	Aitkin Independent Age						
		01-060-000-0000-6230		89.26	10/23/24 AB EXTENDED HRS	1421224	Printing, Publishing & Adv	Y
					10/23/2024 10/23/2024			
		01-060-000-0000-6230		89.24	10/30/24 AB EXTENDED HRS	1421224	Printing, Publishing & Adv	Y
					10/30/2024 10/30/2024			
		01-060-000-0000-6230		663.00	10/23/24 NOTICE TO VOTERS	1421517	Printing, Publishing & Adv	Y
					10/23/2024 10/23/2024			
		01-060-000-0000-6230		663.00	10/30/24 NOTICE TO VOTERS	1427454	Printing, Publishing & Adv	Y
					10/30/2024 10/30/2024			
	86222	Aitkin Independent Age		1,504.50	4 Transactions			
	15295	Block North Brew Pub						
		01-060-000-0000-6405		489.55	ELECTION JUDGE SUPPLIES	1141	Office Supplies	Y
	15295	Block North Brew Pub		489.55	1 Transactions			
	9243	Command Central, LLC						
		01-060-000-0000-6360		10,070.00	2025 ICE HARDWARE MAINTENANCE	34155	Services, Labor, Contracts	Y
					01/01/2025 12/31/2025			
	9243	Command Central, LLC		10,070.00	1 Transactions			
90	11372	DS Solutions, Inc.						
		01-060-000-0000-6360		827.00	2024 ELECTION JUDGE TRNG	13711	Services, Labor, Contracts	N
	11372	DS Solutions, Inc.		827.00	1 Transactions			
	3267	Peysar/Kirk						
		01-060-000-0000-6205		32.00	MAIL ELECTION ABSTRACT	11132024	Postage	N
	3267	Peysar/Kirk		32.00	1 Transactions			
	89796	Ryan/Kathleen						
		01-060-000-0000-6405		189.04	ELECTION JUDGE SUPPLIES	2024 GENERAL	Office Supplies	N
	89796	Ryan/Kathleen		189.04	1 Transactions			
	DEPT Total:			13,112.09	Elections	6 Vendors	9 Transactions	
	DEPT				Attorney			

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
783	Canon Financial Services, Inc						
	01-090-000-0000-6342		358.10	MONTHLY SERVICE	36192048	Office Equipment Rental/Contracts	N
				11/01/2024 11/30/2024			
783	Canon Financial Services, Inc		358.10	1 Transactions			
10855	Culligan Soft Water						
	01-090-000-0000-6265		66.00	MONTHLY SERVICE	150X01883008	Drug & Forfeiture MS 387.213	N
10855	Culligan Soft Water		66.00	1 Transactions			
3392	Exsted/Debra						
	01-090-000-0000-6240		20.00	NOTARY PUBLIC REGISTRATION	100724	Membership/Dues/Association Fees	N
3392	Exsted/Debra		20.00	1 Transactions			
2140	Hennepin County Sheriff's Office						
	01-090-000-0000-6264		80.00	SUBPOENA SERVICE 24013972	01-CR-23-703	Sheriff Services	N
2140	Hennepin County Sheriff's Office		80.00	1 Transactions			
9046	Loffler Companies, Inc.						
	01-090-000-0000-6220		77.47	MONTHLY TELEPHONE	4850764	Telephone	N
				10/01/2024 10/31/2024			
9046	Loffler Companies, Inc.		77.47	1 Transactions			
14071	Marco Technologies LLC						
	01-090-000-0000-6266		247.00	OFFICE 365 SUBSCRIPTION	INV13090819	Computer Research	Y
14071	Marco Technologies LLC		247.00	1 Transactions			
9830	Miner/Dena						
	01-090-000-0000-6240		20.00	NOTARY PUBLIC REGISTRATION	100624	Membership/Dues/Association Fees	N
9830	Miner/Dena		20.00	1 Transactions			
3337	Minnesota County Attorneys Association						
	01-090-000-0000-6268		100.00	ANNUAL MEETING	200012455	Staff Training, Development	N
3337	Minnesota County Attorneys Association		100.00	1 Transactions			
10879	Shred-It						
	01-090-000-0000-6360		235.48	MONTHLY SERVICE	8008834942	Services, Labor, Contracts	N
10879	Shred-It		235.48	1 Transactions			
86235	The Office Shop Inc						

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-090-000-0000-6405		35.80	OFFICE SUPPLIES	1148089-0	Office Supplies	N
	01-090-000-0000-6405		27.80	OFFICE SUPPLIES	1148089-1	Office Supplies	N
	01-090-000-0000-6405		18.64	OFFICE SUPPLIES	1148089-2	Office Supplies	N
86235	The Office Shop Inc		82.24	3 Transactions			
5173	Thomson Reuters-West Publishing						
	01-090-000-0000-6406		1,696.52	ONLINE/SOFTWARE SUBSCRIPTION	850982437	Law Publ. & Subscriptions	N
	01-090-000-0000-6406		411.95	LIBRARY PLAN CHARGES	851062875	Law Publ. & Subscriptions	N
				11/01/2024 11/30/2024			
5173	Thomson Reuters-West Publishing		2,108.47	2 Transactions			
90	DEPT Total:		3,394.76	Attorney	11 Vendors	14 Transactions	
100	DEPT			Recorder			
9561	Amazon Business						
	01-100-000-0000-6405		459.98	RECORDER OFFICE PRINTER TONER	13LD-7MYF-MHF3	Office Supplies	N
	01-100-000-0000-6485		169.99	MONITOR (KAY)	14J4-4H6D-DT91	Computer/Technology Supplies	N
	01-100-000-0000-6485		219.00	RECORDER OFFICE PRINTER-STAFF	17G4-PJQD-D31T	Computer/Technology Supplies	N
	01-100-000-0000-6485		219.00	RECORDER OFFICE PRINTER	1W7Q-GGPL-6V9L	Computer/Technology Supplies	N
9561	Amazon Business		1,067.97	4 Transactions			
10452	AT&T Mobility						
	01-100-000-0000-6220		49.92	RECORDER CELL PHONE	CELL PHONE	Telephone	N
				09/26/2024 10/25/2024			
10452	AT&T Mobility		49.92	1 Transactions			
2386	Information Systems Corp						
	01-100-196-0000-6360		2,265.00	KIP 2025 MAINTENANCE AGREEMENT	M31040	Services, Labor, Contracts-Recorder's	N
2386	Information Systems Corp		2,265.00	1 Transactions			
9046	Loffler Companies, Inc.						
	01-100-000-0000-6220		27.67	MONTHLY TELEPHONE	4850764	Telephone	N
				10/01/2024 10/31/2024			
9046	Loffler Companies, Inc.		27.67	1 Transactions			
13850	NORTHSTAR						
	01-100-000-0000-6405		96.41	BIRTH/DEATH CERTIFICATE PAPER	51633078	Office Supplies	N
13850	NORTHSTAR		96.41	1 Transactions			

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
86235	The Office Shop Inc						
	01-100-000-0000-6405		7.56	OFFICE SUPPLIES	1147300-0	Office Supplies	N
	01-100-000-0000-6405		13.49	OFFICE SUPPLIES	1147300-1	Office Supplies	N
	01-100-000-0000-6405		31.82	OFFICE SUPPLIES	1147935-0	Office Supplies	N
	01-100-000-0000-6485		9.99	COMPUTER SUPPLIES	333752-0	Computer/Technology Supplies	N
86235	The Office Shop Inc		62.86	4 Transactions			
6101	West Central Indexing						
	01-100-195-0000-6266		128.64	E-RECORDING ICRS OCTOBER 2024	1964	Data Processing/Computer Services	N
6101	West Central Indexing		128.64	1 Transactions			
100	DEPT Total:		3,698.47	Recorder	7 Vendors	13 Transactions	
110	DEPT			Courthouse Maintenance			
9561	Amazon Business						
	01-110-000-0000-6415		342.84	FLAGS	141C-RYQQ-CJK1	Operational Supplies	N
9561	Amazon Business		342.84	1 Transactions			
15240	AT&T Mobility (Central Serv)						
	01-110-000-0000-6220		49.92	MAINT MOBILE PHONE	287298817699	Telephone	N
				09/26/2024 10/25/2024			
15240	AT&T Mobility (Central Serv)		49.92	1 Transactions			
13725	Beartooth Hardware Inc						
	01-110-000-0000-6415		19.17	AIR COMPRESSOR ENDS	43190	Operational Supplies	N
	01-110-000-0000-6415		18.98	SUPER GLUE	45582	Operational Supplies	N
13725	Beartooth Hardware Inc		38.15	2 Transactions			
2340	Hyytinen Hardware Hank						
	01-110-000-0000-6415		14.80	ANCORS FOR HHS BOX	21541/21549/21812	Operational Supplies	N
	01-110-000-0000-6415		17.48	MOUSE TRAPS/12X1 BOLTS	21559	Operational Supplies	N
	01-110-000-0000-6415		12.97	JB WELD, ELECTRICAL TAPE	21706	Operational Supplies	N
2340	Hyytinen Hardware Hank		45.25	3 Transactions			
9046	Loffler Companies, Inc.						
	01-110-000-0000-6220		11.07	MONTHLY TELEPHONE	4850764	Telephone	N
				10/01/2024 10/31/2024			
9046	Loffler Companies, Inc.		11.07	1 Transactions			

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
8287	Mn Dept Of Labor & Industry						
	01-110-000-0000-6271		100.00	ANNUAL ELEVATOR PERMIT	ALR0166381X	Inspection Fees	N
8287	Mn Dept Of Labor & Industry		100.00	1 Transactions			
110	DEPT Total:		587.23	Courthouse Maintenance	6 Vendors	9 Transactions	
120	DEPT			Veterans Service			
10452	AT&T Mobility						
	01-120-000-0000-6220		99.84	FIRSTNET OCTOBER	28729858569611032	Telephone	N
				09/26/2024 10/25/2024			
10452	AT&T Mobility		99.84	1 Transactions			
9046	Loffler Companies, Inc.						
	01-120-000-0000-6220		16.60	MONTHLY TELEPHONE	4850764	Telephone	N
				10/01/2024 10/31/2024			
9046	Loffler Companies, Inc.		16.60	1 Transactions			
9933	WEX BANK - Veteran Services						
	01-120-000-0000-6335		156.21	FLEET OCTOBER	100880732	Gas/Vehicle Fuel Charges	N
				10/08/2024 11/07/2024			
9933	WEX BANK - Veteran Services		156.21	1 Transactions			
120	DEPT Total:		272.65	Veterans Service	3 Vendors	3 Transactions	
122	DEPT			Planning & Zoning			
86222	Aitkin Independent Age						
	01-122-000-0000-6230		113.50	NOV PC	1429962	Printing, Publishing & Adv	Y
				10/30/2024 10/30/2024			
86222	Aitkin Independent Age		113.50	1 Transactions			
9561	Amazon Business						
	01-122-000-0000-6405		83.97	MAP WALL HANGERS	1H9P6D6CQTGJ	Office, Film, & Field Supplies	N
9561	Amazon Business		83.97	1 Transactions			
15239	AT&T Mobility (P&Z)						
	01-122-000-0000-6220		228.60	MONTHLY CELLULAR CONTRACT	287301120814	Telephone	N
				09/26/2024 10/25/2024			

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
15239	AT&T Mobility (P&Z)					
		228.60		1 Transactions		
10118	Bristow/Jane					
	01-122-000-0000-6278	100.00	BOA MEETING	111224	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330	130.25	BOA MILEAGE	111224	BOA/PC Mileage	N
10118	Bristow/Jane	230.25		2 Transactions		
783	Canon Financial Services, Inc					
	01-122-000-0000-6342	219.42	MONTHLY COPIER CONTRACT	36193261	Office Equipment Rental/Contracts	N
			11/01/2024 11/30/2024			
783	Canon Financial Services, Inc	219.42		1 Transactions		
15142	Christensen/Charles					
	01-122-000-0000-6278	100.00	BOA MEETING	111224	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330	54.27	BOA MILEAGE	111224	BOA/PC Mileage	N
15142	Christensen/Charles	154.27		2 Transactions		
9046	Loffler Companies, Inc.					
	01-122-000-0000-6220	49.80	MONTHLY TELEPHONE	4850764	Telephone	N
			10/01/2024 10/31/2024			
9046	Loffler Companies, Inc.	49.80		1 Transactions		
4010	Rasley Oil Company					
	01-122-000-0000-6335	374.32	MONTHLY FUEL CHARGES	AITCOZOS	Gas/Vehicle Fuel Charges	N
			10/01/2024 10/31/2024			
4010	Rasley Oil Company	374.32		1 Transactions		
12077	Stromberg/Kevin					
	01-122-000-0000-6278	100.00	BOA MEETING	111224	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330	49.58	BOA MILEAGE	111224	BOA/PC Mileage	N
12077	Stromberg/Kevin	149.58		2 Transactions		
86235	The Office Shop Inc					
	01-122-000-0000-6405	72.55	FOLDERS, SHARPIES	11480880	Office, Film, & Field Supplies	N
86235	The Office Shop Inc	72.55		1 Transactions		
8612	Veenker/Thomas H					
	01-122-000-0000-6278	80.00	BOA MEETING	111224	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330	49.58	BOA MILEAGE	111224	BOA/PC Mileage	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8612	Veenker/Thomas H			2 Transactions		
122	DEPT Total:	1,805.84	Planning & Zoning	11 Vendors	15 Transactions	
123	DEPT		Coroner			
3987	Ramsey County Medical Examiner					
	01-123-000-0000-6262	1,661.00	A.P. POST EXAM/TOXICOLOGY	MEDEX-037330	Coroner Fees	N
	01-123-000-0000-6262	1,661.00	POST EXAM/TOX - D.P.	MEDEX-037570	Coroner Fees	N
3987	Ramsey County Medical Examiner	3,322.00	2 Transactions			
9151	River Valley Forensic Services PA					
	01-123-000-0000-6262	3,500.00	MTHLY MED EXAM SVC/POST EXAMS	2591	Coroner Fees	6
9151	River Valley Forensic Services PA	3,500.00	1 Transactions			
123	DEPT Total:	6,822.00	Coroner	2 Vendors	3 Transactions	
200	DEPT		Enforcement			
88284	Aitkin Co Recorder					
	01-200-200-0000-6265	20.00	NOTARY RECORDING FEE-QUALE	121496	Programs	N
88284	Aitkin Co Recorder	20.00	1 Transactions			
9138	ASAP Towing					
	01-200-000-0000-6359	245.00	24002018	12618	Wrecker Service	Y
9138	ASAP Towing	245.00	1 Transactions			
9203	AT&T Mobility (Sheriff's)					
	01-200-000-0000-6220	2,275.69	DEPUTY CELL & SQUAD PC	287297906116	Telephone	N
	01-200-200-0000-6260	89.68	CI PHONES	287297906116	CI Funds	N
	01-200-200-0000-6265	479.27	VCET PHONE & HOT SPOT	287297906116	Programs	N
9203	AT&T Mobility (Sheriff's)	2,844.64	3 Transactions			
9687	AutoSmith					
	01-200-000-0000-6359	135.63	24002304	24-39589	Wrecker Service	Y
9687	AutoSmith	135.63	1 Transactions			
783	Canon Financial Services, Inc					
	01-200-000-0000-6342	170.74	ADMIN COPIER LEASE	36190477	Office Equipment Rental/Contracts	N
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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
783	Canon Financial Services, Inc		170.74	1 Transactions			
15144	Cellebrite, Inc.						
	01-200-000-0000-6360		6,900.00	CELLEBRITE SUBSCRIPTION 10/30/2024 10/29/2025	421315-1	Services, Labor, Contracts	N
15144	Cellebrite, Inc.		6,900.00	1 Transactions			
10617	Cook/Aaron						
	01-200-000-0000-6180		111.00	#216 BOOT REIMB	11132024	Clothing Allowance	N
10617	Cook/Aaron		111.00	1 Transactions			
4463	Cook/Sheryl						
	01-200-000-0000-6180		188.99	#218 BOOT REIMB	11132024	Clothing Allowance	N
4463	Cook/Sheryl		188.99	1 Transactions			
9888	Friesner/Nathan						
	01-200-000-0000-6180		195.00	#222 BOOT REIMB	11132024	Clothing Allowance	N
9888	Friesner/Nathan		195.00	1 Transactions			
1775	Galls LLC						
	01-200-000-0000-6180		188.57	#225 JACKET	029450455	Clothing Allowance	N
1775	Galls LLC		188.57	1 Transactions			
9322	LeadsOnline LLC						
	01-200-200-0000-6265		250.00	UPDATED CELLHAWK SUBSCRIPTION	415274	Programs	Y
9322	LeadsOnline LLC		250.00	1 Transactions			
9046	Loffler Companies, Inc.						
	01-200-000-0000-6220		232.40	MONTHLY TELEPHONE 10/01/2024 10/31/2024	4850764	Telephone	N
9046	Loffler Companies, Inc.		232.40	1 Transactions			
10489	Myers/Ron						
	01-200-000-0000-6180		195.00	#226 BOOT REIMB	10282024	Clothing Allowance	N
10489	Myers/Ron		195.00	1 Transactions			
10085	Payment/Greg						
	01-200-000-0000-6180		169.99	#224 BOOT REIMB.	111412024	Clothing Allowance	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
10085	Payment/Greg		169.99	1 Transactions		
12110	Revelin Vehicle Solutions, LLC					
	01-200-000-0000-6302		1,750.00	OLD 214/223/225/226 VEH MAINT	294	Vehicle Maintenance Y
	01-200-000-0000-6610		8,100.00	202/209/223 UPFIT NEW SQUADS	294	Equipment & Radios Y
12110	Revelin Vehicle Solutions, LLC		9,850.00	2 Transactions		
4681	Streichers					
	01-200-000-0000-6460		72.98	#226 DUTY BELT	1727024	Deputy Supplies N
	01-200-000-0000-6460		1,878.90	#223 BALLISTIC VEST	11726526	Deputy Supplies N
	01-200-000-0000-6180		82.98	#225 PANTS	11727883	Clothing Allowance N
4681	Streichers		2,034.86	3 Transactions		
86235	The Office Shop Inc					
	01-200-000-0000-6405		30.17	TAPE	1147994-0	Office Supplies N
	01-200-000-0000-6405		4.15	RUBBER FINGERS	1147994-2	Office Supplies N
86235	The Office Shop Inc		34.32	2 Transactions		
13934	The Tire Barn					
	01-200-000-0000-6302		78.68	#225 OIL CHANGE	76179	Vehicle Maintenance N
	01-200-000-0000-6302		78.68	#211 OIL CHANGE	76194	Vehicle Maintenance N
	01-200-000-0000-6302		798.58	#206 TIRES	76223	Vehicle Maintenance N
13934	The Tire Barn		955.94	3 Transactions		
14558	Verizon Wireless-VCET					
	01-200-200-0000-6265		150.00	24002018 PERIODIC LOCATION PIN	9022376321	Programs N
14558	Verizon Wireless-VCET		150.00	1 Transactions		
200	DEPT Total:		24,872.08	Enforcement	19 Vendors	27 Transactions
202	DEPT			Boat & Water		
9203	AT&T Mobility (Sheriff's)					
	01-202-000-0000-6220		88.11	#208 CELL & SQUAD PC	287297906116	Telephone N
9203	AT&T Mobility (Sheriff's)		88.11	1 Transactions		
2340	Hyytinen Hardware Hank					
	01-202-000-0000-6462		20.24	CHAIN & LAP LINK	22112-1	Sheriff Field Supplies N
2340	Hyytinen Hardware Hank		20.24	1 Transactions		

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
202	DEPT Total:		Boat & Water	2 Vendors	2 Transactions	
204	DEPT		ATV			
13934	The Tire Barn					
	01-204-000-0000-6302	78.68	#208 OIL CHANGE	76112	Vehicle Maintenance	N
13934	The Tire Barn	78.68	1 Transactions			
204	DEPT Total:	78.68	ATV	1 Vendors	1 Transactions	
252	DEPT		Corrections			
9561	Amazon Business					
	01-252-000-0000-6430	38.38	ORAL PAIN RELIEF	1VD3-HQRR-MT4L	Medical Expense/Supplies - Inmates	N
	01-252-000-0000-6405	48.82	BATTERIES	1VJ7-6KXR-JVNP	Office Supplies	N
9561	Amazon Business	87.20	2 Transactions			
9203	AT&T Mobility (Sheriff's)					
	01-252-000-0000-6220	99.76	DISPATCH CELL, TRANSPORT CELL	287297906116	Telephone	N
9203	AT&T Mobility (Sheriff's)	99.76	1 Transactions			
10490	Carlstrom/Matt					
	01-252-003-0000-6330	123.12	CARLSTROM TRNG-METRO -MILEAGE	10312024	School Transportation/Travel/Parking	N
10490	Carlstrom/Matt	123.12	1 Transactions			
10855	Culligan Soft Water					
	01-252-000-0000-6342	55.00	COOLER RENTAL	150X01896703	Tower Lease and Rental/Contracts	N
10855	Culligan Soft Water	55.00	1 Transactions			
8694	Department of Transportation					
	01-252-000-0000-6360	300.00	MNDOT COMM- QUADNA TOWER	00000722199	Services, Labor, Contracts	N
	01-252-000-0000-6360	300.00	MNDOT COMM-LOGAN TOWER	00000722209	Services, Labor, Contracts	N
	01-252-000-0000-6360	300.00	MNDOT COMM-SANDY LAKE TOWER	00000722219	Services, Labor, Contracts	N
	01-252-000-0000-6360	400.00	MNDOT COMM GLEN TOWER	00000722234	Services, Labor, Contracts	N
	01-252-000-0000-6360	300.00	MNDOT COMM WHITE PINE TOWER	00000722244	Services, Labor, Contracts	N
	01-252-000-0000-6360	300.00	MNDOT COMM-LAWLER TOWER	00000722255	Services, Labor, Contracts	N
8694	Department of Transportation	1,900.00	6 Transactions			
1775	Galls LLC					
	01-252-000-0000-6180	179.75	307/328 PANTS	029450479	Clothing Allowance	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1775	Galls LLC					
		179.75		1 Transactions		
15362	GuidePoint Pharmacy #114 Aitkin					
	01-252-000-0000-6430	1,113.99	INMATE RX'S	30	Medical Expense/Supplies - Inmates	N
	01-252-000-0000-6430	24.05	INMATE MEDS	684	Medical Expense/Supplies - Inmates	N
15362	GuidePoint Pharmacy #114 Aitkin	1,138.04		2 Transactions		
9046	Loffler Companies, Inc.					
	01-252-000-0000-6220	110.67	MONTHLY TELEPHONE	4850764	Telephone	N
			10/01/2024	10/31/2024		
9046	Loffler Companies, Inc.	110.67		1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea					
	01-252-000-0000-6254	334.04	SHELTER/TOWER	348401501	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea	334.04		1 Transactions		
3789	Pan-O-Gold Baking Company					
	01-252-000-0000-6418	118.68	BREAD & BUNS	10002424312006	Groceries	N
	01-252-000-0000-6418	69.60	BREAD & BUNS	10002424319009	Groceries	N
3789	Pan-O-Gold Baking Company	188.28		2 Transactions		
9808	Performance Foodservice					
	01-252-000-0000-6418	2,404.24	GROCERIES	329886	Groceries	N
	01-252-000-0000-6418	1,535.32	GROCERIES	337643	Groceries	N
	01-252-000-0000-6418	1,675.95	GROCERIES	339205	Groceries	N
9808	Performance Foodservice	5,615.51		3 Transactions		
4010	Rasley Oil Company					
	01-252-000-0000-6330	323.62	TRANSPORT GAS	AITCOSHES	Prisoner Transportation & Travel	N
4010	Rasley Oil Company	323.62		1 Transactions		
12930	River Oaks Dental					
	01-252-000-0000-6262	249.00	DENTAL-B.D. 8/21/24	124184	Contract Service or Medical Service	6
	01-252-000-0000-6262	392.00	DENTAL M.R. 10/22/24	133132	Contract Service or Medical Service	6
	01-252-000-0000-6262	750.00	DENTAL - J.B. 10/18/24	133236	Contract Service or Medical Service	6
12930	River Oaks Dental	1,391.00		3 Transactions		
86235	The Office Shop Inc					
	01-252-000-0000-6405	21.63	PAPER - JAIL NURSE	1145215-1	Office Supplies	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-252-000-0000-6405	4.78	RUBBERBANDS	1147994-1	Office Supplies	N
86235	The Office Shop Inc	26.41	2 Transactions			
5072	Ukuras Big Dollar					
	01-252-000-0000-6418	278.51	GROCERIES	00003600	Groceries	N
5072	Ukuras Big Dollar	278.51	1 Transactions			
252	DEPT Total:	11,850.91	Corrections	15 Vendors	28 Transactions	
253	DEPT		Sentence to Serve			
9203	AT&T Mobility (Sheriff's)					
	01-253-000-0000-6220	38.23	STS AIR CARD	287297906116	Telephone	N
9203	AT&T Mobility (Sheriff's)	38.23	1 Transactions			
86467	Auto Value Aitkin					
	01-253-000-0000-6415	35.99	ADHESIVE CLEANER	40248496	Operational Supplies	N
	01-253-000-0000-6415	22.58	SNOWDRIVER	40249993	Operational Supplies	N
86467	Auto Value Aitkin	58.57	2 Transactions			
7525	Hometown Bldg Supply					
	01-253-000-0000-6415	40.20	12" GEN PRUPOSE BLADE	2410-117832	Operational Supplies	N
	01-253-000-0000-6464	11.47	2X6 12' TREATED	2410-119607	STS Supplies	N
7525	Hometown Bldg Supply	51.67	2 Transactions			
2340	Hyytinen Hardware Hank					
	01-253-000-0000-6464	24.98	SECRET SERVICE PAD & LOCK	21722-1	STS Supplies	N
	01-253-000-0000-6464	22.05	PVC/CEMENT/SPRAY PAINT	21898-1	STS Supplies	N
	01-253-000-0000-6464	7.28	SHRINK TUBE/GREEN TAPE	21923-1	STS Supplies	N
	01-253-000-0000-6464	20.18	PVC/HEX KEY SET/SCREWS	21947-1	STS Supplies	N
	01-253-000-0000-6464	19.98	ADHESIVE SPRAY/PAINT THINNER	22407-1	STS Supplies	N
2340	Hyytinen Hardware Hank	94.47	5 Transactions			
9046	Loffler Companies, Inc.					
	01-253-000-0000-6220	5.53	MONTHLY TELEPHONE	4850764	Telephone	N
			10/01/2024 10/31/2024			
9046	Loffler Companies, Inc.	5.53	1 Transactions			
4010	Rasley Oil Company					
	01-253-000-0000-6332	185.99	STS GAS	AITCOSHES	Hotel / Motel Lodging	N

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<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	01-253-000-0000-6415		47.97	GLOVES	AITCOSHES	Operational Supplies	N
4010	Rasley Oil Company		233.96	2 Transactions			
253	DEPT Total:		482.43	Sentence to Serve	6 Vendors	13 Transactions	
254	DEPT			Enhanced 911 System			
14797	Everbridge, Inc						
	01-254-000-0000-6360		6,895.85	EVERBRIDGE YRLY DUES	M84811	Services, Labor, Contracts	N
14797	Everbridge, Inc		6,895.85	1 Transactions			
254	DEPT Total:		6,895.85	Enhanced 911 System	1 Vendors	1 Transactions	
255	DEPT			Crime Victims			
9046	Loffler Companies, Inc.						
	01-255-000-0000-6220		5.53	MONTHLY TELEPHONE	4850764	Telephone	N
				10/01/2024 10/31/2024			
9046	Loffler Companies, Inc.		5.53	1 Transactions			
86235	The Office Shop Inc						
	01-255-000-0000-6405		15.69	OFFICE SUPPLIES	1148089-0	Office Supplies	N
86235	The Office Shop Inc		15.69	1 Transactions			
255	DEPT Total:		21.22	Crime Victims	2 Vendors	2 Transactions	
257	DEPT			Community Corrections			
14563	Anoka County Corrections						
	01-257-255-0000-6269		10,075.00	JUV DET PREDISPO MH EVAL PROG	957-1000002-1	Juvenile Detention	N
				10/01/2024 10/31/2024			
14563	Anoka County Corrections		10,075.00	1 Transactions			
10265	AT&T Mobility (Community Correct)						
	01-257-000-0000-6215		45.35	WIRELESS PHONE-ADMIN	287332245168X113	Wireless Telephone Services	N
				09/26/2024 10/25/2024			
	01-257-255-0000-6215		45.35	WIRELESS PHONE-JUVENILE AGENT	287332245168X113	Wireless Telephone Services	N
				09/26/2024 10/25/2024			
	01-257-257-0000-6215		226.69	WIRELESS PHONE-ADULT AGENTS	287332245168X113	Wireless Telephone Services	N
				09/26/2024 10/25/2024			
	01-257-258-0000-6215		45.32	WIRELESS PHONE-SOBRIETY COURT	287332245168X113	Wireless Telephone Services	N

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10265	AT&T Mobility (Community Correct)		362.71	09/26/2024 10/25/2024 4 Transactions			
9065	Daiker/Cassie						
	01-257-251-0000-6339		67.31	MEALS (L&D) 2 DAYS - MI (CD)	CD9065	Meals (Overnight)	N
9065	Daiker/Cassie		67.31	1 Transactions			
10421	Department of Corrections						
	01-257-255-0000-6269		8,835.00	SEC JUV DET/MCF (ADB)	00000829921	Juvenile Detention	N
				10/01/2024 10/31/2024 1 Transactions			
10421	Department of Corrections		8,835.00				
9046	Loffler Companies, Inc.						
	01-257-000-0000-6220		49.80	MONTHLY TELEPHONE	4850764	Telephone	N
				10/01/2024 10/31/2024 1 Transactions			
9046	Loffler Companies, Inc.		49.80				
14651	Minnesota Monitoring, Inc.						
	01-257-267-0000-6342		1,026.75	EHM RENTAL COSTS	14729	Office Equipment Rental/Contracts	N
				10/01/2024 10/31/2024 1 Transactions			
14651	Minnesota Monitoring, Inc.		1,026.75				
4010	Rasley Oil Company						
	01-257-000-0000-6335		4.92	ADMIN FUEL	AITCOPROS OCT	Gas/Vehicle Fuel Charges	N
				10/01/2024 10/31/2024			
	01-257-251-0000-6335		54.15	TRAINING FUEL	AITCOPROS OCT	Gas/Vehicle Fuel Charges	N
				10/01/2024 10/31/2024			
	01-257-257-0000-6335		44.21	ADULT AGENT FUEL	AITCOPROS OCT	Gas/Vehicle Fuel Charges	N
				10/01/2024 10/31/2024			
	01-257-258-0000-6335		17.61	SOBRIETY COURT AGENT FUEL	AITCOPROS OCT	Gas/Vehicle Fuel Charges	N
				10/01/2024 10/31/2024 4 Transactions			
4010	Rasley Oil Company		120.89				
9489	Redwood Toxicology Laboratory, Inc						
	01-257-267-0000-6274		73.52	DRUG TESTING LAB FEES	022399202410	Drug Testing Fee	6
				10/01/2024 10/31/2024			
	01-257-267-0000-6274		14.39	DRUG TESTING LAB FEES	02239920249	Drug Testing Fee	6
9489	Redwood Toxicology Laboratory, Inc		87.91	2 Transactions			

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86235	The Office Shop Inc	01-257-000-0000-6360			32.11	COPIER SERVICE CONTRACT		333661-0		Services, Labor, Contracts		N
86235	The Office Shop Inc				32.11		1 Transactions					
257	DEPT Total:				20,657.48	Community Corrections		9 Vendors		16 Transactions		
391	DEPT					Solid Waste						
15239	AT&T Mobility (P&Z)	01-391-000-0000-6220			45.72	MONTHLY CELLULAR CONTRACT	09/26/2024 10/25/2024	287301120814		Telephone		N
15239	AT&T Mobility (P&Z)				45.72		1 Transactions					
9046	Loffler Companies, Inc.	01-391-000-0000-6220			11.07	MONTHLY TELEPHONE	10/01/2024 10/31/2024	4850764		Telephone		N
9046	Loffler Companies, Inc.				11.07		1 Transactions					
10227	Martz Mobile Welding & Fabrication	01-391-000-0000-6360			3,540.00	R/C CENTER GATES		781786		Services, Labor, Contracts		N
10227	Martz Mobile Welding & Fabrication				3,540.00		1 Transactions					
11507	Waste Management of Minnesota, Inc	01-391-060-0000-6360			20,905.54	MONTHLY RECYCLING CONTRACT	10/01/2024 10/31/2024	011936228086		Recycling Contract		N
11507	Waste Management of Minnesota, Inc				20,905.54		1 Transactions					
391	DEPT Total:				24,502.33	Solid Waste		4 Vendors		4 Transactions		
601	DEPT					Extension						
9046	Loffler Companies, Inc.	01-601-000-0000-6220			5.53	MONTHLY TELEPHONE	10/01/2024 10/31/2024	4850764		Telephone		N
9046	Loffler Companies, Inc.				5.53		1 Transactions					
601	DEPT Total:				5.53	Extension		1 Vendors		1 Transactions		
700	DEPT					Promotion,Airport,Tourism, Misc.						
22	Aitkin Area Chamber of Commerce											

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-700-909-0000-6801		2,000.00	BD&R GRANT- RIVERBOAT DAYS	111320241	Appropriations-Grant	N
22	Aitkin Area Chamber of Commerce		2,000.00	1 Transactions			
9612	Discovery Publishing, Inc.						
	01-700-909-0000-6801		303.95	ATV AD FOR NOV/DEC 2024	4040	Appropriations-Grant	Y
9612	Discovery Publishing, Inc.		303.95	1 Transactions			
700	DEPT Total:		2,303.95	Promotion,Airport,Tourism, Misc.	2 Vendors	2 Transactions	
711	DEPT			Economic Development			
15240	AT&T Mobility (Central Serv)						
	01-711-000-0000-6220		44.88	ECON DEV PHONE	287298817699	Telephone	N
				09/26/2024 10/25/2024			
15240	AT&T Mobility (Central Serv)		44.88	1 Transactions			
9046	Loffler Companies, Inc.						
	01-711-000-0000-6220		5.53	MONTHLY TELEPHONE	4850764	Telephone	N
				10/01/2024 10/31/2024			
9046	Loffler Companies, Inc.		5.53	1 Transactions			
711	DEPT Total:		50.41	Economic Development	2 Vendors	2 Transactions	
1	Fund Total:		138,313.73	General Fund		231 Transactions	

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	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
200	DEPT				Enforcement			
	2340	Hyytinen Hardware Hank						
		02-200-020-0000-6360		10.46	KEY & HARDWARE	21567-1	Sheriff Search & Rescue Reserve Expense	N
		02-200-011-0000-6605		97.83	PAINT SUPPLIES	ACCT #2036	Sheriff Buildings Reserve Expense	N
	2340	Hyytinen Hardware Hank		108.29	2 Transactions			
200	DEPT Total:			108.29	Enforcement	1 Vendors	2 Transactions	
2	Fund Total:			108.29	Reserves Fund		2 Transactions	

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		R&B Administration			
10855	Culligan Soft Water					
	03-301-000-0000-6342	55.00	WATER COOLER RENTAL	150-10020584-1	Office Equipment Rental/Contracts	N
10855	Culligan Soft Water	55.00	1 Transactions			
14071	Marco Technologies LLC					
	03-301-000-0000-6266	190.00	OFFICE 365 SUBSCRIPTION	INV13090819	Data Processing/Computer Services	Y
14071	Marco Technologies LLC	190.00	1 Transactions			
9671	Pitney Bowes Global Financial Services					
	03-301-000-0000-6342	81.30	LEASE	3106916487	Office Equipment Rental/Contracts	N
9671	Pitney Bowes Global Financial Services	81.30	1 Transactions			
9261	RTVision, Inc.					
	03-301-000-0000-6300	1,948.98	TC PLUS 1/1-12/31/25	INV906	Maintenance/Service Contracts	N
9261	RTVision, Inc.	1,948.98	1 Transactions			
301	DEPT Total:	2,275.28	R&B Administration	4 Vendors	4 Transactions	
303	DEPT		R&B Highway Maintenance			
50	Aitkin Body Shop, Inc					
	03-303-000-0000-6417	103.25	AITKIN SHOP SUPPLIES	2810	Shop/Building Maintenance	N
50	Aitkin Body Shop, Inc	103.25	1 Transactions			
195	Aitkin Tire Shop					
	03-303-000-0000-6590	25.00	REPAIR LABOR	0063826	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590	510.00	TIRES	0063835	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590	40.00	REPAIR LABOR	0063861	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590	460.00	TIRE	0063873	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590	125.00	REPAIR LABOR	0063893	Repair & Maintenance Supplies	Y
195	Aitkin Tire Shop	1,160.00	5 Transactions			
13620	American Door Works					
	03-303-000-0000-6417	757.90	AITKIN SHOP	03-016659	Shop/Building Maintenance	N
	03-303-000-0000-6417	346.34	AITKIN SHOP REPAIRS	03-016815	Shop/Building Maintenance	N
13620	American Door Works	1,104.24	2 Transactions			
10365	Antoine Electric, Inc.					
	03-303-000-0000-6417	183.47	AITKIN SHOP	24866	Shop/Building Maintenance	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6417		5,709.70	MCGRATH SHOP	24882	Shop/Building Maintenance	N
10365	Antoine Electric, Inc.		5,893.17	2 Transactions			
7916	AT&T Mobility (R&B)						
	03-303-000-0000-6220		38.23	PAUL'S IPAD SVC	ACCT 287303768387	Telephone	N
	03-303-000-0000-6220		38.23	MIKE'S LAPTOP SVC	ACCT 287303768387	Telephone	N
	03-303-000-0000-6220		38.23	CAROL'S LAPTOP SVC	ACCT 287303768387	Telephone	N
7916	AT&T Mobility (R&B)		114.69	3 Transactions			
13725	Beartooth Hardware Inc						
	03-303-000-0000-6417		43.97	AITKIN SHOP SUPPLIES	45482	Shop/Building Maintenance	N
	03-303-000-0000-6590		23.00	PROPANE	46749	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		73.00	PROPANE	46749	Repair & Maintenance Supplies	N
13725	Beartooth Hardware Inc		139.97	3 Transactions			
11895	Cargill, Incorporated						
	03-303-000-0000-6518		3,993.76	DE-ICING SALT	2910154010	De-Icing Salt	N
	03-303-000-0000-6518		4,036.59	DE-ICING SALT	2910167051	De-Icing Salt	N
11895	Cargill, Incorporated		8,030.35	2 Transactions			
14887	Cintas Corporation						
	03-303-000-0000-6360		16.08	SHOP LAUNDRY	4210274175	Services, Labor, Contracts	N
	03-303-000-0000-6360		16.08	SHOP LAUNDRY	421997873	Services, Labor, Contracts	N
14887	Cintas Corporation		32.16	2 Transactions			
13892	COURIER/DON						
	03-303-000-0000-6181		129.99	WORK BOOT REIMBURSEMENT	L&M FLEET	Safety Footwear Allowance	N
13892	COURIER/DON		129.99	1 Transactions			
5893	CTC - 446126						
	03-303-000-0000-6254		350.00	HIGH SPEED INTERNET	21451233	Utilities-Gas and Electric	N
5893	CTC - 446126		350.00	1 Transactions			
1754	Garrison Disposal Company, Inc						
	03-303-000-0000-6255		140.28	AITKIN SHOP	379411	Garbage	N
	03-303-000-0000-6255		140.28	AITKIN SHOP	380224	Garbage	N
	03-303-000-0000-6255		140.28	AITKIN SHOP	380998	Garbage	N
1754	Garrison Disposal Company, Inc		420.84	3 Transactions			

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1818	Glen's Sign Design						
	03-303-000-0000-6516		300.00	E-911 STREET SIGNING	1278	Signs & Posts	Y
1818	Glen's Sign Design		300.00	1 Transactions			
2089	Heartland Tire Inc						
	03-303-000-0000-6590		2,239.28	TIRES	15028427	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		80.32	REPAIR PARTS	15028427	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		284.00	REPAIR PARTS	15028427	Repair & Maintenance Supplies	N
2089	Heartland Tire Inc		2,603.60	3 Transactions			
2340	Hyytinen Hardware Hank						
	03-303-000-0000-6417		61.98	AITKIN SHOP SUPPLIES	ACCT 2054.	Shop/Building Maintenance	N
	03-303-000-0000-6417		18.97	AITKIN SHOP SUPPLIES	ACCT 2054.	Shop/Building Maintenance	N
	03-303-000-0000-6417		36.96	AITKIN SHOP SUPPLIES	ACCT 2054.	Shop/Building Maintenance	N
	03-303-000-0000-6417		229.99	SWATARA SHOP	ACCT 2054.	Shop/Building Maintenance	N
	03-303-000-0000-6590		12.99	REPAIR PARTS	ACCT 2054.	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		34.68	REPAIR PARTS	ACCT 2054.	Repair & Maintenance Supplies	N
2340	Hyytinen Hardware Hank		395.57	6 Transactions			
7705	Isle Automotive Corp						
	03-303-000-0000-6417		18.89	MCGRATH SHOP	119246716	Shop/Building Maintenance	N
7705	Isle Automotive Corp		18.89	1 Transactions			
91187	Lake Country Power						
	03-303-000-0000-6254		122.47	JACOBSON	1400073000	Utilities-Gas and Electric	N
	03-303-000-0000-6254		92.44	SWATARA	140946401	Utilities-Gas and Electric	N
	03-303-000-0000-6254		62.27	CSAH 14	141979801	Utilities-Gas and Electric	N
	03-303-000-0000-6254		61.45	CSAH 6	141979901	Utilities-Gas and Electric	N
	03-303-000-0000-6254		62.00	CSAH 6	143093502	Utilities-Gas and Electric	N
91187	Lake Country Power		400.63	5 Transactions			
9046	Loffler Companies, Inc.						
	03-303-000-0000-6220		99.60	MONTHLY TELEPHONE	4850764	Telephone	N
				10/01/2024 10/31/2024			
9046	Loffler Companies, Inc.		99.60	1 Transactions			
2941	M R Sign Co Inc						
	03-303-000-0000-6516		378.68	LF CLEARANCE MARKER	226343	Signs & Posts	N

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2941	M R Sign Co Inc					
		378.68		1 Transactions		
15300	MCGREGOR ACE HARDWARE					
	03-303-000-0000-6417	42.28	MCGREGOR SHOP	43249	Shop/Building Maintenance	N
	03-303-000-0000-6417	268.20	JACOBSON SHOP	43249	Shop/Building Maintenance	N
15300	MCGREGOR ACE HARDWARE	310.48		2 Transactions		
3100	McGregor Oil					
	03-303-000-0000-6570	1,814.35	SWATARA DIESEL	016057	Motor Fuel & Lubricants	N
3100	McGregor Oil	1,814.35		1 Transactions		
12927	Midwest Machinery Co.					
	03-303-000-0000-6417	769.99	AITKIN SHOP-PRUNER	10292285	Shop/Building Maintenance	N
12927	Midwest Machinery Co.	769.99		1 Transactions		
9692	Minnesota Energy Resources Corporation					
	03-303-000-0000-6423	277.09	NAT GAS: AITKIN SHOP	0506048841-00001	Fuel for Buildings	N
9692	Minnesota Energy Resources Corporation	277.09		1 Transactions		
9179	NORTH CENTRAL INTERNATIONAL, LLC					
	03-303-000-0000-6590	55.00	REPAIR PARTS	X220099230:01	Repair & Maintenance Supplies	N
9179	NORTH CENTRAL INTERNATIONAL, LLC	55.00		1 Transactions		
1652	Northland Fire Protection, LLC					
	03-303-000-0000-6417	61.00	MCGRATH SHOP	60580	Shop/Building Maintenance	N
1652	Northland Fire Protection, LLC	61.00		1 Transactions		
8436	Northland Parts					
	03-303-000-0000-6590	32.48	REPAIR PARTS	494442	Repair & Maintenance Supplies	N
8436	Northland Parts	32.48		1 Transactions		
10412	O'Reilly Auto Parts					
	03-303-000-0000-6417	83.76	AITKIN SHOP SUPPLIES	1878-194428	Shop/Building Maintenance	N
	03-303-000-0000-6590	3.15	REPAIR PARTS	1878-194758	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	319.99	REPAIR PARTS	1878-197494	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	149.99	REPAIR PARTS	1878-199996	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	7.93	REPAIR PARTS	1878-204323	Repair & Maintenance Supplies	N
	03-303-000-0000-6417	200.54	AITKIN SHOP	1878-204905	Shop/Building Maintenance	N

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10412	O'Reilly Auto Parts					
		765.36		6 Transactions		
14861	Parman Energy Group					
	03-303-000-0000-6590	1,489.95	REPAIR PARTS	0262182-IN	Repair & Maintenance Supplies	N
14861	Parman Energy Group	1,489.95		1 Transactions		
8537	Powerplan OIB					
	03-303-000-0000-6590	188.87	REPAIR PARTS	2429931	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	801.64	REPAIR PARTS	2429932	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	783.94	REPAIR PARTS	2431345	Repair & Maintenance Supplies	N
8537	Powerplan OIB	1,774.45		3 Transactions		
15211	Quality Disposal Systems Inc					
	03-303-000-0000-6255	77.22	GARBAGE: MCGRATH	ACCT 1652085	Garbage	N
15211	Quality Disposal Systems Inc	77.22		1 Transactions		
4070	Riley Auto Supply					
	03-303-000-0000-6417	19.89	AITKIN SHOP	ACCT 2716	Shop/Building Maintenance	N
	03-303-000-0000-6590	30.67	REPAIR PARTS	ACCT 2716	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	564.92	REPAIR PARTS	ACCT 2716	Repair & Maintenance Supplies	N
	03-303-000-0000-6590	27.68	REPAIR PARTS	ACCT 2716	Repair & Maintenance Supplies	N
4070	Riley Auto Supply	643.16		4 Transactions		
9285	Rocon Paving					
	03-303-000-0000-6417	224.98	AITKIN SHOP PATCHING	.	Shop/Building Maintenance	Y
	03-303-000-0000-6417	224.97	MCGRATH SHOP PATCHING	.	Shop/Building Maintenance	Y
	03-303-000-0000-6521	224.98	PATHING MATERIAL	.	Maintenance Supplies	Y
	03-303-000-0000-6521	224.98	PATHING MATERIAL	.	Maintenance Supplies	Y
9285	Rocon Paving	899.91		4 Transactions		
14812	SCI Broadband/Savage Communications					
	03-303-000-0000-6220	155.57	NOV PHONE/INTERNET	ACCT 009-038972	Telephone	N
14812	SCI Broadband/Savage Communications	155.57		1 Transactions		
10455	Temco					
	03-303-000-0000-6590	173.09	REPAIR PARTS	204	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590	236.29	REPAIR PARTS	210	Repair & Maintenance Supplies	Y
	03-303-000-0000-6590	91.13	REPAIR PARTS	218	Repair & Maintenance Supplies	Y

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10455	Temco		500.51	3 Transactions		
10354	TURNER/JOHN					
	03-303-000-0000-6181		195.00	WORK BOOT REIMBURSEMENT	L&M FLEET	Safety Footwear Allowance N
10354	TURNER/JOHN		195.00	1 Transactions		
6097	Verizon Wireless					
	03-303-000-0000-6220		467.57	DEPT CELL PHONES	9977720323	Telephone N
6097	Verizon Wireless		467.57	1 Transactions		
13313	Wilkie/Gary L.					
	03-303-000-0000-6181		193.49	WORK BOOT REIMBURSEMENT	L&M FLEET	Safety Footwear Allowance N
13313	Wilkie/Gary L.		193.49	1 Transactions		
8279	Winzer Franchise Company					
	03-303-000-0000-6417		688.49	AITKIN SHOP SUPPLIES	2613537	Shop/Building Maintenance N
	03-303-000-0000-6417		252.04	AITKIN SHOP SUPPLIES	2677019	Shop/Building Maintenance N
8279	Winzer Franchise Company		940.53	2 Transactions		
5295	Ziegler Inc					
	03-303-000-0000-6590		802.94	REPAIR PARTS	IN00696112	Repair & Maintenance Supplies N
	03-303-000-0000-6590		837.28	REPAIR PARTS	SI000568497	Repair & Maintenance Supplies N
	03-303-000-0000-6590		2,215.50	REPAIR LABOR	SI000568497	Repair & Maintenance Supplies N
5295	Ziegler Inc		3,855.72	3 Transactions		
303	DEPT Total:		36,954.46	R&B Highway Maintenance	38 Vendors	82 Transactions
307	DEPT			R&B Capital Infrastructure		
86222	Aitkin Independent Age					
	03-307-000-0000-6230		114.74	AD FOR BID	1432987	Printing, Publishing & Adv Y
86222	Aitkin Independent Age		114.74	1 Transactions		
5246	BNSF Railway Company					
	03-307-000-0000-6269		2,000.00	TEMP OCCUPANCY PERMIT FEE	24W-23368	Professional Services N
5246	BNSF Railway Company		2,000.00	1 Transactions		
5128	Widseth Smith & Nolting Inc					
	03-307-000-0000-6269		2,000.00	PROFESSIONAL SERVICES	234014	Professional Services N

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	5128	Widseth Smith & Nolting Inc		2,000.00	1 Transactions			
307	DEPT Total:			4,114.74	R&B Capital Infrastructure	3 Vendors	3 Transactions	
3	Fund Total:			43,344.48	Road & Bridge		89 Transactions	

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400	DEPT			Public Health Department			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-400-410-0413-6485		8.99	WIC-EXTENSION CABLE (NL) 11/07/2024 11/07/2024	1CXJ-MCXJ-9YWJ	Computer/Technology Supplies	N
	05-400-430-0408-6405		32.42	HOME VISIT FILE LABELS 11/05/2024 11/05/2024	1D7P-HWWR-7W9V	Office Supplies	N
	05-400-440-0410-6405		8.40	OSS-PRIVACY SCREEN FOR MONITOR 11/07/2024 11/07/2024	1GWP-NRLM-9Q46	Office Supplies	N
9608	AMAZON CAPITAL SERVICES (HHS only)		49.81	3 Transactions			
783	Canon Financial Services, Inc						
	05-400-440-0410-6342		288.36	PH COPIER CONTRACT 11/01/2024 11/30/2024	36190315	Office Equipment Rental/Contracts	N
	05-400-440-0410-6342		25.20	OSS COPIER CONTRACT 11/01/2024 11/30/2024	36192362	Office Equipment Rental/Contracts	N
	05-400-440-0410-6342		40.42	MAILROOM COPIER CONTRACT 11/01/2024 11/30/2024	36193260	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		353.98	3 Transactions			
10855	Culligan Soft Water						
	05-400-440-0410-6342		20.45	COOLER RENTAL SERVICE 11/01/2024 11/30/2024	150X01902709	Office Equipment Rental/Contracts	N
10855	Culligan Soft Water		20.45	1 Transactions			
11051	Department of Human Services						
	05-400-440-0410-6360		924.85	MERIT SYSTEM QE 06/30/2024 04/01/2024 06/30/2024	A300MR0124D	Services, Labor, Contracts	N
11051	Department of Human Services		924.85	1 Transactions			
9046	Loffler Companies, Inc.						
	05-400-440-0410-6220		56.56	MONTHLY TELEPHONE 10/01/2024 10/31/2024	4850764	Telephone	N
9046	Loffler Companies, Inc.		56.56	1 Transactions			
14071	Marco Technologies LLC						
	05-400-440-0410-6266		133.00	OFFICE 365 SUBSCRIPTION	INV13090819	Software Fees/License Fees	Y
	05-400-440-0410-6266		19.76	OFFICE 365 SUBSCRIPTION	INV13090819	Software Fees/License Fees	Y
14071	Marco Technologies LLC		152.76	2 Transactions			

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88859	Spee*Dee-St Cloud						
	05-400-430-0408-6360		178.09	FAP SERVICE - 111 09/30/2024 11/02/2024	1131737	Services, Labor, Contracts	N
	05-400-440-0410-6205		59.37	PH SERVICE - 125/127 09/30/2024 11/02/2024	1131737	Postage	N
88859	Spee*Dee-St Cloud		237.46	2 Transactions			
400	DEPT Total:		1,795.87	Public Health Department	7 Vendors	13 Transactions	
420	DEPT			Income Maintenance			
9561	Amazon Business						
	05-420-600-4800-6405		41.98	IM-CD BURNER (TN) 10/15/2024 10/15/2024	1KKD-QDPF-96PT	Office Supplies	N
9561	Amazon Business		41.98	1 Transactions			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-420-600-4800-6405		19.80	OSS-PRIVACY SCREEN FOR MONITOR 11/07/2024 11/07/2024	1GWP-NRLM-9Q46	Office Supplies	N
9608	AMAZON CAPITAL SERVICES (HHS only)		19.80	1 Transactions			
783	Canon Financial Services, Inc						
	05-420-600-4800-6342		59.39	OSS COPIER CONTRACT 11/01/2024 11/30/2024	36192362	Office Equipment Rental/Contracts	N
	05-420-600-4800-6342		95.27	MAILROOM COPIER CONTRACT 11/01/2024 11/30/2024	36193260	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		154.66	2 Transactions			
10855	Culligan Soft Water						
	05-420-600-4800-6342		48.21	COOLER RENTAL SERVICE 11/01/2024 11/30/2024	150X01902709	Office Equipment Rental/Contracts	N
10855	Culligan Soft Water		48.21	1 Transactions			
11051	Department of Human Services						
	05-420-640-4800-6360		19.48	CS MONTHLY FED OFFSET FEE 10/01/2024 10/31/2024	A300C431401	Services, Labor, Contracts	N
	05-420-600-4800-6360		2,180.01	MERIT SYSTEM QE 06/30/2024 04/01/2024 06/30/2024	A300MR0124D	Services, Labor, Contracts	N
11051	Department of Human Services		2,199.49	2 Transactions			

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10435	LexisNexis Risk Solutions FL Inc.						
	05-420-640-4800-6266		180.00	LEXISNEXIS-2 USERS 10/24	1300046349	Software Fees/License Fees	Y
				10/01/2024 10/31/2024			
10435	LexisNexis Risk Solutions FL Inc.		180.00	1 Transactions			
9046	Loffler Companies, Inc.						
	05-420-600-4800-6220		133.29	MONTHLY TELEPHONE	4850764	Telephone	N
				10/01/2024 10/31/2024			
	05-420-640-4800-6220		33.25	MONTHLY TELEPHONE	4850764	Telephone	N
				10/01/2024 10/31/2024			
9046	Loffler Companies, Inc.		166.54	2 Transactions			
14071	Marco Technologies LLC						
	05-420-600-4800-6266		266.00	OFFICE 365 SUBSCRIPTION	INV13090819	Software Fees/License Fees	Y
	05-420-600-4800-6266		50.16	OFFICE 365 SUBSCRIPTION	INV13090819	Software Fees/License Fees	Y
	05-420-640-4800-6266		76.00	OFFICE 365 SUBSCRIPTION	INV13090819	Software Fees/License Fees	Y
14071	Marco Technologies LLC		392.16	3 Transactions			
88859	Spee*Dee-St Cloud						
	05-420-600-4800-6205		44.52	IM SERVICE - 101	1131737	Postage	N
				09/30/2024 11/02/2024			
88859	Spee*Dee-St Cloud		44.52	1 Transactions			
420	DEPT Total:		3,247.36	Income Maintenance	9 Vendors	14 Transactions	
430	DEPT			Social Services			
9561	Amazon Business						
	05-430-700-4800-6485		149.99	SS-VIEWSONIC 24" MONITOR (LC)	13KW-34T9-LFGV	Computer/Technology Supplies	N
				10/05/2024 10/05/2024			
9561	Amazon Business		149.99	1 Transactions			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-430-700-4800-6405		69.57	HCBS FILE FOLDERS	1D7P-HWWR-7W9V	Office Supplies	N
				11/05/2024 11/05/2024			
	05-430-700-4800-6405		31.79	OSS-PRIVACY SCREEN FOR MONITOR	1GWP-NRLM-9Q46	Office Supplies	N
				11/07/2024 11/07/2024			
	05-430-700-4800-6810		59.99	ADULT MH INIT - FLEX	1MKN-TMPG-HNKD	Mh Init - Flex (418)	N
				10/21/2024 10/21/2024			
	05-430-710-3190-6020		176.99	COURT RELATED SERV-CAR SEAT	1P3Y-94GF-DTVN	Court Related Services & Activities	N

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9608	AMAZON CAPITAL SERVICES (HHS only)		338.34	10/31/2024 10/31/2024 4 Transactions			
783	Canon Financial Services, Inc						
	05-430-700-4800-6342		95.38	OSS COPIER CONTRACT 11/01/2024 11/30/2024	36192362	Office Equipment Rental/Contracts	N
	05-430-700-4800-6342		153.01	MAILROOM COPIER CONTRACT 11/01/2024 11/30/2024	36193260	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc		248.39	2 Transactions			
10855	Culligan Soft Water						
	05-430-700-4800-6342		77.44	COOLER RENTAL SERVICE 11/01/2024 11/30/2024	150X01902709	Office Equipment Rental/Contracts	N
10855	Culligan Soft Water		77.44	1 Transactions			
11051	Department of Human Services						
	05-430-700-4800-6360		3,501.24	MERIT SYSTEM QE 06/30/2024 04/01/2024 06/30/2024	A300MR0124D	Services, Labor, Contracts	N
11051	Department of Human Services		3,501.24	1 Transactions			
9046	Loffler Companies, Inc.						
	05-430-700-4800-6220		214.08	MONTHLY TELEPHONE 10/01/2024 10/31/2024	4850764	Telephone	N
9046	Loffler Companies, Inc.		214.08	1 Transactions			
14071	Marco Technologies LLC						
	05-430-700-4800-6266		551.00	OFFICE 365 SUBSCRIPTION INV13090819		Software Fees/License Fees	Y
	05-430-700-4800-6266		82.08	OFFICE 365 SUBSCRIPTION INV13090819		Software Fees/License Fees	Y
14071	Marco Technologies LLC		633.08	2 Transactions			
10258	Next Chapter Technology, Inc						
	05-430-700-4800-6360		16,202.75	SS-CASEWORKS IMPLEMENTATION 10/30/2024 10/30/2024	220-INV0452	Services, Labor, Contracts	N
	05-430-700-4800-6625		26,687.50	SS-CASEWORKS LICENSING 10/30/2024 10/30/2024	220-INV0452	Capital - Office & Other Equipment	N
	05-430-700-4800-6266		16,014.00	SS-CW ANNUAL SUPPORT 2024 10/30/2024 10/30/2024	220-INV0453	Software Fees/License Fees	N
10258	Next Chapter Technology, Inc		58,904.25	3 Transactions			

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5 Health & Human Services

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Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



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Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
430	DEPT Total:			64,066.81	Social Services	8 Vendors	15 Transactions
5	Fund Total:			69,110.04	Health & Human Services		42 Transactions

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9 State

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT				Undesignated			
	1091	Commissioner Of Revenue						
		09-000-000-0000-2044		54.53	2ND APPORTIONMENT-SM 2024	NOVEMBER 2024	20% Severed Mineral Tax	N
	1091	Commissioner Of Revenue		54.53	1 Transactions			
	999999000	CSC						
		09-000-000-0000-2026		601.04	REFUND MRT DOC #484158	MRT REFUND	State Share Of Mortgage Registry (97%)	N
	999999000	CSC		601.04	1 Transactions			
	4580	Mn Dept Of Finance						
		09-000-000-0000-2051		32.76	TIF ADMIN FEE - NOVEMBER 2024	NOVEMBER 2024	State Share of TIF Tax	N
		09-000-000-0000-2022		840.00	BIRTH & DEATH SURCHARGES	OCT 2024	Birth/Death Surcharges	N
		09-000-000-0000-2024		117.00	CHILDREN SURCHARGES	OCT 2024	St Share Of Birth Cert.-Children	N
		09-000-000-0000-2030		195.00	OCTOBER 2024 MARRIAGE REPORT	OCT 2024	State Fees, Assessments & Surcharges	N
		09-000-000-0000-2031		6.00	TORRENS ASSURANCE	OCT 2024	Real Estate Assurance (Was 5874 And 6	N
		09-000-000-0000-2036		5,188.50	STATE GEN FUND/LEG. SURCHARGE	OCT 2024	Recording Surcharges (Was 5871 & 6281)	N
	4580	Mn Dept Of Finance		6,379.26	6 Transactions			
	3375	Mn Dept Of Health						
		09-000-000-0000-2027		850.00	STATE WELL CERTIFICATE	OCT 2024	State Well Cert Fees (Was 5097 & 6203)	N
					10/01/2024 10/31/2024			
	3375	Mn Dept Of Health		850.00	1 Transactions			
0	DEPT Total:			7,884.83	Undesignated	4 Vendors	9 Transactions	
9	Fund Total:			7,884.83	State		9 Transactions	

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
923	DEPT		Forfeited Tax Sales			
50	Aitkin Body Shop, Inc					
	10-923-000-0000-6590	2,307.72	F150 XL 04127	16915	Repair & Maintenance Supplies	N
50	Aitkin Body Shop, Inc	2,307.72	1 Transactions			
86222	Aitkin Independent Age					
	10-923-000-0000-6230	50.98-	TIMBER AUCTION BIDS	1425747	Printing, Publishing & Adv	Y
	10-923-000-0000-6230	59.49	TAX-FORFEITED LAND	1425747	Printing, Publishing & Adv	Y
86222	Aitkin Independent Age	8.51	2 Transactions			
170	Aitkin Motor Company					
	10-923-000-0000-6590	68.34	2016 F150 99049 LOF	50520	Repair & Maintenance Supplies	N
	10-923-000-0000-6590	69.79	2019 F150 50347 LOF	50600	Repair & Maintenance Supplies	N
170	Aitkin Motor Company	138.13	2 Transactions			
783	Canon Financial Services, Inc					
	10-923-000-0000-6342	158.21	COPIER RENTAL	36190314	Office/Equipment-Rental	N
			11/01/2024 11/30/2024			
783	Canon Financial Services, Inc	158.21	1 Transactions			
5893	CTC - 446126					
	10-923-000-0000-6254	350.00	INTERNET	21484781	Utilities-Gas and Electric	N
			11/12/2024 12/11/2024			
5893	CTC - 446126	350.00	1 Transactions			
1754	Garrison Disposal Company, Inc					
	10-923-000-0000-6255	110.30	SHOP GARBAGE	379350	Garbage	N
			09/01/2024 09/30/2024			
	10-923-000-0000-6255	110.30	SHOP GARBAGE	380162	Garbage	N
	10-923-000-0000-6255	110.30	SHOP GARBAGE	380937	Garbage	N
			11/01/2024 11/30/2024			
1754	Garrison Disposal Company, Inc	330.90	3 Transactions			
9728	Goble/Dustin					
	10-923-000-0000-6181	185.90	2024 BOOT ALLOWANCE	112024	Safety Footwear Allowance	N
9728	Goble/Dustin	185.90	1 Transactions			
9622	Hill/Kinzer					
	10-923-000-0000-6181	195.00	2024 BOOT ALLOWANCE	112024	Safety Footwear Allowance	N

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10 Trust

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
9622	Hill/Kinzer		195.00		1 Transactions		
9046	Loffler Companies, Inc.						
	10-923-000-0000-6220		44.27	MONTHLY TELEPHONE 10/01/2024 10/31/2024	4850764	Telephone	N
9046	Loffler Companies, Inc.		44.27	1 Transactions			
14071	Marco Technologies LLC						
	10-923-000-0000-6266		285.00	OFFICE 365 SUBSCRIPTION	INV13090819	Data Processing/Computer Services	Y
14071	Marco Technologies LLC		285.00	1 Transactions			
10180	WEX Bank - Land Dept						
	10-923-000-0000-6335		2,375.39	GAS 10/08/2024 11/07/2024	100890818	Gas/Vehicle Fuel Charges	N
10180	WEX Bank - Land Dept		2,375.39	1 Transactions			
923	DEPT Total:		6,379.03	Forfeited Tax Sales	11 Vendors	15 Transactions	
926	DEPT			Law Library			
5173	Thomson Reuters-West Publishing						
	10-926-000-0000-6455		1,365.61	LIBRARY PLAN CHARGES 09/01/2024 09/30/2024	850760453	Law Books	N
	10-926-000-0000-6455		1,750.22	ONLINE SUBSCRIPTION 10/01/2024 11/30/2024	850982440	Law Books	N
	10-926-000-0000-6455		1,259.61	LIBRARY PLAN CHARGES 11/01/2024 11/30/2024	851054857	Law Books	N
5173	Thomson Reuters-West Publishing		4,375.44	3 Transactions			
926	DEPT Total:		4,375.44	Law Library	1 Vendors	3 Transactions	
10	Fund Total:		10,754.47	Trust		18 Transactions	

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11 Forest Development

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	Vendor		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula			Service Dates	Paid On Bhf #	On Behalf of Name	
925	DEPT				Resource Management			
	10488	John Turner Mobile Repair LLC						
		11-925-000-0000-6590		300.00	GRADER WORK	0053	Repair & Maintenance Supplies	Y
	10488	John Turner Mobile Repair LLC		300.00	1 Transactions			
	5511	Milbradt/Kris						
		11-925-000-0000-6273		1,530.00	RED PINE RELEASE	112024	Timber Improvement	Y
	5511	Milbradt/Kris		1,530.00	1 Transactions			
	10266	Thomas Forestry LLC						
		11-925-000-0000-6273		4,654.00	2024 BUD CAPPING	40	Timber Improvement	Y
	10266	Thomas Forestry LLC		4,654.00	1 Transactions			
	9736	Timber Lakes Portable Services, LLC						
		11-925-000-0000-6360		200.00	PORTABLES FOR NRAC TOUR	6047	Services, Labor, Contracts	Y
	9736	Timber Lakes Portable Services, LLC		200.00	1 Transactions			
925	DEPT Total:			6,684.00	Resource Management	4 Vendors	4 Transactions	
939	DEPT				County Surveyor			
	15226	Data Activation Center						
		11-939-000-0000-6405		440.00	VNET STATIC 2GB 1 YR ANNUAL	115966	Office Supplies	N
					11/01/2024 10/31/2025			
	15226	Data Activation Center		440.00	1 Transactions			
	9046	Loffler Companies, Inc.						
		11-939-000-0000-6220		22.13	MONTHLY TELEPHONE	4850764	Telephone	N
					10/01/2024 10/31/2024			
	9046	Loffler Companies, Inc.		22.13	1 Transactions			
939	DEPT Total:			462.13	County Surveyor	2 Vendors	2 Transactions	
11	Fund Total:			7,146.13	Forest Development		6 Transactions	

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13 Taxes & Penalties

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
943	DEPT		Taxes And Penalties			
999999000	BACON/SHANNON					
	13-943-000-0000-2001	12.48	PROPERTY TAX OVERPAYMENT - P3	3031	Cur - Property Taxes	N
999999000	BACON/SHANNON	12.48	1 Transactions			
999999000	BAYERLE/CARA					
	13-943-000-0000-2001	11.82	PROPERTY TAX OVERPAYMENT - P3	3004	Cur - Property Taxes	N
999999000	BAYERLE/CARA	11.82	1 Transactions			
999999000	BERG/ANTHONY					
	13-943-000-0000-2001	22.32	PROPERTY TAX OVERPAYMENT - P3	3006	Cur - Property Taxes	N
999999000	BERG/ANTHONY	22.32	1 Transactions			
999999000	BRENKE/MERVIN					
	13-943-000-0000-2001	11.82	PROPERTY TAX OVERPAYMENT - P3	3013	Cur - Property Taxes	N
999999000	BRENKE/MERVIN	11.82	1 Transactions			
999999000	COLLINS/JODI					
	13-943-000-0000-2001	304.68	PROPERTY TAX OVERPAYMENT - P3	3002	Cur - Property Taxes	N
999999000	COLLINS/JODI	304.68	1 Transactions			
999999000	ESQUIRE TITLE SERVICE LLC					
	13-943-000-0000-2001	287.00	PROPERTY TAX OVERPAYMENT - P3	3029	Cur - Property Taxes	N
999999000	ESQUIRE TITLE SERVICE LLC	287.00	1 Transactions			
999999000	GOBLE/GRETA					
	13-943-000-0000-2001	96.00	PROPERTY TAX OVERPAYMENT - P3	3005	Cur - Property Taxes	N
999999000	GOBLE/GRETA	96.00	1 Transactions			
999999000	GRANT/BETTY					
	13-943-000-0000-2001	98.00	PROPERTY TAX OVERPAYMENT - P3	3028	Cur - Property Taxes	N
999999000	GRANT/BETTY	98.00	1 Transactions			
999999000	GUNTZBURGER/THOMAS					
	13-943-000-0000-2001	258.22	PROPERTY TAX OVERPAYMENT - P3	3003	Cur - Property Taxes	N
999999000	GUNTZBURGER/THOMAS	258.22	1 Transactions			
999999000	JACOBSON/JASON					
	13-943-000-0000-2001	32.02	PROPERTY TAX OVERPAYMENT - P3	3001	Cur - Property Taxes	N

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13 Taxes & Penalties

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
999999000	JACOBSON/JASON		32.02	1 Transactions		
999999000	KESKE/LISA					
	13-943-000-0000-2001		25.60	PROPERTY TAX OVERPAYMENT - P3 3016	Cur - Property Taxes	N
999999000	KESKE/LISA		25.60	1 Transactions		
999999000	LUECK/KAREN					
	13-943-000-0000-2001		54.00	PROPERTY TAX OVERPAYMENT - P3 3011	Cur - Property Taxes	N
999999000	LUECK/KAREN		54.00	1 Transactions		
999999000	LUKE/KAYLA					
	13-943-000-0000-2001		84.91	PROPERTY TAX OVERPAYMENT - P3 3007	Cur - Property Taxes	N
999999000	LUKE/KAYLA		84.91	1 Transactions		
999999000	MERRY/FRANK					
	13-943-000-0000-2001		55.16	PROPERTY TAX OVERPAYMENT - P3 3032	Cur - Property Taxes	N
999999000	MERRY/FRANK		55.16	1 Transactions		
999999000	RASMUSSEN/CHRISTINA					
	13-943-000-0000-2001		17.48	PROPERTY TAX OVERPAYMENT - P3 3012	Cur - Property Taxes	N
999999000	RASMUSSEN/CHRISTINA		17.48	1 Transactions		
999999000	SANDEN/NICHOLAS					
	13-943-000-0000-2001		15.12	PROPERTY TAX OVERPAYMENT - P3 3030	Cur - Property Taxes	N
999999000	SANDEN/NICHOLAS		15.12	1 Transactions		
999999000	SKELTON/SHAWN					
	13-943-000-0000-2001		773.00	PROPERTY TAX OVERPAYMENT - P3 3014	Cur - Property Taxes	N
999999000	SKELTON/SHAWN		773.00	1 Transactions		
943	DEPT Total:		2,159.63	Taxes And Penalties	17 Vendors	17 Transactions
13	Fund Total:		2,159.63	Taxes & Penalties		17 Transactions

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COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT		LLCC Administration			
2763	Countryside Sanitation, LLC					
	19-521-000-0000-6255	157.95	NOVEMBER GARBAGE	5795	Garbage	Y
			11/01/2024 11/30/2024			
	2763 Countryside Sanitation, LLC	157.95	1 Transactions			
10477	Kuhns/Julia					
	19-521-000-0000-6454	198.25	ORIGINAL ART FOR LLCC POSTERS	092424	Commissary Supplies-Non Jail	Y
10477	Kuhns/Julia	198.25	1 Transactions			
3160	Mille Lacs Energy Coop-Albert Lea					
	19-521-000-0000-6254	1,874.38	ENERGY CENTER ELECTRIC	271300502	Utilities-Gas and Electric	N
	19-521-000-0000-6254	1,123.82	DINING HALL ELECTRIC	271300601	Utilities-Gas and Electric	N
	19-521-000-0000-6254	878.58	NORTH STAR LODGE ELECTRIC	271300703	Utilities-Gas and Electric	N
	19-521-000-0000-6254	65.11	PARKING LOT ELECTRIC	271300801	Utilities-Gas and Electric	N
	19-521-000-0000-6254	66.75	STAFF RESIDENCE ELECTRIC	271300901	Utilities-Gas and Electric	N
	3160 Mille Lacs Energy Coop-Albert Lea	4,008.64	5 Transactions			
521	DEPT Total:	4,364.84	LLCC Administration	3 Vendors	7 Transactions	
523	DEPT		LLCC Food			
3776	Palisade One Stop					
	19-523-000-0000-6418	34.95	MACHINE DOWN - ICE	2187684653	Groceries-Students	N
			10/01/2024 10/31/2024			
	3776 Palisade One Stop	34.95	1 Transactions			
3810	Paulbeck's County Market					
	19-523-000-0000-6418	51.05	GROCERIES	7684653	Groceries-Students	N
3810	Paulbeck's County Market	51.05	1 Transactions			
10076	PFS Minnesota					
	19-523-000-0000-6418	51.24-	CREDIT / INV #73040278	73081861	Groceries-Students	N
	19-523-000-0000-6418	48.07-	CREDIT / INV #73215854	73262707	Groceries-Students	N
	19-523-000-0000-6418	8.62-	CREDIT / INV #74006409	74055000	Groceries-Students	N
	19-523-000-0000-6418	1,346.42	GROCERIES	74274140	Groceries-Students	N
	10076 PFS Minnesota	1,238.49	4 Transactions			
4761	Sysco Minnesota Inc					
	19-523-000-0000-6418	1,368.18	GROCERIES	253771248	Groceries-Students	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
4761	Sysco Minnesota Inc		1,368.18	1 Transactions		
4968	Upper Lakes Foods, Inc					
	19-523-000-0000-6418		711.31	GROCERIES	541327-00	Groceries-Students N
	19-523-000-0000-6418		1,007.30	GROCERIES	543062-00	Groceries-Students N
4968	Upper Lakes Foods, Inc		1,718.61	2 Transactions		
523	DEPT Total:		4,411.28	LLCC Food	5 Vendors	9 Transactions
524	DEPT			LLCC Maintenance		
9561	Amazon Business					
	19-524-000-0000-6590		83.96	ANDERSEN SASH LOCK & KEEPER	1KFJ-NGM4-HDGL	Repair & Maintenance Supplies N
9561	Amazon Business		83.96	1 Transactions		
9085	Climate Makers Inc					
	19-524-000-0000-6360		2,144.14	WATER HEATER REPAIRS	122334	Services, Labor, Contracts N
9085	Climate Makers Inc		2,144.14	1 Transactions		
10855	Culligan Soft Water					
	19-524-000-0000-6360		467.04	WATER SOFTENER REPAIR	150-10039204-5	Services, Labor, Contracts N
10855	Culligan Soft Water		467.04	1 Transactions		
7525	Hometown Bldg Supply					
	19-524-000-0000-6590		92.85	CONCRETE FOR PIZZA OVEN	L4653	Repair & Maintenance Supplies N
7525	Hometown Bldg Supply		92.85	1 Transactions		
2340	Hyytinen Hardware Hank					
	19-524-000-0000-6590		6.72	HARDWARE	22021/1	Repair & Maintenance Supplies N
2340	Hyytinen Hardware Hank		6.72	1 Transactions		
3776	Palisade One Stop					
	19-524-000-0000-6335		278.75	GAS & DIESEL	2187684653	Gas/Vehicle Fuel Charges N
				10/01/2024 10/31/2024		
3776	Palisade One Stop		278.75	1 Transactions		
4070	Riley Auto Supply					
	19-524-000-0000-6590		57.98	BELTS FOR AIR COMPRESSOR	644715	Repair & Maintenance Supplies N
4070	Riley Auto Supply		57.98	1 Transactions		

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Vendor		Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
		No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
524	DEPT Total:				3,131.44	LLCC Maintenance	7 Vendors	7 Transactions		
19	Fund Total:				11,907.56	Long Lake Conservation Center		23 Transactions		

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21 Parks

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Vendor	Name	Rpt			Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount		Service Dates	Paid On Bhf #	On Behalf of Name	
520	DEPT				Parks			
	13725	Beartooth Hardware Inc						
		21-520-000-0000-6523		19.57	AIR PLUG &DUAL FOOT EXT FEMALE	47930	Misc Bldg & Shop Supplies	N
	13725	Beartooth Hardware Inc		19.57	1 Transactions			
	1754	Garrison Disposal Company, Inc						
		21-520-000-0000-6255	B	169.65	AITKIN CAMPGROUND GARBAGE	379352	Garbage	N
					09/01/2024 09/30/2024			
		21-520-000-0000-6255	B	169.65	AITKIN CAMPGROUND GARBAGE	380164	Garbage	N
					10/01/2024 10/31/2024			
	1754	Garrison Disposal Company, Inc		339.30	2 Transactions			
	3024	Kingsley/Russell Lee						
		21-520-000-0000-6804	Q	4,080.00	WHITE PINE RIDERS ON CONNECTOR	112024	State Grant - Northwoods ATV-Expense	Y
	3024	Kingsley/Russell Lee		4,080.00	1 Transactions			
	10337	Mille Lacs Driftskippers						
		21-520-000-0000-6802	Q	16,076.36	REDTOP ATV CLUB	112024	Trail Grants-State	N
	10337	Mille Lacs Driftskippers		16,076.36	1 Transactions			
	3160	Mille Lacs Energy Coop-Albert Lea						
		21-520-000-0000-6254	B	139.72	BERGLUND PARK	185110602	Utilities-Gas and Electric	N
					10/01/2024 11/01/2024			
	3160	Mille Lacs Energy Coop-Albert Lea		139.72	1 Transactions			
	9526	Norland Environmental Service Inc						
		21-520-000-0000-6255	B	179.01	JACOBSON CAMPGROUND GARBAGE	4387853	Garbage	N
	9526	Norland Environmental Service Inc		179.01	1 Transactions			
	15211	Quality Disposal Systems Inc						
		21-520-000-0000-6255		221.36	SNAKE RIVER CAMPGROUND	1187622	Garbage	N
					10/01/2024 10/31/2024			
	15211	Quality Disposal Systems Inc		221.36	1 Transactions			
520	DEPT Total:			21,055.32	Parks	7 Vendors	8 Transactions	
21	Fund Total:			21,055.32	Parks		8 Transactions	

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25 Opioid Remediation Settlement

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	No.	Account/Formula		Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT					Undesignated			
	393	ISD 1 Aitkin-Treasurer							
		25-000-000-0000-6360			7,696.65	OPIOID AWARD-ISD#1 INTERVEN.	5421	Services, Labor, Contracts	N
						07/01/2024 10/31/2024			
	393	ISD 1 Aitkin-Treasurer			7,696.65	1 Transactions			
0	DEPT Total:				7,696.65	Undesignated	1 Vendors	1 Transactions	
25	Fund Total:				7,696.65	Opioid Remediation Settlement		1 Transactions	
	Final Total:				319,481.13	288 Vendors	446 Transactions		

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
1	138,313.73	General Fund	
2	108.29	Reserves Fund	
3	43,344.48	Road & Bridge	
5	69,110.04	Health & Human Services	
9	7,884.83	State	
10	10,754.47	Trust	
11	7,146.13	Forest Development	
13	2,159.63	Taxes & Penalties	
19	11,907.56	Long Lake Conservation Center	
21	21,055.32	Parks	
25	7,696.65	Opioid Remediation Settlement	
All Funds	319,481.13	Total	Approved by,
		
		



Board of County Commissioners Agenda Request

3A

Agenda Item #

Requested Meeting Date: November 26, 2024**Title of Item:** Implementation of the Mississippi River Grand Rapids Watershed, 1W1P CWMP

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Janet Smude		Department: Aitkin Co Soil & Water Conservation District
Presenter (Name and Title): Janet Smude, District Manager		Estimated Time Needed: 15 min.
Summary of Issue: <p>The Upper Mississippi River Grand Rapids One Watershed One Plan Comprehensive Watershed Management Plan has been developed over the past two years. Public comments were recently gathered during a 60 day comment period and a public hearing. We are asking all Partners in this watershed to review and adopt the Comprehensive Watershed Management Plan for this watershed in Aitkin County.</p> <p>Upon adoption, this plan will replace the Aitkin County Comprehensive Water Management Plan for this watershed within the County.</p> <p>After adoption this watershed is eligible to apply for implementation grant funds of \$1,324,120, for a three year period. These funds will be used to protect and improve water quality by implementing steps that were outlined in the Watershed Plan. Having a clear agreement between partners will help us prepare to use these funds to make a difference for our waters.</p>		
Alternatives, Options, Effects on Others/Comments: The Board could choose to not support this Resolution. Future funding from the Board of Water and Soil Resources may be jeopardized.		
Recommended Action/Motion: It is recommended that this Resolution be approved and the Upper Mississippi Grand Rapids Comprehensive Watershed Management Plan be adopted.		
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 November 26, 2024

By Commissioner: xxx

20241126-xxx

**Implementation of the Upper Mississippi – Grand Rapids
Comprehensive Watershed Management Plan**

WHEREAS the Upper Mississippi - Grand Rapids Comprehensive Local Water Management Plan identifies high-priority erosion, sedimentation, and water quality issues and concerns in accordance with Board of Water and Soil Resources (BWSR) rules and guidelines; and

WHEREAS the Upper Mississippi - Grand Rapids Comprehensive Local Water Management Plan identifies high-priority erosion, sedimentation, and water quality improvement projects to maintain and improve the natural resources of the watershed in accordance with Board of Water Soil Resources (BWSR) rules and guidelines; and

WHEREAS the Upper Mississippi – Grand Rapids Comprehensive Local Watershed Management Plan replaces the Aitkin County Comprehensive Water Management Plan for the area of the county identified within the Plan; and

WHEREAS Aitkin County supports sending the final draft plan of the Upper Mississippi - Grand Rapids Comprehensive Watershed Management Plan to BWSR for review; and

WHEREAS the BWSR Board will review and approve the Upper Mississippi - Grand Rapids Comprehensive Watershed Management Plan according to Minnesota Statutes §103B.101, Subdivision 14.

NOW THEREFORE, BE IT RESOLVED that Aitkin County adopts and will begin implementation of the Upper Mississippi - Grand Rapids Comprehensive Local Water Management Plan as its Comprehensive Plan within the Upper Mississippi - Grand Rapids Watershed from 2025 to 2034 upon approval from the BWSR Board.

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, 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 26th day of November 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26th day of November 2024

Jessica Seibert
County Administrator

Formal Agreements

The CWMP's Policy Committee is a coalition of Aitkin County, Aitkin SWCD, Carlton County, Carlton SWCD, Cass SWCD, Itasca County, Itasca SWCD, Mille Lacs Band of Ojibwe, and Salo Township (Figure 11.4). The Policy Committee previously entered into a MOA for planning the 1W1P for the Watershed (see Appendix F). The entities, along with any additional eligible entities, will draft an agreement for purposes of implementing this plan. Implementation will occur through a JPA.

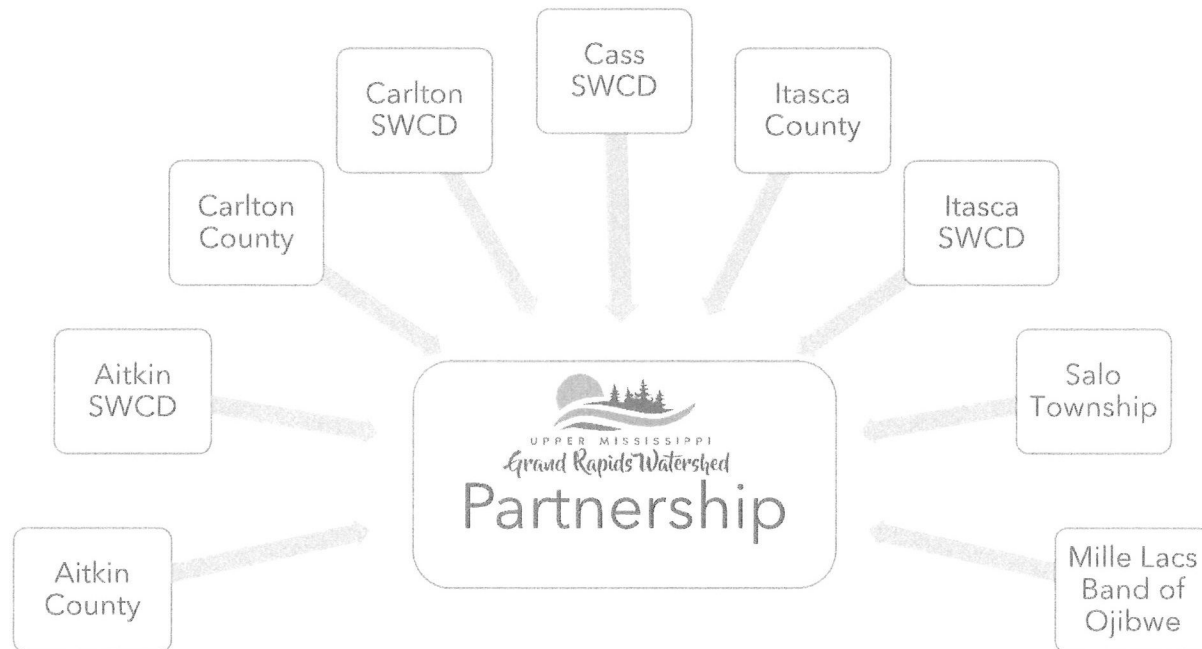


Figure 11.4. Planning and implementation partnership.

SECTION 1. EXECUTIVE SUMMARY

Introduction

The Upper Mississippi - Grand Rapids (UM-GR) Watershed collects the water that topography and gravity provide from the borders of 3 adjacent watersheds (Figure 1.1):

- ❖ Laurentian Divide, flowing to the north via Rainy to Hudson's Bay;
- ❖ The St. Lawrence, to the east through the Great Lakes;
- ❖ The St. Croix, to the south joining the Mississippi's journey near Prescott, south-east of the Metro Area.

The Mississippi River itself enters the UM-GR at the Pokegama Dam in Cohasset, just to the north-west of Grand Rapids. From there it flows into the Mississippi-Brainerd Watershed just south of Palisade at the confluence with the Willow River. Along the way two principal arteries provide cumulative input to the UM-GR (Figure 1.2):

- ❖ Prairie River, from the north-east quadrant of lakes and highland;
- ❖ Willow River from the south-west lowlands with wetland drainage.

The UM-GR also has the somewhat unique feature of the east end of the Mesabi Iron Range - an extensive development stretching north-east from Grand Rapids to Keewatin, bordering the Lake Superior/St. Lawrence watershed. This area is characterized by an industrial landscape with large open pits, many of which are now filled with water, surrounded by immense tailing basins and stockpiles.

The UM-GR drains over 1.3 million acres and contains almost 2,000 miles of streams and 625 lakes greater than 10 acres. It spans five counties: Aitkin, Carlton, Cass, Itasca, and St. Louis (Figure 1.2). The watershed also includes portions of the Mille Lacs Band of Ojibwe Reservation, and a number of communities including Grand Rapids, Colerain, Cromwell, Hill City, McGregor, and Remer. This watershed has an abundance of beautiful lakes that make it an important recreational destination. It is also home to unique plant and animal species such as wild rice, peatlands, and trout, along with an abundance of healthy forests.

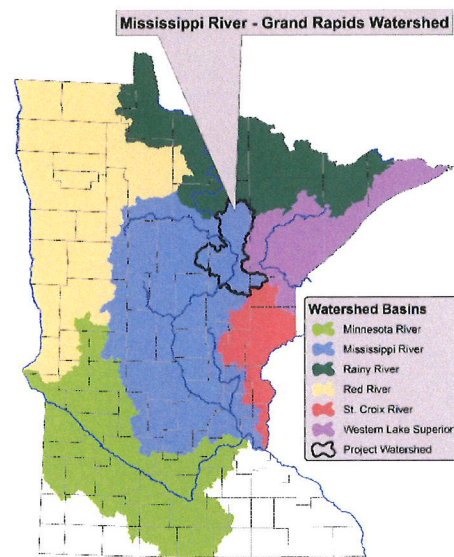


Figure 1.1. UM-GR watershed and Minnesota River Basins.

This Comprehensive Watershed Management Plan (CWMP) was developed in 2023-2024 as a part of the Board of Water and Soil Resources (BWSR) One Watershed, One Plan Program (1W1P). This program seeks to align watershed planning along hydrologic boundaries rather than jurisdictional ones, making partnerships between local government units within the watershed essential during planning and implementation. With very few water quality impairments and 37% public land ownership, the UM-GR CWMP focuses on **nondegredation**, as evidenced by the vision statement below.

nondegredation

non.deg.ra.da.tion

noun

1. Prevention of a significant change that lowers the condition of high-quality land and waters.

Watershed Vision:

From the peattlands to the iron range, we work to protect our vibrant Northwoods lands and waters for vibrant communities.



Credit: Matt Gutzmann



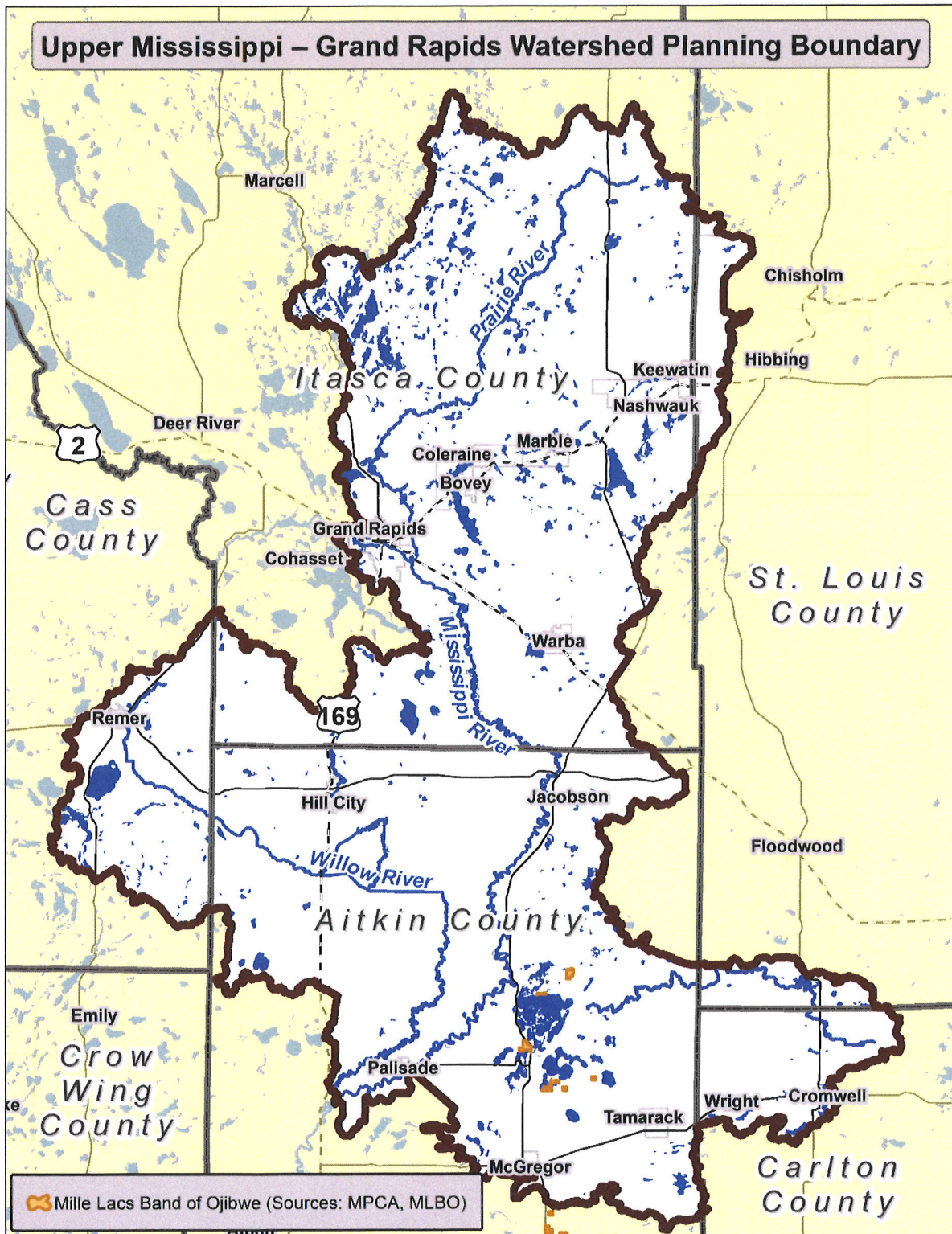


Figure 1.2. Location map for the UM-GR Watershed.

Roles

The UM-GR Partnership is a Memorandum of Agreement (MOA) between Aitkin County, Aitkin Soil and Water Conservation District (SWCD), Carlton County, Carlton SWCD, Cass SWCD, Itasca County, Itasca SWCD, Mille Lacs Band of Ojibwe, and Salo Township (see Figure 1.3).

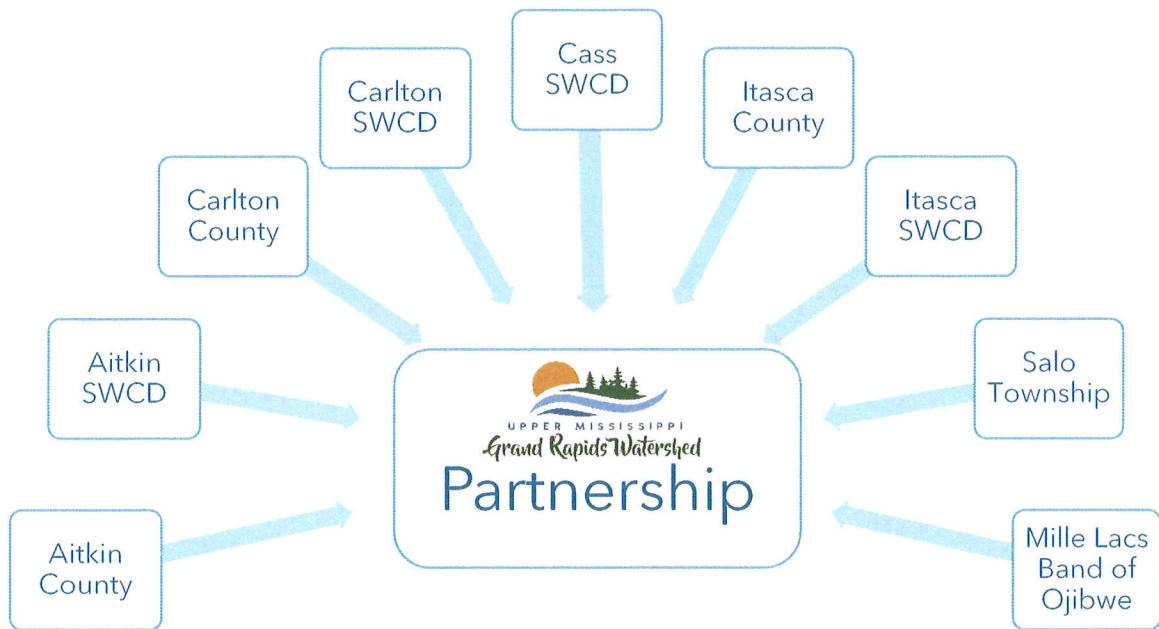


Figure 1.3. Planning Partners.

The CWMP development process is driven by three committees, the Policy, Steering, and Advisory Committees (Figure 1.4). The Steering Committee contains local government unit staff (LGUs), guided by an Advisory Committee made up of local stakeholders, federal and state agencies, and tribal entities. The decision-making body for the plan is a Policy Committee made up of elected officials from each entity in the MOA.

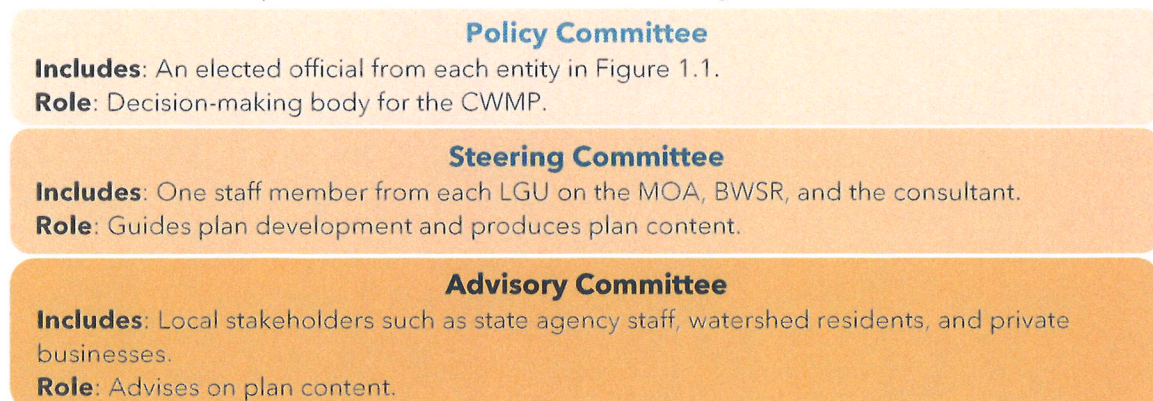


Figure 1.4. Roles of the Policy, Steering, and Advisory Committees involved in the development of the UM-GR CWMP.

Plan Development

After establishing the committees, the planning process began with requesting letters from state agencies on watershed priorities and issues. A public kick-off event was held in June 2023 to solicit resident input on issues. See Appendix B for the public kickoff summary. The Steering Committee reviewed existing reports and data, agency letters, and the public kick-off feedback and categorized issues into seven resource categories, shown below:



Topic Meetings

In the first step in the planning process, six topic meetings were held to solicit expert and stakeholder opinion when developing issues, measurable goals, and actions on each topic. The topic meetings were: 1) lakes, 2) forests, 3) wetlands & ditching 4) rivers & streams 5) stormwater and 6) farms & groundwater.

Table 1.1. Experts at topic meetings.

Topic	Expert Affiliations
  Farms Groundwater	City Staff, SWCD Staff, Minnesota Department of Agriculture (MDA), Minnesota Pollution Control Agency (MPCA) Feedlot Inspector, Mississippi Headwaters Board (MHB), MLBO
 Forests	SWCD Forester, County Land Commissioner, Conservation Center, Deer Hunters Association, Minnesota Department of Natural Resources (DNR) Forester, DNR Wildlife Staff, Tamarack Water Alliance, United States Fish and Wildlife Service (USFWS) Staff, MHB, MLBO
 Lakes	County Highway Departments, Lakes and River Association/Advocates, Big Sandy Area Lake Watershed Management Project, Tamarack Water Alliance, City Staff, Lake Associations, SWCD Staff, Conservation Center, DNR Fisheries, DNR Wildlife Staff, Minnesota Department of Transportation (MnDOT), MHB, MLBO
 Stormwater	County Highway Departments, County Transportation Department, DNR Fisheries, MnDOT, MPCA Staff, MHB, MLBO
 Streams	County Highway Departments, Lakes and River Association/Advocates, County Transportation Department, Big Sandy Area Lake Watershed Management Project, City Staff, Lake Associations, SWCD Staff, Conservation Center, DNR Fisheries, DNR Wildlife Staff, MnDOT, MPCA Staff, Tamarack Water Alliance, USFWS Staff, MHB, MLBO
 Wetlands	BWSR Wetland Specialists, MPCA Staff, USFWS Staff, MLBO

Issues

To help understand what issues and opportunities affect each topic in the watershed, issues listed in previous plans, reports, state agency comment letters and public input were gathered and compiled into common themes, becoming the basis of creating the issues for the UM-GR Watershed. At each topic meeting, attendees brainstormed issues and settled on 1-6 issue statements. These were further prioritized into 1-3 statements, and then finalized at the January 2024 Advisory Committee meeting. The process for issue development is shown in Figure 1.5, and the final issue list is shown in Table 1.2.

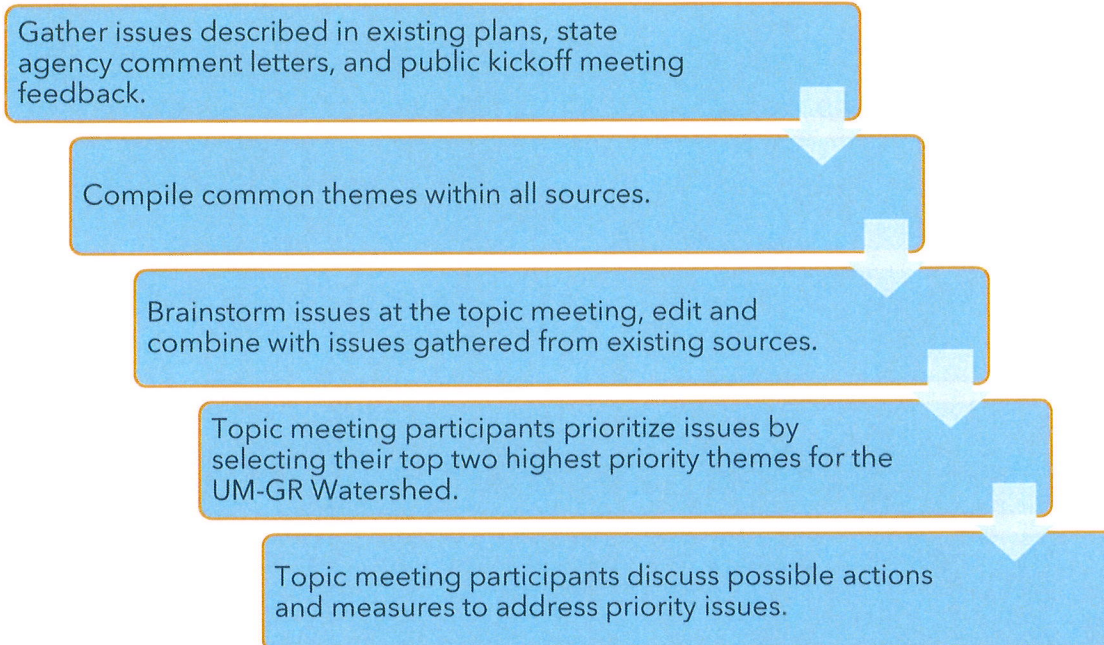


Figure 1.5. Issue statement development process.



Table 1.2. Priority Issue Statements.








Resource Topic	Issue Statement
	Sufficient protection is needed for outstanding resources and sensitive species (i.e., trout, cisco, wild rice, forests) to maintain water quality, native species, wildlife, and plant communities.
 Lakes	Lakeshore alteration from development, conversion of cabins to year-round homes, removal of native vegetation, and wake boats impact water quality and shoreline habitat.
 Lakes	Nutrients from lakeshore development, septic systems, internal loading, and land use changes contribute to algal growth along with recreational impairments.
 Forests	Forest health is vulnerable to climate variability, pests, and invasive species which can affect forest diversity and productivity.
 Streams	Riparian alteration and loss of connectivity , from development and land use change increases streambank erosion and temperature of streams in the watershed.
 Wetlands	Wetland health and function is impacted by invasive species, ditching, recreation, and beavers.
 Wetlands	Historic straightening of natural watercourses impacts water quality, aquatic life, and flooding.
 Stormwater	Stormwater runoff from developed areas delivers sediment, nutrients, chloride, and bacteria to lakes, streams, and wetlands.
 Farms	Agricultural runoff and livestock access increases erosion, nutrients, sediment, and bacteria in streams and groundwater.
 Groundwater	Groundwater quality and quantity needs protection from contamination due to activities on the land and environmental conditions.
 Groundwater	More testing and screening are needed to track groundwater and drinking water safety and quality.

Goals

Ten measurable goals were set to cover the seven topics. Goals were discussed during three Advisory Committee meetings and were further refined based on what is possible with available funding and staff capacity.

Each topic has a short-term goal (to be met within 10 years) and a long-term goal, a desired future condition. The short-term goals are the focus of this plan and are listed below:

Table 1.3. Short-term (10-year) measurable goals.

10-Year Goals for the UM-GR Watershed		
	Reduce phosphorus in Priority Enhance and Restore lakes by 40lbs/yr ; Restore 3 linear miles of shoreline on priority lakes	
Lakes		
	Protect or enhance 1 mile of priority streams	
		Streams
	Implement 3,659 acres of agricultural best management practices (BMPs)	
Farms		
	Implement 8,162 acres of forest protection; Implement 36,000 acres of forest management	
		Forests
	Maintain and enhance wetlands and peatlands at current rate	
Wetlands		
	Complete stormwater retrofit analysis for 3 communities ; Implement 5 stormwater projects	
		Stormwater
	Seal 50 unused wells .	
Groundwater		

Implementation

Overall Priorities

To prioritize where to work first overall, the focus areas for the resource topics were stacked together to determine overall watershed priorities. The outcome is shown below in Figure 1.6 and indicates where outreach and funding will be focused in the first five years of plan implementation.

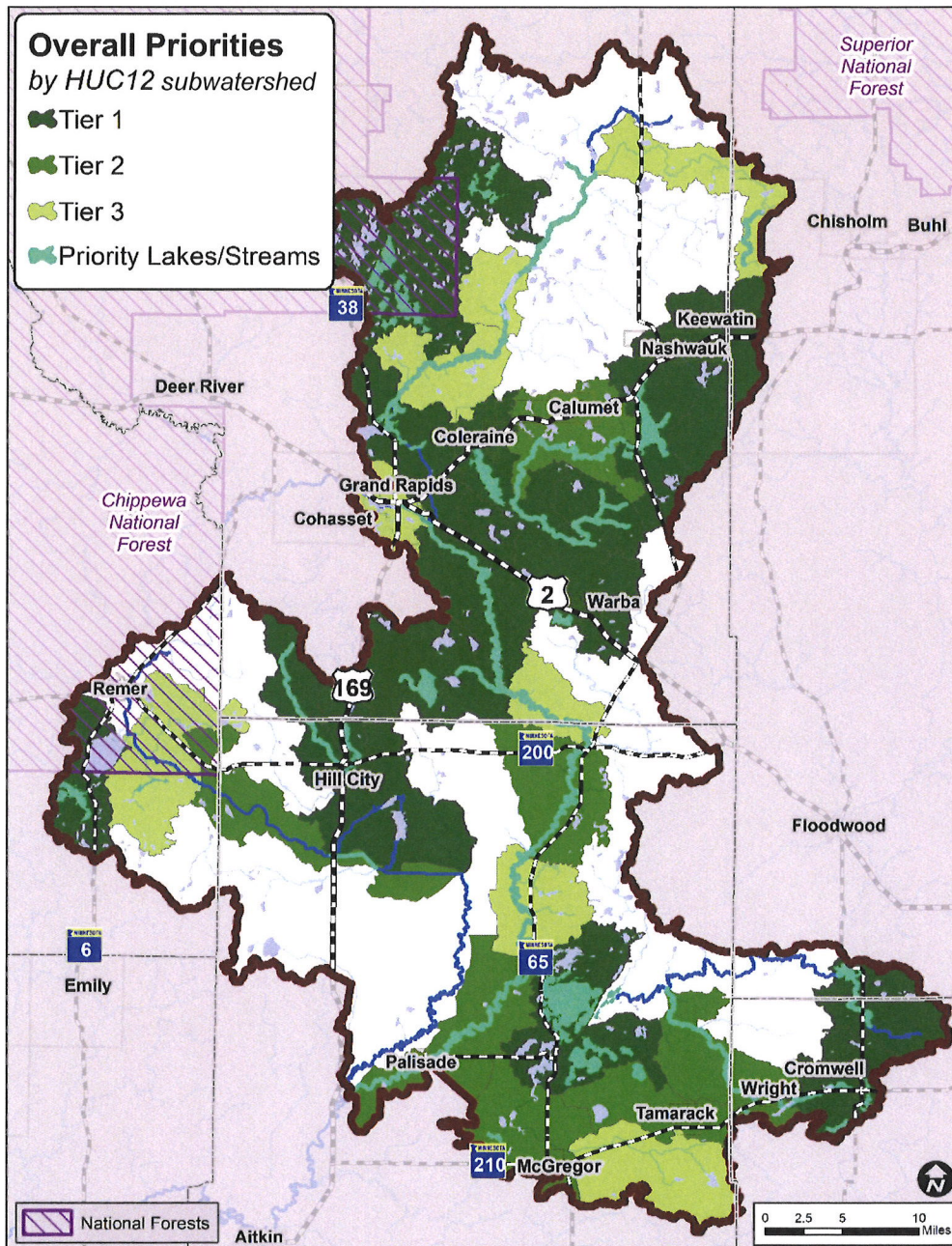


Figure 1.6. Overall priorities of where to work first in the UM-GR Watershed.

Actions

The Advisory Committee and Topic Meeting Experts brainstormed a list of possible actions to address the priority issues and make progress towards the short-term goal. These actions are included in the targeted implementation schedule, at the end of each topic section. The targeted implementation schedule contains the 'what', 'where', 'who', 'when', and cost.

- ❖ What: Action name, outcome, and program.
 - For example, the first action in the groundwater table is 'seal abandoned wells' in the 'Fix it' program, with an output of 50 wells sealed (within the 10 years of plan implementation).
- ❖ Where: Rather than implementing the action anywhere in the watershed, a specific area or resources are targeted for more effective implementation.
- ❖ Who: Agencies that will be involved in the action are listed and the lead(s) are indicated.
- ❖ When: The estimated time of implementation is indicated. Many actions are annual and will continue throughout implementation. Others have a targeted biennium.
- ❖ Cost: The funding source and the estimated 10-year cost are given.

Implementation of actions will fall under one of four programs: Planned Landscape Management ("Manage It"), Constructed Environmental Enhancements ("Fix It"), Protected Lands Maintenance ("Keep It"), and Data Collection and Outreach ("Know It").



Fix It

Constructed Environmental Enhancements are actions that involve installation or construction.



Manage It

Planned Landscape Management actions manage the soil, forest, cropland, and water resources.



Keep It

Protected Lands Maintenance actions include permanent landscape protection.



Know It

Data Collection & Outreach actions involve gathering information or education and outreach to the public.



Current programs and funding will not be enough to accomplish all the actions planned in the targeted implementation schedule. BWSR provides non-competitive Watershed-Based Implementation Funding (WBIF) with this CWMP from the Clean Water Land and Legacy Amendment. This is estimated to be \$1,324,120 per biennium based on the 2025-2026 allocation. This plan will operate using baseline + WBIF funds, with additional partner funding/grants set aside as 'Other'.

The success of plan implementation will hinge on reliable non-competitive WBIF being available for plan implementation in addition to competitive state, federal, and private grant dollars. The CWMP's Steering Committee and Policy Committee acknowledge that additional staffing may be necessary to meet plan goals. Because implementation is occurring under a Joint Powers Agreement (JPA), staff will be hired by existing local government units in the watershed.

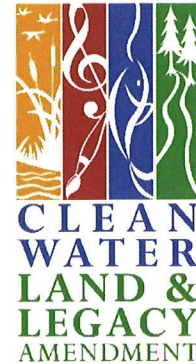


Table 1.4. Annual and 10-year funding summary.

Funding Level	Estimated Annual Average	Estimated Plan Total (10-year)
Baseline Funding	\$720,000	\$7,200,000
Funding needed to fully implement this plan <i>Baseline funding=\$720,000/year</i> <i>2025-2026 WBIF Allocation=\$662,000/year</i> <i>Additional needed=\$511,400/year</i>	\$1,893,000	\$18,930,000
Other <i>Partners and other agencies, including NRCS, USFWS, USFS, SFIA, LSOHF, MHB, DNR, MPCA, etc.</i>	\$1,485,237	\$14,852,371

The same partnership for planning will continue into plan implementation. The same committees shown in Figure 1.4 will continue to meet, but not as often as during plan development.



Board of County Commissioners Agenda Request

4A

Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Public Hearing for Land Classification

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input checked="" type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Dennis (DJ) Thompson	Department: Land
Presenter (Name and Title): Dennis (DJ) Thompson, Land Commissioner	Estimated Time Needed: 5 Minutes
Summary of Issue: MS 282.01 requires that tax forfeited land be classified by the County Board after a public meeting is held for input. At the September 10, 2024 County Board meeting, the date and time for the public meeting was set for November 26, 2024 at 10:15 a.m. We did not receive any comments or recommendations on the classifications prior to the public hearing. Attached is the notice of the public hearing.	
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 type="checkbox"/> No Please Explain:	



EAST CENTRAL MINNESOTA

-Public Notice Ad Proof-

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

Ad Proof

Not Actual Size

AITKIN COUNTY LAND CLASSIFICATION OF AITKIN COUNTY TAX-FORFEITED LANDS PUBLIC MEETING

The Aitkin County Board of Commissioners is requesting comments and recommendations for the classification of tax-forfeited lands. A public meeting will be held on November 26, 2024 at 10:15 a.m. in the Government Center Board Meeting Room to hear comments. A list of parcels and proposed classifications can be found at www.co.aitkin.mn.us under 'PUBLIC NOTICES', or by contacting the Land Department at acld@co.aitkin.mn.us or 502 Minnesota Avenue N, Aitkin, MN. 56431 (218) 927-7364.

Published in the
Aitkin Independent Age
October 16, 23, 2024
1425747

Date: 10/04/24

Account #: 482641

Customer: AITKIN COUNTY LAND DEPT.

Address: 502 MINNESOTA AVE. N
AITKIN

Telephone: (218) 927-7364
Fax:

Publications:

Aitkin Independent Age

Ad ID: 1425747

Copy Line: Tax-Forfeited Land

PO Number:

Start: 10/16/24

Stop: 10/23/2024

Total Cost: \$59.49

of Lines: 27

Total Depth: 3.028

of Inserts: 2

Ad Class: 155

Phone # (763) 691-6000

Email: publicnotice@apgecm.com

Rep No: MA700

Contract-Gross



Board of County Commissioners Agenda Request

4B

Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Land Classification

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title): Dennis (DJ) Thompson, Land Commissioner		Estimated Time Needed: 5 Minutes
Summary of Issue: MS 282.01 requires that tax forfeited land be classified by the County Board after a public meeting is held for input. Attached are the recommended classifications from Land Department staff and the Natural Resources Advisory Committee.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt the resolution accepting the classifications with comments received at the meeting.		
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 November 26, 2024

By Commissioner: xxx

20241126-xxx**2024 LAND CLASSIFICATION**

WHEREAS, a public meeting was held on November 26, 2024 at 10:15 am at the regular county board meeting and that prior to meeting for the purpose of classifying or reclassifying tax-forfeited lands, the county board gave notice of its intent to meet for that purpose in postings, on the web site, and in the local newspaper, in addition to sending letters to any township, city, and school district in which the properties were located, and

WHEREAS, at the meeting, no objections were raised on any of the attached parcels.

THEREFORE, BE IT RESOLVED, that the Aitkin County tax forfeited parcels be classified as per below.

#	Property ID	Legal	Sec	Tws	Ac	Recommended Classification
1	33-0-022900	Lot 6	14	Verdon	0.47	Conservation
2	33-0-053700	Lot 2	34	Verdon	4.75	Conservation
3	39-0-032400	Lot 13	18	Workman	3.75	Conservation
4	19-0-047002	3.0 Ac of Lot 2 S of R/W	27	Logan	3.0	Conservation
5	23-0-000800	LOT 7 LESS 15 AC	1	Morrison	15.5	Conservation
6	23-0-002001	FRAC NE NE Less 9 Ac	2	Morrison	31.7	Conservation
7	23-0-002101	FRAC NW NE Less 31 Ac	2	Morrison	9.8	Conservation
8	23-0-002201	All of SW NE E of White Elk River Less .21 Ac	2	Morrison	19.8	Conservation
9	23-0-002301	SE NE Less part S & E of Big Willow River	2	Morrison	36.0	Conservation
10	23-0-002302	PT SE NE S & E of Willow River	2	Morrison	4.0	Conservation
11	23-0-018201	N600 Ft of Govt Lot 3	11	Morrison	23.0	Conservation
12	01-0-047200	2 Ac in Lot 4 as in Block 13 DDS P543 (Twp Rd)	23	Aitkin	2.0	Conservation
13	31-1-075000	Lot 1 Block 1	5	Spencer	1.18	Conservation
14	31-1-075100	Lot 2 Block 1	5	Spencer	1.1	Conservation
15	31-1-075200	Lot 3 Block 1	5	Spencer	1.02	Conservation
16	31-1-075400	Lot 5 Block 1	5	Spencer	0.88	Conservation
17	31-1-075600	Lot 7 Block 1	5	Spencer	0.75	Conservation
18	31-1-075800	Lot 9 Block 1	5	Spencer	0.76	Conservation
19	31-1-076000	Lot 11 Block 1	5	Spencer	0.66	Conservation
20	31-1-076100	Lot 12 Block 1	5	Spencer	0.82	Conservation
21	31-1-076200	Lot 13 Block 1	5	Spencer	0.61	Conservation
22	31-1-076400	Lot 15 Block 1	5	Spencer	0.7	Conservation
23	31-1-076500	Lot 16 Block 1	5	Spencer	0.7	Conservation
24	31-1-077200	Lot 23 Block 1	5	Spencer	0.77	Conservation
25	31-1-077300	Lot 24 Block 1	5	Spencer	0.7	Conservation
26	31-1-077400	Lot 25 Block 1	5	Spencer	0.77	Conservation
27	31-1-077500	Lot 26 Block 1	5	Spencer	0.77	Conservation
28	31-1-077600	Lot 27 Block 1	5	Spencer	0.77	Conservation
29	31-1-077700	Lot 28 Block 1	5	Spencer	0.77	Conservation
30	31-1-077800	Lot 29 Block 1	5	Spencer	0.78	Conservation
31	31-1-077900	Lot 30 Block 1	5	Spencer	0.77	Conservation
32	31-1-078000	Lot 31 Block 1	5	Spencer	0.71	Conservation
33	31-1-078100	Lot 32 Block 1	5	Spencer	0.81	Conservation
34	31-1-078200	Lot 33 Block 1	5	Spencer	1.29	Conservation

#	Property ID	Legal	Sec	Tws	Ac	Recommended Classification
35	31-1-078300	Lot 34 Block 1	5	Spencer	1.5	Conservation
36	31-1-078400	Lot 35 Block 1	5	Spencer	0.91	Conservation
37	31-1-078500	Lot 36 Block 1	5	Spencer	0.75	Conservation
38	31-1-078600	Lot 37 Block 1	5	Spencer	0.58	Conservation
39	31-0-013003	Part Lot 10 Lying E of Co Rd # 55 Less N 400 Ft	6	Spencer	2.0	Conservation
40	01-1-142800	Riverside Point Lot 220	16	Aitkin	0.3	Conservation
41	01-1-142700	Riverside Point Lot 219	16	Aitkin	0.3	Conservation
42	01-1-142600	Riverside Point Lot 218	16	Aitkin	0.34	Conservation
43	01-1-142500	Riverside Point Lot 217	16	Aitkin	0.27	Conservation
44	01-1-142400	Riverside Point Lot 216	16	Aitkin	0.3	Conservation
45	01-1-141400	Riverside Point Lot 206	16	Aitkin	0.39	Conservation
46	01-1-140900	Riverside Point Lots 201-203	16	Aitkin	0.99	Conservation
47	01-1-140000	Riverside Point Lot 192	16	Aitkin	0.31	Conservation
48	01-1-139900	Riverside Point Lot 191	16	Aitkin	0.29	Conservation
49	01-1-139800	Riverside Point Lot 190	16	Aitkin	0.27	Conservation
50	01-1-139700	Riverside Point Lot 189	16	Aitkin	0.21	Conservation
51	01-1-139600	Riverside Point Lot 188	16	Aitkin	0.18	Conservation
52	01-1-138100	Riverside Point Lot 173	16	Aitkin	0.5	Conservation
53	01-1-124600	Riverside Point Lot 38	16	Aitkin	0.2	Conservation
54	01-1-124700	Riverside Point Lot 39	16	Aitkin	0.2	Conservation
55	01-1-124800	Riverside Point Lot 40	16	Aitkin	0.2	Conservation
56	01-1-124900	Riverside Point Lot 41	16	Aitkin	0.2	Conservation
57	01-1-126000	Riverside Point Lot 52	16	Aitkin	0.26	Conservation
58	01-1-135600	Riverside Point Lot 148	16	Aitkin	0.32	Conservation
59	01-1-135500	Riverside Point Lot 147	16	Aitkin	0.32	Conservation
60	01-1-134400	Riverside Point Lot 136	16	Aitkin	0.3	Conservation
61	01-1-134300	Riverside Point Lot 135	16	Aitkin	0.3	Conservation
62	01-1-134000	Riverside Point Lot 132	16	Aitkin	0.27	Conservation
63	01-1-133900	Riverside Point Lot 131	16	Aitkin	0.14	Conservation
64	01-1-133300	Riverside Point Lot 125	16	Aitkin	0.32	Conservation
65	01-1-133200	Riverside Point Lot 124	16	Aitkin	0.3	Conservation
66	01-1-131200	Riverside Point Lot 104	16	Aitkin	0.34	Conservation
67	01-1-127900	Riverside Point Lot 71	16	Aitkin	0.39	Conservation
68	01-1-127800	Riverside Point Lot 70	16	Aitkin	0.39	Conservation
69	01-1-127700	Riverside Point Lot 69	16	Aitkin	0.36	Conservation
70	01-1-127600	Riverside Point Lot 68	16	Aitkin	0.34	Conservation
71	01-1-127500	Riverside Point Lot 67	16	Aitkin	0.34	Conservation
72	01-1-127400	Riverside Point Lot 66	16	Aitkin	0.32	Conservation
73	01-1-127300	Riverside Point Lot 65	16	Aitkin	0.33	Conservation
74	01-1-127200	Riverside Point Lot 64	16	Aitkin	0.33	Conservation
75	01-1-147800	Riverside Point 2nd Add. Lot 17	25	Aitkin	0.37	Conservation
76	01-1-148200	Riverside Point 2nd Add. Lot 21	25	Aitkin	0.49	Conservation
77	01-1-148300	Riverside Point 2nd Add. Lot 22	25	Aitkin	0.4	Conservation
78	01-1-148400	Riverside Point 2nd Add. Lot 23	25	Aitkin	0.39	Conservation
79	01-1-148600	Riverside Point 2nd Add. Lot 25	25	Aitkin	0.39	Conservation
80	01-1-149100	Riverside Point 2nd Add. Lot 30	25	Aitkin	0.4	Conservation
81	01-1-149300	Riverside Point 2nd Add. Lot 32	25	Aitkin	0.43	Conservation
82	01-1-151300	Riverside Point 2nd Add. Lot 52	25	Aitkin	0.35	Conservation
83	01-1-151400	Riverside Point 2nd Add. Lot 53	25	Aitkin	0.32	Conservation
84	01-1-151500	Riverside Point 2nd Add. Lot 54	25	Aitkin	0.36	Conservation
85	01-1-151600	Riverside Point 2nd Add. Lot 55	25	Aitkin	0.39	Conservation
86	01-1-151700	Riverside Point 2nd Add. Lot 56	25	Aitkin	0.46	Conservation
87	01-1-151800	Riverside Point 2nd Add. Lot 57	25	Aitkin	0.43	Conservation

#	Property ID	Legal	Sec	Tws	Ac	Recommended Classification
88	01-1-151900	Riverside Point 2nd Add. Lot 58	25	Aitkin	0.43	Conservation
89	01-1-152400	Riverside Point 2nd Add. Lot 63	25	Aitkin	0.36	Conservation
90	01-1-152500	Riverside Point 2nd Add. Lot 64	25	Aitkin	0.39	Conservation
91	01-1-152600	Riverside Point 2nd Add. Lot 65	25	Aitkin	0.4	Conservation
92	01-1-152700	Riverside Point 2nd Add. Lot 66	25	Aitkin	0.45	Conservation
93	01-1-152800	Riverside Point 2nd Add. Lot 67	25	Aitkin	0.41	Conservation
94	01-1-152900	Riverside Point 2nd Add. Lot 68	25	Aitkin	0.41	Conservation
95	01-1-153000	Riverside Point 2nd Add. Lot 69	25	Aitkin	0.45	Conservation
96	01-1-153100	Riverside Point 2nd Add. Lot 70	25	Aitkin	0.41	Conservation
97	01-1-153200	Riverside Point 2nd Add. Lot 71	25	Aitkin	0.4	Conservation
98	01-1-153300	Riverside Point 2nd Add. Lot 72	25	Aitkin	0.36	Conservation
99	01-1-153400	Riverside Point 2nd Add. Lot 73	25	Aitkin	0.37	Conservation
100	01-1-153500	Riverside Point 2nd Add. Lot 74	25	Aitkin	0.39	Conservation
101	01-1-153800	Riverside Point 2nd Add. Lot 77	25	Aitkin	0.4	Conservation
102	01-1-153900	Riverside Point 2nd Add. Lot 78	25	Aitkin	0.48	Conservation
103	01-1-154000	Riverside Point 2nd Add. Lot 79	25	Aitkin	0.35	Conservation
104	01-1-154100	Riverside Point 2nd Add. Lot 80	25	Aitkin	0.95	Conservation
105	01-1-154200	Riverside Point 2nd Add. Lot 81	25	Aitkin	0.56	Conservation
106	01-1-154300	Riverside Point 2nd Add. Lot 82	25	Aitkin	0.44	Conservation
107	01-1-154400	Riverside Point 2nd Add. Lot 83	25	Aitkin	0.39	Conservation
108	01-1-154500	Riverside Point 2nd Add. Lot 84	25	Aitkin	0.47	Conservation
109	01-1-154600	Riverside Point 2nd Add. Lots 85-88	25	Aitkin	1.36	Conservation
110	01-1-155100	Riverside Point 2nd Add. Lots 90 & 91	25	Aitkin	0.61	Conservation
111	01-1-155600	Riverside Point 2nd Add. Lots 95-100	25	Aitkin	3.06	Conservation
112	01-1-156300	Riverside Point 2nd Add. Lot 102	25	Aitkin	0.54	Conservation
113	06-0-012200	N SE	7	Cornish	79.4	Conservation
114	06-0-012400	SW SE	7	Cornish	39.6	Conservation
115	09-0-017801	SE SW	11	Glen	38.2	Conservation
116	09-0-021901	NE NW	14	Glen	37.5	Conservation
117	10-0-019700	NW NE	13	Haugen	40.0	Conservation
118	10-0-020100	NW NW	13	Haugen	40.0	Conservation
119	15-0-024600	E NE	15	Kimberly	79.1	Conservation
120	18-0-021400	NW NW	13	Libby	39.8	Conservation
121	18-0-021500	SW NW	13	Libby	39.9	Conservation
122	20-0-033500	NE NW	21	Macville	40.0	Conservation
123	35-0-005500	SW NW	4	Waukenabo	40.4	Conservation

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

xxx MEMBERS PRESENT

All Members Voting XXX

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26th day of November 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26th day of November 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

5A

Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Northland Reliability Project Presentation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input checked="" type="checkbox"/> Information Only
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Northland Reliability Project Team		Estimated Time Needed: 30 min.
Summary of Issue: Northland Reliability Project team presentation on project updates.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

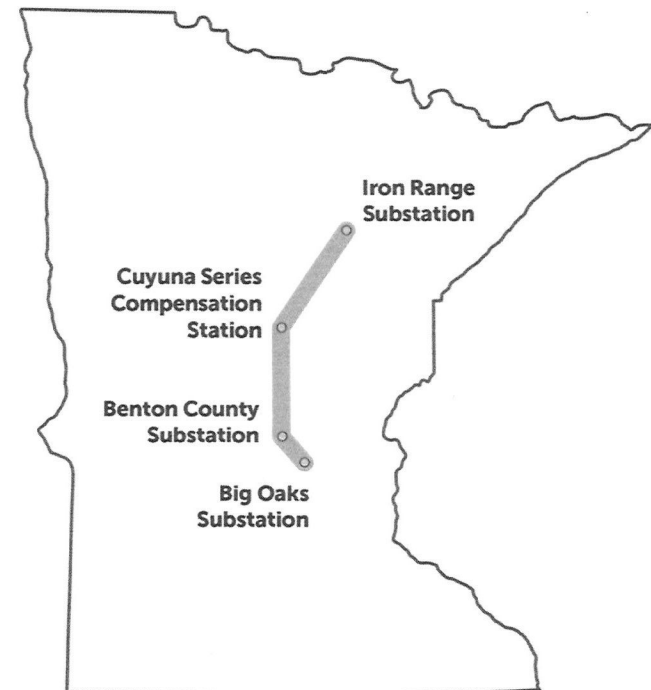
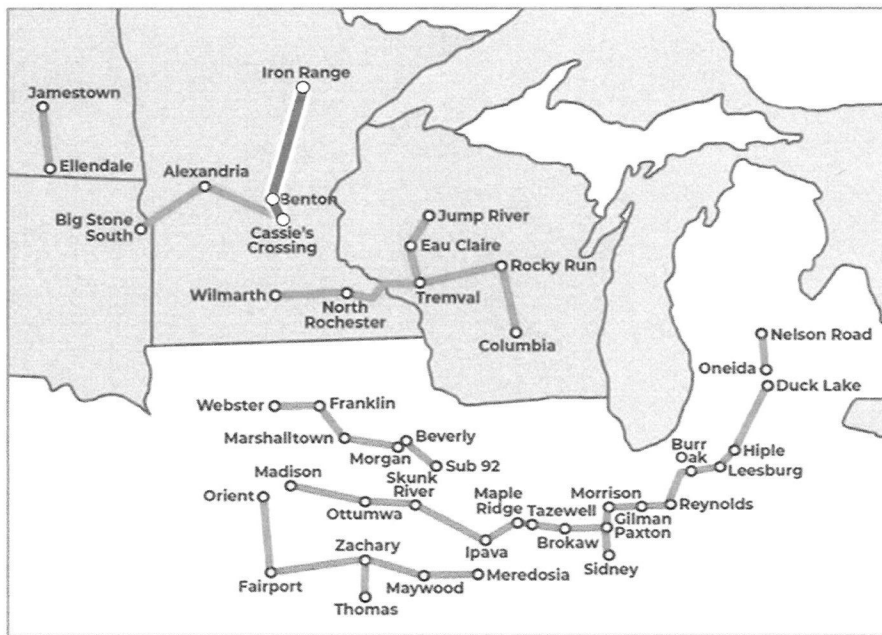
Northland Reliability Project



Project Updates

Aitkin County, November 2024

MISO-approved project: part of a regional plan



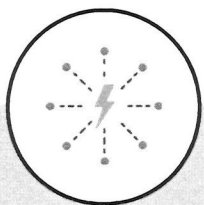
Double-circuit 345-kV line

Over 85% co-located with existing HVTL

180 miles

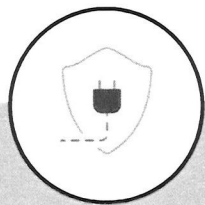
Expanded and new substations

Fulfilling a need



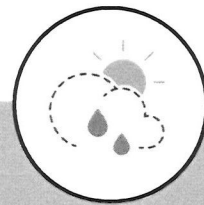
Maintaining reliability

Provide system support as energy resources continue to evolve.



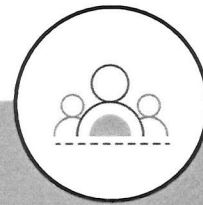
Enabling clean energy

Increase capacity to safely and reliably deliver clean energy from where it's produced to where it's needed by our customers and members.



Strengthening resiliency

Enhance system resiliency during extreme weather events.



Enhancing flexibility

Plan proactively to meet changing customers' and members' power needs due to decarbonization and electrification.

Two main project segments

- **Segment one:** Iron Range Substation to Cuyuna Series Comp Station to Benton County Substation
- **Segment two:** Benton County Substation to Big Oaks Substation

Legend

- ▲ Expand existing substations
- New substation

- Segment one
- Segment two



State regulatory process

- **August 2023** - Submitted a joint Certificate of Need and Route Permit Application to the Public Utilities Commission (PUC)
- **October 2023** - PUC/Department of Commerce (DOC) public scoping meetings
 - Collected public feedback on the proposed routes and consider route alternatives
 - Identified route alternatives being evaluated in the Environmental Assessment (EA)
- **June 2024** - DOC published EA
- **July 2024** - Administrative Law Judge (ALJ) held public hearings across the project area
- **September 2024** - Applicants submitted responses to public comments
- **November 2024** - ALJ report with recommendations to the PUC
- **Late 2024/Early 2025** - PUC decision on route permit



Visit
edockets.state.mn.us

Certificate of Need: docket **22-416**
Route Permit: docket **22-415**

Regulatory process – ALJ Hearing

General comments:

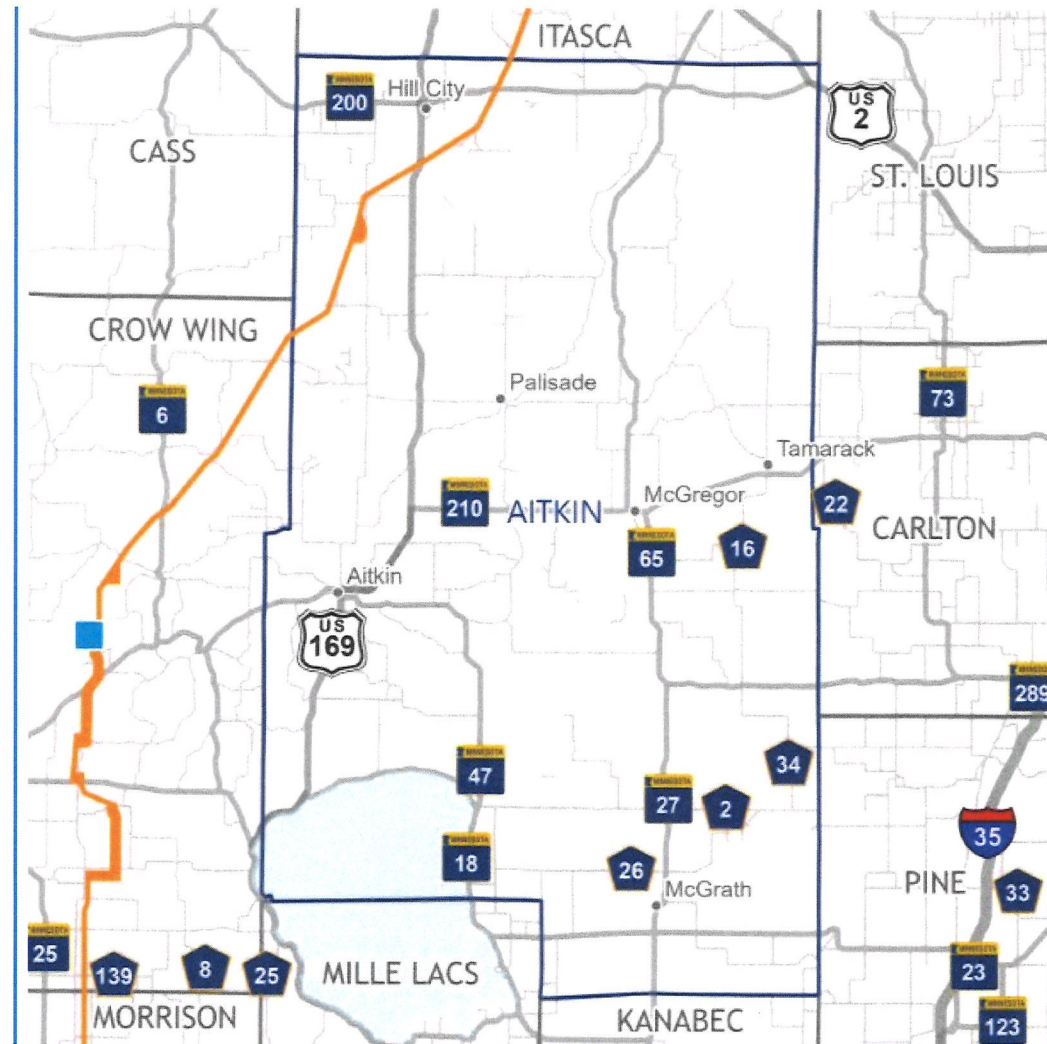
- Common corridor
- Maximize distance to residences
- Reduce effects to center pivot systems
- Clarify the route width versus the right-of-way
- Clarify access and construction and easement types

Aitkin County:

- Impacts to dog sled businesses
- Impacts to property values

Proposed Route – Aitkin County

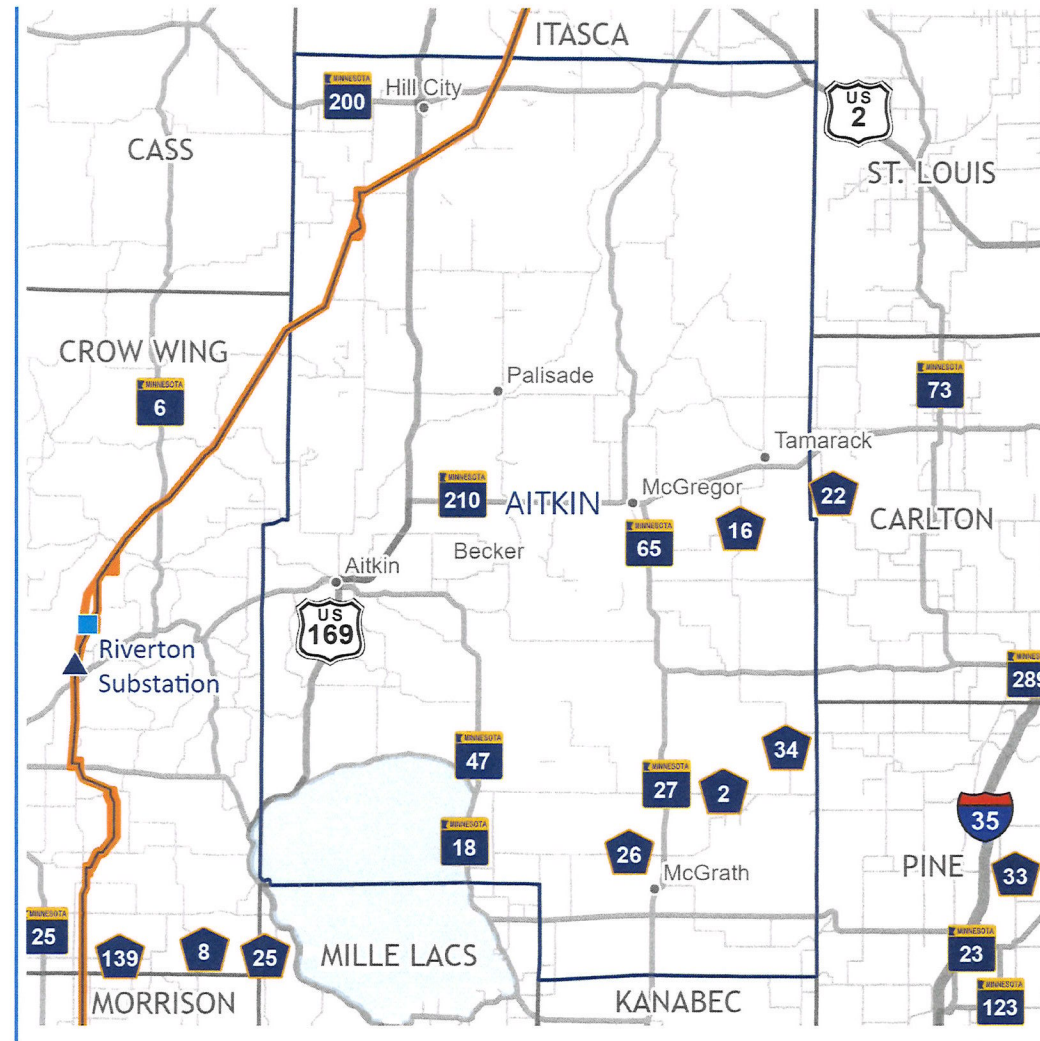
Route Permit
Application
August 2023



Scoping October 2023



Co-location Maximization Route (September 2024)



Field surveys

**Landowner notices provided in advance of surveys*

Started
October 2023



Continuing
May – November 2024



Continuing
Into 2025

Types of surveys



Biological



Wetlands



Cultural
resources



Soil borings



Noxious weeds

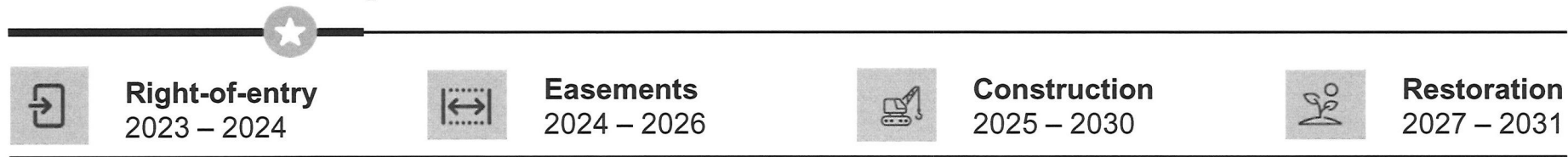


Land

Geo-tech soil boring surveys



Real estate process



What landowners can expect



On-going and upcoming project milestones



Engineering design for substations and transmission line



State and federal permitting efforts



Soil borings on Segment 2 fall and winter 2024/2025



Anticipate construction starting on Segment 2 in 2025

Continued project communications



Continue supporting our project email, information line and website



Land agent updates and notifications



Newsletter and postcard updates



Local leader project update presentations



Upcoming communication: PUC decision on Certificate of Need and Route Permit Application (postcard and website updates)

Northland Reliability Project



Connect with us!



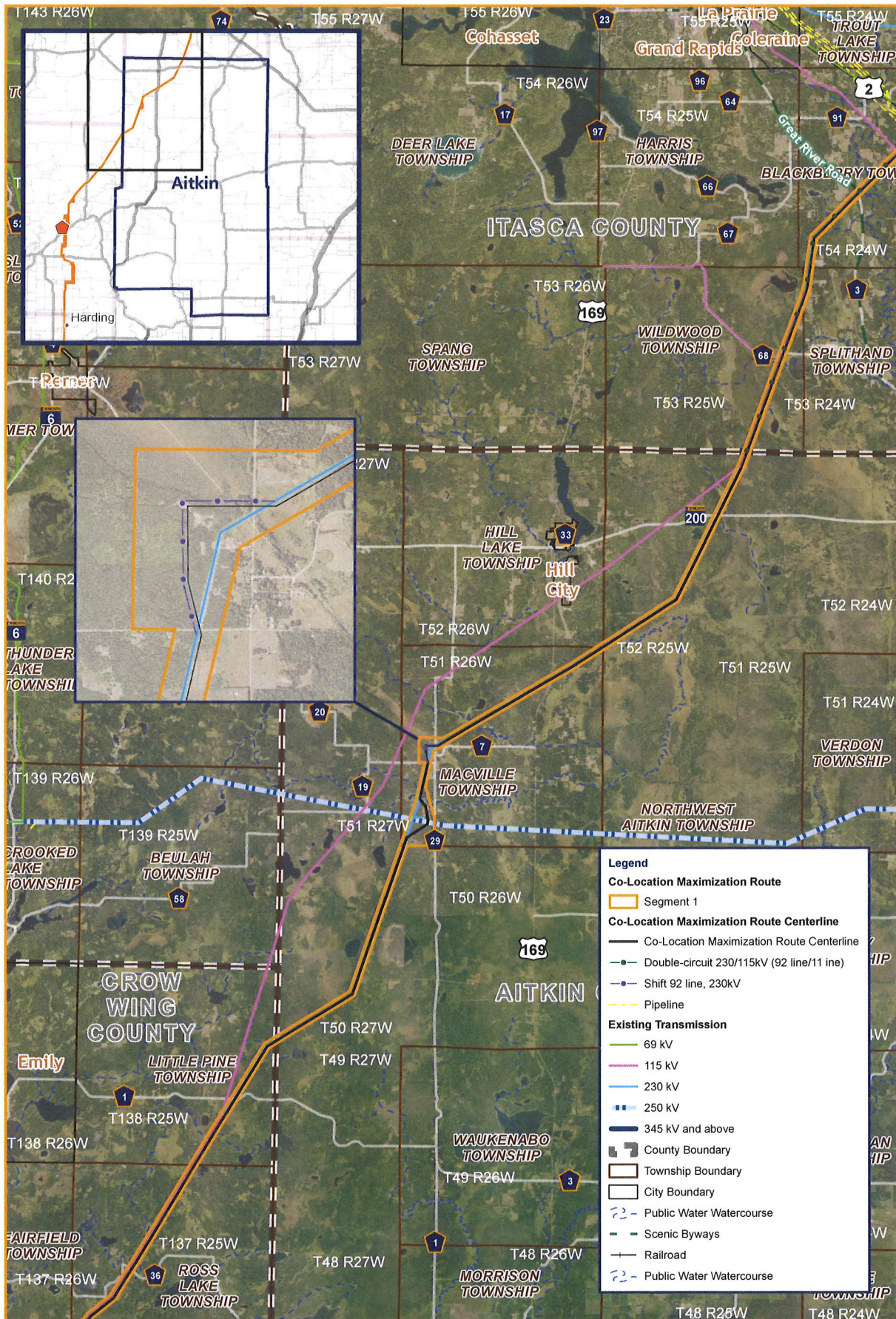
northlandreliabilityproject.com



Call our hotline at
218-864-6059



Send us an email at
connect@northlandreliabilityproject.com



Legend

Co-Location Maximization Route

- Segment 1

Co-Location Maximization Route Centerline

- Co-Location Maximization Route Centerline
- Double-circuit 230/115kV (92 line/11 line)
- Shift 92 line, 230kV
- Pipeline

Existing Transmission

- 69 kV
- 115 kV
- 230 kV
- 250 kV
- 345 kV and above

Other Features

- County Boundary
- Township Boundary
- City Boundary
- Public Water Watercourse
- Scenic Byways
- Railroad
- Public Water Watercourse



Board of County Commissioners Agenda Request

5B

Agenda Item #

Requested Meeting Date: November 26, 2024**Title of Item:** Approve McGregor Airport Agreement Amendment

- ☒ REGULAR AGENDA
☐ CONSENT AGENDA
☐ INFORMATION ONLY

Action Requested:☒ Approve/Deny Motion☐ Adopt Resolution (attach draft)☐ Direction Requested☐ Discussion Item☐ Hold Public Hearing***provide copy of hearing notice that was published***Submitted by:**

Jessica Seibert

Department:

Administration

Presenter (Name and Title):

Jessica Seibert, County Administrator

Estimated Time Needed:

10 Min.

Summary of Issue:

Attached is a proposed amendment to the current McGregor Airport Agreement updating Section 3 of the agreement to clarify membership and the process to approve filling vacancies. The current membership list and current agreement have been included for reference.

Bill Bedor, McGregor Airport Commission Chairperson will be on hand to answer questions.

Alternatives, Options, Effects on Others/Comments:**Recommended Action/Motion:**

Approve McGregor Airport Agreement Amendment

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:*

The following text is proposed to replace the entirety of Section 3 in the existing airport agreement, BUT NOT Section 3(A) or 3(B), which shall remain intact:

3. AIRPORT COMMISSION: The Airport Commission shall consist of ten members. One shall be a member of the Aitkin County Board of Commissioners; one a member of the City Council of McGregor; and one the current County Engineer (or his designee) or another individual appointed by the Aitkin County Board of Commissioners. The other seven members (hereinafter "at-large members") shall be interested citizens from the general McGregor area, approved by the Airport Commission, the Aitkin County Board of Commissioners, and the City Council of McGregor. Terms of office for original members began with execution of this agreement of the City and the County, with the original term for each at-large member described below. Subsequent at-large members serve three-year terms that begin on January 1st. No term limits apply.

SEAT

ORIGINAL TERM

City Council Seat

As Appointed by the City Council of McGregor

Aitkin County Commissioner Seat

As Appointed by the Aitkin County Board of Commissioners

Aitkin County Engineer/Other Seat

As Appointed by the Aitkin County Board of Commissioners

At-large Seat 1

(3) years

At-large Seat 2

(3) years

At-large Seat 3

(3) years

At-large Seat 4

(3) years

At-large Seat 5

(3) years

At-large Seat 6

(3) years

At-large Seat 7

(3) years

The Commission shall choose one of its members as Chairperson and one of its members as Vice-Chairperson. In the event the volume of work handled by the Commission shall require it, part-time staff may be employed by the Commission. The Commissioners shall receive no compensation for their services. The Chairperson of the Airport Commission shall recommend at-large members for appointment and reappointment, first to the Commission and subsequently to the Aitkin County Board of Commissioners and McGregor City Council for

approval, as required. Any vacancy occurring for an at-large seat may be filled for the remainder of the term of the vacant seat by majority vote of the Commission.

County Board Chair

Date

County Administrator

Date

City Clerk

Date

Mayor

Date

Terms as of October 2024

William Bedor	December 2024 by Aitkin County
Jerome Carr	July 2027 at large
Tom Steinmeuller	July 2027 at large
Brody Schultz	Annually by City Council
Jeff Budnick	July 2026 at large
Bob Merritt	December 2027 at large
Bret Sample	Annually by Aitkin County
Eric Schulz	December 2025 at large

McGregor Airport *Ken*

STATE OF MINNESOTA

COUNTY OF AITKIN

City of McGregor)	
AND)	<u>CONTRACTUAL</u>
County of Aitkin)	<u>AGREEMENT</u>

WHEREAS, the City of McGregor, hereinafter referred to as the City, and the County of Aitkin, hereinafter referred to as the County, have had under discussion, through their legislative bodies, the establishment of a City airport at McGregor,

AND WHEREAS, such joint agreement seems the most desirable plan for furnishing airport services to the City and the surrounding County,

AND WHEREAS, such a plan is authorized by M.S.A. Chapter 360 et seq,

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. IN GENERAL. The City and the County agreed each with the other to participate as hereinafter provided for the acquisition of a tract of land for the purposes of constructing, expanding and operating an airport thereon and to construct, maintain and operate the airport jointly as hereinafter provided.

2. CONTRIBUTION TO CAPITAL COSTS. The City and County, subject to qualifications hereinafter set out, shall contribute 1/3, 2/3 to that portion of the cost of acquisition of the airport site and the capital costs of construction, improvement and development of the airport and not covered by State and Federal contributions thereto. All preliminary expenses incurred hereunder shall be borne by the City and the County on a 1/3 cost to the City and 2/3 cost to the County.

The existing City airport land shall be used to the maximum in establishing the new airport. The County will not contribute any funds for the usage of this property. The land presently controlled by the McGregor Development Corporation (lying directly north of the existing airport land) shall be jointly purchased by the

City, County and State, with the State providing 2/3 of the cost, the City providing 1/3 of the balance and the County providing 2/3 of the balance. Any additional land purchases shall follow this formula of funds source.

3. AIRPORT COMMISSION. The Airport Commission shall consist of ten members. One shall be a member of the County Commissioners; one a member of the City Council of McGregor; one the current County Engineer; and the balance interested citizens from the general McGregor area acceptable to both the County Commissioners and the City Council of McGregor. The Commission is so constituted at present. Terms of office for the existing Commissioners begin with the final agreement of the City and the County. Subsequent Commission members will serve terms that begin on January 1st and will serve for a term of three years.

<u>NAME</u>	<u>TERM</u>
Mr. Dennis Lang	At the pleasure of the City Council of McGregor
Mr. David Rued	At the pleasure of the Atkin County Commissioners
Mr. John Walkup	Terminated only if Mr. Walkup leaves the position of County Engineer
Mr. Mike Kenefick	(1) year, ending 12-31-93
Mr. Ken Geving	(1) year, ending 12-31-93
Mr. Bud Johnson	(2) years, ending 12-31-94
Mr. Walter Schularick	(2) years, ending 12-31-94
Mr. Loren Miller	(3) years, ending 12-31-95
Mr. Jack Hooper	(3) years, ending 12-31-95
Mr. David Johnson	(3) years, ending 12-31-95

The Commission shall choose one of its members as Chairman and one of its members as Vice-chairman. In the event the volume of work handled by the Commission shall require it, part-time clerical help may be employed by the Commission. The Commissioners shall receive no compensation for their services. The Chairman of the Airport Commission shall recommend new members (or reappointment of existing members) as required.

3. (A) STATE PARTICIPATION. The Airport Commission shall negotiate with the Department of Transportation to secure State participation in 2/3 of the first cost of the airport work and 2/3 of the maintenance and operations of the airport. This contract shall be a separate contract directly between the City of McGregor and the State of Minnesota. Failure to obtain this State contract shall cause this contract between the County and City shall be null and void.

3. (B) INSURANCE. The City of McGregor shall provide liability insurance for the Airport in an amount to cover the statutory liability limit set for cities by the State of Minnesota.

4. POWERS OF COMMISSION. The Commission, except as hereinafter provided, shall acquire necessary property to establish, construct, enlarge, improve, maintain, equip, operate and regulate an airport and other air navigation facilities and airport protection privileges to be acquired, controlled and operated under this agreement. The Commission may exercise on behalf of the County and City all the powers of each of such municipalities granted by M.S. Chapter 360 et seq except as otherwise provided in this agreement and in M.S. Chapter 360.042 as amended. Such rules and regulations as provided for by M.S. Chapter 360.042 as amended may be proposed by the Commission but shall be enacted only by the Council and the County Board, pursuant to the provisions of M.S. Chapter 360.042 as amended. No real property and no airport, other air navigation facility, or air protection privilege acquired under this agreement shall be disposed of by the Commission by sale, lease or otherwise except by authority of both the City Council and the County Board of Commissioners; but the Commission may lease space, area or improvements and grant concessions on airports for aeronautical purposes, or purposes. This Commission shall have authority to hire or retain all employees and professional services that may be necessary in accomplishing the purposes for which it was appointed.

5. REAL PROPERTY. The Commission on behalf of the City and County may procure options on real property

suitable for the site of the proposed airport. No real property, airport, restricted landing areas, air protection privileges or personal property shall be acquired and no condemnation proceedings shall be instituted except after authority to do so has been granted in each individual case by the City Council and the County Board. Condemnation proceedings shall be instituted in the names of the City and County jointly. The provisions of Laws 1945, Ch. 303, Sec. 11, Subd. 2 as amended, shall apply to such proceedings. Real property acquired under this agreement shall be held by the City.

6. BUDGET. (a) The Commission shall each year, prior to August 1 prepare a budget for airport finances for the ensuing calendar year. The budget shall be in two parts and shall be substantially balanced. Part I shall allow the following items for the airport improvement fund established by paragraph 7:

A. Estimated revenues, divided as follows:

1. Federal and State grants.
2. Contribution from City.
3. Contribution from County.
4. Misc. revenues.

B. Estimated expenditures, divided as follows:

1. Personal services.
2. Services other than personal.
3. Supplies and materials.
4. Equipment.
5. Real estate and improvement.
6. Misc. expenditures.

Part II shall show the following items for the current airport fund created in paragraph 7:

A. Estimated revenues, divided as follows:

1. Federal and State grants and reimbursements.
2. Contribution from City.
3. Contribution from County.
4. Earnings from concessions, leases and charges made for the use of airport facilities.
5. Misc. revenues.

B. Estimated expenditures, divided as follows:

1. Personal services.
2. Services other than personal.
3. Supplies and materials.
4. Equipment.
5. Real estate and improvement.
6. City bond retirement fund.
7. County bond retirement fund.

(b) Such budgets shall be submitted not later than September 1 to the City Council and the County Board.

Part I of the budget shall be for the information of the City Council and the County Board to assist in their financial planning. Part II of the budget shall be submitted for action by the City Council and County Board. The final decision of the City Council and the County Board as to the requested contributions in Part II shall be reported back to the Commission which shall adjust the budget if necessary. The City shall pay 33 1/3 per cent of the total contributions paid into the current airport fund by the City and County each year. If either the City Council or the County Board fixes its contributions at less than the amount requested by the Commission, the contribution of the other shall be decreased proportionately, unless the latter shall decide to pay a larger portion of the total contribution than is required by this agreement. The expenditure allowance as finally adjusted and approved by the Commission shall control the year's spending program except that excess revenues received may be spent upon the approval of six members of the Commission. The Commission shall not itself levy taxes or borrow money; and it shall not make obligations for expenditure unless there is an unencumbered cash in the appropriate airport fund to the credit of the commission with which to pay the same. Any surplus in revenue over the cost of maintenance in operating expenses of the properties acquired under this agreement may be transferred to the City and County in the same proportion as they are required by this paragraph to contribute for maintenance and operation.

7. **FINANCES.** For the purpose of financing the necessary expenditures in carrying out the provision of this agreement, there are hereby created in the City accounts and treasury two special funds to be called

respectively the airport improvement fund and the current airport fund. Into the airport improvement fund shall be placed the various revenues enumerated in Part I of the budget provided for in paragraph 6 and from it shall be paid claims for various airport expenditures as so enumerated. Into the current airport fund shall be placed the various revenues enumerated in Part II of the budget provided for in paragraph 6 and from it shall be paid claims for various airport expenditures as so enumerated. All receipts belonging to the Commission shall be deposited intact in a bank account to the credit of the airport funds and no disbursement shall be made from this bank account except by check issued by the City Treasurer wherein verified claim for services and commodities actually rendered or delivered has first been submitted to and approved for payment by the Commission as authenticated by signature of the Chairman and Secretary. The County Auditor shall account for the fund, and the custody of the cash and bank checking account shall be in the hands of the City Treasurer. These officers shall make reports to the Commission at reasonable intervals as determined by the Commission. For purposes of budgeting, accounting and reporting the fiscal year of the Commission and the fund shall be December 31. An audit of the funds shall be made annually. Such audit may be made independently of or in conjunction with any audit which may be made of the funds of the City. Any employee of the Commission who handles cash in the process of collection shall furnish a surety bond in such amount as is determined by the Commission.

8. REPORTS. The Commission shall, as soon as possible after the end of each fiscal year prepare and present to the City Council and the County Board a comprehensive annual report of its activities and finances. The Commission shall also prepare and present to Federal and State officials such reports as may be required by law, regulation or contract.

9. TERMINATION. This agreement shall be in full force and effect for the term of five years from the date hereof and thereafter for like periods of five years until terminated by written notice from either party to the other party at least one year prior to the expiration of any such period. Notwithstanding termination, powers of

the Commission under this agreement shall continue to the extent necessary to maintain and operate the airport until disposition under paragraph 10 of the property acquired under this agreement.

10. DISPOSITION OF PROPERTY UPON TERMINATION. As soon as practicable after termination of this agreement the City Council and County Board shall dispose of all property acquired under the agreement, including surplus funds, in any manner they shall then agree upon. If no agreement as to disposition is reached within three months after termination of this agreement, the City Council shall, within 30 days thereafter, appoint some person who may be a City official, as its representative; the County shall similarly appoint a representative; and the Minnesota Commissioner of Aeronautics shall appoint a third person who shall together constitute an advisory board on disposition of the airport property. This board shall as soon as possible prepare and recommend to the City Council and the County Board a complete plan for the disposition of all property acquired under this agreement and such plan shall provide for the continuation of the use of the property as a public airport, if practicable. Upon termination of this agreement each party shall provide for the payment of principal and interest on its outstanding bonds issued as a result of this agreement and in the absence of another arrangement mutually agreed upon each party shall assume the payment of debts and liabilities incurred by the Commission in the same proportion as it is required to contribute to the joint current airport fund under section 6 (b).

11. ENFORCEMENT. Specific performance of the provisions of this agreement may be enforced against either party by the other party.

AMENDMENTS. This agreement may be amended in any particular by following the procedure used for the adoption of the agreement.

IN WITNESS WHEREOF, the City of McGregor has caused this agreement to be signed in its corporate name by its Mayor and Clerk-Treasurer and sealed with the corporate seal of the City and the County of Aitkin has caused this agreement to be signed by its corporate name by the

Chairman of the Board of the County Commisisoners and
the County Auditor and sealed with the official seal of the
County.

Larry Turner

Mayor

10/26/92

Judith M. Cirilli

City Clerk - Treasurer

10/26/92

Darrell E. Bongiorno

Chairman

10/20/92

Alice Dotyler

County Auditor

10/21/92



Board of County Commissioners Agenda Request

5C
Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Approve 2025 Aitkin County Legislative Priorities

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 20 min.
Summary of Issue: Attached are the 2025 Aitkin County Legislative Priorities incorporating feedback provided by department heads and Commissioners.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve 2025 Aitkin County Legislative Priorities.		
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>		

2025 Aitkin County Legislative Priorities

Administration

1. Aitkin County supports promoting legislation that preserves tax base in response to increased property tax appeals, utility tax refunds, and potential “dark store” assessing practices.
2. Aitkin County supports policies that strengthen rural ambulance services including policies that increase Medicaid reimbursement rates, provide ongoing and reliable funding, and focus on building the pipeline of EMT’s and Paramedics through ongoing scholarships.

Assessor

1. Simplification of the property tax system. We should support legislation that would reduce the number of classifications of property in Minnesota. When assessors spend lots of time classifying property, they have less time available to value property. The complexity makes the system difficult for most people to understand. After recent legislative changes, Minnesota now has a total of 68 classifications which is the most of any State in the US.
2. Increased safety of field employees. Change State Law to grant assessors access to location data of more predatory offenders. Field staff are required to do physical inspections of all real estate in the county. Not knowing where dangerous criminals live puts staff in the field at risk.
3. Change the Disabled Veterans Market Value Exclusion to a state administered refund program. If this change would take place, the costs of the program would be spread over the whole State instead of shifting the tax burden on local governments.
4. Any new program mandated by the State should be funded by the State.

Attorney's Office

1. Additional sustainable (on-going) funding for County Attorney’s Offices in greater Minnesota to help increase County Attorney’s Office staff wages and salaries so that they can be competitive with the new State Public Defender’s wages and salaries.
2. Additional sustainable (on-going) funding for County Attorney’s Offices for child protection.
3. Additional sustainable (on-going) funding for County Attorney’s Offices for the state judiciary’s shift of a substantial amount of court administration duties to the County Attorney’s Offices.
4. Increased penalties for damage to public property and critical infrastructure.

Community Corrections

1. County of Financial Responsibility - Placements made by a county that is not the county of residence under Minn. Stats. 260B, are often billed back to the county of residence. We support clarifying state law to align county of financial responsibility with responsibility for assessing a juvenile's needs and determining placement both pre and post disposition. Simply stated, the county making the placement decision should be responsible for placement costs.
2. Juvenile Rule 20 Support and Mental Health - Support the reduction of costs for counties while ensuring that Minnesota's children receive the necessary supports. Targeted state funding to alleviate the costs associated with Rule 20 juveniles, including competency evaluations and mental health treatment. The expansion of Medicaid waivers to cover mental health services, intervention programs, and enhancing training for community supervision staff. Create a pathway to juvenile competency attainment and creation of services to provide support to youth during the delinquency process.
3. Juvenile Delinquency - Support investments by the state in juvenile detention alternatives prior to changing juvenile detention policies. Changes to juvenile detention policies must include collaboration and input from stakeholders including counties that run juvenile detention facilities. Any enacted legislation should include consideration of exceptions related to serious offenses.
4. Mental Health Supports - An increase in mental health services is necessary throughout the state, and particularly in rural Minnesota. A gap in services exists for individuals that exhibit high-risk behaviors due to mental health conditions. An expansion in placement and program options is necessary to ensure that individuals are not incarcerated due to lack of mental health services.
5. State Funding for New Legislation - Policies and laws enacted by the state legislature must include adequate, ongoing state resources to support service delivery related to those policies. State funding and support for improved data infrastructure necessary to provide information on outcomes of supervision. The creation of consistent statewide standards for data collection through the current database, CSTS, in order to ensure consistent data standards and regular collection and analysis of data.
6. Recruitment and Retention of Community Supervision Staff - Efforts both locally and at a statewide level to increase effective recruitment and retention of community supervision staff.

Economic Development

1. Support legislation that emphasizes Broadband development in rural areas, under-served and un-served areas. Continue to make Broadband improvement a state priority by increasing funding to Border-to-Border program. This includes broadband-based economic development and digital equity strategies, so the highest possible value is gained from broadband infrastructure investment. Aitkin County supports the existing prevailing wage exemption for broadband infrastructure projects.
2. Prioritize funding allocated for housing developments that solve the market rate and workforce housing shortages in rural counties. Allocation of funding should transition from homeowner to developer-focused incentives.

3. Support the promotion of outdoor recreation in the rural counties by continuing to advocate for the programs offered by Explore Minnesota.
4. Sustain and expand workforce development programs that offer vocational and specialized trade training for all age groups. Increase funding for high school vocational training laboratories and apprenticeship opportunities to enhance these programs further.
5. Increase programming to develop entrepreneurial business expansion in rural counties.
6. Advocate for increased funding to support both new and existing childcare providers. Offer incentives for at-home remodels and licensing fees to help new providers get started. For existing providers, expand programs that fund equipment upgrades and provide staffing support. Ensure that current funding is allocated effectively to reach the providers directly, not just the families.

Environmental Services

1. Aitkin County and MACPZA support county autonomy and immunity from a mandatory statewide building code due to the foreseeable impacts of funding such a program, logistical capacity, and limited workforce to fulfill this obligation.
2. Aitkin County and MACPZA support addressing solar and wind system end of life handling, including full decommissioning, to ensure the financial burden does not fall onto local governments and local taxpayers who may or may not have benefitted from the solar energy generated.
3. Aitkin County and MACPZA supports state (DNR) assistance with implementation of regional executive boards to address aquatic invasive species challenges and meet minimum standards developed by MAIRSC, MNDNR, MACPZA, and MLR.
4. Aitkin County and SWAA support allocating 100 percent of the revenue generated by the Solid Waste Management Tax (SWMT) to state and county waste management activities, including increased funding for SCORE (Governor's Select Committee on Recycling and the Environment) grants to counties.
5. Aitkin County and SWAA support bonding requests for proposed solid waste management projects as a partial match to the funds that counties invest in infrastructure for safe, environmentally sound management of solid wastes in response to state mandates and goals.
6. Aitkin County and SWAA support Extended Producer Responsibility (EPR) to include improved product stewardship among manufacturers, retailers, and consumers and which creates producer-led material and toxicity reductions, reuse, repair, and recycling programs. These programs must include transparency and accountability measures, maximize use of existing infrastructure, and provide local governments with a voluntary role in development and implementation.

Health & Human Services

1. Support structural investments to modernize, sustainably fund, and collaboratively govern a statewide human services technology system that accounts for local implementation needs and prioritizes the replacement of SSIS and MAXIS.

2. Support investments to expand services and address gaps in the state-wide mental health continuum, specifically establish and fund a children's mental health initiative, expand access to state operated mental health beds, permanently eliminate the county "Does Not Meet Medical Criteria" cost share, and clarify the state's safety net role in providing and funding these critical services.
3. Support legislation in which funding is being requested to support counties in the required work under the new Minnesota African American Family Preservation Act specifically surrounding adding staff and implementing active efforts as defined by statute.
4. Support legislation for MnCHOICES reassessment simplification in situations where clients have not had a change in needs and do not wish to pursue any changes in service. This will focus resources on new assessment needs and will improve access for all clients.
5. Support continued policy and funding efforts to support foundational public health responsibilities and ensure cannabis education and prevention is adequately funded in Minnesota.
6. Support investment in the county public health and human services based workforce in the areas of administrative simplification, recruitment, retention and training, inclusive of expediting access to required trainings, streamlining training and onboarding requirements, simplifying and reducing administrative burden and duties of staff to make the workload more person centered and manageable.

Highway Department

1. Local Road Improvement Program/Local Bridge Bonding Program -
Aitkin County supports immediate funding of the Local Road Improvement Program and the Local Bridge Bonding Program to fund regionally significant local road and bridge projects throughout the state.

Human Resources

1. Change the frequency of reporting for pay equity from every three years to every five years.
2. Simplify the process and shorten the timeline (no longer than 6 months) for Minnesota counties who are interested in exiting the Minnesota Merit System. Allow counties to exit at any time throughout the calendar year.
3. Clearly state in the law that County Boards (and city/township/school) are allowed to discuss non-union wages and benefits in closed session, in addition to union negotiations strategy.
4. Aitkin County supports legislation that would allow data to be shared between county departments giving appraisers and other field staff advance notice of potentially dangerous properties when working in the field.

Land Department

1. Support Outdoor School for All Minnesota legislation. This is a grant that would fund a three-day, two-night immersive nature experience for every fourth through eighth grade student. This would include all programming fees, transportation and ancillary costs such as teacher stipends, thus making these trips entirely free to students and schools.

2. Sustainable funding for rehabilitation of tax forfeited property with blight issues.
3. Aitkin County supports dedicated state funding to local government units for beaver control and opposes any legislation that would restrict type of trap used, trap size, and trap placement.

Recorder's Office

1. Aitkin County supports electronic submissions of well certificates through the Department of Health.
2. Aitkin opposes the addition of surcharges to the recording fee for non-recording activities and purposes.
3. Aitkin County supports statewide eRecording.

Sheriff's Office

1. Pursue legislation that would continue medical assistance payments for incarcerated individuals allowing for more mental health and chemical addiction treatment options, which may result in stabilization after release and reduced recidivism. (Federal program)

Treasurer's Office

1. Under Return of state fees - Suggest adding Marriage License fees to be retained by the county as the state receives most of the revenue but all the work is done in Treasurer's office.
2. Have Mobile Homes returned to tabs issued by the DMV rather than being taxed thru the property tax system or raising the value threshold for them to be taxed thru the property tax system.



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date: November 26, 2024

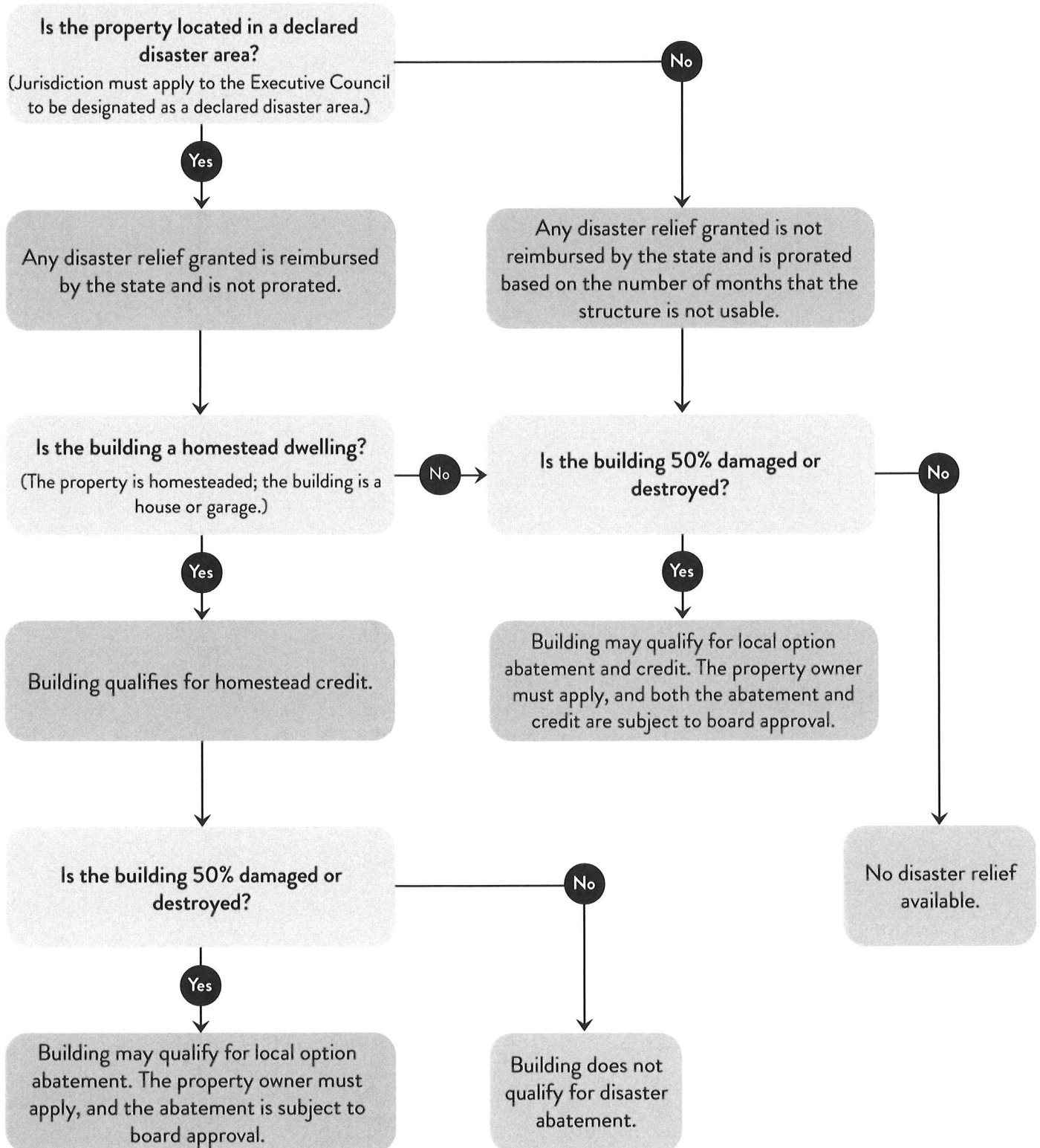
Title of Item: Individual Disaster Abatements and Credits

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Mike Dangers		Department: Assessor
Presenter (Name and Title): Mike Dangers, County Assessor		Estimated Time Needed: 5 minutes
Summary of Issue: <p>On June 12, 2024, a tornado damaged portions of Farm Island Township. Assessment staff identified two properties with cabins that sustained catastrophic damage. These owners applied for a disaster abatement and credit.</p> <p>The local option disaster abatement and credit is for owners that have lost at least 50% of their home or other structure to a disaster such as a tornado. The benefits are a reduction in property taxes for the year of the disaster plus a tax credit for the following year. These benefits are prorated based on the number of months the property was unusable. On page 2 is a short spreadsheet that shows the details of the situation. The tax reduction for each parcel is just over \$100 per year. Page 3 has a flowchart summary of how the disaster abatement and credit works. The right hand column pertains to this situation. On pages 4 and 5 are copies of the abatement applications. To our knowledge, the property owners have not made plans to rebuild on these parcels.</p>		
Alternatives, Options, Effects on Others/Comments: Approval of this is at the Board's discretion. The Board could choose to just approve the abatement or credit (to provide one year of relief) and not both years. If neither the abatement or the credit is approved, the taxes would be reduced for payable 2026, if the owners don't rebuild.		
Recommended Action/Motion: Motion to approve both the abatement and the credit as presented. The cost of this abatement and credit is paid by other property owners in the County through the property tax system. If this was large scale disaster affecting many properties, we could apply to get State reimbursement of the costs.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ 450 (total of both the credit and abatement) <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> We have not budgeted a cost for abatements or credits. The cost above does not include the administrative cost to process the paperwork.		

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

Local Option Disaster Abatement and Credit Summary - November 26, 2024 County Board Meeting										
Owner Name	Parcel	Date of Tornado	Number of Full Months Unusable	Homestead?	Estimated Market Value Before Tornado	Estimated Market Value After Tornado	Property Tax for 2024 Payable	Hypothetical 2024 Payable Tax After Tornado	Prorated Abatement Amount 2024	Estimated Disaster Credit Amount 2025 Payable
Mary Ann Anderson	07-1-127000	6/12/2024	6	no	217800	179700	1182	944	119	119
Beverly Sauvageau	07-1-126900	6/12/2024	6	no	221100	179500	1154	942	106	106

Disaster Relief Qualification



For Office Use Only

Name of applicant _____ Assessment year _____

Assessor's signature _____ Date _____

☐ Approved

☐ Denied

BY: _____

RECEIVED
OCT 21 2024

CR-LODA

Application for Local Option Disaster Abatements and Credits

AITKIN County

If your property has been damaged or destroyed by a natural disaster or other type of accident, you may be eligible to receive some property tax relief on this year's and next year's property taxes. The type of tax relief you receive will depend on whether your property is homesteaded, whether it is located within a declared disaster or emergency area, the amount of damage sustained, and a number of other factors. If an assessor has not already reassessed your property, you should contact your county assessor's office and request that an assessor view the damage for the purpose of receiving disaster relief.

Applicant and Property Information

Last Name ANDERSON		First Name MARY ANN		M.I.	
Mailing Address - Street 1609 DARLENE STREET		City/Town ST. PAUL	State MN	Zip Code 55119	
Phone Number SON: PHN 612-715-5286		Email			
Property ID or Parcel Number (found on your property tax statement) 07-1-127000					
Address of Damaged Property (if different than mailing address) 42677 DAISY STREET, AITKIN, MN 56431					
Is the property homesteaded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			How many months was the property unable to be occupied or used? Date you left property: 6-12-24 Date you returned to property (if applicable): NA		

Statement of Facts

Applicant's statement of facts. (Please list type of disaster, type of damage, and any other information you deem relevant.)

On the evening of June 12, 2024, a tornado struck our property. The tornado lifted and removed the entire cabin from its location and deposited the roof (upside-down) and some of the cabin's contents onto our boathouse and deposited the rest of the cabin and its remaining contents into the lake. The tornado ripped off the roof of our boathouse and damaged the walls of the boathouse. Trees that were downed by the tornado destroyed our fish cleaning house and shed, our dog kennel, and our outhouse. The tornado uprooted or snapped every large tree on the south half of our property. (32 trees by one count, mostly 100-200+ years old oaks.)

Sign Here

By signing below, I certify, to the best of my knowledge, the above statements are true and correct.

Signature of Property Owner Mary Ann Anderson	Date 10-17-24
--	------------------

Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

The information on this form is required by Minnesota Statutes, section 273.1233 to properly identify you and determine if you qualify for a disaster abatement and/or credit.

For Office Use Only

Name of applicant _____ Assessment year _____

Assessor's signature _____ Date _____

☐ Approved

☐ Denied



Application for Local Option Disaster Abatements and Credits *SMU*

AITKIN _____ County

If your property has been damaged or destroyed by a natural disaster or other type of accident, you may be eligible to receive some property tax relief on this year's and next year's property taxes. The type of tax relief you receive will depend on whether your property is homesteaded, whether it is located within a declared disaster or emergency area, the amount of damage sustained, and a number of other factors. If an assessor has not already reassessed your property, you should contact your county assessor's office and request that an assessor view the damage for the purpose of receiving disaster relief.

Applicant and Property Information

Last Name SAUVAGEAU		First Name BEVERLY		M.I. WANDA	
Mailing Address - Street 1350 THOMPSON		City/Town S. ST. PAUL		State MN	Zip Code 55075
Phone Number 651-455-0804		Email BAKER3423 AT YAHOO.COM			
Property ID or Parcel Number (found on your property tax statement) 07-1-126900					
Address of Damaged Property (if different than mailing address) 42677 DAISY ST. (PARCEL DOESN'T HAVE A PHYSICAL ADDRESS IN TAX SYSTEM)					
Is the property homesteaded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			How many months was the property unable to be occupied or used? 4 mos.		
			Date you left property: 6/13/24		
			Date you returned: DID NOT RETURN		
			to property (if applicable): AFTER TORNADO		

Statement of Facts

Applicant's statement of facts. (Please list type of disaster, type of damage, and any other information you deem relevant.)

TORNADO DAMAGE CRUSHED BY TREES FROM WIND, TOTAL LOSS OF CABIN AND SHED,

Sign Here

By signing below, I certify, to the best of my knowledge, the above statements are true and correct.

Signature of Property Owner <i>Beverly Sauvageau</i>	Date 8/25/24
---	-----------------

Note: Minnesota Statutes, Section 609.41, "Whoever in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

The information on this form is required by Minnesota Statutes, section 273.1233 to properly identify you and determine if you qualify for a disaster abatement and/or credit.

Anderson Parcel 07-1-127000

Before Tornado



After Tornado



Sauvageau Parcel 07-1-126900

Before Tornado



After Tornado





Board of County Commissioners Agenda Request



Requested Meeting Date: November 26, 2024

Title of Item: Petition for EAW - Meadow View Lots at Barnacles Resort

<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: Environmental Services
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director	Estimated Time Needed: 5 Minutes
Summary of Issue: <p>On November 12 and November 13, 2024, the Aitkin County Planning Commission and County Board both received letters from Attorney Mark Thieroff of Siegel Brill Public Attorneys. Both letters advocated a petition for an Environmental Assessment Worksheet (EAW) to be required for the conditional use application for the proposed commercial planned unit development campground of Meadow View Lots at Barnacles Resort. Both letters argued the proposal triggers a mandatory EAW. The County Attorney has reviewed all documents.</p> <p>Attached are the memorandum and letters.</p>	
Alternatives, Options, Effects on Others/Comments: Motion to deny Aitkin County Planning Commission decision and approve the EAW petition for the Meadow View Lots at Barnacles Resort.	
Recommended Action/Motion: Motion to approve the Aitkin County Planning Commission decision and deny the petition for an EAW for the Meadow View Lots at Barnacles Resort.	
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>	

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

Aitkin County Environmental Services Planning and Zoning
307 Second Street NW
Room 219
Aitkin, MN 56431
Phone: 218-927-7342
Fax: 218-927-4372



MEMORANDUM TO AITKIN COUNTY BOARD OF COMMISSIONERS

DATE: November 26, 2024

FROM: Andrew Carlstrom, Environmental Services Director – Planning & Zoning Administrator

RE: Conditional Use Permit – Meadow View Lots at Barnacles Resort

The Fish House Park at Barnacles Resort was first constructed and began operations in the early 1990's, and eventually grew into its current 256 individual campsites. Since then and during the course of several owners, the resort has been operating without a conditional use permit. The proposer has been forth-coming and has had several pre-meetings over the past year with Aitkin County Planning and Zoning, desiring to bring the re-designed "Meadow View Lots at Barnacles Resort" into conformity. The proposed plan includes no "intensification" to the property, and includes reducing campsites from 256 to 102, reducing densities, meeting or exceeding current minimum lot size requirements, upgrading utilities such as water, sewer, and electric, and increasing the overall safety and efficiency of park operations. The proposal is consistent with the Aitkin County Comprehensive Land Use Management Plan of promoting tourism and recreation goals.

In Minnesota Administrative Rules (Mandatory EAW Categories) 4410.4300 Subpart 20 it states: *"Campground and RV parks. For construction of a seasonal or permanent recreational development, accessible by vehicle, consisting of 50 or more sites, or the expansion of such a facility by the 50 or more sites, the local governmental unit is the RGU."* As the Regulating Governmental Unit (RGU), our staff has determined the proposed plan has no "change of use" and that the proposal is neither "constructing" a new campground, nor "expanding" the existing campground. The Planning & Zoning staff supports the above proposal on property that has been used as a campground for over 30 years, and which reduces campsites by 60%. The staff concludes that this proposal will have no significant environmental effects, and that it meets the intent of Section 12 (Nonconformities) of the Aitkin County Zoning Ordinance which says, "It is the intent of this section to regulate non-conformities to provide for their gradual elimination." The Meadow View Lots at Barnacles Resort proposal would conform to present-day Aitkin County campground requirements. If approved, the anticipated benefits to Aitkin County land use, as well as benefits to the environment include: updated septic for the campground, updated water and electrical, an updated solid waste plan for the resort, increased open space for the campground, and an updated MPCA-approved Stormwater Pollution Prevention Plan (SWPPP).

If you have any questions, please feel free to contact me at 218-927-7342 or by email at andrew.carlstrom@co.aitkin.mn.us.

Aitkin County Environmental Services Planning and Zoning
307 Second Street NW
Room 219
Aitkin, MN 56431
Phone: 218-927-7342
Fax: 218-927-4372



November 15, 2024

Via Email: (markthieroff@siegelbrill.com)

Mark Thieroff
100 Washington Avenue South
Minneapolis, MN 55401

RE: Application 2024-002035, Widseth/Chad Conner (RD Holdings)

Dear Mr. Thieroff,

Thank you for your letters to the Aitkin County Planning Commission and Board of Commissioners on November 12 and November 13, 2024, and in reference to the conditional use permit request for a commercial planned unit development by RD Holdings, LLC. Our Planning & Zoning Team has had several meetings and field visits with the applicant, as well as requiring revisions to the site plan survey, in preparation to the application and public hearing before the Planning Commission to be held on November 18, 2024.

In Minnesota Administrative Rules (Mandatory EAW Categories) 4410.4300 Subpart 20 it states: "***Campground and RV parks.*** For construction of a seasonal or permanent recreational development, accessible by vehicle, consisting of 50 or more sites, or the expansion of such a facility by the 50 or more sites, the local governmental unit is the RGU." As the Regulating Governmental Unit (RGU), Aitkin County has determined the proposed plan has no "change of use" and that the proposal is neither "constructing" a new campground, nor "expanding" the existing campground, which has been in operation since the early 1990's. We understand this proposal of a reduced and redesigned campground, as aiding our environment by: decreasing campsite densities by 60% from 256 to 102, offering more "green space" by exceeding current minimum lot size requirements, upgrading utilities such as water, sewer, and electric, and increasing overall safety and efficiency of campground operations.

In Minnesota Administrative Rules (Petition Process) 4410.1100 Subpart 1 it states: "***Petition.*** Any person may request the preparation of an EAW on a project by filing a petition that contains the signatures and mailing addresses of at least 100 individuals who reside or own property in the state."

At this time the Minnesota EQB (Environmental Quality Board), has not received the above said submittal, nor assigned a petition to Aitkin County.

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

Respectfully,

Andrew Carlstrom
Environmental Services Director/Planning & Zoning Administrator
307 2nd Street NW Room 219
Aitkin, MN 56431
Phone: 218-927-7342

Cc: James Ratz, County Attorney

November 12, 2024

Via Email (aitkinpz@co.aitkin.mn.us)

Aitkin County Planning Commission
307 2nd Street NW, Room 219
Aitkin, MN 56431

Re: App. 2024-002035
Our File No. 31667

Dear Commissioners:

I represent Aitkin County resident J. Anne Hennessey and I write today regarding the pending conditional-use permit application of RD Holdings LLC ("the Applicant") for a conditional use permit to allow the redevelopment of a "fish house park" ("the Application") that currently exists in the northeast quarter of the northwest quarter of Section 22, Township 45, Range 26 ("the Property"). The Application has two fundamental flaws and should not be approved in its current form.

- I. The proposed project triggers a mandatory Environmental Assessment Worksheet (EAW) and cannot be approved until an EAW is completed and the County makes a negative determination on the need for an Environmental Impact Statement (EIS) or an EIS has been determined to be adequate.**

The proposed use constitutes a "recreational development" under State environmental review rules. See Minn. R. 4410.0200, Subp. 71 (defining "recreational development" to mean "facilities for temporary residence while in pursuit of leisure activities," including recreational vehicle parks and campgrounds). When a property owner seeks to construct a recreational development, accessible by vehicle, consisting of 50 or more sites, an EAW is required. See 4410.4300, Subp. 20.

Although the overall site count in the existing recreational development will decrease as a result of the proposed development, what the applicant is proposing is the replacement of the existing 256 sites with 102 newly developed sites. Those 102 sites will replace the pre-existing smaller sites, they will have upgraded electrical service and they will have new water and sewer connections. This is not a case where the proponent is seeking to add new sites to an existing recreational development. Instead, this is essentially the replacement of one recreational development with a new one. In any event, the establishment of the 102 new sites is subject to mandatory environmental review in the form of an EAW.

By state statute and rule, Aitkin County is prohibited from granting final approval of the Application until the mandatory environmental review is completed. See Minn. Stat. § 116D.04, subd. 2b; Minn. R. 4410.3100, Subp. 1.

II. The proposed project requires not only a conditional use permit approved by the Planning Commission but also planned-unit-development (PUD) approval from the Board of Commissioners.

As described in the Application, the Applicant is seeking the following:

Requesting a Conditional Use Permit for a commercial planned unit development to operate a fish house park/campground in an area zoned Open. The applicant proposes to redesign the existing fish house park, upgrade water and sewer utilities, and increase size of individual sites, therefore reducing the current 256 sites to 102 sites. NE NW, SECTION TWENTY-TWO (22), TOWNSHIP FORTY-FIVE (45), RANGE TWENTY-SIX (26).

However, the Aitkin County Zoning Ordinance ("the Ordinance") does not provide for a "conditional use permit for a planned unit development to operate a fish house park/campground." Instead, the Ordinance requires both a conditional use permit and PUD approval for the proposed use.

A. A conditional use permit is required.

The proposed use is a "campground" under the Ordinance, see Sec. 3.09, and the Classification List included in Exhibit A to the Ordinance lists campground as a conditionally permitted use in the Open zoning district, which includes the Property. That means that a conditional use permit is required, and the Applicant must demonstrate:

1. That the proposed use will not be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity, nor impair property values within the surrounding neighborhood;
2. That the proposed use will not increase local or state expenditures in relation to costs of servicing or maintaining neighboring properties;
3. That the location and character of the proposed use are considered to be consistent with a desirable pattern of development for the locality in general;
4. That the proposed use conforms to the comprehensive land use for the County;
5. That adjoining property owners, and others required to be given notice pursuant to Minnesota Statutes, Chapter 394, have been given written notice of the proposed use and of the hearing before the Planning Commission;
6. That other applicable requirements of this ordinance, or other ordinances of the County have been met[; and]
7. [That t]he proposed use is not injurious to the public health, safety, and general welfare.

See Sec. 11.03.

Instead of attempting to demonstrate compliance with these seven requirements, the Application merely asserts that it meets each of them. In response to the question, "Is the proposal meeting the Findings of Fact," the Application states simply, "yes." It does not explain how it satisfies the requirements of the Ordinance or offer any supporting evidence or argument.

Once the mandatory environmental review is completed and the County receives a final application from the Applicant that includes any required mitigation identified in the environmental review process, the Planning Commission should consider each of the required findings carefully. The requested conditional use permit should be approved only if each of those findings can be made, based on an appropriate evidentiary record.

B. PUD approval is also required.

In addition to a conditional use permit, under Sections 15 and 16 of the Ordinance the proposed use constitutes a "travel trailer park and campground" that requires PUD approval from the Board of Commissioners.

PUD approval requires the applicant to meet the dimensional, layout and setback requirements described in Section 16 of the Ordinance, and to provide disposal and sanitary systems that satisfy all applicable state or country requirements.

Significantly, approval of a CUP by the Planning Commission would not, and cannot, serve as a substitute for the required approval by the Board of Commissioners of the PUD needed for the proposed use.

In conclusion, the Planning Commission should decline to consider the Application and the requested conditional use permit until the Applicant completes the required environmental review process. If and when the Applicant satisfies all environmental review requirements, the Planning Commission must not only evaluate the required findings for the issuance of a conditional use permit but also make a separate recommendation to the Board of Commissioners as to whether approval of a planned unit development would be appropriate by that body.

Very truly yours,



Mark Thieroff

612-337-6102 | Direct
markthieroff@siegelbrill.com

cc: Client (via email)

November 13, 2024

Via U.S. Mail and Email

Board of Commissioners
Aitkin County
307 2nd Street NW, Room 219
Aitkin, MN 56431

mark.wedel@co.aitkin.mn.us
laurie.westerlund@co.aitkin.mn.us
travis.leiviska@co.aitkin.mn.us
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Re: Petition for Mandatory Environmental Assessment Worksheet for
Redevelopment of Fish House Park at Barnacles Resort
Our File No. 31667

Dear Commissioners:

I represent Aitkin County resident J. Anne Hennessey and I write today regarding the pending conditional-use permit application of RD Holdings LLC ("the Applicant") for a conditional use permit ("the Application") to allow the redevelopment of Fish House Park at Barnacles Resort ("the Project") on property legally described as the Northeast Quarter of the Northwest Quarter of Section 22, Township 45, Range 26, Aitkin County.

The Applicant is currently seeking a conditional use permit for the Project, which is scheduled for public hearing on November 18, 2024.¹ The Project has been assigned Application No. 2024-002035, and the published staff report for the Project is incorporated in this letter by reference.

This letter constitutes my client's petition to Aitkin County, as the Responsible Government Unit, for a mandatory environmental assessment worksheet (EAW) for the Project. The Project proposes a "recreational development" under State environmental review rules, and the construction of a recreational development, accessible by vehicle, that consists of 50 or more sites triggers a mandatory EAW. See Minn. R. 4410.0200, Subp. 71 (defining "recreational development" to mean "facilities for temporary residence while in pursuit of leisure activities," including recreational vehicle parks and campgrounds); 4410.4300, Subp. 20 (listing recreational developments as subject to mandatory EAW).

¹ Although the Applicant has applied only for a conditional use permit, the Project also requires planned unit development approval from the Board of Commissioners. See Aitkin County Zoning Ordinance, Secs. 15, 16.

Although the overall site count in the existing recreational development will decrease as a result of the proposed project, what the applicant is proposing is the replacement of the existing 256 sites with 102 newly developed sites. Those 102 sites will be newly configured and replace the pre-existing smaller sites, they will have upgraded electrical service and they will have new water and sewer connections. This is not a case where the proponent is seeking to add new sites to an existing recreational development. Instead, this is essentially the replacement of one recreational development with a new one. Under the applicable rules, it is the construction of a recreational development with 50 or more sites that triggers an EAW, and the Applicant here is proposing to do just that.

Because the Project is subject to a mandatory EAW, Aitkin County is prohibited by state statute and rule from granting final approval of the Application until the mandatory environmental review is completed. See Minn. Stat. § 116D.04, subd. 2b; Minn. R. 4410.3100, Subp. 1.

For the foregoing reasons, my client respectfully requests that the Board of Commissioners order the completion all necessary environmental review for the Project, beginning with an EAW, before any final action on the Application is taken.

Very truly yours,



Mark Thieroff

612-337-6102 | Direct
markthieroff@siegelbrill.com

cc. Jessica Seibert, County Administrator (jessica.seibert@co.aitkin.mn.us)
Jim Ratz, County Attorney (coatty@co.aitkin.mn.us)
Client (j.anne.hennessey@gmail.com)



Board of County Commissioners Agenda Request

7B
Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Meadow View Lots at Barnacles Resort Final Board Approval

<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: Andrew Carlstrom		Department: Environmental Services
Presenter (Name and Title): Andrew Carlstrom, Environmental Services Director		Estimated Time Needed: 5 Minutes
Summary of Issue: <p>On November 18, 2024 the Aitkin County Planning Commission approved the conditional use permit (CUP) for the proposed by Meadow View Lots at Barnacles Resort proposed, by RD Holdings, LLC. This fish house park/campground is a commercial planned unit development on private property, and is a 102 unit recreational vehicle park. The proposal is a re-development of a three decade old and unpermitted existing campground that will reduce campsite densities 60%, improve open space, improve campground safety and efficiency, the upgrading of all campground utilities, and will bring campground into conforming standards to Aitkin County ordinances. Recreational camping season will be year around.</p> <p>In accordance with the General Zoning Ordinance Section 16.0, the Planning Commission is now recommending approval of this CUP to the County Board with the attached 15 conditions. In order to remain compliant with our ordinances I am respectfully requesting a motion to approve this conditional use permit and new campground addition to Aitkin County.</p>		
Alternatives, Options, Effects on Others/Comments: Deny approval of conditional use permit.		
Recommended Action/Motion: Motion to approve conditional use permit of Meadow View Lots at Barnacles Resort in accordance with the General Zoning Ordinance.		
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.

Conditions for Widseth/Chad Conner #2024-002035

1. Must comply with all local, state and federal regulations that pertain to this type of proposal. Must comply with all local, state, and federal regulations that pertain to this type of operation.
2. Approved use is for 102 site redesign to an existing recreational vehicle campground and site must remain under 35% impervious surface coverage.
3. All outdoor lighting must be downward directed.
4. Must comply with all State Wetland Conservation Act requirements and work with Aitkin County Environmental (Wetland) Specialist addressing any wetland concerns.
5. RV Park is for year-round leased sites, and no transient or weekend camping allowed.
6. All pets are to be kept under control at all times and must be cleaned up after.
7. Only two vehicles allowed per campsite. Considered as a possible second vehicle will be one boat, or jet-ski, or snowmobile, or ATV, or fish house, etc. and will be allowed to be stored on a leased lot while member is away.
8. Quiet hours are from 10:00 pm to 7:00 am and campers must refrain from loud party noises, music, etc.
9. One storage shed per lot allowed not to exceed 120 square feet in size and buildings greater than 25 square feet must be permitted with Aitkin County.
10. No decks greater than 6 inches off the ground and larger than 32 square feet shall be allowed unless permitted by Aitkin County Environmental Services/Planning & Zoning, and must not be larger than 300 square feet total.
11. No fireworks allowed unless permitted by the Aitkin County Sheriff.
12. No hunting or discharge of firearms is allowed.
13. Garbage service is required from year-round, no burning of garbage, and no refuse, garbage, or waste allowed outside of the dumpsters.
14. Upon approval of this conditional use permit, final approval must be made by the Aitkin County Board of Commissioners in accordance with Section 15 of the Aitkin County Zoning Ordinance.
15. Standardized, reflective, and numbered lot space signs shall be installed by October 1, 2025.

CERTIFICATE OF SURVEY

PART OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER,
SECTION 22, TOWNSHIP 45, RANGE 26,
AITKIN COUNTY, MINNESOTA

DENSITY CALCULATIONS

NON-SHORELAND ZONE

TOTAL AREA = 732,065 SQ. FT. (16.6 ACRES)
TOTAL SUITABLE AREA = 664,222 SQ. FT. (15.2 ACRES)
BASE UNITS ALLOWED = 664,222 SQ. FT. / 2,000 SQ. FT. PER UNIT = 332.1 UNITS
EXISTING FISH-HOUSES = 135 UNITS

IMPERVIOUS CALCULATIONS

AREA	EXISTING IMPERVIOUS AREA	EXISTING PERCENT COVERAGE
732,065 SQ. FT.	95,632 SQ. FT.	13.2 %

PROPOSED PROJECT DESCRIPTION:
THE NORTH 1277.00 FEET OF THE EAST 565.00 FEET OF THE NORTHWEST QUARTER, SECTION 22, TOWNSHIP 45, RANGE 26, AITKIN COUNTY, MINNESOTA.

SURVEYOR'S NOTES:
THE TOTAL AREA FOR THE NORTH 1277.00 FEET OF THE EAST 565.00 FEET OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER, SECTION 22, TOWNSHIP 45, RANGE 26 IS 16.6 ACRES.

THE PID FOR THE SUBJECT PROPERTY IS 36-0-037203.

THE PROPOSED SEPTIC SEWER SYSTEM AND WATER DISTRIBUTION SYSTEM INDICATED ON THIS PLAN HAS BEEN DESIGNED BY GREG WESTERLUND CONSTRUCTION LLC. DETAILED DESIGN WILL FOLLOW PERMIT APPROVAL.

SANITARY SEWER WILL BE DESIGNED TO GRAVITY DRAIN THROUGH A COLLECTION SYSTEM TO THE COMMON TANK AREAS. OWNER HAS CONTRACTED WITH GABLE'S SEWER SERVICE FOR REGULAR TANK PUMPING TO BE COMPLETED.

WATER, SEWER AND ELECTRICAL SERVICES WITH INDIVIDUAL METERS WILL BE PROVIDED AT EACH CAMPSITE.

EXISTING ELEVATIONS AS SHOWN ARE FROM FIELD SURVEY METHODS AND IS BASED ON THE NATIONAL GEODETIC VERTICAL DATUM OF 1929, NAVD83.

SITES ARE LEASED FOR 12 MONTH SEASONAL INTERVALS.

ACCORDING TO THE AITKIN COUNTY PARCEL MAPPING APPLICATION THE CURRENT ZONING FOR THIS PARCEL IS OPEN.

THE MINIMUM LOT SIZE FOR THE PROPOSED CAMPSITES IS 2,865 SQ. FT.

THE WETLANDS ON THE SUBJECT PROPERTY ARE SHOWN ACCORDING TO THE WETLAND DELINEATION COMPLETED BY JOE GOEDEN, CERTIFIED WETLAND DELINEATOR NO. 1311, ON JUNE 05, 2024.

ADDITIONAL PARKING AREA AND TRASH DUMPSTERS ARE PROVIDED ON THE ADJACENT PARCEL TO THE SOUTH OF THE SUBJECT PROPERTY.



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE AITKIN COUNTY COORDINATE DATUM (NAD 83)

ELEVATIONS ARE BASED ON THE NATIONAL GEODETIC VERTICAL DATUM OF 1929

• DENOTES FOUND BENCHMARK

• DENOTES 10' VERTICAL IRON PIPE MONUMENT

• DENOTES 8" VERTICAL IRON PIPE MONUMENT

• DENOTES SEPTIC SEWER LID

• DENOTES SEPTIC SEWER CLEANOUT

• DENOTES WELL

• DENOTES BARBED WIRE FENCE

• DENOTES CAMPER (SHED) - FISH HOUSE

• DENOTES BUILDING

• DENOTES DECK

• DENOTES STUMPING SURFACE

• DENOTES CRANES SURFACE

• DENOTES CONCRETE SURFACE

• DENOTES PAVEMENT SURFACE

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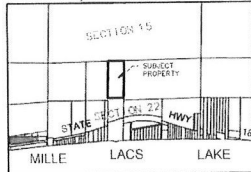
• DENOTES PAVEMENT SURFACE

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VICINITY MAP (NOT TO SCALE)



TYPICAL CAMPSITE



SHEET 2 OF 2 SHEETS
© 2024 WIDSETH EARTH MOVING & ASSOCIATES, INC.

DATE	NOVEMBER 15, 2024	DATE		APPROVED	BY	PREPARED FOR	BARNACKLES RESORT LLC
SCALE	AS SHOWN					THESEY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA	
DRAWN BY	GPS						
CHECKED BY	CNC						
FILE NUMBER	2024-10895						

WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS



Board of County Commissioners Agenda Request

8A
Agenda Item #

Requested Meeting Date: 11-26-24

Title of Item: Award Contract 20253

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: John Welle		Department: Highway
Presenter (Name and Title): John Welle, County Engineer		Estimated Time Needed: 5 minutes
Summary of Issue: <p>Bids were opened on Monday, November 4, 2024 for Contract No. 20253 which includes SAP 001-599-044 - bridge replacement on Morrison Township Road (430th Street) in County Ditch 27. Construction costs for this project will be paid by state bridge funds and a \$10,000 local match amount from Morrison Township.</p> <p>As shown on the attached abstract of bids, seven bids were received with Marvin Tretter, Inc. - Peirz, MN submitting the low bid in the amount of \$171,149.25. With the cost of this contract estimated at \$238,405.00 the low bid is 28.2% below the estimated amount.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Award Contract 20253 to Marvin Tretter, Inc. by attached resolution.		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$ 171,149.25</p> <p>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: \$240,000 was budgeted for this project in 2025.</p>		

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

**Aitkin County
Bid Abstract**

Project Name: Culvert Replacement and Approach Grading on 430th Street in Morrison Township
 Bid Opening: November 4, 2024 at 2:00 PM

Contract No.: 20253
 Project No.: SAP 001-599-044

		SAP 001-599-044 - Culvert Replacement and Approach Grading on 430th St in Morrison Twp			Engineer's Estimate		Marvin Tretter INC. - Pierz, MN		Houle Excavating LLC - Little Falls, MN		Gladen Construction Inc - Laporte, MN	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total	Price	Total	Price	Total
NON-PARTICIPATING												
2	2051.501	MAINT AND RESTORATION OF HAUL ROADS	LS	1	\$1,000.00	\$1,000.00	\$1.00	\$1.00	\$500.00	\$500.00	\$50.00	\$50.00
3	2104.503	REMOVE PIPE CULVERTS	L F	54	\$50.00	\$2,700.00	\$20.00	\$1,080.00	\$40.00	\$2,160.00	\$138.89	\$7,500.06
4	2106.507	EXCAVATION - COMMON (P)	C Y	591	\$15.00	\$8,865.00	\$7.00	\$4,137.00	\$6.00	\$3,546.00	\$10.50	\$6,205.50
5	2106.507	COMMON EMBANKMENT (CV)	C Y	448	\$20.00	\$8,960.00	\$8.00	\$3,584.00	\$17.00	\$7,616.00	\$6.80	\$3,046.40
6	2118.507	AGGREGATE SURFACING (LV), CLASS 5	C Y	381	\$30.00	\$11,430.00	\$40.00	\$15,240.00	\$29.00	\$11,049.00	\$43.40	\$16,535.40
14	2573.503	SILT FENCE, TYPE HI	L F	1,068	\$5.00	\$5,340.00	\$4.00	\$4,272.00	\$4.00	\$4,272.00	\$4.00	\$4,272.00
15	2573.503	FLOTATION SILT CURTAIN TYPE STILL WATER	L F	30	\$25.00	\$750.00	\$20.00	\$600.00	\$20.00	\$600.00	\$19.95	\$598.50
16	2575.501	TURF ESTABLISHMENT	LS	1	\$6,000.00	\$6,000.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00
17	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	S Y	335	\$10.00	\$3,350.00	\$7.75	\$2,596.25	\$3.00	\$1,005.00	\$7.50	\$2,512.50
TOTAL NON-PARTICIPATING						\$48,395.00		\$33,510.25		\$33,248.00		\$42,720.36

		SAP 001-599-044 - Culvert Replacement and Approach Grading on 430th St in Morrison Twp			Engineer's Estimate		Marvin Tretter INC. - Pierz, MN		Houle Excavating LLC - Little Falls, MN		Gladen Construction Inc - Laporte, MN	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total	Price	Total	Price	Total
PARTICIPATING												
1	2021.501	MOBILIZATION	LS	1	\$8,000.00	\$8,000.00	\$10,000.00	\$10,000.00	\$12,000.00	\$12,000.00	\$14,300.00	\$14,300.00
7	2412.502	10X6 PRECAST CONCRETE BOX CULV END SECT	EACH	2	\$20,000.00	\$40,000.00	\$16,500.00	\$33,000.00	\$25,000.00	\$50,000.00	\$13,200.00	\$26,400.00
8	2412.503	10X6 PRECAST CONCRETE BOX CULVERT	L F	58	\$2,000.00	\$116,000.00	\$1,275.00	\$73,950.00	\$1,150.00	\$66,700.00	\$1,420.00	\$82,360.00
9	2451.507	STRUCTURE EXCAVATION CLASS U (P)	C Y	657	\$10.00	\$6,570.00	\$7.00	\$4,599.00	\$7.00	\$4,599.00	\$10.89	\$7,154.73
10	2451.507	GRANULAR BACKFILL (LV)	C Y	465	\$20.00	\$9,300.00	\$20.00	\$9,300.00	\$19.00	\$8,835.00	\$34.56	\$16,070.40
11	2451.507	COARSE AGGREGATE BEDDING (CV)	C Y	46	\$60.00	\$2,760.00	\$45.00	\$2,070.00	\$75.00	\$3,450.00	\$68.00	\$3,128.00
12	2511.507	RANDOM RIPRAP CLASS III	C Y	34	\$70.00	\$2,380.00	\$80.00	\$2,720.00	\$85.00	\$2,890.00	\$125.00	\$4,250.00
13	2563.601	TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00
TOTAL PARTICIPATING						\$190,010.00		\$137,639.00		\$149,974.00		\$155,663.13
TOTALS FOR PROJECT SAP 001-599-044						\$238,405.00		\$171,149.25		\$183,222.00		\$198,383.49
% OF ESTIMATE FOR PROJECT SAP 001-599-044								-28.21%		-23.15%		-16.79%

		SAP 001-599-044 - Culvert Replacement and Approach Grading on 430th St in Morrison Twp			Midwest Contracting, LLC - Marshall, MN		KGM Contractors, Inc. - Angora, MN		S & R Reinforcing, Inc. - Aitkin, MN		J.R. Ferche, Inc. - Rice, MN	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total	Price	Total	Price	Total
NON-PARTICIPATING												
2	2051.501	MAINT AND RESTORATION OF HAUL ROADS	LS	1	\$1.00	\$1.00	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00
3	2104.503	REMOVE PIPE CULVERTS	LF	54	\$35.00	\$1,890.00	\$50.00	\$2,700.00	\$28.00	\$1,512.00	\$120.00	\$6,480.00
4	2106.507	EXCAVATION - COMMON (P)	CY	591	\$6.00	\$3,546.00	\$15.00	\$8,865.00	\$15.00	\$8,865.00	\$20.00	\$11,820.00
5	2106.507	COMMON EMBANKMENT (CV)	CY	448	\$6.00	\$2,688.00	\$7.00	\$3,136.00	\$28.50	\$12,768.00	\$36.00	\$16,128.00
6	2118.507	AGGREGATE SURFACING (LV), CLASS 5	CY	381	\$32.00	\$12,192.00	\$48.00	\$18,288.00	\$33.50	\$12,763.50	\$60.00	\$22,860.00
14	2573.503	SILT FENCE, TYPE HI	LF	1,068	\$4.00	\$4,272.00	\$5.00	\$5,340.00	\$3.50	\$3,738.00	\$10.00	\$10,680.00
15	2573.503	FLOTATION SILT CURTAIN TYPE STILL WATER	LF	30	\$20.00	\$600.00	\$36.00	\$1,080.00	\$20.00	\$600.00	\$30.00	\$900.00
16	2575.501	TURF ESTABLISHMENT	LS	1	\$2,000.00	\$2,000.00	\$1,700.00	\$1,700.00	\$2,000.00	\$2,000.00	\$3,500.00	\$3,500.00
17	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	SY	335	\$7.50	\$2,512.50	\$6.00	\$2,010.00	\$3.50	\$1,172.50	\$10.00	\$3,350.00
TOTAL NON-PARTICIPATING						\$29,701.50		\$44,619.00		\$45,419.00		\$78,218.00
		SAP 001-599-044 - Culvert Replacement and Approach Grading on 430th St in Morrison Twp			Midwest Contracting, LLC - Marshall, MN		KGM Contractors, Inc. - Angora, MN		S & R Reinforcing, Inc. - Aitkin, MN		J.R. Ferche, Inc. - Rice, MN	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total	Price	Total	Price	Total
PARTICIPATING												
1	2021.501	MOBILIZATION	LS	1	\$15,500.00	\$15,500.00	\$32,000.00	\$32,000.00	\$29,000.00	\$29,000.00	\$92,900.00	\$92,900.00
7	2412.502	10X6 PRECAST CONCRETE BOX CULV END SECT	EACH	2	\$19,750.00	\$39,500.00	\$17,000.00	\$34,000.00	\$16,000.00	\$32,000.00	\$21,500.00	\$43,000.00
8	2412.503	10X6 PRECAST CONCRETE BOX CULVERT	LF	58	\$1,650.00	\$95,700.00	\$1,580.00	\$91,640.00	\$2,481.00	\$143,898.00	\$1,900.00	\$110,200.00
9	2451.507	STRUCTURE EXCAVATION CLASS U (P)	CY	657	\$6.00	\$3,942.00	\$18.00	\$11,826.00	\$15.00	\$9,855.00	\$30.00	\$19,710.00
10	2451.507	GRANULAR BACKFILL (LV)	CY	465	\$27.00	\$12,555.00	\$30.00	\$13,950.00	\$33.50	\$15,577.50	\$30.00	\$13,950.00
11	2451.507	COARSE AGGREGATE BEDDING (CV)	CY	46	\$88.00	\$4,048.00	\$55.00	\$2,530.00	\$54.00	\$2,484.00	\$200.00	\$9,200.00
12	2511.507	RANDOM RIPRAP CLASS III	CY	34	\$95.00	\$3,230.00	\$100.00	\$3,400.00	\$100.00	\$3,400.00	\$200.00	\$6,800.00
13	2563.601	TRAFFIC CONTROL	LS	1	\$1,800.00	\$1,800.00	\$2,900.00	\$2,900.00	\$2,000.00	\$2,000.00	\$3,500.00	\$3,500.00
TOTAL PARTICIPATING						\$176,275.00		\$192,246.00		\$238,214.50		\$299,260.00
TOTALS FOR PROJECT SAP 001-599-044						\$205,976.50		\$236,865.00		\$283,633.50		\$377,478.00
% OF ESTIMATE FOR PROJECT SAP 001-599-044							-13.60%		-0.65%		18.97%	58.33%

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

Certified By: John Welle Digitally signed by John Welle
Date: 2024.11.06 07:50:50
-06'00' License No. 24340
Date: 11-6-24

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

ADOPTED November 26, 2024

By Commissioner: xxx

20241126-xxx

Award Contract 20253

WHEREAS, Contract No. 20253 is for construction of SAP 001-599-044, and

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Monday, November 4, 2024 with a total of seven bids received, and

WHEREAS, Marvin Tretter, Inc. – Pierz, MN - was the lowest responsible bidder in the amount of \$171,149.25.

NOW THEREFORE, BE IT RESOLVED, that Marvin Tretter, Inc. be awarded Contract 20253.

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

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26th day of November 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26th day of November 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

8B

Agenda Item #

Requested Meeting Date: 11-26-24

Title of Item: Award Contract 20254

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: John Welle		Department: Highway
Presenter (Name and Title): John Welle, County Engineer		Estimated Time Needed: 5 minutes
Summary of Issue: <p>Bids were opened on Monday, November 4, 2024 for Contract No. 20254 which includes CP 001-090-043 - aggregate crushing in three county pits. Included in this bid is 85,000 tons of aggregate material for the highway department, 5,600 tons of aggregate material for the Aitkin County Land Department and 7,000 tons of aggregate material for Ball Bluff Township. Costs for processing of aggregate for the Land Department and Ball Bluff Township will be paid by those entities.</p> <p>As shown on the attached abstract of bids, six bids were received with TNT Construction Group LLC. - Grand Rapids, MN submitting the low bid in the amount of \$353,980.00. With the cost of this contract estimated at \$380,640.00 the low bid is 7.0% below the estimated amount.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Award Contract 20254 to TNT Construction Group LLC by attached resolution.		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$ 353,980</p> <p>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p> <p>\$223,000 was budgeted for this project in 2025. Since aggregate crushing project is performed once every two years, additional funds will be budgeted in 2026 for this work.</p>		

**AITKIN COUNTY
BID ABSTRACT**

Project Name: 2025 Aggregate Crushing in 3 County Pits
 Bid Opening: November 4, 2024 at 2:00 PM

Contract No.: 20254
 Project No.: CP 001-090-043

		Project: CP 001-090-043 - 2025 Aggregate Crushing in 3 County Pits			Engineer's Estimate		TNT Construction Group, LLC - Grand Rapids, MN		Ferguson Brothers Excavating, Inc - Alexandria, MN		Vogt's Dirt Service, LLC - Bemidji, MN	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total	Price	Total	Price	Total
1	2211.51	STOCKPILE AGGREGATE CLASS 6 MODIFIED SITE A	TON	30,000	\$3.90	\$117,000.00	\$3.80	\$114,000.00	\$4.26	\$127,800.00	\$4.30	\$129,000.00
2	2211.51	STOCKPILE AGGREGATE CLASS 5 MODIFIED SITE B1	TON	30,000	\$3.90	\$117,000.00	\$3.55	\$106,500.00	\$4.13	\$123,900.00	\$4.30	\$129,000.00
3	2211.51	STOCKPILE AGGREGATE CLASS 5 MODIFIED SITE B2	TON	2,800	\$3.90	\$10,920.00	\$3.55	\$9,940.00	\$4.13	\$11,564.00	\$4.30	\$12,040.00
4	2211.51	STOCKPILE AGGREGATE CLASS 5 MODIFIED SITE C1	TON	25,000	\$3.90	\$97,500.00	\$3.55	\$88,750.00	\$4.13	\$103,250.00	\$4.30	\$107,500.00
5	2211.51	STOCKPILE AGGREGATE CLASS 5 MODIFIED SITE C2	TON	2,800	\$3.90	\$10,920.00	\$3.55	\$9,940.00	\$4.13	\$11,564.00	\$4.30	\$12,040.00
6	2211.51	STOCKPILE AGGREGATE CLASS 5 MODIFIED SITE C3	TON	7,000	\$3.90	\$27,300.00	\$3.55	\$24,850.00	\$4.13	\$28,910.00	\$4.30	\$30,100.00
TOTALS FOR PROJECT SAP 001-090-043						\$380,640.00		\$353,980.00		\$406,988.00		\$419,680.00
% OF ESTIMATE FOR PROJECT CP 001-090-043								-7.00%		6.92%		10.26%

		Project: CP 001-090-043 - 2025 Aggregate Crushing in 3 County Pits			J.R. Ferche, Inc. - Rice, MN		Central Specialties Inc. - Alexandria, MN		ICON, LLC. - Dodge Center, MN	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total	Price	Total
1	2211.51	STOCKPILE AGGREGATE CLASS 6 MODIFIED SITE A	TON	30,000	\$4.38	\$131,400.00	\$5.30	\$159,000.00	\$6.20	\$186,000.00
2	2211.51	STOCKPILE AGGREGATE CLASS 5 MODIFIED SITE B1	TON	30,000	\$4.38	\$131,400.00	\$5.05	\$151,500.00	\$6.20	\$186,000.00
3	2211.51	STOCKPILE AGGREGATE CLASS 5 MODIFIED SITE B2	TON	2,800	\$4.38	\$12,264.00	\$5.05	\$14,140.00	\$6.20	\$17,360.00
4	2211.51	STOCKPILE AGGREGATE CLASS 5 MODIFIED SITE C1	TON	25,000	\$4.38	\$109,500.00	\$4.87	\$121,750.00	\$6.20	\$155,000.00
5	2211.51	STOCKPILE AGGREGATE CLASS 5 MODIFIED SITE C2	TON	2,800	\$4.38	\$12,264.00	\$4.87	\$13,636.00	\$6.20	\$17,360.00
6	2211.51	STOCKPILE AGGREGATE CLASS 5 MODIFIED SITE C3	TON	7,000	\$4.38	\$30,660.00	\$4.87	\$34,090.00	\$6.20	\$43,400.00
TOTALS FOR PROJECT SAP 001-090-043						\$427,488.00		\$494,116.00		\$605,120.00
% OF ESTIMATE FOR PROJECT CP 001-090-043						12.31%		29.81%		58.97%

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

Certified By: John Welle Digitally signed by John Welle
Date: 2024.11.06 07:49:02
+06'00' License No. 24340
 Date: 11-6-24

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

ADOPTED November 26, 2024

By Commissioner: xxx

20241126-xxx

Award Contract 20254

WHEREAS, Contract No. 20254 is for construction of SAP 001-090-043, and

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Monday, November 4, 2024 with a total of six bids received, and

WHEREAS, TNT Construction Group LLC – Grand Rapids, MN - was the lowest responsible bidder in the amount of \$353,980.

NOW THEREFORE, BE IT RESOLVED, that TNT Construction Group LLC be awarded Contract 20254.

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

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26th day of November 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26th day of November 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request



Requested Meeting Date: 11-26-24

Title of Item: 2024 Highway Contract Summary

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: John Welle		Department: Highway
Presenter (Name and Title): John Welle, Aitkin County Engineer		Estimated Time Needed: 5 minutes
Summary of Issue: The attached 2024 Highway Contract Summary will be reviewed to give an update on the 2024 Highway Maintenance/Construction contracts.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt sponsorship resolution		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

2024 Highway Contract Schedule

						Project Length (miles)	Bid Opening Date	Cost Estimate	Actual Bid	Comments
Line	Contract Number	Road Number	Project Number	Project Description	Project Location					
Maintenance:										
1	20244		CP 001-090-042	Crack Sealing	various locations		1/22/2024	\$ 125,776.20	\$ 178,596.50	
2	NA			Application of pavement markings	various locations		3/11/2024	\$ 99,302.73	\$ 103,062.37	
3	20246		NA	Application of calcium chloride	various locations		3/11/2024	\$ 742,500.00	\$ 780,450.00	
Total:								\$ 967,578.93	\$ 780,450	
Construction:										
4	20243	210th Lane Pliny Twp Road	SAP 001-599-043	Bridge Replacement	over Snake River	0.1	12/4/2023	\$ 484,613.00	\$ 552,663.35	
5	20242	420th Avenue Farm Island Twp Rd	SAP 001-599-041	Bridge Replacement	over Ripple River	0.1	12/4/2023	\$ 271,965.00	\$ 202,272.00	
6	20241	CH 5	SAP 001-605-016	Bridge Replacement	over Willow River	0.1	12/4/2023	\$ 1,017,651.00	\$ 1,050,797.20	
7	20245	CH 2	SP 001-602-014	Bituminous Resurfacing		10.4	2/5/2024	\$ 2,026,258.40	\$ 1,479,086.12	
8	2024	CH 6/14	SAP 001-030-009	Culvert Replacements/Tree Clearing			6/17/2024	\$ 544,815.50	\$ 479,285.99	
9	2023	UT 470	CP 001-470-001	Gravel Road Improvement	UT 470 in UT 51-27 from 630th Lane to 1 mile	1	10/14/2024	\$ 140,000.00		delayed to 2025 construction
		CH 29	CP 001-029-006	Gravel Road Improvement	2.0 to 3.2 miles north of CH 68 intersection	1.2		\$ 250,000.00		delayed to 2025 construction
Total:								\$ 4,735,303	\$ 3,764,105	



Board of County Commissioners Agenda Request

9A
Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: 2025-2027 AFSCME HHS Unit Agreement

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Bobbie Danielson <i>Bobbie Danielson</i>		Department: Human Resources
Presenter (Name and Title): Bobbie Danielson, Human Resources Director		Estimated Time Needed: 5 min.
Summary of Issue: The redlined agreement attached shows changes that were made.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to ratify the 2025-2027 AFSCME HHS unit Agreement as presented and to authorize the Chair and staff to sign.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> These increases are included in the 2025 budget.		

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

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A G R E E M E N T

between

AITKIN COUNTY

and

**HEALTH & HUMAN SERVICES EMPLOYEES
AFSCME, AFL-CIO, LOCAL UNION #1283**

JANUARY 1, 202⁵ - DECEMBER 31, 202⁷

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MOA 24 ¶

This Agreement, entered into on January 1, 2022, between Aitkin County, hereinafter referred to as the "Employer", and Local Union No. 1283, American Federation of State, County and Municipal Employees, affiliated with the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO), hereinafter referred to as the "Union".

ARTICLE 1 **PURPOSE OF AGREEMENT**

Section A.

It is the intent and purpose of the parties hereto to set forth herein the basic agreement covering rates of pay, hours of work, and all other conditions of employment to be observed between the parties hereto.

Section B.

The provisions of this Agreement constitute the sole procedure for the processing and settlement of any claim by an employee or the Union of a violation by the Employer of this Agreement. As representative of the employees, the Union may process grievances through the grievance procedure including arbitration in accordance with this Agreement or adjust or settle the same.

ARTICLE 2 **DEFINITION OF PERMANENT EMPLOYEE**

The term "permanent employee", as used in this Agreement, shall mean an employee who has been employed by Aitkin County in the Health & Human Services Department and who works regularly full-time or regularly part-time and averages fourteen (14) or more hours per week and more than sixty-seven (67) working days per calendar year, and who has completed a probationary period.

ARTICLE 3 **RECOGNITION**

The Board hereby recognizes Local Union No. 1283, American Federation of State, County and Municipal Employees Council 65, AFL-CIO, as the exclusive representative of all employees of the Aitkin County Health & Human Services Department who are employed for fourteen (14) or more hours per week or for more than sixty-seven (67) working days per calendar year or 100 days if a student as defined in PELRA, excluding supervisory employees, confidential employees, the Director and Health & Human Services supervisors, for the purposes of collective bargaining with respect to rates of pay, hours of work, and other conditions of employment as per certification by the State Bureau of Mediation Services dated May 17, 1976, and unit 1 as defined in Case No. 76-PR-901A.

ARTICLE 4 **PAYROLL DEDUCTION, AUTHORIZATION AND PROCEDURES**

Section A.

In Recognition of the Union as the Exclusive Representative

Subd. 1. The Employer shall deduct an amount each pay period sufficient to provide the payment of regular dues deductions, established by the Union from the wages of all employees authorizing, in writing, such deduction on a form mutually agreed upon by the Employer and Union; and the deduction of dues shall commence 30 working days after initial employment with the Employer, and

Subd. 2. The Employer shall remit such deductions to AFSCME Council 65 Administrative Office (118 Central Avenue, Nashwauk, MN 55769) with a list of the names of the employees from whose wages deductions were made along with other pertinent employee information necessary for the collection and administration of union dues preferably in an Excel formatted report that may be electronically transmitted or by U.S. mail; and

Subd. 3. The Union shall provide the formula or schedule (if applicable) to calculate the actual dues deduction to the Employer and will provide a spreadsheet that can be used to calculate the actual dues, in an electronic Excel format or via U.S. mail.

Section B.

Fair Share Fee. 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 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.

Section C.

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 action taken by the Employer under all provisions of this Article.

Section D.

If an employee desires to terminate deduction of Union dues from their payroll check, they shall notify in writing the Secretary of the Union and the Director of the Health & Human Services Department, thirty (30) days prior to this termination.

ARTICLE 5

HOURS OF WORK

Section A.

The normal work week for employees of this unit shall be eight (8) hours per day, forty (40) hours per week. The regular work day shall start at 8:00 a.m. and shall end at 4:30 p.m. allowing a half (1/2) hour lunch each day. The normal workdays shall be Monday through Friday. Flexible work schedules may be established with approval of the Department Head. Under management rights, the County Board, at any time, can define the working hours of departments.

Section B.

Overtime compensation will be based on status under the Fair Labor Standards Act. Non-exempt employees who are assigned by the Employer to work in excess of forty (40) hours in a work week shall be permitted compensatory time off as described in the next paragraph or shall be compensated for such overtime hours at the rate of one and one-half (1 ½) time the regular straight time rate of pay.

At the discretion of the Director, all employees shall be permitted compensatory time off for hours worked in excess of forty (40) hours in any one (1) week at the rate of time and one-half (1 ½) subject to the following provisions:

- a) employees must obtain prior approval from their supervisor for accrual of compensatory time off in lieu of overtime pay; and
- b) use of compensatory time is subject to the prior approval of the employee's supervisor and the needs of the department; and
- c) the maximum compensatory time accrual shall be thirty-two (32) hours; and

d) employees who have used at least ten (10) PTO days in the current calendar year may elect to cash out any unused compensatory time hours left at the end of each calendar year so as to not carry a balance forward into the subsequent year.

Section C. Call Back.

Employees who are called back to work after completing the scheduled work day, or are called out for work during scheduled time off shall receive a minimum of two (2) hours pay at time and one-half (1-1/2). In the event an employee receives a duty-related telephone call that does not require the employee to leave home, time shall be compensated in 15 minute increments at the appropriate rate in accordance with Article 5.

Section D. Weekends and Holidays On-Call Policy for Emergency Services and/or Child Protection/Adult Maltreatment Screenings.

- a) Social Workers (non-probationary, and probationary with supervisory approval) will serve as crisis responders and child protection/adult maltreatment screeners on weekends and holidays as provided in this section.
- b) Nothing in this section is intended to remove the current job requirement that Social Workers must respond to crises after normal business hours if necessary. When non-case related emergencies arise during the week, the Sheriff's Office will have a list of all Social Workers and the order they should try to call them in.
- c) Each full-time Social Worker will be required to sign-up for a minimum of 3 on-call weekends per year; up to 2 consecutive weekends in a row are permitted. Procedurally, outside of this section, the Social Workers may opt to do these sign-ups by seniority; likewise for any remaining weekends or holidays in the calendar year. If there are available/open weekends or holidays, the Social Workers will find volunteers to fulfill the statutory obligation and provide for 24/7 coverage.
- d) The intent is that sign-ups will be done around December 1st for the following calendar year and will not be re-opened throughout the year when vacancies arise. For example, if the most senior employee retires, his/her remaining on-call shifts will not be reassigned by seniority causing a ripple effect. Instead, those shifts will be informally available for any Social Worker to volunteer for. If there are available/open weekends or holidays, the Social Workers will find volunteers to fulfill the statutory obligation and provide for 24/7 coverage.
- e) Once committed to coverage Social Workers are responsible for securing their own alternate should they subsequently be unable to fulfill their assigned weekend / holiday on-call assignment. In the event of an emergent need the employer retains the right to assign staff as needed to fulfill their statutory obligation and provide for 24/7 coverage.
- f) On-call coverage shall begin at 4:30 p.m. on the last recognized work day of the week, and continue until 8:00 a.m. on the next regularly scheduled work day.
- g) On-call coverage shall begin at 4:30 p.m. on the last recognized work day prior to the observed holiday designated in Article 7 of the Labor Agreement and continue until 8:00 a.m. on the next regularly scheduled work day after the observed holiday designated in Article 7 of the Labor Agreement. In addition, the holiday benefits set forth in Article 7 apply to employees assigned to provide on-call coverage.
- h) Holiday weekends will include Saturday, Sunday, and the observed holiday(s). Social Workers may split Saturday/Sunday from the observed holiday itself as long as on-call coverage is provided for both the weekend and holiday(s).
- i) Social Workers who are on-call on an observed holiday designated in Article 7 of the Labor Agreement shall receive 8 hours of comp time (straight time) to be used within 45 days of accrual without generating added overtime pay. Hours not used within the 45 day period will be forfeited.
- j) The employee is required to review a designated Child Protection screening email account and Adult Maltreatment reports two times daily, on or about 8:00 a.m. and 4:00 p.m., each day that they are providing screening coverage.

- k) The employee assigned to provide on-call coverage shall be paid \$100.00 per day (which covers the initial 15 minutes of each email/report check), in addition to actual hours worked (beyond the initial 15 minutes), which shall be paid in accordance with the Labor Agreement.
- l) In the event that there is an email in the Child Protection screening email account or an Adult Maltreatment report, the employee will be expected to open and read the email(s)/report(s) and review the contents with the applicable Social Services supervisor or designee. Together the employee and supervisor will determine whether the report meets criteria for imminent danger.
- m) Employees who are on-call shall remain within 60 minutes of the County courthouse campus while on-call.
- n) Employees who are on-call are strictly prohibited from use or consumption of alcohol or other substances that could impair the employee's skills, judgment, or ability to drive.
- o) The email/report will be entered into SSIS by the on-call worker by Monday morning (or the Tuesday immediately following a holiday weekend). The Intake Worker or Supervisor will complete the intake workgroup after the initial information is added; as is done for the back-up intake process.
- p) The employee is expected to use their county-issued phone or laptop to check for Intakes. They will not need to remain in their home in order to perform these duties, but they must be available to check the email account/reports on or about 8:00 a.m. and 4:00 p.m. on Saturdays, Sundays, and county holidays. An Internet-ready laptop with access to SSIS will be provided to the employee. In the event it is determined by the supervisor that more research is required to make the call with regards to imminent danger, the employee will be directed to access SSIS to research any additional information that will be helpful in the determination of imminent danger.

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ARTICLE 6

PERSONAL LEAVE

Full-time (probationary and non-probationary) employees shall be granted twelve (12) hours of personal leave each quarter, and may accumulate up to 80 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death.

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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.

ARTICLE 7

HOLIDAYS

Section A.

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

New Year's Day	Fourth of July	Thanksgiving Day
Memorial Day	Christmas Day	Friday after Thanksgiving
Labor Day	Presidents Day	Veterans Day
Martin Luther King Day	<u>Juneteenth (June 19th)</u>	
Christmas Eve when it falls on a Monday through Thursday, four (4) hours		

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Part-time (probationary and non-probationary) employees shall be entitled to holiday pay on a pro-rated basis.

Section B.

In the event that a holiday falls on a Sunday, the following Monday shall be the paid holiday; and, if any of these fall on a Saturday, the preceding Friday shall be the paid holiday or the day commonly celebrated. If a holiday falls during the employee's PTO period, that day shall be paid as a holiday.

ARTICLE 8

PAID TIME OFF (PTO)

PTO changes will be implemented effective on the 1st full pay period following ratification by the County Board.

Section A.

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:

Annual Completed Years of Service	Rate of Accumulation PTO Days per Month	Annual Days of PTO
0	2.0*	24
	*Full-time employees will be provided 40 hours of PTO at time of hire so their first year rate of accumulation will be adjusted accordingly.	
3	2.25	27
5	2.50	30
10	2.75	33
15+	3.00	36

Section B.

Employees who have used at least ten (10) PTO days (80 hours) in the previous twelve-month period may elect pay in lieu of PTO for up to fifteen (15) days (120 hours) once in any calendar year. This 120 hour benefit may be split into two separate requests, as an example 40 hours in January and 80 hours in July.

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Section C.

Employees may not accrue more than 35 days (280 hours) at any time.

Section D.

Upon separation of service, employee will be paid for any unused PTO, up to the maximum accrued amount, unless the employee is terminated for just cause. In the event of the death of an employee, the employee's accumulated PTO credits shall be paid to the employee's estate.

Section E.

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 service. At no time can the extended sick leave bank exceed 720 hours (90 working days). PTO that has been transferred to the extended sick leave bank can only be used in accordance with the sick leave provisions in Article 9.

Section F.

Part-time employees shall be entitled to PTO benefits on a pro-rated basis, up to a total of 40 hours PTO at any time. Seasonal and temporary employees are not eligible to accrue PTO benefits.

Section G.

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.

Section H.

In order to assure the orderly performance and continuity of services provided, employees wishing to schedule time off should request PTO as far in advance as reasonably possible, but usually at least one (1) week in advance of the requested time off. 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 PTO at the same time or during an event or particular period of time. Such requests, however, shall not arbitrarily be denied. Requests for time off 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 time off period, then time-in-department will be the determining factor.

Section I.

Probationary employees may use accrued PTO with supervisory approval.

ARTICLE 9 EXTENDED SICK LEAVE BANK / CARE OF RELATIVES

Section A.

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, life partner, child, step child, adult child, parent, step parent, sibling, grandparent, mother-in-law, father-in-law, or grandchild. The County will administer FMLA in accordance with County policy. To the extent that state statute (§181.9413) or regulations change, this policy shall be construed as consistent with those changes.

Statute 181.9413 was repealed effective January 1, 2024.

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~~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.~~

Section B.

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.

Section C.

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

Section D.

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 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.

ARTICLE 10

BEREAVEMENT LEAVE

Full-time (probationary and non-probationary) employees will be allowed a maximum of three (3) days (24 hours) leave without loss of pay when a death occurs in an employee's family, which shall be construed in this section to mean 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, grandparents and grandchildren. ~~Two (2) additional days (16 hours) may be allowed when necessary, subject to the approval of the Employer.~~ Additional time, if needed, may be allowed by the Employer, but such additional time in excess of the ~~five (5) days (40 hours)~~ three (3) days (24 hours) provided above shall be charged against the employee's extended sick leave bank, PTO, or personal leave bank at the employee's discretion.

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Part-time (probationary and non-probationary) employees employed 20 or more hours per week on average shall be entitled to funeral leave on a pro-rated basis.

If a need for funeral leave occurs while an employee is on scheduled PTO or other paid leave, the terms and conditions stated above will take effect upon notification to the Director and the PTO time will be adjusted accordingly and charged against the employee's extended sick leave bank.

ARTICLE 11

SENIORITY

Section A.

All employees of the Aitkin County Health & Human Services Department covered by this Agreement shall be granted seniority standing. Three (3) seniority lists shall be maintained - one (1) for the professional staff; one (1) for the clerical staff; and one (1) for the support personnel. Standing is to be determined on the basis of total length of continuous employment in the Aitkin County Health & Human Services Department. All new employees permanently hired by the Board shall be on probation for a period of one (1) year, and upon successful completion of such probationary period, their seniority will revert to the first day of employment. During such one (1) year of employment, employees may be discharged by the Employer without cause, and no grievance may be filed for such termination. Employees probation may be extended for an additional period not to exceed three (3) months should the Director find it necessary. If the Director chooses to extend the employee's probationary period, he or she shall so inform the employee in writing of the specific reasons for such extension within fifteen (15) days prior to the expiration of the initial or trial probationary period.

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Section B.

An employee shall lose seniority for the following reasons:

1. Voluntary quit.
2. Discharge for cause.
3. Layoff for longer than one (1) year.
4. Failure to return at the expiration of a leave of absence.
5. Absence more than one (1) year due to illness or serious injury. This may be extended by mutual agreement.

Section C.

In the event of a reduction of force or the elimination of position, the order of separation shall be based upon seniority and qualifications for the available positions. Any employee laid off shall be entitled to re-employment to a position for which they are qualified for a period not to exceed one (1) year.

In the event of a reduction of force or elimination of position, a senior laid-off employee may bump into any position, laterally or downward, held by the least senior employee, if the senior employee is qualified to perform the duties of that position.

Section D.

Seniority lists for three (3) classes of employees: (1) Clerical; (2) Support; (3) Professional, shall be updated and posted annually.

Section E.

The job classification for each of the aforementioned classes of employees shall be as listed in Appendix A of this Agreement.

Section F.

Employees who transfer or promote to a new position would serve a three (3) month trial period. During the trial period, either the employee or the County could request that the employee return to their previous position and rate of pay. The trial period may be extended one additional month by mutual agreement. Any employee filling a vacancy that the trial employee returns to shall also revert back to their former position and rate of pay. If the trial employee returns to their original position, the Employer may elect to re-post the vacancy or fill the position with the next qualified candidate from the original posting.

Section G.

Notice of bargaining unit vacancies and newly created positions shall be posted internally for five (5) working days. Notices shall be placed on the intranet and posted on the bulletin board by the Human Resources office.

ARTICLE 12

GRIEVANCE PROCEDURE

Section A. 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.

Section B. Union Representatives: The Employer will recognize representatives designated by the Union as the grievance representative of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the name of such Union representatives and of their successors when so designated.

Section C. 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 normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and 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 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.

Section D. Grievances, as defined by Article 12, Section A, 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 fifteen (15) working days after the employee(s), through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance, present such grievance to the employee's

supervisor as designated by the Employer. The Employer designated representative (Department Head) will discuss and give an answer to such Step 1 grievance within fifteen (15) working 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, and the remedy requested, and shall be appealed to Step 2 within ten (10) working days after the Employer designated representative's final answer in

Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) working days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the Union and discussed with the Employer designated Step 2 representative (HR Director). The Employer designated representative shall give the Union the Employer's Step 2 answer in writing within fifteen (15) working days after receipt of such Step 2 grievance. If a resolution of the grievance results, the terms of that resolution shall be written on or attached to the grievance and shall be signed by all parties. A grievance not resolved in Step 2 may be appealed to Step 3 within fifteen (15) working days following the Employer designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within fifteen (15) working days 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 five (5) working days after receipt of such Step 3 grievance. If a resolution of the grievance results, the terms of that resolution shall be written on or attached to the grievance and shall be signed by all parties. A grievance not resolved in Step 3 may be appealed to Step 4 within five (5) working days following the Employer designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 within five (5) working days shall be considered waived.

Step 4. If no settlement is reached in Step 3, the grievance shall be submitted to arbitration, and the decision of the arbitrator shall be final and binding on the parties. If the parties are unable to agree upon the appointment of the arbitrator within five (5) working days after submission of the grievance to arbitration, either party may then request of the Director, Bureau of Mediation Services, State of Minnesota, to furnish a list of seven (7) prospective arbitrators. From this list, each party shall enter and strike one name until one name remains. The last remaining individual shall be designated as arbitrator. The grieving party shall strike first. The hearing on the grievance will be held promptly by the arbitrator, and the decision shall be rendered within thirty (30) days of the date of hearing. All expenses and costs of the arbitrator shall be shared and assessed equally to the parties.

Section E. Arbitrator's Authority:

Subd. 1. The arbitrator shall have no right to amend, modify, nullify, ignore, 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 submitted.

Subd. 2. 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) days following the end of the hearing or the submission of briefs by the parties, whichever is 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.

Subd. 3. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the

Employer and the Union provided that 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.

Section F. 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 in writing, 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 and move 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 writing.

Section G. 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 12 or a procedure such as: Veterans Preference or Fair Employment. If appealed to any procedure other than Step 4 of Article 12, the Union and the aggrieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article 12, or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the Union and the aggrieved employee from making subsequent appeal through Step 4 of Article 12 except that with respect to statutes under the jurisdiction of the United States Equal Opportunity Employment Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure.

ARTICLE 13

SAVINGS CLAUSE

In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction, from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provision shall be null and void and the parties may, if they mutually agree, negotiate language to replace the voided provision. All other provisions shall continue in full force and effect.

ARTICLE 14

WAGE ADMINISTRATION

Section A.

If an employee's salary currently exceeds the maximum of their pay scale, their salary will be frozen until the pay scale catches up.

Section B.

Reclassification and Promotion: Employees who move to a position of a higher grade shall receive a minimum increase of 5% or \$1.00 per hour (whichever is greater), not to exceed the maximum, or be less than the minimum rate, and will be placed into the range of the next pay grade in this bargaining unit.

Involuntary Demotion: An employee who is demoted to a lower paid classification will be placed into the lower classification at the same percentile of the scale, not to exceed the Maximum. Thereafter, the employee will receive within range movement as provided for by this Agreement. (For example: a Grade 6 employee who is paid 25% higher than the Grade 6 minimum will move to the Grade 5 classification and be paid 25% higher than the Grade 5 minimum. Or, a Grade 6 employee who is paid at the Grade 6 maximum, will move to the Grade 5 classification and be paid at the Grade 5 maximum.) This language does not apply to voluntary demotions when an employee applies for a new position in a lower graded classification.

Deleted: An employee who is promoted to a higher paid classification would be placed on the step in the new pay range that gives them an increase of at least \$1.00 per hour. Thereafter, the employee would receive step increases as provided for by the Agreement.*

* 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.*

* An employee whose job classification is upgraded will be placed on the step in the new pay range that results in at least a \$1.00 per hour increase.*

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Section C.

Effective January 1, 2025, employees whose wage is below the maximum of the appropriate pay range will receive a within-range movement of 4% (reflecting the same adjustment as the Minimum post), with an additional 1% within-range movement applied, resulting in a total within-range movement of 5%, not to exceed the maximum of the pay range. Employees whose wage is below the minimum of the appropriate pay range following this 5% adjustment will be brought up to the Open Range Scale Minimum as outlined in Appendix C.

Effective January 12, 2025, employees will receive a market adjustment as shown in Appendix C. (Troy, if you are asked, the paycheck date for 1/12/2025 market adjustments would be 2/7/2025. We understand the union prefers the Alternate Market Adjustment Proposal that was emailed on 9/5/2024 at 8:50 a.m., taking into account each employee's Months of Service in their current role, meaning employees with more tenure in their current role will have a higher Adjusted Wage 1/12/2025 compared to those with less tenure in their role. Copy attached in Appendix C.)

Effective January 1, 2026, employees whose wage is below the maximum of the appropriate pay range will receive a within-range movement of 4% (reflecting the same adjustment as the Minimum post), with an additional 2% within-range movement applied, resulting in a total within-range movement of 6%, not to exceed the maximum of the pay range.

Effective January 1, 2027, employees whose wage is below the maximum of the appropriate pay range will receive a within-range movement of 4% (reflecting the same adjustment as the Minimum post), with an additional 3% within-range movement applied, resulting in a total within-range movement of 7%, not to exceed the maximum of the pay range.

Within Range Movement Guarantee Effective January 1, 2028. While on the Open Range pay scale, all employees not at the maximum pay shall receive a minimum of a 2% within range movement on January 1, not to exceed the maximum pay. This 2% within range movement guarantee does not apply if the State of Minnesota institutes a levy limitation during the term of this Agreement. If the State of Minnesota institutes a levy limitation, this clause shall be reopened for negotiation. If the Open Range pay scale is eliminated, the 2% language shall not apply.

The Employer does not consider the Open Range Scale to include any elements of pay for performance. If the employer desires to move to a pay for performance system in the future it must be negotiated with the Union. There is no guarantee that the Union will agree to a pay for performance system.

In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

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.

Employees who terminate employment prior to the date of County Board approval of this Agreement shall not be eligible for retroactive wage adjustments.

Deleted: Effective January 1, 2022, employees covered by this Agreement shall be paid in accordance with Appendix B.

Two percent (2%) general adjustment. Employees whose wage is below the maximum of the appropriate wage scale will advance to the next step on January 1, 2022.

In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

Effective January 1, 2023, employees covered by this Agreement shall be paid in accordance with Appendix B.

Two percent (2%) general adjustment. Employees whose wage is below the maximum of the appropriate wage scale will advance to the next step on January 1, 2023.

In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

Effective January 1, 2024, employees covered by this Agreement shall be paid in accordance with Appendix B.

Two percent (2%) general adjustment. Employees whose wage is below the maximum of the appropriate wage scale will advance to the next step on January 1, 2024.

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Deleted: (Troy, please refer to the email dated September 5, 2024, at 8:50 a.m., which outlines the wage movements, copy attached.)

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ARTICLE 15

MANAGEMENT RIGHTS

Section A.

The employer retains the right to operate and manage all manpower facilities and equipment, to establish functions and programs, to set and amend budgets, to determine the utilization of technology, to establish and modify the organizational structure, to select, direct and determine the number of personnel, to determine whether to purchase or provide regular service, to establish and change work schedules, and to perform any inherent managerial function not specifically limited by this Agreement.

Section B.

Any term or condition of employment not specifically established by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate following written notification to the Union.

ARTICLE 16

GROUP INSURANCE

Section A. Group Health Insurance, VEBA, and HSA

The Employer agrees to offer a Group Health Insurance plan equivalent to existing coverage, subject to the provisions of this Article and limitations, benefit and conditions established by the contract with the insurance carrier. The aggregate value of benefits provided by the group health insurance contract for employees covered by this collective bargaining agreement shall not be reduced, unless the employer and union agree to a reduction in benefits.

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.

The Employer shall contribute on behalf of eligible permanent and probationary employees working thirty (30) or more hours per week as follows:

Deleted: HSA Compatible Plan

<u>HSA Compatible Plan (2025)</u>	<u>Employer's Share of the Premium per month</u>	<u>Employee's Share of the Premium per month</u>
<u>Single</u>	<u>To be determined for 2025.</u>	<u>\$0/month for 2025.</u>
<u>Single + 1</u>	<u>To be determined for 2025.</u>	<u>\$435.00/month for 2025.***</u>
<u>Family</u>	<u>To be determined for 2025.</u>	<u>\$585.00/month for 2025.***</u>

***For 2025, the employer and employee will split the premium increase or decrease 50:50, up to a maximum of \$50.00 per month per year of the contract, not to exceed the numbers above.

<u>HSA Compatible Plan (2025-2027)</u>	<u>Employer's Share of the Total Premium per month</u>	<u>Employee's Share of the Total Premium per month</u>
<u>Single</u>	<u>100%</u>	<u>0%</u>
<u>Single + 1</u>	<u>80%</u>	<u>20%</u>
<u>Family</u>	<u>80%</u>	<u>20%</u>

The Employer's contribution shall not exceed the cost of the premium.

The employer may offer a waiver plan by county policy.

The employee may "buy up" to available higher cost plans by paying the premium difference. However, note, there is no employer HSA contribution offered on the higher cost plans.

Effective January 1, 2025, the Employer shall make a contribution to each eligible employee's HSA account, pro-rated by pay period [over 24 pay periods per year], as follows:

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Single	\$2,260 per year, pro-rated by pay period
Single + 1	\$3,260 per year, pro-rated by pay period
Family	\$3,260 per year, pro-rated by pay period

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Eligible employees will receive a pro-rated HSA contribution for all pay periods in which the employee is in a compensated payroll status or on FMLA.

The Employer shall be obligated to make only one (1) HSA account contribution on behalf of an employee. Therefore, if the employee is enrolled as a dependent of another employee for whom the Employer has made a

family coverage contribution, the Employer is not obligated to make a separate single coverage contribution on behalf of the employee.

Section B.

The County Board agrees to provide and pay for a life insurance policy of \$25,000 for all employees, and to provide life insurance coverage in the amount of \$15,000 for their spouses and dependents to age 26, subject to carrier restrictions.

Section C.

The Employer shall provide Long Term Disability Insurance reimbursement for full-time permanent employees in accordance with the Personnel Policy. 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.

Section D. The employer will provide the union with a 6 month notice if the county plans to rescind the Early Retirement Health Insurance Incentive as described in Appendix D.

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Section E. Effective January 1, 2025, the Employer will contribute 50% of the group Single dental insurance premium for eligible permanent and probationary employees working thirty (30) or more hours per week. This contribution amount, based on 50% of the Single premium value, will be applied as a flat-dollar contribution toward the Family dental premium for employees electing Family coverage, with any remaining premium costs paid by the employee through payroll deductions. This contribution will not equal 50% of the Family premium but will reflect the flat-dollar contribution amount equivalent to half of the Single premium.

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ARTICLE 17

FAMILY AND MEDICAL LEAVE

Section A.

Family and Medical Leave shall be granted in accordance with legal mandates and Aitkin County policy.

Section B.

The probationary period shall be extended by a period of time equal to the total number of calendar days on leave.

ARTICLE 18

DISCIPLINE

Section A.

Disciplinary action may be imposed upon a permanent employee only for just cause. Any disciplinary action imposed may be processed as a grievance through the regular grievance procedure as provided, except that oral reprimands may not be processed beyond Step 3 of the grievance procedure. Disciplinary action shall include only the following: (A) oral reprimand; (B) written reprimand; (C) suspension; (D) demotion; or (E) discharge.

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. If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Section B.

An employee may be temporarily suspended without pay for just cause. The employee shall be notified of the reasons for the suspension, in writing, at the time of suspension. If the employee feels they have been suspended

without just cause or that the period of the suspension is unwarranted, the employee shall have the right of appeal by invoking the normal grievance procedure within ten (10) working days of the date of suspension. If it is determined that the suspension was made without just cause, the employee shall be reinstated immediately and shall receive full, partial, or no pay for any time lost as a result of the suspension.

An employee suspended for just cause shall accrue no benefits during that period.

Section C.

An employee shall be discharged only for just cause. An action to discharge an employee shall be taken by the appointing authority only after a hearing upon due notice, upon stated charges, in writing. The statement of charges and the notice of hearing shall be filed with the employee at least ten (10) working days in advance of the hearing. The employee and the Union shall have the right to present witnesses, introduce evidence and to examine witnesses and evidence during the period in which the hearing takes place, but his or her name shall not be removed from the payroll. In case of reinstatement after the hearing, the employee shall be reinstated with full, partial or no pay.

Section D.

Probationary employees are not entitled to grieve termination of employment.

ARTICLE 19

GENERAL PROVISIONS

Section A.

Employees may be permitted to attend Health & Human Services conferences or workshops provided that the Agency has adequate staff to provide the functions of the Agency as determined by the Health & Human Services Director. Employees must obtain prior approval of the Director.

Section B. Absence Due to Inclement Weather

As defined by county policy.

Section C. Mileage Reimbursement

Mileage allowance shall be paid to employees for authorized use of personal cars in connection with County business.

Section D. Unpaid Leave other than Family and Medical Leave:

Subd.1 The employee requesting a leave of absence up to thirty (30) calendar days, may apply for same in writing to the Department Head for consideration of their approval. The request shall include the length of leave requested and the reason for said leave. The Department Head shall approve or deny said request within five (5) working days of the request. Emergency requests shall be considered at the time received.

Subd.2 The employee requesting a leave of absence greater than thirty (30) calendar days may apply for same in writing to the County Administrator for consideration of their approval. The request shall include the length of leave requested and the reason for said leave.

Subd.3 Employees who are on an unpaid leave of absence shall receive no pay or benefits as apply to sick leave, holidays, PTO, etc., and shall accrue seniority for a period of thirty (30) calendar days only.

Subd.4 Temporary employees may be used to fill in for employees who are on a authorized leave of absence. Such employees shall be notified that the position they are filling is of a temporary nature and will cease upon the

return of the individual who is on the leave of absence.

Subd.5 The probationary period shall be extended by a period of time equal to the total number of calendar days on leave.

Section E. Liability

Aitkin County agrees to cover its employees with an error and omissions insurance policy.

Section F. Expenses

Aitkin County Health & Human Services will reimburse employees for necessary, reasonable, actual expenses incurred in the performance of their duties outside of Aitkin County except for conferences held within the County. Prior approval must be secured from the Director.

Section G. Educational Tuition

The cost of participation in formalized course of study will be reimbursed to an employee who has permanent status in the amount equal to one-third (1/3) of the tuition cost, provided:

1. That the course is germane to the duties of the employee's job.
2. That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or a "B-" in an A-F Course.
3. That the employee remains in the employment of Aitkin County for one (1) year following completion of the course. (Employees who are receiving Education Tuition as of 7/24/2014 will be required to remain in employment for six months following completion of the course.)
4. That the course be recommended by the Director and approved by the County Board prior to taking the course.

It shall be noted that the cost of "tuition" is covered; this does not include books or other assessed administrative fees.

Section H. Notice to Personnel File

Employees shall be notified of any entry to their personnel file concerning performance evaluations or discipline.

Section I.

Jury Duty: Employees required to serve on jury duty shall be paid the difference between pay for such jury duty and their normal earnings for all full days absence. Employees shall keep expenses reimbursed to them by the court for jury duty services. If an employee is excused from jury duty after reporting and returning to work, they shall suffer no loss in pay for the day.

Section J.

Minnesota Paid Leave. Beginning January 1, 2026, the employer and the employee shall equally split the cost of Minnesota family and medical leave premiums (Statute §268B.14). The employee portion shall be paid through payroll deduction.

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The Employer will allow employees to use supplemental benefits, including Extended Sick Leave, Personal Leave, and then PTO concurrently with Paid Family and Medical Leave (PFML) benefits, provided that the employee elects this option at the start of their leave. This supplemental benefit will continue until the leave ends

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or all supplemental benefits are exhausted, whichever occurs first, ensuring that the combined total does not exceed the employee's regular base salary.

ARTICLE 20

TIME OFF FOR UNION ACTIVITIES

Section A.

An employee elected by the Union to represent such Union at International, State or District meetings which require absence from duty shall be granted the necessary time off to attend such meeting without pay and without discrimination and without loss of seniority rights or any other rights granted by the County Board.

<u>Type of Meeting</u>	<u>Number of Delegates</u>	<u>Maximum Time Allowed</u>
International	2	9 calendar days
State Federation	2	7 calendar days
State Council	3	2 calendar days
District	3	1 calendar day

Section B.

In the event that additional time off is necessary for these or other Union business, such additional time off may be granted subject to the approval of the County Board.

Section C.

The County Board will pay up to three (3) employees for the time spent in negotiations.

ARTICLE 21

DURATION OF AGREEMENT

This Agreement shall continue in full force and effect from January 1, 202~~5~~, until December 31, 202~~7~~, and from year to year thereafter unless either party hereto shall give written notice sixty (60) days prior to the annual expiration date of a desire to terminate or amend said Agreement.

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IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this date.

BOARD OF COMMISSIONERS
COUNTY OF AITKIN, MINNESOTA

COUNTY OF AITKIN

LOCAL UNION NO. 1283
A.F.S.C.M.E., AFL-CIO

Board Chair

AFSCME Staff Representative

County Administrator

Chapter Chairperson

Human Resources Director

Date

Date

APPENDIX A

JOB CLASSIFICATIONS
as of January 1, 2025

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Job Title	Grade
OFFICE SUPPORT SPECIALIST	3
ACCOUNT TECHNICIAN-FAMILY SER.	4
CASE AIDE	4
CHILD SUPPORT ENFORCEMENT AIDE	4
FAMILY BASE SERVICE PROVIDER	4
<u>CHILD SUPPORT SPECIALIST</u>	5
ELIGIBILITY WORKER (AKA FINANCIAL WORKER)	5
CHILD SUPPORT OFFICER 1	6
SOCIAL WORKER	9

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APPENDIX B

OPEN RANGE SCALE FOR JANUARY 1, 2025					OPEN RANGE SCALE FOR JANUARY 1, 2026				
Grade	MIN	MAX	MIN	MAX	Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt			FLSA Non-Exempt		FLSA Exempt	
21	\$ 57.09	\$ 78.90	\$ 118,751.41	\$ 164,115.46	21	\$ 59.38	\$ 82.06	\$ 123,501.46	\$ 170,680.07
20	\$ 55.06	\$ 76.08	\$ 114,521.92	\$ 158,243.67	20	\$ 57.26	\$ 79.12	\$ 119,102.79	\$ 164,573.41
19	\$ 53.02	\$ 73.26	\$ 110,288.47	\$ 152,373.13	19	\$ 55.14	\$ 76.19	\$ 114,700.01	\$ 158,468.05
18	\$ 50.99	\$ 70.43	\$ 106,055.02	\$ 146,502.59	18	\$ 53.03	\$ 73.25	\$ 110,297.22	\$ 152,362.69
17	\$ 48.95	\$ 67.61	\$ 101,821.57	\$ 140,632.05	17	\$ 50.91	\$ 70.32	\$ 105,894.43	\$ 146,257.33
16	\$ 46.92	\$ 64.79	\$ 97,588.12	\$ 134,761.51	16	\$ 48.79	\$ 67.38	\$ 101,491.64	\$ 140,151.97
15	\$ 44.88	\$ 61.97	\$ 93,354.67	\$ 128,890.97	15	\$ 46.68	\$ 64.45	\$ 97,088.86	\$ 134,046.60
14	\$ 42.85	\$ 59.14	\$ 89,121.22	\$ 123,020.43	14	\$ 44.56	\$ 61.51	\$ 92,686.07	\$ 127,941.24
13	\$ 40.81	\$ 56.32	\$ 84,887.77	\$ 117,149.89	13	\$ 42.44	\$ 58.57	\$ 88,283.28	\$ 121,835.88
12	\$ 38.78	\$ 53.50	\$ 80,654.32	\$ 111,279.35	12	\$ 40.33	\$ 55.64	\$ 83,880.49	\$ 115,730.52
11	\$ 36.74	\$ 50.68	\$ 76,420.87	\$ 105,408.81	11	\$ 38.21	\$ 52.70	\$ 79,477.70	\$ 109,625.16
10	\$ 34.71	\$ 47.85	\$ 72,187.42	\$ 99,538.27	10	\$ 36.09	\$ 49.77	\$ 75,074.92	\$ 103,519.80
9	\$ 32.67	\$ 45.03	\$ 67,945.39	\$ 93,667.73	9	\$ 33.97	\$ 46.83	\$ 70,663.20	\$ 97,414.44
8	\$ 30.63	\$ 42.21	\$ 63,710.50	\$ 87,797.19	8	\$ 31.86	\$ 43.90	\$ 66,258.92	\$ 91,309.07
7	\$ 28.59	\$ 39.39	\$ 59,475.61	\$ 81,926.65	7	\$ 29.74	\$ 40.96	\$ 61,854.63	\$ 85,203.71
6	\$ 26.57	\$ 36.57	\$ 55,264.12	\$ 76,056.11	6	\$ 27.63	\$ 38.03	\$ 57,474.68	\$ 79,098.35
5	\$ 24.53	\$ 33.74	\$ 51,029.23	\$ 70,185.57	5	\$ 25.51	\$ 35.09	\$ 53,070.40	\$ 72,992.99
4	\$ 22.50	\$ 30.92	\$ 46,794.34	\$ 64,315.03	4	\$ 23.40	\$ 32.16	\$ 48,666.12	\$ 66,887.63
3	\$ 20.46	\$ 28.10	\$ 42,559.45	\$ 58,444.49	3	\$ 21.28	\$ 29.22	\$ 44,261.83	\$ 60,782.27
2	\$ 18.43	\$ 25.28	\$ 38,324.57	\$ 52,573.95	2	\$ 19.16	\$ 26.29	\$ 39,857.55	\$ 54,676.90
1	\$ 16.39	\$ 22.45	\$ 34,089.68	\$ 46,703.41	1	\$ 17.04	\$ 23.35	\$ 35,453.27	\$ 48,571.54
Min/Max post adjusted 4% 1/1/2025					Min/Max post adjusted 4% 1/1/2026				

WAGE SCALE, JANUARY 1, 2022

Grade	Minimum/A	B	C	D
20	\$ 44.85	\$ 46.18	\$ 47.54	\$ 48.95
19	\$ 43.20	\$ 44.47	\$ 45.78	\$ 47.14
18	\$ 41.54	\$ 42.77	\$ 44.03	\$ 45.33
17	\$ 39.88	\$ 41.06	\$ 42.27	\$ 43.52
16	\$ 38.23	\$ 39.36	\$ 40.51	\$ 41.71
15	\$ 36.57	\$ 37.65	\$ 38.76	\$ 39.90
14	\$ 34.92	\$ 35.94	\$ 37.00	\$ 38.09
13	\$ 33.26	\$ 34.24	\$ 35.24	\$ 36.28
12	\$ 31.61	\$ 32.53	\$ 33.49	\$ 34.47
11	\$ 29.95	\$ 30.83	\$ 31.73	\$ 32.66
10	\$ 28.29	\$ 29.12	\$ 29.97	\$ 30.85
9	\$ 26.64	\$ 27.42	\$ 28.22	\$ 29.04
8	\$ 24.98	\$ 25.71	\$ 26.46	\$ 27.23
7	\$ 23.33	\$ 24.01	\$ 24.70	\$ 25.42
6	\$ 21.67	\$ 22.30	\$ 22.95	\$ 23.62
5	\$ 20.01	\$ 20.59	\$ 21.19	\$ 21.81
4	\$ 18.36	\$ 18.89	\$ 19.43	\$ 20.00
3	\$ 16.70	\$ 17.18	\$ 17.68	\$ 18.19
2	\$ 15.05	\$ 15.48	\$ 15.92	\$ 16.38
1	\$ 13.39	\$ 13.77	\$ 14.16	\$ 14.57

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WAGE SCALE, JANUARY 1, 2023

Grade	Minimum/A	B	C	D
20	\$ 45.75	\$ 47.10	\$ 48.49	\$ 49.93
19	\$ 44.06	\$ 45.36	\$ 46.70	\$ 48.08
18	\$ 42.37	\$ 43.62	\$ 44.91	\$ 46.23
17	\$ 40.68	\$ 41.88	\$ 43.12	\$ 44.39
16	\$ 38.99	\$ 40.14	\$ 41.33	\$ 42.54
15	\$ 37.30	\$ 38.40	\$ 39.53	\$ 40.70
14	\$ 35.62	\$ 36.66	\$ 37.74	\$ 38.85
13	\$ 33.93	\$ 34.92	\$ 35.95	\$ 37.01
12	\$ 32.24	\$ 33.18	\$ 34.16	\$ 35.16
11	\$ 30.55	\$ 31.44	\$ 32.37	\$ 33.32
10	\$ 28.86	\$ 29.70	\$ 30.57	\$ 31.47
9	\$ 27.17	\$ 27.96	\$ 28.78	\$ 29.62
8	\$ 25.48	\$ 26.23	\$ 26.99	\$ 27.78
7	\$ 23.79	\$ 24.49	\$ 25.20	\$ 25.93
6	\$ 22.10	\$ 22.75	\$ 23.41	\$ 24.09
5	\$ 20.42	\$ 21.01	\$ 21.62	\$ 22.24
4	\$ 18.73	\$ 19.27	\$ 19.82	\$ 20.40
3	\$ 17.04	\$ 17.53	\$ 18.03	\$ 18.55
2	\$ 15.35	\$ 15.79	\$ 16.24	\$ 16.71
1	\$ 13.66	\$ 14.05	\$ 14.45	\$ 14.86

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Appendix B, continued
OPEN RANGE SCALE FOR JANUARY 1, 2027

Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
21	\$ 61.75	\$ 85.34	\$128,441.52	\$177,507.28
20	\$ 59.55	\$ 82.29	\$123,866.91	\$171,156.35
19	\$ 57.35	\$ 79.23	\$119,288.01	\$164,806.77
18	\$ 55.15	\$ 76.18	\$114,709.11	\$158,457.20
17	\$ 52.95	\$ 73.13	\$110,130.21	\$152,107.62
16	\$ 50.75	\$ 70.08	\$105,551.31	\$145,758.04
15	\$ 48.54	\$ 67.02	\$100,972.41	\$139,408.47
14	\$ 46.34	\$ 63.97	\$ 96,393.51	\$133,058.89
13	\$ 44.14	\$ 60.92	\$ 91,814.61	\$126,709.32
12	\$ 41.94	\$ 57.87	\$ 87,235.71	\$120,359.74
11	\$ 39.74	\$ 54.81	\$ 82,656.81	\$114,010.16
10	\$ 37.54	\$ 51.76	\$ 78,077.91	\$107,660.59
9	\$ 35.33	\$ 48.71	\$ 73,489.73	\$101,311.01
8	\$ 33.13	\$ 45.65	\$ 68,909.27	\$ 94,961.44
7	\$ 30.93	\$ 42.60	\$ 64,328.82	\$ 88,611.86
6	\$ 28.74	\$ 39.55	\$ 59,773.67	\$ 82,262.28
5	\$ 26.54	\$ 36.50	\$ 55,193.22	\$ 75,912.71
4	\$ 24.33	\$ 33.44	\$ 50,612.76	\$ 69,563.13
3	\$ 22.13	\$ 30.39	\$ 46,032.31	\$ 63,213.56
2	\$ 19.93	\$ 27.34	\$ 41,451.85	\$ 56,863.98
1	\$ 17.73	\$ 24.29	\$ 36,871.40	\$ 50,514.40
Min/Max post adjusted 4% 1/1/2027				

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WAGE SCALE, JANUARY 1, 2024						2% Gr
Grade	Minimum/A	B	C	D	E	F
20	\$ 46.66	\$ 48.04	\$ 49.46	\$ 50.92	\$ 52.43	\$ 53.98
19	\$ 44.94	\$ 46.27	\$ 47.63	\$ 49.04	\$ 50.49	\$ 51.98
18	\$ 43.22	\$ 44.49	\$ 45.81	\$ 47.16	\$ 48.55	\$ 49.98
17	\$ 41.50	\$ 42.72	\$ 43.98	\$ 45.28	\$ 46.61	\$ 47.98
16	\$ 39.77	\$ 40.95	\$ 42.15	\$ 43.39	\$ 44.67	\$ 45.98
15	\$ 38.05	\$ 39.17	\$ 40.32	\$ 41.51	\$ 42.74	\$ 43.98
14	\$ 36.33	\$ 37.40	\$ 38.50	\$ 39.63	\$ 40.80	\$ 41.98
13	\$ 34.61	\$ 35.62	\$ 36.67	\$ 37.75	\$ 38.86	\$ 39.98
12	\$ 32.88	\$ 33.85	\$ 34.84	\$ 35.86	\$ 36.92	\$ 37.98
11	\$ 31.16	\$ 32.07	\$ 33.01	\$ 33.98	\$ 34.98	\$ 35.98
10	\$ 29.44	\$ 30.30	\$ 31.19	\$ 32.10	\$ 33.04	\$ 33.98
9	\$ 27.71	\$ 28.52	\$ 29.36	\$ 30.22	\$ 31.10	\$ 31.98
8	\$ 25.99	\$ 26.75	\$ 27.53	\$ 28.33	\$ 29.16	\$ 29.98
7	\$ 24.27	\$ 24.98	\$ 25.70	\$ 26.45	\$ 27.22	\$ 27.98
6	\$ 22.55	\$ 23.20	\$ 23.88	\$ 24.57	\$ 25.28	\$ 25.98
5	\$ 20.82	\$ 21.43	\$ 22.05	\$ 22.69	\$ 23.35	\$ 23.98
4	\$ 19.10	\$ 19.65	\$ 20.22	\$ 20.80	\$ 21.41	\$ 21.98
3	\$ 17.38	\$ 17.88	\$ 18.39	\$ 18.92	\$ 19.47	\$ 19.98
2	\$ 15.66	\$ 16.10	\$ 16.56	\$ 17.04	\$ 17.53	\$ 17.98
1	\$ 13.93	\$ 14.33	\$ 14.74	\$ 15.16	\$ 15.59	\$ 15.98

Appendix C

GRADE	LAST NAME	FIRST NAME	2024	1/1/2025 (5%)	1/1/2025 Increase from Step Scale to Open Range MIN	1/12/2025 Market Adj (aimed to have adjusted wage in order by months of service in current role)	Adjusted Wage 1/12/2025	1/1/2026 (6%)	1/1/2027 (7%)	Months of Service in current role	
9	IRVINE	REINA	\$ 41,230	\$ 43,29	\$	0.25	\$ 43.54	\$ 46.15	\$ 48.71	322	
9	BUTTERFIE	BRENDA	\$ 40,030	\$ 42,03	\$	1.40	\$ 43.43	\$ 46.04	\$ 48.71	244	
9	MOEN	JONATHAN	\$ 41,230	\$ 43,29	\$	-	\$ 43.29	\$ 45.89	\$ 48.71	195	
9	NISSIN	STACY	\$ 33,920	\$ 35,62	\$	3.38	\$ 39.00	\$ 41.34	\$ 44.23	126	
9	MOEN	JENNIFER	\$ 37,000	\$ 38.85	\$	-	\$ 38.85	\$ 41.18	\$ 44.06	107	
9	ANDERSON	NICHOLAS	\$ 32,950	\$ 34.60	\$	1.45	\$ 36.05	\$ 38.21	\$ 40.89	96	
9	HINSZ	KIMBERLY	\$ 32,950	\$ 34.60	\$	1.30	\$ 35.90	\$ 38.05	\$ 40.71	89	
9	FLIER	AMANDA	\$ 33,920	\$ 35,62	\$	-	\$ 35.62	\$ 37.75	\$ 40.40	80	
9	HENKE	JENNIFER	\$ 32,010	\$ 33,61	\$	1.19	\$ 34.80	\$ 36.89	\$ 39.47	77	
9	JOHNSON	SARAH	\$ 31,100	\$ 32,66	\$ 32.67	\$	2.08	\$ 34.75	\$ 36.84	\$ 39.41	67
9	ADELMAN	JULIE	\$ 30,220	\$ 31,74	\$ 32.67	\$	2.03	\$ 34.70	\$ 36.78	\$ 39.36	43
9	BENSON (V KELSEY		\$ 30,220	\$ 31,74	\$ 32.67	\$	1.98	\$ 34.65	\$ 36.73	\$ 39.30	37
9	JOHNSON	JAMES	\$ 32,950	\$ 34,60	\$	-	\$ 34.60	\$ 36.67	\$ 39.24	18	
9	BOSE	ALISSA	\$ 29,360	\$ 30,84	\$ 32.67	\$	1.33	\$ 34.00	\$ 36.04	\$ 38.56	15
9	SCHUMM	MORGAN	\$ 28,520	\$ 29,95	\$ 32.67	\$	0.83	\$ 33.50	\$ 35.51	\$ 38.00	10
9	RHODES	CHELSEA	\$ 27,710	\$ 29,10	\$ 32.67	\$	0.53	\$ 33.20	\$ 35.19	\$ 37.66	6
9	SARKELA	ERIK	\$ 27,710	\$ 29,10	\$ 32.67	\$	0.13	\$ 32.80	\$ 34.77	\$ 37.20	2
9	SUTCH	JENNIFER	\$ 27,710	\$ 29,10	\$ 32.67	\$	0.13	\$ 32.80	\$ 34.77	\$ 37.20	2
9	ROACH	MACEY	\$ 27,710	\$ 29,10	\$ 32.67	\$	-	\$ 32.67	\$ 34.63	\$ 37.05	0
6	JEZERSKI	DEANNA	\$ 27,550	\$ 28,94	\$	1.35	\$ 30.29	\$ 32.11	\$ 34.35	121	
6	PALMER	KRISTIN	\$ 25,280	\$ 26,54	\$ 26.57	\$	0.94	\$ 27.51	\$ 29.16	\$ 31.20	54
5	HATFIELD	JANET	\$ 30,890	\$ 32,43	\$	0.40	\$ 32.83	\$ 34.80	\$ 36.50	405	
5	LAMKE	DEANN	\$ 30,890	\$ 32,43	\$	0.32	\$ 32.75	\$ 34.72	\$ 36.50	316	
5	ARNOLD	JANE	\$ 29,990	\$ 31,49	\$	0.70	\$ 32.19	\$ 34.12	\$ 36.50	271	
5	LAIRD	NICOLE	\$ 25,440	\$ 26,71	\$	1.56	\$ 28.27	\$ 29.97	\$ 32.07	141	
5	JOHANSON	DARLENE	\$ 24,720	\$ 25,96	\$	1.18	\$ 27.14	\$ 28.76	\$ 30.78	102	
5	HAMDORF	CHRISTINA	\$ 24,720	\$ 25,96	\$	1.10	\$ 27.06	\$ 28.68	\$ 30.69	97	
5	JUSTEN	DANA	\$ 23,330	\$ 24,52	\$ 24.53	\$	1.47	\$ 26.00	\$ 27.56	\$ 29.49	56
5	KNAPP	MACKENZIE	\$ 22,050	\$ 23,15	\$ 24.53	\$	1.03	\$ 25.56	\$ 27.09	\$ 28.99	38
5	THIELEN	JANINE	\$ 22,690	\$ 23,82	\$ 24.53	\$	0.70	\$ 25.23	\$ 26.74	\$ 28.62	30
5	DUBOIS	KIMBERLY	\$ 22,690	\$ 23,82	\$ 24.53	\$	0.65	\$ 25.18	\$ 26.69	\$ 28.56	21
5	ROETTELE	BETH	\$ 22,050	\$ 23,15	\$ 24.53	\$	0.60	\$ 25.13	\$ 26.64	\$ 28.50	14
5	PARKER	SYLVIA	\$ 21,430	\$ 22,50	\$ 24.53	\$	0.50	\$ 25.03	\$ 26.53	\$ 28.39	9
4	MATH	SARA	\$ 28,310	\$ 29,73	\$	0.37	\$ 30.10	\$ 31.90	\$ 33.44	236	
4	CHENEVER	LORI	\$ 28,310	\$ 29,73	\$	0.35	\$ 30.08	\$ 31.88	\$ 33.44	232	
4	PEYSAR	LOIS	\$ 27,490	\$ 28,86	\$	0.60	\$ 29.46	\$ 31.23	\$ 33.44	224	
4	BROWN	SHELLY	\$ 22,670	\$ 23,80	\$	1.00	\$ 24.80	\$ 26.29	\$ 28.13	84	
4	SPRINGER	CHRISTINE	\$ 23,320	\$ 24,49	\$	0.25	\$ 24.74	\$ 26.22	\$ 28.06	76	
4	MAHOWAL	KELSEY	\$ 20,800	\$ 21,84	\$ 22.50	\$	0.90	\$ 23.40	\$ 24.80	\$ 26.54	25
4	MAHONEY	ERIN	\$ 21,410	\$ 22,48	\$ 22.50	\$	0.75	\$ 23.25	\$ 24.65	\$ 26.37	17
4	MANLEY	ERIN	\$ 19,650	\$ 20,64	\$ 22.50	\$	0.70	\$ 23.20	\$ 24.59	\$ 26.31	11
4	NELSON	TERI	\$ 19,100	\$ 20,06	\$ 22.50	\$	0.65	\$ 23.15	\$ 24.54	\$ 26.26	7
4	BAYERLE	ANNA	\$ 19,100	\$ 20,06	\$ 22.50	\$	0.50	\$ 23.00	\$ 24.38	\$ 26.09	4
3	STEELE	REBECCA	\$ 21,210	\$ 22,27	\$	0.40	\$ 22.67	\$ 24.03	\$ 25.71	33	
3	PRICE	TAMARA	\$ 21,210	\$ 22,27	\$	-	\$ 22.27	\$ 23.61	\$ 25.26	13	
3	INIGUEZ	DESIREE	\$ 18,920	\$ 19,87	\$ 20.46	\$	1.00	\$ 21.46	\$ 22.75	\$ 24.34	5

↑
A Hernate Proposal

MEMORANDUM OF AGREEMENT (EARLY RETIREMENT INCENTIVE)

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and Local No. 1283, AFSCME Council 65, AFL-CIO (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 202~~5~~-202~~7~~ collective bargaining agreement, the parties discussed early retirement incentives; and

WHEREAS, the employer has incorporated an early retirement incentive provision into the Aitkin County Personnel Policy manual.

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 202~~5~~, 202~~6~~, and 202~~7~~, will have the opportunity to participate.
2. The employer will provide the union with a 6 month notice if the county plans to rescind the Early Retirement Health Insurance Incentive.
3. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this MOA to be executed this _____ day of _____, 202~~4~~.

BOARD OF COMMISSIONERS
COUNTY OF AITKIN, MINNESOTA
COUNTY OF AITKIN

LOCAL UNION NO. 1283
AFSCME, AFL-CIO

Mark Wedel, Board Chair

Troy Bauch, AFSCME Staff Representative

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**Deleted: MEMORANDUM OF AGREEMENT ¶
(OFFICE SUPPORT SPECIALIST WAGE)¶**

¶
This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and Local No. 1283, AFSCME Council 65, AFL-CIO (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 2022-2024 collective bargaining agreement, the parties discussed the Office Support Specialist MOA that was offered by the employer to the union on September 27, 2021, and ultimately rejected by the union; and ¶

¶
WHEREAS, during mediation, the union requested the employer offer again to increase the 3 current Office Support Specialists (Kelsey Kramer, Kristine Salmela, and Rebecca Steele) to the same wage as OSS Erin Mahoney is earning.¶

¶
NOW, THEREFORE, the parties agree as follows:¶

¶
Effective January 1, 2022, Kristine Salmela, OSS, and Rebecca Steele, OSS, will be increased to the same wage that Erin Mahoney, OSS, is earning, and effective January 10, 2022 (hire date), Kelsey Kramer, OSS, will be placed at the same wage that Erin Mahoney, OSS is earning.¶

¶
The parties agree this adjustment does not set precedence for any future matters.¶

¶
This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter. ¶

¶
IN WITNESS WHEREOF, the parties have caused this MOA to be executed this 22nd day of November, 2022.¶

¶
BOARD OF COMMISSIONERS LOCAL UNION NO. 1283¶
COUNTY OF AITKIN, MINNESOTA AFSCME, AFL-CIO¶
COUNTY OF AITKIN¶

¶

Mark Wedel, Board Chair Troy Bauch, AFSCME Staff Representative¶

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Board of County Commissioners Agenda Request

9B
Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: 2025-2027 AFSCME Courthouse Unit Agreement

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Bobbie Danielson <i>Bobbie Danielson</i>		Department: Human Resources
Presenter (Name and Title): Bobbie Danielson, Human Resources Director		Estimated Time Needed: 5 min.
Summary of Issue: The redlined agreement attached shows changes that were made.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to ratify the 2025-2027 AFSCME Courthouse unit Agreement as presented and to authorize the Chair and staff to sign.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> These increases are included in the 2025 budget.		

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

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A G R E E M E N T

between

COUNTY OF AITKIN, MINNESOTA

and

**COURTHOUSE EMPLOYEES
AFSCME, AFL-CIO, LOCAL UNION #667**

JANUARY 1, 202~~5~~ - DECEMBER 31, 202~~7~~

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PAYMENT 25¶
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AGREEMENT

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Entered into by and between the Board of Aitkin County, hereinafter referred to as the "Board", and Local Union No. 667, American Federation of State, County and Municipal Employees, affiliated with the American Federation of Labor and the Congress of Industrial Organization, hereinafter referred to as the "Union".

ARTICLE 1

PURPOSE

It is the intent and purpose of the parties hereto that this Agreement shall promote and ensure a spirit of confidence and cooperation between the Board and its employees, set forth the general policy of the Board on personnel and procedure, establish uniform and equitable rates of pay and hours of work and provide a method for the redress of any grievances the employees may have by virtue of this Agreement or otherwise.

ARTICLE 2

RECOGNITION

Section A. The Board hereby recognizes Local No. 667, AFSCME Council 65, AFL-CIO, as the exclusive bargaining agent of the employees of the Aitkin County Courthouse who are employed for more than sixty-seven (67) working days per calendar year and fourteen (14) or more hours per week or thirty-five percent (35%) of the normal week, whichever is the lesser, excluding employees of the Health & Human Services Department, County Extension Educators, supervisor and confidential employees.

Section B. The Board shall not enter into any agreements with the employees coming under the jurisdiction of this policy, either individually or collectively, which in any way conflicts with the terms and conditions of this policy.

Section C. No discrimination shall be exercised against any employee because of Union membership or because of race, creed, color, national origin, sex, sexual orientation, age, disability, marital status, status with regard to public assistance, religious, or political belief.

ARTICLE 3

DEFINITIONS

Union: American Federation of State, County and Municipal Employees, affiliated with the American Federation of Labor and the Congress of Industrial Organization.

Employer: County of Aitkin

Employee: A member of the exclusively recognized bargaining unit.

Permanent Employee: An employee who has completed the probationary period.

Probationary Employee: An employee who has not completed the probationary period.

Seasonal Employee: A temporary employee hired to cover increased workloads in a department due to peak business demands.

Union Member: A member of AFSCME Local No. 667.

ARTICLE 4

EMPLOYEE RIGHTS

Section A.

In Recognition of the Union as the Exclusive Representative

Subd. 1. The Employer shall deduct an amount each pay period sufficient to provide the payment of regular dues deductions, established by the Union from the wages of all employees authorizing, in writing, such deduction on a form mutually agreed upon by the Employer and Union; and the deduction of dues shall commence 30 working days after initial employment with the Employer, and

Subd. 2. The Employer shall remit such deductions to AFSCME Council 65 Administrative Office (118 Central Avenue, Nashwauk, MN 55769) with a list of the names of the employees from whose wages deductions were made along with other pertinent employee information necessary for the collection and administration of union dues preferably in an Excel formatted report that may be electronically transmitted or by U.S. mail; and

Subd. 3. The Union shall provide the formula or schedule (if applicable) to calculate the actual dues deduction to the Employer and will provide a spreadsheet that can be used to calculate the actual dues, in an electronic Excel format or via U.S. mail.

Section B. Fair Share Fee. 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 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.

Section C. 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 action taken by the Employer under all provisions of this Article.

Section D. Representatives of the American Federation of State, County and Municipal Employees, AFL-CIO, shall have access to the premises of the Board at reasonable times and subject to reasonable rules to investigate grievances and other problems with which they are concerned, with prior notification to the Human Resources Director and without undue interruption of work.

Section E. The Board agrees to permit up to three (3) members of the Negotiating Committee to appear at all negotiating meetings with the Employer in negotiations without the loss of pay.

Section F. All matters not covered by this Agreement shall be settled through negotiations between the Board and the Union.

Section G. An employee elected by the Union to represent such Union at International, State or District meetings, which require absence from duty, shall be granted the necessary time off to attend such meetings, without pay, and without discrimination or loss of seniority or other rights. Such time off will be on the following basis:

<u>Type of Meeting</u>	<u>No. of Delegates</u>	<u>Maximum Leave Time</u>
International	2	9 calendar days

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State Federation	2	7 calendar days
State Council	3	2 calendar days
District	3	1 calendar day

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In the event that additional time off is necessary for the above and/or other Union business, such time off may be granted subject to the approval of the Employer.

ARTICLE 5

MANAGEMENT RIGHTS

Section A. The Employer retains the full, unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial functions not specifically limited by this Agreement.

Section B. Any term or condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate.

ARTICLE 6

HOURS OF WORK

Section A. Courthouse Employees: The normal hours of work for all Courthouse employees shall be eight (8) hours per day and forty (40) hours per week. The regular workday shall start at 8:00 a.m. and shall end at 4:30 p.m., allowing one-half hour for lunch each day. The normal workdays of the week shall be Monday through Friday. Flexible work schedules may be established with approval of the Department Head. Under management rights, the County Board, at any time, can define the working hours of departments.

Section B. Overtime Hours: Overtime compensation will be based on status under the Fair Labor Standards Act. All non-exempt employees who are assigned by the Employer to work in excess of 40 hours in a work week shall be compensated for such overtime hours at the rate of one and one-half (1 ½) times the regular straight time rate of pay.

No further comp time shall be accrued.

Section C. Rest Break: If the needs of service permit, all employees shall be allowed two (2) fifteen minute rest breaks in each eight-hour shift at times designated by their immediate supervisor or department head.

Section D. Minimum Call Outs: When a regular employee reports for work in accordance with their work schedule without having previously been notified not to report for work, or if an employee is called back to work after completing their regular workday or is called out for work during their regular scheduled time and/or day off, they shall receive a minimum of two (2) hours work or two (2) hours pay in lieu thereof at the classified rate.

Section E. Based on Days: A "day", for purpose of determining benefits provided for under Articles 4, 7, 8, and 9 shall be the normal daily hours of work provided for by the employees, as referred to in Article 6, Sections A.

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ARTICLE 7

HOLIDAY PROVISIONS

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

New Year's Day	Fourth of July	Veterans Day
Presidents Day	Thanksgiving Day	Labor Day
Memorial Day	Friday after Thanksgiving	Christmas Day
Martin Luther King Day	Juneteenth (June 19th)	
Christmas Eve when it falls on a Monday through Thursday, four (4) hours		

Part-time (probationary and non-probationary) employees shall be entitled to holiday pay on a pro-rated basis. Seasonal and temporary employees are not eligible for holiday pay.

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

Section C. ~~When necessary, the Department Head and/or County Board may require an employee to work on a holiday.~~

Deleted: When an employee does not work on any of the above-named holidays, the holiday shall nevertheless count as eight (8) hours worked for the purpose of computing overtime for hours worked in excess of forty (40) in any such week.

Section D. Except for Jail Cooks, when any of the above-named holidays fall on a Sunday, the following day shall be observed as the holiday. Except for Jail Cooks, when the holiday falls on a Saturday, it shall be observed on the previous Friday.

Jail Cooks will be observe (and be paid) on the day on which the holiday falls, instead of on the previous Friday or following Monday when the holiday falls on a Saturday or Sunday.

Section E. When a paid holiday falls during an employee's vacation/PTO period, they shall receive holiday pay for that day.

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ARTICLE 8 PAID TIME OFF**Section 1.**

Effective on the first full pay period following Board ratification of this Agreement, 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:

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

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 120 hours once in any calendar year. This 120 hour benefit may be split into two separate requests, as an example 40 hours in January and 80 hours in July.

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.)

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

Effective on the first full pay period following Board ratification of this Agreement, 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 accrued but unused PTO into a MSRS HCSP account upon retirement or resignation in good standing.

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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 service. At no time can the extended sick leave bank exceed 720 hours.¹ PTO that has been transferred to the extended sick leave bank can only be used in accordance with the sick leave provisions in Article 8, Section 2.

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¹Employees whose sick bank is above 720 hours on date of conversion, will be red-circled until they fall below the new 720 hour maximum so there's no loss to the employee's current bank.

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.

Section 2. Extended Sick Leave Bank / Care Of Relatives

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, life partner, 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.

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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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(This Vacations Article 8B will expire on the end of day prior to PTO being implemented. Employees vacation banks will be transferred to their PTO bank on the first full pay period following Board ratification of this Agreement.)

¶ Section A. All permanent full-time employees shall be granted vacations as follows: ¶

Rate of Accumulation of Service	Working Days Employee of Vacation Days Per Month of Work	May Earn as Vacation Per Year
0	1	12 days (96 hours) ¶
3	1-1/4	15 days (120 hours) ¶
5	1-1/2	18 days (144 hours) ¶
10	1-3/4	21 days (168 hours) ¶
15+	2	24 days (192 hours) ¶

¶ Permanent part-time employees shall be entitled to vacation pay on a pro-rated basis up to a total of 40 hours. Seasonal and temporary employees are not eligible for vacation pay. ¶

¶ If a documented medical emergency occurs while an employee is on scheduled vacation time, they shall be allowed to switch the vacation to sick leave, with the Employer's approval. ¶

¶ Section B. Vacation is granted for the purpose of employee recreation and, therefore, no employee shall be permitted to waive such vacation for the purpose of receiving double pay. However, an employee that is not working because of illness or injury and has exhausted all accrued sick leave will be permitted to draw from earned vacation pay in lieu of a vacation. ¶

¶ Section C. Effective January 1, 2019, upon termination of employment, permanent employees shall be paid for any accumulated vacation credits, unless the employee is terminated for just cause. Effective August 1, 2019, contingent upon final State approval, 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 accrued but unused vacation into a MSRS HCSP account upon retirement or resignation in good standing. ¶

¶ Section D. An employee may accumulate vacation hours up to a maximum of 28 days (224 hours). Vacation days over the 28 day (224 hours) maximum will be forfeited as accumulated on the monthly rate until such time as the employee is below the 28 day (224 hours) maximum. ¶

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

Deleted: ARTICLE 9 SICK LEAVE / CARE OF RELATIVES

(This sick leave/care of relatives Article 9 will expire on the end of day, prior to PTO and extended sick leave being implemented. Employees sick leave banks will be transferred to their extended sick leave bank on the first full pay period following Board ratification of this Agreement.)

¶ Section A. Sick leave with pay shall be granted to all full-time employees at the rate of one (1) day (8 hours) per month of continuous employment and the employee shall be allowed to accumulate any unused sick leave from year to year up to a total of one hundred twenty (120) days (960 hours). Employees begin earning sick leave as of the day of employment and may use sick leave during the probationary period. ¶

¶ Part-time (probationary and non-probationary) employees shall be b (...)

ARTICLE 10

EDUCATIONAL TUITION

Continuing education will be established and utilized to improve performance in the current position and/or prepare the employee for advancement within County Government. This will be in addition to training required to maintain licenses and certifications. Training expenses may be paid by the County as outlined below:

The cost of participation in formalized courses of study will be reimbursed to an employee who has permanent status in the amount equal to one-third (1/3) of the tuition cost provided:

1. That the course is germane to the duties of the employee's job.
2. That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "B-" in an A-F course.
3. That the employee remains in the employment of Aitkin County for a period of one year following completion of the course, or they shall reimburse the County for any costs incurred by the County because of such schooling.
4. That the course be approved by the Department Head and the County Board prior to taking the course.
5. It shall be noted that the cost of "tuition" is covered; this does not include books or other assessed administrative fees.

ARTICLE 11

LEAVES OF ABSENCE

Section A. Paid Leave:

Subd. 1. Bereavement Leave: Full-time (probationary and non-probationary) employees will be allowed a maximum of three (3) days (24 hours) leave without loss of pay when a death occurs in an employee's family, which shall be construed in this section to mean 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, grandparents and grandchildren. Two (2) additional days (16 hours) may be allowed when necessary, subject to the approval of the Employer. Additional time, if needed, may be allowed by the Employer, but such additional time in excess of the five (5) days (40 hours) provided above shall be charged against the employee's sick leave.

Part-time (probationary and non-probationary) employees shall be entitled to bereavement leave on a pro-rated basis. Seasonal and temporary employees are not eligible for bereavement leave with pay.

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Subd. 2. Personal: Full-time (probationary and non-probationary) employees shall be granted ~~twelve~~ (12) hours of personal leave each quarter, and may accumulate up to ~~36~~ 80 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death.

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.

Subd. 3. Jury Duty: Employees required to serve on jury duty shall be paid the difference between pay for such jury duty and their normal earnings for all full days' absence. Employees shall keep expenses reimbursed to them by the court for jury duty services. If an employee is excused from jury duty after reporting and returning to work, they shall suffer no loss in pay for the day.

Subd. 4. Minnesota Paid Leave. Beginning January 1, 2026, the employer and the employee shall equally split the cost of Minnesota family and medical leave premiums (Statute §268B.14). The employee portion shall be paid through payroll deduction.

The Employer will allow employees to use supplemental benefits, including Extended Sick Leave, Personal Leave, and then PTO concurrently with Paid Family and Medical Leave (PFML) benefits, provided that the employee elects this option at the start of their leave. This supplemental benefit will continue until the leave ends or all supplemental benefits are exhausted, whichever occurs first, ensuring that the combined total does not exceed the employee's regular base salary.

Section B. Unpaid Leave other than Family and Medical Leave:

Subd. 1. The employee requesting a leave of absence up to thirty (30) calendar days, may apply for same in writing to the Department Head for consideration of their approval. The request shall include the length of leave requested and the reason for said leave. The department head shall approve or deny said request within five (5) working days of the request. Emergency requests shall be considered at the time received.

Subd. 2. The employee requesting a leave of absence greater than thirty (30) calendar days, may apply for same in writing to the County Administrator for consideration of their approval. The request shall include the length of leave requested and the reason for said leave.

Subd. 3. Employees who are on an unpaid leave of absence shall receive no pay or benefits as apply to sick leave, holidays, vacations/PTO, etc., and shall accrue seniority for a period of thirty (30) calendar days only.

Subd. 4. Temporary employees may be used to fill in for employees who are on an authorized leave of absence. Such employees shall be notified that the position they are filling is of a temporary nature and will cease upon the return of the individual who is on the leave of absence.

Subd. 5. The probationary period shall be extended by a period of time equal to the total number of calendar days on leave.

Section C. Family and Medical Leave:

Family and Medical Leave shall be granted in accordance with legal mandates and Aitkin County policy.

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ARTICLE 12

SENIORITY

Section A. Seniority standing shall be granted to all employees. The standing is to be determined on the basis of total length of continuous employment for Aitkin County. Permanent full-time and permanent part-time employees shall be placed on the seniority list as of the first day of employment upon the completion of a one (1) year initial probationary period.

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Part-time employees shall accumulate seniority on a part-time basis. For example, a part-time employee who is hired on 7-1-2012 and who works 20 hours per week on average shall be eligible for placement on the seniority list on 1-1-2013 with a seniority date of "10-1-2012". In other words, part-time employees accrue one (1) month of seniority for each 173.33 hours worked in a position that is covered by this Agreement. If a part-time employee goes to full-time employment, his/her total hours of service (in positions covered by this Agreement) will be divided by 2,080 to establish an effective seniority date. Pro ration shall be based on full-time hours of 2,080 hours per year.

Section B. A permanent employee shall lose their seniority standing upon voluntary resignation from employment, after lay off of one year, or upon discharge for cause after a hearing provided herein.

Section C. In the event a general layoff is contemplated, the Board agrees to call the Union President and to discuss the problem before any action is taken.

In the event of a layoff, a reduction in force or the elimination of a position, a senior laid off employee may exert seniority preference over the least senior employee in any lateral or lower job classification, provided the senior employee has the necessary qualifications to perform the duties of the job involved. Employees who are laid off shall retain recall rights for one year from the effective date of layoff and will be recalled according to seniority in the inverse order of layoffs. Such employees shall be notified in writing regarding such layoff, reduction of force or elimination of position as well as rehiring, as the case may be.

Section D. There shall be no replacement of permanent employees by relief workers, nor shall a relief worker be placed in any classified position.

Section E. Seniority lists shall be brought up to date on January 1 of each calendar year and posted on employee bulletin boards. Copies of seniority lists shall be sent to the Secretary and President of the Union. Full and part time employees shall be on the same seniority list. Part-time seniority shall be based and accumulated at the rate of 2080 hours.

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Section G. Nothing herein shall be construed to affect the status of war veterans in contravention of existing laws relating to War Veteran's employment, discharge, or promotion.

Deleted: Section F. This section F will be suspended for the 2022-2024 contract duration and addressed through the Appendix C LOA. Seniority: Step increases will be granted on compensated hours and based on full-time hours of 2,080 hours for any office of 40 hours a week per year. ¶

Section H. Notice of bargaining unit vacancies and newly created positions shall be posted internally for five (5) working days. Notices shall be placed on the intranet and posted on the bulletin board by the Human Resources office.

The qualified employee with the highest rating in the selection process shall be offered the vacancy or newly created position. When the selection process rating results in a tie, the senior candidate will be selected. If, after five (5) working days, the position is not filled, the County may seek to fill the vacancy

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or newly created position from outside the bargaining unit.

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Deleted: Section I. Newly hired probationary employees shall not be eligible to post for other positions until they have completed their initial six (6) calendar month probationary period. ¶

Deleted: Section J. Employees who transfer to a new position would serve a three (3) month trial period. During the trial period, either the employee or the County could request that the employee return to their previous position and rate of pay. The trial period may be extended one additional month by mutual agreement. Any employee filling a vacancy that the trial employee returns to shall also revert back to their former position and rate of pay. If the trial employee returns to their original position, the employer may elect to re-post the position, or they may fill the vacancy with the next qualified candidate from the original posting. ¶

ARTICLE 13

DISCIPLINE

Section A. Disciplinary action may be imposed upon a permanent employee only for just cause. Any disciplinary action imposed may be processed as a grievance through the regular grievance procedure as provided, except that oral reprimands may not be processed beyond Step 3 of the grievance procedure. Disciplinary action shall include only the following: (A) oral reprimand; (B) written reprimand; (C) suspension; (D) demotion; or (E) discharge.

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. If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Section B. An employee may be temporarily suspended without pay for just cause. The employee shall be notified of the reasons for their suspension, in writing, at the time of suspension. If the employee feels they have been suspended without just cause or that the period of the suspension is unwarranted, the employee shall have the right of appeal by invoking the normal grievance procedure within ten (10) days of the date of suspension. If it is determined that the suspension was made without just cause, the employee shall be reinstated immediately and shall receive full pay for any time lost as a result of the suspension.

Section C. An employee shall be discharged only for just cause. An action to discharge an employee shall be taken by the appointing authority only after a hearing upon due notice, upon stated charges, in writing. The statement of charges and the notice of hearing shall be filed with the employee at least ten (10) days in advance of the hearing. The employee and the Union shall have the right to present witnesses, introduce evidence, and to examine witnesses and evidence during the period in which the hearing takes place, but his or her name shall not be removed from the payroll. In case of reinstatement after the hearing, the employee shall be given all the back pay withheld during the period of suspension.

Section D. An employee suspended for just cause shall accrue no benefits during that period.

Section E. Probationary employees are not entitled to grieve termination of employment.

ARTICLE 14

GRIEVANCE PROCEDURE

Section A. 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.

Section B. Union Representatives: The Employer will recognize representatives designated by the Union as the grievance representative of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the name of such Union representatives and of their successors when so designated.

Section C. Processing of a Grievance: It is recognized and accepted by the Union and the Employer

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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 normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and 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 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.

Section D. Grievances, as defined by Article 14, Section A, 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 fifteen (15) working days after the employee(s), through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance, present such grievance to the employee's supervisor as designated by the Employer. The Employer designated representative (Department Head) will discuss and give and answer to such Step 1 grievance within fifteen (15) working 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, and the remedy requested, and shall be appealed to Step 2 within ten (10) working days after the Employer designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) working days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the Union and discussed with the Employer designated Step 2 representative. The Employer designated representative (HR Director) shall give the Union the Employer's Step 2 answer in writing within fifteen (15) working days after receipt of such Step 2 grievance. If a resolution of the grievance results, the terms of that resolution shall be written on or attached to the grievance and shall be signed by all parties. A grievance not resolved in Step 2 may be appealed to Step 3 within fifteen (15) working days following the Employer designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within fifteen (15) working days 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. The Employer designated representative (County Administrator) shall give the Union the Employer's answer in writing within five (5) working days after receipt of such Step 3 grievance. If a resolution of the grievance results, the terms of that resolution shall be written on or attached to the grievance and shall be signed by all parties. A grievance not resolved in Step 3 may be appealed to Step 4 within five (5) working days following the Employer designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 within five (5) working days shall be considered waived.

Step 4. If no settlement is reached in Step 3, the grievance shall be submitted to arbitration, and the decision of the arbitrator shall be final and binding on the parties. If the parties are unable to agree upon the appointment of the arbitrator within five (5) working days after submission of the grievance to arbitration, either party may then request of the Director, Bureau of Mediation Services, State of Minnesota, to furnish a list of seven (7) prospective arbitrators. From this list, each party shall enter and strike one name until one name remains. The last remaining individual shall be designated as arbitrator. The grieving party shall strike first. The hearing on the grievance will be held promptly by the

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arbitrator, and the decision shall be rendered within thirty (30) days of the date of hearing. All expenses and costs of the arbitrator shall be shared and assessed equally to the parties.

Section E. Arbitrator's Authority:

Subd. 1. The arbitrator shall have no right to amend, modify, nullify, ignore, 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 submitted.

Subd. 2. 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) days following the end of the hearing or the submission of briefs by the parties, whichever is 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.

Subd. 3. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that 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.

Section F. 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 in writing, 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 and move 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 writing.

Section G. 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 14 or a procedure such as: Veterans Preference or Fair Employment. If appealed to any procedure other than Step 4 of Article 14, the Union and the aggrieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article 14, or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the Union and the aggrieved employee from making subsequent appeal through Step 4 of Article 14 except that with respect to statutes under the jurisdiction of the United States Equal Opportunity Employment Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure.

ARTICLE 15

INSURANCE

Section A. Group Health Insurance and HSA

The Employer agrees to offer a Group Health Insurance plan equivalent to existing coverage, subject to the provisions of this Article and limitations, benefit and conditions established by the contract with the insurance carrier. The aggregate value of benefits provided by the group health insurance contract for

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employees covered by this collective bargaining agreement shall not be reduced, unless the employer and union agree to a reduction in benefits.

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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.

The Employer shall contribute on behalf of eligible permanent and probationary employees working thirty (30) or more hours per week as follows:

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HSA Compatible Plan

<u>HSA Compatible Plan (2025)</u>	<u>Employer's Share of the Premium per month</u>	<u>Employee's Share of the Premium per month</u>
<u>Single</u>	<u>To be determined for 2025.</u>	<u>\$0/month for 2025.</u>
<u>Single + 1</u>	<u>To be determined for 2025.</u>	<u>\$435.00/month for 2025.***</u>
<u>Family</u>	<u>To be determined for 2025.</u>	<u>\$585.00/month for 2025.***</u>

***For 2025, the employer and employee will split the premium increase or decrease 50:50, up to a maximum of \$50.00 per month per year of the contract, not to exceed the numbers above.

<u>HSA Compatible Plan (2026-2027)</u>	<u>Employer's Share of the Total Premium per month</u>	<u>Employee's Share of the Total Premium per month</u>
<u>Single</u>	<u>100%</u>	<u>0%</u>
<u>Single + 1</u>	<u>80%</u>	<u>20%</u>
<u>Family</u>	<u>80%</u>	<u>20%</u>

The Employer's contribution shall not exceed the cost of the premium.

The employer may offer a waiver plan by county policy.

The employee may "buy up" to available higher cost plans by paying the premium difference. However, note, there is no employer HSA contribution offered on the higher cost plans.

Effective January 1, 2025, the Employer shall make a contribution to each eligible employee's HSA account, pro-rated by pay period [over 24 pay periods per year], as follows:

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Single	\$2,260 per year, pro-rated by pay period
Single + 1	\$3,260 per year, pro-rated by pay period
Family	\$3,260 per year, pro-rated by pay period

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Eligible employees will receive a pro-rated HSA contribution for all pay periods in which the employee is in a compensated payroll status or on FMLA.

The Employer shall be obligated to make only one (1) HSA account contribution on behalf of an employee. Therefore, if the employee is enrolled as a dependent of another employee for whom the Employer has made a family coverage contribution, the Employer is not obligated to make a separate single coverage contribution on behalf of the employee.

Section B. The County Board agrees to provide and pay for a life insurance policy of \$25,000.00 for all employees, and to provide life insurance coverage of \$15,000.00 for their spouses and dependents to age 26, subject to carrier restrictions.

Section C. The employer shall provide Long-Term Disability Insurance reimbursement for full-time permanent employees in accordance with the Personnel Policy. 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 County and the insurance carrier.

Section D. The employer will provide the union with a 6 month notice if the county plans to rescind the Early Retirement Health Insurance Incentive as described in Appendix E.

Section E. Effective January 1, 2025, the Employer will contribute 50% of the group Single dental insurance premium for eligible permanent and probationary employees working thirty (30) or more hours per week. This contribution amount, based on 50% of the Single premium value, will be applied as a flat-dollar contribution toward the Family dental premium for employees electing Family coverage, with any remaining premium costs paid by the employee through payroll deductions. This contribution will not equal 50% of the Family premium but will reflect the flat-dollar contribution amount equivalent to half of the Single premium.

ARTICLE 16 **TEMPORARY OR SEASONAL POSITIONS**

Seasonal employees will be used under the following conditions: A. As needed, individuals can work over sixty-seven (67) days per calendar year or 100 days if a student as defined in PELRA, up to one hundred thirty four (134) days per calendar year. B. Wages for the first sixty-seven (67) days will be set by County Board policy, or 100 days if a student as defined in PELRA. Wages after the sixty-seven (67) days or 100 days if a student as defined in PELRA shall be as set in Wage Appendix B. C. Seasonal employees will not displace permanent full time employees from their usual and customary work. D. Seasonal employees receive no benefits.

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ARTICLE 17

WAGE ADMINISTRATION

Section A. Pay days for all employees under the jurisdiction of this Agreement shall be bi-weekly on a Friday.

Section B. The hourly pay for all employees is as per Appendix B. If an employee's salary currently exceeds the maximum of their pay scale, their salary will be frozen until the pay scale catches up.

Effective January 1, 2025, employees whose wage is below the maximum of the appropriate pay range will receive a 5% within range movement, not to exceed the maximum.

Effective January 12, 2025, employees will receive a market adjustment as shown in Appendix B. (Troy, if you are asked, the paycheck date for 1/12/2025 market adjustments would be 2/7/2025.)

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Effective January 1, 2026, employees whose wage is below the maximum of the appropriate pay range will receive a 6% within range movement, not to exceed the maximum.

Effective January 1, 2027, employees whose wage is below the maximum of the appropriate pay range will receive a 7% within range movement, not to exceed the maximum.

Within Range Movement Guarantee Effective January 1, 2028. While on the Open Range pay scale, all employees not at the maximum pay shall receive a minimum of a 2% within range movement on January 1, not to exceed the maximum pay. This 2% within range movement guarantee does not apply if the State of Minnesota institutes a levy limitation during the term of this Agreement. If the State of Minnesota institutes a levy limitation, this clause shall be reopened for negotiation. If the Open Range pay scale is eliminated, the 2% language shall not apply.

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The Employer does not consider the Open Range Scale to include any elements of pay for performance. If the employer desires to move to a pay for performance system in the future it must be negotiated with the Union. There is no guarantee that the Union will agree to a pay for performance system.

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Section C.

Reclassification and Promotion: Employees who move to a position of a higher grade shall receive a minimum increase of 5% or \$1.00 per hour (whichever is greater), not to exceed the maximum, or be less than the minimum rate, and will be placed into the range of the next pay grade in this bargaining unit.

Involuntary Demotion: An employee who is demoted to a lower paid classification will be placed into the lower classification at the same percentile of the scale, not to exceed the Maximum. Thereafter, the employee will receive within range movement as provided for by this Agreement. (For example: a Grade 6 employee who is paid 25% higher than the Grade 6 minimum will move to the Grade 5 classification and be paid 25% higher than the Grade 5 minimum. Or, a Grade 6 employee who is paid at the Grade 6 maximum, will move to the Grade 5 classification and be paid at the Grade 5 maximum.) This language does not apply to voluntary demotions when an employee applies for a new position in a lower graded classification.

Deleted: This Section C is suspended during the 2022-2024 Agreement, refer to Appendix C for reclassification, promotion, and demotion language in effect with the Open Range pay scale. ¶

¶ 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. ¶

¶ 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. ¶

¶ 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.

Deleted: Section D. January 1, 2022 – December 31, 2024 wages, see Letter of Agreement attached as Appendix C.

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In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

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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.

Employees who terminate employment prior to the date of County Board approval of this Agreement shall not be eligible for retroactive wage adjustments.

ARTICLE 18 SAVINGS CLAUSE

In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provision shall be null and void and the parties may, if they mutually agree, negotiate language to replace the voided provision. All other provisions shall continue in full force and effect.

ARTICLE 19 SAFETY

Effective January 1, 202~~5~~, the employer will provide a safety footwear allowance for each Jail Cook covered by this Agreement of up to \$50.00 per calendar year, upon submission of receipt, to be used specifically for or towards safety footwear.

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Effective January 1, 202~~5~~, the employer will provide a safety footwear allowance for each Forester, Sr. Forester, Parks Technician, and Recreation Specialist of up to \$200.00 per calendar year, upon submission of receipt, to be used specifically for or towards safety footwear.

Deleted: Effective January 1, 2022, the employer will provide a safety footwear allowance for each Forester, Sr. Forester, and Recreation Specialist of up to \$145.00 per calendar year, upon submission of receipt, to be used specifically for or towards safety footwear.¶

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ARTICLE 20 (NEW) UNIFORMS

All Building Maintenance Department staff covered by this Agreement are required to wear uniforms during their shifts to maintain a professional appearance and ensure easy identification within the workplace. Upon hire, each full-time building maintenance employee will be provided with five county logo shirts selected by the employer (two shirts if part-time), which are part of the mandatory uniform. Annually, thereafter, eligible employees will receive two additional shirts, typically ordered in January. To receive a new shirt, one old shirt must be turned in to HR. Upon resignation or retirement, all issued shirts must be turned in. Employees are responsible for cleaning and maintaining their uniforms at their own expense. Any loss or damage to uniforms beyond normal wear and tear, or requests for new sizes outside of the annual exchange process, may result in the employee being responsible for replacement costs. Uniforms are not to be worn during off-duty time to preserve their condition and extend their lifespan.

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ARTICLE 21 DURATION OF AGREEMENT

This Agreement shall continue in full force and effect from January 1, 202~~5~~, to December 31, 202~~7~~, and from year to year thereafter unless either party hereto shall give written notice sixty (60) days prior to the annual expiration date of a desire to terminate or amend said Agreement.

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IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date first above stated.

COUNTY OF AITKIN, MINNESOTA

AFSCME, AFL-CIO, LOCAL #667

Board Chair

AFSCME Staff Representative

County Administrator

Local President

Human Resources Director

Date

Date

2025-2027 AFSCME COURTHOUSE AGREEMENT

APPENDIX A

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JOB CLASSIFICATIONS

Will update this page on final signature copy.

<u>CLASSIFICATION LIST</u>	<u>GRADE</u>
COOK-SHERIFF	1
PARKS TECHNICIAN	4
CUSTODIAN	2
OFFICE ASSISTANT I	2
ASSESSMENT TECHNICIAN	3
ASSISTANT LAND SURVEY TECHNICIAN (DC, LAND DEPT.)	3
LICENSE TECHNICIAN	3
RECORDS TECHNICIAN-SHERIFF	4
OFFICE ASSISTANT II (AKA OFFICE FLOATER)	3
DEPUTY RECORDER	4
UTILITY MAINTENANCE CUSTODIAN	4
CERTIFIED APPRAISER	4
OFFICE ASSISTANT IV (FORMERLY DEPUTY LAND CMSR)	4
OFFICE ASSISTANT V (LAND DEPT)	5
DEPUTY TREASURER	4
FORESTRY/PARKS TECHNICIAN	4
SR. LICENSE TECHNICIAN	4
ACCOUNT TECHNICIAN (AUDITOR'S OFFICE)	5
LAND SURVEY AND MAPPING TECHNICIAN	5
CERTIFIED APPRAISER, SR.	5
CHIEF DEPUTY TREASURER	5
DEPUTY RECORDER / LAND RECORDS TECHNICIAN	6
LAND SURVEY TECHNICIAN (TF, LAND DEPT.)	5
LEGAL ASSISTANT (FORMERLY LEGAL SECRETARY)	5
OFFICE ASSISTANT V (ENVIRONMENTAL SERVICES)	5
CHIEF DEPUTY RECORDER	6
ACCREDITED APPRAISER	6
FORESTER	7
PARALEGAL	6
RECREATION SPECIALIST	6
ZONING OFFICER	6
SENIOR FORESTER	8

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APPENDIX B

OPEN RANGE SCALES

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OPEN RANGE SCALE FOR JANUARY 1, 2025					OPEN RANGE SCALE FOR JANUARY 1, 2026				
Grade	MIN	MAX	MIN	MAX	Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt			FLSA Non-Exempt		FLSA Exempt	
21	\$ 57.09	\$ 78.90	\$118,751.41	\$164,115.46	21	\$ 59.38	\$ 82.06	\$123,501.46	\$170,680.07
20	\$ 55.06	\$ 76.08	\$114,521.92	\$158,243.67	20	\$ 57.26	\$ 79.12	\$119,102.79	\$164,573.41
19	\$ 53.02	\$ 73.26	\$110,288.47	\$152,373.13	19	\$ 55.14	\$ 76.19	\$114,700.01	\$158,468.05
18	\$ 50.99	\$ 70.43	\$106,055.02	\$146,502.59	18	\$ 53.03	\$ 73.25	\$110,297.22	\$152,362.69
17	\$ 48.95	\$ 67.61	\$101,821.57	\$140,632.05	17	\$ 50.91	\$ 70.32	\$105,894.43	\$146,257.33
16	\$ 46.92	\$ 64.79	\$ 97,588.12	\$134,761.51	16	\$ 48.79	\$ 67.38	\$101,491.64	\$140,151.97
15	\$ 44.88	\$ 61.97	\$ 93,354.67	\$128,890.97	15	\$ 46.68	\$ 64.45	\$ 97,088.86	\$134,046.60
14	\$ 42.85	\$ 59.14	\$ 89,121.22	\$123,020.43	14	\$ 44.56	\$ 61.51	\$ 92,686.07	\$127,941.24
13	\$ 40.81	\$ 56.32	\$ 84,887.77	\$117,149.89	13	\$ 42.44	\$ 58.57	\$ 88,283.28	\$121,835.88
12	\$ 38.78	\$ 53.50	\$ 80,654.32	\$111,279.35	12	\$ 40.33	\$ 55.64	\$ 83,880.49	\$115,730.52
11	\$ 36.74	\$ 50.68	\$ 76,420.87	\$105,408.81	11	\$ 38.21	\$ 52.70	\$ 79,477.70	\$109,625.16
10	\$ 34.71	\$ 47.85	\$ 72,187.42	\$ 99,538.27	10	\$ 36.09	\$ 49.77	\$ 75,074.92	\$103,519.80
9	\$ 32.67	\$ 45.03	\$ 67,945.39	\$ 93,667.73	9	\$ 33.97	\$ 46.83	\$ 70,663.20	\$ 97,414.44
8	\$ 30.63	\$ 42.21	\$ 63,710.50	\$ 87,797.19	8	\$ 31.86	\$ 43.90	\$ 66,258.92	\$ 91,309.07
7	\$ 28.59	\$ 39.39	\$ 59,475.61	\$ 81,926.65	7	\$ 29.74	\$ 40.96	\$ 61,854.63	\$ 85,203.71
6	\$ 26.57	\$ 36.57	\$ 55,264.12	\$ 76,056.11	6	\$ 27.63	\$ 38.03	\$ 57,474.68	\$ 79,098.35
5	\$ 24.53	\$ 33.74	\$ 51,029.23	\$ 70,185.57	5	\$ 25.51	\$ 35.09	\$ 53,070.40	\$ 72,992.99
4	\$ 22.50	\$ 30.92	\$ 46,794.34	\$ 64,315.03	4	\$ 23.40	\$ 32.16	\$ 48,666.12	\$ 66,887.63
3	\$ 20.46	\$ 28.10	\$ 42,559.45	\$ 58,444.49	3	\$ 21.28	\$ 29.22	\$ 44,261.83	\$ 60,782.27
2	\$ 18.43	\$ 25.28	\$ 38,324.57	\$ 52,573.95	2	\$ 19.16	\$ 26.29	\$ 39,857.55	\$ 54,676.90
1	\$ 16.39	\$ 22.45	\$ 34,089.68	\$ 46,703.41	1	\$ 17.04	\$ 23.35	\$ 35,453.27	\$ 48,571.54
Min/Max post adjusted 4% 1/1/2025					Min/Max post adjusted 4% 1/1/2026				

OPEN RANGE SCALE FOR JANUARY 1, 2027

Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
21	\$ 61.75	\$ 85.34	\$128,441.52	\$177,507.28
20	\$ 59.55	\$ 82.29	\$123,866.91	\$171,156.35
19	\$ 57.35	\$ 79.23	\$119,288.01	\$164,806.77
18	\$ 55.15	\$ 76.18	\$114,709.11	\$158,457.20
17	\$ 52.95	\$ 73.13	\$110,130.21	\$152,107.62
16	\$ 50.75	\$ 70.08	\$105,551.31	\$145,758.04
15	\$ 48.54	\$ 67.02	\$100,972.41	\$139,408.47
14	\$ 46.34	\$ 63.97	\$ 96,393.51	\$133,058.89
13	\$ 44.14	\$ 60.92	\$ 91,814.61	\$126,709.32
12	\$ 41.94	\$ 57.87	\$ 87,235.71	\$120,359.74
11	\$ 39.74	\$ 54.81	\$ 82,656.81	\$114,010.16
10	\$ 37.54	\$ 51.76	\$ 78,077.91	\$107,660.59
9	\$ 35.33	\$ 48.71	\$ 73,489.73	\$101,311.01
8	\$ 33.13	\$ 45.65	\$ 68,909.27	\$ 94,961.44
7	\$ 30.93	\$ 42.60	\$ 64,328.82	\$ 88,611.86
6	\$ 28.74	\$ 39.55	\$ 59,773.67	\$ 82,262.28
5	\$ 26.54	\$ 36.50	\$ 55,193.22	\$ 75,912.71
4	\$ 24.33	\$ 33.44	\$ 50,612.76	\$ 69,563.13
3	\$ 22.13	\$ 30.39	\$ 46,032.31	\$ 63,213.56
2	\$ 19.93	\$ 27.34	\$ 41,451.85	\$ 56,863.98
1	\$ 17.73	\$ 24.29	\$ 36,871.40	\$ 50,514.40
Min/Max post adjusted 4% 1/1/2027				

2025-2027 AFSCME COURTHOUSE AGREEMENT

GRADE	LAST NAME	FIRST NAME	2024 WAGE	1/1/2025 WAGE (5% WIRM, NOT TO EXCEED MAX)	Market Adj (SEE DATE SPECIFIED IN ARTICLE 17)	Adjusted Wage (AFTER MARKET ADJ)	1/1/2026 WAGE (6% WIRM, NOT TO EXCEED MAX)	1/1/2027 WAGE (7% WIRM, NOT TO EXCEED MAX)
8	PARKIN	THOMAS	\$ 34.250	\$ 35.96	\$ 1.17	\$ 37.13	\$ 39.36	\$ 42.12
7	GOBLE	DUSTIN	\$ 28.590	\$ 30.02	\$ 2.70	\$ 32.72	\$ 34.68	\$ 37.11
7	HILL	KINZER	\$ 28.020	\$ 29.42	\$ 1.36	\$ 30.78	\$ 32.63	\$ 34.91
7	MACKEY	RYAN	\$ 27.760	\$ 29.15	\$ 1.54	\$ 30.69	\$ 32.53	\$ 34.81
6	FAIRCHILD	TRACY	\$ 34.390	\$ 36.11	\$ 0.25	\$ 36.36	\$ 38.03	\$ 39.55
6	WESTERLUND	STACY	\$ 31.450	\$ 33.02	\$ 0.85	\$ 33.87	\$ 35.90	\$ 38.42
6	MOWERS	BENJAMIN	\$ 30.320	\$ 31.84	\$ 0.80	\$ 32.64	\$ 34.59	\$ 37.02
6	JOHNSON	CHRISTOPHER	\$ 27.350	\$ 28.72	\$ 1.98	\$ 30.70	\$ 32.54	\$ 34.82
6	SWANSON	SONDRA	\$ 26.610	\$ 27.94	\$ 0.80	\$ 28.74	\$ 30.46	\$ 32.60
6	ANDERSON	BROCK	\$ 26.040	\$ 27.34	\$ 1.26	\$ 28.60	\$ 30.32	\$ 32.44
6	GRUND	JODY	\$ 26.040	\$ 27.34	\$ 1.26	\$ 28.60	\$ 30.32	\$ 32.44
6	PLAGGE	CONNOR	\$ 26.040	\$ 27.34	\$ 1.26	\$ 28.60	\$ 30.32	\$ 32.44
6	HAKES	MARY	\$ 25.550	\$ 26.83	\$ 0.62	\$ 27.45	\$ 29.09	\$ 31.13
6	STUDAKER	KIP	\$ 25.550	\$ 26.83	\$ 1.16	\$ 27.99	\$ 29.67	\$ 31.74
5	HARMON	ELIZABETH	\$ 31.670	\$ 33.25	\$ 0.26	\$ 33.51	\$ 35.09	\$ 36.50
5	EXSTED	DEBRA	\$ 30.820	\$ 32.36	\$ 0.54	\$ 32.90	\$ 34.88	\$ 36.50
5	RODEN	REBECCA	\$ 27.530	\$ 28.91	\$ 0.89	\$ 29.80	\$ 31.58	\$ 33.80
5	BLAZEK	MELISSA	\$ 27.300	\$ 28.67	\$ 0.97	\$ 29.64	\$ 31.41	\$ 33.61
5	BISHOP	CHRISTY	\$ 26.210	\$ 27.52	-	\$ 27.52	\$ 29.17	\$ 31.21
5	CROATT	DARLA	\$ 26.210	\$ 27.52	-	\$ 27.52	\$ 29.17	\$ 31.21
5	PARENTEAU	SHANNON	\$ 25.140	\$ 26.40	\$ 0.73	\$ 27.13	\$ 28.75	\$ 30.77
5	MINER	DENA	\$ 25.070	\$ 26.32	\$ 0.49	\$ 26.81	\$ 28.42	\$ 30.41
5	BURTON	KIMBERLY	\$ 24.610	\$ 25.84	\$ 0.73	\$ 26.57	\$ 28.16	\$ 30.14
5	WIEBUSCH	SHANNON	\$ 24.610	\$ 25.84	\$ 0.73	\$ 26.57	\$ 28.16	\$ 30.14
5	WOLFE	DAVID	\$ 24.610	\$ 25.84	\$ 0.79	\$ 26.63	\$ 28.23	\$ 30.20
4	OLSON	CATHLEEN	\$ 29.160	\$ 30.62	\$ 0.38	\$ 30.92	\$ 32.16	\$ 33.44
4	KRAMER	PAMELA	\$ 28.610	\$ 30.04	\$ 0.72	\$ 30.76	\$ 32.16	\$ 33.44
4	DELMORE	LANA	\$ 25.570	\$ 26.85	\$ 1.41	\$ 28.26	\$ 29.95	\$ 32.05
4	MORIARTY	MICHAEL	\$ 25.280	\$ 26.54	\$ 0.13	\$ 26.67	\$ 28.27	\$ 30.25
4	BEAUCHEM	RANDALL	\$ 24.030	\$ 25.23	-	\$ 25.23	\$ 26.75	\$ 28.62
4	HUNTER	KATIE	\$ 23.800	\$ 24.99	-	\$ 24.99	\$ 26.49	\$ 28.34
4	RONO	GABRIALLA	\$ 22.050	\$ 23.15	\$ 1.06	\$ 24.21	\$ 25.67	\$ 27.46
4	HAUGLY	BRYAN	\$ 21.840	\$ 22.93	\$ 1.94	\$ 24.87	\$ 26.36	\$ 28.21
3	LILJEQUIST	ROY	\$ 21.880	\$ 22.97	\$ 0.15	\$ 23.12	\$ 24.51	\$ 26.23
3	OLSON	KAY	\$ 21.650	\$ 22.73	-	\$ 22.73	\$ 24.10	\$ 25.78
3	RELANDER	JACYLN	\$ 20.620	\$ 21.65	\$ 0.59	\$ 22.24	\$ 23.58	\$ 25.23
3	WAGNER	ERIKA	\$ 20.060	\$ 21.06	\$ 0.96	\$ 22.02	\$ 23.34	\$ 24.98
3	WIECZOREK	HANNAH	\$ 19.950	\$ 20.95	\$ 1.03	\$ 21.98	\$ 23.30	\$ 24.93
2	PRIEM	KYLE	\$ 20.780	\$ 21.82	\$ 0.15	\$ 21.97	\$ 23.29	\$ 24.92
2	NYLANDER	DENNIS	\$ 19.160	\$ 20.12	\$ 0.14	\$ 20.26	\$ 21.47	\$ 22.98
1	EDDY	NANCY	\$ 20.140	\$ 21.15	-	\$ 21.15	\$ 22.42	\$ 23.98
1	GERVAIS	RENEE	\$ 18.540	\$ 19.47	-	\$ 19.47	\$ 20.64	\$ 22.08

Best estimates. Actuals will be calculated by payroll following ratification.
Red indicates adjusted to not exceed the scale Max.

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OPEN RANGE SCALE FOR JANUARY 1, 2022

Grade	MIN	MAX
	FLSA Non-Exempt	
10	\$ 29.12	\$ 43.38
9	\$ 27.42	\$ 40.82
8	\$ 25.71	\$ 38.26
7	\$ 24.01	\$ 35.70
6	\$ 22.30	\$ 33.14
5	\$ 20.59	\$ 30.59
4	\$ 18.89	\$ 28.03
3	\$ 17.18	\$ 25.47
2	\$ 15.48	\$ 22.91
1	\$ 13.77	\$ 20.35

On 1/1/2022, full-time and part-time employees will receive

OPEN RANGE SCALE UPON RATIFICATION, WITHOUT RETRO/

Grade	MIN	MAX
	FLSA Non-Exempt	
10	\$ 30.85	\$ 43.38
9	\$ 29.04	\$ 40.82
8	\$ 27.23	\$ 38.26
7	\$ 25.42	\$ 35.70
6	\$ 23.62	\$ 33.14
5	\$ 21.81	\$ 30.59
4	\$ 20.00	\$ 28.03
3	\$ 18.19	\$ 25.47
2	\$ 16.38	\$ 22.91
1	\$ 14.57	\$ 20.35

Upon ratification, without retroactivity, employees who are
All other employees will receive \$0.50 per hour within range

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Upon ratification, without retroactivity, employees who are

OPEN RANGE SCALE FOR JANUARY 1, 2023

Grade	MIN	MAX
	FLSA Non-Exempt	
10	\$ 32.09	\$ 44.24
9	\$ 30.20	\$ 41.64
8	\$ 28.32	\$ 39.03
7	\$ 26.44	\$ 36.42
6	\$ 24.56	\$ 33.81
5	\$ 22.68	\$ 31.20
4	\$ 20.80	\$ 28.59
3	\$ 18.92	\$ 25.98
2	\$ 17.04	\$ 23.37
1	\$ 15.15	\$ 20.76

On 1/1/2023, full-time and part-time employ

On 1/1/2024, full-time and part-time employ

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202~~5~~₆- 202~~7~~₈ AFSCME COURTHOUSE AGREEMENT

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¶
LETTER OF AGREEMENT¶
BETWEEN¶
AITKIN COUNTY¶
AND¶
AFSCME, AFL-CIO, Local Union #667¶
Courthouse Unit ¶
¶
See attached.¶

2025 - 2027 AFSCME COURTHOUSE AGREEMENT

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12/31/2024 End of Day
REVERT TO STEP SCHEDULE

Grade	MIN			
	A	B	C	D
FLSA Non-Exempt				
20	\$ 52.94	\$ 54.28	\$ 55.63	\$ 56.97
19	\$ 50.98	\$ 52.28	\$ 53.57	\$ 54.86
18	\$ 49.03	\$ 50.27	\$ 51.51	\$ 52.75
17	\$ 47.07	\$ 48.26	\$ 49.45	\$ 50.65
16	\$ 45.11	\$ 46.25	\$ 47.40	\$ 48.54
15	\$ 43.16	\$ 44.25	\$ 45.34	\$ 46.43
14	\$ 41.20	\$ 42.24	\$ 43.28	\$ 44.32
13	\$ 39.24	\$ 40.23	\$ 41.22	\$ 42.21
12	\$ 37.28	\$ 38.23	\$ 39.17	\$ 40.11
11	\$ 35.33	\$ 36.22	\$ 37.11	\$ 38.00
10	\$ 33.37	\$ 34.21	\$ 35.05	\$ 35.89
9	\$ 31.41	\$ 32.20	\$ 32.99	\$ 33.78
8	\$ 29.45	\$ 30.19	\$ 30.93	\$ 31.67
7	\$ 27.49	\$ 28.18	\$ 28.87	\$ 29.56
6	\$ 25.55	\$ 26.19	\$ 26.82	\$ 27.46
5	\$ 23.59	\$ 24.18	\$ 24.77	\$ 25.35
4	\$ 21.63	\$ 22.17	\$ 22.71	\$ 23.25
3	\$ 19.67	\$ 20.16	\$ 20.65	\$ 21.14
2	\$ 17.72	\$ 18.15	\$ 18.59	\$ 19.03
1	\$ 15.76	\$ 16.15	\$ 16.53	\$ 16.92

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202~~5~~₄-202~~7~~₇ AFSCME COURTHOUSE AGREEMENT

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APPENDIX E

MEMORANDUM OF AGREEMENT (EARLY RETIREMENT INCENTIVE)

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and Local No. 667, AFSCME Council 65, AFL-CIO (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 202~~5~~₄-202~~7~~₇ collective bargaining agreement, the parties discussed early retirement incentives; and

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WHEREAS, the employer has incorporated an early retirement incentive provision into the Aitkin County Personnel Policy manual.

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 202~~5~~₄, 202~~6~~₆, and 202~~7~~₇ will have the opportunity to participate.
2. The employer will provide the union with a 6 month notice if the county plans to rescind the Early Retirement Health Insurance Incentive.
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 MOA to be executed this ____ day of _____, 202~~4~~₄.

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COUNTY OF AITKIN, MINNESOTA

AFSCME, AFL-CIO, LOCAL #667

Board Chair

AFSCME Staff Representative

202~~5~~₇- 202~~7~~₇ AFSCME COURTHOUSE AGREEMENT

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**Deleted: Memorandum of Agreement ¶
(Chief Deputy Recorder Lump Sum Payment)¶
AFSCME Courthouse Unit¶**

¶
This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and Local No. 667, AFSCME Council 65, AFL-CIO (hereafter "Union").¶

¶
WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act, with the current duration of agreement being January 1, 2019 until December 31, 2021 (the parties are in mediation for the 2022-2024 Agreement); and¶

¶
WHEREAS, Chief Deputy Recorder Tara Snyder assumed responsibility for the County Recorder's Office work, including department head level decision-making responsibilities, between August 2021 and April 2022; and¶

¶
WHEREAS, the Chief Deputy Recorder is a Grade 6 and the County Recorder's position corresponds to a Grade 11 on the uniform wage scale; and¶

¶
WHEREAS, the employer appreciates Ms. Tara Snyder stepping up to the plate when needed and taking on additional responsibilities in the Recorder's Office, and is grateful for the work she performed; and¶

¶
WHEREAS, the employer and union mutually agree to provide a one-time lump sum payment to Ms. Tara Snyder in the amount of \$10,500 for the additional work performed. ¶

¶
NOW, THEREFORE, BE IT RESOLVED.¶

¶
The parties agree: ¶

The one-time lump sum payment shall be issued to Ms. Snyder within 30 days following approval by both the employer and union. ¶

The payment is considered wages and is subject to all required payroll withholdings. ¶

This payment does not set any precedence for future matters.¶

This payment shall not result in any grievances or additional requests for payment related to duties performed in the County Recorder's office between August 2021 and April 2022. ¶

This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter. ¶

¶
IN WITNESS WHEREOF, this Memorandum of Agreement has been executed on this ____ day of ____, 2022.¶

¶
COUNTY OF AITKIN, MINNESOTA
AFSCME, AFL-CIO, LOCAL #667¶

¶

Board Chair AFSCME Staff Representative¶

202~~5~~₇ - 202~~7~~₇ AFSCME COURTHOUSE AGREEMENT

File note: Sunset Appraiser Trainee to CMA Certified Appraiser MOA. (The employer will follow the promotion language moving forward when it promotes appraisers to new job classifications, rather than drafting a MOA.) Sunset Parks Custodian safety footwear MOA, incorporated into Article 19.

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Board of County Commissioners Agenda Request

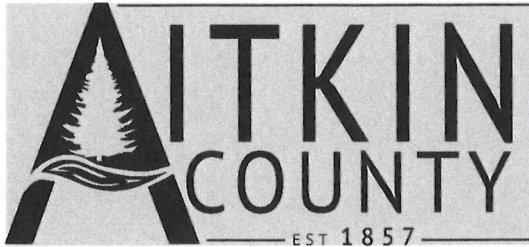


Requested Meeting Date: November 26, 2024

Title of Item: Personnel Policy Updates

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Bobbie Danielson 		Department: HR Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: Est 5 minutes
Summary of Issue: <p>The personnel policy is updated on an on-going basis. Highlights of the proposed updates are as follows:</p> <ol style="list-style-type: none">1. Update Board adoption dates and Chair to sign Equal Employment Opportunity Policy statement.2. Initial probationary period extended from 6 months to 1 year, 3-month probationary extension language removed. (Effective for non-union new hires following adoption on 11/26/2024. Employees covered by union contracts will continue to follow the language of those Agreements.)3. Highway Dept hours amended to 7:00 a.m. to 3:30 p.m.4. Reclassification and Involuntary demotion language updated to match Afsme.5. Dental insurance removed from the list of "voluntary" benefits. Added group dental insurance with employer paying 50% of the single dental premium.6. Inserted health insurance premium language, effective 1/1/2025 - 1/1/2027. Edited insurance waiver dollars from \$2,750/year to \$2,800/year. Updated dates on early retirement incentive policy, to extend 2025-2027.7. Entered "June 19th" in reference to Juneteenth in the holidays section.8. Edited PTO section to indicate the PTO cash out can be split into two separate requests, not to exceed the 120 hours maximum. Clarified that PTO hours count as time worked for the purpose of OT computation, while holidays, comp time, personal leave, and extended sick bank hours do not.9. Increased personal leave 1/1/2025 to 12 hours each quarter and 80 hours carryover. (Tie to ESST.)10. Add Minnesota Paid Leave (new) language with the premiums split 50:50, employer and employee.11. Insert 2025-2027 wage scales (5% within range movement 1/1/25, 6% 1/1/26, 7% 1/1/27), consistent with union.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve the personnel policy updates as presented.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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



Personnel Policy

November 26, 2024

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If you have any suggestions for changes to policy content, please contact HR, or [click here to submit ideas](#) for changes. All suggestions are welcome.

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

Personnel Policy

Table of Contents and Appendix references will be updated on the final copy following Board approval.

ARTICLE I INTRODUCTION

Section A. Purpose

It is the purpose of this Personnel Policies and Procedures Manual to provide a uniform, comprehensive and effective system of personnel administration in Aitkin County and to establish procedures which will serve as a guide to administrative action concerning personnel activities and transactions.

It is the further purpose of this Personnel Policies and Procedures Manual to ensure:

- (a) A spirit of confidence and cooperation between the Board and its employees.
- (b) That all appointments and promotions to positions in the County service shall be made on the basis of job-related qualifications.
- (c) That position classification and compensation plans shall be adopted which will conform to the principle of like compensation for like work.
- (d) That the citizens of Aitkin County can be assured that their best interests are being served by the employment of the most qualified personnel available.
- (e) Fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, creed, religion, national origin, citizenship, sex, marital status, familial status, pregnancy, disability, public assistance status, age, sexual orientation including gender expression and identity, political affiliation, veteran status, genetic information, local human rights commission activity, or other protected-class status, and with proper regard for the privacy and constitutional rights of applicants and employees.

Section B. Adoption

Subd. (1) This Personnel Policies and Procedures Manual was approved by the County Board of Commissioners at a regular board meeting on November 26, 2024, and on subsequent dates as revised. Any changes in the content of the Personnel Policies and Procedures Manual must be approved by the Board of County Commissioners.

Subd. (2) Upon approval by the County Board, this Personnel Policies and Procedures Manual shall supersede all existing policies or rules that in any way conflict with these Personnel Policies and Procedures.

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ARTICLE IIIEMPLOYMENT

Section A. Equal Employment Opportunity Policy Statement

Purpose: To affirm Aitkin County's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes §363.

Aitkin County will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, citizenship, sex, marital status, familial status, pregnancy, disability, public assistance status, age, sexual orientation including gender expression and identity, political affiliation, veteran status, genetic information, local human rights commission activity, or other protected-class status.

Aitkin County will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices included, but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination and rates of pay or other forms of compensation.

Aitkin County will use its best effort to afford minority and female business enterprises with the maximum practicable opportunity to participate in the performance of subcontracts for construction projects that this County engages in.

Aitkin County fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.

Any employee of this County, who does not comply with the Equal Employment Opportunity Policies and Procedures as set forth in this statement, will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes §363 will be subject to appropriate legal sanctions.

If any employee or applicant for employment believes he/she has been discriminated against, he/she should contact the [County Administrator](#) or the [Human Resources Department](#), Aitkin County Courthouse, 307 2nd Street NW, Room 312, Aitkin, MN 56431 or (218) 927-7306.

bargaining agreement. The Human Resources Director or designee, the Payroll Technician or designee, and the individual's immediate Supervisor share the responsibility for orientation.

Subd. (1) The orientation of a new employee is the final step in the hiring process. The County has an orientation program for all new employees, including:

- Payroll, E-time, and Benefits Orientation (HR/Payroll)
- General Orientation, Policies, and Training (HR/Payroll)
- Position, Department, Performance Management, and Social Orientation (Immediate Supervisor or Department Head)

Section E. Probationary Period

Purpose: To provide a time frame for the employee's supervisor to observe the employee's fitness for continued employment with the County. The probationary period shall be utilized by supervisors to closely observe the employee to determine whether the employee will be able to meet the organization's core values, the Department demands, and become a contributing member to the County's workforce or whether it is necessary to remove the employee whose performance does not meet the values and performance standards.

Subd. (1) All County employees will serve and successfully complete a probationary period.

Subd. (2) All newly hired or promoted non-union employees will be on a probationary period for one (1) year unless specified otherwise by statute. Employment may be terminated for any reason during this period unless specified otherwise by statute.

Subd. (3) If the employee takes a leave of absence while on probation, the probationary period shall be extended by a period of time equal to the total number of calendar days on leave.

Subd. (4) Union employees will follow the probationary periods as they are defined in the applicable collective bargaining agreement.

Subd. (5) Probationary employees are eligible to apply for other positions for which they are qualified.

Deleted: six (6) calendar months

Deleted: Upon request of the Department Head, the County Administrator or designee may extend the probationary period by up to 6 months. Under no circumstances may a probationary period exceed 12 months. The employee will be notified in writing and informed of performance deficiencies and offered assistance to improve performance.

Section F. Access To Personnel Files

Purpose: Aitkin County maintains a personnel file on each employee. Personnel files are the property of Aitkin County. Aitkin County allows access to personnel files in accordance with applicable law.

be kept in a separate medical file. Workers' compensation information will be kept in a separate workers' compensation file.

Section G. Hours Of Work

Purpose: To define the schedule of work hours for Aitkin County employees as determined by operational needs and demands of Aitkin County. Hours of work generally include all of the time an employee is on duty at the employer's establishment or at a prescribed work place, as well as all other time during which the employee is suffered or permitted to work for the employer.

The normal workweek of the organization is Monday through Friday, 8:00 a.m. to 4:30 p.m. (7:00 a.m. to 3:30 p.m. in the county Highway Department); however, it is expected that all staff will provide service necessary to carry out the functions of their position which includes weekends and evenings as required. Department Heads are authorized to establish schedules to meet the business needs of their department.

Flexible Schedules

- (a) Flexible hours for staff may be arranged with the Department Head or designee provided the normal scheduled hours worked fall between 6:00 a.m. and 7:00 p.m.
- (b) A flexible schedule is an agreed upon schedule that meets the business needs of the Department and meets with the approval of the employee which is outside of the normal business day. The expectation under a flexible schedule is that employees are accountable to begin and conclude work for the day at the agreed upon, scheduled time.
- (c) Flexible schedules may not include scheduled work days longer than 10 hours and should generally not incur overtime pay.

Remote / Alternative Work Site Policy

See supplemental Remote Work/Alternative Work Site Policy

Meal Periods

The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he or she is required to perform any duties, whether active or inactive, while eating. If the employee is not completely relieved from duty, the meal period must be counted as hours worked. For example, an employee who is required to remain at his/her desk while eating lunch and regularly answers the telephone and refers callers is working. This time must be counted and paid as compensable hours worked because the employee has not been completely relieved from duty.

- (b) The employee shall receive a wage or salary adjustment based upon the County Board adopted compensation schedule referred to in Appendix A. In no event shall an employee's wage or salary be adjusted to exceed the maximum of the appropriate salary range.
- (c) An employee's salary may not exceed the range maximum. If an employee's salary currently exceeds the maximum of their pay scale, their salary will be frozen until the pay scale catches up.
- (d) Pay days for all employees shall be bi-weekly on a Friday.
- (e) ~~At the end of each year, all non-union employees shall remain at their rate of pay until a new wage scale, Appendix A, is adopted by the Board. Employees who terminate employment prior to the date of County Board approval of the annual non-union wage scale shall not be eligible for retroactive wage adjustments.~~
- (f) ~~Promotion Pay: A FLSA non-exempt employee who is promoted to a higher paid classification would be placed within range or on the step that results in at least a \$0.25 per hour increase. A FLSA exempt employee who is promoted to a higher paid classification would be placed within the higher pay range resulting in at least a \$520.00/year increase (pro-rated if promotion occurs mid-year). See Section B below.~~
- (g) Any special benefits or conditions of employment negotiated with an individual employee prior to this policy adoption shall be in addition to the rights and benefits covered by these guidelines.

Section B. Job Reclassification, Promotion Pay, and Demotion

Reclassification and Promotion: Employees who move to a position of a higher grade shall receive a minimum increase of 5% or \$1.00 per hour (whichever is greater), not to exceed the maximum, or be less than the minimum rate, and will be placed into the range of the new pay grade.

Involuntary Demotion: An employee who is demoted to a lower paid classification will be placed into the lower classification at the same percentile of the scale, not to exceed the Maximum. Thereafter, the employee will receive within range movement as provided for by this Agreement. (For example: a Grade 6 employee who is paid 25% higher than the Grade 6 minimum will move to the Grade 5 classification and be paid 25% higher than the Grade 5 minimum. Or, a Grade 6 employee who is paid at the Grade 6 maximum, will move to the Grade 5 classification and be paid at the Grade 5 maximum.) This language does not apply to voluntary demotions when an employee applies for a new position in a lower graded classification.

Deleted: An employee who is demoted to a lower paid classification will be placed into the lower classification at the same percentile of the scale. Thereafter, the employee will receive within range movement as provided for by policy. (For example: a Grade 6 employee who is paid 25% higher than the Grade 6 minimum will move to the Grade 5 classification and be paid 25% higher than the Grade 5 minimum.)

ARTICLE V EMPLOYEE BENEFITS AND SERVICES

Section A. Group Insurance

Purpose: To provide medical, life and long term disability insurance to eligible employees of Aitkin County.

Summary

- (a) Full time (probationary and non-probationary) employees who work a minimum of thirty (30) hours per week are entitled to health and life insurance provided by Aitkin County. Some exclusions apply for LLCC staff. See Subd. (1) (d) below. Those who are eligible for medical insurance and can prove that they are already covered by a different policy are not required to sign up for a plan provided by Aitkin County.
- (b) Select voluntary benefits are also available for full-time employees to purchase, including supplemental life insurance, short-term disability insurance, and critical illness voluntary insurance policies.
- (c) The effective date of coverage shall be based upon the specific policy.
- (d) The County offers health insurance to substantially all full-time employees, which is defined under the Affordable Care Act as 95% of employees working 30 or more hours per week on average or 130 or more hours per month on average. The County is not subject to a penalty if 5% of employees working 30 or more hours per week on average or 130 or more hours per month on average are not offered health care coverage. The Affordable Care Act offers limited exemptions and the County Administrator may authorize use of those exemptions as needed.

Deleted: dental insurance,

Refer to applicable agreements for additional details and employer contribution rates.

Section B. Health Insurance and HSA (or VEBA)

Health insurance coverage will be provided in accordance with the County's group health insurance policy with the Minnesota Public Employees Insurance Program, commonly referred to as "PEIP". The employee and employer premium contributions and HSA (or VEBA) contributions shall be established by the County Board and calculated in the same manner as defined in the Agreement between Aitkin County and AFSCME Council 65, Local Union #667 (Courthouse Unit), or as otherwise adopted by the Board.

The effective date of coverage shall be based upon the specific policy.

<u>HSA Compatible Plan (2025-2027)</u>	<u>Employer's Share of the Total Premium per month</u>	<u>Employee's Share of the Total Premium per month</u>
<u>Single</u>	<u>100%</u>	<u>0%</u>
<u>Single + 1</u>	<u>80%</u>	<u>20%</u>
<u>Family</u>	<u>80%</u>	<u>20%</u>

The Employer's contribution shall not exceed the cost of the premium.

The employee may "buy up" to available higher cost plans by paying the premium difference. However, note, there is no employer HSA contribution offered on the higher cost plans.

Eligible employees will receive a pro-rated HSA (or VEBA) contribution for all pay periods in which the employee is in a compensated payroll status or on FMLA.

The Employer shall be obligated to make only one (1) HSA (or VEBA) account contribution on behalf of an employee. Therefore, if the employee is enrolled as a dependent of another employee for whom the Employer has made a family coverage contribution, the Employer is not obligated to make a separate single coverage contribution on behalf of the employee.

HSA (or VEBA) ADVANCEMENT: If an employee meets his/her annual deductible, the employee may provide proof and request advance payment up to the remainder employer HSA (or VEBA) allocation for the plan year, provided the employee agrees in writing to reimburse the County for the HSA (or VEBA) contribution, prorated by pay period [over 24 pay periods per year] for any time that remains, in the event the employee leaves employment for any reason other than death, and that the County has the right to deduct this amount from the employee's final paycheck. This "HSA (or VEBA) advancement" option as described in this paragraph will also be extended to bargaining unit members who are on the PEIP plan.

WAIVER PLAN OPTION: The employer may offer a waiver plan for employees who waive health insurance coverage. Effective January 1, 2024, employees who waive health insurance coverage, may elect to receive \$2,800 per year, pro-rated over 24 pay periods. Employees who waive coverage can elect to place their waiver dollars into their deferred comp account, into their HSA if they have a corresponding High Deductible Health Plan (HDHP), or receive it as taxable cash through the cafeteria plan, unless prohibited by law.

Subd. (1) MSRS HCSP Early Retirement Health Insurance Incentive:

Term: January 1, 2025, through December 31, 2027.

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Intent: Aitkin County values its long-term employees and this incentive is intended to assist employees who want to retire between the age of 62 and 65. Age 62 is the age at which most employees can start receiving Social Security retirement benefits (the amount is reduced until they reach full retirement at age 65 or older). Age 65 is the age at which employees become eligible for Medicare. This early retirement health insurance incentive is intended to help the employee cover any health insurance gaps between age 62 and 65.

Applies to: All employees age 62 or older who have 15 or more years of full-time service with Aitkin County, with at least 5 of the 15 years being served immediately prior to retirement, and who have met age and service requirements necessary to receive an annuity from PERA or who are receiving a disability benefit from PERA who elect to participate in the county's Early Retirement Incentive option in calendar year 2019, 2020, or 2021. All of these factors (age + years of service + PERA annuity or disability) must be met in order to qualify for the early retirement incentive. (Part-time, seasonal, intermittent, and temporary service does not apply.)

Contribution: The employer will deposit up to \$512.08 per month into a Minnesota State Retirement Systems (MSRS) Health Care Savings Plan (HCSP) account as a reimbursement for the employee's single health insurance premium up to age 65. Employer contributions will stop sooner than age 65 in cases where the employee becomes eligible for Medicare sooner¹, or upon death. In cases where the single health insurance premium is less than \$512.08 per month for single coverage, the employer's contribution shall not exceed the cost of the actual single premium. The employee will be responsible for any difference in premium.

¹If the employee becomes eligible for Medicare sooner by either satisfying eligibility or disability criteria.

[HR file note: Retirements effective by June 30th, 60 days written notice required. An example: If an eligible employee submits their written retirement notice by April 30, 2022, and retires by June 30, 2022, they are eligible for the \$512.08 per month from July through December 2022 or until age 65 or eligible for Medicare. If an eligible employee submits their written retirement notice after April 30, 2022 and does not retire by June 30, 2022, they are ineligible for the \$512.08 per month from July through December 2022; their contribution would start in January 2023.]

Section C. Life Insurance

The County Board agrees to provide and pay for a life insurance policy of \$25,000 for all full-time 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.

Section D. Long Term Disability Insurance

All employees covered by a collective bargaining agreement shall follow the LTD provisions contained in the applicable union agreement.

Part-time, seasonal and temporary employees are not eligible for LTD insurance.

The County shall provide Long Term Disability Insurance reimbursement for full-time employees based on current salaries, subject to the provisions of this Article and limitations, benefits and conditions established by the contract with the insurance carrier. Said insurance shall take effect for new employees and elected department heads on the 1st of the month following date of hire. LTD monthly premiums will be paid by the employee via payroll deduction and then reimbursed by the employer.

Section E. Group Dental Insurance:

Effective January 1, 2025, the Employer will contribute 50% of the group Single dental insurance premium for eligible permanent and probationary employees working thirty (30) or more hours per week. This contribution amount, based on 50% of the Single premium value, will be applied as a flat-dollar contribution toward the Family dental premium for employees electing Family coverage, with any remaining premium costs paid by the employee through payroll deductions. This contribution will not equal 50% of the Family premium but will reflect the flat-dollar contribution amount equivalent to half of the Single premium.

Section F. Affordable Care Act (ACA) Policy:

In March 2010, Congress enacted and President Obama signed major reform legislation – the Patient Protection and Affordable Care Act (commonly called PPACA, ACA, or “Obamacare”) (Pub.L. [111-148](#)), as amended by the Health Care and Education Reconciliation Act of 2010 (Pub. L. [111-152](#)). This represents the most significant regulatory overhaul of the U.S. healthcare system since the passage of Medicare and Medicaid in 1965. The law includes hundreds of new requirements packed into thousands of pages of rules that affect the delivery and administration of employer-sponsored group health plans. The rules, as applied to employer-sponsored group health plans, generally fall into one of seven general categories, namely: 1) effective dates and grandfathering; 2) qualifying coverage mandates (insurance reforms); 3) employer mandates (play-or-pay provisions); 4) reporting and disclosure requirements; 5) individual mandates; 6) tax issues (revenue generating rules); and 7) the exchange program.

- (a) Seasonal employees work up to 67 days per calendar year. For ease of recordkeeping, seasonal employees will be required to be inactive (zero hours of work) for a period of 26 consecutive weeks between work seasons.
- (b) An employee who is rehired and had no active service with the employer for a period of 26 consecutive weeks will be treated as a new employee and will be evaluated by the employer during the standard measurement period to determine if the employee is eligible for health insurance benefits during a subsequent stability period.
- (c) Active service is based on all hours combined with the employer and is not separated or tracked individually by department.

Opt-out Health Insurance Waivers: Employees who elect to waive coverage will be required to do so in writing. The employer does not provide a cash in-lieu of health insurance benefit.

Section G. Holidays

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

- (a) New Year's Day
- (b) Martin Luther King Day
- (c) President's Day
- (d) Memorial Day
- (e) 4th of July
- (f) Juneteenth (June 19th)
- (g) Labor Day
- (h) Veteran's Day
- (i) Thanksgiving Day
- (j) Friday after Thanksgiving
- (k) Christmas Eve when it falls on a Monday through Thursday, four (4) hours (eff. 2019)

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(l) Christmas Day

When any of the above named holidays fall on a Sunday, the following day shall be observed as the holiday. When the holiday falls on a Saturday, it shall be observed on the preceding Friday.

Part-time (probationary and non-probationary) employees shall be entitled to holiday pay on a pro-rated basis. Seasonal and temporary employees are not eligible for holiday pay. For example:

A 14 hour per week employee shall receive 2.8 hours holiday pay for each 8 hour holiday listed above or 1.4 hours holiday pay for Christmas Eve when it falls on a Monday through Thursday.

A 20 hour per week employee shall receive 4 hours holiday pay for each 8 hour holiday listed above or 2 hours holiday pay on Christmas Eve when it falls on a Monday through Thursday.

A 29 hour per week employee shall receive 5.8 hours holiday pay for each 8 hour holiday listed above or 2.9 hours holiday pay on Christmas Eve when it falls on a Monday through Thursday.

Non-exempt employees who are required to work on a holiday shall receive compensation at the rate of one and one-half (1-1/2) times the employee's regular straight time hourly rate of pay, or will be given an alternate day off as determined by the department head.

When a paid holiday falls during an employee's paid leave of absence or vacation (PTO) period, they shall receive holiday pay for that day.

Employees will not receive pay for holidays occurring while on an unpaid leave of absence.

When necessary, the Department Head and/or County Board may require an employee to work on a holiday.

Deleted: When an employee does not work on any of the above-named holidays, the holiday shall nevertheless count as eight (8) hours worked for the purpose of computing overtime for hours worked in excess of forty (40) in any such week.

Section H. Paid Time Off (PTO)

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:

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

PTO cash out: Employees who have used at least 80 hours PTO in the previous twelve-month period may elect pay in lieu of PTO for up to 120 hours (15 days) once in any calendar year. This 120 hour benefit may be split into two separate requests, as an example 40 hours in January and 80 hours in July.

Employees may not accrue more than 35 days (280 hours) at any time.

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.)

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

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 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.

Section J. Personal Leave

Effective January 1, 2024, full-time (probationary and non-probationary) employees shall be granted nine (9) hours of personal leave each quarter, and may accumulate up to 36 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death.

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Effective January 1, 2025, full-time (probationary and non-probationary) employees shall be granted twelve (12) hours of personal leave each quarter, and may accumulate up to 80 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death. Earned Sick and Safe Time (ESST) usage will run concurrently with Personal Leave time.

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.

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Section K. Workers Compensation Procedures

Reporting A Work-Related Injury or Illness

An employee who experiences a work-related injury or illness should immediately notify his/her supervisor of the injury/illness. The employee should fill out a First Report of Injury form and forward it to the HR as soon as possible. The employee should also complete an Accident Report and submit it to his/her immediate supervisor. These forms are available for download from the intranet, or by calling HR.

Workers' Compensation Notification

Section R. Continuing Education

Continuing education will be established in conjunction with the individual's Performance Appraisal and utilized to improve performance in the current position and/or prepare the employee for advancement within County Government. This will be in addition to training required to maintain licenses and certifications. Training expenses may be paid by the County as outlined below in the Educational Tuition section.

If the continuing education provided results in a certification, accreditation or diploma not specifically required by the County an employee must remain in the employment of Aitkin County for at least one year following completion of the course or they shall reimburse the County for any costs incurred by the County related to the course.

Section S. Educational Tuition

The cost of participation in formalized courses of study will be reimbursed to an employee who has permanent status in the amount equal to one-third (1/3) of the tuition cost provided:

- (a) That the course is germane to the duties of the employee's job.
- (b) That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "B-" in an A-F course.
- (c) That the employee remains in the employment of Aitkin County for a period of one year following completion of the course, or they shall reimburse the County for any costs incurred by the County because of such schooling.
- (d) That the course be approved by the Department Head and the County Board prior to taking the course.
- (e) It shall be noted that the cost of "tuition" is covered; this does not include books or other assessed administrative fees.

Section T. Minnesota Paid Leave.

Minnesota Paid Leave. Beginning January 1, 2026, the employer and the employee shall equally split the cost of Minnesota family and medical leave premiums (Statute §268B.14). The employee portion shall be paid through payroll deduction.

The Employer will allow employees to use supplemental benefits, including Extended Sick Leave, Personal Leave, and then PTO concurrently with Paid Family and Medical Leave (PFML) benefits, provided that the employee elects this option at the start of their leave. This supplemental benefit will continue until the leave ends or all supplemental benefits are

exhausted, whichever occurs first, ensuring that the combined total does not exceed the employee's regular base salary.

ARTICLE IX FORMS AND ATTACHMENTS

Section A. Appendix A, Salary Schedule

Employees covered by these compensation guidelines shall receive an annual salary or wage as approved by the Aitkin County Board of Commissioners. Salary increases will take effect January 1 for all positions, unless noted otherwise.

January 1, 2024

On January 1, 2024, full-time and part-time employees will receive 5% within range movement, not to exceed the scale maximum. LLCC, temporary, and seasonal employees will be reviewed on an individual basis with any increases subject to County Administrator approval. Refer to separate LLCC scale.

January 1, 2025

On January 1, 2025, full-time and part-time employees will receive 5% within range movement, not to exceed the scale maximum. LLCC, temporary, and seasonal employees will be reviewed on an individual basis with any increases subject to County Administrator approval. Refer to separate LLCC scale.

January 1, 2026

On January 1, 2026, full-time and part-time employees will receive 6% within range movement, not to exceed the scale maximum. LLCC, temporary, and seasonal employees will be reviewed on an individual basis with any increases subject to County Administrator approval. Refer to separate LLCC scale.

January 1, 2027

On January 1, 2027, full-time and part-time employees will receive 7% within range movement, not to exceed the scale maximum. LLCC, temporary, and seasonal employees will be reviewed on an individual basis with any increases subject to County Administrator approval. Refer to separate LLCC scale.

Within Range Movement Guarantee Effective January 1, 2028. While on the Open Range pay scale, all employees not at the maximum pay shall receive a minimum of a 2% within range movement on January 1, not to exceed the maximum pay. This 2% within range movement guarantee does not apply if the State of Minnesota institutes a levy limitation during the term of this Agreement. If the State of Minnesota institutes a levy limitation, this clause shall be reopened for negotiation. If the Open Range pay scale is eliminated, the 2% language shall not apply.

Employees who terminate employment shall not be eligible for retroactive wage adjustments.

Deleted: Within Range Movement While on the Open Range pay scale, all employees not at the maximum pay shall receive a minimum of a 2% within range movement on January 1, not to exceed the maximum pay in addition to any negotiated general adjustment increases and within range movement. This 2% does not apply if the State of Minnesota institutes a levy limitation. If the Open Range pay scale is eliminated, the 2% language shall not apply.¶

January 1, 2023¶

On January 1, 2023, full-time and part-time employees will receive 5% within range movement, not to exceed the scale maximum.¶

¶ LLCC, temporary, and seasonal employees will be reviewed on an individual basis with any increases subject to County Administrator approval. Refer to separate LLCC scale.¶

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Section B. Seasonal and Temporary Employees

Seasonal and temporary employee wages will be determined by the County Administrator or designee. Seasonal and temporary employees will typically be paid between the MIN and 15% above the minimum pay, depending on experience and qualifications.

Appendix C. Job Classifications

[Click here](#) to request a current job classification list.

(COUNTY BOARD ADOPTED May 10, 2022)
OPEN RANGE SCALE FOR JANUARY 1, 2023

Grade	MIN		MAX	
	FLSA Non-Exempt		FLSA Exempt	
20	\$ 50.90	\$ 70.34	\$105,881.95	\$146
19	\$ 49.02	\$ 67.73	\$101,967.89	\$140
18	\$ 47.14	\$ 65.12	\$ 98,053.83	\$135
17	\$ 45.26	\$ 62.51	\$ 94,139.76	\$130
16	\$ 43.38	\$ 59.90	\$ 90,225.70	\$124
15	\$ 41.50	\$ 57.29	\$ 86,311.64	\$119
14	\$ 39.61	\$ 54.68	\$ 82,397.58	\$113
13	\$ 37.73	\$ 52.07	\$ 78,483.51	\$108
12	\$ 35.85	\$ 49.46	\$ 74,569.45	\$102
11	\$ 33.97	\$ 46.85	\$ 70,655.39	\$ 97
10	\$ 32.09	\$ 44.24	\$ 66,741.33	\$ 92
9	\$ 30.20	\$ 41.64	\$ 62,819.33	\$ 86
8	\$ 28.32	\$ 39.03	\$ 58,903.94	\$ 81
7	\$ 26.44	\$ 36.42	\$ 54,988.54	\$ 75
6	\$ 24.56	\$ 33.81	\$ 51,094.78	\$ 70
5	\$ 22.68	\$ 31.20	\$ 47,179.39	\$ 64
4	\$ 20.80	\$ 28.59	\$ 43,264.00	\$ 59
3	\$ 18.92	\$ 25.98	\$ 39,348.61	\$ 54
2	\$ 17.04	\$ 23.37	\$ 35,433.22	\$ 48
1	\$ 15.15	\$ 20.76	\$ 31,517.82	\$ 43

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EMPLOYEE WAGE SCALE ¶

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numbering

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Grade 3, Seasonal Equipment Operator, Seasonal Boat & Water
Safety Officer¶

Grade 2, Election Clerk, Temporary Clerical Worker, Seasonal
Crew Leader, Survey Crew Technician, Survey/Construction
Staking Laborer¶

Grade 1, Seasonal Park Laborer, Substitute Cook, Substitute
Custodian¶

¶

Other Temporary and Seasonal Positions, including but not limited
to all LLCC Substitutes and LLCC Seasonal Staff will be
determined by the County Administrator or designee.¶

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Appendix D, Open Range Scales

OPEN RANGE SCALE FOR JANUARY 1, 2024

Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
20	\$ 52.94	\$ 73.15	\$110,117.23	\$152,157.37
19	\$ 50.98	\$ 70.44	\$106,046.60	\$146,512.62
18	\$ 49.03	\$ 67.72	\$101,975.98	\$140,867.87
17	\$ 47.07	\$ 65.01	\$ 97,905.35	\$135,223.12
16	\$ 45.11	\$ 62.30	\$ 93,834.73	\$129,578.37
15	\$ 43.16	\$ 59.58	\$ 89,764.10	\$123,933.62
14	\$ 41.20	\$ 56.87	\$ 85,693.48	\$118,288.87
13	\$ 39.24	\$ 54.16	\$ 81,622.85	\$112,644.12
12	\$ 37.28	\$ 51.44	\$ 77,552.23	\$106,999.37
11	\$ 35.33	\$ 48.73	\$ 73,481.61	\$101,354.62
10	\$ 33.37	\$ 46.01	\$ 69,410.98	\$ 95,709.87
9	\$ 31.41	\$ 43.30	\$ 65,332.10	\$ 90,065.12
8	\$ 29.45	\$ 40.59	\$ 61,260.09	\$ 84,420.37
7	\$ 27.49	\$ 37.87	\$ 57,188.09	\$ 78,775.62
6	\$ 25.55	\$ 35.16	\$ 53,138.58	\$ 73,130.87
5	\$ 23.59	\$ 32.45	\$ 49,066.57	\$ 67,486.12
4	\$ 21.63	\$ 29.73	\$ 44,994.56	\$ 61,841.37
3	\$ 19.67	\$ 27.02	\$ 40,922.55	\$ 56,196.62
2	\$ 17.72	\$ 24.30	\$ 36,850.54	\$ 50,551.87
1	\$ 15.76	\$ 21.59	\$ 32,778.54	\$ 44,907.12

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OPEN RANGE SCALE FOR JANUARY 1, 2025

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

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

OPEN RANGE SCALE FOR JANUARY 1, 2026

Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
21	\$ 59.38	\$ 82.06	\$123,501.46	\$170,680.07
20	\$ 57.26	\$ 79.12	\$119,102.79	\$164,573.41
19	\$ 55.14	\$ 76.19	\$114,700.01	\$158,468.05
18	\$ 53.03	\$ 73.25	\$110,297.22	\$152,362.69
17	\$ 50.91	\$ 70.32	\$105,894.43	\$146,257.33
16	\$ 48.79	\$ 67.38	\$101,491.64	\$140,151.97
15	\$ 46.68	\$ 64.45	\$ 97,088.86	\$134,046.60
14	\$ 44.56	\$ 61.51	\$ 92,686.07	\$127,941.24
13	\$ 42.44	\$ 58.57	\$ 88,283.28	\$121,835.88
12	\$ 40.33	\$ 55.64	\$ 83,880.49	\$115,730.52
11	\$ 38.21	\$ 52.70	\$ 79,477.70	\$109,625.16
10	\$ 36.09	\$ 49.77	\$ 75,074.92	\$103,519.80
9	\$ 33.97	\$ 46.83	\$ 70,663.20	\$ 97,414.44
8	\$ 31.86	\$ 43.90	\$ 66,258.92	\$ 91,309.07
7	\$ 29.74	\$ 40.96	\$ 61,854.63	\$ 85,203.71
6	\$ 27.63	\$ 38.03	\$ 57,474.68	\$ 79,098.35
5	\$ 25.51	\$ 35.09	\$ 53,070.40	\$ 72,992.99
4	\$ 23.40	\$ 32.16	\$ 48,666.12	\$ 66,887.63
3	\$ 21.28	\$ 29.22	\$ 44,261.83	\$ 60,782.27
2	\$ 19.16	\$ 26.29	\$ 39,857.55	\$ 54,676.90
1	\$ 17.04	\$ 23.35	\$ 35,453.27	\$ 48,571.54

Min/Max post adjusted 4% 1/1/2026

OPEN RANGE SCALE FOR JANUARY 1, 2027

Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
21	\$ 61.75	\$ 85.34	\$128,441.52	\$177,507.28
20	\$ 59.55	\$ 82.29	\$123,866.91	\$171,156.35
19	\$ 57.35	\$ 79.23	\$119,288.01	\$164,806.77
18	\$ 55.15	\$ 76.18	\$114,709.11	\$158,457.20
17	\$ 52.95	\$ 73.13	\$110,130.21	\$152,107.62
16	\$ 50.75	\$ 70.08	\$105,551.31	\$145,758.04
15	\$ 48.54	\$ 67.02	\$100,972.41	\$139,408.47
14	\$ 46.34	\$ 63.97	\$ 96,393.51	\$133,058.89
13	\$ 44.14	\$ 60.92	\$ 91,814.61	\$126,709.32
12	\$ 41.94	\$ 57.87	\$ 87,235.71	\$120,359.74
11	\$ 39.74	\$ 54.81	\$ 82,656.81	\$114,010.16
10	\$ 37.54	\$ 51.76	\$ 78,077.91	\$107,660.59
9	\$ 35.33	\$ 48.71	\$ 73,489.73	\$101,311.01
8	\$ 33.13	\$ 45.65	\$ 68,909.27	\$ 94,961.44
7	\$ 30.93	\$ 42.60	\$ 64,328.82	\$ 88,611.86
6	\$ 28.74	\$ 39.55	\$ 59,773.67	\$ 82,262.28
5	\$ 26.54	\$ 36.50	\$ 55,193.22	\$ 75,912.71
4	\$ 24.33	\$ 33.44	\$ 50,612.76	\$ 69,563.13
3	\$ 22.13	\$ 30.39	\$ 46,032.31	\$ 63,213.56
2	\$ 19.93	\$ 27.34	\$ 41,451.85	\$ 56,863.98
1	\$ 17.73	\$ 24.29	\$ 36,871.40	\$ 50,514.40

Min/Max post adjusted 4% 1/1/2027

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Board of County Commissioners Agenda Request

10A
Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Adopt Resolution - County Auditor Public Hearing

<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: On November 1, 2024 long-time County Auditor, Kirk Peysar, announced his retirement. Kirk has dutifully served in this position since 1998 where he managed all statutory requirements, financial management, risk management, and elections. Due to this vacancy occurring before the end of Kirk's current term, the County Board must decide how to fill the vacancy. The Board has expressed interest in exploring the possibility of combining the positions of Auditor and Treasurer in an effort to streamline operations and reduce costs. Part of that conversation has included exploring the appointment of positions when a vacancy occurs. On November 21, 2024 the County Board directed staff to bring forth a resolution to schedule a public hearing with the intent to make the position of County Auditor appointed. This supports the succession planning efforts that began in 2019 with the creation of a CFO position to train under Kirk in an effort to transfer knowledge and maintain consistency in operations. It also supports the future intent to combine Auditor and Treasurer. In accordance with MN Statute section 375A.1205 a resolution must be published for two consecutive weeks and a public hearing held prior to adoption.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution setting a public hearing on December 17, 2024 at 5:00 p.m. to accept public comments related to the intent to make the office of County Auditor appointed.		
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> A potential reduction in expenses in the Auditor's Office is expected due to not back filling the CFO position.		

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

ADOPTED November 26, 2024

By Commissioner: xxx

20241126-xxx

NOTICE OF INTENT TO MAKE THE OFFICE OF COUNTY AUDITOR APPOINTED

WHEREAS, the current elected Auditor has submitted his notice of retirement effective December 31, 2024 creating a vacancy in the office; and

WHEREAS, Minnesota Statute section 375A.1205 provides a process for making certain county offices appointed; and

WHEREAS, the Aitkin County Board acknowledges the complex duties required of the position of County Auditor and the experience required to fulfill statutory requirements; and

WHEREAS, the Aitkin County Board of Commissioners intends to consider making the office of County Auditor appointed; and

WHEREAS, the County Board must notify the public of its intent to make certain offices appointed by publishing a resolution once each week for two consecutive weeks in the official publication of the County.

NOW THEREFORE BE IT RESOLVED, that notice is hereby given that the Aitkin County Board of Commissioners is considering the appointment of the County Auditor effective 30 days after the adoption of the Resolution making the position appointed; and

BE IT FURTHER RESOLVED, that the required notice be published in the official newspaper of Aitkin County on December 4, and December 11, 2024; and

BE IT FURTHER RESOLVED, that notice is hereby given that public comment will be heard on the intent to appoint the County Auditor at the Aitkin County Board of Commissioners meeting held on December 17, 2024 at 5:00 p.m. in the County Board Room located at 307 2nd Street NW, Aitkin, MN 56431.

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 26th day of November 2024, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 26th day of November 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

10B

Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Appropriations Review

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input checked="" type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 20 min.
Summary of Issue: Appropriations have been reviewed by the Board and Budget Committee. Staff is requesting direction on items to be included in the final budget. Recommendations from the Budget Committee will be discussed.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Direction requested.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Aitkin County Budget Appropriations and Dues

	2021	2022	2023	2024	2025	Percent Increase	Comments	Other Agreement/ Statute
Dues								
North Counties Land Use Coordinating Board (10-921.6240)	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	0.0%	*Per Land Budget	
MN Rural Counties Caucus (MRCC) (01-44.6844)	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	0.0%	*Per Budget	
Association of MN Counties (AMC) (01-44.6845)	\$10,960	\$11,042	\$11,142	\$12,234	\$14,234	16.3%	*Per Budget	
Arrowhead Counties (01-44.6846)	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	0.0%	*Per Budget	
Joint Counties Natural Resource Board (10-921.6240)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	0.0%	*Per Land Budget	
Joint Powers								
East Central Regional Library (Dept 500-500.6801)	\$233,577	\$242,535	\$252,236	\$252,236	\$287,538	14.0%	Recommendation: Approve Review Funding Formula	
Airport-McGregor (Dept 700-903.6801)	\$14,600	\$14,600	\$14,600	\$15,600	\$15,600	0.0%		
Snake River Watershed (Dept 600-552.6836)	\$10,079	\$10,079	\$10,079	\$10,079	\$0	-100.0%		
Airport-Aitkin (Dept 700-903.6800)	\$14,107	\$20,000	\$30,000	\$30,000	\$60,000	100.0%	Recommendation: Approve	
Mississippi Headwaters Board (Dept 600-552.6847)	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	0.0%	Possible Increase 2026.	
Appropriations								
Soil and Water (Dept 600-552.6801)	\$76,549	\$81,349	\$81,349	\$81,549	\$81,549	0.0%	\$68,849 County Allocation \$7,700 LCWP \$5,000 Ag Inspector	MS 103C
C.A.R.E. (Dept 500-502.6848)	\$37,900	\$37,900	\$37,900	\$37,900	\$75,800	100.0%	Recommendation: \$47,375 (25% Increase)	
Historical Society (Dept 500-501.6801)	\$18,500	\$19,000	\$19,000	\$25,000	\$26,250	5.0%		MS 138.052
Historical Society Insurance (Dept 500)	\$3,200	\$4,050	\$4,455	\$5,435	\$5,978	10.0%		MS 138.052
Ag Society (Dept 600-550.6801)	\$10,000	\$12,000	\$12,000	\$14,000	\$14,000	0.0%		MS 38.14
Ag Society Capital Improvement (Dept 600-550.6843)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	0.0%		
Ag Society Insurance (Dept 600)	\$5,000	\$6,074	\$6,681	\$7,349	\$10,206	38.9%	10% increase, bldg assess	
ANGELS	\$1,685	\$3,631	\$0	\$0	\$0	0.0%		
Dues & Appropriations	\$455,707	\$481,810	\$498,992	\$510,932	\$610,705	19.5%		
Additional Organizations								
Support Within Reach (01-44.6847)	\$1,500	\$1,500	\$2,000	\$2,000	\$3,000	50.0%		
AEOA Rural Rides Program (01-44.6848)	\$0	\$0	\$0	\$0	\$0	0.0%		
Total Dues & Appropriations	\$455,522	\$483,310	\$500,992	\$512,932	\$613,705	19.6%		



Board of County Commissioners Agenda Request

10C

Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Elected Officials 2025 Salaries Discussion

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 10 min
Summary of Issue: This item is for discussion prior to a resolution adoption.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Discussion only.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> A 5% increase for each position has been included in the preliminary 2025 budget.		

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

Commissioner and Elected Official (Department Head) Salary Survey	Attorney 2024	Auditor 2024	Treasurer 2024	Aud/Treas 2024	Sheriff 2024	Recorder 2024
Aitkin	\$ 155,002	\$ 126,380	\$ 101,978	N/A	\$ 132,795	\$ 84,000
Cass	\$ 162,906	N/A	N/A	\$ 115,793	\$ 137,280	N/A
Crow Wing	\$ 173,505	N/A	N/A		\$ 147,000	
Kanabec	\$ 143,707	N/A	N/A	\$ 122,595	\$ 133,058	\$ 93,288
Mille Lacs	\$ 143,100	N/A	N/A	\$ 87,110	\$ 130,000	
Pine	\$ 154,535	N/A	N/A	\$ 131,643	\$ 140,466	\$ 104,291
Carlton	\$ 152,734	N/A	N/A	\$ 126,555	\$ 142,938	\$ 101,439
Itasca	\$ 154,277	N/A	N/A	\$ 126,945	\$ 126,945	\$ 102,720
Average - excluding Aitkin County	\$ 154,966	N/A	N/A	\$ 118,440	\$ 136,812	\$ 100,435

5% within range movement 1/1/2025 =
Salary reflecting a 5% increase 1/1/2025:

	\$ 7,750	N/A	\$ 5,099	N/A	\$ 6,640	\$ 4,200
	\$ 162,752	N/A	\$ 107,077	N/A	\$ 139,435	\$ 88,200
Incumbent's Request on 1/1/2025	\$ 173,000	N/A	\$ 110,136	N/A	\$ 143,653	\$ 94,000
Amount of Incumbent's request on 1/1/2025	\$ 17,998	N/A	\$ 8,158	N/A	\$ 10,858	\$ 10,000
Percent increase of Incumbent's request	11.61%	N/A	8.00%	N/A	8.18%	11.90%
2025 Scale Max (electeds are not included on pay equity report)	\$ 164,115	\$ 146,503	\$ 123,020	N/A	\$ 158,244	\$ 105,409
Grade guideline	Grade 21	Grade 18	Grade 14	N/A	Grade 20	Grade 11



Board of County Commissioners Agenda Request

Agenda Item #

Requested Meeting Date:

Title of Item:

REGULAR AGENDA CONSENT AGENDA	Action Requested: Approve/Deny Motion Adopt Resolution (attach draft) Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	Direction Requested Discussion Item Information Only
Submitted by:		Department:
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue:		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> Yes No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> Yes No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

10E

Agenda Item #

Requested Meeting Date: November 26, 2024

Title of Item: Administrator Updates

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



Aitkin County Board of Commissioners Committee Reports Forms

11A

Agenda Item #

Committee	Freq	Scheduled	Representative
Association of MN Counties (AMC)			
Environment & Natural Resources Policy			Sample
General Government			Leiviska
Health & Human Services			HHS Director
Indian Affairs Task Force			Commissioner Laurie Westerlund
Public Safety Committee			Commissioner Laurie Westerlund
Transportation Policy			Kearney
Age-Friendly Changemakers			Kearney
Aitkin Airport Commission	Monthly	1st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	Wedel and Sample
Aitkin County CARE Board	Monthly	3rd Thursday	Westerlund
Aitkin County Community Corrections	Quarterly	Varies	Wedel and Westerlund
Anoka County JPA Advisory Board	3x per year	1st Thursday in Feb, June and	Westerlund
Aitkin County Opioid Settlement Sub-committee	TBD	TBD	Sample
Aitkin County Water Planning Task Force	Bi-monthly	3rd Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly Sept. to May	1x a month, 3rd Wed.	Kearney, Alt. Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly (begin Feb.)	3rd Wednesday	Kearney, ALT. Leiviska
Arrowhead Regional Development Comm.	Quarterly	3rd Thursday	Kearney, ALT. Leiviska
ATV Committee	Monthly		Leiviska and Westerlund
Big Sandy Lake Management Plan	Monthly	2nd Wednesday	Sample Alt. Kearney
Brainerd 1 Watershed 1 Plan	Monthly	4th Tuesday	Wedel
Budget Committee	Monthly	1st Tuesday	Sample and Wedel
East Central Regional Library Board	Monthly	2nd Monday	Leiviska Alt. Sample
Economic Development	Monthly	4th Wednesday	Wedel and Sample
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Kearney and Sample
Extension	4x year	Monday	Kearney Alt. Westerlund
Facilities	As needed		Wedel and Kearney
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and Kearney
Historical Society (Liaison)	Monthly	4th Wednesday	Leiviska
Joint Powers Natural Resource Board	Odd Months	4th Monday	Sample and Land Commissioner
Lakes and Pines	Monthly	3rd Monday	Leiviska Alt. Kearney
Law Library	Quarterly	Set by Judge	Leiviska Alt. Kearney
MCIT			Westerlund, Seibert
McGregor Airport Commission	Monthly	Last Wednesday	Sample
Mille Lacs Fisheries Input Group	8-10x yr		Westerlund
Mille Lacs Watershed	10x year	3rd Monday	Leiviska, Alt. Westerlund
Mississippi Grand Rapids 1W1P			Kearney
Mississippi Headwaters Board	Monthly	4th Friday	Kearney Alt. Sample
MN Rural Counties	8x year	Varies	Westerlund, Alt. Leiviska
Natural Resources Advisory Committee	8-10x yr	2nd Monday	Kearney and Sample
NE MN Office Job Training	As called		Leiviska
Northeast MN ATP	Quarterly	2nd Wednesday	Kearney (Leiviska, Alt.) and
Northeast MN Emergency Communications Board (ECB)	5-6x yr	4th Thursday	Leiviska (Sheriff Guida Alt.)
Northeast Waste Advisory Council	Quarterly	2nd Monday	Sample, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1st Thursday	Westerlund Alt. Kearney
Ordinance	As needed		Leiviska and Sample
Personnel/Insurance	As needed	2nd Tuesday	Leiviska and Wedel
Planning Commission	Monthly	3rd Monday	Kearney Alt. Westerlund
Rum 1W1P Policy Committee	Monthly	Unknown	Westerlund, Alt. Leiviska
Snake River 1W1P Policy			Leiviska Alt. Sample
Sobriety Court	Bi-Monthly	3rd Thursday	Wedel
Solid Waste Advisory	As needed		Wedel and Sample
Toward Zero Deaths	Monthly	2nd Wednesday	Wedel
Tri-County Community Health Services	Bi-Monthly	2nd Thursday	Westerlund