



## ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS

What: Aitkin County Board Agenda

When: December 17, 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: 2552 274 4060

Meeting Password: 7282

3:15 p.m.

1) J. Mark Wedel, County Board Chair

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

3:15 p.m.

D) **Citizens Public Comment-** Comments from visitors must be informational and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those give minutes but will take the information and finds 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 26, 2024 - December 16, 2024

N) Approve-

Affidavit for Duplicate of Lost Warrant

B) Approve County Board Minutes-

November 26, 2024

O) Approve-

JPA with Aitkin Township

C) Approve Electronic Funds Transfers

EFT Report thru 12.09.24

P) Approve-

JPA with Balsam Township

D) Approve Auditor Vouchers-

Auditor Warrants 11.22.24

Q) Approve-

JPA with Shamrock Township

E) Approve-

Committee of the Whole minutes - November 21, 2024

R) Approve-

JPA with Turner Township

F) Approve Manual Warrants/Voids/Corrections-

Manual Warrants 11.27.24

S) Approve-

JPA with Rice River Township

G) Approve Manual Warrants/Voids/Corrections-

ELAN 11.07.24

T) Approve-

JPA with Beaver Township

H) Adopt Resolution-

Aitkin County Electronic Funds Policy/Procedure

U) Approve-

JPA with Hill Lake Township

I) Adopt Resolution-

Reaffirming Change/Petty Cash Funds

V) Approve-

JPA with Workman Township

J) Approve-

Fee Schedule Amendment

W) Approve-

JPA with Hazelton Township

K) Approve Commissioner's Vouchers

Commissioner Warrants 12.06.24

X) Approve-

JPA with White Pine Township

L) Adopt Resolution-

Application for Grant-in-Aid ATV trail maintenance funds

Y) Approve-

JPA with Millward Township

M) Adopt Resolution-

Soo Line Crossing Easement

Z) Adopt Resolution-

McGregor Airport Commission Appointments

AA) Approve Manual Warrants/Voids/Corrections-

ELAN 11.21.24

AI) Adopt Resolution-

Award Contract 20255

AB) Adopt Resolution-

County On and Sunday Sale Liquor License - North Café, Inc.

AJ) Approve-

JPA with Idun Township

AC) Adopt Resolution-

County Liquor and 3.2% Malt Liquor Licenses for 2025

AK) Approve-

JPA with Seavey Township

AD) Adopt Resolution-

Julie Scheid application to repurchase tax-forfeited property

AL) Approve-

JPA with Haugen Township

AE) Approve-

Appointment of Resident HRA Commissioner

AM) Approve-

JPA with Cornish Township

AF) Approve Auditor Vouchers-

Auditor Warrants - Sales/Use and Diesel Tax for November 2024

AN) Approve-

JPA with Lakeside Township

AG) Approve-

Authorize County Administrator to Approve Year End Matters

AO) INFORMATIONAL ONLY

224 Squad-Trade in

Affidavit for Duplicate of Lost Warrant - Hoppe

3:20 p.m.

3) Sarah Pratt – Health & Human Services Director  
A) Approve H&HS Building Remodel

3:30 p.m.

4) Andrew Carlstrom – Environmental Services Director  
A) Approve Appointment for District 4 Board of Adjustment  
B) Approve Appointment for District 3 Board of Adjustment

3:40 p.m.

5) Kathleen Ryan – Chief Financial Officer  
A) Approve AIS Agreement with Aitkin SWCD

3:50 p.m.

6) Mark Jeffers – Economic Development Coordinator  
A) Consider Funding Request - ISD #1  
B) Approve Revolving Loan Fund

4:00 p.m.

7) Dan Guida – County Sheriff  
A) Approve Purchase Transport Vehicle  
B) Approve Purchase of 2025 Alaskan Boat

4:10 p.m.

8) Jessica Seibert – County Administrator  
A) Adopt Resolution - 2025 Commissioner Salary  
B) Adopt Resolution - Elected Officials 2025 Salaries  
C) Adopt Resolution - 2025 Appropriations  
D) Approve 5-Year Capital Plan  
E) Adopt Resolution - 2024 Reserve Requests  
F) 2025 Final Budget Discussion - Direction Requested  
G) Administrator Updates  
H) Public Hearing - County Auditor -scheduled at 5:00 PM

5:35 p.m.

9) Board of Commissioners  
A) Commissioner Committee Reports

ADJOURN



2B

## AITKIN COUNTY BOARD OF COMMISSIONERS

November 26, 2024

9:00 a.m.

Government Center Board Room

### Regular Session Minutes

#### 1.A CALL TO ORDER

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

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

#### 1.B PLEDGE OF ALLEGIANCE

#### 1.C APPROVAL OF AGENDA

Motion to: Approve the agenda.

**RESULT:** APPROVED (5 TO 0)  
**MOVER:** Commissioner Laurie Westerlund  
**SECONDER:** Commissioner Travis Leiviska

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

#### 1.E Citizens Public Comment - None

#### 2 CONSENT AGENDA

Motion to: Approve the Consent Agenda.

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

##### A) Correspondence File-

November 12, 2024 - November 25, 2024

##### B) Approve County Board Minutes-

November 12, 2024

##### C) Approve Electronic Funds Transfers

Total	\$1,154,194.78
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##### D) Approve Manual Warrants/Voids/Corrections-

ELAN 10.24.24

General	\$3,728.64	Forest	\$462.25	HHS	\$2,632.57	Total	\$6,823.46
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##### 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

General	\$160.24	R&B	\$1,352.97	Trust	\$116.98	Forest	\$9.63
LLCC	\$173.73	Parks	\$407.97			Total	\$2,221.52

##### G) Approve Auditor Vouchers-

Auditor Warrants - R&B Contracts 11.08.24

R&B	\$244,369.88					Total	\$244,369.88
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##### H) Approve-

2024 Audit Agreement

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

Manual Warrants 11.15.24

General	\$1,428.97	State	\$183,109.75	Taxes	\$591.00	LLCC	\$115.36
						<b>Total</b>	<b>\$185,245.08</b>

**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 Sledders

**U) Approve-**

Opioid Funding Request

**V) Approve Auditor Vouchers-**

Period 2 Tax Settlements

Townships	\$ 3,652,010.01						<b>Total</b>	<b>\$ 3,652,010.01</b>
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**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

General	\$138,313.73	Reserves	\$108.29	R&B	\$43,344.48	HHS	\$69,110.04
State	\$7,884.83	Trust	\$10,754.47	Forest	\$7,146.13	Taxes	\$2,159.63
LLCC	\$11,907.56	Parks	\$21,055.32	Opioid	\$7,696.65	<b>Total</b>	<b>\$319,481.13</b>

**Regular Agenda**

3A Janet Smude - Aitkin County SWCD District Manager

**Motion to:**

Adopt Resolution - Implementation of the Upper Mississippi-Grand Rapids CWMP

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Michael Kearney
<b>SECONDER:</b>	Commissioner Bret Sample

4A Dennis Thompson – Land Commissioner  
Public Hearing - Land Classification

**PUBLIC HEARING:**

**Open:** 10:19 a.m.

**Public Comment:** None

**Closed:** 10:20 a.m.

Dennis Thompson – Land Commissioner

**Motion to:**

Adopt Resolution - 2024 Land Classification

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

**MOVER:** Commissioner Michael Kearney

**SECONDER:** Commissioner Laurie Westerlund

5A Jessica Seibert – County Administrator

**Informational Only**

Northland Reliability Project Presentation

**RESULT:** **INFORMATIONAL ONLY**

**MOVER:**

**SECONDER:**

5B Jessica Seibert – County Administrator

**Motion to:**

Approve McGregor Airport Agreement - Bill Bedor

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

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Michael Kearney

5C Jessica Seibert – County Administrator

**Motion to:**

Approve 2025 Legislative Priorities

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

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Travis Leiviska

6A Mike Dangers – County Assessor

**Motion to:**

Approve Individual Disaster Abatements and Credits

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

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Laurie Westerlund

7A Andrew Carlstrom – Environmental Services Director

**Motion to:**

Petition to Deny EAW - Meadow View Lots at Barnacles Resort

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

**MOVER:** Commissioner Michael Kearney

**SECONDER:** Commissioner Bret Sample

7B Andrew Carlstrom – Environmental Services Director

**Motion to:**

Approve Meadow View Lots at Barnacles Resort

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

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Travis Leiviska

8A John Welle – County Engineer

**Motion to:**

Adopt Resolution - Award Contract 20253

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

**MOVER:** Commissioner Bret Sample

**SECONDER:** Commissioner Michael Kearney

8B John Welle – County Engineer

**Motion to:**

Adopt Resolution - Award Contract 20254

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Michael Kearney
<b>SECONDER:</b>	Commissioner Travis Leiviska

8C John Welle – County Engineer

**Informational Only**

2024 Highway Contract Summary - Discussion Only

<b>RESULT:</b>	<b>INFORMATIONAL ONLY</b>
<b>MOVER:</b>	
<b>SECONDER:</b>	

9A Bobbie Danielson – Human Resources Director

**Motion to:**

Approve 2025-2027 AFSCME HHS Unit Agreement

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Laurie Westerlund
<b>SECONDER:</b>	Commissioner Travis Leiviska

9B Bobbie Danielson – Human Resources Director

**Motion to:**

Approve 2025-2027 AFSCME Courthouse Unit Agreement

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Travis Leiviska
<b>SECONDER:</b>	Commissioner Laurie Westerlund

9C Bobbie Danielson – Human Resources Director

**Motion to:**

Approve Personnel Policy Updates

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Laurie Westerlund
<b>SECONDER:</b>	Commissioner Travis Leiviska

10A Jessica Seibert – County Administrator

**Motion to:**

Adopt Resolution - County Auditor Public Hearing

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Travis Leiviska
<b>SECONDER:</b>	Commissioner Michael Kearney
December 17th at 5:00 p.m. at the Aitkin County Government Center Board Room	

10B Jessica Seibert – County Administrator

**Informational Only**

Appropriations Review - Direction Requested

<b>RESULT:</b>	<b>INFORMATIONAL ONLY</b>
<b>MOVER:</b>	
<b>SECONDER:</b>	

10C Jessica Seibert – County Administrator

**Informational Only**

Elected Officials 2025 Salaries - Discussion Only

<b>RESULT:</b>	<b>INFORMATIONAL ONLY</b>
<b>MOVER:</b>	
<b>SECONDER:</b>	

10D Jessica Seibert – County Administrator

**Informational Only**

2025 Commissioner Salary - Discussion Only

<b>RESULT:</b>	<b>INFORMATIONAL ONLY</b>
<b>MOVER:</b>	
<b>SECONDER:</b>	

10E Jessica Seibert – County Administrator

**Administrator Updates**

CRPD Nursing Home webinar, Pathways discussion, MACA Executive Committee, CLA FEMA Audit, MN Department of Revenue Tax meeting, Committee of the Whole meeting, Budget Committee

11A Board of Commissioners

**Committee Reports**

MN Department of Revenue Tax meeting, Committee of the Whole meeting, Joint Powers Natural Resources Board, Arrowhead Counties Association, Budget Committee, ATV Committee, Personnel Committee, Facilities, Aitkin County Water Planning Task Force, Towards Zero Deaths, Aitkin Airport Commission

**Motion to Adjourn**

Motion made at 12:58 p.m.

**MOVER:** Commissioner Laurie Westerlund

**SECONDER:** Commissioner Travis Leiviska

**Next Meeting:** **Tuesday, December 17, 2024**

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

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Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

Requested Meeting Date: 12/17/2024

2C  
Agenda Item #

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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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Submitted by: Lori Grams	Department: County Treasurer
Presenter (Name and Title): N/A	Estimated Time Needed:

Summary of Issue:  EFT Report thru 12/9/2024
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Alternatives, Options, Effects on Others/Comments:
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Recommended Action/Motion:
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Financial Impact: Is there a cost associated with this request? What is the total cost, with tax and shipping? \$ Is this budgeted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please Explain:
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**ELECTRONIC FUNDS TRANSFER****Thru December 9, 2024 Board Meeting December 17, 2024**

Abstract Number	Date	Amount	Reason
22179	11/15/24	\$185,245.08	Manual Abstract
22180	11/22/24	\$3,357,298.40	Auditor Abstract
22182	11/22/24	\$117,356.71	Commissioner Abstract
22184	11/22/24	\$75,335.61	Auditor Abstract
22185	11/21/24	\$8,701.03	Manual Abstract
22186	11/22/24	\$1,732.62	Auditor Abstract
22188	11/26/24	\$10,154.80	Commissioner Abstract
22189	11/27/24	\$737,681.82	Payroll Abstract
22190	11/27/24	\$7,474.01	Manual Abstract
22191	12/6/24	\$469,658.63	Commissioner Abstract
22192	12/5/24	\$963.73	Manual Abstract
22193	12/6/2024	\$8,243.69	Auditor Abstract
22194	12/11/2024	\$943.81	Auditor Abstract

\$0

Voids/No ACH

22181

22183

22187

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\$4,980,789.94

S:Board Report:2024 EFT Board Report Thru Date

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

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

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

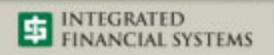
Save Report Options?: N

WLB1  
11/20/24 2:37PM  
1 General Fund

# Aitkin County

Audit List for Board

## AUDITOR'S VOUCHERS ENTRIES



Page 2

	<u>Vendor No.</u>	<u>Name</u>	<u>Rpt Accr</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Paid On Bhf #</u>	<u>Account/Formula Description</u>	<u>1099 On Behalf of Name</u>
43	DEPT				Assessor					
	170	<b>Aitkin Motor Company</b>		24,500.00	2022 FORD ESCAPE		S1418		Auto, Trailers, Snowmobiles, ATV	N
		01-043-000-0000-6620		23,500.00	2021 FORD ESCAPE		S1420		Auto, Trailers, Snowmobiles, ATV	N
	170	<b>Aitkin Motor Company</b>		<b>48,000.00</b>			<b>2 Transactions</b>			
43	DEPT Total:			48,000.00	Assessor		1 Vendors		2 Transactions	
1	Fund Total:			48,000.00	General Fund				2 Transactions	

WLB1  
11/20/24 2:37PM  
3 Road & Bridge

# Aitkin County

Audit List for Board

## AUDITOR'S VOUCHERS ENTRIES



Page 3

	Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
307	DEPT				R&B Capital Infrastructure			
	9051	<b>Hawkinson Construction Company Inc</b>						
		03-307-000-0000-6262		39,384.97	CONT 20245 PMT 4	CONT 20245 PMT 4	Contract Payments	N
	9051	<b>Hawkinson Construction Company Inc</b>		<b>39,384.97</b>		1 Transactions		
	9741	<b>REDSTONE CONSTRUCTION, LLC</b>						
		03-307-000-0000-6262		21,243.32	CONT 20243 PMT 7	CONT 20243 PMT 7	Contract Payments	Y
	9741	<b>REDSTONE CONSTRUCTION, LLC</b>		<b>21,243.32</b>		1 Transactions		
	9641	<b>S &amp; R REINFORCING, INC.</b>						
		03-307-000-0000-6262		54,092.29	CONT 20241 PMT 6	CONT 20241 PMT 6	Contract Payments	N
	9641	<b>S &amp; R REINFORCING, INC.</b>		<b>54,092.29</b>		1 Transactions		
307	DEPT Total:			<b>114,720.58</b>	<b>R&amp;B Capital Infrastructure</b>	<b>3 Vendors</b>	<b>3 Transactions</b>	
3	Fund Total:			<b>114,720.58</b>	<b>Road &amp; Bridge</b>		<b>3 Transactions</b>	
	Final Total:			<b>162,720.58</b>	<b>4 Vendors</b>	<b>5 Transactions</b>		

# Aitkin County

Audit List for Board

**AUDITOR'S VOUCHERS ENTRIES**

<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>
	1	48,000.00	General Fund
	3	114,720.58	Road & Bridge
All Funds		162,720.58	Total
			Approved by, .....
			.....
			.....



2E

## AITKIN COUNTY BOARD OF COMMISSIONERS

November 21, 2024

1:00 p.m.

Government Center Training Room

Committee of the Whole Session Minutes

### 1.A CALL TO ORDER

Chair Wedel called the meeting to order at 1:02 p.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	Absent

### 1.B PLEDGE OF ALLEGIANCE

### 1.C APPROVAL OF AGENDA

Motion to: Approve the agenda.

<b>RESULT:</b>	<b>APPROVED (4 TO 0)</b>
<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Michael Kearney

### 2 Shoreland Ordinance Discussion

Presentation by Paul Radomski, DNR

### 3 County Auditor Retirement

#### Motion to Adjourn

Motion made at 2:28 p.m.

<b>MOVER:</b>	Commissioner Bret Sample
<b>SECONDER:</b>	Commissioner Laurie Westerlund

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

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Jessica Seibert  
County Administrator

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  
11/27/24 10:27AM  
1 General Fund

# Aitkin County



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

Page 2

<u>Vendor No.</u>	<u>Name</u>	<u>Rpt Accr</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099 On Behalf of Name</u>
8410	Bremer Bank						
9	01-044-904-0000-6379		626.25	WEX OCTOBER FEE	0002053574-IN	Flex Services, Labor, Etc.	N
1	01-044-904-0000-6360		38.40	MED FSA C CLAIMS 2024	11/15/2024	Flex Plan Withdrawals	N
2	01-044-904-0000-6360		17.61	MED FSA CLAIMS 2024	11/17/2024	Flex Plan Withdrawals	N
3	01-044-904-0000-6360		825.02	DEP CARE FSA CLAIMS 2024	11/18/2024	Flex Plan Withdrawals	N
4	01-044-904-0000-6360		79.81	MED FSA CLAIMS 2024	11/18/2024	Flex Plan Withdrawals	N
8	01-044-904-0000-6360		9.71	MED FSA CLAIMS 2024	11/22/2024	Flex Plan Withdrawals	N
11	01-044-904-0000-6360		25.65	MED FSA CLAIMS 2024	11/24/2024	Flex Plan Withdrawals	N
10	01-044-904-0000-6360		341.56	MED FSA CLAIMS 2024	11/25/2024	Flex Plan Withdrawals	N
8410	Bremer Bank		1,964.01	<b>8 Transactions</b>			
<b>1 Fund Total:</b>			<b>1,964.01</b>	<b>General Fund</b>		<b>1 Vendors</b>	<b>8 Transactions</b>

KMR1  
11/27/24 10:27AM  
**10 Trust**

# Aitkin County



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

Page 3

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
8410	Bremer Bank						
6	10-900-000-0000-2300		3,888.00	RETURNED CHK G HAAPOJA	14487	Timber Permit Bonds	N
5	10-923-000-0000-5257		1,280.00	RETURNED CHK G HAAPOJA	14487	FTS-Timber	N
8410	Bremer Bank		<b>5,168.00</b>	2 Transactions			
<b>10 Fund Total:</b>			<b>5,168.00</b>	Trust		<b>1 Vendors</b>	<b>2 Transactions</b>

KMR1  
11/27/24 10:27AM  
13 Taxes & Penalties

# Aitkin County



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

Page 4

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
7	8410 Bremer Bank 13-943-000-0000-2001		342.00	REV ACI PMT - P3 1 Transactions	3039-3040	Cur - Property Taxes	N
	8410 Bremer Bank		342.00				
	<b>13 Fund Total:</b>		<b>342.00</b>	<b>Taxes &amp; Penalties</b>		<b>1 Vendors</b>	<b>1 Transactions</b>
	<b>Final Total:</b>		<b>7,474.01</b>		<b>3 Vendors</b>	<b>11 Transactions</b>	

# Aitkin County

<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>
	1	1,964.01	General Fund
	10	5,168.00	Trust
	13	342.00	Taxes & Penalties
All Funds		7,474.01	Total
			Approved by, .....
			.....
			.....

WLB1  
11/25/24 4:23PM  
5 Health & Human Services

# Aitkin County



**2G**

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

Page 2

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Rpt Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Behf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>	<u>1099</u>
5462	<b>Bremer Bank (Elan ACH)</b>						
3	05-400-440-0410-6332		40.96	ADMIN-MACSSA LODGING 10/20/2024 10/22/2024		Hotel/Lodging	N
1	05-400-450-0451-6342		950.00	SHIP-CTF - CP AWARD - SIGNS 10/21/2024 10/21/2024		Office Equipment Rental/Contracts	N
2	05-400-450-0451-6435		53.80	PH BUDGET LINE-NED FOR SC/CMTY 10/21/2024 10/21/2024		Public Health Program Related Supplies	N
4	05-420-600-4800-6332		96.54	ADMIN-MACSSA LODGING 10/20/2024 10/22/2024		Hotel/Lodging	N
5	05-430-700-4800-6332		155.06	ADMIN-MACSSA LODGING 10/20/2024 10/22/2024		Hotel/Lodging	N
6	05-430-760-3930-6020		320.00	GEN CASE MGT-CLOTHING 10/30/2024 10/31/2024	182020085	ADULT-GENERAL CASE MANAGEME	N
10	05-430-700-4800-6805		19.50	MH-INIT-TRANS BUS TICKET 10/23/2024 10/23/2024	182561081	Mh Init - Transportation (416)	N
12	05-430-700-4800-6805		85.50	MH-INIT-TRANS BUS TICKET 10/24/2024 10/24/2024	182607070	Mh Init - Transportation (416)	N
11	05-430-700-4800-6805		99.50	MH-INIT-TRANS BUS TICKET 10/29/2024 10/29/2024	182779081	Mh Init - Transportation (416)	N
7	05-400-440-0410-6405		4.75	ACCTG - NOTARY STAMP (SM) 10/28/2024 10/28/2024	337778	Office Supplies	N
8	05-420-600-4800-6405		11.20	ACCTG - NOTARY STAMP (SM) 10/28/2024 10/28/2024	337778	Office Supplies	N
9	05-430-700-4800-6405		18.00	ACCTG - NOTARY STAMP (SM) 10/28/2024 10/28/2024	337778	Office Supplies	N
5462	<b>Bremer Bank (Elan ACH)</b>		<b>1,854.81</b>		<b>12 Transactions</b>		
<b>5 Fund Total:</b>			<b>1,854.81</b>	<b>Health &amp; Human Services</b>	<b>1 Vendors</b>	<b>12 Transactions</b>	
<b>Final Total:</b>			<b>1,854.81</b>	<b>1 Vendors</b>	<b>12 Transactions</b>		

WLB1  
11/25/24 4:22PM  
1 General Fund

# Aitkin County



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

Page 2

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
5462	<b>Bremer Bank (Elan ACH)</b>						
19	01-110-000-0000-6422		715.95	FRAGRANCE PAKS/ WINDOW CLEANER	01550	Janitorial Supplies	N
14	01-252-000-0000-6430		360.00	MULIT DRUG RAPID TEST CUPS	0276162	Medical Expense/Supplies - Inmates	N
18	01-252-252-0000-6465		22.97	MAGAZINE SUBSCRIPTION	07430	Inmate Welfare Supplies	N
17	01-200-000-0000-5840		72.00	REIMBURSE RECEIPT #22676	10252024	Misc Receipts	N
4	01-043-000-0000-6332		371.67	HOTEL STAY	24417	Hotel / Motel Lodging	N
12	01-001-000-0000-6332		226.97	KEARNEY HOTEL-ARDC MEETING 10/16/2024 10/17/2024	3014	Hotel / Motel Lodging	N
22	01-053-000-0000-6360		900.00	DROPBOX ANNUAL SUBSCRIPTION 10/24/2024 10/11/2025	4439	Services, Labor, Contracts	N
20	01-100-000-0000-6332		425.08	2024 REAL ESTATE INSTITUTE	47151106304083764	Hotel / Motel Lodging	N
21	01-100-196-0000-6360		21.36	ISCANNER YEARLY SUBSCRIPTION	47151106304083764	Services, Labor, Contracts-Recorder's	N
2	01-043-000-0000-6332		311.42	HOTEL STAY	54872	Hotel / Motel Lodging	N
3	01-043-000-0000-6339		14.82	MEAL	54872	Meals (Overnight)	N
23	01-049-000-0000-6268		290.00	NETWORKLESSONS.COM ANNUAL 10/19/2024 10/18/2025	69F3F1C1-0003	Staff Training, Development	N
5	01-043-000-0000-6332		120.51	HOTEL STAY	72065	Hotel / Motel Lodging	N
6	01-043-000-0000-6339		38.59	MEAL	72065	Meals (Overnight)	N
7	01-043-000-0000-6332		371.67	HOTEL STAY	78820	Hotel / Motel Lodging	N
8	01-043-000-0000-6339		75.97	BEN OVERNIGHT MEALS	78820	Meals (Overnight)	N
13	01-252-003-0000-6332		211.44	#315 HOTEL- TRNG- METRO	947568660	School Hotel / Motel Lodging	N
16	01-200-003-0000-6332		852.93	#220 HOTEL - TRNG	954851431	Hotel / Motel Lodging	N
15	01-200-000-0000-6360		5.00	SPYPOINT SUBS.	CE486A8D-0028	Services, Labor, Contracts	N
1	01-122-000-0000-6360		15.99	MONTHLY ZOOM CONTRACT 10/22/2024 11/21/2024	INV278014248	Services, Labor, Contracts	N
<b>5462</b>	<b>Bremer Bank (Elan ACH)</b>		<b>5,424.34</b>		<b>20 Transactions</b>		

**1 Fund Total:**

**5,424.34**

**General Fund**

**1 Vendors**

**20 Transactions**

WLB1  
11/25/24  
10 Trust

4:22PM

# Aitkin County



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

Page 3

Vendor No.	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
	Account/Formula	Accr	Service Dates	Paid On Behf #	On Behalf of Name	
5462	Bremer Bank (Elan ACH)					
11	10-923-000-0000-6450		42.99	16IN 22 PKT BIGMOUTH TOTE BAG	46826	Field Supplies
10	10-923-000-0000-6240		45.00	OUTDOOR NEWS SUBSCRIPTION	80689356411	Membership/Dues/Association Fees
5462	Bremer Bank (Elan ACH)		87.99	10/01/2024 09/30/2025 2 Transactions		
<b>10 Fund Total:</b>			<b>87.99</b>	<b>Trust</b>	<b>1 Vendors</b>	<b>2 Transactions</b>

WLB1  
11/25/24 4:22PM  
19 Long Lake Conservation Cer

# Aitkin County



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

Page 4

Vendor No.	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9	5462 Bremer Bank (Elan ACH) 19-524-000-0000-6302		42.27	TIRE TUBE AND INSTALL	27675	Vehicle Maintenance
	5462 Bremer Bank (Elan ACH)		42.27		1 Transactions	N
	<b>19 Fund Total:</b>		<b>42.27</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
	<b>Final Total:</b>		<b>5,554.60</b>	<b>3 Vendors</b>	<b>23 Transactions</b>	

# Aitkin County

<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>
	1	5,424.34	General Fund
	10	87.99	Trust
	19	42.27	Long Lake Conservation Center
All Funds		5,554.60	Total      Approved by, ..... ..... .....

# Aitkin County

<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>
	5	1,854.81	Health & Human Services
All Funds		1,854.81	Total
			Approved by, .....
			.....
			.....

Total Elan paid 11.7.24 = \$7409.41



# Board of County Commissioners Agenda Request



Requested Meeting Date: 12/17/2024

Title of Item: Aitkin County Electronic Funds Policy/Procedure

<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) <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item
Submitted by: Lori Grams	Department: County Treasurer	
Presenter (Name and Title): N/A	Estimated Time Needed:	
<b>Summary of Issue:</b>  Approve annual resolution authorizing EFT activities to the County Treasurer for the year 2025		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve annual resolution authorizing EFT activities to the County Treasurer for the year 2025		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ _____ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain: _____		

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

ADOPTED December 17, 2024

By Commissioner: xx

**20241217-xxx**

**Aitkin County Electronic Funds Policy/Procedure**

**WHEREAS**, Minnesota Statute 471.38, allows for the use of electronic fund transfer as a means of making various payments,

**WHEREAS**, a local government may make an electronic funds transfer for the following:

- A. For a claim for a payment from an imprest payroll bank account or investment of excess money;
- B. For a payment of tax or aid anticipation certificates;
- C. For a payment of contributions to pension and retirement funds;
- D. For vendor payments; and
- E. For payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

**WHEREAS**, The County Board shall annually delegate the authority to make electronic funds transfers to the County Treasurer and the County Treasurer may designate Treasurer, Auditor , Payroll and Health and Human services staff to initiate electronic funds transfers.

**THEREFORE, BE IT RESOLVED**, that the Aitkin County Board delegates the authority to make electronic funds transfers to the Aitkin County Treasurer and for the County Treasurer to designate county staff to make electronic funds transfers for the year 2025.

**BE IT FURTHER RESOLVED**, that the County Treasurer will:

- A. Provide a copy of this resolution to the disbursing bank;
- B. Identify the initiator of the transaction and document the transaction with proper approval including confirmation of transaction;
- C. Provide a list of all transactions made by electronic fund transfer to the County Board at its next regularly scheduled meeting.

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 17th day of December 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 17<sup>th</sup> day of December 2024**

---

Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

21

Agenda Item #

Requested Meeting Date: 12/17/2024

Title of Item: Reaffirming Change/Petty Cash Funds

<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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Lori Grams	Department: County Treasurer	
Presenter (Name and Title): N/A	Estimated Time Needed:	
<b>Summary of Issue:</b>  Reaffirm Change funds that the county holds		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Adopt Resolution - Reaffirming Change/Petty Cash Funds		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**  
ADOPTED December 17, 2024

By Commissioner: xx

**20241217-xxx**

**Reaffirming Change/Petty Cash Funds**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners reaffirms the following funds

Treasurer	\$800.00
Recorder	\$1000.00
Health	\$50.00
Human Resources	\$500.00
Sheriff	\$400.00
License Center	<u>\$1000.00</u>
<b>Total General Fund</b>	<b>\$3750.00</b>
Emergency Revolving fund	\$3000.00
<b>Total Health and Human Services</b>	<b>\$3000.00</b>
<b>Long Lake Conservation Center</b>	<b>\$1000.00</b>
<b>Total for all change funds</b>	<b>\$7750.00</b>

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 17th day of December 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 17<sup>th</sup> day of December 2024**

---

Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

Requested Meeting Date: December 17, 2024

2J  
Agenda Item #

Title of Item: Approve Fee Schedule Amendment

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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Submitted by: Jessica Seibert	Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed:

**Summary of Issue:**  
A review of the Aitkin County Fee Schedule is completed annually in July. The last revision was adopted on July 23, 2024. Please see the attached red-lined agreement for requested updates.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Approve Fee Schedule Amendments as attached.

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

**Aitkin County**  
**Fee Schedule 2024-2025**  
**Approved by the Board on XXX, 2024**  
**Effective XXX, 2024**

*Postage expenses shall be borne by requestor.*

**COMMON FEES**

COPIES - Black and White (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.25 per page (single or double sided) \$ 3.00 per page (single or double sided)
COPIES - Color (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.50 per page (single or double sided) \$ 6.00 per page (single or double sided)
FAX, per page International Fax Fee	\$ 1.00 \$ 7.00 first page, \$4.00 each additional page
AS400 OR PRINTED REPORTS	\$ 50.00 minimum or \$0.25 per page, whichever is greater
LABELS	\$ 50.00 minimum or \$3.00 per sheet (30 labels/sheet), whichever is greater
BLUEPRINTS (non copyright)	\$ 5.00 each
DISHONORED CHECK/PAYMENT FEE	\$ 30.00
<b>ZIP DRIVE FEE</b>	<b>\$ 20.00</b>

**ADMINISTRATION**

Copies of Meeting Recordings	\$ 25.00
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**ASSESSOR'S OFFICE**

FIELD CARDS	
Fax of Field Cards	\$ 4.00 per parcel
Email of Field Cards	\$ 4.00 per parcel
SIMPLE SALES QUERY	\$ 5.00 per query
PARCEL DATA REQUESTS (Large Quantity)	\$ 25.00 or \$0.04 per parcel, whichever is greater
LINK GIS Subscription	\$ 180.00 per year

**ATTORNEY'S OFFICE**

AUDIO/VIDEO	
Audio CD's	\$ 10.00
Video Recordings - DVD	\$ 10.00

**AUDITOR'S OFFICE**

ASSESSMENT (SPECIAL)	
Admin Set-up	\$7.00 per parcel

ASSEMBLY LICENSE	\$500.00 plus \$25,000 bond
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AUCTIONEER	\$20.00
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BOND INFORMATION REQUESTS / Auditor Tax Certificate	\$250.00 each
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<b>CANNABIS REGISTRATION FEE (all license types)</b>	<b>\$500.00</b>
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COPIES See Common Fees Section	
Maps, Black and White, 8 1/2 " x 11"	\$2.00
Maps, Color, 8 1/2" x 11"	\$3.00

DANGEROUS DOGS	\$25.00
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DITCH AND HWY LIEN RELEASES	\$15.00
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FAXES See Common Fees Section	
FIREWORKS	\$10.00 Sheriff's fee

GAMBLING	Varies	State
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JUDGMENT - CONFESSION OF	
Initial Fee	\$25.00 per description
Payments on	\$2.00 per statement

JUDGMENT COST - Publication	\$20.00 per parcel
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LIQUOR LICENSES:

APPENDIX C  
AITKIN COUNTY GUIDELINES AND PROCEDURES FOR MINNESOTA GOVERNMENT DATA PRACTICES ACT

Consumption & Display/Set-Ups Temporary Consumption & Display Permit	\$250.00 each (paid to State) \$25.00 per each date
3.2% Beer License	\$10.00 off sale \$40.00 on sale \$50.00 on & off sale
Wine License Temporary Wine License Temporary On-Sale Liquor License Combination Wine/Strong Beer License	\$100.00 yearly \$50.00 per each date \$50.00 per each date \$500.00
Liquor License	\$100.00 club \$1,500.00 on sale \$360.00 off sale \$120.00 Sunday Varies
<b>PASSPORT</b>	
PLATS (NEW) - AUDITOR'S FEE	\$75.00 plus \$2.00 per lot
PRECIOUS METALS	\$25.00
REPURCHASE - COST OF FORF. FEE	\$100.00
REPURCHASE - SHERIFF'S COST	\$40.00
<b>SOLID WASTE HAULER FEE (to include commercial curbside recycling pick-up)</b>	<b>\$100.00</b>
TAX/ASSESSMENT SEARCH	\$5.00 per parcel
TOBACCO LICENSE	\$100.00
TRANSIENT MERCHANTS, PEDDLERS, HAWKERS	\$150.00
TRUTH IN TAXATION 1/3 COST TO CITIES, TOWNS & SCHOOLS	
TIF DISTRICTS - ANNUAL COUNTY ADMINISTRATION OF	\$100.00 and \$16.00 per parcel for maint (splits, etc.)
TIF - CERTIFICATION OF ORIGINAL VALUE	\$150.00
<b>VOTER'S CERTIFICATION</b>	<b>\$ 2.00</b>

**COMMUNITY CORRECTIONS**

SUPERVISION FEES

Felony and Supervised Release (with over one year supervision) Case Fee	\$ 400.00
Supervised Release (under one year supervision) Case Fee	\$ 200.00
Gross Misdemeanor Case Fee	\$ 300.00
Misdemeanor Case Fee	\$ 200.00
Short-Term Supervision Case Fee	\$ 50.00
Non Resident Supervision Fee	\$ 200.00
Juvenile Client Fee	\$ 50.00
Juvenile Diversion Client Fee	\$ 25.00

URINALYSIS FEES

ELECTRONIC HOME MONITORING FEES

DVI ASSESSMENT

DRIVING WITH CARE CLASS FEES

Level I Class	\$ 75.00
Level II Class	\$ 150.00

**ECONOMIC DEVELOPMENT**

APPLICATION FEE

Tax Abatement	\$ 500.00
TIF	\$ 500.00

**ENVIRONMENTAL SERVICES**

WATER LAB TESTING FEES

Bacteria Water Analysis (Coliform and E. Coli)	\$ 25.00
Nitrate Water Analysis	\$ 25.00
Bacteria AND Nitrate Analysis	\$ 40.00
Fee if Aitkin County Collects the Sample for You	\$ 50.00
All water test fees must be paid in advance - no invoicing will be accepted	

**VACATION / SHORT-TERM RENTAL**

Annual Inspection Fees (years other than interim use permit required every 3 years)	\$ 100.00
Annual Inspection Fee Price Per Bedroom (years other than interim use permit required every 3 years)	\$ 100.00 Per Bedroom

**ZONING**

ACCESSORY BUILDINGS/SIGN

Accessory Buildings/Sign <239 sq.ft.(no pre-onsite)	\$ 50.00
Accessory Buildings 240 sq.ft. to 1000 sq.ft and/or Water-Oriented	\$ 200.00

APPENDIX C  
AITKIN COUNTY GUIDELINES AND PROCEDURES FOR MINNESOTA GOVERNMENT DATA PRACTICES ACT

Accessory Buildings 1001 sq.ft. and larger	\$ 300.00
FENCE (8 feet or greater in height)	\$ 50.00
COMMERCIAL BUILDINGS/ADDITIONS (FOOTPRINT OF STRUCTURE)	
<500sq.ft.	\$ 300.00
501 – 2500 sq.ft.	\$ 400.00
2501 sq. ft. and larger	\$ 600.00
RESIDENCE, NEW CONSTRUCTION (FOOTPRINT - INCLUDING ATTACHED GARAGE, DECK, AND/OR PORCH)	
Additions (decks, porches and patios are separate permit fees)	
<500 SQ.FT.	\$ 300.00
501 – 2000 sq.ft.	\$ 400.00
2001 sq. ft. and larger sq.ft.	\$ 550.00
DECK/PATIO	
<199 sq.ft	\$ 100.00
200 sq. ft. and larger	\$ 150.00
(Patios are those within the required building setback to the lake)	
LAND ALTERATIONS	\$ 200.00
VEGETATION ALTERATION	No fee
PLANNING CALL/SITE REVIEW	\$ 100.00
CONDITIONAL/INTERIM USE PERMIT	\$ 650.00
AMENDMENT TO EXISTING CUP	\$ 650.00
RENEWAL OF INTERIM USE PERMIT	\$ 650.00
VARIANCE (DOES NOT INCLUDE PERMIT FEE)	\$ 650.00
APPEAL TO BOA	\$ 650.00
REPLICATION OF VARIANCE OR CUP	\$ 50.00
REZONING	\$ 650.00
ORDINANCE AMENDMENT	\$ 500.00
TOWER / WECC APPLICATION	\$ 650.00
PRELIMINARY PLATS AND RESIDENTIAL PUDs (1-5 lots/units)	\$ 650.00
(6 or more lots/units an additional \$50.00/lot/unit)	
FINAL PLATS AND RESIDENTIAL PUD'S	\$ 650.00
(6 or more lots/units an additional \$50.00/lot/unit)	
NEW ROAD SIGN AND POST (each sign and post in new plat)	\$ 175.00
COMMERCIAL PUD'S AND RESORT EXPANSIONS (6 or less lots –no CUP)	\$ 300.00
SURVEYOR REVIEW FEE (for plats and residential PUDs 1-5 lots)	\$ 150.00
(6 or more lots/units an additional \$20.00 per lot/unit)	
SURVEYOR REVIEW FEE (for Administrative subdivision if needed) - per lot	\$ 25.00
SURVEYOR REVIEW FEE (for conditional use permit)	\$ 50.00
ENGINEERS REVIEW FEE	\$ 150.00
REPLAT OF EXISTING PLAT TO COUNTY BOARD (does not include surveyor fee)	\$ 200.00
ADMINISTRATIVE SUBDIVISIONS AND EXEMPTIONS (review prior to approval)	\$ 100.00 per lot
-If wetlands exist on parcels and/or if onsite inspection to verify submitted info ... add'n'l	\$ 100.00
COMPLAINT ENFORCEMENT (after receipt of (2ND) notice - addition to permit fee)	\$ 200.00
REINSPECTION/ADDITIONAL INSPECTION FEE ON ALL	\$ 100.00
911 ADDRESSING (includes assignment of number, sign, and post)	\$ 70.00
AFTER THE FACT FEE'S – 5 X permit fee in Shoreland areas, 5 X permit fee in non-Shoreland areas (includes variances, IUP's and CUP's)	
RESIDENTIAL SEWERS FEES	
Drainfield/Bed (Type 1)	\$ 300.00
MoundAt-Grade (Type 1)	\$ 350.00
Holding Tank (Type 2)	\$ 200.00
Other/Performance Systems (Type 3)	\$ 400.00
Other/Performance Systems (Type 4, Type 5)	\$ 400.00 plus any additional costs for design review and inspections
Tank Replacement/Outhouse/Privy	\$ 150.00
Operating Permits	\$ 150.00
Late Operating Permit Renewal Fee	\$ 200.00
Indemnification Form (homeowner installed systems) in addition to permit fee	\$ 100.00
COMMERCIAL and CLUSTER SEWERS	
Gallons/Day	
1-500	\$ 500.00
501-1,000	\$ 600.00
1,001-2,500	\$ 1,000.00
2,501-10,000	\$ 1,200.00 plus any additional costs for design review and inspections (5)
SEWER PERMIT ONE-YEAR EXTENSION FEE	\$ 200.00
WETLAND CONSERVATION ACT FEES	
Wetland/Banking/Offsite-Mitigation Application	\$ 1,000.00
Wetland Replacement Plan	\$ 400.00
Wetland Site Review	\$ 100.00
Appeal of LGU Decision	\$ 50.00 per hour, + any additional costs to County
OTHER CHARGES	
Ordinances (excluding Shoreland and General Zoning)	\$ 10.00
Shoreland and General Zoning Ordinances	\$ 25.00
Comprehensive Land Use Plan	\$ 25.00
EAW Fees	\$ 50.00 per hour, + any additional costs to County
Administrative Fee	\$ 50.00 per hour, + mileage, min charge of 1/2 hr
Copies of Meeting Recordings	\$ 25.00

## GIS and COUNTY SURVEYOR

MAP SETUP/DATA EXTRACTION/DATA CONVERSION	\$ 50.00	per hour
Plotting Existing Map or Graphic		
8.5" x 11" Black and White	\$ 2.00	per copy
8.5" x 11" Color	\$ 3.00	per copy
11" x 17"	\$ 5.00	per copy
18" x 24"	\$ 10.00	per copy
24" x 36"	\$ 15.00	per copy
36" x 48"	\$ 30.00	per copy
PROFESSIONAL SERVICES	\$ 50.00	per hour
PARCEL BOUNDARIES (~ 43,000 parcels) Shapefile		*\$0.10 per parcel (\$50 minimum), license required**
TAX ATTRIBUTES - AS400 dBase		*\$0.04 per parcel (\$50 minimum), license required**
ROAD CENTERLINES Shapefile		*\$0.25 per feature, license required**
ADDRESS POINTS Shapefile		*\$0.25 per feature, license required**
OTHER GEOSPATIAL DATA Shapefile		\$50 per dataset
GIS WEBSITE ACCESS, Standard Level		Free

\*\*Geospatial data shall not be released until a proper license agreement is on file with this office.

\*Cost recovery fees for data development are waived for government and academic users. Requests for services not described here are charged at \$50.00 per hour.  
Funds collected from the distribution of data and maps are used to develop and maintain our county's digital geospatial data.

## HEALTH AND HUMAN SERVICES

### SOCIAL SERVICE (STAFF HOURLY EXPENSE = \$77.00 \$83.00)

COPIES FOR RECORDS REQUESTS		
Data Subject	\$ 0.06	per copy, plus \$6.64 \$7.37 per 15 minutes of time to make copies
Member of the public	\$ 0.25	per copy
LICENSING		
Child Care Initial Licensing Fee	\$ 50.00	
Child Care Renewal Licensing Fee	\$ 100.00	
BACKGROUND CHECK		
Adult Foster Care	\$ 20.00	
Family Child Care Providers (18 years of age and older)	\$ 40.00	
Family Child Care Providers (under 18 years of age)	\$ 20.00	
COMMUNITY RESIDENTIAL SETTING LICENSE FEE		\$ 250.00 per home, per licensing year
CD ASSESSMENTS		
Ordered by the Court (DUI or DWI)	\$ 200.00	May be subject to sliding fee scale.
All Other	\$ 200.00	May be subject to sliding fee scale.
PUBLIC HEALTH		
SAFETY SEATS		
Convertible	\$ 55.00	
Combo	\$ 65.00	
No Back Booster	\$ 25.00	
Car Seat Education	\$ 40.00	per provider license
NIPPLE SHIELDS	\$ 7.00	
**for NON WIC or Home Visiting Clients		
HYDROGEL PADS	\$ 9.00	
**for NON WIC or Home Visiting Clients		
THERASHELLS	\$ 13.00	
**for NON WIC or Home Visiting Clients		
LEAD DRAW	\$ 21.00	
IMMUNIZATIONS (each vaccine administered has a Vaccine Administration add on charge, prices subject to change based on price of serum)		
Vaccine Administration	\$ 21.00	
Hepatitis A (1st in Series)	\$ 69.00	
Hepatitis A (2nd in Series)	\$ 69.00	
Hepatitis B (1st in Series)	\$ 115.00	
Hepatitis B (2nd in Series)	\$ 115.00	
Hepatitis B (3rd in Series) **15% discount for no outstanding balance, cash payment and complete series given by PH	\$ 115.00	
Td	\$ 39.00	
Tdap	\$ 40.00	
Varicella	\$ 127.00	
Pneumonia	\$ 66.00	
FluLaval Influenza (90688)	\$ 34.00	
FluMist Influenza (90672)	\$ 38.00	
Fluzone High-dose (90662)	\$ 66.00	
Fluzone Influenza-Quad 90688	\$ 34.00	
MNVFC Immunizations (Child and Adult)	\$ 19.00	
Mantoux (Serum, Admin, and Read)	\$ 31.00	

Mantoux (Admin and Read Only)	\$ 19.00
Menningoccal	\$ 135.00
MMR-II	\$ 90.00
<b>HPV</b>	<b>\$ 239.00</b>
Poliovirus	\$ 21.00
MMRV	\$ 21.00
Shingles	\$ 201.00
COVID-19	\$ 131.00

**CHILD SUPPORT AND OTHER COLLECTIONS**

IV-E FOSTER CARE	Varies
ADMIN FOSTER CARE / NON SED	Varies
SED FOSTER CARE, PARENTAL FEE WORKSHEET	Varies
DETOX, use sliding fee scale when financial info is supplied	Varies

**HIGHWAY DEPARTMENT**

EQUIPMENT (including Operator):

Motor Grader	\$ 110.00 per hour
Tandem Truck	\$ 115.00 per hour
Single Axle Truck	\$ 110.00 per hour
3 Cubic Yard Articulating Loader	\$ 100.00 per hour
Dozer	\$ 105.00 per hour
Tractor	\$ 60.00 per hour
Tractor/Loader/Backhoe	\$ 90.00 per hour
Track Backhoe	\$ 105.00 per hour
ASV Posi Track with Brush Head	\$ 95.00 per hour
Tractor/Mower	\$ 90.00 per hour
Sioux Steamer w/Truck	\$ 55.00 per hour
Self Propelled Steel Drum Roller	\$ 65.00 per hour

MATERIALS (for Other Govermental Units Only):

Deicing Salt/Sand (15% salt)	Inventory Cost
Culverts	Inventory Cost
Cutting Edges	Inventory Cost
Signs and Posts	Inventory Cost
Calcium Chloride	Spring bid unit price

MATERIAL (for Private Sale):

E-911 Address (includes sign and post)	\$ 45.00 each
Mailbox Supports	\$ 75.00 each
Dust Control Treatment	Based on Spring bid
Driveway Approach Culverts (as determined by Permit)	Inventory Cost

MISCELLANEOUS:

Driveway Approach Deposits	\$ 500.00 Refundable
Engineering Services	Hourly Employee Fringe Rate
Utility Permit	\$ 100.00 each up to 1 mile, additional \$50.00 per mile

**HR DEPARTMENT**

LIST OF EMPLOYEE REPORTS	\$ 15.00
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**IT DEPARTMENT**

REPORTS OR LABELS	See Common Fees Section
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CD OR EMAIL FILE	\$ 50.00 minimum or \$0.04 per parcel, whichever is greater
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**LAND DEPARTMENT AND COUNTY SURVEYOR**

PROFESSIONAL SERVICES	\$ 50.00 per hour
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**RECORDER'S OFFICE**

*Rates established by the State are subject to change without notice.*

RECORDING FEE	\$ 46.00 per document
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RECORDING WELL CERTIFICATE	\$ 50.00
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OVERSIZE COPIES (up to 36 inches)	\$ 5.00
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COPY OF OFFICIAL PLAT Certification on Official Plat	\$ 10.00 \$ 5.00
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CERTIFIED COPIES OF DOCUMENTS	\$ 10.00
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COPIES OF RECORDED DOCUMENTS	\$ 1.00 per page
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FAX FEE	Refer to Common Fees Section
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DOCUMENT RESEARCH AND DELIVERY FEE	\$5.00 base fee, plus \$1.00 per page
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FILING FEES Credentials of Minister	\$ 20.00
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**APPENDIX C**  
AITKIN COUNTY GUIDELINES AND PROCEDURES FOR MINNESOTA GOVERNMENT DATA PRACTICES ACT

Notary Commission	\$ 20.00
<b>VITAL RECORDS</b>	
Birth Certificates	\$ 26.00
Additional Birth Certificate at same time	\$ 19.00
Death Certificates	\$ 13.00
Additional Death Certificates at same time	\$ 6.00

**SHERIFF'S OFFICE**

ALARM FEES	
Initial	\$ 20.00
Renewal	\$ 5.00
Non-compliance Fee	\$ 50.00
False Alarms - Per each after third	\$ 50.00
GUN PERMIT TO CARRY	
New	\$ 100.00
Renewal	\$ 75.00
BACKGROUND CHECKS	\$ 20.00
REPORTS AND ICR'S	
Victim	No charge
Walk-in	\$ 0.25 per page (single or double sided)
By mail	\$ 0.25 per page plus postage costs
AUDIO/VIDEO/PHOTOGRAPHY	
Audio CD's	\$ 10.00
Transcript of audio recordings	\$ 4.00 per page
Photographs/Digital by disk	\$ 10.00
Booking photos	\$ 5.00
Video Recordings - VHS	\$ 16.00
Video Recordings - DVD	\$ 10.00
Video Recordings - Body Worn Camera - DVD	\$ 10.00
Video Recordings - Squad Camera - DVD	\$ 10.00
FINGERPRINTING	
Aitkin County Resident	No charge
Non-resident	\$ 10.00
BOAT & WATER	
Raft Permits	\$ 4.00 per year (renewed in 5 year increments)
CIVIL PROCESS	
<i><sup>1</sup> For Paper Service, \$100.00 Deposit is required.</i>	
Charge per person served/Not found	\$ 30.00 plus mileage noted below
Mileage charge per attempt (round trip)	\$ 0.60 per mile
Mileage charge for City of Aitkin	\$ 1.00
Charge for Real Estate Sales	\$ 50.00
Mechanics Lien Sale	\$ 50.00 plus mileage
Cancelled real estate sale w/no notification	\$ 50.00
Redemption fee on redeemed real estate	\$ 250.00 plus \$30.00 for each rescheduling of redemption date
Posting three notices of sale	\$ 45.00 plus mileage
Charge for sending a fax	See Common Fees Section
Levy fee on a Writ of Execution	\$ 20.00
Commission on Writ \$ Levied upon	5%
Deputy Time	actual cost plus mileage
STORAGE FEES	
Vehicle	\$ 10.00 per day
Boat	\$ 1.00 per foot, per day
Snowmobile	\$ 10.00 per day
Forfeited Vehicles, payment in full of	Tow Bill, plus \$10.00 per day storage

<sup>1</sup> If the actual fee exceeds the amount of deposit, you will be billed for the additional amount. When the actual amount of the fee is less than your deposit, you will receive a refund with your affidavit.

Securing and safety keeping property in replevin, attachment or an execution \$ based on time spent and hourly rate of pay for Deputy executing the process.

Contact the Sheriff's Office for Writ of Execution Instructions.

**SHERIFF'S OFFICE (JAIL)**

BOARDING OF PRISONERS	per Sheriff
BOOKING FEE	\$ 20.00
FINGERPRINTING	\$ 10.00 for out of county
HUBER FEES	\$ 20.00 per day
JAIL NURSE	
Co-pay	\$ 5.00
Medication Co-Pay	\$ 5.00

APPENDIX C  
AITKIN COUNTY GUIDELINES AND PROCEDURES FOR MINNESOTA GOVERNMENT DATA PRACTICES ACT

PAY TO STAY \$ 20.00 per day

URINALYSIS  
STS \$ 10.00  
Huber \$ 10.00

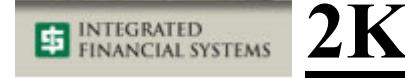
**TREASURER'S OFFICE**

MARRIAGE LICENSE (with Premarital Education)	\$ 40.00
(without Premarital Education)	\$ 115.00
MARRIAGE CERTIFICATE	\$ 9.00
MARRIAGE AMENDMENT	\$ 40.00
RESEARCH FEE	\$ 25.00 per hour
TAX STATEMENTS - Duplicate	\$ 2.00

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# Aitkin County



Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**

Page 1

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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# Aitkin County

Audit List for Board

## COMMISSIONER'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
1	DEPT				Commissioners			
	86222	Aitkin Independent Age 01-001-000-0000-6230		85.00	OCTOBER 22 SYNOPSIS 11/20/2024	1434059 11/20/2024	Printing, Publishing & Adv	Y
	86222	Aitkin Independent Age		85.00		1 Transactions		
	15240	AT&T Mobility (Central Serv) 01-001-000-0000-6220		193.70	COMMISSIONERS MOBILE PHONE 10/26/2024	287298817699 11/25/2024	Telephone	N
	15240	AT&T Mobility (Central Serv)		193.70		1 Transactions		
	10895	Westerlund/Laurie Ann 01-001-000-0000-6335		544.04	WESTERLUND MILEAGE REIMB. 07/16/2024	11/25/2024 09/26/2024	Gas/Vehicle Fuel Charges	N
	10895	Westerlund/Laurie Ann		544.04		1 Transactions		
1	DEPT Total:			822.74	Commissioners	3 Vendors	3 Transactions	
12	DEPT				Court Administration			
	86222	Aitkin Independent Age 01-012-000-0000-6360		291.13	SUMMONS 01-JV-24-720	102583	Services, Labor, Contracts	Y
	86222	Aitkin Independent Age		291.13		1 Transactions		
	9323	Avery/Jill 01-012-000-0000-6263		277.50	01-P4-99-000194 11/03/2024	NOV 2024 11/27/2024	Contract Legal Services	Y
	9323	Avery/Jill		277.50		1 Transactions		
	11634	Gammello & Pearson PLLC 01-012-000-0000-6263		30.00	01-P3-97-53	102583	Contract Legal Services	Y
	11634	Gammello & Pearson PLLC		30.00		1 Transactions		
12	DEPT Total:			598.63	Court Administration	3 Vendors	3 Transactions	
40	DEPT				Auditor			
	1333	Dell Marketing L.P. 01-040-000-0000-6480		1,219.29	LAPTOP (KR)	10774915099	Small Furniture/Equipment	N

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# Aitkin County

Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES



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	Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	1333	Dell Marketing L.P.		1,219.29		1 Transactions		
	14071	Marco Technologies LLC 01-040-000-0000-6266		38.00	OFFICE 365 SUBSCRIPTION	INV13222800	Data Processing/Computer Services	Y
	14071	Marco Technologies LLC		38.00		1 Transactions		
	3195	MNCCC LOCKBOX 01-040-000-0000-6266		465.60	AUDITORS / ACROBAT PRO	2411012	Data Processing/Computer Services	N
	3195	MNCCC LOCKBOX		465.60		1 Transactions		
	86235	The Office Shop Inc 01-040-000-0000-6405		41.96	STORAGE BOXES	1148710-0	Office Supplies	N
	86235	The Office Shop Inc		41.96		1 Transactions		
40	DEPT Total:			1,764.85	Auditor	4 Vendors	4 Transactions	
42	DEPT				Treasurer			
	9561	Amazon Business 01-042-000-0000-6405		56.72	SCISSORS PAGE PROT, HIGHLIGHT	111-9562934-153704	Office Supplies	N
	9561	Amazon Business		56.72		1 Transactions		
	4173	Grams/Lori 01-042-000-0000-6241		300.00	MACO FEB 2025 CONF	FEB 2025	Registration Fee	N
		01-042-000-0000-6332		400.30	MACO FEB 2025 CONF	FEB 2025	Hotel / Motel Lodging	N
	4173	Grams/Lori		700.30		2 Transactions		
	14071	Marco Technologies LLC 01-042-000-0000-6266		19.00	OFFICE 365 SUBSCRIPTION	INV13222800	Data Processing/Computer Services	Y
	14071	Marco Technologies LLC		19.00		1 Transactions		
	3195	MNCCC LOCKBOX 01-042-000-0000-6266		232.80	TREASURERS / ACROBAT PRO	2411012	Data Processing/Computer Services	N
	3195	MNCCC LOCKBOX		232.80		1 Transactions		
42	DEPT Total:			1,008.82	Treasurer	4 Vendors	5 Transactions	
43	DEPT				Assessor			
	3195	MNCCC LOCKBOX						

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# Aitkin County

Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES



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Vendor No.	Name	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099 N
01-043-000-0000-6266			310.40	ASSESSORS / ACROBAT PRO	2411012	Data Processing/Computer Services	
<b>3195 MNCCC LOCKBOX</b>			<b>310.40</b>				
				1 Transactions			
13934 The Tire Barn			30.00	2016 FORD ESCAPE TIRE REPAIR	76427	Vehicle Maintenance	
01-043-000-0000-6302							
<b>13934 The Tire Barn</b>			<b>30.00</b>				
				1 Transactions			
10930 Tidholm Productions			691.71	ASSESSOR BUSINESS CARDS	44016666	Printing, Publishing & Adv	
01-043-000-0000-6230							
<b>10930 Tidholm Productions</b>			<b>691.71</b>				
				1 Transactions			
<b>43 DEPT Total:</b>			<b>1,032.11</b>	<b>Assessor</b>	<b>3 Vendors</b>	<b>3 Transactions</b>	
44 DEPT				Central Services			
783 Canon Financial Services, Inc			225.51	COPIER CONTRACT FOR NOV. 2024	36190596	Office Equipment Rental/Contracts	
01-044-000-0000-6342				11/01/2024 11/30/2024			
<b>783 Canon Financial Services, Inc</b>			<b>225.51</b>				
				1 Transactions			
1010 City Of Aitkin			4,747.00	2024 ABATEMENT / PAULBECKS	56-0-181801	Tax Abatements	
01-044-100-0000-6800							
<b>1010 City Of Aitkin</b>			<b>4,747.00</b>				
				1 Transactions			
10203 Transformative Learning Institute LLC			7,000.00	ORGAN. DEVEL. NOV '24 INVOICE	20	Services, Labor, Contracts	
01-044-000-0000-6360							
<b>10203 Transformative Learning Institute LLC</b>			<b>7,000.00</b>				
				1 Transactions			
<b>44 DEPT Total:</b>			<b>11,972.51</b>	<b>Central Services</b>	<b>3 Vendors</b>	<b>3 Transactions</b>	
49 DEPT				Information Technologies			
783 Canon Financial Services, Inc			47.07	IT COPIER NOVEMBER	36643026	Office Equipment Rental/Contracts	
01-049-000-0000-6342				12/01/2024 12/31/2024			
<b>783 Canon Financial Services, Inc</b>			<b>47.07</b>				
				1 Transactions			
5893 CTC - 446126			155.00	GUEST WIFI NOVEMBER	21490046	Programming, Services, Contracts	
01-049-000-0000-6283							

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# Aitkin County

Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES



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	Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	5893	CTC - 446126		155.00		1 Transactions		
	88880	Datacomm Computers & Networks Inc						
	01-049-000-0000-6485			69.00	UPS BATTERY FOR IT OFFICE NICK	17544	Computer/Technology Supplies	N
	01-049-000-0000-6485			69.00	UPS BATTERY ATTORNEY SWITCH	17545	Computer/Technology Supplies	N
	88880	Datacomm Computers & Networks Inc		138.00		2 Transactions		
	14071	Marco Technologies LLC						
	01-049-000-0000-6266			1,890.35	OFFICE 365 SUBSCRIPTION	INV13222800	Software Fees/License Fees	Y
	14071	Marco Technologies LLC		1,890.35		1 Transactions		
	3195	MNCCC LOCKBOX						
	01-049-000-0000-6266			232.80	IT / ACROBAT PRO	2411012	Software Fees/License Fees	N
	3195	MNCCC LOCKBOX		232.80		1 Transactions		
49	DEPT Total:			2,463.22	Information Technologies	5 Vendors	6 Transactions	
52	DEPT				Administration			
	9561	Amazon Business						
	01-052-000-0000-6405			63.39	2025 DESK(X2) & WALL CALENDARS	1WV7-LNRL-6JWX	Office Supplies	N
	9561	Amazon Business		63.39		1 Transactions		
	15240	AT&T Mobility (Central Serv)						
	01-052-000-0000-6220			49.92	ADMIN MOBILE PHONE	287298817699	Telephone	N
	15240	AT&T Mobility (Central Serv)		49.92	10/26/2024	11/25/2024		
	15240	AT&T Mobility (Central Serv)				1 Transactions		
	3195	MNCCC LOCKBOX						
	01-052-000-0000-6266			155.20	ADMIN / ACROBAT PRO	2411012	Data Processing/Computer Services	N
	3195	MNCCC LOCKBOX		155.20		1 Transactions		
52	DEPT Total:			268.51	Administration	3 Vendors	3 Transactions	
53	DEPT				Human Resources			
	9561	Amazon Business						
	01-053-000-0000-6405			129.97	PRINTER TONER -NIKKI	1WV7-LNRL-6JWX	Office Supplies	N
	9561	Amazon Business		129.97		1 Transactions		

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# Aitkin County

Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES



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Vendor No.	Name	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
15240	AT&T Mobility (Central Serv)		99.84	OCT-NOV PHONE BILL 10/26/2024	287299383308 11/25/2024	Telephone	N
15240	AT&T Mobility (Central Serv)		99.84		1 Transactions		
3195	MNCCC LOCKBOX		232.80	HR / ACROBAT PRO	2411012	Data Processing/Computer Services	N
3195	MNCCC LOCKBOX		232.80		1 Transactions		
86235	The Office Shop Inc		24.36	NOTEBOOKS FOR BOBBIE 11/15/2024	1148327-0 11/15/2024	Office Supplies	N
86235	The Office Shop Inc		24.36		1 Transactions		
9894	Vault Health		168.90	NON-DOT DRUG TEST (3) 10/02/2024	FL00652302 10/21/2024	Background Check Fee	6
9894	Vault Health		168.90		1 Transactions		
53	DEPT Total:		655.87	Human Resources	5 Vendors	5 Transactions	
60	DEPT			Elections			
86235	The Office Shop Inc		14.37	CERTIFICATE PAPER	1148553-0	Office Supplies	N
86235	The Office Shop Inc		14.37		1 Transactions		
60	DEPT Total:		14.37	Elections	1 Vendors	1 Transactions	
90	DEPT			Attorney			
7916	AT&T Mobility (R&B)		244.56	MONTHLY SERVICE	287301408597X110	Telephone	N
7916	AT&T Mobility (R&B)		244.56		1 Transactions		
14071	Marco Technologies LLC		247.00	OFFICE 365 SUBSCRIPTION	INV13222800	Computer Research	Y
14071	Marco Technologies LLC		247.00		1 Transactions		
86235	The Office Shop Inc						

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# Aitkin County

Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES



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Vendor No.	Name	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
01-090-000-0000-6405			29.84	OFFICE SUPPLIES	1148343-0	Office Supplies	N
86235	The Office Shop Inc		29.84		1 Transactions		
90	DEPT Total:		521.40	Attorney	3 Vendors	3 Transactions	
100	DEPT			Recorder			
3195	MNCCC LOCKBOX						
01-100-195-0000-6266			232.80	RECORDERS / ACROBAT PRO	2411012	Data Processing/Computer Services	N
3195	MNCCC LOCKBOX		232.80		1 Transactions		
100	DEPT Total:		232.80	Recorder	1 Vendors	1 Transactions	
110	DEPT			Courthouse Maintenance			
15240	AT&T Mobility (Central Serv)						
01-110-000-0000-6220			49.92	MAINT MOBILE PHONE	287298817699	Telephone	N
15240	AT&T Mobility (Central Serv)		49.92	10/26/2024	11/25/2024	1 Transactions	
9692	Minnesota Energy Resources Corporation						
01-110-000-0000-6254			1,156.50	COURTHOUSE	5261972761	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		1,156.50	10/22/2024	11/19/2024	1 Transactions	
3950	Public Utilities						
01-110-000-0000-6254			4,895.86	GOV'T CENTER	1430-00	Utilities-Gas and Electric	N
01-110-000-0000-6254			77.08	10/16/2024	11/16/2024		
01-110-000-0000-6254			328.56	GLARCO	50186-00	Utilities-Gas and Electric	N
01-110-000-0000-6254			43.92	10/16/2024	11/16/2024		
01-110-000-0000-6254			68.44	LA TOOL	50188-00	Utilities-Gas and Electric	N
01-110-000-0000-6254			43.92	OLD CO GARRAGE	50202-00	Utilities-Gas and Electric	N
01-110-000-0000-6254			68.44	10/16/2024	11/16/2024		
3950	Public Utilities		5,413.86	JUD'L CENTER	509-00	Utilities-Gas and Electric	N
10698	Stericycle, Inc		30.10	10/16/2024	11/16/2024	5 Transactions	
01-110-000-0000-6360				STERI-SAFE	8008976742	Services, Labor, Contracts	6

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	Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	10698	Stericycle,Inc		30.10	12/01/2024 12/31/2024 1 Transactions			
110	DEPT Total:			6,650.38	Courthouse Maintenance	4 Vendors	8 Transactions	
120	DEPT				Veterans Service			
	3195	MNCCC LOCKBOX 01-120-000-0000-6266		77.60	VETERAN SERVICES / ACROBAT PRO	2411012	Data Processing/Computer Services	N
	3195	MNCCC LOCKBOX		77.60		1 Transactions		
	3518	Voyageur Press Of Mcgregor, Inc 01-120-000-0000-6230		125.00	V PRESS NOVEMBER	49616	Printing, Publishing & Adv	N
	3518	Voyageur Press Of Mcgregor, Inc		125.00		1 Transactions		
120	DEPT Total:			202.60	Veterans Service	2 Vendors	2 Transactions	
122	DEPT				Planning & Zoning			
	9561	Amazon Business 01-122-000-0000-6405		39.99	STAPLER	1YT3MYGQ3QRH	Office, Film, & Field Supplies	N
	9561	Amazon Business		39.99		1 Transactions		
	86467	Auto Value Aitkin 01-122-000-0000-6302		11.29	WINDSHIELD WIPER	40250562	Vehicle Maintenance	N
	86467	Auto Value Aitkin		11.29		1 Transactions		
	15142	Christensen/Charles 01-122-000-0000-6278 01-122-038-0000-6330		110.00 129.65 239.65	PC MEETING PC MILEAGE	112224 112224 2 Transactions	Advisory Board/Committee Per Diem BOA/PC Mileage	Y Y
	10193	Grund/Jody 01-122-000-0000-6339		74.98	ADVANCED DESIGN TRAINING JG	112524	Meals (Overnight)	N
	10193	Grund/Jody		74.98		1 Transactions		
	11990	Lange/David 01-122-000-0000-6278 01-122-038-0000-6330		110.00 102.51	PC MEETING PC MILEAGE	112224 112224	Advisory Board/Committee Per Diem BOA/PC Mileage	Y N

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11990	Lange/David		212.51		2 Transactions		
14071	Marco Technologies LLC 01-122-000-0000-6266		19.00	OFFICE 365 SUBSCRIPTION	INV13222800	Data Processing/Computer Services	Y
14071	Marco Technologies LLC		19.00		1 Transactions		
3195	MNCCC LOCKBOX 01-122-000-0000-6266		698.40	P&Z / ACROBAT PRO	2411012	Data Processing/Computer Services	N
3195	MNCCC LOCKBOX		698.40		1 Transactions		
13424	Sonnee/Dennise J 01-122-000-0000-6278 01-122-038-0000-6330		90.00 52.26 142.26	PC MEETING PC MILEAGE	112224 112224 2 Transactions	Advisory Board/Committee Per Diem BOA/PC Mileage	Y N
13424	Sonnee/Dennise J						
122	DEPT Total:		1,438.08	Planning & Zoning	8 Vendors	11 Transactions	
200	DEPT			Enforcement			
117	Aitkin County Sheriff 01-200-000-0000-6260 01-200-039-0000-6463		17.00 10.00 27.00	REIMB CK#11275-MCCONNELL TRSCP REIMB CK#11274-REFUND GUN PERM	1248 24-0560 2 Transactions	Professional Consulting Gun Permit Supplies/Expenses	N N
117	Aitkin County Sheriff						
9561	Amazon Business 01-200-000-0000-6460 01-200-000-0000-6405 01-200-000-0000-6610		39.86 285.05 42.14 367.05	PHONE CLIP HOLDER; SAMSNG CASE THUMB DRIVES GPS PUCK	1N7D-CQWN-46H1 1Q7N-M3J3-7RX7 1Y4J-F1HH-1MPL 3 Transactions	Deputy Supplies Office Supplies Equipment & Radios	N N N
9561	Amazon Business						
9203	AT&T Mobility (Sheriff's) 01-200-000-0000-6220 01-200-200-0000-6260 01-200-200-0000-6265		2,276.45 89.76 479.31 2,845.52	DEPUTY CELL & SQUAD PC CI PHONES VCET PHONE & HOT SPOT	287297906116 287297906116 287297906116 3 Transactions	Telephone CI Funds Programs	N N N
9203	AT&T Mobility (Sheriff's)						
14578	AutoSmith Service Group, LLC 01-200-000-0000-6359		135.63	24002390 FORFEITURE	24-39731	Wrecker Service	Y
14578	AutoSmith Service Group, LLC		135.63		1 Transactions		

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Vendor No.	Name	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1152	<b>Cook/Steven</b> 01-200-000-0000-6260		150.00 <b>150.00</b>	ANDERSON BACKGROUND 1 Transactions	11252024	Professional Consulting	Y
1152	<b>Cook/Steven</b>						
1333	<b>Dell Marketing L.P.</b> 01-200-000-0000-6610		1,822.70 <b>1,822.70</b>	#202 COMPUTER 1 Transactions	10773335040	Equipment & Radios	N
1333	<b>Dell Marketing L.P.</b>						
3195	<b>MNCCC LOCKBOX</b> 01-200-000-0000-6266 01-200-000-0000-6266		155.20 155.20 <b>310.40</b>	SHERIFFS DEPT / ACROBAT PRO VCET / ACROBAT PRO 2 Transactions	2411012 2411012	Data Processing/Computer Services Data Processing/Computer Services	N N
3195	<b>MNCCC LOCKBOX</b>						
3950	<b>Public Utilities</b> 01-200-000-0000-6254		78.06	EMERG STORAGE 10/16/2024 11/16/2024	507-00 11/16/2024	Utilities-Gas and Electric	N
3950	<b>Public Utilities</b>		<b>78.06</b>		1 Transactions		
11538	<b>RCB Collections Range Credit Bureau Inc</b> 01-200-000-0000-6260		15.00	CREDIT CHECK-ANDERSON	58611	Professional Consulting	N
11538	<b>RCB Collections Range Credit Bureau Inc</b>		<b>15.00</b>		1 Transactions		
4681	<b>Streichers</b> 01-200-000-0000-6460		1,563.90 <b>1,563.90</b>	EKLUND ARMOR VEST 1 Transactions	I1730068	Deputy Supplies	N
4681	<b>Streichers</b>						
13005	<b>Tactical Solutions</b> 01-200-000-0000-6360		590.00 <b>590.00</b>	RADAR CERTIFICATIONS 1 Transactions	10290	Services, Labor, Contracts	N
13005	<b>Tactical Solutions</b>						
86235	<b>The Office Shop Inc</b> 01-200-000-0000-6405 01-200-000-0000-6405		16.37 175.50 <b>191.87</b>	CALENDAR CALENDARS 2 Transactions	1148589-0 1148589-1	Office Supplies Office Supplies	N N
86235	<b>The Office Shop Inc</b>						
13934	<b>The Tire Barn</b> 01-200-000-0000-6302		152.78 <b>152.78</b>	#226 OIL CHANGE; WIPER BLADE 1 Transactions	76463	Vehicle Maintenance	N
13934	<b>The Tire Barn</b>						

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
10930	<b>Tidholm Productions</b> 01-200-000-0000-6405		424.72	EVIDENCE PRINTED BAGS 1 Transactions	4360-6606	Office Supplies	Y
10930	<b>Tidholm Productions</b>		<b>424.72</b>				
14558	<b>Verizon Wireless-VCET</b> 01-200-200-0000-6265		150.00	24001379	9022364545	Programs	N
	01-200-200-0000-6265		150.00	PERIODIC LOCATION PINGS	9022377998	Programs	N
14558	<b>Verizon Wireless-VCET</b>		<b>300.00</b>		2 Transactions		
9302	<b>WEX Bank</b> 01-200-000-0000-6335		6,809.90	DEPUTY GAS	100957996	Gas/Vehicle Fuel Charges	N
9302	<b>WEX Bank</b>		<b>6,809.90</b>		1 Transactions		
13848	<b>WYATT'S TOWING &amp; Recovery 24-7</b> 01-200-000-0000-6359		412.50	24002018	24-00661	Wrecker Service	Y
13848	<b>WYATT'S TOWING &amp; Recovery 24-7</b>		<b>412.50</b>		1 Transactions		
200	<b>DEPT Total:</b>		<b>16,197.03</b>	<b>Enforcement</b>	<b>17 Vendors</b>	<b>25 Transactions</b>	
204	<b>DEPT</b>			ATV			
9203	<b>AT&amp;T Mobility (Sheriff's)</b> 01-204-000-0000-6220		88.15	#208 CELL & SQUAD PC	287297906116	Telephone	N
9203	<b>AT&amp;T Mobility (Sheriff's)</b>		<b>88.15</b>		1 Transactions		
9302	<b>WEX Bank</b> 01-204-000-0000-6335		565.40	B/W - ATV GAS	100957996	Gas/Vehicle Fuel Charges	N
9302	<b>WEX Bank</b>		<b>565.40</b>		1 Transactions		
204	<b>DEPT Total:</b>		<b>653.55</b>	<b>ATV</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
252	<b>DEPT</b>			Corrections			
9561	<b>Amazon Business</b> 01-252-000-0000-6405		77.81	LABELS & BINS	1G7C-H3JG-41QC	Office Supplies	N
	01-252-000-0000-6430		94.08	PROPEL	1G7C-H3JG-41QC	Medical Expense/Supplies - Inmates	N
9561	<b>Amazon Business</b>		<b>171.89</b>		2 Transactions		
9203	<b>AT&amp;T Mobility (Sheriff's)</b> 01-252-000-0000-6220		99.84	DISPATCH CELL, TRANSPORT CELL	287297906116	Telephone	N

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9203	AT&T Mobility (Sheriff's)		99.84		1 Transactions		
456	<b>Bob Barker Company, Inc.</b>						
	01-252-252-0000-6465		670.06	SILICONE MUGS	INV2080463	Inmate Welfare Supplies	N
	01-252-252-0000-6465		3,455.28	MATRESS W/PILLOW	INV2080647	Inmate Welfare Supplies	N
456	<b>Bob Barker Company, Inc.</b>		4,125.34		2 Transactions		
5557	<b>Eddy/Nancy</b>						
	01-252-000-0000-6180		50.00	REIMBURSE SHOE ORTHOTICS	230657	Clothing Allowance	Y
5557	<b>Eddy/Nancy</b>		50.00		1 Transactions		
1775	<b>Galls LLC</b>						
	01-252-000-0000-6180		180.99	#307/LOGAN PANTS	029560396	Clothing Allowance	N
1775	<b>Galls LLC</b>		180.99		1 Transactions		
4812	<b>JC32 Teamsters H&amp;W Fund</b>						
	01-252-000-0000-6101		7,014.00	EE NOVEMBER H. INS	202411	Salaries-Full Time	N
	01-252-000-0000-6150		26,355.00	ER NOVEMBER H. INS	202411	Health Insurance-Employer	N
4812	<b>JC32 Teamsters H&amp;W Fund</b>		33,369.00		2 Transactions		
9692	<b>Minnesota Energy Resources Corporation</b>						
	01-252-000-0000-6254		77.61	STS 10/22/2024	5260933789	Utilities-Gas and Electric	N
	01-252-000-0000-6254		1,122.14	JAIL 10/22/2024	5261220053	Utilities-Gas and Electric	N
	01-252-000-0000-6254		337.40	JAIL 10/22/2024	5261396723	Utilities-Gas and Electric	N
9692	<b>Minnesota Energy Resources Corporation</b>		1,537.15		3 Transactions		
3789	<b>Pan-O-Gold Baking Company</b>						
	01-252-000-0000-6418		106.60	BREAD & BUNS	10002424326010	Groceries	N
3789	<b>Pan-O-Gold Baking Company</b>		106.60		1 Transactions		
9808	<b>Performance Foodservice</b>						
	01-252-000-0000-6418		2,536.98	GROCERIES	353787	Groceries	N
9808	<b>Performance Foodservice</b>		2,536.98		1 Transactions		
11947	<b>Phoenix Supply</b>						
	01-252-252-0000-6465		1,012.70	SWEATSHIRTS. BOXERS, SHEETS	35876	Inmate Welfare Supplies	N

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11947	Phoenix Supply		1,012.70		1 Transactions		
3950	<b>Public Utilities</b>						
	01-252-000-0000-6254		6,509.53	NEW JAIL 2 10/16/2024	1431-00	Utilities-Gas and Electric	N
	01-252-000-0000-6254		139.38	STS 10/16/2024	50109-00	Utilities-Gas and Electric	N
	01-252-000-0000-6254		920.77	NEW JAIL 10/16/2024	512-00	Utilities-Gas and Electric	N
3950	<b>Public Utilities</b>		7,569.68		3 Transactions		
86235	<b>The Office Shop Inc</b>						
	01-252-000-0000-6405		76.99	POST 2 PRINTER CARTRIDGE	1148305-0	Office Supplies	N
	01-252-000-0000-6405		22.68	20# PAPER	1148517-0	Office Supplies	N
86235	<b>The Office Shop Inc</b>		99.67		2 Transactions		
252	<b>DEPT Total:</b>		50,859.84	<b>Corrections</b>	<b>12 Vendors</b>	<b>20 Transactions</b>	
253	<b>DEPT</b>			Sentence to Serve			
9203	<b>AT&amp;T Mobility (Sheriff's)</b>						
	01-253-000-0000-6220		38.23	STS AIR CARD	287297906116	Telephone	N
9203	<b>AT&amp;T Mobility (Sheriff's)</b>		38.23		1 Transactions		
86467	<b>Auto Value Aitkin</b>						
	01-253-000-0000-6415		7.49	ARMORALL-GLASS	40250470	Operational Supplies	N
86467	<b>Auto Value Aitkin</b>		7.49		1 Transactions		
4812	<b>JC32 Teamsters H&amp;W Fund</b>						
	01-253-000-0000-6101		334.00	EE NOVEMBER H. INS	202411	Salaries-Full Time	N
	01-253-000-0000-6150		1,255.00	ER NOVEMBER H. INS	202411	Health Insurance-Employer	N
4812	<b>JC32 Teamsters H&amp;W Fund</b>		1,589.00		2 Transactions		
13934	<b>The Tire Barn</b>						
	01-253-000-0000-6302		54.87	09 VAN - OIL CHANGE	76438	Vehicle Maintenance	N
13934	<b>The Tire Barn</b>		54.87		1 Transactions		
253	<b>DEPT Total:</b>		1,689.59	<b>Sentence to Serve</b>	<b>4 Vendors</b>	<b>5 Transactions</b>	

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257	DEPT				Community Corrections			
	9561	Amazon Business 01-257-267-0000-6274		50.54	DRUG TESTING SUPPLIES- GLOVES 11/18/2024	1C6Y-WNMV-RPTC 11/22/2024	Drug Testing Fee	N
	9561	Amazon Business		50.54		1 Transactions		
	248	Association of Mn Counties 01-257-251-0000-6241		375.00	MACCAC FALL CONF (ADV BRD) 09/25/2024	MACCAC2024 09/27/2024	Registration Fee	N
	248	Association of Mn Counties		375.00		1 Transactions		
	9106	Cummings/Chelsea 01-257-251-0000-6339		46.46	LUNCH & DINNER 3 DAYS (CC@MI) 11/11/2024	MEALNOV11 11/13/2024	Meals (Overnight)	N
	9106	Cummings/Chelsea		46.46		1 Transactions		
	9065	Daiker/Cassie 01-257-251-0000-6335		20.01	FACILITATOR TRAINING FUEL 11/22/2024	CD1124 11/22/2024	Gas/Vehicle Fuel Charges	N
		01-257-251-0000-6339		109.36	FACILITATOR TRAINING MEALSX3 C 11/19/2024	MEALS 11/22/2024	Meals (Overnight)	N
	9065	Daiker/Cassie		129.37		2 Transactions		
	14642	Leonhardt/Jacob 01-257-255-0000-6330		46.90	MILEAGE TO HC H.S. MTG & 1 HV 11/21/2024	MINOV2024 11/21/2024	Mileage	N
	14642	Leonhardt/Jacob		46.90		1 Transactions		
	9360	Redwood Toxicology Laboratory, Inc. 01-257-267-0000-6274		264.47	DRUG TEST SUPPLIES (20PANEL) 11/13/2024	837640 11/13/2024	Drug Testing Fee	6
	9360	Redwood Toxicology Laboratory, Inc.		264.47		1 Transactions		
257	DEPT Total:			912.74	Community Corrections	6 Vendors	7 Transactions	
391	DEPT				Solid Waste			
	248	Association of Mn Counties 01-391-000-0000-6241		300.00	AMC - FALL CONFERENCE	69558	Registration Fee	N

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	<u>Account/Formula</u>	<u>Accr</u>						
248	Association of Mn Counties		300.00		1 Transactions			
391	<b>DEPT Total:</b>		300.00	<b>Solid Waste</b>		<b>1 Vendors</b>	<b>1 Transactions</b>	
601	DEPT			Extension				
89471	Aitkin Co 4-H Council							
	01-601-551-0000-5840		280.00	PLAT BOOKS 873-874, 876-880	11.30.2024		4-H Plat Book Sales	N
89471	Aitkin Co 4-H Council		280.00		1 Transactions			
10850	Carlson/David L							
	01-601-000-0000-6278		35.00	EXT MEETING		11182024	Advisory Board/Committee Per Diem	Y
				11/18/2024	11/18/2024			
	01-601-000-0000-6379		26.80	EXT MILEAGE		11182024	Extension Committee Expense(Not PerD	N
				11/18/2024	11/18/2024			
10850	Carlson/David L		61.80		2 Transactions			
9440	Dotzler/Sharon A							
	01-601-000-0000-6278		35.00	EXT MEETING		11182024	Advisory Board/Committee Per Diem	Y
				11/18/2024	11/18/2024			
9440	Dotzler/Sharon A		35.00		1 Transactions			
91345	Elvecrog/Roberta C							
	01-601-000-0000-6278		35.00	EXT MEETING		11182024	Advisory Board/Committee Per Diem	Y
				11/18/2024	11/18/2024			
91345	Elvecrog/Roberta C		35.00		1 Transactions			
12045	Janzen/Joy							
	01-601-000-0000-6278		35.00	EXT MEETING		11182024	Advisory Board/Committee Per Diem	Y
				11/18/2024	11/18/2024			
	01-601-000-0000-6379		12.06	EXT MILEAGE		11182024	Extension Committee Expense(Not PerD	N
				11/18/2024	11/18/2024			
12045	Janzen/Joy		47.06		2 Transactions			
14813	Joerger/Rebecca							
	01-601-000-0000-6278		35.00	EXT MEETING		11182024	Advisory Board/Committee Per Diem	Y
				11/18/2024	11/18/2024			
	01-601-000-0000-6379		21.44	EXT MILEAGE		11182024	Extension Committee Expense(Not PerD	N
				11/18/2024	11/18/2024			

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14813	Joerger/Rebecca	Accr	56.44		2 Transactions			
90853	Mickelson/Bonnie H 01-601-000-0000-6278		35.00	EXT MEETING 11/18/2024	11/18/2024	11182024	Advisory Board/Committee Per Diem	Y
90853	Mickelson/Bonnie H		35.00		1 Transactions			
601	DEPT Total:		550.30	Extension		7 Vendors	10 Transactions	
711	DEPT			Economic Development				
15240	AT&T Mobility (Central Serv) 01-711-000-0000-6220		44.88	ECON DEV PHONE 10/26/2024	11/25/2024	287298817699	Telephone	N
15240	AT&T Mobility (Central Serv)		44.88		1 Transactions			
8819	Mille Lacs Energy Coop-Aitkin 01-711-043-0000-6801		323,669.82	BROADBAND PAYMENT FY21 #11 04/17/2024	05/01/2024	CARE-21-0011-O-FY	CDBG-CV Broadband Grant Expenditures	N
8819	Mille Lacs Energy Coop-Aitkin		323,669.82		1 Transactions			
3195	MNCCC LOCKBOX 01-711-000-0000-6266		77.60	ECON DEV / ACROBAT PRO	2411012		Data Processing/Computer Services	N
3195	MNCCC LOCKBOX		77.60		1 Transactions			
711	DEPT Total:		323,792.30	Economic Development		3 Vendors	3 Transactions	
1	Fund Total:		424,602.24	General Fund			134 Transactions	

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2 Reserves Fund

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	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
200	DEPT			Enforcement		
	10474 Nistler/Alex					
	02-200-020-0000-6360		197.48	STARLINK/VIDEO CARD- SAR	21371-1	Sheriff Search & Rescue Reserve Expenses
	10474 Nistler/Alex		197.48		1 Transactions	
200	DEPT Total:		197.48	Enforcement	1 Vendors	1 Transactions
2	Fund Total:		197.48	Reserves Fund		1 Transactions

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3 Road &amp; Bridge

## Aitkin County

Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES



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	Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
0	DEPT				Undesignated			
	999999000	MCDONALD/JASON 03-000-000-0000-5505		500.00 <b>500.00</b>	DW DEP REF-MCDONALD CSAH 10 1 Transactions	CSAH 10	Culverts	N
	999999000	MCDONALD/JASON						
	999999000	PETERSON/RICHARD 03-000-000-0000-5505		500.00 <b>500.00</b>	DRIVEWAY DEP REF-CSAH 28 1 Transactions	CSAH 28	Culverts	N
	999999000	PETERSON/RICHARD						
0	<b>DEPT Total:</b>			<b>1,000.00</b>	<b>Undesignated</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
301	DEPT				R&B Administration			
	783	Canon Financial Services, Inc 03-301-000-0000-6342		192.60 <b>192.60</b>	CONTRACT CHARGE 1 Transactions	36192047	Office Equipment Rental/Contracts	N
	783	Canon Financial Services, Inc						
	11406	Innovative Office Solutions, LLC 03-301-000-0000-6405		223.21 <b>223.21</b>	OFFICE SUPPLIES 1 Transactions	IN4701782	Office Supplies	N
	11406	Innovative Office Solutions, LLC						
	14071	Marco Technologies LLC 03-301-000-0000-6266		190.00 <b>190.00</b>	OFFICE 365 SUBSCRIPTION 1 Transactions	INV13222800	Data Processing/Computer Services	Y
	14071	Marco Technologies LLC						
	3195	MNCCC LOCKBOX 03-301-000-0000-6266		310.40 <b>310.40</b>	R&B / ACROBAT PRO 1 Transactions	2411012	Data Processing/Computer Services	N
	3195	MNCCC LOCKBOX						
	13037	Pitney Bowes Bank Inc Reserve Acct 03-301-000-0000-6205		500.00 <b>500.00</b>	POSTAGE 1 Transactions	49775505	Postage	N
	13037	Pitney Bowes Bank Inc Reserve Acct						
	86235	The Office Shop Inc 03-301-000-0000-6360		512.81 <b>512.81</b>	CONTRACT 1 Transactions	334110-0	Services, Labor, Contracts	N
	86235	The Office Shop Inc						
301	<b>DEPT Total:</b>			<b>1,929.02</b>	<b>R&amp;B Administration</b>	<b>6 Vendors</b>	<b>6 Transactions</b>	

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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	
303	DEPT			R&B Highway Maintenance			
10365	Antoine Electric, Inc.						
	03-303-000-0000-6417		1,243.00	AITKIN SHOP	24891	Shop/Building Maintenance	N
10365	Antoine Electric, Inc.		1,243.00		1 Transactions		
86467	Auto Value Aitkin						
	03-303-000-0000-6590		208.53	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		32.99	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		27.36	REPAIR PARTS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		129.99	REPAIR PARTS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		12.54	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		12.54	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		12.54	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		12.54	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		12.54	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		12.54	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		12.54	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		128.76	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		31.70	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		63.40	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		185.10	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		32.99	REPAIR PARTS-FILTERS	ACCT 4000300	Repair & Maintenance Supplies	N
86467	Auto Value Aitkin		916.06		15 Transactions		
11895	Cargill, Incorporated						
	03-303-000-0000-6518		3,969.96	DE-ICING SALT	2910245216	De-Icing Salt	N
11895	Cargill, Incorporated		3,969.96		1 Transactions		
163	Charter Communications Holdings LLC						
	03-303-000-0000-6220		143.13	PHONE: HWY OFFICE	ACCT 175592901	Telephone	N
163	Charter Communications Holdings LLC		143.13		1 Transactions		
14887	Cintas Corporation						
	03-303-000-0000-6360		16.08	SHOP LAUDRY	4211743212	Services, Labor, Contracts	N
	03-303-000-0000-6360		63.98	SHOP LAUNDRY	4212439675	Services, Labor, Contracts	N
	03-303-000-0000-6360		16.08	SHOP LAUNDRY	4213207835	Services, Labor, Contracts	N
14887	Cintas Corporation		96.14		3 Transactions		
2763	Countrysides Sanitation, LLC						
	03-303-000-0000-6255		81.90	OCT 24 PALISADE	ACCT 91	Garbage	Y

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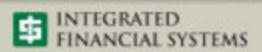
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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2763	Countryside Sanitation, LLC		81.90		1 Transactions		
7935	<b>East Central Energy</b>						
	03-303-000-0000-6254		76.31	OCT/NOV POWER-MCGRATH	35018290	Utilities-Gas and Electric	N
	03-303-000-0000-6254		56.38	OCT/NOV POWER-STREET LIGHT	35018408	Utilities-Gas and Electric	N
7935	<b>East Central Energy</b>		132.69		2 Transactions		
7060	<b>Federated Co-Ops Inc.</b>						
	03-303-000-0000-6423		453.60	MCGREGOR SHOP PROPANE	2506070	Fuel for Buildings	N
	03-303-000-0000-6423		384.34	MCGRATH SHOP PROPANE	2513193	Fuel for Buildings	N
7060	<b>Federated Co-Ops Inc.</b>		837.94		2 Transactions		
1818	<b>Glen's Sign Design</b>						
	03-303-000-0000-6516		150.00	MCGRATH SHOP	1283	Signs & Posts	Y
	03-303-000-0000-6516		120.00	E-911 STREET SIGNAGE	1285	Signs & Posts	Y
1818	<b>Glen's Sign Design</b>		270.00		2 Transactions		
1880	<b>Gravelle Plumbing &amp; Heating, Inc</b>						
	03-303-000-0000-6417		137.50	MCGREGOR SHOP	97825	Shop/Building Maintenance	N
1880	<b>Gravelle Plumbing &amp; Heating, Inc</b>		137.50		1 Transactions		
2941	<b>M R Sign Co Inc</b>						
	03-303-000-0000-6516		261.65	ADOPT-A-HWY SIGN	226486	Signs & Posts	N
2941	<b>M R Sign Co Inc</b>		261.65		1 Transactions		
10227	<b>Martz Mobile Welding &amp; Fabrication</b>						
	03-303-000-0000-6590		230.00	REPAIR LABOR	781798	Repair & Maintenance Supplies	Y
10227	<b>Martz Mobile Welding &amp; Fabrication</b>		230.00		1 Transactions		
15300	<b>MCGREGOR ACE HARDWARE</b>						
	03-303-000-0000-6590		49.16	REPAIR PARTS	46780	Repair & Maintenance Supplies	N
	03-303-000-0000-6516		25.07	SIGN SUPPLIES	47033	Signs & Posts	N
15300	<b>MCGREGOR ACE HARDWARE</b>		74.23		2 Transactions		
12927	<b>Midwest Machinery Co.</b>						
	03-303-000-0000-6590		534.97	REPAIR PARTS	10296161	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		241.67-	REPAIR PARTS	10297347	Repair & Maintenance Supplies	N
12927	<b>Midwest Machinery Co.</b>		293.30		2 Transactions		

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5917	Mike's Bobcat Service, Inc.		130.00	GRADING	NOV 24	Services, Labor, Contracts	N
5917	Mike's Bobcat Service, Inc.		130.00		1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea						
	03-303-000-0000-6254		321.93	POWER: PALISADE	185202601	Utilities-Gas and Electric	N
	03-303-000-0000-6254		70.13	169 & CSAH 3	192301001	Utilities-Gas and Electric	N
	03-303-000-0000-6254		70.00	CSAH 5	273501502	Utilities-Gas and Electric	N
	03-303-000-0000-6254		128.82	POWER: MCGREGOR	295300301	Utilities-Gas and Electric	N
	03-303-000-0000-6254		70.00	CSAH 8	300601202	Utilities-Gas and Electric	N
	03-303-000-0000-6254		70.00	CSAH 4	323200702	Utilities-Gas and Electric	N
	03-303-000-0000-6254		598.77	POWER: AITKIN	335200702	Utilities-Gas and Electric	N
	03-303-000-0000-6254		70.00	CSAH 17	336503101	Utilities-Gas and Electric	N
	03-303-000-0000-6254		77.22	169 & CSAH 28	396202201	Utilities-Gas and Electric	N
	03-303-000-0000-6254		42.40	CSAH 12	400600001	Utilities-Gas and Electric	N
	03-303-000-0000-6254		70.00	CSAH 12	465602302	Utilities-Gas and Electric	N
	03-303-000-0000-6254		65.00	CSAH 11	480900902	Utilities-Gas and Electric	N
	03-303-000-0000-6254		70.67	47 & CSAH 2	545110401	Utilities-Gas and Electric	N
3160	Mille Lacs Energy Coop-Albert Lea		1,724.94		13 Transactions		
9692	Minnesota Energy Resources Corporation						
	03-303-000-0000-6423		580.36	NAT GAS: AITKIN SHOP	0506048841-00001	Fuel for Buildings	N
9692	Minnesota Energy Resources Corporation		580.36		1 Transactions		
9179	NORTH CENTRAL INTERNATIONAL, LLC						
	03-303-000-0000-6590		1,099.94	REPAIR PARTS	R220009321:01	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		1,296.00	REPAIR LABOR	R220009321:01	Repair & Maintenance Supplies	N
	03-303-000-0000-6590		255.10	REPAIR PARTS	X220102423:01	Repair & Maintenance Supplies	N
9179	NORTH CENTRAL INTERNATIONAL, LLC		2,651.04		3 Transactions		
8446	Northern Star Coop Service						
	03-303-000-0000-6423		393.58	LP: SWATARA SHOP	16926	Fuel for Buildings	N
8446	Northern Star Coop Service		393.58		1 Transactions		
10720	Nuss Truck Group Inc						
	03-303-000-0000-6590		24.78	REPAIR PARTS	PS0158015-1	Repair & Maintenance Supplies	N
10720	Nuss Truck Group Inc		24.78		1 Transactions		
10412	O'Reilly Auto Parts						

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03-303-000-0000-6417			62.99	AITKIN SHOP SUPPLIES	1878-205875	Shop/Building Maintenance	N
03-303-000-0000-6590			7.99	REPAIR PARTS	1878-206610	Repair & Maintenance Supplies	N
<b>10412</b>	<b>O'Reilly Auto Parts</b>		<b>70.98</b>			<b>2 Transactions</b>	
14861	<b>Parman Energy Group</b>						
03-303-000-0000-6570			1,644.26	HYDRAULIC OIL	0268716-IN	Motor Fuel & Lubricants	N
03-303-000-0000-6570			1,518.00	MOTOR OIL	0268716-IN	Motor Fuel & Lubricants	N
03-303-000-0000-6570			50.68	REPAIR PARTS-DEF	0268720-IN	Motor Fuel & Lubricants	N
03-303-000-0000-6570			50.68	REPAIR PARTS-DEF	0268720-IN	Motor Fuel & Lubricants	N
03-303-000-0000-6570			50.68	REPAIR PARTS-DEF	0268720-IN	Motor Fuel & Lubricants	N
03-303-000-0000-6570			50.68	REPAIR PARTS-DEF	0268720-IN	Motor Fuel & Lubricants	N
03-303-000-0000-6570			50.68	REPAIR PARTS-DEF	0268720-IN	Motor Fuel & Lubricants	N
03-303-000-0000-6570			50.68	REPAIR PARTS-DEF	0268720-IN	Motor Fuel & Lubricants	N
03-303-000-0000-6570			120.67	REPAIR PARTS-DEF	268716D-IN	Motor Fuel & Lubricants	N
03-303-000-0000-6570			120.67	REPAIR PARTS-DEF	268716D-IN	Motor Fuel & Lubricants	N
03-303-000-0000-6570			120.66	REPAIR PARTS-DEF	268716D-IN	Motor Fuel & Lubricants	N
<b>14861</b>	<b>Parman Energy Group</b>		<b>3,777.66</b>			<b>10 Transactions</b>	
3950	<b>Public Utilities</b>						
03-303-000-0000-6254			59.18	HWY 47 & CR 12	1686-00	Utilities-Gas and Electric	N
03-303-000-0000-6254			49.81	HWY 210 W & CR 28	59455-00	Utilities-Gas and Electric	N
03-303-000-0000-6254			106.72	AITKIN SHOP: WATER	63335-00	Utilities-Gas and Electric	N
03-303-000-0000-6254			48.86	HWY 210/169 E & CR 12	63388-00	Utilities-Gas and Electric	N
<b>3950</b>	<b>Public Utilities</b>		<b>264.57</b>			<b>4 Transactions</b>	
9362	<b>TRUEMAN WELTERS, INC</b>						
03-303-000-0000-6590			1,895.42	REPAIR PARTS	IE50573.	Repair & Maintenance Supplies	N
<b>9362</b>	<b>TRUEMAN WELTERS, INC</b>		<b>1,895.42</b>			<b>1 Transactions</b>	
9642	<b>WEX BANK - Highway Dept</b>						
03-303-000-0000-6570			49.71	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
03-303-000-0000-6570			237.83	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
03-303-000-0000-6570			160.13	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
03-303-000-0000-6570			92.99	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
03-303-000-0000-6570			707.55	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
03-303-000-0000-6570			151.05	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
03-303-000-0000-6570			120.85	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
03-303-000-0000-6570			170.48	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
03-303-000-0000-6570			167.21	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
03-303-000-0000-6570			399.55	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
03-303-000-0000-6570	142.06	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N		
03-303-000-0000-6570	278.03	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N		
03-303-000-0000-6570	94.95	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N		
03-303-000-0000-6570	174.38	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N		
03-303-000-0000-6570	208.75	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N		
03-303-000-0000-6570	412.48	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N		
03-303-000-0000-6570	33.81	GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N		
03-303-000-0000-6570	53.82-	REBATE	0496-00-360070-7	Motor Fuel & Lubricants	N		
<b>9642 WEX BANK - Highway Dept</b>	<b>3,547.99</b>			<b>18 Transactions</b>			
10196 Yanmar CE NA							
03-303-000-0000-6590	976.33	REPAIR PARTS	713048	Repair & Maintenance Supplies	N		
03-303-000-0000-6590	796.97-	REPAIR PARTS	CM 715079	Repair & Maintenance Supplies	N		
<b>10196 Yanmar CE NA</b>	<b>179.36</b>			<b>2 Transactions</b>			
5295 Ziegler Inc							
03-303-000-0000-6590	175.64	REPAIR PARTS	IN001710290	Repair & Maintenance Supplies	N		
<b>5295 Ziegler Inc</b>	<b>175.64</b>			<b>1 Transactions</b>			
<b>303 DEPT Total:</b>	<b>24,103.82</b>			<b>R&amp;B Highway Maintenance</b>	<b>27 Vendors</b>	<b>93 Transactions</b>	
307 DEPT				R&B Capital Infrastructure			
29 Aitkin Co Planning & Zoning							
03-307-000-0000-6269	650.00	PLINY PIT PERMIT	61956	Professional Services	N		
<b>29 Aitkin Co Planning &amp; Zoning</b>	<b>650.00</b>			<b>1 Transactions</b>			
86222 Aitkin Independent Age							
03-307-000-0000-6230	57.37	AD FOR BID	1434484	Printing, Publishing & Adv	Y		
03-307-000-0000-6230	57.37	AD FOR BID	1434484	Printing, Publishing & Adv	Y		
<b>86222 Aitkin Independent Age</b>	<b>114.74</b>			<b>2 Transactions</b>			
5128 Widseth Smith & Nolting Inc							
03-307-000-0000-6269	9,655.00	PROFESSIONAL SERVICES	234677	Professional Services	N		
<b>5128 Widseth Smith &amp; Nolting Inc</b>	<b>9,655.00</b>			<b>1 Transactions</b>			
14998 WSB & Associates, Inc.							
03-307-000-0000-6269	21,120.08	BIT PLANT INSP/PM/MILEAGE	R-026449-000-1.	Professional Services	N		
<b>14998 WSB &amp; Associates, Inc.</b>	<b>21,120.08</b>			<b>1 Transactions</b>			

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
307	DEPT Total:		31,539.82	R&B Capital Infrastructure	4 Vendors	5 Transactions
308	DEPT			R&B Equipment & Facilities		
	8364 Towmaster					
	03-308-000-0000-6610		9,171.00	SAFETY SIGN	473544	Equipment
	8364 Towmaster		9,171.00		1 Transactions	N
308	DEPT Total:		9,171.00	R&B Equipment & Facilities	1 Vendors	1 Transactions
3	Fund Total:		67,743.66	Road & Bridge		107 Transactions

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5 Health & Human Services

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400	DEPT				Public Health Department			
	9608	AMAZON CAPITAL SERVICES (HHS only)		14.98	AGENCY-BATTERIES/COPY PAPER 11/21/2024 11/21/2024	17QJ-FY3L-FTL4	Office Supplies	N
		05-400-440-0410-6405						
		05-400-450-0451-6435		63.13	PH BUDGET-SCHOOL HLTH EVENTS 11/18/2024 11/18/2024	1JGP-XHTC-44V1	Public Health Program Related Supplies	N
	9608	AMAZON CAPITAL SERVICES (HHS only)		78.11		2 Transactions		
	1333	Dell Marketing L.P.						
		05-400-410-0413-6485		1,211.94	PH-DELL LATITUDE 5550 & DOCK 09/24/2024 09/24/2024	10773417571	Computer/Technology Supplies	N
		05-400-440-0410-6485		169.67	OSS-DELL LATITUDE 5550 & DOCK 09/24/2024 09/24/2024	10773417571	Computer/Technology Supplies	N
	1333	Dell Marketing L.P.		1,381.61		2 Transactions		
	9590	FFF Enterprises						
		05-400-400-0402-6432		574.84	VACCINE-HEP B 11/18/2024	928 11/18/2024	Vaccine Cost	N
	9590	FFF Enterprises		574.84		1 Transactions		
	14071	Marco Technologies LLC						
		05-400-440-0410-6266		133.00	OFFICE 365 SUBSCRIPTION	INV13222800	Software Fees/License Fees	Y
		05-400-440-0410-6266		19.76	OFFICE 365 SUBSCRIPTION	INV13222800	Software Fees/License Fees	Y
	14071	Marco Technologies LLC		152.76		2 Transactions		
	9692	Minnesota Energy Resources Corporation						
		05-400-440-0410-6254		68.52	GAS CHARGES 10/22/2024	0506533565-00001 11/20/2024	Utilities-Gas and Electric	N
	9692	Minnesota Energy Resources Corporation		68.52		1 Transactions		
	3195	MNCCC LOCKBOX						
		05-400-440-0410-6266		310.40	PUBLIC HEALTH / ACROBAT PRO	2411012	Software Fees/License Fees	N
		05-400-440-0410-6266		65.18	HHS SOFT / ACROBAT PRO	2411012	Software Fees/License Fees	N
	3195	MNCCC LOCKBOX		375.58		2 Transactions		
	9014	PAPER STORM						
		05-400-440-0410-6360		13.61	PAPER SHREDDING 11/19/2024	27728 11/19/2024	Services, Labor, Contracts	N

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5 Health & Human Services

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Vendor No.	Name	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9014	PAPER STORM		13.61		1 Transactions		
3950	Public Utilities 05-400-440-0410-6254		279.51	ELECTRIC CHARGES 10/16/2024	1433-00 11/16/2024	Utilities-Gas and Electric	N
3950	Public Utilities		279.51		1 Transactions		
10657	Quadient (HHS) 05-400-440-0410-6405		29.79	AGENCY-POSTAGE MTR SEALING KIT 10/03/2024	INV17502495 10/03/2024	Office Supplies	N
10657	Quadient (HHS)		29.79		1 Transactions		
4070	Riley Auto Supply 05-400-440-0410-6422		20.16	JANI - V-BELT 11/06/2024	645024 11/06/2024	Janitorial Supplies	N
4070	Riley Auto Supply		20.16		1 Transactions		
10698	Stericycle,Inc 05-400-440-0410-6360		16.86	STERI-SAFE 12/01/2024	8008976742 12/31/2024	Services, Labor, Contracts	6
10698	Stericycle,Inc		16.86		1 Transactions		
9553	Vestis 05-400-440-0410-6422		9.61	JANI- TOWELS 11/26/2024	2530342891 11/26/2024	Janitorial Supplies	N
9553	Vestis		9.61		1 Transactions		
400	DEPT Total:		3,000.96	Public Health Department	12 Vendors	16 Transactions	
420	DEPT			Income Maintenance			
9608	AMAZON CAPITAL SERVICES (HHS only) 05-420-600-4800-6405		35.31	AGENCY-BATTERIES/COPY PAPER 11/21/2024	17QJ-FY3L-FTL4 11/21/2024	Office Supplies	N
9608	AMAZON CAPITAL SERVICES (HHS only)		35.31		1 Transactions		
1333	Dell Marketing L.P. 05-420-600-4800-6485		1,211.94	IM-DELL LATITUDE 5550 & DOCK 09/24/2024	10773417571 09/24/2024	Computer/Technology Supplies	N
	05-420-600-4800-6485		399.94	OSS-DELL LATITUDE 5550 & DOCK	10773417571	Computer/Technology Supplies	N

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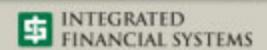
## COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	05-420-600-4800-6485		169.67	ADM-DELL LATITUDE 5550 & DOCK 09/24/2024 09/24/2024	10773417571	Computer/Technology Supplies	N
	05-420-600-4800-6485		399.94	ADM-DELL LATITUDE 5550 & DOCK 09/24/2024 09/24/2024	10773417571	Computer/Technology Supplies	N
	05-420-600-4800-6485		642.33	ADM-DELL LATITUDE 5550 & DOCK 09/24/2024 09/24/2024	10773417571	Computer/Technology Supplies	N
1333	<b>Dell Marketing L.P.</b>		<b>2,823.82</b>		<b>5 Transactions</b>		
14071	<b>Marco Technologies LLC</b>						
	05-420-600-4800-6266		266.00	OFFICE 365 SUBSCRIPTION	INV13222800	Software Fees/License Fees	Y
	05-420-600-4800-6266		50.16	OFFICE 365 SUBSCRIPTION	INV13222800	Software Fees/License Fees	Y
	05-420-640-4800-6266		76.00	OFFICE 365 SUBSCRIPTION	INV13222800	Software Fees/License Fees	Y
14071	<b>Marco Technologies LLC</b>		<b>392.16</b>		<b>3 Transactions</b>		
9692	<b>Minnesota Energy Resources Corporation</b>						
	05-420-600-4800-6254		161.51	GAS CHARGES 10/22/2024	0506533565-00001 11/20/2024	Utilities-Gas and Electric	N
9692	<b>Minnesota Energy Resources Corporation</b>		<b>161.51</b>		<b>1 Transactions</b>		
3195	<b>MNCCC LOCKBOX</b>						
	05-420-600-4800-6266		155.20	INCOME MAINT / ACROBAT PRO	2411012	Software Fees/License Fees	N
	05-420-600-4800-6266		153.65	HHS SOFT / ACROBAT PRO	2411012	Software Fees/License Fees	N
	05-420-640-4800-6266		310.40	CHILD SUPPORT / ACROBAT PRO	2411012	Software Fees/License Fees	N
3195	<b>MNCCC LOCKBOX</b>		<b>619.25</b>		<b>3 Transactions</b>		
9014	<b>PAPER STORM</b>						
	05-420-600-4800-6360		32.08	PAPER SHREDDING 11/19/2024	27728 11/19/2024	Services, Labor, Contracts	N
9014	<b>PAPER STORM</b>		<b>32.08</b>		<b>1 Transactions</b>		
3950	<b>Public Utilities</b>						
	05-420-600-4800-6254		658.85	ELECTRIC CHARGES 10/16/2024	1433-00 11/16/2024	Utilities-Gas and Electric	N
3950	<b>Public Utilities</b>		<b>658.85</b>		<b>1 Transactions</b>		
10657	<b>Quadient (HHS)</b>						
	05-420-600-4800-6405		70.22	AGENCY-POSTAGE MTR SEALING KIT 10/03/2024	INV17502495 10/03/2024	Office Supplies	N

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10657	Quadient (HHS)		70.22		1 Transactions		
4070	Riley Auto Supply 05-420-600-4800-6422		47.51	JANI - V-BELT 11/06/2024	645024 11/06/2024	Janitorial Supplies	N
4070	Riley Auto Supply		47.51		1 Transactions		
15347	St Louis County - PHHS 05-420-650-4400-6211		146.38	MTM ADMIN FEE NON-FFP 09/10/2024	IP-00027455 09/10/2024	Medical Assistance - MTM Admin	N
	05-420-650-4400-6211		236.46	MTM ADMIN FEE NON-FFP 09/24/2024	IP-00027459 09/24/2024	Medical Assistance - MTM Admin	N
15347	St Louis County - PHHS		382.84		2 Transactions		
10698	Stericycle,Inc 05-420-600-4800-6360		39.73	STERI-SAFE 12/01/2024	8008976742 12/31/2024	Services, Labor, Contracts	6
10698	Stericycle,Inc		39.73		1 Transactions		
9553	Vestis 05-420-600-4800-6422		22.64	JANI- TOWELS 11/26/2024	2530342891 11/26/2024	Janitorial Supplies	N
9553	Vestis		22.64		1 Transactions		
420	DEPT Total:		5,285.92	Income Maintenance	12 Vendors	21 Transactions	
430	DEPT 9608 AMAZON CAPITAL SERVICES (HHS only) 05-430-760-3040-6020		70.14	Social Services APS GRANT - IPAD CHARGERS 11/18/2024	13NM-7FW9-3MKQ 11/18/2024	APS Assessment/Investigation	N
	05-430-700-4800-6405		56.70	AGENCY-BATTERIES/COPY PAPER 11/21/2024	17QJ-FY3L-FTL4 11/21/2024	Office Supplies	N
	05-430-710-3190-6020		52.97	SS-COURT RELATED-TRAC PHONE 11/20/2024	1L3T-9PX4-4KH3 11/20/2024	Court Related Services & Activities	N
	05-430-700-4800-6810		59.99-	ADULUT MH INIT - FLEX TABLET 11/22/2024	1MKN-TMPG-HNKD 11/22/2024	Mh Init - Flex (418)	N
	05-430-700-4800-6405		8.48	SS-PHONE CASE (AB) 11/25/2024	1WQL-W3TD-VXXW 11/25/2024	Office Supplies	N
	05-430-760-3040-6020		63.96	APS GRANT - STYLUS PENS IPAD	1WQL-W3TD-VXXW	APS Assessment/Investigation	N

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		Accr				Paid On Bhf #		
05-430-700-4800-6405			26.98	SS-USB HEADSET (AB)	11/25/2024 11/18/2024	11/25/2024 11/18/2024	1YT3-MYGQ-43WR	Office Supplies N
<b>9608</b>	<b>AMAZON CAPITAL SERVICES (HHS only)</b>		<b>219.24</b>				<b>7 Transactions</b>	
1333	<b>Dell Marketing L.P.</b>							
05-430-700-4800-6485			2,423.88	HCBS-DELL LATITUDE 5550 & DOCK	09/24/2024 09/24/2024	10773417571	Computer/Technology Supplies	N
05-430-700-4800-6485			3,635.82	CPS-DELL LATITUDE 5550 & DOCK	09/24/2024 09/24/2024	10773417571	Computer/Technology Supplies	N
05-430-700-4800-6485			642.33	OSS-DELL LATITUDE 5550 & DOCK	09/24/2024 09/24/2024	10773417571	Computer/Technology Supplies	N
05-430-700-4800-6485			169.67	ACT-DELL LATITUDE 5550 & DOCK	09/24/2024 09/24/2024	10773417571	Computer/Technology Supplies	N
05-430-700-4800-6485			399.94	ACT-DELL LATITUDE 5550 & DOCK	09/24/2024 09/24/2024	10773417571	Computer/Technology Supplies	N
05-430-700-4800-6485			642.33	ACT-DELL LATITUDE 5550 & DOCK	09/24/2024 09/24/2024	10773417571	Computer/Technology Supplies	N
<b>1333</b>	<b>Dell Marketing L.P.</b>		<b>7,913.97</b>				<b>6 Transactions</b>	
14071	<b>Marco Technologies LLC</b>							
05-430-700-4800-6266			551.00	OFFICE 365 SUBSCRIPTION		INV13222800	Software Fees/License Fees	Y
05-430-700-4800-6266			82.08	OFFICE 365 SUBSCRIPTION		INV13222800	Software Fees/License Fees	Y
<b>14071</b>	<b>Marco Technologies LLC</b>		<b>633.08</b>				<b>2 Transactions</b>	
9692	<b>Minnesota Energy Resources Corporation</b>							
05-430-700-4800-6254			259.40	GAS CHARGES	10/22/2024	0506533565-00001	Utilities-Gas and Electric	N
9692	<b>Minnesota Energy Resources Corporation</b>		<b>259.40</b>				<b>1 Transactions</b>	
3195	<b>MNCCC LOCKBOX</b>							
05-430-700-4800-6266			543.20	SOCIAL SERVICES / ACROBAT PRO		2411012	Software Fees/License Fees	N
05-430-700-4800-6266			246.77	HHS SOFT / ACROBAT PRO		2411012	Software Fees/License Fees	N
<b>3195</b>	<b>MNCCC LOCKBOX</b>		<b>789.97</b>				<b>2 Transactions</b>	
9014	<b>PAPER STORM</b>							
05-430-700-4800-6360			51.51	PAPER SHREDDING	11/19/2024	27728	Services, Labor, Contracts	N

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Vendor No.	Name	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	1099 On Behalf of Name
Accr	Accr					Paid On Bhf #		
9014	PAPER STORM		51.51		1 Transactions			
3950	Public Utilities 05-430-700-4800-6254		1,058.16	ELECTRIC CHARGES 10/16/2024	11/16/2024	1433-00	Utilities-Gas and Electric	N
3950	Public Utilities		1,058.16		1 Transactions			
10657	Quadient (HHS) 05-430-000-0000-1205		2,000.00	POSTAGE 10/03/2024	10/03/2024	INV17502495	Postage Account	N
	05-430-700-4800-6405		112.79	AGENCY-POSTAGE MTR SEALING KIT 10/03/2024	10/03/2024	INV17502495	Office Supplies	N
10657	Quadient (HHS)		2,112.79		2 Transactions			
4070	Riley Auto Supply 05-430-700-4800-6422		76.31	JANI - V-BELT 11/06/2024	11/06/2024	645024	Janitorial Supplies	N
4070	Riley Auto Supply		76.31		1 Transactions			
10698	Stericycle,Inc 05-430-700-4800-6360		63.81	STERI-SAFE 12/01/2024	12/31/2024	8008976742	Services, Labor, Contracts	6
10698	Stericycle,Inc		63.81		1 Transactions			
9553	Vestis 05-430-700-4800-6422		36.36	JANI- TOWELS 11/26/2024	11/26/2024	2530342891	Janitorial Supplies	N
9553	Vestis		36.36		1 Transactions			
430	DEPT Total:		13,214.60	Social Services		11 Vendors	25 Transactions	
5	Fund Total:		21,501.48	Health & Human Services			62 Transactions	

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
900 DEPT				Timber Permit Bonds			
13909 AHO/GERALYN	10-900-000-0000-2300		2,595.88	REFUND BOND	14521	Timber Permit Bonds	N
13909 AHO/GERALYN			2,595.88		1 Transactions		
5791 Sappi	10-900-000-0000-2300		1,186.64	REFUND BOND	14548	Timber Permit Bonds	N
5791 Sappi			1,186.64		1 Transactions		
900 DEPT Total:			3,782.52	Timber Permit Bonds	2 Vendors	2 Transactions	
923 DEPT				Forfeited Tax Sales			
1754 Garrison Disposal Company, Inc	10-923-000-0000-6360		46.80	DISPOSE SOFA FOUND LAWLER ATV	659437	Miscellaneous-Services	N
1754 Garrison Disposal Company, Inc			46.80		1 Transactions		
9738 MACLC Treasurer - Nathan Heibel	10-923-000-0000-6240		500.00	2025 MACLC DUES 01/01/2025	112024 12/31/2025	Membership/Dues/Association Fees	N
9738 MACLC Treasurer - Nathan Heibel			500.00		1 Transactions		
14071 Marco Technologies LLC	10-923-000-0000-6266		285.00	OFFICE 365 SUBSCRIPTION	INV13222800	Data Processing/Computer Services	Y
14071 Marco Technologies LLC			285.00		1 Transactions		
3195 MNCCC LOCKBOX	10-923-000-0000-6266		232.80	LAND DEPT / ACROBAT PRO	2411012	Data Processing/Computer Services	N
3195 MNCCC LOCKBOX			232.80		1 Transactions		
3950 Public Utilities	10-923-000-0000-6254		259.07	ACLD 10/16/2024	348-00 11/16/2024	Utilities-Gas and Electric	N
3950 Public Utilities			259.07		1 Transactions		
5791 Sappi	10-923-000-0000-6820		1,043.93	REFUND OVERAPPRAISAL	14548	Refunds & Reimbursements	N
5791 Sappi			1,043.93		1 Transactions		
15229 Thompson/Dennis J							

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	10-923-000-0000-6330		59.96	GRAND RAPIDS FOR LAND COM MTG 1 Transactions	112024	Transportation/Travel/Parking	N
15229	Thompson/Dennis J		<b>59.96</b>				
10930	<b>Tidholm Productions</b>		1,148.40	TIMBER LOAD TICKET BOOKS 1 Transactions	43246661	Office Supplies	Y
10930	Tidholm Productions		<b>1,148.40</b>				
923	<b>DEPT Total:</b>		<b>3,575.96</b>	<b>Forfeited Tax Sales</b>	<b>8 Vendors</b>	<b>8 Transactions</b>	
10	<b>Fund Total:</b>		<b>7,358.48</b>	<b>Trust</b>			<b>10 Transactions</b>

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11 Forest Development

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
939	DEPT			County Surveyor		
	13934 The Tire Barn					
	11-939-000-0000-6590		58.68	2023 F150 00834 LOF	76314	Repair & Maintenance Supplies
	13934 The Tire Barn		58.68		1 Transactions	N
939	DEPT Total:		58.68	County Surveyor	1 Vendors	1 Transactions
11	Fund Total:		58.68	Forest Development		1 Transactions

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943 DEPT				Taxes And Penalties			
999999000 BORG/JONATHAN	13-943-000-0000-2001		276.00	PROPERTY TAX OVERPAYMENT - P3	3035	Cur - Property Taxes	N
999999000 BORG/JONATHAN			276.00	1 Transactions			
999999000 EICH/SHERRIE	13-943-000-0000-2001		26.00	PROPERTY TAX OVERPAYMENT - P3	3071	Cur - Property Taxes	N
999999000 EICH/SHERRIE			26.00	1 Transactions			
999999000 GROSS/DELORES	13-943-000-0000-2001		91.03	PROPERTY TAX OVERPAYMENT - P3	3036	Cur - Property Taxes	N
999999000 GROSS/DELORES			91.03	1 Transactions			
999999000 HOWARD/WAYNE	13-943-000-0000-2001		66.96	PROPERTY TAX OVERPAYMENT - P3	3068	Cur - Property Taxes	N
999999000 HOWARD/WAYNE			66.96	1 Transactions			
999999000 KLICK/LISA	13-943-000-0000-2001		21.05	PROPERTY TAX OVERPAYMENT - P3	3070	Cur - Property Taxes	N
999999000 KLICK/LISA			21.05	1 Transactions			
999999000 KLINGELHOFER/DANAH	13-943-000-0000-2001		13.84	PROPERTY TAX OVERPAYMENT - P3	3072-3073	Cur - Property Taxes	N
999999000 KLINGELHOFER/DANAH			13.84	1 Transactions			
999999000 KONOPACKI/MARKUS	13-943-000-0000-2001		11.01	PROPERTY TAX OVERPAYMENT - P3	3069	Cur - Property Taxes	N
999999000 KONOPACKI/MARKUS			11.01	1 Transactions			
999999000 LEMAY/LISA	13-943-000-0000-2001		160.64	PROPERTY TAX OVERPAYMENT - P3	3037	Cur - Property Taxes	N
999999000 LEMAY/LISA			160.64	1 Transactions			
999999000 LEMIRE/JEROME	13-943-000-0000-2001		22.11	PROPERTY TAX OVERPAYMENT - P3	3082	Cur - Property Taxes	N
999999000 LEMIRE/JEROME			22.11	1 Transactions			
999999000 O'NEIL/KORY	13-943-000-0000-2001		3,448.00	PROPERTY TAX OVERPAYMENT - P3	3040-3043	Cur - Property Taxes	N

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
999999000	O'NEIL/KORY		3,448.00		1 Transactions		
943	DEPT Total:		4,136.64	Taxes And Penalties	10 Vendors	10 Transactions	
13	Fund Total:		4,136.64	Taxes & Penalties		10 Transactions	

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	<u>Vendor No.</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099 On Behalf of Name</u>
			<u>Accr</u>						
521	DEPT				LLCC Administration				
	9562	Advanced Business Methods, Inc.							
		19-521-000-0000-6342		90.05	DECEMBER CHARGES		AR1856264	Office Equipment Rental/Contracts	N
					12/01/2024	12/31/2024			
	9562	Advanced Business Methods, Inc.		90.05		1 Transactions			
	14812	SCI Broadband/Savage Communications							
		19-521-000-0000-6220		653.85	PHONE AND INTERNET		024-033167	Telephone	N
					12/01/2024	12/31/2024			
	14812	SCI Broadband/Savage Communications		653.85		1 Transactions			
521	DEPT Total:			743.90	LLCC Administration		2 Vendors	2 Transactions	
522	DEPT				LLCC Education				
	9561	Amazon Business							
		19-522-000-0000-6431		23.48	KIDS NOISE CANCELING EAR PROTE		1G4H-7QMR-G47W	Educational Supplies	N
		19-522-000-0000-6430		15.18	MEDS FOR NURSES ROOM		1GLK-NNR6-7KYN	Medical Supplies	N
		19-522-000-0000-6430		25.11	MEDS FOR NURSES ROOM		1GLK-NNR6-7KYN	Medical Supplies	N
		19-522-000-0000-6431		21.99	BIRD FEEDER LLCF REIMBURSE		1GLK-NNR6-7KYN	Educational Supplies	N
		19-522-000-0000-6431		15.66	LAUNDRY DETERGENT FOR NURSES O		1GLK-NNR6-7KYN	Educational Supplies	N
		19-522-000-0000-6431		7.95	MATCH STRICKER STRIPS		1GLK-NNR6-7KYN	Educational Supplies	N
		19-522-000-0000-6431		29.84	STOP WATCH		1GLK-NNR6-7KYN	Educational Supplies	N
		19-522-000-0000-6431		65.98	BIRD FEEDER LLCF REIMBURSE		1GLK-NNR6-7KYN	Educational Supplies	N
	9561	Amazon Business		205.19		8 Transactions			
522	DEPT Total:			205.19	LLCC Education		1 Vendors	8 Transactions	
524	DEPT				LLCC Maintenance				
	9561	Amazon Business							
		19-524-000-0000-6590		208.80	WINDOW CLASPS		1GLK-NNR6-7KYN	Repair & Maintenance Supplies	N
	9561	Amazon Business		208.80		1 Transactions			
	11946	McGuire Mechanical							
		19-524-000-0000-6360		235.20	WALK-IN FREEZER FIX 1		34909	Services, Labor, Contracts	N
		19-524-000-0000-6360		4,440.22	WALK-IN FREEZER REPLACE		34934	Services, Labor, Contracts	N
	11946	McGuire Mechanical		4,675.42		2 Transactions			

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## COMMISSIONER'S VOUCHERS ENTRIES



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<u>Vendor No.</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
		<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
524	DEPT Total:		4,884.22	LLCC Maintenance	2 Vendors	3 Transactions
19	Fund Total:		5,833.31	Long Lake Conservation Center		13 Transactions

WLB1  
12/24  
21 Parks

4:30PM

# Aitkin County

Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES



Page 38

	<u>Vendor No.</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099 On Behalf of Name</u>
520	DEPT				Parks				
	2340	<b>Hyytinen Hardware Hank</b>							
	21-520-000-0000-6523			41.97	BULB FLOUR H-O DAYLIGHT		22623/1	Misc Bldg & Shop Supplies	N
	2340	<b>Hyytinen Hardware Hank</b>		41.97		1 Transactions			
	9354	<b>Kangas Enterprise, Inc</b>							
	21-520-000-0000-6802		Q	4,896.00	GRADING ATV TRLS/TOWNSHIP RDS	152		Trail Grants-State	N
	21-520-000-0000-6360			425.00	SNAKE RIVER CAMPGROUND PUMPING	23792		Services, Labor, Contracts	N
	9354	<b>Kangas Enterprise, Inc</b>		5,321.00		2 Transactions			
	7062	<b>Kern Excavating LLC</b>							
	21-520-000-0000-6804		Q	3,500.00	144 YD PITRUN BLIND LAKE CONNE	11325LD		State Grant - Northwoods ATV-Expense	Y
	7062	<b>Kern Excavating LLC</b>		3,500.00		1 Transactions			
	3950	<b>Public Utilities</b>							
	21-520-000-0000-6254		B	52.31	MISSISSIPPI PARK		1670-00	Utilities-Gas and Electric	N
	21-520-000-0000-6254		B	142.04	MISSISSIPPI SHOWER	10/16/2024 11/16/2024	1671-00	Utilities-Gas and Electric	N
	3950	<b>Public Utilities</b>		194.35		10/16/2024 11/16/2024	2 Transactions		
520	<b>DEPT Total:</b>			9,057.32	<b>Parks</b>		<b>4 Vendors</b>	<b>6 Transactions</b>	
21	<b>Fund Total:</b>			9,057.32	<b>Parks</b>			<b>6 Transactions</b>	

WLB1  
12/24 4:30PM  
25 Opioid Remediation Settleme

# Aitkin County

Audit List for Board

## COMMISSIONER'S VOUCHERS ENTRIES



Page 39

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>			<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
0	DEPT			Undesignated				
	10491 J. Chad Professional Training, LLC			DEPOSIT FOR TALLCOP SPEAKER		25-046	Services, Labor, Contracts	
	25-000-000-0000-6360		1,000.00	11/22/2024	11/22/2024			Y
	10491 J. Chad Professional Training, LLC		1,000.00		1 Transactions			
0	DEPT Total:		1,000.00	Undesignated		1 Vendors	1 Transactions	
25	Fund Total:		1,000.00	Opioid Remediation Settlement			1 Transactions	
	Final Total:		541,489.29		211 Vendors	345 Transactions		

# Aitkin County

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	Fund	AMOUNT	Name
	1	424,602.24	General Fund
	2	197.48	Reserves Fund
	3	67,743.66	Road & Bridge
	5	21,501.48	Health & Human Services
	10	7,358.48	Trust
	11	58.68	Forest Development
	13	4,136.64	Taxes & Penalties
	19	5,833.31	Long Lake Conservation Center
	21	9,057.32	Parks
	25	1,000.00	Opioid Remediation Settlement
All Funds		541,489.29	Total      Approved by, ..... ..... .....



# Board of County Commissioners Agenda Request



Requested Meeting Date: December 17, 2024

Title of Item: Application for Grant-in-Aid ATV trail maintenance funds

<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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
--	--	--

Submitted by: Dennis (DJ) Thompson	Department: Land
Presenter (Name and Title):	Estimated Time Needed:

**Summary of Issue:**  
The attached resolution is required to apply for the 2025 State Grant-in-Aid (GIA) maintenance funds for the Northwoods Regional ATV trail system.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Adopt resolution for 2025 ATV Trail Funding.

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

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

ADOPTED December 17, 2024

By Commissioner: xxx

**20241217-xxx**

**2025 - ALL TERRAIN VEHICLE TRAIL FUNDING**

**WHEREAS**, Local units of government can apply for State aide for trail development, maintenance, grooming and administration from the Minnesota Department of Natural Resources at the rate of 90% reimbursement of costs of grooming and maintenance, and

**WHEREAS**, Aitkin County does not have the facilities to maintain the entire trail system in Aitkin County, and

**WHEREAS**, Clubs wish to contract with the County for maintaining these trails, and

**WHEREAS**, These trails benefit the recreation, resort, tourism, industry, and economy of Aitkin County,

**NOW THEREFORE, BE IT RESOLVED**, That the Aitkin County Trail Administrator be authorized to apply for Grants-in-Aid assistance funds for All Terrain Vehicle Trail maintenance and grooming for the following trail:

Northwoods Regional ATV trail which consists of the following segments: South Soo Line, North Soo Line, Axtell ATV technical riding area, Rabey Line, Blind Lake, Redtop, Moose River Connector, Lawler, Blind Lake Connector Trail, Rat Lake Connector Trail, Hill City Connector Trail and Solana ATV Trails.

**BE IT FURTHER RESOLVED**, That the Aitkin County Trail Administrator be authorized to contract for the development, maintenance and grooming of the aforementioned trails with qualified, interested clubs.

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

**Witness my hand and seal this 17<sup>th</sup> day of December 2024**

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Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request



Requested Meeting Date: December 17, 2024

Title of Item: Soo Line Crossing Easement

<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 *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
---	---	---

Submitted by:  
Dennis (DJ) Thompson

Department:  
Land

Presenter (Name and Title):

Estimated Time Needed:

#### Summary of Issue:

Duane Swedberg is requesting an easement to cross the old Soo Line Railroad right of way for access to his property. The property is located on both sides of the old railroad line in Section 14, Township 47, Range 23 (see attached map).

Aitkin County Surveyor has reviewed the easement and has no objections.

#### Alternatives, Options, Effects on Others/Comments:

#### Recommended Action/Motion:

Adopt resolution granting a Soo Line Crossing Easement to Duane Swedberg.

#### Financial Impact:

Is there a cost associated with this request?

Yes

No

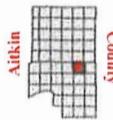
What is the total cost, with tax and shipping? \$

Is this budgeted?

Yes

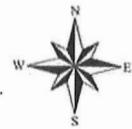
No

Please Explain:



# SPALDING T47N-R23W

1 0.5 0 1 Miles

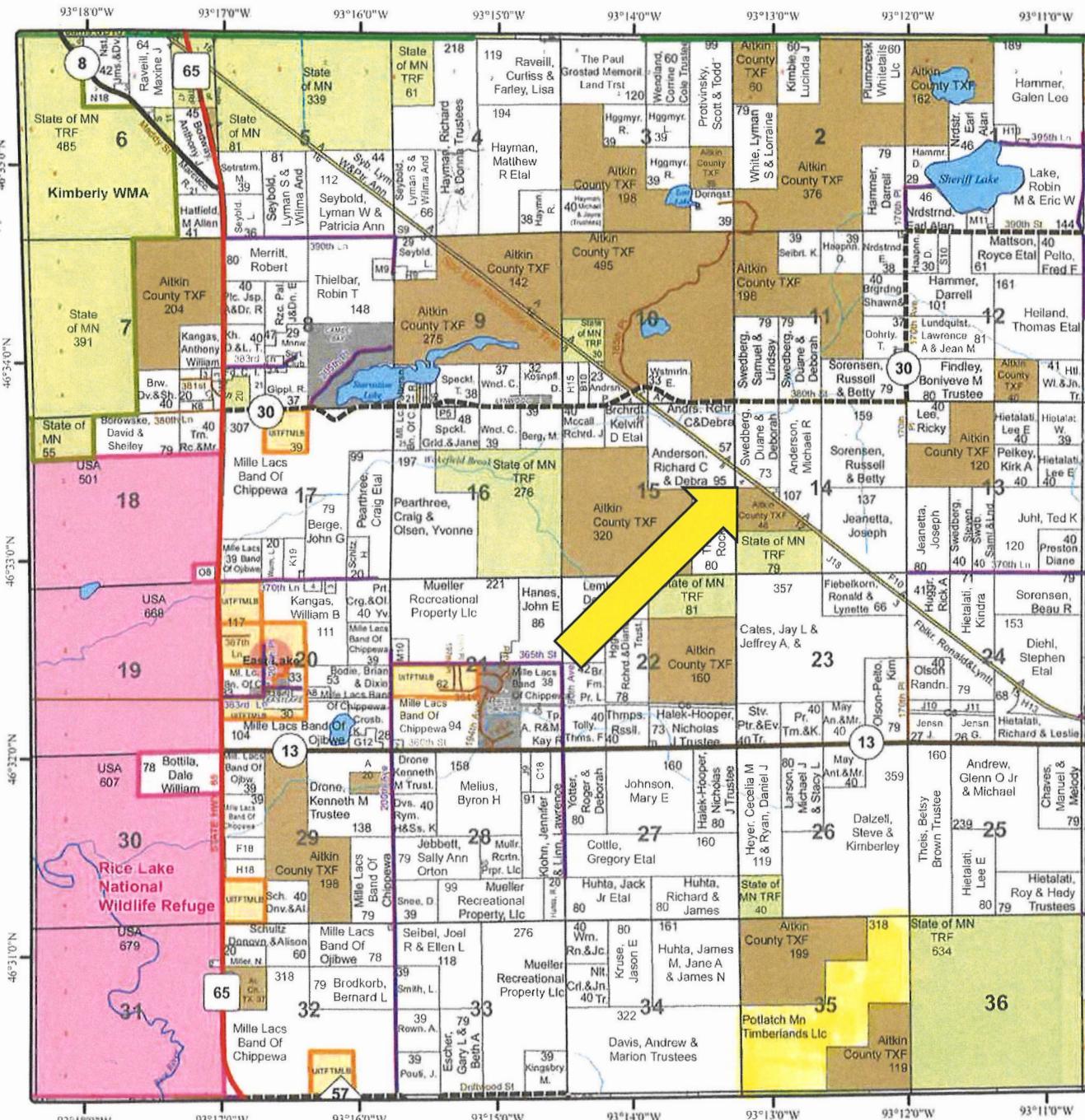


Acres shown are approximate.

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See (MC GREGOR T48N-R23W) Page 42

See (UNORGANIZED T47N-R24W) Page 35



See (RICE RIVER T46N-R23W) Page 30

**Josh Hughley**

Assistant County Veterans  
Services Officer



Government Center • 307 2nd St. NW, Rm. 114 • Aitkin, MN 56431

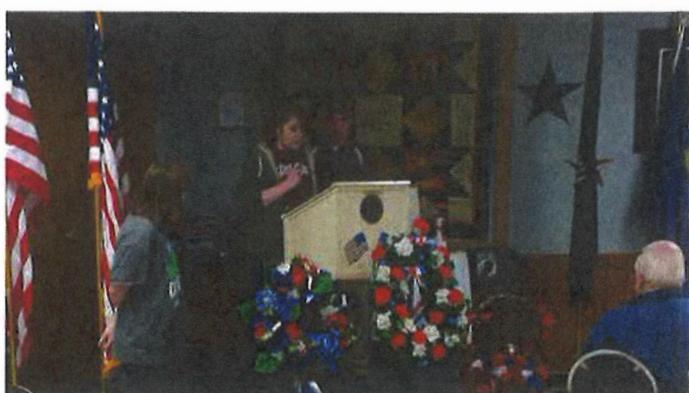
218-927-7320

218-838-1528

218-927-7309

✉ josh.hughley@co.aitkin.mn.us

🌐 www.co.aitkin.mn.us/



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

ADOPTED December 17, 2024

By Commissioner: xxx

**20241217-xxx**

**Swedberg Soo Line Crossing Easement**

**WHEREAS**, Duane Swedberg of 17809 380<sup>th</sup> Street, McGregor MN 55760, made application to obtain a crossing easement on the old Soo Line Railroad right of way for access to his property which is located on both sides of the old railroad line in Section 14, Township 47, Range 23, and to obtain an easement to use this crossing over and across the following described County fee lands, to wit:

A 66.00 foot wide easement lying over and across that part of the former right of way of the Soo Line Railroad Company's so-called Moose Lake to Schley branch line in Aitkin County, Minnesota, which lies 33.00 feet on each side of the following described line: Commencing at the northwest corner of Section 14, Township 47, Range 23, said Aitkin County; thence South 00 degrees 05 minutes 44 seconds West, bearing based on the Aitkin County Coordinate Database NAD 83, 2041.98 feet along the west line of said Section 14 to its intersection with the northerly line of said former right of way of the Soo Line Railroad Company's so-called Moose Lake to Schley branch line in Aitkin County, Minnesota; thence South 52 degrees 44 minutes 52 seconds East 865.43 feet along said northerly line of the former right of way of the Soo Line Railroad Company's so-called Moose Lake to Schley branch line in Aitkin County, Minnesota, to the point of beginning of the line to be described; thence South 37 degrees 15 minutes 08 seconds West 100.00 feet to the southerly line of said former right of way of the Soo Line Railroad Company's so-called Moose Lake to Schley branch line in Aitkin County, Minnesota, and said line there terminating. The sidelines of said easement are to be lengthened or shortened to begin on said northerly line of the former right of way of the Soo Line Railroad Company's so-called Moose Lake to Schley branch line in Aitkin County, Minnesota, and to terminate on said southerly line of the former right of way of the Soo Line Railroad Company's so-called Moose Lake to Schley branch line in Aitkin County, Minnesota.

**WHEREAS**, Said applicant will be charged a Four Hundred dollar (\$400.00) fee as appraised by the County Land Commissioner, and

**WHEREAS**, the Aitkin County Land Commissioner, after making an investigation of such application, has advised that he finds no objection to granting such easement.

**NOW THEREFORE, BE IT RESOLVED**, That pursuant to Minnesota Statutes, Section 282.04, Subd. 4, the County Auditor be and is hereby authorized to issue to Duane Swedberg, his heirs and assigns, a perpetual crossing easement to use said strip of land, if consistent with the law as in the special conditions set forth herein, over and across the before mentioned legal descriptions.

**BE IT FURTHER RESOLVED**, that said easement be granted, subject to the following terms, and conditions:

1. This crossing easement will be valid only if the property on both sides of the old Soo grade is owned by the same entity. This crossing easement is not to be used as a permanent driveway easement for the property. If at any time the two properties become owned by separate entities, this crossing easement will terminate.
2. Aitkin County manages County owned and tax-forfeited lands to produce direct and indirect revenue for the taxing districts. This management includes the harvesting and extraction of timber, gravel, minerals, and other resources. The issuing and use of this easement shall not adversely affect the management and harvesting of timber and other resources on County owned and tax forfeited land. If, for any

reason, including township or county road construction or reconstruction, the easement needs to be relocated, the county and township will not be responsible for any relocation costs.

3. Any such easement may be canceled by resolution of the County Board for any substantial breach of its terms or if at any time its continuance will conflict with public use of the land, or any part thereof, on which it is granted, after ninety (90) days written notice, addressed to the record owner of the easement at the last known address.
4. Land affected by this easement may be sold or leased for any legal purpose, but such sale or lease shall be subject to this easement and excepted from the conveyance or lease while such easement remains in force.
5. Failure to use the right of way described in this document for the purpose for which this easement is granted for a period of five years, shall result in the cancellation of this easement and any rights granted to the grantees by this easement shall cease to exist and shall revert to the grantor.
6. All Federal, State, and local laws, ordinances rules, and regulations regarding wetlands, construction of road, placement of fill material, and disposal of excavated material shall be followed and are the responsibility of the grantees.
7. Upon termination of this easement, the grantees shall promptly remove all lines, wires, poles and other personal property and restore said lands to proper condition at no cost to the lessor. If the lessee fails to do so within 60 days of termination, the lessor shall have the right to remove said personal property and restore said land in which event the lessee shall promptly reimburse the lessor for all costs incurred plus 15%.
8. Any land survey markers or monuments disturbed, moved or destroyed during the construction or maintenance of this easement area shall be replaced and restored at the expense of the applicant. If not replaced or restored by the applicant, the County may restore said monument and the applicant shall be responsible for all costs of said replacement and restoration plus 15%.

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

**Witness my hand and seal this 17<sup>th</sup> day of December 2024**

---

Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

**2N**  
Agenda Item #

**Requested Meeting Date:** Dec 17, 2024

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

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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<b>Submitted by:</b> Wendie Bright	<b>Department:</b> Auditor's Office
<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b> N/A

**Summary of Issue:**  
Approve Affidavit for Duplicate of Lost Warrant:  
Warrant #92831- Gabby Rono - March 1, 2024 - \$158.46

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Approve Affidavit for Duplicate of Lost Warrant:  
Warrant #92831- Gabby Rono - March 1, 2024 - \$158.46

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

## AITKIN COUNTY

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

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

State of Minnesota)County of Aitkin)Name: Gabby Rono

(AFFIANT'S NAME: INDIVIDUAL OR NAME OF BUSINESS)

Officer's Name: \_\_\_\_\_ Officer Title: \_\_\_\_\_  
(IF NOT BUSINESS, LEAVE BLANK)Address: 34969 383rd Pl, Aitkin MN 56431

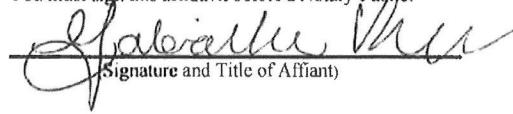
(CURRENT ADDRESS - THE ADDRESS THE NEW PAYMENT WILL BE MAILED TO)

Aitkin County Warrant Number: 92831 for Mileage for Training in St Paul  
(INSERT INVOICE OR VOUCHER INFORMATION)Issued 03/01/2024, to Gabby Rono  
(INSERT DATE OF WARRANT) (INSERT NAME ON THE ORIGINAL WARRANT)26815 US Hwy 169, Aitkin MN 56431  
(INSERT MAILING ADDRESS ON THE ORIGINAL WARRANT)In the amount of one hundred fifty eight and 46/100 + dollars (\$ 158.46) Dollars, was never received by claimant was received by claimant in the usual course of business; that \*\* NOTE: Use space to describe in detail what you did with or what happened to the warrant, giving correct names, addresses, dates, etc., in every instance.  
If additional space is required, use the reverse side.If the original warrant ever comes into claimant's possession, said warrant will be promptly returned, in the same condition as when received, to AITKIN COUNTY AUDITOR'S OFFICE, 307 2<sup>nd</sup> Street NW, Room 121, Aitkin MN 56431, and that claimant will reimburse the County for any loss which may be sustained by reason of any false statement, fault, or act on claimant's part concerning the aforesaid matter; and, that this affidavit is made for the purpose of securing the issuance of a duplicate warrant in the aforesaid amount.

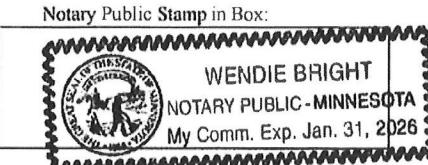
Notary Public:

Subscribed and sworn to before me this  
day of 12/3/24Wendie Bright  
NOTARY PUBLIC SIGNATURE

You must sign this affidavit before a Notary Public:

  
 Signature and Title of Affiant

(Signature and Title of Affiant)

My commission expires Jan 31, 2026STATE OF: Minnesota  
COUNTY OF: Aitkin

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



# Board of County Commissioners Agenda Request

20

Agenda Item #

Requested Meeting Date: December 17, 2024

Title of Item: Cannabis Licensing Joint Powers Agreement with Aitkin 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 *provide copy of hearing notice that was published	<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	
<b>Summary of Issue:</b> Please see the attached Joint Powers Agreement between Aitkin County and Aitkin Township.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Joint Powers Agreement between the Aitkin County and Aitkin Township.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ _____ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain: _____		

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

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

This agreement is made between the County of Aitkin and the AITKIN 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 AITKIN TOWNSHIP agree that:

1. The County of Aitkin will act in place of the AITKIN 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 AITKIN 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 AITKIN TOWNSHIP to review and certify to the Office of Cannabis Management if the business applying for a license in AITKIN TOWNSHIP complies with local zoning ordinances and, if applicable, state fire and building codes. The AITKIN 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 AITKIN 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 AITKIN 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 AITKIN 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.

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Aitkin County  
Board Chair

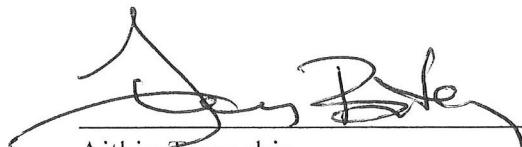
Date

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Aitkin County  
County Administration

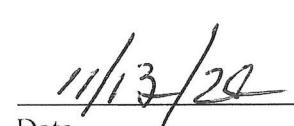
Date

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Aitkin Township  
Terry Betley, Chair

---



11/13/20  
Date



# Board of County Commissioners Agenda Request

2P

Agenda Item #

**Requested Meeting Date:** December 17, 2024

**Title of Item:** Cannabis Licensing Joint Powers Agreement with Balsam Township

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> n/a	<b>Estimated Time Needed:</b> n/a

**Summary of Issue:**  
Please see the attached Joint Powers Agreement between Aitkin County and Balsam Township.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Approve Joint Powers Agreement between the Aitkin County and Balsam Township.

**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:*

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

This agreement is made between the County of Aitkin and the Township of Balsam 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 Balsam agree that:

1. The County of Aitkin will act in place of the Township of Balsam 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 Township of Balsam 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 Balsam to review and certify to the Office of Cannabis Management if the business applying for a license in Township of Balsam complies with local zoning ordinances and, if applicable, state fire and building codes. The Township of Balsam 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 Balsam 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 Balsam. 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 Balsam 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.

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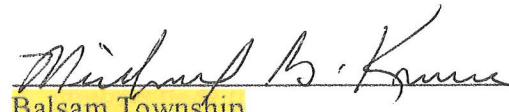
Aitkin County  
Board Chair

Date

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Aitkin County  
County Administration

Date

  
Michael B. Kuhn  
Balsam Township  
Board Chairman

11-20-24  
Date



# Board of County Commissioners Agenda Request

**2Q**

Agenda Item #

**Requested Meeting Date:** December 17, 2024

**Title of Item:** Cannabis Licensing Joint Powers Agreement with Shamrock Township

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> n/a	<b>Estimated Time Needed:</b> n/a

**Summary of Issue:**

Please see the attached Joint Powers Agreement between Aitkin County and Shamrock Township.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Approve Joint Powers Agreement between the Aitkin County and Shamrock Township.

**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:*

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

This agreement is made between the County of Aitkin and the Shamrock 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 Shamrock Township agree that:

1. The County of Aitkin will act in place of the Shamrock 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 Shamrock 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 Shamrock Township to review and certify to the Office of Cannabis Management if the business applying for a license in Shamrock Township complies with local zoning ordinances and, if applicable, state fire and building codes. The Shamrock 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 Shamrock 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 Shamrock 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 Shamrock 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.

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Aitkin County  
Board Chair

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Date

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Aitkin County  
County Administration

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Date

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Tom Meyer  
Shamrock Board Vice-Chair

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Date

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11/14/14



# Board of County Commissioners Agenda Request

2R

Agenda Item #

Requested Meeting Date: December 17, 2024

Title of Item: Cannabis Licensing Joint Powers Agreement with Turner 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 *provide copy of hearing notice that was published	<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	
<b>Summary of Issue:</b> Please see the attached Joint Powers Agreement between Aitkin County and Turner Township.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Joint Powers Agreement between the Aitkin County and Turner Township.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ _____ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain: _____		

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

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

This agreement is made between the County of Aitkin and the Town of Turner 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 Town of Turner agree that:

1. The County of Aitkin will act in place of the Town of Turner 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 Town of Turner 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 Town of Turner to review and certify to the Office of Cannabis Management if the business applying for a license in Town of Turner complies with local zoning ordinances and, if applicable, state fire and building codes. The Town of Turner 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 Town of Turner 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 Town of Turner. 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 Town of Turner 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.

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Aitkin County  
Board Chair

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Date

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Aitkin County  
County Administration

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Date

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Norman Wiese  
Turner Township Chair

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11-24-24

Date



# Board of County Commissioners Agenda Request

2S

Agenda Item #

Requested Meeting Date: December 17, 2024

Title of Item: Cannabis Licensing Joint Powers Agreement with Rice River Township

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<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	
<b>Summary of Issue:</b> Please see the attached Joint Powers Agreement between Aitkin County and Rice River Township.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Joint Powers Agreement between the Aitkin County and Rice River Township.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ _____ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain: _____		

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY  
OFAITKIN AND RICE RIVER TOWNSHIP  
FOR THE ENFORCEMENT AND REGULATION OF CANNABIS**

This agreement is made between the County of Aitkin and the Rice River 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 Rice River Township agree that:

1. The County of Aitkin will act in place of the Rice River 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.
1. The County of Aitkin is authorized to adopt, administer, and enforce within the jurisdictional limits of Rice River 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.
1. The County of Aitkin is authorized and has the consent of the Rice River Township to review and certify to the Office of Cannabis Management if the business applying for a license in Rice River Township complies with local zoning ordinances and, if applicable, state fire and building codes. The Rice River 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.
1. The County of Aitkin is authorized and has the consent of the Rice River 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.
1. 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 Rice River 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.
1. 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 Rice River 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

Aitkin County  
County Administration

Date

Date

Rice River Township  
Bob Pelto, Supervisor Chairman  
Date



11-20-24



# Board of County Commissioners Agenda Request

2T

Agenda Item #

Requested Meeting Date: December 17, 2024

Title of Item: Cannabis Licensing Joint Powers Agreement with Beaver 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 *provide copy of hearing notice that was published	<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	
<b>Summary of Issue:</b> Please see the attached Joint Powers Agreement between Aitkin County and Beaver Township.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Joint Powers Agreement between the Aitkin County and Beaver Township.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain:		

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

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

This agreement is made between the County of Aitkin and the Township of Beaver 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 Beaver agree that:

1. The County of Aitkin will act in place of the Township of Beaver 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 Beaver 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 Township of Beaver to review and certify to the Office of Cannabis Management if the business applying for a license in Beaver Township complies with local zoning ordinances and, if applicable, state fire and building codes. The Township of Beaver 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 Beaver 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 Beaver 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 Township of Beaver 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.

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Aitkin County  
Board Chair

Date

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Aitkin County  
County Administration

Date

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Beaver Township  
Board Chair Gilbert Eigsberg

Date

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11/24/24



# Board of County Commissioners Agenda Request

2U

Agenda Item #

Requested Meeting Date: December 17, 2024

Title of Item: Cannabis Licensing Joint Powers Agreement with Hill Lake Township

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<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	
<b>Summary of Issue:</b> Please see the attached Joint Powers Agreement between Aitkin County and Hill Lake Township.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Joint Powers Agreement between the Aitkin County and Hill Lake Township.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain:		

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

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

This agreement is made between the County of Aitkin and the Hill Lake 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 Hill Lake Township agree that:

1. The County of Aitkin will act in place of the Hill Lake 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 Hill Lake 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 Hill Lake Township to review and certify to the Office of Cannabis Management if the business applying for a license in Hill Lake Township complies with local zoning ordinances and, if applicable, state fire and building codes. The Hill Lake 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 Hill Lake 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 Hill Lake 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 Hill Lake 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.

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Aitkin County  
Board Chair

Date

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Aitkin County  
County Administration

Date

Duane Niesen Chair:  
Hill Lake Township

25 Nov. 2024  
Date



# Board of County Commissioners Agenda Request

2V

Agenda Item #

Requested Meeting Date: December 17, 2024

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

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<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	
<b>Summary of Issue:</b> Please see the attached Joint Powers Agreement between Aitkin County and Workman Township.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Joint Powers Agreement between the Aitkin County and Workman Township.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ _____ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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

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

This agreement is made between the County of Aitkin and the **WORKMAN 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 **WORKMAN TOWNSHIP** agree that:

1. The County of Aitkin will act in place of the **WORKMAN 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 **WORKMAN 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 **WORKMAN TOWNSHIP** to review and certify to the Office of Cannabis Management if the business applying for a license in **WORKMAN TOWNSHIP** complies with local zoning ordinances and, if applicable, state fire and building codes. The **WORKMAN 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 **WORKMAN 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 **WORKMAN 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 **WORKMAN 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.

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Aitkin County  
Board Chair

Date

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Aitkin County  
County Administration

Date

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WORKMAN TOWNSHIP  
TOWNSHIP Board Chair

Douglas W. PARIS

supervisor2@workmantownshipmn.org  
218-251-6823

Date Nov 21, 2024



# Board of County Commissioners Agenda Request

2W

Agenda Item #

Requested Meeting Date: December 17, 2024

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

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<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	
<b>Summary of Issue:</b> Please see the attached Joint Powers Agreement between Aitkin County and Hazelton Township.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Joint Powers Agreement between the Aitkin County and Hazelton Township.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ _____ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain: _____		

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

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

This agreement is made between the County of Aitkin and the Township of Hazelton 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 Hazelton agree that:

1. The County of Aitkin will act in place of the Township of Hazelton 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 Hazelton 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 Township of Hazelton to review and certify to the Office of Cannabis Management if the business applying for a license in Hazelton Township complies with local zoning ordinances and, if applicable, state fire and building codes. The Township of Hazelton 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 Hazelton 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 Hazelton 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 Township of Hazelton 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.

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Aitkin County  
Board Chair

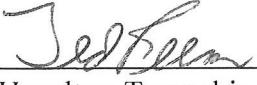
Date

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Aitkin County  
County Administration

Date

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Hazelton Township  
Ted Reem

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11-19-2024  
Date



# Board of County Commissioners Agenda Request

2X

Agenda Item #

Requested Meeting Date: December 17, 2024

Title of Item: Cannabis Licensing Joint Powers Agreement with White Pine Township

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<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	
<b>Summary of Issue:</b> Please see the attached Joint Powers Agreement between Aitkin County and White Pine Township.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Joint Powers Agreement between the Aitkin County and White Pine Township.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ _____ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain: _____		

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

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

This agreement is made between the County of Aitkin and the White Pine 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 White Pine Township agree that:

1. The County of Aitkin will act in place of the White Pine 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 White Pine 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 White Pine Township to review and certify to the Office of Cannabis Management if the business applying for a license in White Pine Township complies with local zoning ordinances and, if applicable, state fire and building codes. The White Pine 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 White Pine 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 White Pine 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 White Pine 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.

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Aitkin County  
Board Chair

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Date

---

Aitkin County  
County Administration

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Date

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Diane Stulc  
White Pine Township  
Ms. Diane Stulc – Chair Person

---

11-12-24  
Date



# Board of County Commissioners Agenda Request

2Y

Agenda Item #

Requested Meeting Date: December 17, 2024

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

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<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 Millward Township.

## Alternatives, Options, Effects on Others/Comments:

## Recommended Action/Motion:

Approve Joint Powers Agreement between the Aitkin County and Millward Township.

## 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:

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

This agreement is made between the County of Aitkin and the Township of Millward 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 Millward agree that:

1. The County of Aitkin will act in place of the Township of Millward 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 Millward 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 Township of Millward to review and certify to the Office of Cannabis Management if the business applying for a license in Millward Township complies with local zoning ordinances and, if applicable, state fire and building codes. The Township of Millward 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 Millard 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 Millward 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 Township of Millward 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

Millward Township  
Randy Anderson, Chairman

Date:

*Randy Anderson* 11/29/24



# Board of County Commissioners Agenda Request

**2Z**  
Agenda Item #

**Requested Meeting Date:** December 17, 2024

**Title of Item:** Adopt Resolution - McGregor Airport Commission Appointments

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

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b>

<b>Summary of Issue:</b> Please see attached resolution for consideration.
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<b>Alternatives, Options, Effects on Others/Comments:</b>
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<b>Recommended Action/Motion:</b> Adopt Resolution - McGregor Airport Commission Appointments
--

<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>What is the total cost, with tax and shipping? \$</i>		
<i>Is this budgeted?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Please Explain:</i>		

---

By Commissioner: xxx

**20241217-xxx**

**MCGREGOR AIRPORT COMMISSION APPOINTMENTS**

**WHEREAS**, the Aitkin County Board of Commissioners approved an Amendment to the McGregor Airport Agreement on November 26, 2024 and;

**WHEREAS**, the Amendment requires the Chairperson of the Airport Commission to recommend at-large members for appointment and reappointment to the Commission and;

**WHEREAS**, the Amendment requires the Aitkin County Board of Commissioners' approval of the recommended at-large members for appointment and reappointment and;

**WHEREAS**, the Aitkin County Board of Commissioners support approval of the recommended at-large members for appointment and reappointment as noted in Attachment 1;

**NOW THEREFORE BE IT RESOLVED**, the Aitkin County Board of Commissioners approves and reaffirms all of the recommended at-large members for appointment and reappointment to the McGregor Airport Commission as noted in Attachment 1.

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

**Witness my hand and seal this 17<sup>th</sup> day of December 2024.**

---

Jessica Seibert  
County Administrator

## McGregor Airport Commission Members

Attachment 1

First Name	Last Name	Date Appointed	Term Expiration	Representation
Bill	Bedor	1/1/2025	12/31/2027	At-Large
Jerome	Carr	7/30/2024	12/31/2027	At-Large
Tom	Steinmeuller	7/30/2024	12/31/2027	At-Large
Bob	Merritt	9/25/2024	12/31/2027	At-Large
Jeff	Budnick	7/26/2023	12/31/2025	At-Large
Brody	Schultz	Annually		City
Bret	Sample	Annually		County
John	Welle	Annually		County Engineer
Eric	Schulz	7/26/2023	12/31/2025	
	VACANT			

# MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

McGregor, Minnesota Isedor Iverson Airport Commission

AITKIN COUNTY COMMISSIONER DISTRICT 4

Minnesota Statues 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I will be finishing my term as commissioner at the end of 2024 and wish to continue in that role. I am currently serving as the commission chairman. I have a BS degree in Business Administration from the University of Minnesota Carlson School of Management and retired from Medtronic Inc. as Director of Information Technology. I am a pilot in good standing since 1967. I also act as webmaster for the airport website.

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

 10-3-2024  
Signature of Applicant Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes        No  X  

Is this application submitted at the suggestion of appointing authority? Yes  X   No       

**Please return application to the Aitkin County Administrator's office, located at  
217 2<sup>nd</sup> Street NW – Room 130, Aitkin, MN 56431**

NAME OF APPLICANT: William L. Bedor

STREET ADDRESS OF APPLICANT: 8248 Kentucky Cir PHONE NUMBERS:

Bloomington, MN 55438 DAYS 612-810-7219

EVENINGS same

For Office Use Only

Date Appointed: \_\_\_\_\_ Date of Term Expiration: \_\_\_\_\_ Term #: \_\_\_\_\_

WLB1

12/6/24

12:53PM

3 Road &amp; Bridge

# Aitkin County

**2AA**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
5462	Bremer Bank (Elan ACH)						
3	03-301-000-0000-6405		10.63	OFFICE SUPPLIES	11-15-24 STMT	Office Supplies	N
2	03-303-000-0000-6417		15.59	AITKIN SHOP SUPPLIES	11-15-24 STMT	Shop/Building Maintenance	N
4	03-303-000-0000-6417		362.38	AITKIN SHOP SUPPLIES	11-15-24 STMT	Shop/Building Maintenance	N
1	03-303-000-0000-6590		432.99	REPAIR PARTS	11-15-24 STMT	Repair & Maintenance Supplies	N
	5462 Bremer Bank (Elan ACH)		821.59		4 Transactions		
<b>3 Fund Total:</b>			<b>821.59</b>	<b>Road &amp; Bridge</b>		<b>1 Vendors</b>	<b>4 Transactions</b>
<b>Final Total:</b>			<b>821.59</b>	<b>1 Vendors</b>	<b>4 Transactions</b>		

## Aitkin County

Audit List for Board

## MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

Vendor No.	Name	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Behf #	Account/Formula Description	1099 On Behalf of Name
<b>5462 Bremer Bank (Elan ACH)</b>										
30	01-001-000-0000-6241			530.00	NACO REGISTR.-1 COMMISSIONER		0153		Registration Fee	N
31	01-053-000-0000-6360			17.09	ZOOM-SAFETY COMMITTEE MEETINGS		0153		Services, Labor, Contracts	N
13	01-200-000-0000-6335			44.56	#224 GAS		077019		Gas/Vehicle Fuel Charges	N
14	01-200-200-0000-6260			27.89	TRACFONE		077975		CI Funds	N
1	01-122-000-0000-6335			35.69	ADVANCED DESIGN TRAINING (JG)		09510282		Gas/Vehicle Fuel Charges	N
3	01-257-251-0000-6332			153.94	HOTEL (MI TRAINING TR&AW)		226		Hotel / Motel Lodging	N
					11/11/2024	11/13/2024				
2	01-257-251-0000-6332			153.94	HOTEL (MI TRAINING CC&CD)		228		Hotel / Motel Lodging	N
					11/11/2024	11/13/2024				
28	01-001-000-0000-6330			318.95	LEIVISKA-AIRPLANE TICKET TO DC		3048		Transportation/Travel/Parking	N
29	01-001-000-0000-6330			23.63	LEIVISKA-TRAVEL INSURANCE		3048		Transportation/Travel/Parking	N
17	01-200-200-0000-6265			120.00	JOLENE NOTARY		3665904		Programs	N
18	01-200-000-0000-6405			7.98	KEYS		40544		Office Supplies	N
23	01-122-000-0000-6332			462.44	SSTS TRAINING - J.GRUND		433068		Hotel / Motel Lodging	N
24	01-122-000-0000-6339			20.40	WILLYS TAVERN- J.GRUND (DINNER		433068		Meals (Overnight)	N
10	01-053-000-0000-6360			191.00	RACARIE SOFTWARE NOV-DEC 2024		4439		Services, Labor, Contracts	N
					11/01/2024	12/01/2024				
11	01-053-000-0000-6360			20.00	CHAT GPT NOV-DEC 2024		4439		Services, Labor, Contracts	N
					11/13/2024	12/13/2024				
25	01-043-000-0000-6360			45.00	REALTOR ASSOCIATION MLS		4715119300193097		Services, Labor, Contracts, GIS Mapping	N
26	01-043-000-0000-6405			45.65	ASSESSOR VEST		4715119300193097		Office Supplies	N
22	01-120-000-0000-6360			119.00	ANCESTRY NOV - MAY		498854362		Services, Labor, Contracts	N
					11/13/2024	05/12/2025				
20	01-200-000-0000-6460			153.00	#207 BADGE		678420		Deputy Supplies	N
15	01-252-252-0000-6465			29.95	CANDY, BODY WASH, SHAMPOO		777001		Inmate Welfare Supplies	N
19	01-200-000-0000-6460			31.92	#226 + EXTRA PHONE CASE		84561		Deputy Supplies	N
5	01-122-000-0000-6268			400.00	CONTINUING ED - H.EGLAND		883033		Staff Training, Development	N
4	01-122-000-0000-6268			380.00-	CANCELLATION CONT ED (HE)		883045		Staff Training, Development	N
12	01-711-000-0000-6240			53.20	CONSTANT CONTACT MONTHLY		9370		Membership/Dues/Association Fees	N
					11/05/2024	12/05/2024				
27	01-043-000-0000-6240			51.08	MN BOARD OF ASSESSORS		93725		Dues & License Renewal	N
9	01-257-251-0000-6241			59.00	TRAINING REG-CONFLICT MNGT(SA)		CMTO24-102024-13		Registration Fee	N
					11/08/2024	11/08/2024				
21	01-049-000-0000-6266			0.04	AZURESTACK NOVEMBER		G066208471		Software Fees/License Fees	N
	<b>5462 Bremer Bank (Elan ACH)</b>			<b>2,735.35</b>		<b>27 Transactions</b>				

1 Fund Total:

2,735.35

General Fund

1 Vendors

27 Transactions

WLB1  
12/6/24 12:53PM  
2 Reserves Fund

# Aitkin County



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

Page 3

Vendor No.	Name	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Behf #	Account/Formula Description	1099 On Behalf of Name
5462	Bremer Bank (Elan ACH)	Accr	608.00	DARE PINS, HOLDERS, WORKBOOKS	1 Transactions	151461		Sheriff Forfeiture Reserve Expense	N
16	02-206-018-0000-6800		<b>608.00</b>						
5462	Bremer Bank (Elan ACH)		<b>608.00</b>	Reserves Fund			1 Vendors	1 Transactions	

2 Fund Total:

WLB1  
12/6/24  
10 Trust

12:53PM

# Aitkin County



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

Page 4

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
5462	Bremer Bank (Elan ACH)						
6	10-923-000-0000-6450		1,755.25	PAINT NAIL REL TAPE NOZZLE CAP	617964-00	Field Supplies	N
7	10-923-000-0000-6450		1,550.96	PAINT	621441-00	Field Supplies	N
5462	Bremer Bank (Elan ACH)		3,306.21	2 Transactions			
<b>10 Fund Total:</b>			<b>3,306.21</b>	<b>Trust</b>		<b>1 Vendors</b>	<b>2 Transactions</b>

WLB1  
12/6/24 12:53PM  
19 Long Lake Conservation Cer

# Aitkin County



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

Page 5

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
8	5462 Bremer Bank (Elan ACH) 19-521-000-0000-6205		10.40	POSTAGE TO MAIL CANTEEN STUFF 1 Transactions	4715110303635416	Postage	N
	5462 Bremer Bank (Elan ACH)		10.40				
	<b>19 Fund Total:</b>		<b>10.40</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
	<b>Final Total:</b>		<b>6,659.96</b>	<b>4 Vendors</b>	<b>31 Transactions</b>		

**Aitkin County**

Audit List for Board

**MANUAL WARRANTS/VOIDS/CORRECTIONS**

Page 2

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Rpt Accr</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Paid On Behf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>	<u>1099</u>
5462	<b>Bremer Bank (Elan ACH)</b>								
7	05-400-440-0410-6332		40.96	ADMIN-LODGING 11/05/2024	11/07/2024			Hotel/Lodging	N
4	05-400-440-0410-6339		3.59	ADMIN-OVERNIGHT MEALS				Meals (Overnight)	N
8	05-420-600-4800-6332		96.54	ADMIN-LODGING 11/05/2024	11/07/2024			Hotel/Lodging	N
5	05-420-600-4800-6339		8.45	ADMIN-OVERNIGHT MEALS				Meals (Overnight)	N
9	05-430-700-4800-6332		155.06	ADMIN-LODGING 11/05/2024	11/07/2024			Hotel/Lodging	N
6	05-430-700-4800-6339		13.57	ADMIN-OVERNIGHT MEALS				Meals (Overnight)	N
10	05-430-700-4800-6810		120.00	MH INIT-FLEX CLOTHING 11/12/2024	11/12/2024	182000068		Mh Init - Flex (418)	N
11	05-400-450-0451-6435		761.31	PH BUDGET-CMTY PART AWARD 11/11/2024	11/11/2024	28381148		Public Health Program Related Supplies	N
1	05-400-440-0410-6266		2.80	AVAILITY - OCT '24 10/01/2024	10/31/2024	INV01261480		Software Fees/License Fees	N
2	05-420-600-4800-6266		6.60	AVAILITY - OCT '24 10/01/2024	10/31/2024	INV01261480		Software Fees/License Fees	N
3	05-430-700-4800-6266		10.60	AVAILITY - OCT '24 10/01/2024	10/31/2024	INV01261480		Software Fees/License Fees	N
5462	<b>Bremer Bank (Elan ACH)</b>		1,219.48		11 Transactions				
<b>5 Fund Total:</b>			<b>1,219.48</b>	<b>Health &amp; Human Services</b>			<b>1 Vendors</b>	<b>11 Transactions</b>	
<b>Final Total:</b>			<b>1,219.48</b>	<b>1 Vendors</b>			<b>11 Transactions</b>		

# Aitkin County

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



Page 3

<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>
	5	1,219.48	Health & Human Services
All Funds		1,219.48	Total
			Approved by, .....
			.....
			.....

# Aitkin County

<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>
	3	821.59	Road & Bridge
All Funds		821.59	Total
			Approved by, .....
			.....
			.....

# Aitkin County

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

Page 6

<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>
	1	2,735.35	General Fund
	2	608.00	Reserves Fund
	10	3,306.21	Trust
	19	10.40	Long Lake Conservation Center
	All Funds	6,659.96	Total
			Approved by, .....
			.....
			.....

Total Elan pd 11.21.24 = \$8701.03



# Board of County Commissioners Agenda Request



Requested Meeting Date: November 26, 2024

Title of Item: County On and Sunday Sale Liquor License - North Cafe, Inc.

<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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
--	--	--

Submitted by:

Christy M. Bishop

Department:

Auditor's Office

Presenter (Name and Title):

Estimated Time Needed:

## Summary of Issue:

Application for new County On and Sunday Sale Liquor License for North Cafe, Inc. – Malmo Township  
This establishment has an address of 31993 280th St., Suite B, Aitkin, MN 56431

## Alternatives, Options, Effects on Others/Comments:

## Recommended Action/Motion:

Resolution to approve new County On and Sunday Sales Liquor License for North Cafe, Inc. – Malmo Township  
This establishment has an address of 31993 280th St., Suite B, Aitkin, MN 56431

## Financial Impact:

Is there a cost associated with this request?

Yes

No

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

Is this budgeted?

Yes

No

Please Explain:

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**  
ADOPTED December 17, 2024

By Commissioner: xxx

**20241217-xxx**

**County On and Sunday Sale Liquor License - North Cafe, Inc.**

**NOW THEREFORE BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following new liquor license for a period of January 1, 2025 - December 31, 2025:

**“ON AND SUNDAY” Sale:**

Application for new County On and Sunday Sale Liquor License for North Cafe, Inc. –  
Malmo Township

This establishment has an address of 31993 280th St., Suite B, 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 17<sup>th</sup> day of December, 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 17<sup>th</sup> day of December, 2024**

---

Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request



Requested Meeting Date: December 17, 2024

Title of Item: County Liquor and 3.2% Malt Liquor Licenses for 2025

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Christy M. Bishop	<b>Department:</b> Auditor	
<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b> N/A	
<b>Summary of Issue:</b>  Applications for County Liquor Licenses for 2025 and Renewal of 3.2% Malt Liquor License Applications subject to completion of all paperwork and all signatures that are required.  (Current listing of establishments will be presented at the board meeting.)		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>  Resolution to approve Liquor Licenses, subject to completion of all documents and required signatures.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ _____ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      Please Explain: _____		

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

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**  
ADOPTED December 17, 2024

By Commissioner: xxx

**20241217-xxx**

**County Liquor Licenses 2025**

**WHEREAS**, approval of applications are subject to the completion of all paperwork in full.

**WHEREAS**, licenses are valid effective January 1, 2025 through the period ending December 31, 2025.

**NOW THEREFORE BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following liquor licenses for a period from January 1, 2025 through December 31, 2025

**“ON, “OFF” and SUNDAY” Sale:**

Bann's Bar & Café Inc., d/b/a **Bann's Bar & Café** – Shamrock Township  
This establishment has an address of 18870 Goshawk St., McGregor, MN 55760

Gabeshiwigamig Niish, LLC, d/b/a **Big Sandy Lodge & Resort** - Shamrock Township  
This establishment has an address of 20534 487<sup>th</sup> Street, McGregor, MN 55760

Castaway's LLC, d/b/a **Castaways** – Lakeside Township  
This establishment has an address of 32360 215<sup>th</sup> Lane, Isle, MN 56342

Corner Club LLC, d/b/a **Corner Club** – Macville Township  
This Establishment has an address of 60967 Highway 169, Hill City, MN 55748

Denny's Lakeview Inn LLC, d/b/a **Denny's Lakeview Inn** – Glen Township  
This establishment has an address of 33592 300<sup>th</sup> Place, Aitkin, MN 56431

Eagle Point Inc., d/b/a **Eagle Point** – Shamrock Township  
This establishment has an address of 49394 State Highway 65, McGregor, MN 55760

Ty & C, LLC, d/b/a **Fireside Inn** – Jevne Township  
This establishment has an address of 415 Meadows Dr., McGregor, MN 55760

N5 Corporation, d/b/a **Fisherman's Bay** – Workman Township  
This establishment has an address of 50933 State Highway 65, McGregor, MN 55760

Forestry Station Inc., d/b/a **Forestry Station** – Ball Bluff Township  
This establishment has an address of 67807 State Hwy 65, Jacobson, MN 55752

Hillcrest Resort McGregor LLC, d/b/a **Hillcrest Resort** – Shamrock Township  
This establishment has an address of 20612 498<sup>th</sup> Lane, McGregor, MN 55760

Pepera Properties Inc., d/b/a **Jackson's Hole** – Salo Township  
This establishment has an address of 36232 Kestrel Ave., McGregor, MN 55760

Chuhanic Inc., d/b/a **The Joint Bennettsville MN** – Hazelton Township

This establishment has an address of 26838 US Hwy 169, Aitkin, MN 56431

MacDonald Enterprises Inc., d/b/a **The Landing** – Aitkin Township

This establishment has an address of 170 Southgate Drive, Aitkin, MN 56431

Maverick Beaver Investments, LLC, d/b/a **The Sandy Beaver** – Workman Township

This establishment has an address of 51866 224<sup>th</sup> Place, McGregor, MN 55760

Minnesota National Golf Club & Resort, LLC, d/b/a **Minnesota National Golf Club & Resort** – Workman Township –

This establishment has an address of 23247 480<sup>th</sup> St., McGregor, MN 55760

Mississippi Landing, Inc d/b/a **Mississippi Landing** – Ball Bluff Township

This establishment has an address of 68298 Minnesota Highway 65 Jacobson, MN 55752

Mudflats Bar & Grill, LLC, d/b/a **Mudflats Bar & Grill** – Wealthwood Township –

This establishment has an address of 36569 State Highway 18, Aitkin, MN 56431

D & G Marklund Inc., d/b/a **Pine Inn** – Malmo Township

This establishment has an address of 27805 State Highway 47, Aitkin, MN 56431

Red Rock Bar & Grill LLC, d/b/a **Red Rock Bar & Grill** – Shamrock Township

This establishment has an address of 49463 202<sup>nd</sup> Place, McGregor, MN 55760

Round Lake Resort LLC, d/b/a **Round Lake Resort** – Shamrock Township

This establishment has an address of 16469 Goshawk Street, McGregor, MN 55760

**“OFF” Sale:**

1865 Liquor, LLC d/b/a **1865 Liquor** – Williams Township

This establishment has an address of 14072 State Highway 65 McGrath, MN 56350

DAM of Aitkin Lakes Inc., d/b/a **Farm Island Store** – Farm Island Township

This establishment has an address of 29037 US Highway 169, Aitkin, MN 56431

North Liquor Inc., d/b/a **The Glen Store & Grill** – Malmo Township

This establishment has an address of 31993 280<sup>th</sup> St., Suite A, Aitkin, MN 56431

Petry's Bait Mille Lacs, Inc. d/b/a **Lake Liquors** – Malmo Township

This establishment has an address of 22167 State Hwy 47/Suite 300, Aitkin, MN 56431

Midwest Investment, LLC, d/b/a **Mini Mart #6** – Shamrock Township

This establishment has an address of 46026 State Highway 65, McGregor, MN 55760

TJ's Liquor Inc., d/b/a **TJ's Liquor** – Malmo Township

This establishment has an address of 22039 321<sup>st</sup> Ave., Aitkin, MN 56431

McGregor Spirits LLC, d/b/a **McGregor Spirits** – Jevne Township

This establishment has an address of 41561 State Hwy 65, Suite B, McGregor, MN 55760

**“ON” & “SUNDAY” Sale:**

Zorbaz of Big Sandy Lake Inc., d/b/a **Big Zandy Zorbaz** – Shamrock Township  
This establishment has an address of 48760 State Highway 65, McGregor, MN 55760

Cocktails Drafts & Eats, Inc., d/b/a **The Craft House** – Shamrock Township  
This establishment has an address of 19037 Goshawk Street, McGregor, MN 55760

Cocktails Drafts & Eats, Inc., d/b/a **Jack’s Shack** – Rice River Township  
This establishment has an address of 29954 State Highway 56, McGregor, MN 55760

RD Experience, LLC, d/b/a **The Red Door Resort** – Wealthwood Township  
This establishment has an address of 38421 State Highway 18 Aitkin, MN 56431

**“CLUB” “ON” Sale:**

VFW 1727, d/b/a **Roberts-Glad Post** – Aitkin Township  
This establishment has an address of 36558 410th Ave., Aitkin, MN 56431

**“ON” Sale – WINE-STRONG BEER and 3.2 Malt Liquor Licenses:**

Danny J. Volk, d/b/a **Hidden Meadows Campground Bar & Grill** – Unorg 48-27 Township  
This establishment has an address of 42206 438th Ln., Aitkin, MN 56431

202 Tavern, d/b/a **202 Tavern** – Shamrock Township  
This establishment has an address of 49482 202<sup>nd</sup> Place, McGregor, MN 55760

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

Witness my hand and seal this 17th day of December, 2024

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Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request



Requested Meeting Date: December 17, 2024

Title of Item: Julie Scheid application to repurchase tax-forfeited property

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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Submitted by:  
Dennis (DJ) Thompson

Department:  
Land

Presenter (Name and Title):

Estimated Time Needed:

#### Summary of Issue:

S 282.241 allows application to repurchase tax-forfeited property by an owner/heir/mortgagee/representative of heirs of a vested interest in the property at the time of forfeiture, have the privilege to make written application to the Aitkin County Board requesting to be allowed to repurchase this property.

Julie Scheid, owner at the time of forfeiture, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcels of tax-forfeited land:

Parcel #16-1-072500  
Lot 3 Block 1 Timber Shores Sec: 29 Twp: 44 Rge: 25

Parcel #16-1-073000  
Lot 2 Block 2 Timber Shores Sec: 29 Twp: 44 Rge: 25

Property will revert to the owner at the time of forfeiture.

#### Alternatives, Options, Effects on Others/Comments:

#### Recommended Action/Motion:

Adopt resolution allowing repurchase of tax forfeited property.

#### 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:

To the Honorable Board of County Commissioners of  
Aitkin County, Minnesota.

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

Lot 3 Blk 1 and Lot 2 Blk 2 Timber Shores

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

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

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

Spouse of owner passed in 2015, Making finances challenging since that time.  
This property is a second home for me and it has been difficult to keep up with both properties financially.

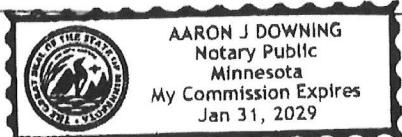
(b) That the repurchase of said land by me will promote and best serve the public interest, because  
I intend to sell the property to current neighbor or to other local interested buyers.

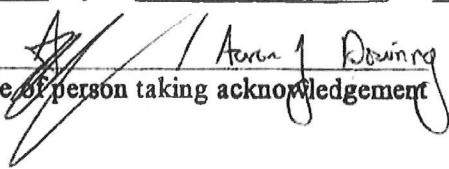
Julie Scheid  
Owner-Mortgagee-Heir-Representative of Heirs

State of Minnesota  
County of Dakota

The foregoing instrument was acknowledged before me this 23<sup>rd</sup> day of November, 2024, by

Notarial Seal



  
Signature of person taking acknowledgement

INSTRUMENT INDEX  
AND TRANSFER ENTERED

This 29 Day Apr 2016

Kate Pearson

County Auditor

Elizabeth Harmon

Deputy



A433645

Office of the County Recorder  
Aitkin County, Minnesota

I HEREBY CERTIFY THE WITHIN INSTRUMENT WAS  
FILED, AND/OR RECORDED ON 4/29/2016 9:00 AM

PACKAGE: 50674

REC FEE: \$46.00

CERTIFICATE OF REAL ESTATE  
VALUE ( ) FILED (  ) NOT  
REQUIRED CERTIFICATE OF REAL  
ESTATE VALUE NO \_\_\_\_\_

Michael T. Moriarty, Aitkin County Recorder

(Top 3 inches reserved for recording data)

---

DEED OF DISTRIBUTION

by Individual Personal Representative

NO DEED TAX DUE

DATE: 3/22, 2016

Julie A. Scheid, as Personal Representative of the Estate of Kevin M. Scheid, Decedent ("Grantor"), hereby conveys and quitclaims to Julie A. Scheid ("Grantee"), real property in Aitkin County, Minnesota, legally described as follows:

Lot 3, Block 1; and Lot 2, Block 2, Timber Shores

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

together with all hereditaments and appurtenances belonging thereto.

Grantor

By: Julie A. Scheid  
Julie A. Scheid, Personal Representative

Note: This deed should be used only for distribution.

Revised

**Taxpayer Name:** Scheid, Julie  
**Date of Calculation:** 10.17.2024      **Interest Calculation thru:** 10/31/2024  
**PID:** 16-1-072500

Year	Tax	Cost	Interest	Penalty	Total
2020	\$ 3,274.00	\$ 20.00	\$ 1,262.19	\$ 278.29	\$ 4,834.48
2021	\$ 3,228.00		\$ 887.25	\$ 274.38	\$ 4,389.63
2022	\$ 3,380.00		\$ 562.30	\$ 287.30	\$ 4,229.60
2023	\$ 3,596.00		\$ 208.07	\$ 305.66	\$ 4,109.73
2024	\$ 3,944.00		\$ -	\$ 236.64	\$ 4,180.64
<b>Total:</b>	<b>\$ 17,422.00</b>	<b>\$ 20.00</b>	<b>\$ 2,919.81</b>	<b>\$ 1,382.27</b>	<b>\$ 21,744.08</b>

Total:	\$ 21,744.08
St Deed Tax	\$ 71.76 .33% of Total with minimum of \$1.65
Forfeiture Process Cost	\$ 100.00 *\$100 but Auditor may waive.
Well Cert	
Sheriff Cost	\$ 40.00
Deed	\$ 25.00
Land Dept Cost	\$ 100.00
Recording Fee	\$ 46.00
Crt Letter Fee-Auditor	\$ 6.90
<u>Insurance</u>	\$ -
<b>Total:</b>	<b>\$ 22,133.74</b>

Revised

**Taxpayer Name:** Scheid, Julie  
**Date of Calculation:** 10.17.2024      **Interest Calculation thru:** 10/31/2024  
**PID:** 16-1-073000

Year	Tax	Cost	Interest	Penalty	Total
2020	\$ 140.00	\$ 20.00	\$ 60.74	\$ 11.90	\$ 232.64
2021	\$ 132.00		\$ 36.28	\$ 11.22	\$ 179.50
2022	\$ 132.00		\$ 21.96	\$ 11.22	\$ 165.18
2023	\$ 128.00		\$ 7.41	\$ 10.88	\$ 146.29
2024	\$ 146.00		\$ -	\$ 8.76	\$ 154.76
<b>Total:</b>	<b>\$ 678.00</b>	<b>\$ 20.00</b>	<b>\$ 126.39</b>	<b>\$ 53.98</b>	<b>\$ 878.37</b>

Total: \$ 878.37  
St Deed Tax \$ 2.90 .33% of Total with minimum of \$1.65  
Forfeiture Process Cost \$ 100.00 \*\$100 but Auditor may waive.  
Well Cert  
Sheriff Cost \$ 40.00  
Deed \$ 25.00  
Land Dept Cost \$ 100.00  
Recording Fee \$ 46.00  
Crt Letter Fee-Auditor \$ 6.90  
Insurance \$ -  
**Total:** **\$ 1,199.17**

PRINTED ON LINEMARK PAPER - HOLD TO LIGHT TO VIEW. FOR ADDITIONAL SECURITY FEATURES SEE BACK.

0009632	11-24
Office AU #	1210(8)

**PERSONAL MONEY ORDER**

0963207254

Remitter: JULIE SCHEID  
Operator I.D.: k150554

November 29, 2024

PAY TO THE ORDER OF **\*\*\*AITKIN COUNTY LAND DEPARTMENT\*\*\***

**\*\*One Hundred Twenty-Three and 11/100 -US Dollars \*\***

\*\*\$123.11\*\*

VOID IF OVER US \$ 123.11

*Julie Sc* Purchaser's Signature

Payee Address:  
Memo:  
  
WELLS FARGO BANK, N.A.  
1710 ROBERT ST S  
WEST SAINT PAUL, MN 55118  
FOR AUTOMATED CHECK VERIFICATION  
CALL: (480) 394-3122

Security Features Included.  Details on Back.

0963207254 12100024814945 782050

PRINTED ON LINEMARK PAPER - HOLD TO LIGHT TO VIEW. FOR ADDITIONAL SECURITY FEATURES SEE BACK.

0009632	11-24
Office AU #	1210(8)

**CASHIER'S CHECK**

0963207440

Remitter: JULIE SCHEID  
Operator I.D.: k150554 u737418

November 23, 2024

PAY TO THE ORDER OF **\*\*\*AITKIN COUNTY\*\*\***

**\*\*Twenty-Three Thousand Two Hundred Nine and 80/100 -US Dollars \*\***

\*\*\$23,209.80\*\*

VOID IF OVER US \$ 23,209.80

*Mac* Authorized Signature

Payee Address:  
Memo:  
  
WELLS FARGO BANK, N.A.  
1710 ROBERT ST S  
WEST SAINT PAUL, MN 55118  
FOR AUTOMATED CHECK VERIFICATION  
CALL: (480) 394-3122

Security Features Included.  Details on Back.

0963207440 12100024814861 511830

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**  
ADOPTED December 17, 2024

By Commissioner: xxx

**20241217-xxx**

**Julie Scheid Repurchase Resolution**

**WHEREAS**, Julie Scheid was the owner at the time of forfeiture. (Applicant) and,

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

Parcel #16-1-072500  
Lot 3 Block 1 Timber Shores      Sec: 29      Twp: 44      Rge: 25

Parcel #16-1-073000  
Lot 2 Block 2 Timber Shores      Sec: 29      Twp: 44      Rge: 25

**WHEREAS**, said Applicant has set forth in their application that:

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

Spouse of owner passed in 2015, making finances challenging since that time. This property is a second home for me and it has been difficult to keep up with both properties financially.

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

I intend to sell the property to current neighbor or to other local interested buyers.

**WHEREAS**, the Applicant has made payment of all delinquent taxes of properties.

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

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

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

xxx MEMBERS PRESENT

All Members Voting xxx

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

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 17<sup>th</sup> day of December 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 17<sup>th</sup> day of December 2024**

---

Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

**2AE**

Agenda Item #

**Requested Meeting Date:** December 17, 2024

**Title of Item:** Appointment for Resident HRA Commissioner

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

Teresa Smude

**Department:**

Aitkin County HRA

**Presenter (Name and Title):**

n/a

**Estimated Time Needed:**

n/a

## Summary of Issue:

Attached please find an Application for Laura Emanuel to be appointed as a resident commissioner for a five year term to the Aitkin County HRA board of commissioners. Pursuant to the Code of Federal Regulations, title 24, part 964, one of the appointments to the board is reserved exclusively for a housing tenant.

As pursuant to statute, all appointments to the HRA board must be made by the County Commissioners.

## Alternatives, Options, Effects on Others/Comments:

## Recommended Action/Motion:

Motion to approve appointment of Laura Emanuel as a resident commissioner on the Aitkin County HRA Board.

## 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:*

# MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Housing and Redevelopment Authority of Aitkin County

AITKIN COUNTY COMMISSIONER DISTRICT Resident Commissioner

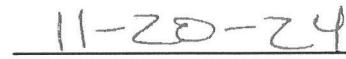
Minnesota Statues 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I have served on the HRA board of commissioners since April 2019. I have learned a lot and  
have enjoyed my time on the board. I would like to serve another term as a representative  
on the board for the residents of the Aitkin County HRA.

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.



Signature of Applicant



Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this application submitted at the suggestion of appointing authority? Yes \_\_\_\_\_ No \_\_\_\_\_

**Please return application to the Aitkin County Administrator's office, located at  
307 2<sup>nd</sup> Street NW – Room 310, Aitkin, MN 56431**

NAME OF APPLICANT: Laura Emanuel

STREET ADDRESS OF APPLICANT:

PHONE NUMBERS:

536 Gill Street, Apartment 211

DAY 763-202-5671

Hill City, MN 55748

EVENINGS Same

For Office Use Only

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

Date of Term Expiration: \_\_\_\_\_

Term #: \_\_\_\_\_

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

## Aitkin County

Audit List for Board

## AUDITOR'S VOUCHERS ENTRIES

	Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	89991	Bremer Bank						
1		01-040-000-0000-5840		0.13	Receipt Nbr 22663 11/12/2024		Misc Receipts	N
3		01-040-000-0000-5840		0.06	Receipt Nbr 22670 11/13/2024		Misc Receipts	N
4		01-040-000-0000-5840		0.13	Receipt Nbr 22675 11/14/2024		Misc Receipts	N
5		01-040-000-0000-5840		0.13	Receipt Nbr 22679 11/15/2024		Misc Receipts	N
6		01-040-000-0000-5840		0.06	Receipt Nbr 22685 11/15/2024		Misc Receipts	N
7		01-040-000-0000-5840		0.13	Receipt Nbr 22688 11/19/2024		Misc Receipts	N
8		01-040-000-0000-5840		0.06	Receipt Nbr 22692 11/19/2024		Misc Receipts	N
9		01-040-000-0000-5840		0.13	Receipt Nbr 22698 11/21/2024		Misc Receipts	N
10		01-043-000-0000-5840		0.26	Receipt Nbr 489 11/21/2024		Misc Receipts	N
11		01-043-000-0000-5840		0.26	Receipt Nbr 490 11/27/2024		Misc Receipts	N
12		01-090-000-0000-5840		0.64	Receipt Nbr 929 11/01/2024		Misc Receipts	N
13		01-090-000-0000-5840		0.64	Receipt Nbr 929 11/01/2024		Misc Receipts	N
14		01-090-000-0000-5840		0.64	Receipt Nbr 929 11/01/2024		Misc Receipts	N
15		01-090-000-0000-5840		0.64	Receipt Nbr 930 11/13/2024		Misc Receipts	N
16		01-090-000-0000-5840		1.61	Receipt Nbr 930 11/13/2024		Misc Receipts	N
17		01-090-000-0000-5840		0.64	Receipt Nbr 930 11/13/2024		Misc Receipts	N
18		01-090-000-0000-5840		0.64	Receipt Nbr 930 11/13/2024		Misc Receipts	N
19		01-090-000-0000-5840		1.61	Receipt Nbr 931 11/21/2024		Misc Receipts	N
20		01-090-000-0000-5840		1.29	Receipt Nbr 931 11/21/2024		Misc Receipts	N
21		01-090-000-0000-5840		0.64	Receipt Nbr 931 11/21/2024		Misc Receipts	N
22		01-090-000-0000-5840		1.61	Receipt Nbr 931 11/21/2024		Misc Receipts	N
23		01-100-000-0000-5840		19.05	Receipt Nbr 8363 11/08/2024		Misc Receipts	N
24		01-100-000-0000-5840		14.54	Receipt Nbr 8398 11/18/2024		Misc Receipts	N
25		01-100-000-0000-5840		0.32	Receipt Nbr 8400 11/18/2024		Misc Receipts	N
26		01-100-000-0000-5840		7.20	Receipt Nbr 8441 11/22/2024		Misc Receipts	N
27		01-100-000-0000-5840		3.02	Receipt Nbr 8444 11/25/2024		Misc Receipts	N
28		01-252-252-0000-5872		37.06	Receipt Nbr 2108 11/08/2024		Phone Card Prisoner Welfare(Taxable)	N
2		01-040-000-0000-5840		0.85	Receipt Nbr 22665 11/12/2024		Misc Receipts	N
	89991	Bremer Bank		93.99	28 Transactions			

1 Fund Total:

93.99

General Fund

1 Vendors

28 Transactions

## Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
89991	Bremer Bank						
29	03-000-000-0000-5506		1.03	Receipt Nbr 22690 11/19/2024		County Maps	N
30	03-000-000-0000-5517		2.89	Receipt Nbr 1611 11/01/2024		Charges-Individuals	N
31	03-000-000-0000-5517		2.89	Receipt Nbr 363 11/08/2024		Charges-Individuals	N
32	03-000-000-0000-5517		4.82	Receipt Nbr 363 11/08/2024		Charges-Individuals	N
33	03-000-000-0000-5517		4.82	Receipt Nbr 363 11/08/2024		Charges-Individuals	N
34	03-000-000-0000-5517		2.89	Receipt Nbr 363 11/08/2024		Charges-Individuals	N
35	03-000-000-0000-5517		2.89	Receipt Nbr 1620 11/08/2024		Charges-Individuals	N
36	03-000-000-0000-5517		2.89	Receipt Nbr 364 11/15/2024		Charges-Individuals	N
37	03-000-000-0000-5517		4.82	Receipt Nbr 364 11/15/2024		Charges-Individuals	N
38	03-000-000-0000-5517		2.89	Receipt Nbr 364 11/15/2024		Charges-Individuals	N
39	03-000-000-0000-5517		4.82	Receipt Nbr 364 11/15/2024		Charges-Individuals	N
40	03-000-000-0000-5517		2.89	Receipt Nbr 1629 11/18/2024		Charges-Individuals	N
41	03-000-000-0000-5517		2.89	Receipt Nbr 367 11/22/2024		Charges-Individuals	N
43	03-000-000-0000-5517		2.89	Receipt Nbr 1638 11/22/2024		Charges-Individuals	N
42	03-000-000-0000-5517		2.25	Receipt Nbr 367 11/22/2024		Charges-Individuals	N
67	03-303-000-0000-6570		13.54	DIESEL TAX: NOVEMBER 2024		DIESEL TAX: NOV 2 Motor Fuel & Lubricants	N
68	03-303-000-0000-6570		21.73	DIESEL TAX: NOVEMBER 2024		DIESEL TAX: NOV 2 Motor Fuel & Lubricants	N
69	03-303-000-0000-6570		18.34	DIESEL TAX: NOVEMBER 2024		DIESEL TAX: NOV 2 Motor Fuel & Lubricants	N
70	03-303-000-0000-6570		60.10	DIESEL TAX: NOVEMBER 2024		DIESEL TAX: NOV 2 Motor Fuel & Lubricants	N
71	03-303-000-0000-6570		32.17	DIESEL TAX: NOVEMBER 2024		DIESEL TAX: NOV 2 Motor Fuel & Lubricants	N
72	03-303-000-0000-6570		32.17	DIESEL TAX: NOVEMBER 2024		DIESEL TAX: NOV 2 Motor Fuel & Lubricants	N
73	03-303-000-0000-6570		29.06	DIESEL TAX: NOVEMBER 2024		DIESEL TAX: NOV 2 Motor Fuel & Lubricants	N
74	03-303-000-0000-6570		9.59	DIESEL TAX: NOVEMBER 2024		DIESEL TAX: NOV 2 Motor Fuel & Lubricants	N
75	03-303-000-0000-6570		65.18	DIESEL TAX: NOVEMBER 2024		DIESEL TAX: NOV 2 Motor Fuel & Lubricants	N
76	03-303-000-0000-6570		58.12	DIESEL TAX: NOVEMBER 2024		DIESEL TAX: NOV 2 Motor Fuel & Lubricants	N
77	03-303-000-0000-6570		51.07	DIESEL TAX: NOVEMBER 2024		DIESEL TAX: NOV 2 Motor Fuel & Lubricants	N
78	03-303-000-0000-6570		74.49	DIESEL TAX: NOVEMBER 2024		DIESEL TAX: NOV 2 Motor Fuel & Lubricants	N
79	03-303-000-0000-6570		23.94	DIESEL TAX: NOVEMBER 2024		DIESEL TAX: NOV 2 Motor Fuel & Lubricants	N
80	03-303-000-0000-6570		14.11	DIESEL TAX: NOVEMBER 2024		DIESEL TAX: NOV 2 Motor Fuel & Lubricants	N
81	03-303-000-0000-6570		28.20	DIESEL TAX: NOVEMBER 2024		DIESEL TAX: NOV 2 Motor Fuel & Lubricants	N
89991	Bremer Bank		580.38	30 Transactions			

3 Fund Total:

580.38

Road &amp; Bridge

1 Vendors

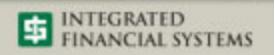
30 Transactions

KMR1  
12/9/24 9:35AM  
**10 Trust**

# Aitkin County

Audit List for Board

## AUDITOR'S VOUCHERS ENTRIES



Page 4

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
44	89991 Bremer Bank 10-923-000-0000-5260		36.99	Receipt Nbr 4452 11/13/2024 1 Transactions		FTS-Leases/Easements	N
	89991 Bremer Bank		36.99	Trust		1 Vendors	1 Transactions
	<b>10 Fund Total:</b>		<b>36.99</b>				

KMR1  
12/9/24 9:35AM  
19 Long Lake Conservation Cen

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 5

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
89991	Bremer Bank						
45	19-521-000-0000-5885		11.45	Receipt Nbr 4441 11/01/2024		Commissary Sales Taxable	N
46	19-521-000-0000-5885		0.66	Receipt Nbr 22649 11/01/2024		Commissary Sales Taxable	N
47	19-521-000-0000-5885		11.33	Receipt Nbr 22680 11/14/2024		Commissary Sales Taxable	N
48	19-521-000-0000-5885		26.85	Receipt Nbr 4455 11/18/2024		Commissary Sales Taxable	N
50	19-521-000-0000-5885		17.24	Receipt Nbr 4457 11/18/2024		Commissary Sales Taxable	N
51	19-521-000-0000-5885		3.54	Receipt Nbr 4457 11/18/2024		Commissary Sales Taxable	N
52	19-521-000-0000-5885		7.46	Receipt Nbr 4457 11/18/2024		Commissary Sales Taxable	N
53	19-521-000-0000-5885		3.06	Receipt Nbr 22705 11/25/2024		Commissary Sales Taxable	N
49	19-521-000-0000-5885		89.00	Receipt Nbr 4456 11/18/2024		Commissary Sales Taxable	N
89991	Bremer Bank		170.59	9 Transactions			
<b>19 Fund Total:</b>			<b>170.59</b>	<b>Long Lake Conservation Center</b>	<b>1 Vendors</b>	<b>9 Transactions</b>	

KMR1  
12/9/24  
21 Parks

9:35AM

# Aitkin County

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



Page 6

<u>Vendor No.</u>	<u>Name</u>	<u>Rpt</u>	<u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Paid On Bhf #</u>	<u>Account/Formula Description</u>	<u>1099 On Behalf of Name</u>
89991	Bremer Bank									
54	21-520-000-0000-5510			5.79	Receipt Nbr 4442 11/01/2024				Co. Parks Campground Fees	N
55	21-520-000-0000-5510			5.79	Receipt Nbr 4449 11/07/2024				Co. Parks Campground Fees	N
56	21-520-000-0000-5510			3.86	Receipt Nbr 4462 11/22/2024				Co. Parks Campground Fees	N
57	21-520-000-0000-5510			7.72	Receipt Nbr 4462 11/22/2024				Co. Parks Campground Fees	N
58	21-520-000-0000-5510			2.57	Receipt Nbr 4462 11/22/2024				Co. Parks Campground Fees	N
59	21-520-000-0000-5510			2.57	Receipt Nbr 4462 11/22/2024				Co. Parks Campground Fees	N
60	21-520-000-0000-5510			0.64	Receipt Nbr 4462 11/22/2024				Co. Parks Campground Fees	N
61	21-520-000-0000-5510			1.48	Receipt Nbr 4462 11/22/2024				Co. Parks Campground Fees	N
62	21-520-000-0000-5510			6.43	Receipt Nbr 4462 11/22/2024				Co. Parks Campground Fees	N
63	21-520-000-0000-6254			9.61	Warr Nbr 94778 11/22/2024				Utilities-Gas and Electric	N
64	21-520-000-0000-6450			2.89	Warr Nbr 12270 11/08/2024				Field Supplies	N
65	21-520-000-0000-6450			9.63	Warr Nbr 94640 11/08/2024				Field Supplies	N
66	21-520-000-0000-6450			2.88	Warr Nbr 94643 11/08/2024				Field Supplies	N
89991	Bremer Bank			61.86		13 Transactions				
<b>21 Fund Total:</b>				<b>61.86</b>		<b>Parks</b>		<b>1 Vendors</b>		<b>13 Transactions</b>
<b>Final Total:</b>				<b>943.81</b>		<b>5 Vendors</b>		<b>81 Transactions</b>		

# Aitkin County

Audit List for Board      AUDITOR'S VOUCHERS ENTRIES

<b>Recap by Fund</b>	<b>Fund</b>	<b>AMOUNT</b>	<b>Name</b>
	1	93.99	General Fund
	3	580.38	Road & Bridge
	10	36.99	Trust
	19	170.59	Long Lake Conservation Center
	21	61.86	Parks
All Funds		943.81	Total      Approved by, ..... ..... .....



# Board of County Commissioners Agenda Request

2AG

Agenda Item #

Requested Meeting Date: December 17, 2024

Title of Item: Authorize County Administrator to Approve Year End Matters

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<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):	Estimated Time Needed:

**Summary of Issue:**  
Requesting Board authorization to allow the County Administrator to approve miscellaneous year-end matters. This may include trailing liquor licenses, manual warrants, and other miscellaneous items.  
These items will be presented to the Board at the first meeting in January for acknowledgment.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Authorize the County Administrator to approve miscellaneous year-end matters.

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



# Board of County Commissioners Agenda Request

**2AH**  
Agenda Item #

**Requested Meeting Date:** 12/17/2024

**Title of Item:** Approve Affidavit for Duplicate of Lost Warrant - Hoppe

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

<b>Submitted by:</b> Sara Math	<b>Department:</b> ACHHS Accounting
-----------------------------------	--

<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b> N/A
---	--------------------------------------

**Summary of Issue:**

Approve affidavit for Duplicate of Lost Municipal Order or Warrant:

Joel Hoppe, warrant number 114021 dated September 13, 2024, in the amount of \$80.43.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Approve affidavit for Duplicate of Lost Municipal Order or Warrant:

Joel Hoppe, warrant number 114021 dated September 13, 2024, in the amount of \$80.43.

+

**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:*

STATE OF MINNESOTA, )  
County of Aitkin ) ss. Joel Hoppe  
,

Being duly sworn, on oath says; that he/she is the owner of a certain warrant

Dated the 13th day of September 2024, Numbered 114021

Issued by Aitkin County Health and Human Services to

Joel Hoppe in the sum of

\$ 80.43, has been Lost or Destroyed in the manner following, to-wit:  
(“Lost” or “Destroyed”)

Lost check.

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

Client Signature\* Joel Hoppe \*

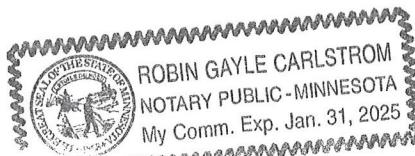
Subscribed and sworn to before me this

3rd day of December, 2024.

Robin Gayle Carlstrom

Notary Public Aitkin County, Minnesota

My Commission Expires 1-31-2025





# Board of County Commissioners Agenda Request

Requested Meeting Date: 12-17-24

2AI  
Agenda Item #

Title of Item: Award Contract 20255

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

**Submitted by:**

John Welle

**Department:**

Highway

**Presenter (Name and Title):**

NA

**Estimated Time Needed:**

NA

**Summary of Issue:**

Bids were opened on Monday, December 9, 2024 for Contract No. 20255 which includes CP 001-090-044 - maintenance crack sealing on portions of CH 2, 12, 13 and 38.

As shown on the attached abstract of bids, five bids were received with Lot Pros Inc. - Fergus Falls, MN submitting the low bid in the amount of \$144,865.550. With the cost of this contract estimated at \$106,530.00 the low bid is 35.99% above the estimated amount. Note that the estimated cost was unreasonably low and should have been approximately \$13,000 higher than the estimated \$106,530.00 amount, based on previous years' bid amounts for this type of work.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Award Contract 20255 to Lot Pros Inc. by attached resolution.

**Financial Impact:**

*Is there a cost associated with this request?*

Yes

No

*What is the total cost, with tax and shipping?* \$ 144,865.50

*Is this budgeted?*

Yes

No

*Please Explain:*

\$120,000 was budgeted for this project in 2025.

Aitkin County  
Bid Abstract

Project Name: 2025 Crack Sealing  
Bid Opening: December 9, 2024, at 2:00 PM

Contract: 20255  
Project Number: CP 001-090-044

Project: CP 001-090-044 Crack Sealing						Lot Pros Inc. - Fergus Falls, MN			Northwest Asphalt & Maintenance - Thief River Falls, MN			American Pavement Solutions, Inc. - Green Bay, WI			Asphalt Surface Technologies Corp. - St. Cloud, MN			Fahrner Asphalt Sealers, LLC - Eau Claire, WI		
Line Number	Description	Unit	Quantity	Estimated Price	Estimated Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total			
CSAH 2 from TH 47 to TH 65																				
1	2021.501 MOBILIZATION	LS	1	\$800.00	\$800.00	\$500.00	\$500.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00			
2	2331.619 SEAL BITUMINOUS PAVEMENT CRACKS	RDST	653.7	\$77.00	\$50,334.90	\$100.00	\$65,370.00	\$110.00	\$71,907.00	\$131.00	\$85,634.70	\$162.00	\$105,899.40	\$174.90	\$114,332.13					
3	2563.601 TRAFFIC CONTROL	LS	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$400.00	\$400.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00			
TOTAL CSAH 2 from TH 47 to TH 65					\$52,134.90		\$66,370.00		\$76,907.00		\$87,634.70		\$108,299.40		\$121,832.13					
CSAH 12 from TH 47 to US Hwy 169																				
4	2021.501 MOBILIZATION	LS	1	\$800.00	\$800.00	\$500.00	\$500.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00			
5	2331.619 SEAL BITUMINOUS PAVEMENT CRACKS	RDST	29.6	\$77.00	\$2,279.20	\$120.00	\$3,552.00	\$110.00	\$3,256.00	\$131.00	\$3,877.60	\$162.00	\$4,795.20	\$174.90	\$5,177.04					
6	2563.601 TRAFFIC CONTROL	LS	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$400.00	\$400.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00			
TOTAL CSAH 12 from TH 47 to US Hwy 169					\$4,079.20		\$4,552.00		\$8,256.00		\$5,877.60		\$7,195.20		\$12,677.04					
CSAH 13																				
7	2021.501 MOBILIZATION	LS	1	\$800.00	\$800.00	\$500.00	\$500.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00			
8	2331.619 SEAL BITUMINOUS PAVEMENT CRACKS	RDST	284.6	\$77.00	\$21,914.20	\$100.00	\$28,460.00	\$110.00	\$31,306.00	\$131.00	\$37,282.60	\$162.00	\$46,105.20	\$174.90	\$49,776.54					
9	2563.601 TRAFFIC CONTROL	LS	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$400.00	\$400.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00			
TOTAL CSAH 13					\$23,714.20		\$29,460.00		\$36,306.00		\$39,282.60		\$48,505.20		\$57,276.54					
CSAH 38																				
10	2021.501 MOBILIZATION	LS	1	\$800.00	\$800.00	\$500.00	\$500.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00			
11	2331.619 SEAL BITUMINOUS PAVEMENT CRACKS	RDST	322.1	\$77.00	\$24,801.70	\$135.00	\$43,483.50	\$110.00	\$35,431.00	\$131.00	\$42,195.10	\$162.00	\$52,180.20	\$174.90	\$56,335.29					
12	2563.601 TRAFFIC CONTROL	LS	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$400.00	\$400.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00			
TOTAL CSAH 38					\$26,601.70		\$44,483.50		\$40,431.00		\$44,195.10		\$54,580.20		\$63,835.29					
Totals for Project CP 001-090-044/Contract 20255					\$106,530.00		\$144,865.50		\$161,900.00		\$176,990.00		\$218,580.00		\$255,621.00					
% of Estimate for Project CP 001-090-044/Contract 20255							35.99%		51.98%		66.14%		105.18%		139.95%					

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

Certified By: John Welle License No. 24340  
Date: 12-10-24

Digital signature by John Welle  
Date: 2024-12-10 12:02:14

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**  
ADOPTED December 17, 2024

---

By Commissioner: xxx

**20241217-xxx**

**Award Contract 20255**

**WHEREAS**, Contract No. 20255 is for construction of CP 001-090-044, and

**WHEREAS**, sealed bids were opened for this project at 2:00 p.m. on Monday, December 9, 2024 with a total of five bids received, and

**WHEREAS**, Lot Pros Inc. – Fergus Falls, MN - was the lowest responsible bidder in the amount of \$144,865.50.

**NOW THEREFORE, BE IT RESOLVED**, that Lot Pros Inc. be awarded Contract 20255.

**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 17<sup>th</sup> day of December 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 17th day of December 2024**

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Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request



Requested Meeting Date: December 17, 2024

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

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> n/a	<b>Estimated Time Needed:</b> n/a

## Summary of Issue:

Please see the attached Joint Powers Agreement between Aitkin County and Idun Township.

## Alternatives, Options, Effects on Others/Comments:

## Recommended Action/Motion:

Approve Joint Powers Agreement between the Aitkin County and Idun Township.

## 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:*

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

This agreement is made between the County of Aitkin and the **Township of Idun** 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 Idun** agree that:

1. The County of Aitkin will act in place of the **Township of Idun** 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 **Township of Idun** 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 Idun** to review and certify to the Office of Cannabis Management if the business applying for a license in **Township of Idun** complies with local zoning ordinances and, if applicable, state fire and building codes. The **Township of Idun** 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 Idun** 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 Idun**. 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 Idun** 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.

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Aitkin County  
Board Chair

Date

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Aitkin County  
County Administration

Date

  
\_\_\_\_\_  
Township of Idun  
Laura Dunphy, Board Chair

12-9-24  
Date



# Board of County Commissioners Agenda Request



Requested Meeting Date: December 17, 2024

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

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<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	
<b>Summary of Issue:</b> Please see the attached Joint Powers Agreement between Aitkin County and Seavey Township.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Joint Powers Agreement between the Aitkin County and Seavey Township.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ _____ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain: _____		

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

This agreement is made between the County of Aitkin and the **Township of Seavey** 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 Seavey** agree that:

1. The County of Aitkin will act in place of the **Township of Seavey** 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 **Township of Seavey** 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 Seavey** to review and certify to the Office of Cannabis Management if the business applying for a license in **Township of Seavey** complies with local zoning ordinances and, if applicable, state fire and building codes. The **Township of Seavey** 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 Seavey** 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 Seavey**. 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 Seavey** 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.

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Aitkin County  
Board Chair

Date

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Aitkin County  
County Administration

Date

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*Harold Harms*  
Township of Seavey  
Harold Harms, Board Chair

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*12/9/2024*  
Date



# Board of County Commissioners Agenda Request

Requested Meeting Date: December 17, 2024

**2AL**  
Agenda Item #

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

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

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Approve Joint Powers Agreement between the Aitkin County and Haugen Township.

**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:

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

This agreement is made between the County of Aitkin and the Township of Haugen 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 Haugen agree that:

1. The County of Aitkin will act in place of the Township of Haugen 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.
1. The County of Aitkin is authorized to adopt, administer, and enforce within the jurisdictional limits of Township of Haugen 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.
1. The County of Aitkin is authorized and has the consent of the Township of Haugen to review and certify to the Office of Cannabis Management if the business applying for a license in Township of Haugen complies with local zoning ordinances and, if applicable, state fire and building codes. The Township of Haugen 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.
1. The County of Aitkin is authorized and has the consent of the Township of Haugen 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.
1. 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 Haugen. 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 Haugen 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

Aitkin County  
County Administration

Date

Date

Mark Johnson  
Haugen Township  
Township Board Chair  
Date

10-21-2024



# Board of County Commissioners Agenda Request



Requested Meeting Date: December 17, 2024

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

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<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	
<b>Summary of Issue:</b> Please see the attached Joint Powers Agreement between Aitkin County and Cornish Township.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Joint Powers Agreement between the Aitkin County and Cornish Township.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ _____ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain: _____		

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

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

This agreement is made between the County of Aitkin and CORNISH 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 CORNISH TOWNSHIP agree that:

1. The County of Aitkin will act in place of CORNISH 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 CORNISH 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 CORNISH TOWNSHIP to review and certify to the Office of Cannabis Management if the business applying for a license in CORNISH TOWNSHIP complies with local zoning ordinances and, if applicable, state fire and building codes. The 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 CORNISH 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 CORNISH 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 CORNISH 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.

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Aitkin County  
Board Chair

Date

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Aitkin County  
County Administration

Date

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*Ray South*  
CORNISH TOWNSHIP  
TOWNSHIP BOARD CHAIR

12-3-24

Date



# Board of County Commissioners Agenda Request



Requested Meeting Date: December 17, 2024

Title of Item: Cannabis Licensing Joint Powers Agreement with Lakeside 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 *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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**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 Lakeside Township.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Approve Joint Powers Agreement between the Aitkin County and Lakeside Township.

**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:

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY  
OF AITKIN AND [LAKESIDE TOWNSHIP]  
FOR THE ENFORCEMENT AND REGULATION OF CANNABIS**

This agreement is made between the County of Aitkin and the [LAKESIDE 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 [LAKESIDE TOWNSHIP] agree that:

1. The County of Aitkin will act in place of the [LAKESIDE 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 [LAKESIDE 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 [LAKESIDE TOWNSHIP] to review and certify to the Office of Cannabis Management if the business applying for a license in [LAKESIDE TOWNSHIP] complies with local zoning ordinances and, if applicable, state fire and building codes. The [LAKESIDE 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 [LAKESIDE 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 [LAKESIDE 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 Lakeside Township 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.

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Aitkin County  
Board Chair

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Date

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Aitkin County  
County Administration

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Date

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Lakeside Township]  
[Stanly Miller TOWNSHIP Board  
Chair]

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11/14/14  
Date



# Board of County Commissioners Agenda Request

Requested Meeting Date: December 17, 2024

**2AO**  
Agenda Item #

Title of Item: 224 Squad-Trade in

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input checked="" 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 type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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**Submitted by:**  
Sheriff Dan Guida **Department:**  
Aitkin County Sheriff's Office

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

## Summary of Issue:

The Aitkin County Sheriff's Office would like to trade in a high mileage 2020 Dodge Ram 1500 truck and purchase a 2021 Jeep Grand Cherokee from Aitkin Motors. This vehicle is used as an undercover squad by Sgt/VCET Commander Payment.

(See attached quote w/ trade in value)

County Administrator has previously approved in accordance with the Procurement Policy

## Alternatives, Options, Effects on Others/Comments:

## Recommended Action/Motion:

## Financial Impact:

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ 12,547.50

Is this budgeted?  Yes  No Please Explain:

Stock #: S12117

VIN 1C4RJFBG8MC569796

Deal#: 0000000

December 4, 2024

## 2021 JEEP GRAND CHEROKEE

### AITKIN CO SHERIFF

Phone: 2189277400

Email:

#### Sale Information

Selling Price	\$26,800.00
Accessories	\$0.00
Rebates	\$0.00
Service Contract	\$0.00
Gap	\$0.00
Net Trade	\$14,500.00
Fees	\$247.50

#### Trade Information

Trade Allowance	\$14,500.00
Trade Payoff	\$0.00
Net Trade	\$14,500.00

#### Cash Option

Balance Due Of

Sales Tax

\$12,547.50

\$0.00

#### Finance Option

Initial Investment

#### Lease Option

Initial Investment

Please submit this worksheet to management for review. I understand 1) This worksheet is neither an offer nor a contract and is not binding on the customer or the dealership. 2) No offer to purchase any vehicle is binding until accepted in writing by an authorized sales manager and 3) Sales consultants cannot obligate or bind the customer or the dealership.

I hereby authorize the dealership to conduct an investigation of my credit and employment history and release such information to banks, lenders and credit agencies.

Customer signature:

Dealership Approval:



# Board of County Commissioners Agenda Request

3A

Agenda Item #

Requested Meeting Date: December 17, 2024

Title of Item: H&HS Building Remodel

<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 *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Sarah Pratt	Department: H&HS	
Presenter (Name and Title): Sarah Pratt, Director and Jim Bright	Estimated Time Needed: 10 minutes	
<b>Summary of Issue:</b>  The Board has previously directed that the H&HS Building be reviewed for renovation. Bonding money has been received from the Legislature with a match from H&HS. H&HS and Jim Bright have been working with an architectural firm to develop a building draft which is close to being finalized (attached). The draft was brought to Facilities Committee and the decision from the committee was to bring the draft and proposed budget (attached) to the board for review. At this time, approval is needed to hire Widseth to move forward with developing prints and bidding the project.		
<b>Alternatives, Options, Effects on Others/Comments:</b>        		
<b>Recommended Action/Motion:</b> Recommend the Board approve the contract with Widseth.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 248,200 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:  Eight and a half percent (8.5) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 4.4. - Schematic design services totaling \$40,800.00, completed under a previous contract, shall be deducted from this fee.		

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

**NOT FOR CONSTRUCTION**

ATKIN COUNTY HUMAN SERVICES REMODEL

CITY OF AITKIN, MN  
204 1ST ST NW, AITKIN, MN 56431

FLOOR PLANS - BASEMENT & FIRST FLOOR

SHEET NO.  
**SD1.0**

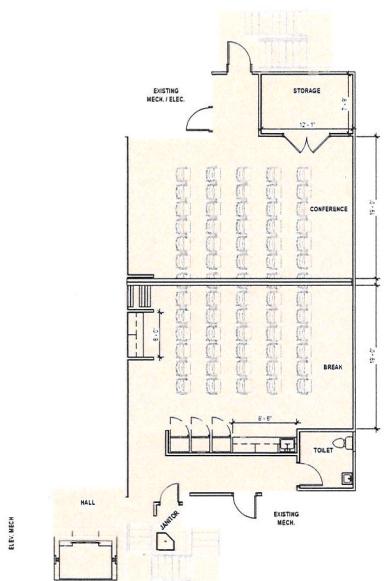
12/11/2024 11:37:11 AM © 2023 WiDSETH SMITH NOLTING & ASSOCIATES, INC.

**CONTROLLED ACCESS LEGEND**

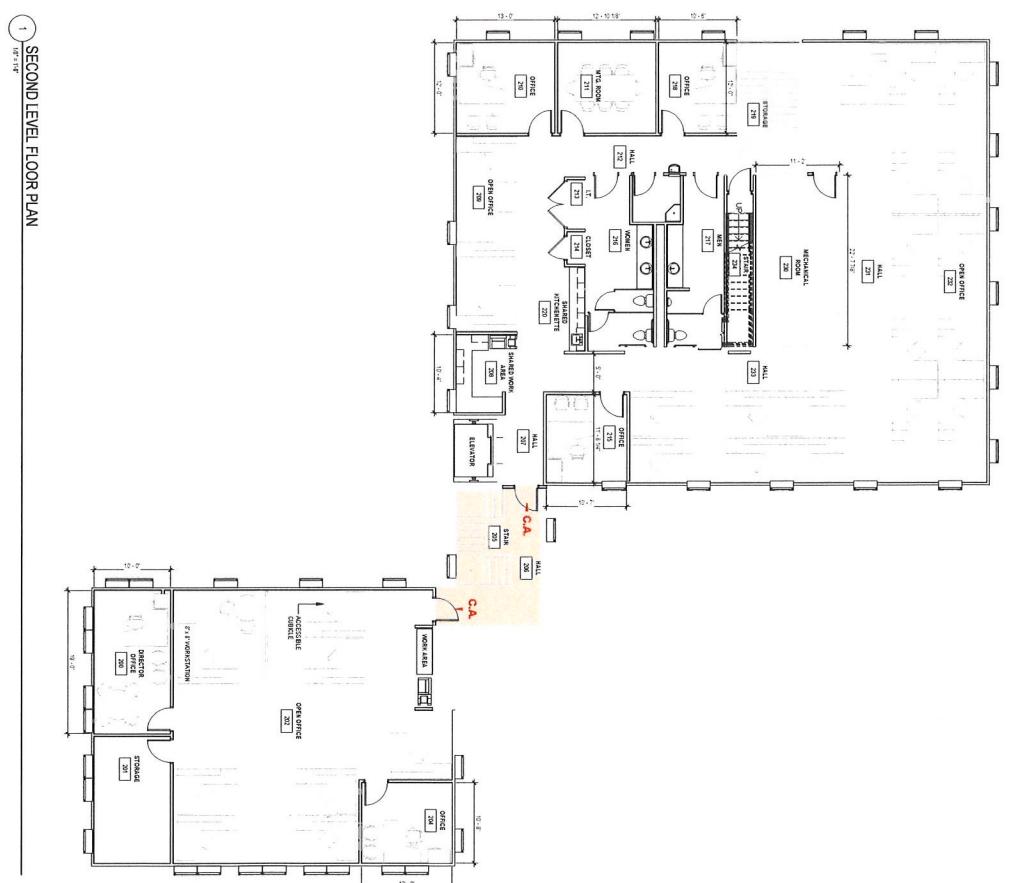
PUBLIC - BUSINESS HOURS ONLY	RT
SEAL PUBLIC - ACCESSIBLE ONLY	RT
STAFF - REPORT OR AT PRE-PROGRAMMED TIMES	RT
STAFF ONLY	RT



1 FIRST LEVEL FLOOR PLAN  
1/8" = 1'-0"

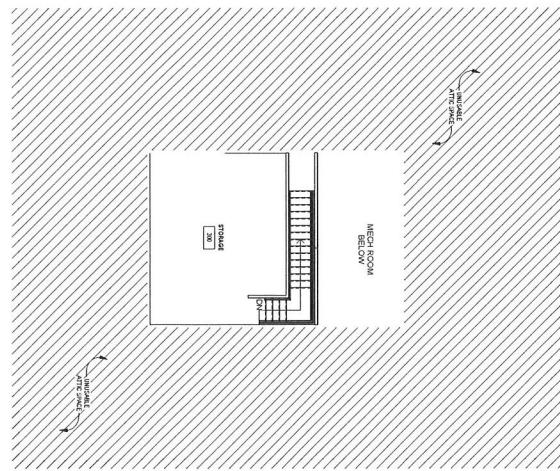


2 BASEMENT LEVEL FLOOR PLAN  
1/8" = 1'-0"



1 SECOND LEVEL FLOOR PLAN

2 A11C LEVEL FLOOR PLAN



11

NOT FOR CONSTRUCTION

<b>SD114</b> <small>ON HOLD</small>	<b>AITKIN COUNTY HUMAN SERVICES REMODEL</b> <b>CITY OF AITKIN, MN</b> <b>204 1ST ST NW, AITKIN, MN 56431</b>	DATE 12/1/2024	DATE REV'D	REVISIONS DESCRIPTION	BY I HEREBY CERTIFY THAT THE PLAN SPECIFICATION OR REPORT WAS PREPARED AND IS UP-TO-DATE BY MY DIRECT SUPERVISION AND THAT I AM A REGISTERED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.
		SCALE AS DRAWN	SCALE ADJUSTED		
		DRAWN BY AIA#			
		CHECKED BY Check#			
		FLOOR PLANS - SECOND FLOOR & ATTIC	JOB NUMBER 2023-11302		

# WIDSETH

ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS



# AIA® Document B121™ – 2018

## **Standard Form of Master Agreement Between Owner and Architect** for Services provided under multiple Service Orders

**AGREEMENT** made as of the seventeenth day of June in the year two thousand twenty-four  
(In words, indicate day, month, and year.)

**BETWEEN** the Owner:

(Name, legal status, address, and other information)

Aitkin County  
307 2nd Street NW  
Aitkin, MN 56431

and the Architect:

(Name, legal status, address, and other information)

Widseth Smith Nolting & Associates, Inc., dba "Widseth"  
216 South Main Street  
Crookston, MN 56716

The Owner and Architect agree as follows.

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document does not contain a description of the Architect's scope of Services and related terms. This document is intended to be used in conjunction with AIA Document B221™–2018, Service Order for use with Master Agreement Between Owner and Architect

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### **ARTICLE 1    MASTER AGREEMENT TERM AND PARTY REPRESENTATIVES**

**§ 1.1** This Master Agreement shall be effective for one year after the date first written above ("Date of this Master Agreement").

**§ 1.2** This Master Agreement shall apply to all Service Orders agreed to by the Parties within the term of this Master Agreement until completion of the Service Order. In the event of a conflict between terms and conditions of this Master Agreement and a Service Order, the terms of the Service Order shall take precedence for the services provided pursuant to the Service Order. An agreed upon Service Order together with this Master Agreement form a Service Agreement. A Service Agreement represents the entire and integrated agreement between the parties, and supersedes prior negotiations, representations, or agreements, either written or oral. A Service Agreement may be amended or modified only by a Modification.

**§ 1.3** This Master Agreement will renew on an annual basis, on the day and month of the Date of this Master Agreement, unless either party provides notice of their intent not to renew this Master Agreement. Notice must be provided at least 60 days prior to the renewal date. In the event either party elects not to renew this Master Agreement, the terms of this Master Agreement shall remain applicable until all Service Orders under this Master Agreement are completed or terminated.

**§ 1.4** The Owner identifies the following representative authorized to act on the Owner's behalf with respect to this Master Agreement:

Jessica Seibert, MPNA  
Aitkin County  
307 2nd Street NW, Room 310  
Aitkin, MN 56431  
Telephone Number: 218-927-7282  
Email Address: Jessica.seibert@co.aitkin.mn.us

**§ 1.4.1** In each Service Order, the Owner will identify a representative authorized to act on the Owner's behalf with respect to the Service Order.

**§ 1.5** The Architect identifies the following representative authorized to act on the Architect's behalf with respect to this Master Agreement:

Katie Hildenbrand, CID, VP  
Widseth Smith Nolting & Associates, Inc.  
704 East Howard Street  
Hibbing, MN 55746  
Telephone Number: 218-274-6049  
Email Address: katie.hildenbrand@widseth.com

**§ 1.5.1** In each Service Order, the Architect will identify a representative authorized to act on behalf of the Architect with respect to the Service Order.

**§ 1.6** Nothing contained in this Master Agreement or in a Service Order shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

## **ARTICLE 2 SERVICE ORDERS**

**§ 2.1** The Owner is not required to issue any Service Orders under this Master Agreement.

**§ 2.2** The Architect may decline to accept any Service Order issued by the Owner.

**§ 2.3** The Architect shall perform the services set forth in each agreed upon Service Order, consisting of AIA Document B221-2018, Service Order, or such other document as the Owner and Architect may mutually agree upon. Each Service Order shall state the name, location, and detailed description of the Project; describe the Architect's Services; state the Architect's compensation; and list the attachments and exhibits incorporated by reference.

## **ARTICLE 3 ARCHITECT'S RESPONSIBILITIES**

**§ 3.1** The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the services provided pursuant to a Service Agreement. The Architect makes no other representations or warranties whether expressed or implied, with respect to the services rendered hereunder. Design changes made necessary by newly enacted laws, codes and regulations after the date of the Service Agreement shall entitle the Architect to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement. In the event of a conflict between laws, codes and regulations of various governmental entities having jurisdiction over this Project, the Architect shall notify the Owner of the nature and impact of such conflict. The Owner agrees to cooperate and work with the Architect in an effort to resolve this conflict.

**§ 3.2** Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Master Agreement or any Service Agreement.

**§ 3.3** The Architect shall maintain the following insurance until termination of this Master Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 9.4.

*(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)*

### **.1 Commercial General Liability**

One Million Five Hundred Thousand Dollars (\$1,500,000) for each occurrence and Three Million Dollars (\$3,000,000) in the aggregate for bodily injury and property damage.

### **.2 Automobile Liability**

One Million Five Hundred Thousand Dollars (\$1,500,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

**.3 Workers' Compensation**

Workers' Compensation at statutory limits.

Employers' Liability with policy limits not less than Five Hundred Thousand Dollars (\$500,000) each accident, Five Hundred Thousand Dollars (\$500,000) each employee, and Five Hundred Thousand Dollars (\$500,000) policy limit.

**.4 Professional Liability**

Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Two Million Dollars (\$2,000,000) per claim and Four Million Dollars (\$4,000,000) in the aggregate.

**§ 3.4** The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 3.3.1 and 3.3.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

**§ 3.5** The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 3.3.

**§ 3.6** The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of the services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

**§ 3.7** The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming work, made without the Architect's approval.

**§ 3.8** The Architect shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. Nothing in this Agreement is intended to create, nor shall it be construed to create, a fiduciary duty owed by either party to the other party.

**ARTICLE 4 ADDITIONAL SERVICES**

**§ 4.1** The Architect may provide Additional Services after execution of a Service Order without invalidating the Service Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Article 4 shall entitle the Architect to compensation pursuant to Section 9.3.

**§ 4.2** Unless otherwise provided in a Service Order, upon recognizing the need to perform the following Additional Services, as they relate to the services provided pursuant to the Service Order, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1** Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2** Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3** Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the

applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;

- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals; or
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction.

## ARTICLE 5 OWNER'S RESPONSIBILITIES

**§ 5.1** The Owner shall provide information in a timely manner regarding requirements for and limitations of each Service Order.

**§ 5.2** The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

**§ 5.3** The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of consulting services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants as designated in an individual Service Order, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Service Order. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

**§ 5.4** The Owner shall furnish all legal, insurance, and accounting services, including auditing services, that may be reasonably necessary at any time to meet the Owner's needs and interests under a Service Agreement.

**§ 5.5** The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the services or work related to a Service Agreement, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

**§ 5.5.1** The Owner shall promptly report to the Architect any defects or suspected defects in the Architect's services of which the Owner becomes aware, so that the Architect may take measures to minimize the consequences of such a defect. The Owner further agrees to impose a similar notification requirement on all contractors in its Owner/Contractor contract and shall require all subcontracts at any level to contain a like requirement. Should legal liability for the defects exist, failure by the Owner and the Owner's contractors or subcontractors to notify the Architect may relieve the Architect of any liability for costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

**§ 5.6** Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

**§ 5.7** The Owner acknowledges that the requirements of the Americans with Disabilities Act (ADA), Fair Housing Act (FHA) and other federal, state and local accessibility laws, rules, codes, ordinances and regulations will be subject to various and possibly contradictory interpretations. The Architect, therefore, will use its reasonable professional efforts and judgment to interpret applicable accessibility requirements in effect as of the date of the execution of the corresponding Service Agreement and as they apply to the Project. The Architect, however, cannot and does not warrant or guarantee that the Owner's Project will comply with all possible interpretations of the accessibility requirements and/or the requirements of other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the Project, and the Architect shall, accordingly, not have any liability to the Owner in connection with same.

## ARTICLE 6 COPYRIGHTS AND LICENSES

**§ 6.1** The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use in relation to a Service Agreement.

**§ 6.2** The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with a Service Agreement is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

**§ 6.3** The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under the Service Agreement, including prompt payment of all sums when due pursuant to Articles 8 and 9. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Master Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 10.9, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates a Service Agreement for cause as provided in Section 8.4, the license granted in this Section 6.3, and related to the terminated Service Agreement, shall terminate.

**§ 6.3.1** In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 6.3.1. The terms of this Section 6.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 8.4.

**§ 6.4** Except for the licenses granted in this Article 6, no other license or right shall be deemed granted or implied under this Master Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

**§ 6.5** Except as otherwise stated in Section 6.3, the provisions of this Article 6 shall survive the termination of this Master Agreement.

## ARTICLE 7 CLAIMS AND DISPUTES

### § 7.1 General

**§ 7.1.1** The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to any Service Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Master Agreement and within the period specified by applicable law, but in any case not more than 10 years after the completion of the services provided pursuant to a specific Service Agreement, whichever is sooner. Completion of the services pursuant to a specific Service Agreement shall be the date of Substantial Completion of construction related to the services performed pursuant to the Service Agreement or, where there is no construction work related to a Service Agreement, the date the Architect completes its services under the Service Agreement. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 7.1.1.

**§ 7.1.2** To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201™-2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

**§ 7.1.3** The Architect shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Architect, its employees and its consultants in the performance of professional services under this Agreement. The Architect's obligation to indemnify and hold the Owner and the Owner's officers and employees harmless does not include a duty to defend.

**§ 7.1.4** The Owner shall indemnify and hold the Architect, its officers, employees and consultants harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, (1) arising from the breach of the representation under Section 1.5.1 or (2) caused by the negligent acts or omissions of the Owner, the Contractor or the employees, consultants or subcontractors of either of them. The Owner's obligation to indemnify and to hold the Architect, and the Architect's officers, employees, and consultants harmless does not include a duty to defend.

**§ 7.1.5** The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to a Service Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of a Service Agreement, except as specifically provided in Section 8.6.

*(Paragraph deleted)*

*(Paragraph deleted)*

**§ 7.1.6** The Owner agrees that any and all limitations of the Architect's liability, waivers of damages by the Owner to the Architect and indemnifications by the Owner to the Architect shall include and extend to those individuals and entities the Architect retains for performance of the services under this Agreement, including but not limited to the Architect's officers, partners and employees and their heirs and assigns, as well as the Architect's subconsultants and their officers, employees, heirs and assigns.

**§ 7.1.7** In the event the Owner, the Owner's contractors or subcontractors, or anyone for whom the Owner is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents, including electronic files, prepared by the Architect without obtaining the Architect's prior written consent, the Owner shall assume full responsibility for the results of such changes. Therefore the Owner agrees to waive any claim against the Architect and to release the Architect from any liability arising directly or indirectly from such changes. In addition, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect from any damages, liabilities or costs, including reasonable attorneys' fees and costs of defense, arising from such changes. In addition, the Owner agrees to include in any contracts for construction appropriate language that prohibits the Contractor or any subcontractors of any tier from making any changes or modifications to the Architect's construction documents, including electronic files, without the prior written approval of the Architect and that further requires the Contractor to indemnify both the Architect and the Owner from any liability or cost arising from such changes made without such proper authorization.

## § 7.2 Mediation

§ 7.2.1 Any claim, dispute or other matter in question arising out of or related to a Service Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 7.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Master Agreement. A request for mediation shall be made in writing, delivered to the other party to this Master Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 7.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 7.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 7.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

Arbitration pursuant to Section 7.3 of this Master Agreement

Litigation in a court of competent jurisdiction

Other: (Specify)

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

## § 7.3 Arbitration

§ 7.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Master Agreement, any claim, dispute or other matter in question arising out of or related to a Service Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Master Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Master Agreement, and filed with the person or entity administering the arbitration.

§ 7.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 7.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Master Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 7.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

#### **§ 7.3.4 Consolidation or Joinder**

**§ 7.3.4.1** Either party, at its sole discretion, may consolidate an arbitration conducted under this Master Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

**§ 7.3.4.2** Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

**§ 7.3.4.3** The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 7.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Master Agreement.

**§ 7.4** The provisions of this Article 7 shall survive the termination of a Service Agreement.

### **ARTICLE 8 TERMINATION OR SUSPENSION OF SERVICE AGREEMENTS**

**§ 8.1** If the Owner fails to make payments to the Architect in accordance with a Service Agreement, such failure shall be considered substantial nonperformance and cause for termination of the Service Agreement or, at the Architect's option, cause for suspension of performance of services under the Service Agreement for which the Owner failed to make payment. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 8.2** If the services under a Service Agreement have been suspended by the Owner, the Architect shall be compensated for services performed prior to notice of such suspension. When the services under the Service Agreement are resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 8.3** If the Owner suspends the services under a Service Agreement for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate the Service Agreement by giving not less than seven days' written notice.

**§ 8.4** Either party may terminate a Service Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of the Service Agreement, through no fault of the party initiating the termination. Termination of a Service Agreement under this Section 8.4 shall not be deemed a termination of other Service Agreements under this Master Agreement.

**§ 8.5** The Owner may terminate a Service Agreement, upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

**§ 8.6** In the event of termination of a Service Agreement not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, Reimbursable Expenses incurred, and all costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

**§ 8.7** In addition to any amounts paid under Section 8.6, if the Owner terminates a Service Agreement for its convenience pursuant to Section 8.5, or the Architect terminates a Service Agreement pursuant to Section 8.3, the Owner shall pay to the Architect the following fees:

.1 Termination Fee:

25% of the remaining compensation indicated in Section 9.1 at the time of termination.

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

100% of the remaining compensation indicated in Section 9.1 at the time of termination.

**§ 8.8** Except as otherwise expressly provided herein, a Service Agreement shall terminate one year from the date of Substantial Completion.

**§ 8.9** The Owner's rights to use the Architect's Instruments of Service in the event of termination of a Service Agreement are set forth in Article 6 and Section 9.5 of this Master Agreement.

## ARTICLE 9 COMPENSATION

**§ 9.1** The Owner shall compensate the Architect for the services described in a Service Order pursuant to the Service Order and as set forth in this Article 9.

**§ 9.2** Except as otherwise set forth in a Service Order, the hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

*(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Per attached Exhibit A – Fee Schedule (Current Year's Version).

*(Table deleted)*

**§ 9.3** Except as otherwise set forth in a Service Order, the Owner shall compensate the Architect for Additional Services designated in Article 4 as follows:

*(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

On an hourly basis per Exhibit A – Fee Schedule (Current Year's Version).

**§ 9.3.1** Compensation for Additional Services of the Architect's consultants when not included in Section 9.3, shall be the amount invoiced to the Architect plus Five percent (5%), or as otherwise set forth in a Service Order.

## § 9.4 Compensation for Reimbursable Expenses

**§ 9.4.1** Reimbursable Expenses are in addition to compensation for the Architect's professional services and include expenses incurred by the Architect and the Architect's consultants directly related to a Service Agreement, as follows:

.1

*(Paragraphs deleted)*

Permitting and other fees required by authorities having jurisdiction over the Project;

.2 Postage, handling, and delivery;

.3 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;

.4 Renderings, physical models, mock-ups, professional photography, and presentation materials

requested by the Owner or required for the Project;

.5 If required by the Owner, and with the Owner's prior written approval, the Architect's consultant's expense of professional liability insurance dedicated exclusively to the Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect or the Architect's consultants, and disclosed by the Architect in writing prior to execution of this Master Agreement or a related Service Agreement;

.6 All taxes levied on professional services and on reimbursable expenses;

.7 Site office expenses; and

.8 Other similar Project-related expenditures.

**§ 9.4.2** For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus zero percent ( 0 %) of the expenses incurred.

**§ 9.4.3** Reimbursable Expenses will be allocated to each Service Agreement.

**§ 9.5 Payments to the Architect**

**§ 9.5.1 Progress Payments**

**§ 9.5.1.1** Unless otherwise agreed, payments for services provided pursuant to a Service Agreement shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty ( 30 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

*(Insert rate of monthly or annual interest agreed upon.)*

One Percent (1%) Monthly

**§ 9.5.1.2** The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding. In any event, the Owner shall not withhold payments to the Architect pertaining to a Service Agreement to offset amounts in dispute under a separate Service Agreement.

**§ 9.5.1.3** Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

**ARTICLE 10 MISCELLANEOUS PROVISIONS**

**§ 10.1** Each Service Agreement shall be governed by the law of the place where the Project described in the Service Order is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 7.3.

**§ 10.2** Notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission.

**§ 10.3** The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to each Service Agreement. Neither the Owner nor the Architect shall assign a Service Agreement without the written consent of the other, except that the Owner may assign a Service Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under the Service Agreement, including any payments due to the Architect by the Owner prior to the assignment.

**§ 10.4** If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with the Service Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of the Service Agreement.

**§ 10.5** Unless otherwise required in a Service Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

**§ 10.5.1** The Architect shall be available to the Owner in their coordination of work with the Environmental Specialists that may be required by the Owner for the project. It is acknowledged by both parties that the Architect's scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event the Architect or any party encounters asbestos or hazardous or toxic materials at the job site, or should it become known in any way that such materials may be present at the job site or any adjacent areas that may affect the performance of the Architect's services, the Architect may, at his or her own option and without liability for consequential or any other damages, suspend performance of services on the project until the Owner retains appropriate Specialist Consultant(s)

or Contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials and warrant that the job site is in full compliance with applicable laws and regulations.

**§ 10.6** The Architect shall have the right to include photographic or artistic representations of the design of the Projects for which services are performed among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Projects to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Projects. This Section 10.6 shall survive the termination of a Service Agreement unless the Owner terminates a Service Agreement for cause pursuant to Section 8.4.

**§ 10.7** If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party may disclose such information as required by law or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity. The Party receiving such information may also disclose it to its employees, consultants or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.7.

**§ 10.8** The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

*(Paragraph deleted)*

**§ 10.9** If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the Architect are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the Architect may call for renegotiation of appropriate portions of this Agreement. The Architect shall notify the Owner of the changed conditions necessitating renegotiation, and the Architect and the Owner shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement in accordance with the Termination provision hereof.

**§ 10.10** If an event or circumstance beyond the Architect's reasonable control occurs, including without limitation an act of God, fire, flood, hurricane, wind event, storm, weather disturbance, earthquake, pandemic, disease, epidemic, or other viral or bacterial outbreak, government-ordered shutdown, quarantine or shelter-in-place order, an act or omission of a third party, strike, war, riot, terrorism or threat of terrorism, civil unrest, or any other event or circumstance not within the reasonable control of the Architect, whether similar or dissimilar to any of the foregoing, that cause the Architect delay or additional expense ("Force Majeure Event"), then the Architect is entitled to an equitable adjustment in the contract price or time for performance. If any Force Majeure Event renders the Architect's performance impossible or impracticable, the Architect has the right to terminate performance under this Agreement consistent with any termination requirements that might exist in this Agreement. Upon occurrence of a Force Majeure Event, the Architect will notify the Owner within a reasonable time that a Force Majeure Event has occurred and its anticipated impact on the Architect's performance, including its expected duration. The Architect will use reasonable efforts to mitigate the impact of any Force Majeure Event on the Architect's ability to perform under this Agreement.

**§ 10.11** The Owner understands and agrees that products or building materials that are permissible under current building codes and ordinances may, at some future date, be banned or limited in use in the construction industry because of presently unknown hazardous and/or defective characteristics. The Architect is only expected to meet current industry standards and may rely on manufacturers' information and representations. The Owner agrees that if any product or material specified for this Project by the Architect shall, at any future date be suspected or discovered to be defective or a health or safety hazard, then the Owner shall waive all claims as a result thereof against the Architect.

**§ 10.11.1** To the extent the Architect collects product manufacturer materials disclosing product contents, the Owner acknowledges that it is not relying upon the Architect for any analysis of materials composition or the human or environmental health impacts of specific material selections. If the Owner requires such analysis, any assessments or evaluations of this kind shall be conducted by a toxicologist or other trained professionals retained by the Owner. The Architect shall be entitled to rely on information furnished by manufacturers and material suppliers. In addition, the Owner may direct the use of new and untested products, materials and/or technologies. The Owner assumes all risk for the foregoing and releases the Architect from any claims arising out of or relating to the foregoing.

**§ 10.11.2** The Owner further agrees that if the Owner directs the Architect to specify any product or material after the Architect has informed the Owner that such product or material may not be suitable or may embody characteristics that are suspected of causing or may cause the product or material to be considered a hazardous substance in the future, the Owner waives all claims as a result thereof against the Architect, and the Owner agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the Architect from any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising in any way from the specification or use of any products or materials which, at any future date, are deemed unsuitable for the Project or become known or suspected health or safety hazards.

**§ 10.12** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or the Architect. The Architect's services under this Agreement are being performed solely for the Owner's benefit, and no other party or entity shall have any claim against the Architect because of this Agreement or the performance or nonperformance of services hereunder. The Owner and Architect agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.

**§ 10.13** Use of Email: Due to its inherent nature, email may be vulnerable to interception by unauthorized parties during transmission. The Architect cannot guarantee the confidentiality of any information sent by email. If the Owner does not wish us to communicate by email on the Owner's matters, the Architect shall be notified immediately. In the absence of such notification, the Owner's consent will be assumed and the Architect will not take any additional security measures, including but not limited to encryption. Although the Architect subscribes to and uses virus protection software the Architect believes to be reliable, the Architect cannot warranty that any emails or attachments are free from any virus. The Architect recommends that the Owner independently take steps to ensure they are actually virus-free.

**§ 10.14** The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form.

**§ 10.14.1** Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

## ARTICLE 11 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Master Agreement are as follows:  
(Include other terms and conditions applicable to this Agreement.)

The Owner authorizes the Architect to use these construction projects for tax savings incentive 179D. The Owner will allow the Architect access to the building for 3<sup>rd</sup> party on-site visit to verify the energy efficiencies and provide copies of energy usage (utility bill) as necessary to obtain 179D tax deduction. Any and all on-site access to the building must strictly comply with the federal requirements associated with the activities of this building.

## ARTICLE 12 SCOPE OF THIS MASTER AGREEMENT

§ 12.1 This Master Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Master Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 12.2 This Master Agreement is comprised of the following documents identified below:

.1 AIA Document B121™-2018, Standard Form of Master Agreement Between Owner and Architect

*(Paragraphs deleted)*

.2 Exhibits:

Exhibit A: Fee Schedule (Current Year's Version)

*(Paragraphs deleted)*

Exhibit B: Pre-Lien Notice

This Master Agreement entered into as of the day and year first written above.

**OWNER** *(Signature)*

*(Printed name and title)*

**ARCHITECT** *(Signature)*

Katie Hildenbrand, CID, VP

*(Printed name, title, and license number, if required)*

*David Jordan*

*(Signature)*

David Jordan, PE, VP

*(Printed name and title)*

# Additions and Deletions Report for

## AIA® Document B121™ – 2018

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 15:08:27 ET on 11/26/2024.

**PAGE 1**

**AGREEMENT** made as of the seventeenth day of June in the year two thousand twenty-four

...

Aitkin County  
307 2nd Street NW  
Aitkin, MN 56431

...

Widseth Smith Nolting & Associates, Inc., dba "Widseth"  
216 South Main Street  
Crookston, MN 56716

**PAGE 2**

Jessica Seibert, MPNA  
Aitkin County  
307 2nd Street NW, Room 310  
Aitkin, MN 56431  
Telephone Number: 218-927-7282  
Email Address: Jessica.seibert@co.aitkin.mn.us

**PAGE 3**

Katie Hildenbrand, CID, VP  
Widseth Smith Nolting & Associates, Inc.  
704 East Howard Street  
Hibbing, MN 55746  
Telephone Number: 218-274-6049  
Email Address: katie.hildenbrand@widseth.com

...

**§ 3.1** The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the services provided pursuant to a Service Agreement. The Architect makes no other representations or warranties whether expressed or implied, with respect to the services rendered hereunder. Design changes made necessary by newly enacted laws, codes and regulations after the date of the Service Agreement shall entitle the Architect to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement. In the event of a conflict between laws, codes and regulations of various governmental entities having jurisdiction over this Project, the Architect shall notify the Owner of the nature and impact of such conflict. The Owner agrees to cooperate and work with the Architect in an effort to resolve this conflict.

...

.1 Commercial General Liability

One Million Dollars (\$1,000,000) for each occurrence and Two Million Dollars (\$2,000,000) in the aggregate for bodily injury and property damage.

PAGE 4

One Million Dollars (\$1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

...

Workers' Compensation at statutory limits.

Employers' Liability with policy limits not less than Five Hundred Thousand Dollars (\$500,000) each accident, Five Hundred Thousand Dollars (\$500,000) each employee, and Five Hundred Thousand Dollars (\$500,000) policy limit.

...

Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Five Hundred Thousand Dollars (\$500,000) per claim and Five Hundred Thousand Dollars (\$500,000) in the aggregate.

§ 3.4 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of the services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information. may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 3.3.1 and 3.3.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 3.5 The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval. provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 3.3.

§ 3.6 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of the services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.7 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming work, made without the Architect's approval.

§ 3.8 The Architect shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. Nothing in this Agreement is intended to create, nor shall it be construed to create, a fiduciary duty owed by either party to the other party.

...

.1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget, budget for Cost of the Work, or procurement or delivery method;

PAGE 5

§ 5.5.1 The Owner shall promptly report to the Architect any defects or suspected defects in the Architect's services of which the Owner becomes aware, so that the Architect may take measures to minimize the consequences of such a defect. The Owner further agrees to impose a similar notification requirement on all contractors in its Owner/Contractor contract and shall require all subcontracts at any level to contain a like requirement. Should legal liability for the defects exist, failure by the Owner and the Owner's contractors or subcontractors to notify the Architect shall relieve the Architect of any liability for costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

§ 5.7 The Owner acknowledges that the requirements of the Americans with Disabilities Act (ADA), Fair Housing Act (FHA) and other federal, state and local accessibility laws, rules, codes, ordinances and regulations will be subject to various and possibly contradictory interpretations. The Architect, therefore, will use its reasonable professional efforts and judgment to interpret applicable accessibility requirements in effect as of the date of the execution of the corresponding Service Agreement and as they apply to the Project. The Architect, however, cannot and does not warrant or guarantee that the Owner's Project will comply with all possible interpretations of the accessibility requirements and/or the requirements of other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the Project, and the Architect shall, accordingly, not have any liability to the Owner in connection with same.

PAGE 7

§ 7.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to a Service Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of a Service Agreement, except as specifically provided in Section 8.6. shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Architect, its employees and its consultants in the performance of professional services under this Agreement. The Architect's obligation to indemnify and hold the Owner and the Owner's officers and employees harmless does not include a duty to defend. The Architect's duty to indemnify the Owner and the Owner's officers and employees under this Section 7.1.3 shall be limited to the greater of (1) the stated amount of the professional liability insurance coverage required of the Architect under this Agreement or (2) the amount stated in the corresponding Service Agreement.

§ 7.1.4 The Owner shall indemnify and hold the Architect, its officers, employees and consultants harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, (1) arising from the breach of the representation under Section 1.5.1 or (2) caused by the negligent acts or omissions of the Owner, the Contractor or the employees, consultants or subcontractors of either of them.

§ 7.1.5 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to a Service Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of a Service Agreement, except as specifically provided in Section 8.6.

§ 7.1.6 If, due to the Architect's negligence, a required item or component of the Project is omitted from the Architect's construction documents, the Architect shall not be responsible for paying the original cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. Architect is responsible for any additional costs (beyond the original costs) attributed to Architect's omission of not originally including a required item or component of the Project.

§ 7.1.7 The Owner shall make no claim for professional negligence, either directly or by way of a cross complaint against the Architect unless the Owner has first provided the Architect with a written certification executed by an

independent consultant currently practicing in the same discipline as the Architect and licensed in the State in which the Project is located. This certification shall: a) contain the name and license number of the certifier; b) specify the acts or omissions that the certifier contends are not in conformance with the standard of care for a consultant performing professional services under similar circumstances; and c) state in detail the basis for the certifier's opinion that such acts or omissions do not conform to the standard of care. This certificate shall be provided to the Architect not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any arbitration or judicial proceeding. This Certificate of Merit clause will take precedence over any existing state law in force at the time of the claim or demand for arbitration.

**§ 7.1.8** The Owner agrees that any and all limitations of the Architect's liability, waivers of damages by the Owner to the Architect and indemnifications by the Owner to the Architect shall include and extend to those individuals and entities the Architect retains for performance of the services under this Agreement, including but not limited to the Architect's officers, partners and employees and their heirs and assigns, as well as the Architect's subconsultants and their officers, employees, heirs and assigns.

**§ 7.1.9** In the event the Owner, the Owner's contractors or subcontractors, or anyone for whom the Owner is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents, including electronic files, prepared by the Architect without obtaining the Architect's prior written consent, the Owner shall assume full responsibility for the results of such changes. Therefore the Owner agrees to waive any claim against the Architect and to release the Architect from any liability arising directly or indirectly from such changes. In addition, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect from any damages, liabilities or costs, including reasonable attorneys' fees and costs of defense, arising from such changes. In addition, the Owner agrees to include in any contracts for construction appropriate language that prohibits the Contractor or any subcontractors of any tier from making any changes or modifications to the Architect's construction documents, including electronic files, without the prior written approval of the Architect and that further requires the Contractor to indemnify both the Architect and the Owner from any liability or cost arising from such changes made without such proper authorization.

PAGE 8

Litigation in a court of competent jurisdiction

PAGE 9

~~(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)~~

PAGE 10

25% of the remaining compensation indicated in Section 9.1 at the time of termination.

...

100% of the remaining compensation indicated in Section 9.1 at the time of termination.

...

Per attached Exhibit A – Fee Schedule (Current Year's Version).

<b>Employee or Category</b>	<b>Rate (\$0.00)</b>
-----------------------------	----------------------

...

On an hourly basis per Exhibit A – Fee Schedule (Current Year's Version).

**§ 9.3.1** Compensation for Additional Services of the Architect's consultants when not included in Section 9.3, shall be the amount invoiced to the Architect plus Five percent (5%), or as otherwise set forth in a Service Order.

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User Notes:

(1716079659)

...

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultant's expense of professional liability insurance dedicated exclusively to the Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect or the Architect's consultants, and disclosed by the Architect in writing prior to execution of this Master Agreement or a related Service Agreement;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

**§ 9.4.2** For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus zero percent ( 0 %) of the expenses incurred.

**PAGE 11**

**§ 9.5.1.1** Unless otherwise agreed, payments for services provided pursuant to a Service Agreement shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty ( 30 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

...

%—One Percent (1%) Monthly

...

**§ 10.5.1** The Architect shall be available to the Owner in their coordination of work with the Environmental Specialists that may be required by the Owner for the project. It is acknowledged by both parties that the Architect's scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event the Architect or any party encounters asbestos or hazardous or toxic materials at the job site, or should it become known in any way that such materials may be present at the job site or any adjacent areas that may affect the performance of the Architect's services, the Architect may, at his or her own option and without liability for consequential or any other damages, suspend performance of services on the project until the Owner retains appropriate Specialist Consultant(s) or Contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials and warrant that the job site is in full compliance with applicable laws and regulations.

**PAGE 12**

**§ 10.9** The parties shall agree upon written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form. Limitations on liability, waivers and indemnities in this Agreement are arms-length business understandings between the parties and shall apply to all legal theories of recovery, including breach of contract or warranty, breach of fiduciary duty, tort (including negligence), strict or statutory liability, or any other cause of action, provided that these limitations on liability, waivers and indemnities will not apply to any losses or damages that may be found by a trier of fact to have been caused by the Architect's gross negligence or the Architect's willful misconduct. The parties also agree that the Owner will not seek

damages in excess of the contractually agreed-upon limitations directly or indirectly through suits against other parties who may join the Architect as a third-party defendant. Parties means the Owner and the Architect, and their officers, directors, partners, employees, subcontractors and subconsultants.

**§ 10.9.1** Any use of, or reliance on, all or a portion of a building information model without agreement to written protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

**§ 10.10** For each Service Agreement, terms not defined in this Master Agreement or in the Service Order shall have the same meaning as those in AIA Document A201 – 2017, General Conditions of the Contract for Construction. If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the Architect are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the Architect may call for renegotiation of appropriate portions of this Agreement. The Architect shall notify the Owner of the changed conditions necessitating renegotiation, and the Architect and the Owner shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement in accordance with the Termination provision hereof.

**§ 10.11** If an event or circumstance beyond the Architect's reasonable control occurs, including without limitation an act of God, fire, flood, hurricane, wind event, storm, weather disturbance, earthquake, pandemic, disease, epidemic, or other viral or bacterial outbreak, government-ordered shutdown, quarantine or shelter-in-place order, an act or omission of a third party, strike, war, riot, terrorism or threat of terrorism, civil unrest, or any other event or circumstance not within the reasonable control of the Architect, whether similar or dissimilar to any of the foregoing, that cause the Architect delay or additional expense ("Force Majeure Event"), then the Architect is entitled to an equitable adjustment in the contract price or time for performance. If any Force Majeure Event renders the Architect's performance impossible or impracticable, the Architect has the right to terminate performance under this Agreement consistent with any termination requirements that might exist in this Agreement. Upon occurrence of a Force Majeure Event, the Architect will notify the Owner within a reasonable time that a Force Majeure Event has occurred and its anticipated impact on the Architect's performance, including its expected duration. The Architect will use reasonable efforts to mitigate the impact of any Force Majeure Event on the Architect's ability to perform under this Agreement.

**§ 10.12** The Owner understands and agrees that products or building materials that are permissible under current building codes and ordinances may, at some future date, be banned or limited in use in the construction industry because of presently unknown hazardous and/or defective characteristics. The Architect is only expected to meet current industry standards and may rely on manufacturers' information and representations. The Owner agrees that if any product or material specified for this Project by the Architect shall, at any future date be suspected or discovered to be defective or a health or safety hazard, then the Owner shall waive all claims as a result thereof against the Architect.

**§ 10.12.1** To the extent the Architect collects product manufacturer materials disclosing product contents, the Owner acknowledges that it is not relying upon the Architect for any analysis of materials composition or the human or environmental health impacts of specific material selections. If the Owner requires such analysis, any assessments or evaluations of this kind shall be conducted by a toxicologist or other trained professionals retained by the Owner. The Architect shall be entitled to rely on information furnished by manufacturers and material suppliers. In addition, the Owner may direct the use of new and untested products, materials and/or technologies. The Owner assumes all risk for the foregoing and releases the Architect from any claims arising out of or relating to the foregoing.

**§ 10.12.2** The Owner further agrees that if the Owner directs the Architect to specify any product or material after the Architect has informed the Owner that such product or material may not be suitable or may embody characteristics that are suspected of causing or may cause the product or material to be considered a hazardous substance in the future, the Owner waives all claims as a result thereof against the Architect, and the Owner agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the Architect from any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising in any way from the specification or use of any products or materials which, at any future date, are deemed unsuitable for the Project or become known or suspected health or safety hazards.

**§ 10.13 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or the Architect. The Architect's services under this Agreement are being performed solely for the Owner's benefit, and no other party or entity shall have any claim against the Architect because of this Agreement or the performance or nonperformance of services hereunder. The Owner and Architect agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.**

**§ 10.14 Use of Email:** Due to its inherent nature, email may be vulnerable to interception by unauthorized parties during transmission. The Architect cannot guarantee the confidentiality of any information sent by email. If the Owner does not wish us to communicate by email on the Owner's matters, the Architect shall be notified immediately. In the absence of such notification, the Owner's consent will be assumed and the Architect will not take any additional security measures, including but not limited to encryption. Although the Architect subscribes to and uses virus protection software the Architect believes to be reliable, the Architect cannot warranty that any emails or attachments are free from any virus. The Architect recommends that the Owner independently take steps to ensure they are actually virus-free.

**§ 10.15 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form.**

**§ 10.15.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.**

**PAGE 13**

The Owner authorizes the Architect to use these construction projects for tax savings incentive 179D. The Owner will allow the Architect access to the building for 3<sup>rd</sup> party on-site visit to verify the energy efficiencies and provide copies of energy usage (utility bill) as necessary to obtain 179D tax deduction.

**PAGE 14**

**.2 Building Information Modeling Exhibit, if completed:**

**.3**

**.2 Exhibits:**

*(Clearly identify any other exhibits incorporated into this Master Agreement.)* Exhibit A: Fee Schedule (Current Year's Version)

**.4 Other documents:**

*(List other documents, if any, forming part of the Master Agreement.)*  
Exhibit B: Pre-Lien Notice

...

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*(Signature)*

---

*(Printed name and title)*

## ***Certification of Document's Authenticity***

**AIA® Document D401™ – 2003**

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 15:08:27 ET on 11/26/2024 under Order No. 3104240140 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B121™ – 2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders, other than those additions and deletions shown in the associated Additions and Deletions Report.

*(Signed)*



Jennifer F. Masterman

Project Coordinator, CDT, CCCA

*(Title)*

November 26, 2024

*(Dated)*

## 2024 FEE SCHEDULE

CLASSIFICATION	RATE
Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer/Project Manager	
Level I	\$135 / Hour
Level II	\$160 / Hour
Level III	\$185 / Hour
Level IV	\$195 / Hour
Level V	\$205 / Hour
Technician	
Level I	\$ 90 / Hour
Level II	\$115 / Hour
Level III	\$135 / Hour
Level IV	\$150 / Hour
Level V	\$165 / Hour
Computer Systems Specialist	\$175 / Hour
Senior Funding Specialist	\$140 / Hour
Marketing Specialist	\$123 / Hour
Funding Specialist	\$110 / Hour
Administrative Assistant	\$ 82 / Hour

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
ATV 4-Wheeler Rental	\$100 / Day
ATV Side by Side Rental	\$200 / Day
Waste Water Sampler	\$40 / Day
ISCO Flow Recorder	\$60 / Day
Photoionization Detection Meter	\$100 / Day
Explosimeter	\$50 / Day
Product Recovery Equipment	\$35 / Day
Survey-Grade GPS (Global Positioning System)	\$75 / Hour
Mapping GPS (Global Positioning System)	\$150 / Day
Lath & Hubs	\$150 / Day
Soil Drilling Rig	\$35 / Hour
Groundwater Sampling Equipment	\$125 / Day
Hydrographic Survey System	\$500 / Day
Subcontractors	Cost plus 10%

REPRODUCTION COSTS	
Black & White Copies: 8-1/2" x 11"	\$0.10 Each
Black & White Copies: 11" x 17"	\$0.50 Each
Black & White Copies: 24" x 36"	\$3 Each
Color Copies: 8-1/2" x 11"	\$2 Each
Color Copies: 11" x 17"	\$4 Each
Color Copies: 24" x 36"	\$12 Each
Color Plots: 42" x 48"	\$22 Each

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

**EXHIBIT B**

**PRE-LIEN NOTICE**

**PURSUANT TO THE AGREEMENT WIDSETH WILL BE  
PERFORMING SERVICES IN CONNECTION WITH IMPROVEMENTS  
OF REAL PROPERTY AND MAY CONTRACT WITH  
SUBCONSULTANTS OR SUBCONTRACTORS AS APPROPRIATE  
TO FURNISH LABOR, SKILL AND/OR MATERIALS IN THE  
PERFORMANCE OF THE WORK. ACCORDINGLY, CLIENT IS  
ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:**

- (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR  
MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY  
MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON  
OR COMPANY IS NOT PAID FOR ITS CONTRIBUTIONS.**
- (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY  
PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS  
IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM  
OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE  
FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE  
IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER  
SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR  
MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU  
TIMELY NOTICE.**



## **Service Order for use with Master Agreement Between Owner and Architect**

**SERVICE ORDER** number 01 made as of the seventeenth day of June in the year two thousand twenty-four  
(In words, indicate day, month, and year.)

**BETWEEN** the Owner:  
(Name, legal status, address, and other information)

Aitkin County  
307 2nd Street NW  
Aitkin, MN 56431

and the Architect:  
(Name, legal status, address, and other information)

Widseth Smith Nolting & Associates, Inc., dba "Widseth"  
216 South Main Street  
Crookston, MN 56716

for the following **PROJECT**:  
(Name, location, and detailed description)

Aitkin County Health & Human Services Renovation  
204 1st Street NW, Aitkin, MN 56431  
Project #2024-11121

### **THE SERVICE AGREEMENT**

This Service Order, together with the Master Agreement between Owner and Architect  
dated the seventeenth day of June in the year two thousand twenty-four  
(In words, indicate day, month, and year.)

form a Service Agreement.

The Owner and Architect agree as follows.

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121™–2018, Standard Form of Master Agreement Between Owner and Architect

## TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 SERVICES UNDER THIS SERVICE ORDER
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 COMPENSATION
- 5 INSURANCE
- 6 PARTY REPRESENTATIVES
- 7 ATTACHMENTS AND EXHIBITS

### ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

Project Program Details:

Renovation of existing Health & Human Services facility to improve safety, security, and preservation of county buildings; based on Schematic Design plan developed in 2023.

Project's Physical Characteristics

The current Aitkin County Health & Human Services facility is a 19,000 sf building located at 204 1<sup>st</sup> Street NW in Aitkin, Minnesota.

Contractors or Consultants Retained by Owner: N/A

Consultants Retained by Architect:

Mechanical, Electrical, and Structural Engineers on staff at Widseth.

Owner's Budget for the Cost of Work as defined by 2.1.3:

Approximately \$3,400,000, including schematic design phase already completed.

Owner's Anticipated Design Milestone Dates:

To be determined

Anticipated Procurement Method:

Design-Bid-Build (public bid)

Owner's Sustainable Objective:

N/A

Other Relevant Information about the Project:

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

### ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

### § 2.1.1 Basic Services

*(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)*

#### § 2.1.1.1 General Services:

- .1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.
- .2 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in Article 3. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.
- .3 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.
- .4 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

#### § 2.1.1.2 Schematic Design Phase Services:

- .1 Schematic design services were completed under a previous contract and are not part of this agreement. Architect's fee defined by Article 4 details compensation already paid by the Owner to the Architect.

#### § 2.1.1.3 Design Development Phase Services:

- .1 Based on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.
- .2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 2.1.3.
- .3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

#### § 2.1.1.4 Construction Documents Phase Services:

- .1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop

Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 2.1.1.6.4 – Submittals.

- .2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.
- .3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.
- .4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 2.1.3.
- .5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 2.1.3.5, and request the Owner's approval.

#### **§ 2.1.1.5 Procurement Phase Services:**

##### **.1 General**

- (a) The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

##### **.2 Competitive Bidding**

- (a) Bidding Documents shall consist of bidding requirements and proposed Contract Documents.
- (b) The Architect shall assist the Owner in bidding the Project by:
  - facilitating the distribution of Bidding Documents to prospective bidders;
  - organizing and conducting a pre-bid conference for prospective bidders;
  - preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
  - organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.
- (c) If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

##### **.3 Negotiated Proposals**

- (a) Proposal Documents shall consist of proposal requirements and proposed Contract Documents.
- (b) The Architect shall assist the Owner in obtaining proposals by:
  - facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
  - organizing and participating in selection interviews with prospective contractors;
  - preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
  - participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

(c) If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

#### **2.1.1.6 Construction Phase Services**

##### **.1 General**

(a) The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

(b) The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

(c) Subject to Article 4 of the Master Agreement and except as provided in Section 2.1.1.6.6 (e), the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

##### **.2 Evaluations of the Work**

(a) The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 2.1.2, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

(b) The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

(c) The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

(d) Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

(e) Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

- On written request of either the Owner or the Contractor, the Architect shall interpret and render decisions on matters concerning performance of the Owner and the Contractor under the requirements of the Contract Documents. The Owner will pay the Architect for these services in accordance with the Additional Services provisions of this Agreement. Decisions of the Architect shall be consistent with the design concepts and information contained in the Contract Documents and reasonably inferable therefrom and shall be made with reasonable promptness. The Architect shall attempt to ensure that both the Owner and the Contractor faithfully perform their contractual obligations, and the Architect shall not be partial to either. The Architect shall not be liable to either the Owner or the Contractor for the results of interpretations or decisions rendered by the Architect in good faith.
- Accordingly, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect from any damages, liabilities or costs arising out of or in any way connected with the Architect's service as an initial decision maker.
- In addition, the Owner agrees, and shall require all contractors to agree, to make no claim and to waive, to the fullest extent permitted by law, any claim or cause of action of any nature against the Architect arising out of or in any way connected with the Architect's service as an initial decision maker.

### **.3 Certificates for Payment to Contractor**

(a) The Architect shall review the Contractor's application for payment and determine the amounts that the Architect recommends the Contractor be paid. The Architect's recommendation for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 2.1.1.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is generally in accordance with the Contract Documents. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

(b) By recommending any payment to the Contractor, the Architect shall not be deemed to have represented that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

(c) The Architect shall maintain a record of the Applications and Certificates for Payment.

### **.4 Submittals**

(a) The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

(b) The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and

completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

- (c) If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.
- (d) Subject to Section 2.1.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.
- (e) The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

## **.5 Changes in the Work**

- (a) The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 2.1.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

- (b) The Architect shall maintain records relative to changes in the Work.

## **.6 Project Completion**

- (a) The Architect shall:
  - conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
  - issue Certificates of Substantial Completion;
  - forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
  - issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.
- (b) The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.
- (c) When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.
- (d) The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final

payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

(e) Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

### § 2.1.2 Additional Services

*(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)*

Additional services are subject to Article 4 of the Master Agreement, the attached Professional Services Proposal, and as described in 2.1.2.1.

**§ 2.1.2.1** To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

**§ 2.1.2.2** The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 One (1) review of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Two (2) visits per month to the site by the Architect during construction
- .3 One (1) observation of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One (1) observation of the Work to determine final completion.

**§ 2.1.2.3** Except for services required under Section 2.1.1.6.6 (e) and those services that do not exceed the limits set forth in Section 2.1.2.2, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

**§ 2.1.2.4** If the services covered by this Agreement have not been completed within twenty (20) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

### § 2.1.3 Cost of Work

**§ 2.1.3.1** For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

**§ 2.1.3.2** The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Section 1.2. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

**§ 2.1.3.3** In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 2.1.2, as an Additional Service.

**§ 2.1.3.4** If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

**§ 2.1.3.5** If, prior to the conclusion of the Construction Documents Phase, the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

**§ 2.1.3.6** If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 8.5 of the Master Agreement;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

**§ 2.1.3.7** If the Owner chooses to proceed under Section 2.1.3.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 2.1.3.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work by greater than 10% or due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 9.3 of the Master Agreement; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 2.

### **ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**

**§ 3.1** Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

**.1** Commencement of construction date:

September 2025

**.2** Substantial Completion date:

September 2026

## ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum – not applicable  
*(Insert amount)*

.2 Percentage Basis  
*(Insert percentage value)*

Eight and a half percent (8.5 %) of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 4.4.

- Schematic design services totaling \$40,800.00, completed under a previous contract, shall be deducted from this fee.

*(Estimated fee for remaining design services: 8.5 % x 3.4M = \$289,000 - \$40,800 = \$248,200)*

.3 Other  
*(Describe the method of compensation)*

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

*(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)*

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

*(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)*

§ 4.4 When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

## ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:

*(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)*

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

*(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)*

Coverage	Limits
----------	--------

## ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:  
(List name, address, and other information.)

Jessica Seibert, MPNA  
Aitkin County  
307 2nd Street NW, Room 310  
Aitkin, MN 56431  
Telephone Number: 218-927-7282  
Email Address: jessica.seibert@co.aitkin.mn.us

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:  
(List name, address, and other information.)

Katie Hildenbrand, CID, VP  
Widseth Smith Nolting & Associates, Inc.  
704 East Howard Street  
Hibbing, MN 55746  
Telephone Number: 218-274-6049  
Email Address: katie.hildenbrand@widseth.com

## ARTICLE 7 ATTACHMENTS AND EXHIBITS

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- .2 Other Exhibits incorporated into this Agreement:  
(Clearly identify any other exhibits incorporated into this Agreement.)

Exhibit A: Fee Schedule (Current Year's Version)

Exhibit B: Pre-Lien Notice

- .3 Other documents:

(List other documents, if any, including additional scopes of service forming part of this Service Order.)

This Service Order entered into as of the day and year first written above.

OWNER (Signature)

(Printed name and title)

ARCHITECT (Signature)

Katie Hildenbrand, CID, VP

(Printed name, title, and license number, if required)

  
(Signature)

David Jordan, PE, VP

(Printed name and title)

# Additions and Deletions Report for

## AIA® Document B221™ – 2018

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 12:11:01 ET on 06/28/2024.

**PAGE 1**

**SERVICE ORDER** number 01 made as of the seventeenth day of June in the year two thousand twenty-four

...

Aitkin County  
307 2nd Street NW  
Aitkin, MN 56431

...

Widseth Smith Nolting & Associates, Inc., dba "Widseth"  
216 South Main Street  
Crookston, MN 56716

...

Aitkin County Health & Human Services Renovation  
204 1st Street NW, Aitkin, MN 56431  
Project #2024-11121

...

This Service Order, together with the Master Agreement between Owner and Architect dated the seventeenth day of June in the year two thousand twenty-four

**PAGE 2**

~~(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)~~

Project Program Details:

Renovation of existing Health & Human Services facility to improve safety, security, and preservation of county buildings; based on Schematic Design plan developed in 2023.

Project's Physical Characteristics

The current Aitkin County Health & Human Services facility is a 19,000 sf building located at 204 1st Street NW in Aitkin, Minnesota.

Contractors or Consultants Retained by Owner: N/A

Consultants Retained by Architect:

Mechanical, Electrical, and Structural Engineers on staff at Widseth.

Owner's Budget for the Cost of Work as defined by 2.1.3:

Approximately \$3,400,000, including schematic design phase already completed.

Owner's Anticipated Design Milestone Dates:

To be determined

Anticipated Procurement Method:

Design-Bid-Build (public bid)

Owner's Sustainable Objective:

N/A

Other Relevant Information about the Project:

PAGE 3

#### **§ 2.1.1.1 General Services:**

- .1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.
- .2 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in Article 3. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.
- .3 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.
- .4 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

#### **§ 2.1.1.2 Schematic Design Phase Services:**

- .1 Schematic design services were completed under a previous contract and are not part of this agreement. Architect's fee defined by Article 4 details compensation already paid by the Owner to the Architect.

#### **§ 2.1.1.3 Design Development Phase Services:**

- .1 Based on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.
- .2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 2.1.3.
- .3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

#### **§ 2.1.1.4 Construction Documents Phase Services:**

- .1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 2.1.1.6.4 – Submittals.**
- .2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.**
- .3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.**
- .4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 2.1.3.**
- .5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 2.1.3.5, and request the Owner's approval.**

#### **§ 2.1.1.5 Procurement Phase Services:**

- .1 General**
  - (a) The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.**
- .2 Competitive Bidding**
  - (a) Bidding Documents shall consist of bidding requirements and proposed Contract Documents.**
  - (b) The Architect shall assist the Owner in bidding the Project by:**
    - facilitating the distribution of Bidding Documents to prospective bidders;**
    - organizing and conducting a pre-bid conference for prospective bidders;**
    - preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,**
    - organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.**
  - (c) If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.**
- .3 Negotiated Proposals**
  - (a) Proposal Documents shall consist of proposal requirements and proposed Contract Documents.**
  - (b) The Architect shall assist the Owner in obtaining proposals by:**

- facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- organizing and participating in selection interviews with prospective contractors;
- preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

(c) If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

### 2.1.1.6 Construction Phase Services

#### .1 General

(a) The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™-2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

(b) The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

(c) Subject to Article 4 of the Master Agreement and except as provided in Section 2.1.1.6.6 (e), the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

#### .2 Evaluations of the Work

(a) The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 2.1.2, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

(b) The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

(c) The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to

such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

(d) Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

(e) Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

- On written request of either the Owner or the Contractor, the Architect shall interpret and render decisions on matters concerning performance of the Owner and the Contractor under the requirements of the Contract Documents. The Owner will pay the Architect for these services in accordance with the Additional Services provisions of this Agreement. Decisions of the Architect shall be consistent with the design concepts and information contained in the Contract Documents and reasonably inferable therefrom and shall be made with reasonable promptness. The Architect shall attempt to ensure that both the Owner and the Contractor faithfully perform their contractual obligations, and the Architect shall not be partial to either. The Architect shall not be liable to either the Owner or the Contractor for the results of interpretations or decisions rendered by the Architect in good faith.
- Accordingly, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect from any damages, liabilities or costs arising out of or in any way connected with the Architect's service as an initial decision maker.
- In addition, the Owner agrees, and shall require all contractors to agree, to make no claim and to waive, to the fullest extent permitted by law, any claim or cause of action of any nature against the Architect arising out of or in any way connected with the Architect's service as an initial decision maker.

### **.3 Certificates for Payment to Contractor**

(a) The Architect shall review the Contractor's application for payment and determine the amounts that the Architect recommends the Contractor be paid. The Architect's recommendation for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 2.1.1.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is generally in accordance with the Contract Documents. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

(b) By recommending any payment to the Contractor, the Architect shall not be deemed to have represented that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

(c) The Architect shall maintain a record of the Applications and Certificates for Payment.

#### **.4 Submittals**

(a) The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

(b) The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

(c) If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

(d) Subject to Section 2.1.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

(e) The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

#### **.5 Changes in the Work**

(a) The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 2.1.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

(b) The Architect shall maintain records relative to changes in the Work.

#### **.6 Project Completion**

(a) The Architect shall:

- conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- issue Certificates of Substantial Completion;
- forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

- (b) The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.
- (c) When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.
- (d) The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.
- (e) Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

## PAGE 8

Additional services are subject to Article 4 of the Master Agreement, the attached Professional Services Proposal, and as described in 2.1.2.1.

**§ 2.1.2.1** To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

**§ 2.1.2.2** The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 One (1) review of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Two (2) visits per month to the site by the Architect during construction
- .3 One (1) observation of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One (1) observation of the Work to determine final completion.

**§ 2.1.2.3** Except for services required under Section 2.1.1.6.6 (e) and those services that do not exceed the limits set forth in Section 2.1.2.2, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

**§ 2.1.2.4** If the services covered by this Agreement have not been completed within twenty (20) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

### § 2.1.3 Cost of Work

**§ 2.1.3.1** For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

**§ 2.1.3.2** The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Section 1.2. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

**§ 2.1.3.3** In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 2.1.2, as an Additional Service.

**§ 2.1.3.4** If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

**§ 2.1.3.5** If, prior to the conclusion of the Construction Documents Phase, the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

**§ 2.1.3.6** If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 8.5 of the Master Agreement;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

**§ 2.1.3.7** If the Owner chooses to proceed under Section 2.1.3.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 2.1.3.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work by greater than 10% or due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 9.3 of the Master Agreement; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 2.

PAGE 9

September 2025

PAGE 10

September 2026

...

.1 Stipulated Sum – not applicable

...

(Eight and a half percent (8.5) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 4.4.

- Schematic design services totaling \$40,800.00, completed under a previous contract, shall be deducted from this fee.

(Estimated fee for remaining design services: 8.5 % x 3.4M = \$289,000 - \$40,800 = \$248,200)

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Jessica Seibert, MPNA  
Aitkin County  
307 2nd Street NW, Room 310  
Aitkin, MN 56431  
Telephone Number: 218-927-7282  
Email Address: jessica.seibert@co.aitkin.mn.us

...

Katie Hildenbrand, CID, VP  
Widseth Smith Nolting & Associates, Inc.  
704 East Howard Street  
Hibbing, MN 55746  
Telephone Number: 218-274-6049  
Email Address: katie.hildenbrand@widseth.com

...

Exhibit A: Fee Schedule (Current Year's Version)  
Exhibit B: Pre-Lien Notice

...

(Signature)

(Printed name and title)

## ***Certification of Document's Authenticity***

**AIA® Document D401™ – 2003**

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 12:11:01 ET on 06/28/2024 under Order No. 3104240140 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B221™ – 2018, Service Order for use with Master Agreement Between Owner and Architect, other than those additions and deletions shown in the associated Additions and Deletions Report.

*(Signed)*



Jennifer F. Masterman

Project Coordinator, CDT, CCCA

*(Title)*

06/28/2024

*(Dated)*

## 2024 FEE SCHEDULE

CLASSIFICATION	RATE
Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer/Project Manager	
Level I	\$135 / Hour
Level II	\$160 / Hour
Level III	\$185 / Hour
Level IV	\$195 / Hour
Level V	\$205 / Hour
Technician	
Level I	\$ 90 / Hour
Level II	\$115 / Hour
Level III	\$135 / Hour
Level IV	\$150 / Hour
Level V	\$165 / Hour
Computer Systems Specialist	\$175 / Hour
Senior Funding Specialist	\$140 / Hour
Marketing Specialist	\$123 / Hour
Funding Specialist	\$110 / Hour
Administrative Assistant	\$ 82 / Hour

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
ATV 4-Wheeler Rental	\$100 / Day
ATV Side by Side Rental	\$200 / Day
Waste Water Sampler	\$40 / Day
ISCO Flow Recorder	\$60 / Day
Photoionization Detection Meter	\$100 / Day
Explosimeter	\$50 / Day
Product Recovery Equipment	\$35 / Day
Survey-Grade GPS (Global Positioning System)	\$75 / Hour
Mapping GPS (Global Positioning System)	\$150 / Day
Lath & Hubs	\$150 / Day
Soil Drilling Rig	\$35 / Hour
Groundwater Sampling Equipment	\$125 / Day
Hydrographic Survey System	\$500 / Day
Subcontractors	Cost plus 10%

REPRODUCTION COSTS	
Black & White Copies: 8-1/2" x 11"	\$0.10 Each
Black & White Copies: 11" x 17"	\$0.50 Each
Black & White Copies: 24" x 36"	\$3 Each
Color Copies: 8-1/2" x 11"	\$2 Each
Color Copies: 11" x 17"	\$4 Each
Color Copies: 24" x 36"	\$12 Each
Color Plots: 42" x 48"	\$22 Each

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

**EXHIBIT B**

**PRE-LIEN NOTICE**

**PURSUANT TO THE AGREEMENT WIDSETH WILL BE  
PERFORMING SERVICES IN CONNECTION WITH IMPROVEMENTS  
OF REAL PROPERTY AND MAY CONTRACT WITH  
SUBCONSULTANTS OR SUBCONTRACTORS AS APPROPRIATE  
TO FURNISH LABOR, SKILL AND/OR MATERIALS IN THE  
PERFORMANCE OF THE WORK. ACCORDINGLY, CLIENT IS  
ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:**

- (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR  
MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY  
MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON  
OR COMPANY IS NOT PAID FOR ITS CONTRIBUTIONS.**
- (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY  
PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS  
IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM  
OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE  
FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE  
IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER  
SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR  
MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU  
TIMELY NOTICE.**



# Board of County Commissioners Agenda Request

4A

Agenda Item #

Requested Meeting Date: December 17, 2024

Title of Item: Appointment for District 4 Board of Adjustment

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

Andrew Carlstrom

**Department:**

Planning & Zoning

**Presenter (Name and Title):**

Andrew Carlstrom, Environmental Services Director

**Estimated Time Needed:**

5 minutes

**Summary of Issue:**

In accordance with Section 10 of the Aitkin County Zoning Ordinance, I am requesting the appointment of Mr. Jeremy Paquette or Mr. Greg Neumann to the Board of Adjustment for District 4 in Aitkin County. This position will replace Mr. Dake Olson who resigned his position in September, and after faithfully serving for close 2 years. Please see the attached applications.

**Alternatives, Options, Effects on Others/Comments:**

Motion to deny either candidate as District 4 representative on the Board of Adjustment

**Recommended Action/Motion:**

Motion to approve the appointment of Mr. Jeremy Paquette or Mr. Greg Neumann as District 4 representative on the Board of Adjustment

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ 1020.00

Is this budgeted?  Yes  No

Please Explain:

Estimated member annual yearly cost is for attending BOA meetings, mileage, and visiting BOA applicant sites.

# MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

BOARD OF ADJUSTMENT

AITKIN COUNTY COMMISSIONER DISTRICT 4

Minnesota Statues 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I HAVE MANY YEARS OF EXPERIENCE ON THE BOARD OF ADJUSTMENT FOR  
AITKIN COUNTY. I ALSO HAVE WORKED WITH THE AITKIN P&Z  
OFFICE FOR 25 YEAR BEING A LOCAL CONTRACTOR  
I SERVED AS CHAIR FOR THE BOA MOST OF MY TIME THERE  
AND ALSO SERVED AND WAS CHAIR OF THE PLANNING  
COMMISSION, REPRESENTING THE BOA, FOR MANY OF MY YEARS.

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Jeremy Paquette  
Signature of Applicant

11/15/2024  
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes        No  X  

Is this application submitted at the suggestion of appointing authority? Yes        No  X  

Please return application to the Aitkin County Administrator's office, located at  
307 2<sup>nd</sup> Street NW – Room 310, Aitkin, MN 56431

NAME OF APPLICANT: JEREMY PAQUETTE

STREET ADDRESS OF APPLICANT:

50801 237<sup>th</sup> PLACE

McGREGOR MN 55760

PHONE NUMBERS:

DAYs (218) 244-4443

EVENINGS SAME

For Office Use Only

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

Date of Term Expiration: \_\_\_\_\_

Term #: \_\_\_\_\_

**MINNESOTA OPEN APPOINTMENT ACT  
APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY**

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

## BOARD OF ADJUSTMENT

AITKIN COUNTY COMMISSIONER DISTRICT 4

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I AM A RETIRED FIRE FIGHTER FROM ROCKISTON  
MINNESOTA. I PURCHASED MY HOME IN AITKEN  
COUNTY IN 2020 AND BECAME A PERMANENT  
RESIDENT IN 2021. AS A HUNTER AND A FISHERMAN  
THE LANDS AND WILDLIFE AREAS ARE IMPORTANT  
TO ME. BEING A MEMBER OF WHIBORNS WOULD  
ALLOW ME TO WORK WITH THE COMMUNITY WITH THOSE  
GOALS IN MIND.

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Deny or  
Signature of Applicant

11-20-24

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes  No

Is this application submitted at the suggestion of appointing authority?  Yes  No 

**Please return application to the Aitkin County Administrator's office, located at  
307 2<sup>nd</sup> Street NW – Room 310, Aitkin, MN 56431**

NAME OF APPLICANT: Brice Neumawn

STREET ADDRESS OF APPLICANT:

48912 185<sup>th</sup> PL  
McGinnis mn 55760

## PHONE NUMBERS:

DAYS 507-884-1600

EVENINGS \_\_\_\_\_

**For Office Use Only**

**Date Appointed:** \_\_\_\_\_

Date of Term Expiration: \_\_\_\_\_

Term #: \_\_\_\_\_



# Board of County Commissioners Agenda Request

**4B**

Agenda Item #

**Requested Meeting Date:** December 17, 2024

**Title of Item:** Appointment for District 3 Board of Adjustment

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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<b>Submitted by:</b> Andrew Carlstrom	<b>Department:</b> Planning & Zoning
<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director	<b>Estimated Time Needed:</b> 5 minutes

## Summary of Issue:

In accordance with Section 10 of the Aitkin County Zoning Ordinance, I am requesting the re-appointment of Mr. Charlie Christiansen to the Board of Adjustment for District 3 in Aitkin County. He has faithfully served his first term on the Board of Adjustment, served as Board of Adjustment Representative on the Planning Commission, as well as serves on the Ordinance Committee. Please see the attached application..

<b>Alternatives, Options, Effects on Others/Comments:</b> Motion to deny Mr. Christiansen as District 3 representative on the Board of Adjustment
--

<b>Recommended Action/Motion:</b> Motion to approve the re-appointment of Mr. Charlie Christiansen as the District 3 representative on the Board of Adjustment
---

<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 1020.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain: Estimated member annual yearly cost is for attending BOA meetings, mileage, and visiting BOA applicant sites.
---

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

# MINNESOTA OPEN APPOINTMENT ACT APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Board of Adjustment Dist 3

AITKIN COUNTY COMMISSIONER DISTRICT 3

Minnesota Statues 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

Chair Township Supervisor - 2010 to present

EDUCATION - Bachelor of Science

Retired Police Officer (miles 1986 - 2006)

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

C. Christensen  
Signature of Applicant

12-4-2024  
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes  No

Is this application submitted at the suggestion of appointing authority? Yes  No

**Please return application to the Aitkin County Administrator's office, located at  
307 2<sup>nd</sup> Street NW – Room 310, Aitkin, MN 56431**

NAME OF APPLICANT: CHARLES CHRISTENSEN

STREET ADDRESS OF APPLICANT:

30535 283<sup>rd</sup> LN  
Aitkin MN 56431

PHONE NUMBERS:

DAY 763 242 1824  
EVENINGS "

For Office Use Only

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

Date of Term Expiration: \_\_\_\_\_

Term #: \_\_\_\_\_



# Board of County Commissioners Agenda Request

5A

Agenda Item #

Requested Meeting Date: December 17, 2024

Title of Item: AIS Agreement with Aitkin SWCD

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested:  <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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Submitted by: Kathleen Ryan	Department: Auditor Office
Presenter (Name and Title): Kathleen Ryan, CFO	Estimated Time Needed: 10 Minutes

## Summary of Issue:

Aitkin County has had an agreement with Aitkin Co. Soil and Water to pay all AIS funds received to Soil and Water. It was discovered that the Sheriff's Department historically has had an agreement with SWCD for a portion of those funds for support purposes.

The agreement attached was created to formalize the agreement between Aitkin County and Aitkin County Soil and Water and to clarify how much and how the funds will be issued to the Aitkin County Sheriff's Department. The attached agreement covers the period of January 1, 2025 through December 31, 2027.

Alternatives, Options, Effects on Others/Comments:
--

Recommended Action/Motion: Approve the agreement to be renewed every two years.
--

Financial Impact: Is there a cost associated with this request? What is the total cost, with tax and shipping? \$ appx \$271,000 yearly Is this budgeted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please Explain: Aitkin Co. issues out funds received for AIS to SWCD and Aitkin County Sheriff Department.
--	--	---

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

**CONTRACT AGREEMENT FOR  
AITKIN COUNTY AQUATIC INVASIVE SPECIES PREVENTION PLAN  
SERVICES  
BY AND BETWEEN  
AITKIN COUNTY, MINNESOTA  
AND  
AITKIN COUNTY SOIL AND WATER CONSERVATION DISTRICT**

**I**  
IDENTITY OF PARTIES

The parties to this contract shall be Aitkin County, located within Aitkin County, Minnesota and hereinafter referred to as "County" and Aitkin County Soil and Water Conservation District, a subdivision of the government of the State of Minnesota with office location in Aitkin, Minnesota, hereinafter referred to as "SWCD."

**II**  
DURATION

The County agrees to contract with the SWCD for services described in Section III below for the period commencing January 1, 2025, and continuing through December 31, 2027.

An extension to this contract may be established if funding for AIS is continued to be received by the County. This extension will be mutually approved by the County and SWCD and is dependent on continued annual AIS fund allocations from the State of Minnesota to Aitkin County, and acceptable completion of duties by the SWCD, as outlined in Section III.

**III**  
DUTIES AND RESPONSIBILITIES

This agreement provides for technical and administrative assistance to the County, provided by the SWCD, in coordinating, developing, and executing actions described in the Aitkin County Aquatic Invasive Species Prevention Plan.

**IV**  
RECOMPENSE

Funds provided by the State of Minnesota to the County are available for payment to the SWCD for staffing and project costs incurred in the execution of the AIS Invasive Species Prevention Plan. Annual payments to the SWCD to cover SWCD staff time commitments to this project shall not exceed the AIS funds received by the County annually minus \$40,000 allocated to the Aitkin County Sheriff's Department annually (\$20,000 in July and \$20,000 in December), unless approved by the Aitkin County Board of Commissioners. Payments will be made when funds are received by the County to SWCD.

## WORK PLANNING AND ACCOMPLISHMENT TRACKING

SWCD staff responsible for coordinating and/or completing work under this agreement will meet with the AIS Advisory Committee at regularly scheduled meetings to discuss work planning, next steps, and accomplishments to date. Much of the field work and public outreach called for within the Aitkin County AIS Work Plan will occur during the late spring, summer, and early fall seasons.

## VI

### GENERAL TERMS

1. Services specified in Section III of this contract may be sub-contracted to a third party by SWCD only with written approval from the AIS Advisory Committee.
2. This contract may be modified only if proposed modifications are mutually agreed by the County and SWCD.
3. This contract is subject to termination by either party providing the other party is given sixty (60) days notification of intent to terminate.
4. SWCD and the County will ensure compliance with the provisions of any Federal or State Audit Requirements.
5. SWCD and the County will ensure compliance with the provisions of any Federal, State, or local environmental regulations.

IN WITNESS, WHEREOF, the County has caused this contract to be duly executed on its behalf and the SWCD has caused the same to be duly executed on its behalf.

Aitkin County, Minnesota

Aitkin County Soil and Water Conservation District

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Board Chair

---

Board Chair

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_



# Board of County Commissioners Agenda Request

**6A**  
Agenda Item #

**Requested Meeting Date:** December 17, 2024

**Title of Item:** Consider funding request- ISD #1

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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<b>Submitted by:</b> Mark Jeffers	<b>Department:</b> Economic Development
<b>Presenter (Name and Title):</b> Mark Jeffers, Economic Development Coordinator	<b>Estimated Time Needed:</b> 5 minutes

**Summary of Issue:**  
Dan Stifter, Superintendent ISD #1, met with the Economic Development Committee to formally request that the County partner with ISD #1 by contributing 25% of the cost (\$10,500) for the Costin Group for lobbying services. The lobbying efforts will focus on securing support from the IRRR and the Legislature in 2025. The Economic Development Committee does not recommend approval to fund this project at this time and has offered additional ways that the County can support this project through communication and collaboration with Legislators.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Approve or deny motion to fund ISD #1 project \$10,500 for the Costin Group.

**Financial Impact:**  
*Is there a cost associated with this request?*  Yes  No  
*What is the total cost, with tax and shipping?* \$ \$10,500  
*Is this budgeted?*  Yes  No *Please Explain:*



WE ARE  
**AITKIN**  
*Long-Range Facilities Planning*

# AITKIN PUBLIC SCHOOLS AITKIN COUNTY ECONOMIC DEVELOPMENT COMMITTEE

November 27, 2024



## Aitkin Public Schools Recent Board Goals

### School District Strategic Plan that involve facilities:

**Goal 8:** Increase community and business partnerships.

**Goal 9:** Implement and communicate the Strategic and Facilities Plan that support the district priorities and identify the needs of our district.

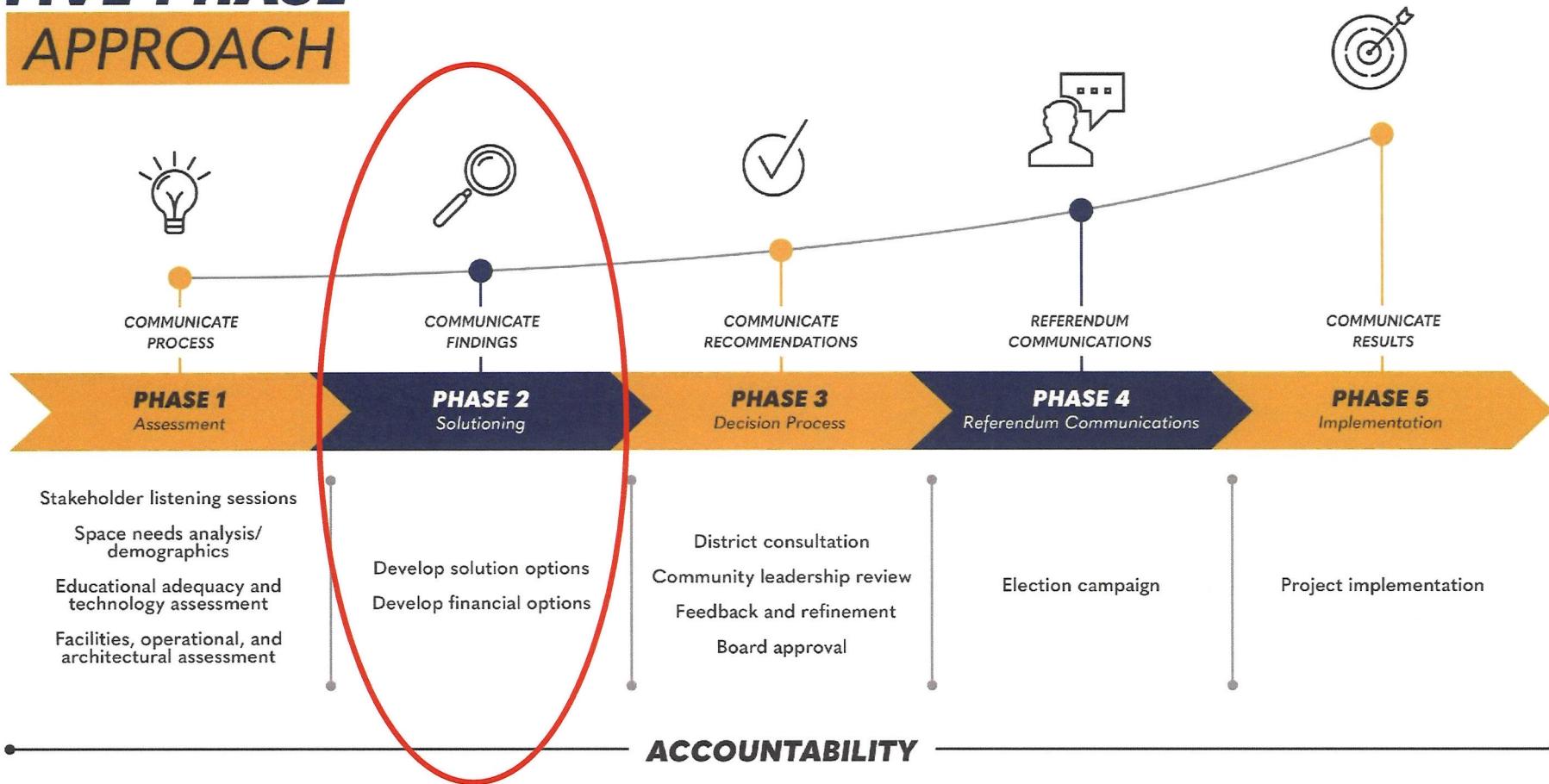
**Goal 11:** Address safety and facility needs and upgrades.

**Goal 12:** Promote financial stability.

**Goal 13:** Create a plan for the future of Aitkin Public School Facilities.



## FIVE-PHASE APPROACH



# OPTIONS - ESTIMATES ONLY

## ROUGH COST OF THREE OPTIONS

These numbers are only for relative comparison only. No decisions have been made at this time!

**Op1 = \$62,506,500** Pk-6 / Bus Garage

**Op1 + Op2 = \$126,511,100** Pk-12 / Bus Garage

**Op1 + Op2 + Op3 = \$133,584,100** Pk-12 / Bus Garage / Auditorium

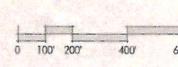
**Op1 + Op2 + Op3 + Op4= \$144,566,600** Pk-12 / Bus Garage / Auditorium / Athletics

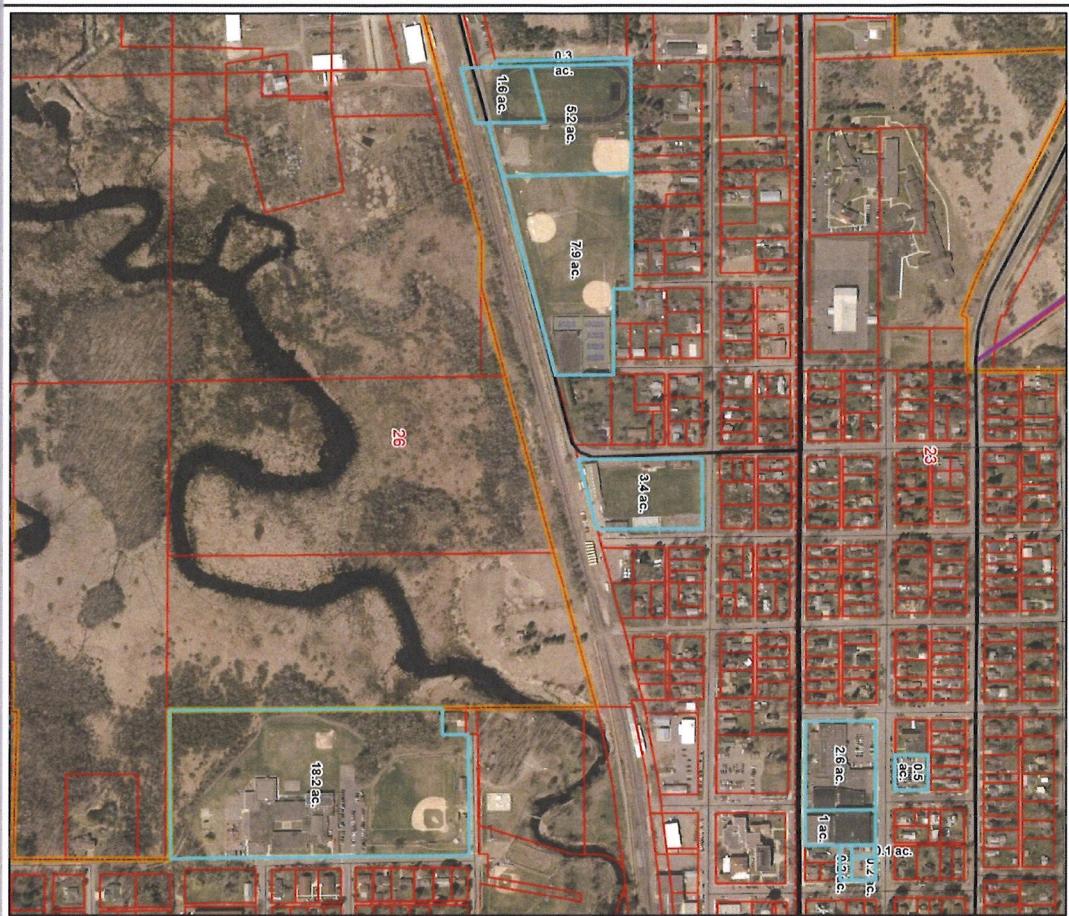


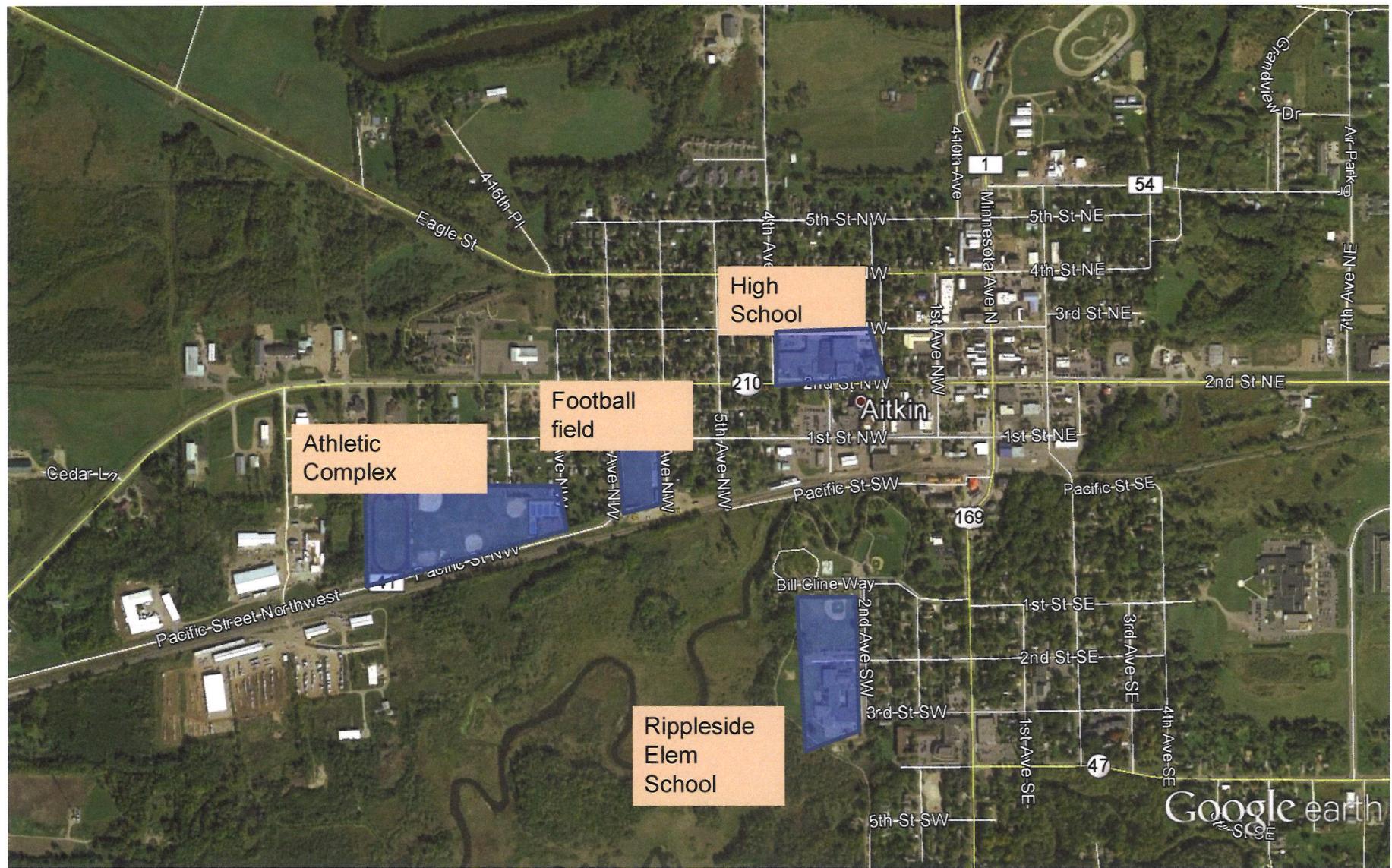




AITKIN SCHOOLS  
CONCEPTUAL SITE PLAN - SCHEME C  
SEPTEMBER 16, 2021 | JLG 21222 | © 2021 JLG ARCHITECTS









# What is in it for the County?

The development of a new school and the surrounding property offers several potential benefits for the county, including:

- **Increased Tax Base:**
  - The current school facilities sit on approximately 41 acres within city limits.
  - A portion of the 220-acre new site, not needed for school facilities, could be repurposed and contribute to the tax base.
- **Enhanced Property Value:**
  - Taxable land from the unused portion of the district's property could be utilized for development.
  - Opportunities for a housing development on this land could further boost property values.
- **Strengthening the Aitkin Area Community:**
  - This project aligns with broader goals to enhance the community and its infrastructure.

By working together as a team, we increase our chances of securing financial support from both the IRRR and the state legislature.

# What's in it for the Hospital?

The development of a new school and surrounding property offers several potential benefits for the hospital, including:

- **Housing Opportunities:**
  - Creation of housing options to address staffing needs.
- **Modern Educational Facilities:**
  - State-of-the-art schools that can attract hospital employees and their families to the area.
- **Potential Partnership for a Wellness Space:**
  - Opportunities to collaborate on a wellness area for community residents.
- **Enhanced Quality of Life:**
  - Improved amenities and infrastructure to benefit residents throughout the Aitkin area.  
Improve the ability to recruit and retain professional and technical workers





# What is in it for the City?

The development of a new school and surrounding property presents several potential benefits for the city, including:

- **Infrastructure Expansion:**
  - Provides opportunities to extend city infrastructure.
  - Potential to create a connected infrastructure loop on the south end of the city.
- **Increased Tax Base:**
  - The current school facilities encompass approximately 41 acres within city limits.
  - A portion of the 220-acre new site, not needed for school facilities, could be repurposed, adding taxable land.
- **Enhanced Property Value:**
  - The availability of unused district land creates opportunities for development, including potential housing projects.
- **Strengthening the Aitkin Area Community:**
  - This initiative supports the growth and betterment of the city, benefiting residents and local stakeholders alike.

# Scope of the project and Proposal

On behalf of Aitkin Public Schools, I am requesting that the county partner with us by contributing 25% of the cost—\$10,500—for the Costin Group to lobby on behalf of the Aitkin community. The lobbying efforts will focus on securing support from the IRRR and the Legislature in 2025.

This project will have far-reaching benefits for the Aitkin community, including the development of modern school facilities and creating space to support future city and county growth.

At this stage, we need clarity on our partnership. Will this be a joint effort to secure funding for Aitkin, or will the school district proceed without the county's support?



ANY QUESTIONS OR COMMENTS?



WE ARE  
**AITKIN**  
*Long-Range Facilities Planning*



# Board of County Commissioners Agenda Request

**6B**  
Agenda Item #

**Requested Meeting Date:** December 17, 2024

**Title of Item:** Approve Revolving Loan Fund

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

Mark Jeffers

**Department:**

Economic Development

**Presenter (Name and Title):**

Mark Jeffers, Economic Development Coordinator

**Estimated Time Needed:**

5 minutes

## Summary of Issue:

The Economic Development Committee has established a Revolving Loan Fund as a part of the Aitkin County Housing Trust Fund.

The Aitkin County Housing Development Revolving Loan Fund (RLF) is established to support housing development initiatives in Aitkin County. The fund aims to promote the construction, rehabilitation, and development of affordable (workforce) and market-rate housing through low-interest loans to developers, non-profit organizations, and individuals.

Loan Amounts: Typically ranging from \$5,000 to \$75,000 depending on project scope.

The Economic Development Committee recommends approval of a motion to execute this RLF.

The County Attorney has reviewed the document.

## Alternatives, Options, Effects on Others/Comments:

## Recommended Action/Motion:

Approve motion to execute this RLF.

## Financial Impact:

*Is there a cost associated with this request?*

Yes

No

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

*Is this budgeted?*

Yes

No

*Please Explain:*



# Aitkin County Housing Development Revolving Loan Fund (RLF)

## 1. Purpose of the Fund

The Aitkin County Housing Development Revolving Loan Fund (RLF) is established to support housing development initiatives in Aitkin County. The fund aims to promote the construction, rehabilitation, and development of affordable (workforce) and market-rate housing through low-interest loans to developers, non-profit organizations, and individuals.

## 2. Goals and Objectives

- **Increase Housing Supply:** Support projects that address housing shortages in Aitkin County.
- **Affordable (Workforce) Housing Development:** Prioritize affordable housing units for low- to moderate-income households. Affordable housing is defined as housing that costs no more than 30% of a household's gross income, including rent or mortgage payments and utility costs. This standard applies to various income levels but is used to assess the affordability of housing for low- to moderate-income households.
- **Economic Development:** Stimulate economic growth by encouraging housing development that aligns with the County's strategic planning efforts.
- **Sustainable Financing:** Utilize a revolving structure to sustain and expand the loan fund for future projects.
- **Gap Financing:** The RLF must serve as the shortfall between the total cost of a project and the amount of funding secured from primary sources, such as traditional loans, grants, or investments.

## 3. Eligible Borrowers

- For-profit developers.
- For-profit builders
- Public/private partnerships.
- Individuals involved in housing development.
- Non-profit housing organizations.

## 4. Eligible Projects

The RLF will provide loans for projects including:

- New construction of single-family or multi-family housing.
- Land acquisition or infrastructure improvements related to housing development.
- Adaptive reuse of commercial buildings for residential purposes.
- Rehabilitation or redevelopment of existing housing units.

Ineligible project include:

- Working capital projects
- Refinancing of existing debt
- General improvements

## 5. Loan Terms

- **Loan Amounts:** Typically ranging from \$5,000 to \$75,000 depending on project scope.
- **Interest Rate:** Fixed rate at [X]% (adjustable depending on market conditions).
- **Loan Term:** Loans shall be offered with terms between 5 and 20 years, depending on project type and loan amount.
- **Repayment:** Monthly or quarterly payments. Principal repayment deferred for [X] months based on project needs.
- **Security:** Loans secured by a mortgage on the property or other collateral deemed acceptable by the Economic Development committee.



## 6. Application Process

- **Step 1:** Upon preliminary approval, submit a **Full Loan Application** that includes:
  - Detailed project plan, timeline, and budget.
  - Evidence of site control (e.g., purchase agreement, deed).
  - Development pro forma and financial projections.
  - Plans for meeting zoning and regulatory requirements.
  - Organizational documents (if applicable).
  - Financial statements of the developer/organization.
- **Step 2:** Application reviewed by Economic Development committee.

## 7. Loan Review and Approval Process

- **Economic Development Committee:** Composed of representatives from the County
- **Evaluation Criteria:**
  - Feasibility and readiness of the project
  - Financial capacity of the borrower
  - Impact on housing needs in Aitkin County
  - Compliance with local zoning and housing regulations
  - Contribution to community and economic development
- **Approval Process:** The Committee makes loan recommendations to the County Board for final approval.

## 8. Revolving Loan Fund Structure

The fund will revolve through the repayment of principal and interest, allowing for new loans to be made as funds become available. This ensures a sustainable source of financing for future housing projects.

## 9. Monitoring and Compliance

Loan recipients will be required to provide bi-annual updates, including:

- Project progress reports.
- Financial reports.
- Evidence of compliance with local regulations and codes.

Failure to meet these requirements may result in loan default, triggering enforcement actions by the County.

## 10. Administration and Management

The Economic Development Committee is responsible for administering the RLF:

- Marketing the RLF
- Processing applications
- Managing the loan review and recommendation process
- Ensuring compliance with program requirements

The Aitkin County Board of Commissioners shall grant final approval of all loans.

## 11. Funding Sources

- Initial capitalization of the RLF through the Statewide Affordable Housing aid funding to the Aitkin County Housing Trust Fund.
- Ongoing capitalization through loan repayments and potential additional funding sources.

## 12. Amendments

The County reserves the right to amend or revise the RLF guidelines as needed to address emerging needs or changing market conditions.



### 13. Loan Default and Enforcement Actions

If a loan recipient fails to make payments according to the agreed-upon loan terms, or if the recipient violates any conditions of the loan agreement, the following steps will be taken:

- **Notification of Default:**

The borrower will receive a formal written notice of default, outlining the missed payments or violations and provided a 30 day timeframe to remedy the default.

- **Opportunity to Cure:**

Borrowers will be given an opportunity to cure the default within the provided timeframe. This may include making the missed payments, providing additional documentation, or addressing any breaches of the loan agreement.

- **Restructuring Options (if applicable):**

If the borrower is unable to cure the default, the Economic Development Committee, with Board of Commissioners approval may consider restructuring the loan under revised terms, such as extending the repayment period or modifying payment schedules.

- **Enforcement of Collateral:**

**If the default is not cured and no restructuring agreement is reached, the Aitkin County reserves the right to enforce its security interests. This may include:**

- **Foreclosure proceedings on properties or assets secured by the loan**
- **Seizure of collateral or other legal recourse to recover outstanding loan amount**

- **Legal Proceedings:**

If necessary, Aitkin County may pursue legal action to recover the loan balance, including filing a lawsuit to enforce repayment through the court system.

- **Recovery of Costs:**

The borrower may be liable for any legal fees, court costs, or other expenses incurred by Aitkin County in the process of enforcing the loan agreement.

- **Termination of Loan Agreement:**

In cases where default cannot be remedied, the loan agreement may be terminated, and any outstanding amounts will be immediately due and payable.



## Aitkin County Housing Development Revolving Loan Fund Loan Application

### Section 1: Applicant Information

- **Applicant Name:**
- **Organization Name (if applicable):**
- **Address:**
- **Phone:**
- **Email:**
- **Type of Applicant** (check one):
  - Individual
  - Non-Profit Organization
  - For-Profit Developer
  - Public/Private Partnership
- **Tax Identification Number (TIN) or Social Security Number** (if individual):

### Section 2: Project Information

- **Project Name:**
- **Project Location (Address):**
- **Parcel ID** (if available):
- **Type of Project** (check all that apply):
  - New Construction
  - Rehabilitation/Renovation
  - Land Acquisition
  - Adaptive Reuse of Property
  - Other (Please specify):
- **Total Project Cost:** \$
- **Amount of Loan Requested:** \$
- **Other Sources of Funding** (List sources, amounts, and if secured or pending):
- **Source Amount Total (\$)** Secured/Pending:

### Section 3: Project Description

- **Project Summary:** Provide a brief description of the proposed project, including key objectives and timeline. Attach additional sheets if necessary.  
*(Example: "This project will involve the construction of 10 single-family homes on a 5-acre site in Aitkin County, with completion expected by June 2025.")*
- **Housing Units Created or Rehabilitated:**
  - Number of Units:
  - Number of Affordable Units (if applicable):



- Target Population (e.g., low-income, middle-income, market-rate):
- **Zoning Compliance:** Is the project currently in compliance with local zoning and land-use regulations?  
□ Yes □ No  
If no, explain the plan for zoning approval:

#### Section 4: Development Team

- **Primary Developer/Organization:**

- Contact Person:
- Phone:
- Email:

- **Architect (if applicable):**

- Firm Name:
- Contact Person:
- Phone:
- Email:

- **General Contractor (if applicable):**

- Firm Name:
- Contact Person:
- Phone:
- Email:

#### Section 5: Financial Information

- **Total Project Budget:** (Attach detailed breakdown of costs, including land acquisition, construction, professional fees, etc.)
- **Development Pro Forma:** (Attach multi-year pro forma that includes estimated revenues, operating expenses, financing terms, and cash flow projections.)
- **Existing Liabilities:** Provide a summary of the applicant's existing liabilities, including other debts and financial obligations.
- **Security/Collateral Offered:** Provide details on collateral offered to secure the loan (e.g., property mortgage, personal guarantee).

#### Section 6: Supporting Documentation

Please attach the following required documents:

- **Detailed Project Plan:** Including architectural drawings, construction timeline, and development schedule.
- **Proof of Site Control:** Deed, purchase agreement, or letter of intent.
- **Organizational Documents:** Articles of incorporation, bylaws (for non-profits or companies).
- **Most Recent Financial Statements:** Including balance sheet and income statement for the past two years.
- **Proof of Zoning Compliance or Plan:** Any documentation or approvals related to zoning compliance.
- **Land appraisal (if applicable)**
- **Developer's Resume/Experience:** List of previous projects and qualifications of the development team.
- **Notice of past bankruptcies and/or foreclosures**



**Naturally Better.**

#### **Section 7: Acknowledgment and Certification**

I/We certify that the information provided in this application is true and accurate to the best of my/our knowledge. I/We understand that submission of this application does not guarantee loan approval. I/We authorize Aitkin County to obtain any necessary credit or background checks required for the review of this application.

- **Signature of Applicant/Authorized Representative:**

- **Date:**
- **Printed Name:**

#### **Section 8: Submission Instructions**

Please submit the completed application and all required documentation to:

**Aitkin County Economic Development RLF**

307 2<sup>nd</sup> Street NW room 316

Aitkin, MN 56431

OR

Email: RLF application to [mark.jeffers@co.aitkin.mn.us](mailto:mark.jeffers@co.aitkin.mn.us)



# Board of County Commissioners Agenda Request

7A

Agenda Item #

Requested Meeting Date: 12/17/2024

Title of Item: Purchase Transport Vehicle

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

Sheriff Dan Guida

Department:

Aitkin County Sheriff's Office

Presenter (Name and Title):

Sheriff Dan Guida

Estimated Time Needed:

5 min.

## Summary of Issue:

The Aitkin County Sheriff's Office is requesting approval to purchase an easier accessible transport vehicle for the transportation needs of inmates. The current transport SUV is very high mileage and is very difficult for larger inmates or those with mobility issues to get in and out of. I would like to request approval to spend up to \$48,000 to purchase and outfit a more accessible transport vehicle.

## Alternatives, Options, Effects on Others/Comments:

## Recommended Action/Motion:

It is recommended to approve spending up to \$48,000 to purchase and outfit a more accessible transport vehicle to be used for transportation of inmates.

## Financial Impact:

Is there a cost associated with this request?

Yes

No

What is the total cost, with tax and shipping? \$ 48,000.00

Is this budgeted?

Yes

No

Please Explain:

Monies available in remaining 2024 Budget to make purchase

**TOYOTA****Kolar Toyota**

4781 Miller Trunk Hwy.  
Duluth MN 55811  
218-733-0100

## 2025 SIENNA

Sienna LE

**Model:** 2025 Sienna LE 2.5L Hybrid Engine All-Wheel Drive  
5403A

**VIN:** 5TDKSFKCXSS50B983

**Stock:** N/A

**Engine:** 2.5L Hybrid Engine

**Transmission:** Electronically controlled Continuously Variable  
Transmission (ECVT)

**EXTERIOR**

Celestial Silver Metallic

**INTERIOR**

Gray Woven Fabric

### PRICE

Base MSRP *	\$41,185.00
Factory Installed Packages & Accessories	\$225.00
Port Installed Packages & Accessories	\$760.00
Delivery Processing and Handling	\$1,450.00
<b>Total Advertised Price</b>	<b>\$43,620.00</b>

### FUEL ECONOMY



### INSTALLED PACKAGES & ACCESSORIES

50 State Emissions	FIO	\$0.00
Roof rails	FIO	\$150.00
Spare tire	FIO	\$75.00
<b>Body Side Moldings</b>	PIO	\$250.00
Body side moldings help protect against careless door swings, runaway shopping carts and other parking lot mishaps while adding a little extra exterior style. • Color-matched to the exterior paint.		
<b>Door Sill Protectors</b>	PIO	\$95.00
Door sill protectors help guard against interior door scuffs, scrapes and scratches. • Made of durable, skid-resistant materials • Features a Sienna logo.		
<b>Mudguards</b>	PIO	\$155.00
Help protect your paint finish from road debris and the damage it causes. • Designed to integrate with Sienna exterior styling.		
<b>All-Weather Floor Liners</b>	PIO	\$260.00
All-Weather floor liners are engineered to precisely fit your vehicle and made from flexible, weather-resistant material. • Full coverage for second and third rows • Skid-resistant backing and driver-side quarter-turn fasteners help keep the liners in place They are applicable for Sienna models without Vacuum and FridgeBox accessory.		
<b>Total Optional Equipment</b>		\$985.00
<b>Vehicle Base Model</b>		\$41,185.00

Delivery Processing and Handling	\$1,450.00
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## FEATURES

### Mechanical & Performance

- Brakes: Ventilated 12.9-in. front disc brakes
- Drivetrain: Electronic On-Demand All-Wheel Drive (AWD) system
- Suspension: Independent MacPherson strut front suspension; multi-link rear suspension
- Electric motors: Permanent magnet synchronous motors (two front, one rear)
- Traction battery: Battery type: sealed Nickel-Metal Hydride (Ni-MH)
- Engine: 245 net combined hp
- Engine: 2.5L Hybrid Engine
- Weight Rating: 6170 lbs
- Brakes: Ventilated 12.5-in. rear disc brakes
- Transmission: Electronically controlled Continuously Variable Transmission (ECVT) with sequential shift mode
- Drive modes: Normal, Eco, EV, Sport
- Emission rating: Super Ultra Low Emission Vehicle (SULEV)
- Steering: Electric Power Steering (EPS)
- Engine: Hybrid—2.5-Liter with Double Overhead Cam (DOHC), 16-Valve, D-4S Injection and Dual VVT-i
- Electronically controlled Continuously Variable Transmission (ECVT)

### Steering

- Turning circle diameter, curb to curb (ft.) 38.30

### Exterior

- Color-keyed heated power outside mirrors with blind spot warning indicators
- Black rear lower bumper
- Intermittent rear window wiper
- LED headlights and LED Daytime Running Lights (DRL) with auto on/off feature
- LED taillights and stop lights
- Dual power sliding side doors
- 17-in. alloy wheels
- Color-keyed outside door handles
- Variable windshield wipers
- Privacy glass on rear windows
- Black grille
- Color-keyed rear spoiler with LED center high-mount stop light
- Black roof-mounted shark-fin antenna

### Exterior Dimensions

- Wheelbase 120.5
- Coefficient of drag (Cd) 0.29
- Track (front/rear) 67.7 / 68.5
- Overall height, unloaded, with/without roof rails 69.7/68.5
- Ground clearance 6.37
- Overall length 203.7
- Overall width 78.5

### Interior

- Remote keyless entry system with lock, unlock, panic, and Push Button Start
- Fixed center console, pass-through, illuminated storage compartment, and four cup holders
- One 12V DC outlet (under bridge console)
- Dual sun visors with illuminated vanity mirrors
- Front- and rear-door map pockets with bottle holders
- 7-in. Multi-Information Display (MID) with odometer, fuel economy, trip information, and warning messages
- Electric Parking Brake (EPB) with Brake Hold function
- Power windows with one-touch auto up/down, jam protection in all positions
- Power door locks with shift-activated locking feature and anti-lockout feature
- Fabric front seats with seatback pockets; 8-way power-adjustable driver's seat
- Fabric 60/40 One-Motion-Stow Split & Stow 3rd Row® seat
- Overhead console with maplights and dome lights, side-door controls and Safety Connect®
- Lockable glove compartment
- One USB media port and six USB charge ports
- Up to 18 cup and bottle holders
- Three-zone automatic climate control with air filter, individual temperature settings for driver, front passenger and rear-seat passengers, and separate rear digital control panel
- Tilt/telescopic steering wheel with audio, Bluetooth® hands-free phone and voice-command, Full-Speed Range Dynamic Radar Cruise Control (DRCC), Lane Departure Alert (LDA) and Lane Tracing Assist (LTA) controls
- Qi-compatible wireless smartphone charging
- Rear window defogger with timer
- Manual second-row sunshades
- 8-passenger seating with fabric second-row bench with stowable center seat
- Nonglare rearview mirror

### Audio Multimedia

- 8-in. Toyota Audio Multimedia, six speakers, with wireless Apple CarPlay® & Android Auto™ compatibility, SiriusXM® 3-month trial. See [toyota.com/connected-services](http://toyota.com/connected-services) for details. S

## ToyotaCare

- 24-hour Roadside Assistance \$0 (No Cost)
- No cost maintenance plan \$0 (No Cost)

## Safety & Convenience

- Anti-theft system with alarm and engine immobilizer
- Toyota Safety Sense™ 2.0 —Pre-Collision System with Pedestrian Detection, Lane Departure Alert with Steering Assist, Lane Tracing Assist, Automatic High Beams, Full-Speed Range Dynamic Radar Cruise Control, and Road Sign Assist
- 3-point seatbelts for all seating positions; driver-side Emergency Locking Retractor (ELR) and Automatic/ Emergency Locking Retractors (ALR/ELR) on all passenger seatbelts
- Five LATCH (Lower Anchors and Tethers for Children) locations: includes lower anchors on all three second-row seats, and passenger-side and center third-row seats
- Tire Pressure Monitor System (TPMS) with direct pressure readout and individual tire location alert
- Star Safety System™—includes Enhanced Vehicle Stability Control (VSC), Traction Control (TRAC), Anti-lock Brake System (ABS), Electronic Brake-force Distribution (EBD), Brake Assist (BA) and Smart Stop Technology® (SST)
- Advanced Rear-Seat Reminder

- Integrated backup camera
- Tire repair kit
- Adjustable seatbelt anchors on front and outboard second-row seats and driver and front passenger seatbelt pretensioners with force limiters
- Child-protector rear door locks
- Hill Start Assist Control (HAC)
- Blind Spot Monitor (BSM) with Rear Cross-Traffic Alert (RCTA)
- Ten airbags —includes driver and front passenger Advanced Airbag System, driver, front passenger and second-row outboard seat-mounted side airbags, driver knee airbag, front passenger seat-cushion airbag, side curtain airbags

## Connected Services

- Drive Connect — includes Cloud Navigation with Google Points of Interest (POI) data, Intelligent Assistant with Hey, Toyota, and Destination Assist. Subscription required after trial. 4G network dependent. Capable (subscription required)
- Safety Connect® —includes Emergency Assistance Button, Enhanced Roadside Assistance, Automatic Collision Notification, and Stolen Vehicle Locator. Subscription required. 1-year trial subscription. 4G network dependent. Up to 10-year trial subscription
- Service Connect —receive personalized maintenance updates and vehicle health reports. Subscription required after trial. 4G network dependent. Up to 10-year trial subscription
- Remote Connect —remotely interact with your vehicle through the Toyota app via your smartwatch. Depending on grade, allows you to lock/unlock doors, start and stop the vehicle, locate your last parked location, check vehicle status and monitor guest drivers. Subscription required after trial. 4G network dependent. Capable (subscription required)
- Wi-Fi Connect —includes AT&T Wi-Fi hotspot and Integrated Streaming (Apple Music® and Amazon Music ) compatibility. Subscription required after trial. 4G network dependent. Up to 30-day/3 GB trial subscription

\* Base MSRP excludes manufacturer, distributor and dealer options, taxes, title and license and dealer fees and charges. Also excludes the Delivery, Processing and Handling of \$1,135 for Cars (Corolla, Corolla HV, Corolla HB, GR Corolla, Camry, Camry HV, Prius, Prius Prime, Toyota Crown, Mirai, GR86, GR Supra), \$1,350 for Entry SUV (Corolla Cross, Corolla Cross HV), \$1,395 for Small SUV (RAV4, RAV4 HV, RAV4 Prime, bZ4X), \$1,450 for Mid SUV/Van (4Runner, Venza, Highlander, Highlander HV, Grand Highlander, Grand Highlander HV, Sienna, Land Cruiser, Toyota Crown Signia), \$1,495 for Small Pickup (Tacoma), \$1,945 for Large Pickup/Large SUV (Tundra, Tundra HV, Sequoia). (Historically, vehicle manufacturers and distributors have charged a separate fee for processing, handling and delivering vehicles to dealerships. Toyota's charge for these services is called the "Delivery, Processing and Handling" and is based on the value of the processing, handling and delivery services Toyota provides as well as Toyota's overall pricing structure and may be subject to change at any time. Toyota may make a profit on the Delivery, Processing and Handling.) The Delivery, Processing and Handling in AL, AR, FL, GA, LA, MS, NC, OK, SC and TX may vary. The published prices do not apply to Puerto Rico and the U.S. Virgin Islands. Dealer price will vary.

ToyotaCare, which covers normal factory scheduled maintenance for 2 years or 25,000 miles, whichever comes first, is included as part of the sales price of the vehicle for qualifying buyers. See participating dealer for eligibility and coverage details.

Disclaimer: This document is not meant to replace or substitute the actual window sticker on the vehicle. Toyota Motor Sales, U.S.A., Inc. is not responsible and disclaims any liability for inaccuracies. Please contact your dealer with any questions or if you require additional information.

## April Kellerman

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**From:** Jennifer Twombly  
**Sent:** Tuesday, December 10, 2024 1:27 PM  
**To:** April Kellerman  
**Subject:** 2nd Quote for Transport Vehicle  
**Attachments:** Lake Country Toyota Bid.pdf

Here is the 2<sup>nd</sup> Quote for the Transport Vehicle. The guy I talked to wasn't the most helpful person and asked that he give us the base model (LE) price and that it would be a tax exempt sale. He left the tax on the quote and also gave us a base price on the LE plus package. So, I subtracted the additional things that should not have been on the list and came up with a price of \$44,733.50 cash price. Subtracted the following:

LE Plus package	\$1,700
Alloy wheels	\$90
Paint Protection	\$439.00
Tax	\$3,151.09

Thank you!! ☺

*Jen Twombly*  
Aitkin County Sheriff's Office  
218 1<sup>st</sup> Street NW  
Aitkin, MN 56431  
Direct: 218-927-7431  
Fax: 218-927-7359

## 2025 Toyota SIENNA 5D WAGON HYBRID LE AWD

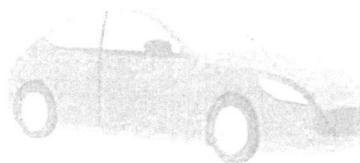
VIN 5TDBSKFC3SS162138

Vehicle Type New

Stock#

Odometer 150

MSRP Incl. Destination \$45,834.00



## Summary

## Payment Details

Selling Price	\$45,834.00	Deal Type
Fees	\$1,128.50	Cash
Doc Fee	\$275.00	Cash Payment
Locate Fee	\$0.00	
CVR Electric DMV Fee	\$49.00	
Transit Tax	\$20.00	
Transfer Tax	\$10.00	
Title Fee	\$8.25	
Title Technology Surcharge	\$2.25	Return & Exchange. Buy Worry-Free
Filing Fee	\$12.00	Every Walser dealership offers a straight-forward return and exchange policy. If your vehicle isn't a perfect fit, we've got you covered.
Public Safety Vehicle Fee	\$3.50	Ask for details.
Filing Fee Surcharge	\$1.00	
Registration Tax	\$732.00	
Plate Fee	\$15.50	
Taxes		
Tax Rate	6.875%	
Total Taxes	\$3,151.09	
Protection Products	\$0.00	
Vehicle Service Contract	\$0.00	

Term: 96 months Mileage: 100000

**TOYOTA****Lake Country Toyota**

7036 Lake Forest Road  
Baxter MN 56401  
218-454-2200

## 2025 SIENNA

**Sienna LE**

Model: 2025 Sienna LE 2.5L Hybrid Engine All-Wheel Drive  
5403A

VIN: 5TDBSKFC3SS162138

Stock: 10T1108N

Engine: 2.5L Hybrid Engine

Transmission: Electronically controlled Continuously Variable  
Transmission (ECVT)

**EXTERIOR**

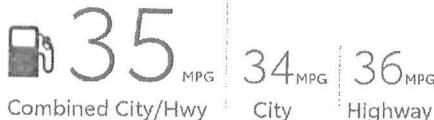
Celestial Silver Metallic

**INTERIOR**

Gray Woven Fabric

**PRICE**

Base MSRP *	\$41,185.00
Factory Installed Packages & Accessories	\$1,700.00
Port Installed Packages & Accessories	\$1,499.00
Delivery Processing and Handling	\$1,450.00
<b>Total Advertised Price</b>	<b>\$45,834.00</b>

**FUEL ECONOMY****INSTALLED PACKAGES & ACCESSORIES**

50 State Emissions	PIO	\$0.00
LE Plus Package	PIO	\$1,700.00
LE Plus Package—includes auto-dimming rearview mirror and HomeLink® universal transceiver, power tilt/slide moonroof with sunshade, black roof rails, 8-in. Toyota Audio Multimedia, eight speakers + 1-year trial Remote Connect subscription.		
Body Side Moldings	PIO	\$250.00
Body side moldings help protect against careless door swings, runaway shopping carts and other parking lot mishaps while adding a little extra exterior style. • Color-matched to the exterior paint.		
Door Sill Protectors	PIO	\$95.00
Door sill protectors help guard against interior door scuffs, scrapes and scratches. • Made of durable, skid-resistant materials • Features a Sienna logo.		
Mudguards	PIO	\$155.00
Help protect your paint finish from road debris and the damage it causes. • Designed to integrate with Sienna exterior styling.		
Alloy Wheel Locks	PIO	\$90.00
Precisely machined, weight-balanced alloy wheel locks help secure your wheels and tires against theft. • Resistant to lock-removal tools and secured by a single unique key.		

All-Weather Floor Liners	PIO	\$260.00
<p>All-Weather floor liners are engineered to precisely fit your vehicle and made from flexible, weather-resistant material.</p> <ul style="list-style-type: none"> <li>• Full coverage for second and third rows</li> <li>• Skid-resistant backing and driver-side quarter-turn fasteners help keep the liners in place</li> </ul> <p>They are applicable for Sienna models without Vacuum and FridgeBox accessory.</p>		
Paint Protection Film: Hood, Fenders, Mirror Backs and Door Cups	PIO	\$439.00
<p>Genuine Toyota paint protection film helps protect the paint finish from chips and scratches.</p> <ul style="list-style-type: none"> <li>• Multiple film layers of durable, nearly invisible urethane help provide protection</li> <li>• Designed for specific sections of the vehicle that are most prone to chipping</li> <li>• Kit includes paint protection film for hood, fenders, mirror backs and door cups.</li> </ul>		
Cargo Cross Bars	PIO	\$210.00
<p>Provide additional secure tie-down points for a variety of roof rack accessories</p> <ul style="list-style-type: none"> <li>• LE, XLE, and XSE models require optional Side Rails to accommodate Cross Bars.</li> </ul>		
<b>Total Optional Equipment</b>		<b>\$3,199.00</b>
<b>Vehicle Base Model</b>		<b>\$41,185.00</b>
<b>Delivery Processing and Handling</b>		<b>\$1,450.00</b>

## FEATURES

### Mechanical & Performance

- Brakes: Ventilated 12.9-in. front disc brakes
- Drivetrain: Electronic On-Demand All-Wheel Drive (AWD) system
- Suspension: Independent MacPherson strut front suspension; multi-link rear suspension
- Electric motors: Permanent magnet synchronous motors (two front, one rear)
- Traction battery: Battery type: sealed Nickel-Metal Hydride (Ni-MH)
- Engine: 245 net combined hp
- Engine: 2.5L Hybrid Engine
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- Electronically controlled Continuously Variable Transmission (ECVT)

### Steering

- Turning circle diameter, curb to curb (ft.) 38.30

### Exterior

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- Black roof-mounted shark-fin antenna

### Exterior Dimensions

- Wheelbase 120.5
- Coefficient of drag (Cd) 0.29
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- Overall height, unloaded, with/without roof rails 69.7/68.5
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- Lockable glove compartment
- One USB media port and six USB charge ports
- Up to 18 cup and bottle holders
- Three-zone automatic climate control with air filter, individual temperature settings for driver, front passenger and rear-seat passengers, and separate rear digital control panel
- Tilt/telescopic steering wheel with audio, Bluetooth® hands-free phone and voice-command, Full-Speed Range Dynamic Radar Cruise Control (DRCC), Lane Departure Alert (LDA) and Lane Tracing Assist (LTA) controls
- Qi-compatible wireless smartphone charging
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- Manual second-row sunshades
- 8-passenger seating with fabric second-row bench with stowable center seat
- Nonglare rearview mirror

## Audio Multimedia

- 8-in. Toyota Audio Multimedia, six speakers, with wireless Apple CarPlay® & Android Auto™ compatibility, SiriusXM® 3-month trial. See [toyota.com/connected-services](http://toyota.com/connected-services) for details. \$

## ToyotaCare

- 24-hour Roadside Assistance \$0 (No Cost)
- No cost maintenance plan \$0 (No Cost)

## Safety & Convenience

- Anti-theft system with alarm and engine immobilizer
- Toyota Safety Sense™ 2.0 —Pre-Collision System with Pedestrian Detection, Lane Departure Alert with Steering Assist, Lane Tracing Assist, Automatic High Beams, Full-Speed Range Dynamic Radar Cruise Control, and Road Sign Assist
- 3-point seatbelts for all seating positions; driver-side Emergency Locking Retractor (ELR) and Automatic/Emergency Locking Retractors (ALR/ELR) on all passenger seatbelts
- Five LATCH (Lower Anchors and Tethers for Children) locations; includes lower anchors on all three second-row seats, and passenger-side and center third-row seats
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- Advanced Rear-Seat Reminder
- Integrated backup camera
- Tire repair kit
- Adjustable seatbelt anchors on front and outboard second-row seats and driver and front passenger seatbelt pretensioners with force limiters
- Child-protector rear door locks
- Hill Start Assist Control (HAC)
- Blind Spot Monitor (BSM) with Rear Cross-Traffic Alert (RCTA)
- Ten airbags —includes driver and front passenger Advanced Airbag System, driver, front passenger and second-row outboard seat-mounted side airbags, driver knee airbag, front passenger seat-cushion airbag, side curtain airbags

## Connected Services

- Drive Connect — includes Cloud Navigation with Google Points of Interest (POI) data, Intelligent Assistant with Hey, Toyota, and Destination Assist. Subscription required after trial. 4G network dependent. Capable (subscription required)
- Wi-Fi Connect —includes AT&T Wi-Fi hotspot and Integrated Streaming (Apple Music® and Amazon Music) compatibility. Subscription required after trial. 4G network dependent. Up to 30-day/3 GB trial subscription
- Safety Connect® —includes Emergency Assistance Button, Enhanced Roadside Assistance, Automatic Collision Notification, and Stolen Vehicle Locator. Subscription required. 1-year trial subscription. 4G network dependent. Up to 10-year trial subscription
- Remote Connect —remotely interact with your vehicle through the Toyota app via your smartwatch. Depending on grade, allows you to lock/unlock doors, start and stop the vehicle, locate your last parked location, check vehicle status and monitor guest drivers. Subscription required after trial. 4G network dependent. Capable (subscription required)
- Service Connect —receive personalized maintenance updates and vehicle health reports. Subscription required after trial. 4G network dependent. Up to 10-year trial subscription

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\* Base MSRP excludes manufacturer, distributor and dealer options, taxes, title and license and dealer fees and charges. Also excludes the Delivery, Processing and Handling of \$1,135 for Cars (Corolla, Corolla HV, Corolla HB, GR Corolla, Camry, Camry HV, Prius, Prius Prime, Toyota Crown, Mirai, GR86, GR Supra), \$1,350 for Entry SUV (Corolla Cross, Corolla Cross HV), \$1,395 for Small SUV (RAV4, RAV4 HV, RAV4 Prime, bZ4X), \$1,450 for Mid SUV/Van (4Runner, Venza, Highlander, Highlander HV, Grand Highlander, Grand Highlander HV, Sienna, Land Cruiser, Toyota Crown Signia), \$1,495 for Small Pickup (Tacoma), \$1,945 for Large Pickup/Large SUV (Tundra, Tundra HV, Sequoia). (Historically, vehicle manufacturers and distributors have charged a separate fee for processing, handling and delivering vehicles to dealerships. Toyota's charge for these services is called the "Delivery, Processing and Handling" and is based on the value of the processing, handling and delivery services Toyota provides as well as Toyota's overall pricing structure and may be subject to change at any time. Toyota may make a profit on the Delivery, Processing and Handling.) The Delivery, Processing and Handling in AL, AR, FL, GA, LA, MS, NC, OK, SC and TX may vary. The published prices do not apply to Puerto Rico and the U.S. Virgin Islands. Dealer price will vary.

ToyotaCare, which covers normal factory scheduled maintenance for 2 years or 25,000 miles, whichever comes first, is included as part of the sales price of the vehicle for qualifying buyers. See participating dealer for eligibility and coverage details.

Disclaimer: This document is not meant to replace or substitute the actual window sticker on the vehicle. Toyota Motor Sales, U.S.A., Inc. is not responsible and disclaims any liability for inaccuracies. Please contact your dealer with any questions or if you require additional information.



# Board of County Commissioners Agenda Request



Requested Meeting Date: December 17, 2024

Title of Item: Purchase of 2025 Alaskan Boat

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

**Department:**  
Aitkin County Sheriff's Office

**Presenter (Name and Title):**  
Sheriff Dan Guida

**Estimated Time Needed:**  
5 min.

## Summary of Issue:

The Aitkin County Sheriff's Office is requesting to purchase a 2025 18' Alaskan boat with a 90 hp motor & Shorelander Trailer for our Boat & Water division. One of our boats was totaled out by insurance during the storm that took down the Boat & Water garage and we are needing to replace that boat. The Sheriff's Office applied for an equipment grant through the DNR to assist with this purchase, but we were not granted any funding.  
(Quote is attached)

## Alternatives, Options, Effects on Others/Comments:

## Recommended Action/Motion:

It is recommended that the quoted price of \$40,805.00 from Staples Sports Lincoln be accepted for purchase of a 2025 18' Alaskan boat, trailer & motor.

## 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:

Additional Budgeted funds for 2024 to purchase this item are available.

STAPLES SPORTS LINCOLN  
1051 320TH STREET  
CUSHING, MN 56443  
218-575-2086

# MARINE QUOTE

SOLD TO AITKIN COUNTY SHERIFF		PHONE	DATE 7/24/2024
ADDRESS		CITY	STATE
MAKE OF BOAT LUND	YEAR 2025	MODEL & SIZE 1875 ALASKAN SPORT	SERIAL NO. \$34,360.00
MAKE OF MOTOR #1 MERCURY	YEAR 2025	MODEL & HP 90ELPT 4ST	SERIAL NO.
MAKE OF MOTOR #2	YEAR	MODEL & HP	SERIAL NO.
MAKE OF TRAILER SHORELAND'R	YEAR 2025	MODEL & SIZE ROLLER GALVANIZED W/BRAKES (22 SEL)	\$6,445.00
OPTIONAL EQUIPMENT/ACCESSORIES		AMOUNT	TOTAL PURCHASE ABOVE \$40,805.00
GUNMETAL FREEBOARDS			OPTIONAL EQUIPMENT/ACCESSORIES \$0.00
COMPLETE VINYL FLOOR			
ALUMINUM PROP			
TILT STEERING UPGRADE WITH SEAT SLIDER			DEALER PREP
FIRE EXTINGUISHER			LABOR/INSTALL
AUTO BILGE PUMP OPTION			DELIVERY
LOWRANCE ELITE FS 9 CONSOLE			FREIGHT
STARTING BATTERY			
DO NOT INSTALL GRAPHICS			
			SUB-TOTAL \$40,805.00
			TOTAL TRADE-IN ALLOWANCE \$0.00
			LESS BALANCE DUE ON ABOVE
			NET ALLOWANCE
			NET SALE \$40,805.00
			SALES TAX 7.375%
			TITLE-REGISTRATION
			OFFICE FEES
			TRAILER SALES TAX 6.875%
TOTAL OPTIONAL EQUIPMENT/ACCESSORIES		\$0.00	CASH SALE PRICE \$40,805.00
DESCRIPTION OF TRADE-IN			LESS TOTAL PAYMENTS
BOAT MAKE	YEAR	SIZE	SERIAL NO.
MOTOR #1 MAKE	YEAR	HP	SERIAL NO.
MOTOR #2 MAKE	YEAR	HP	SERIAL NO.
TRAILER MAKE	YEAR	SIZE	SERIAL NO.
TOTAL TRADE-IN ALLOWANCE			UNPAID BALANCE OF CASH SALE PRICE \$40,805.00



# Board of County Commissioners Agenda Request

8A

Agenda Item #

Requested Meeting Date: December 17, 2024

Title of Item: 2025 Commissioner Salary

<input checked="" type="checkbox"/> REGULAR AGENDA  <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b>  <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 5 min.

<b>Summary of Issue:</b>  A resolution is attached to set the 2025 Commissioner salary rate. This represents a 3% increase from 2024.
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<b>Alternatives, Options, Effects on Others/Comments:</b>
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<b>Recommended Action/Motion:</b> Adopt Resolution setting the 2025 Commissioner salary rate.
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<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <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>
--	---	------------------------

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**  
ADOPTED December 17, 2024

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By Commissioner: xxx

**20241217-xxx**

**2025 Commissioner Salaries**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 202 County Commissioner's salary at \$37,566.05. Commissioners are not eligible to receive per diems from Aitkin County. Per diems may be accepted from other organizations in accordance with the law and the Aitkin County Code of Ethics.

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

**xxx MEMBERS PRESENT**

**xxx 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 17<sup>th</sup> day of December 2024, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 17<sup>th</sup> day of December 2024.**

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Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

**8B**

Agenda Item #

**Requested Meeting Date:** December 17, 2024

**Title of Item:** Elected Officials 2025 Salaries

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 10

**Summary of Issue:**  
A resolution is attached to set the 2025 Elected Officials salaries. The resolution includes salary amounts as requested by the elected officials. An informational worksheet is also attached.

**Alternatives, Options, Effects on Others/Comments:**  
Adopt resolution with alternate numbers based on discussion to set the 2025 Elected Officials salary rate.

**Recommended Action/Motion:**  
Adopt resolution setting the 2025 Elected Officials salary rate.

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

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**  
ADOPTED December 17, 2024

By Commissioner: xxx

20241217-xxx

**2025 Elected Officials Salaries**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2025 salaries of Aitkin County Elected Officials at:

GRAMS	LORI	\$ 110,136.00
GUIDA	DANIEL	\$ 143,653.00
RATZ	JAMES	\$ 173,000.00
SNYDER	TARA	\$ 94,000.00

These salaries are based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

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

Witness my hand and seal this 17<sup>th</sup> day of December, 2024.

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Jessica Seibert  
County Administrator

Commissioner and Elected Official (Department Head) Salary Survey	Attorney	Auditor	Treasurer	Aud/Treas	Sheriff	Recorder
	2024	2024	2024	2024	2024	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
<b>Average - excluding Aitkin County</b>	<b>\$ 154,966</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ 118,440</b>	<b>\$ 136,812</b>	<b>\$ 100,435</b>

5% within range movement 1/1/2025 =  
 Salary reflecting a 5% increase 1/1/2025:

Incumbent's Request on 1/1/2025  
 Amount of Incumbent's request on 1/1/2025  
 Percent increase of Incumbent's request  
 2025 Scale Max (electeds are not included on pay equity report)  
 Grade guideline

\$ 7,750	N/A	\$ 5,099	N/A	\$ 6,640	\$ 4,200
\$ 162,752	N/A	\$ 107,077	N/A	\$ 139,435	\$ 88,200
<b>\$ 173,000</b>	<b>N/A</b>	<b>\$ 110,136</b>	<b>N/A</b>	<b>\$ 143,653</b>	<b>\$ 94,000</b>
\$ 17,998	N/A	\$ 8,158	N/A	\$ 10,858	\$ 10,000
<b>11.61%</b>	<b>N/A</b>	<b>8.00%</b>	<b>N/A</b>	<b>8.18%</b>	<b>11.90%</b>
\$ 164,115	\$ 146,503	\$ 123,020	N/A	\$ 158,244	\$ 105,409
Grade 21	Grade 18	Grade 14	N/A	Grade 20	Grade 11



# Board of County Commissioners Agenda Request

8C

Agenda Item #

Requested Meeting Date: December 17, 2024

Title of Item: Approve 2025 Appropriations

<input checked="" type="checkbox"/> REGULAR AGENDA  <input type="checkbox"/> CONSENT AGENDA	<b>Action Requested:</b>  <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
<b>Submitted by:</b> Jessica Seibert / Kathleen Ryan	<b>Department:</b> Administration	
<b>Presenter (Name and Title):</b> Jessica Seibert	<b>Estimated Time Needed:</b> 10 Minutes	
<b>Summary of Issue:</b>  Approve and adopt the final 2025 Appropriation amounts included in the 2025 Budget.		
<b>Alternatives, Options, Effects on Others/Comments:</b>        		
<b>Recommended Action/Motion:</b> Adopt the attached resolution.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ _____ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain: _____		
All items listed on the resolution are currently included in the 2025 budget.		

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

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**  
ADOPTED December 17, 2024

By Commissioner: xxx

**20241217-xxx**

**2025 Appropriations**

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners hereby adopts the final appropriation and dues amounts payable in 2025.

<b>Dues</b>		
North Counties Land Use Coordinating Board (10-921.6240)	\$2,000	
MN Rural Counties Caucus (MRCC) (01-44.6844)	\$2,300	
Association of MN Counties (AMC) (01-44.6845)	\$14,234	
Arrowhead Counties (01-44.6846)	\$2,750	
Joint Counties Natural Resource Board (10-921.6240)	\$1,000	
<b>Joint Powers</b>		
East Central Regional Library (Dept 500-500.6801)	\$287,538	
Airport-McGregor (Dept 700-903.6801)	\$15,600	
Snake River Watershed (Dept 600-552.6836)	\$0	
Airport-Aitkin (Dept 700-903.6800)	\$60,000	
Mississippi Headwaters Board (Dept 600-552.6847)	\$1,500	
<b>Appropriations</b>		
Soil and Water (Dept 600-552.6801)	\$81,549	\$68,849 County Allocation \$7,700 LCWP \$5,000 Ag Inspector
C.A.R.E. (Dept 500-502.6848)	\$75,800	
Historical Society (Dept 500-501.6801)	\$26,250	
Historical Society Insurance (Dept 500)	\$5,978	
Ag Society (Dept 600-550.6801)	\$14,000	
Ag Society Capital Improvement (Dept 600-550.6843)	\$10,000	
Ag Society Insurance (Dept 600)	\$10,206	
ANGELS (01-044.6849)	\$0	
Support Within Reach (01-44.6847)	\$3,000	
<b>Total Dues &amp; Appropriations</b>	<b>\$613,705</b>	

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

Witness my hand and seal this 17<sup>th</sup> day of December 2024

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Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

8D

Agenda Item #

Requested Meeting Date: December 17, 2024

Title of Item: Approve 2025 5-Year Capital Improvement Plan

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

Jessica Seibert

**Department:**

Administration

**Presenter (Name and Title):**

Jessica Seibert, County Administrator

**Estimated Time Needed:**

5 minutes

**Summary of Issue:**

Attached is the 2025-2029 5-Year Capital Improvement Plan sorted by department. The plan has been previously reviewed with the Board and Facilities Committee.

The Board may want to consider adding Sheriff's Dept. purchases to replace a boat that incurred storm damage and a new transport vehicle. These are not currently in the plan or 2025 budget.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Approve 2025 5-Year Capital Improvement Plan

**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:

A combination of budgeted funds, reserves, and use of fund balance is planned.

AITKIN COUNTY -- CAPITAL IMPROVEMENT PLAN: 2025 - 2029

Environmental Services	Transportation	Auto - Planning & Zoning	9,000	9,000	9,000	9,000	36,000		4,545
<b>Health &amp; Human Services</b>									
<b>Buildings</b>									
Building Remodel Project									
			6,000,000				6,000,000		
<b>IT</b>									
<b>Buildings</b>									
Primary Air Conditioner (Leibert)									
Backup Air Conditioner (Mitsubishi)									
<b>Tech</b>									
AD Server x 2 - DC1 & DC2									
Assureon Replacement (storage for scanned documents)									
GIS Servers - Web & DB Sequel Server									
Highway Server									
Server - Cerberus									
Server - Coatty									
Server - Image									
ASA x 2									
Mercury (hydra replacement)									
TRIGLAV									
Back up Device (Barracuda)									
HCI Cluster									
Server - Tiamat - retired									
Virtual Host Server - Medusa; retired									
Darktrace									
<b>Land</b>									
<b>Buildings</b>									
Roof Replacement, Fence									
Add Cold Storage Bld & Remodel Shop									
<b>Equipment</b>									
#108- 2016 CF Moto 400									
#208- 2000 Skidoo Tundra									
#209- 2001 Skidoo Tundra									
#210- 2002 Skidoo Tundra									
#211- 2002 Skidoo Tundra									
#685- 2008 Polaris Sportsman 400									
#686- 2008 Polaris Sportsman 400									
2004 Redi Dump Trailer									
2005 T 250 Skid Steer (2027 purchase)									
2006 H&S Tandem Car									
2011 Bearcat 570									
2015 John Deere Gator									
2018 PJ Utility 10'									
				5,000				5,000	

Land	Equipment	2018 PJ Utility 16'			5,000			5,000	
		2019 H&H Utility Alum. Snowmobile				5,000		5,000	
		2020 PJ Gooseneck					10,000	10,000	
		2021 T 66 Skid Steer (2033 purchase)					20,000	20,000	
		2022 Floe ATV						-	
		2022 Polaris Ranger Side X Side				34,000		34,000	
		2022 Polaris Voyageur 155						-	
		2023 Honda Rancher						-	
		2023 Polaris Indy						-	
		2021 Skidoo Tundra						-	
		#315 Bring to LLCC						-	
		#317 Grader Truck						-	
		1996 Ford Tractor						-	
		1997 Sledbed Snowmobile						-	
		2024 Honda Rancher						-	
Tech									
		Total Station, GPS Head, RTK Bridge, DC #1			30,000	30,000	6,000	8,000	74,000
Transportation									
		2015 Red F-250				55,000			55,000
		2020 Black F-350							-
		2016 Summer Crew							-
		2019 Forester Roaming (2025 purchase)							-
		2019 Forester North		45,000					45,000
		2021 Forester South			47,000				47,000
		2023 Parks Technician (2028 purchase)				10,000	40,000		50,000
		2023 Recreation Specialist (2029 purchase)					28,000	25,000	53,000
		2023 Forester Middle (2028 purchase)				10,000	40,000		50,000
		2023 Survey 1						40,000	40,000
		2024 Senior Forester/Inventory						40,000	40,000
		2016 Survey 2							-
Land (LLCC)									
	Buildings								
		LLCC School House Roof							-
		LLCC Dry Storage Door/Frame Replacement							-
		LLCC Siding Replacement/Repair							-
		LLCC North Star Lodge Beams							-
		LLCC LED Lighting Conversion							-
		LLCC Repair Paved Paths							-
		LLCC Director's House Boiler							-
		LLCC House Roof							-
Equipment									
		LLCC Fire Suppression Pump/Panel							-

**Motor Pool****Transportation**

Replacement Vehicles (1/yr.)	30,000	25,000	25,000		80,000		44,000
<b>Roads &amp; Bridges</b>							
<b>Buildings</b>							
Aitkin Fuel Tank Replacement						-	
McGrath Fuel Tank Replacement						-	
Palisade Cold Storage Building						-	
Swatara Shop Heating System Modification						-	
McGregor Fuel Tank Replacement						-	
Palisade Fuel Tank Replacement						-	
Aitkin Gate Improvements						-	
Aitkin Area Maint Facility: Shop Addition	100,000	100,000	100,000	100,000	100,000	500,000	
Palisade Gate						-	
McGregor Fabric Salt Shed Roof		16,000				16,000	
Swatara Gate						-	
Unit #631: Office Desk- Maintenance Foreman						-	
Unit #632: Office Desk- Asst Maintenance Foreman						-	
Unit #663: Aitkin Office Furniture						-	
Aitkin Fabric Salt Shed Roof					25,000	25,000	
Aitkin Wash Bay Pressure Washer		10,000				10,000	
<b>Equipment</b>							
Unit #019: 2006 Roscoe SweepPro						-	
Unit #029: 1991 Felling Trailer						-	
Unit #032 - Felling Trailer						-	
Unit #034: Towmaster Trailer	32,000					32,000	
Unit #066: 2003 Honda Water Pump						-	
Unit #126: 2000 Ford Single Axle						-	
Unit #128: 2001 Sterling LT9511						-	
Unit #131: 2001 Sterling LT9511						-	
Unit #136: International Tandem Axle Dump Truck	172,000					172,000	
Unit #211: Cat Motor Grader						-	
Unit #212: Cat 140G Motor Grader						-	
Unit #304 - Ulrich Shoulder Mach						-	
Unit #350: John Deer Tractor/Mower						-	
Unit #370: Cat 312 Excavator						-	
Unit #394: 2002 John Deere Tractor Mower						-	
Unit #498: Water Tanker Trailer						-	
Unit #500: Ranco Belly Dump						-	
Unit #732: Leica Total Station						-	
Unit #801: Hydraulic Hoist						-	
Unit #810: 2009 Husqvarna Zero Turn Mower						-	

Roads & Bridges	Equipment	Mastic Patch Trailer	70,000				70,000		
		Chassis only Tandem Truck		55,000			55,000		
		Upgrade R8 GPS Receiver					-		
		8' Disk Mower	30,000				30,000		
		Unit #010: 1989 Case 1840 Skidsteer					-		
		Unit #013: 2011 Polaris 500 Ranger ATV					-		
		Unit #016: Stow VPC80E Plate Compactor					-		
		Unit #018: Graco Pavement Marker					-		
		Unit #020: Bobcat Skidsteer			60,000		60,000		
		Unit #028: Felling Trailer					-		
		Unit #031: Survey Trailer					-		
		Unit #033: Homemade Culvert Trailer					-		
		Unit #035: Homemade 6x8 Trailer					-		
		Unit #041: 2014 Cimline 230DH Gen IV Melter					-		
		Unit #042: Ingersoll Rand Compressor					-		
		Unit #043: Pavement Compactor CATCB24					-		
		Unit #048: Hydro Tek Steamer					-		
		Unit #050: STEPP Pothole Patch Trailer					-		
		Unit #051: Towmaster Trailer T-50					-		
		Unit #052: Continental Cargo 6x10 Trailer					-		
		Unit #053: Kaufman Trailer					-		
		Unit #054: 2022 TM T-50 Trailer					-		
		Unit #064: 2023 Virnig VBW84 Snowblower					-		
		Unit #065: Schulte XH1000 Mower					-		
		Unit #067: Pull-type Pneumatic Roller					-		
		Unit #068: Honda 340CC Trash Pump					-		
		Unit #096: All American Disk					-		
		Unit #097: Home Made Trailer					-		
		Unit #098: Ford Tandem Wheel Disk					-		
		Unit #135: 2012 International Tandem (Aitkin -Greg)					-		
		Unit #137: 2012 International Tandem (McGregor -Scott)	125,000	157,000			282,000		
		Unit #139: 2016 Mack GU 713 (McGrath -Ben)			50,000	260,000		310,000	
		Unit #140: 2016 Mack GU 713 (Palisade -Gary)				110,000	210,000		320,000
		Unit #142: 2010 Mack GU812 Single Axle (Jacobson)						-	
		Unit #143: 2019 Mack GR64F (Palisade -Don)						-	
		Unit #146: 2015 International ProStar (Chassis Only)						-	
		Unit #148: 2022 Mack GR64F (Palisade -Josh)						-	
		Unit #149: 2022 Mack GR64F (Swatara -Florian)						-	
		Unit #200: Caterpillar 120M Motor Grader (McGregor)						-	
		Unit #201: Caterpillar 120M Motor Grader (McGrath -Randy)						-	
		Unit #205: 2016 John Deere 670GP (Swatara)						-	
		Unit #206: 2016 John Deere 670GP (McGrath -Ben)						-	

Roads & Bridges	Equipment	Unit #213: Caterpillar 120M2 Motor Grader (Palisade)					-	
		Unit #214: 2020 John Deere 670GP Motor Grader (Aitkin)					-	
		Unit #215: 2011 Caterpillar 140M VHP Motor Grader (Jacobson)					-	
		Unit #300: 2011 PT100G Terex Track Brush Machine	55,000	115,000			170,000	
		Unit #306: 2013 LB Performance RW35 Road Widener					-	
		Unit #351: New Holland Tractor Mower					-	
		Unit #352: New Holland- Guardrail Mower					-	
		Unit #366: 1985 John Deere Tractor-Loader					-	
		Unit #369: 1999 Self-propelled Steel Drum Roller					-	
		Unit #371: 2008 John Deere 624J Loader (Aitkin)					-	
		Unit #372: 2020 Volvo Excavator					-	
		Unit #386: 2003 JD 410E Wheel Loader Backhoe (Swatara)					-	
		Unit #389: 1994 Ford Loader/Backhoe (Jacobson)					-	
		Unit #391: 1997 Cat 938F Loader (Palisade)	122,000	78,000			200,000	
		Unit #397: John Deere Loader/Backhoe (McGrath)					-	
		Unit #398: John Deere 624J Loader (McGregor)					-	
		Unit #399: Caterpillar D5NLGP Dozer					-	
		Unit #499: 1995 Red River Belly Dump	40,000				40,000	
		Unit #501: 2001 Red River Belly Dump					-	
		Unit #503: 2015 CPS Belly Dump					-	
		Unit #709: Pin Finder Locator FT150					-	
		Unit #711: Concrete Air Tester					-	
		Unit #718: Laser Level					-	
		Unit #726: Course Sieve Shaker					-	
		Unit #727: Digital Scale					-	
		Unit #740: Trimble Survey Equipment 2019					-	
		Unit #777: Nikon Auto Level					-	
		Unit #802: Airco Welder Outfit					-	
		Unit #803: Gray Wireless Portable Life System					-	
		Unit #804: Pressure Washer					-	
		Unit #806: John Deere Snowblower					-	
		Unit #807: Sears Portable Generator	5,000				5,000	
		Unit #809: Plasma Cutter					-	
		Unit #811: Husqvarna Chop Saw K760					-	
		Unit #812: AC/DC 225/115 Welder					-	
		Unit #813: Power Mig 256 Mig Welder					-	
		Unit #814: 2020 John Deere Z7E Trak					-	
		Unit #815: Turfmaker 325- Hydroseeder					-	
		Unit #127: 2000 Ford Single Axle (Spare)					-	
		Unit #138: 2012 International Tandem (Aitkin -Chris)			282,000		282,000	
		Unit #141: 2016 Mack GU 713 (McGrath -Jeff)				310,000	310,000	
		Unit #144: 2020 Mack GR64F (Aitkin -Doug)					-	

Roads & Bridges	Equipment	Unit #145: 2019 Mack GR64F (McGregor -John) Unit #147: 2022 Mack GR64F (McGregor -Nick) Unit #384: 2013 John Deere 310K Backhoe Loader (Jacobson) Concrete Walk-Behind Saw Unit #816: TORO 824OE Snowblower	5,000	5,000	-	-
	Tech	Unit #644: Computer Maintenance Foreman Unit #786: Engineering Tech Desktop Computers - 4 Unit #787: Engineering Tech Laptops - 4 Unit #660: Computer Conference Room Projector - Panasonic LCD Projector Latitude 5511 - Dell (Carol's Laptop) Latitude 5511 - Dell (Sarah's Laptop) Precision 7750 - Dell (Mike's Laptop) Surface Book 2- 13.5" Display (John's Laptop) Unit #653: Office Asst. Computer Unit #657: Engineer Computer Unit #658: Maintenance Employee Computer #2 Unit #659: Asst. Maintenance Supervisor Computer Unit #661: Mechanic Computer Unit #662: Maintenance Employee Computer #1 Unit #664: Asst. Engineer Computer Unit #665: ROW - Permitting Agent Computer Unit #666: Accountant Computer Unit #731: One Office DataBase/Egram Unit #738: HP Laserjet 5200DTN Printer Unit #739: Autocad Civil 3D 2017 Unit #769: Toughbooks #1 Unit #772: IPAD - Sign Truck Unit #778: E-TimeCard Unit #784: Engineer Tech Computer #5 Unit #785: NewRoads ACS Software	10,000	2,100	10,000	-
	Transportation	Unit #448: 2004 Ford F-150 4x4 Unit #453 2008 Ford F-250 (with lift) Unit #454: 2008 Ford F-150 Unit #456: 2008 Ford F-350 Flatbed Unit #458: 2010 Ford F150 CrewCab Unit #460: 2011 Ford F-350 SD Unit #467: 2007 Ford F-150 4x4 Styleside Unit #468: 2007 Ford F150 Unit #469: 2005 Ford F150	30,000	30,000	-	-

Roads & Bridges	Transportation	Unit #472: 2018 Ford F-250 SuperDuty						-	
		Unit #473: 2018 Ford F-250 SuperDuty						-	
		Unit #459: 2010 Ford F150	32,000					32,000	
		Unit #471: Sign Truck 2017 Ford F-450 Super Duty		75,000				75,000	
		Snow Blower Attachment						-	
		Unit #440: 1999 Ford Pickup						-	
		Unit #462: 20125 Chevy 4DR Ext.						-	
		Unit #464: 2012 Ford F-150 Ext Cab			32,000			32,000	
		Unit #465: 2012 Chevy Mechanic Truck						-	
		Unit #466: 2014 Ford F-150					36,000	36,000	
		Unit #470: 2006 GMC Sierra 1500						-	
		Unit #474: 2020 F-150 4x4 Extended Cab						-	
		Unit #475: 2020 Ford F550 Super Duty						-	
		Unit #476: 2021 GMC Sierra						-	
		Unit #477: 2015 Ford F-150 Supercab						-	
		Unit #478: 2022 Chevy Silverado			60,000			60,000	
		Unit #479: 2016 GMC Sierra 1500						-	
		Unit #480: 2016 GMC Sierra 1500						-	
		Unit #481: 2024 Flatbed Chevrolet Silverado 3500						-	
		Unit #482: 2016 GMC Sierra 1500						-	
		Unit #483: 2020 RAM 1500						-	
		Unit #484: 2024 GMC Sierra 1500						-	
		Unit #485: 2024 Ford F150 XLT						-	
<b>Sheriff's Department</b>									
<b>Buildings</b>									
		Remodel/Expansion						-	8,000,000
		Generator						-	104,564
		Walk-In Cooler	40,000					40,000	
		Walk-In Freezer	40,000					40,000	
		Elevator		150,000				150,000	
		Water Softner			30,000			30,000	
		Fire Panel			30,000	30,000	30,000	90,000	
<b>Communications</b>									
		Radio Fleet Upgrade - Enforcement	50,000					50,000	23,600
		Radio Fleet Upgrade - Jail						-	
<b>Equipment</b>									
		ATV						-	
		Jail Cameras						-	
		Tazers						-	
		Radars						-	
		Technology Improvements	10,000	15,000	15,000	15,000	15,000	70,000	4,486
		Boat & Water	20,000					20,000	12,000

Sheriff's Department	Tech									
	Computers									
	Transportation									
	Annual Squad Car		150,000	237,000	255,000	275,400	297,432	1,214,832		
	STS Van							-		40,000
<b>Grand Total</b>			<b>8,078,637</b>	<b>2,759,100</b>	<b>1,314,900</b>	<b>1,217,100</b>	<b>1,238,032</b>	<b>14,607,769</b>	<b>8,050,000</b>	<b>937,642</b>



# Board of County Commissioners Agenda Request

**8E**

Agenda Item #

**Requested Meeting Date:** December 17, 2024

**Title of Item:** Adopt Resolution - 2024 Reserve Requests

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Direction Requested <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b>  In accordance with the Aitkin County General Operations policy to reserve budgeted funds, please see the attached resolution. Please note that the following request was not included as it did not comply with the current policy:  - Request to reserve additional revenues to build a boat & water garage. Additional revenues include AIS reimbursement dollars and COPS grant dollars to reimburse for the school resource officer. Reserving for a different purpose does not follow the Reserve Policy (attached).	
<b>Alternatives, Options, Effects on Others/Comments:</b>        	
<b>Recommended Action/Motion:</b> Adopt Resolution - 2024 Reserve Requests	
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>	

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

## AITKIN COUNTY RESERVE POLICY

### **PURPOSE:**

To set up procedures for reserving budgeted funds in the most fiscally responsible manner. Note: In order to reserve funds during the current calendar year for equipment or projects that were not completed during that fiscal year, but will be completed during the following calendar year, those items must not be budgeted for in the following year and must not be moved from one-line item to another. Additionally, the items must be for a specific use and not generalized.

### **PROCEDURE:**

- a) The County Administrator will distribute a memorandum soliciting requests of reserves during the month of December.
- b) The Department Heads will submit an itemized list of items not completed during the current calendar year, with the budget and line item necessary to complete the project. All previously reserved monies must be included within the budget. The Department Head must certify that these requested items cannot be completed during the following fiscal year without these reserves and that the item has not been budgeted for in the following year's budget.
- c) The County Administrator will review these requests and present the requests to the County Board prior to the end of each fiscal year.
- d) The County Board will act on these requests prior to the end of each fiscal year such to not hinder the fiscal health of Aitkin County and to uphold their fiscal responsibility to the taxpayers of Aitkin County.
- e) Any items not completed within the time period will be returned to the fund they were generated from at the end of the fiscal year they were reserved for.

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**  
 ADOPTED December 17, 2024

By Commissioner: xxx

**20241217-xxx**

**2024 Reserves Request**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following amounts be place in reserve funds for fiscal year end 2024:

<b>Account Code</b>	<b>Department</b>	<b>Reserve Balance as of 11/2024</b>	<b>2024 Funds to Reserve</b>	<b>Balance for 2025</b>	<b>Project</b>
02-012.6360	Court Administration	0.00		0.00	Court Appointed Atty Services
02-012-028.6405	Court Administration	8,837.45		8,837.45	Jury Deliberation/Technology
02-040-028.6405	Auditor/License Center	156.00		156.00	Computers/Office Equipment
02-601.6262	Extension	8,480.00	3,600.00	12,080.00	Summer Intern
02-601.6405	Extension	4,000.00	2,000.00	6,000.00	Supplies/Technology
02-044.6150	Central Services	0.00	213,500.00	213,500.00	Future Health Insurance Needs
02-044-251.6268	Central Services	0.00		0.00	Strategic Plan/LEAN Training
02-044.6360	Central Services	0.00		0.00	IFS/Equipment
02-044.6360	Central Services	0.00		0.00	Scanning
02-044-200.6360	Central Services	518,898.00		518,898.00	Public Safety Aid
02-045.6620	Motor Pool	16,000.00	28,000.00	44,000.00	Vehicle Replacement
02-049-190.6485	IT	15,000.00	20,000.00	35,000.00	Back up System/Servers
02-053-251.6268	HR	5,000.00	0.00	5,000.00	Staff Training
02-060.6800	Election	20,147.81	145,000.00	165,147.81	Election Expenses
02.090.6360	Attorney	0.00	104,800.00	104,800.00	Internal Case Management System
02-090.6800	Attorney	10,000.00		10,000.00	Murder Trial Expenses
02-110-011.6605	Maintenance	0.00		0.00	Facilities Planning
02-110-028.6405	Maintenance	9,355.82	6,000.00	15,355.82	Equipment
02-111-011.6605	Buildings	79,548.07	87,103.00	166,651.07	Capital Projects
02-120.6357	Veteran Service	2,214.55	(604.64)	1,609.91	Donations for Vets
02-200.6405	Sheriff	7,030.02	3,000.00	10,030.02	Office Furniture
02-200-011.6605	Sheriff	104,466.22		104,466.22	Buildings-Future Repairs
02-200-028.6405	Sheriff	23,600.00		23,600.00	Equipment/Radios
02-200-028.6620	Sheriff	0.00	60,000.00	60,000.00	Enforcement/Squad Cars
02-200-020.6360	Sheriff	36,886.39		36,886.39	Aitkin Co. Search & Rescue
02-200-190.6485	Sheriff	4,486.70	6,000.00	10,486.70	Technology Funds
02-200-019.6620	Sheriff	13,000.00		13,000.00	Canine Replacement

02-202.6620	B & W	0.00	20,000.00	20,000.00	Boat & Water Equipment
02-202.6630	B & W	0.00	493,463.00	493,463.00	B&W Storage Building
02-203-028.6620	Sheriff	12,000.00	4,000.00	16,000.00	Snowmobile Replacement
02-206-018.6800	Sheriff	18,206.80		18,206.80	Forfeiture
02-253-028.6620	STS	40,000.00		40,000.00	Van
02-257.6357	Community Corrections	64.08		64.08	Baker Foundation Grant
02-257-028.6405	Community Corrections	0.00		0.00	Computers
02-390-028.6620	FPL/Environmental Services	4,545.00		4,545.00	Vehicle Replacement
02-700.6230	Economic Development	4,200.00	25,000.00	29,200.00	Advertising/Marketing
02-700-909.6800	Economic Development	36,087.00		36,087.00	Business Development & Rec. Grant
02-700-952.6230	Economic Development	50,000.00	50,222.00	100,222.00	Future Economic Initiatives
02-952.6800	Economic Development	8,492.61	75,000.00	83,492.61	Broadband
	<b>TOTAL</b>	<b>1,060,702.52</b>	<b>1,346,083.36</b>	<b>2,406,785.88</b>	<b>TOTAL</b>

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

**Witness my hand and seal this 17<sup>th</sup> day of December 2024**

---

Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

Requested Meeting Date: December 17, 2024

8F

Agenda Item #

Title of Item: 2025 Final Budget Discussion

<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 checked="" type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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Submitted by: Jessica Seibert	Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 10 minutes

**Summary of Issue:**  
As staff prepares final budget resolutions to be adopted on December 23, 2025 the Board will have an opportunity to provide final direction if any changes are needed.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Direction requested on final 2025 budget adjustments.

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



# Board of County Commissioners Agenda Request

Requested Meeting Date: December 17, 2024

8G  
Agenda Item #

Title of Item: Administrator Updates

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

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 5 minutes

<b>Summary of Issue:</b> Administrator Updates.
--

<b>Alternatives, Options, Effects on Others/Comments:</b>
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<b>Recommended Action/Motion:</b> Discussion only.
---

<b>Financial Impact:</b> Is there a cost associated with this request? What is the total cost, with tax and shipping? \$ Is this budgeted?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Please Explain:	



# Board of County Commissioners Agenda Request

Requested Meeting Date: December 17, 2024

8H

Agenda Item #

Title of Item: Public Hearing - County Auditor

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

**Summary of Issue:**

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:**

**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:



## -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](mailto:publicnotice@apgecm.com)

### Ad Proof

Not Actual Size

AITKIN COUNTY  
BOARD OF  
COMMISSIONERS  
NOTICE OF INTENT  
TO MAKE THE OFFICE  
OF COUNTY AUDITOR  
APPOINTED  
NOTICE OF  
PUBLIC HEARING

**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 2<sup>nd</sup> Street NW, Aitkin, MN 56431.

All interested persons are invited to attend. Comments can be made at the Public Hearing or submitted in writing to: Jessica Seibert, County Administrator 307 2<sup>nd</sup> St. NW, Aitkin, MN 56431. For further information, please contact Jessica Seibert at 218-927-7276 option 8.

Published in the  
Aitkin Independent Age  
December 4, 2024  
1437115

Date: 11/27/24

Account #: 482627

Customer: AITKIN COUNTY ADMINISTRATION

Address: AITKIN COUNTY GOVERNMENT CENTER  
307 2ND STREET NW, ROOM 310  
AITKIN

Telephone: (218) 927-3761

Fax:

**Publications:**

Aitkin Independent Age

Ad ID: 1437115

Copy Line: Dec 31 PH County Auditor Inten

PO Number:

Start: 12/04/24

Stop: 12/04/2024

Total Cost: \$76.50

# of Lines: 80

Total Depth: 8.972

# of Inserts: 1

Ad Class: 150

Phone # (763) 691-6000

Email: [publicnotice@apgecm.com](mailto:publicnotice@apgecm.com)

Rep No: MA700

Contract-Gross



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](mailto:publicnotice@apgecm.com)

## Ad Proof

Not Actual Size

**AITKIN COUNTY  
BOARD OF  
COMMISSIONERS  
NOTICE OF INTENT  
TO MAKE THE OFFICE  
OF COUNTY AUDITOR  
APPOINTED  
NOTICE OF  
PUBLIC HEARING**

**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 2<sup>nd</sup> Street NW, Aitkin, MN 56431.

All interested persons are invited to attend. Comments can be made at the Public Hearing or submitted in writing to: Jessica Seibert, County Administrator 307 2<sup>nd</sup> St. NW, Aitkin, MN 56431. For further information, please contact Jessica Seibert at 218-927-7276 option 8.

Published in the  
Aitkin Independent Age  
December 11, 2024  
1438132

Date: 12/04/24

Account #: 482627

Customer: AITKIN COUNTY ADMINISTRATION

Address: AITKIN COUNTY GOVERNMENT CENTER  
307 2ND STREET NW, ROOM 310  
AITKIN

Telephone: (218) 927-3761

Fax:

**Publications:**

Aitkin Independent Age

Ad ID: 1438132

Copy Line: Dec 31 PH County Auditor Inten

PO Number:

Start: 12/11/24

Stop: 12/11/2024

Total Cost: \$76.50

# of Lines: 80

Total Depth: 8.972

# of Inserts: 1

Ad Class: 150

Phone # (763) 691-6000

Email: [publicnotice@apgecm.com](mailto:publicnotice@apgecm.com)

Rep No: MA700

Contract-Gross

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**  
ADOPTED November 26, 2024

---

By Commissioner: Leiviska

**20241126-157**

**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 2<sup>nd</sup> Street NW, Aitkin, MN 56431.

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

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**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

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

**Witness my hand and seal this 26<sup>th</sup> day of November 2024**

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Jessica Seibert  
County Administrator



## Aitkin County Board of Commissioners Committee Reports Forms

**9A**

Agenda Item #

Committee	Freq	Scheduled	Representative
<b>Association of MN Counties (AMC)</b>			
Environment & Natural Resources Policy			Sample
General Government			Leiviska
Health & Human Services			HHS Director
Indian Affairs Task Force			Commissioner Laurie Westerlund
Public Safety Committee			Commissioner Laurie Westerlund
Transportation Policy			Kearney
Age-Friendly Changemakers			Kearney
Aitkin Airport Commission	Monthly	1st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	Wedel and Sample
Aitkin County CARE Board	Monthly	3rd Thursday	Westerlund
Aitkin County Community Corrections	Quarterly	Varies	Wedel and Westerlund
Anoka County JPA Advisory Board	3x per year	1st Thursday in Feb, June and	Westerlund
Aitkin County Opioid Settlement Sub-committee	TBD	TBD	Sample
Aitkin County Water Planning Task Force	Bi-monthly	3rd Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly Sept. to May	1x a month, 3rd Wed.	Kearney, Alt. Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly (begin Feb.)	3rd Wednesday	Kearney, ALT. Leiviska
Arrowhead Regional Development Comm.	Quarterly	3rd Thursday	Kearney, ALT. Leiviska
ATV Committee	Monthly		Leiviska and Westerlund
Big Sandy Lake Management Plan	Monthly	2nd Wednesday	Sample Alt. Kearney
Brainerd 1 Watershed 1 Plan	Monthly	4th Tuesday	Wedel
Budget Committee	Monthly	1st Tuesday	Sample and Wedel
East Central Regional Library Board	Monthly	2nd Monday	Leiviska Alt. Sample
Economic Development	Monthly	4th Wednesday	Wedel and Sample
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Kearney and Sample
Extension	4x year	Monday	Kearney Alt. Westerlund
Facilities	As needed		Wedel and Kearney
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and Kearney
Historical Society (Liaison)	Monthly	4th Wednesday	Leiviska
Joint Powers Natural Resource Board	Odd Months	4th Monday	Sample and Land Commissioner
Lakes and Pines	Monthly	3rd Monday	Leiviska Alt. Kearney
Law Library	Quarterly	Set by Judge	Leiviska Alt. Kearney
MCIT			Westerlund, Seibert
McGregor Airport Commission	Monthly	Last Wednesday	Sample
Mille Lacs Fisheries Input Group	8-10x yr		Westerlund
Mille Lacs Watershed	10x year	3rd Monday	Leiviska, Alt. Westerlund
Mississippi Grand Rapids 1W1P			Kearney
Mississippi Headwaters Board	Monthly	4th Friday	Kearney Alt. Sample
MN Rural Counties	8x year	Varies	Westerlund, Alt. Leiviska
Natural Resources Advisory Committee	8-10x yr	2nd Monday	Kearney and Sample
NE MN Office Job Training	As called		Leiviska
Northeast MN ATP	Quarterly	2nd Wednesday	Kearney (Leiviska, Alt.) and
Northeast MN Emergency Communications Board (ECB)	5-6x yr	4th Thursday	Leiviska (Sheriff Guida Alt.)
Northeast Waste Advisory Council	Quarterly	2nd Monday	Sample, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1st Thursday	Westerlund Alt. Kearney
Ordinance	As needed		Leiviska and Sample
Personnel/Insurance	As needed	2nd Tuesday	Leiviska and Wedel
Planning Commission	Monthly	3rd Monday	Kearney Alt. Westerlund
Rum 1W1P Policy Committee	Monthly	Unknown	Westerlund, Alt. Leiviska
Snake River 1W1P Policy			Leiviska Alt. Sample
Sobriety Court	Bi-Monthly	3rd Thursday	Wedel
Solid Waste Advisory	As needed		Wedel and Sample
Toward Zero Deaths	Monthly	2nd Wednesday	Wedel
Tri-County Community Health Services	Bi-Monthly	2nd Thursday	Westerlund