



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.

- | | |
|---|--|
| <ul style="list-style-type: none">A) Correspondence File-
November 26, 2024 - December 16, 2024B) Approve County Board Minutes-
November 26, 2024C) Approve Electronic Funds Transfers
EFT Report thru 12.09.24D) Approve Auditor Vouchers-
Auditor Warrants 11.22.24E) Approve-
Committee of the Whole minutes - November 21, 2024F) Approve Manual Warrants/Voids/Corrections-
Manual Warrants 11.27.24G) Approve Manual Warrants/Voids/Corrections-
ELAN 11.07.24H) Adopt Resolution-
Aitkin County Electronic Funds Policy/ProcedureI) Adopt Resolution-
Reaffirming Change/Petty Cash FundsJ) Approve-
Fee Schedule AmendmentK) Approve Commissioner's Vouchers
Commissioner Warrants 12.06.24L) Adopt Resolution-
Application for Grant-in-Aid ATV trail maintenance fundsM) Adopt Resolution-
Soo Line Crossing EasementAA) Approve Manual Warrants/Voids/Corrections-
ELAN 11.21.24AB) Adopt Resolution-
County On and Sunday Sale Liquor License - North Café, Inc.AC) Adopt Resolution-
County Liquor and 3.2% Malt Liquor Licenses for 2025AD) Adopt Resolution-
Julie Scheid application to repurchase tax-forfeited propertyAE) Approve-
Appointment of Resident HRA CommissionerAF) Approve Auditor Vouchers-
Auditor Warrants - Sales/Use and Diesel Tax for November 2024AG) Approve-
Authorize County Administrator to Approve Year End MattersAH) Approve-
Affidavit for Duplicate of Lost Warrant - Hoppe | <ul style="list-style-type: none">N) Approve-
Affidavit for Duplicate of Lost WarrantO) Approve-
JPA with Aitkin TownshipP) Approve-
JPA with Balsam TownshipQ) Approve-
JPA with Shamrock TownshipR) Approve-
JPA with Turner TownshipS) Approve-
JPA with Rice River TownshipT) Approve-
JPA with Beaver TownshipU) Approve-
JPA with Hill Lake TownshipV) Approve-
JPA with Workman TownshipW) Approve-
JPA with Hazelton TownshipX) Approve-
JPA with White Pine TownshipY) Approve-
JPA with Millward TownshipZ) Adopt Resolution-
McGregor Airport Commission AppointmentsAI) Adopt Resolution-
Award Contract 20255AJ) Approve-
JPA with Idun TownshipAK) Approve-
JPA with Seavey TownshipAL) Approve-
JPA with Haugen TownshipAM) Approve-
JPA with Cornish TownshipAN) Approve-
JPA with Lakeside TownshipAO) INFORMATIONAL ONLY
224 Squad-Trade in |
|---|--|

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
						Total	\$185,245.08

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					Total	\$ 3,652,010.01
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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	Total	\$319,481.13

Regular Agenda

3A Janet Smude - Aitkin County SWCD District Manager

Motion to:

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

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

- 4B 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

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

MOVER: Commissioner Michael Kearney

SECONDER: Commissioner Travis Leiviska

8C John Welle – County Engineer

Informational Only

2024 Highway Contract Summary - Discussion Only

RESULT: **INFORMATIONAL ONLY**

MOVER:

SECONDER:

9A Bobbie Danielson – Human Resources Director

Motion to:

Approve 2025-2027 AFSCME HHS Unit Agreement

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

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Travis Leiviska

9B Bobbie Danielson – Human Resources Director

Motion to:

Approve 2025-2027 AFSCME Courthouse Unit Agreement

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

MOVER: Commissioner Travis Leiviska

SECONDER: Commissioner Laurie Westerlund

9C Bobbie Danielson – Human Resources Director

Motion to:

Approve Personnel Policy Updates

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

MOVER: Commissioner Laurie Westerlund

SECONDER: Commissioner Travis Leiviska

10A Jessica Seibert – County Administrator

Motion to:

Adopt Resolution - County Auditor Public Hearing

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

MOVER: Commissioner Travis Leiviska

SECONDER: 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

RESULT: **INFORMATIONAL ONLY**

MOVER:

SECONDER:

10C Jessica Seibert – County Administrator

Informational Only

Elected Officials 2025 Salaries - Discussion Only

RESULT: **INFORMATIONAL ONLY**

MOVER:

SECONDER:

10D Jessica Seibert – County Administrator

Informational Only

2025 Commissioner Salary - Discussion Only

RESULT: **INFORMATIONAL ONLY**

MOVER:

SECONDER:

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

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

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request



Requested Meeting Date: 12/17/2024

Title of Item: EFT Report

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Lori Grams		Department: County Treasurer
Presenter (Name and Title): N/A		Estimated Time Needed:
Summary of Issue: EFT Report thru 12/9/2024		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

ELECTRONIC FUNDS TRANSFER
Thru 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

\$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

Aitkin County



Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

Page 2

1 General Fund

	Vendor		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula						
			Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
43	DEPT				Assessor			
	170	Aitkin Motor Company						
		01-043-000-0000-6620		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	Aitkin Motor Company		48,000.00	2 Transactions			
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	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
307	DEPT				R&B Capital Infrastructure			
	9051	Hawkinson Construction Company Inc						
		03-307-000-0000-6262		39,384.97	CONT 20245 PMT 4	CONT 20245 PMT 4	Contract Payments	N
	9051	Hawkinson Construction Company Inc		39,384.97	1 Transactions			
	9741	REDSTONE CONSTRUCTION, LLC						
		03-307-000-0000-6262		21,243.32	CONT 20243 PMT 7	CONT 20243 PMT 7	Contract Payments	Y
	9741	REDSTONE CONSTRUCTION, LLC		21,243.32	1 Transactions			
	9641	S & R REINFORCING, INC.						
		03-307-000-0000-6262		54,092.29	CONT 20241 PMT 6	CONT 20241 PMT 6	Contract Payments	N
	9641	S & R REINFORCING, INC.		54,092.29	1 Transactions			
307	DEPT Total:			114,720.58	R&B Capital Infrastructure	3 Vendors	3 Transactions	
3	Fund Total:			114,720.58	Road & Bridge		3 Transactions	
	Final Total:			162,720.58	4 Vendors	5 Transactions		

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	48,000.00	General Fund
3	114,720.58	Road & Bridge
All Funds	162,720.58	Total

Approved by,

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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.

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

MOVER: Commissioner Bret Sample
SECONDER: Commissioner Laurie Westerlund

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

Jessica Seibert
County Administrator

KMR1
11/27/24 10:27AM

Aitkin County



2F

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

Page 1

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KMR1

11/27/24

10:27AM

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
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 LAIMS 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	8 Transactions		
1 Fund Total:			1,964.01	General Fund	1 Vendors	8 Transactions

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

Aitkin County



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

Page 3

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	8410 Bremer Bank						
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		5,168.00	2 Transactions			
10 Fund Total:			5,168.00	Trust	1 Vendors	2 Transactions	

KMR1

11/27/24

10:27AM

13 Taxes & Penalties

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 4

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

Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

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

Approved by,

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.....
.....

WLB1

11/25/24

4:23PM

5 Health & Human Services

Aitkin County



2G

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3	5462 Bremer Bank (Elan ACH) 05-400-440-0410-6332		ADMIN-MACSSA LODGING 10/20/2024 10/22/2024		Hotel/Lodging	N
1	05-400-450-0451-6342		SHIP-CTF - CP AWARD - SIGNS 10/21/2024 10/21/2024		Office Equipment Rental/Contracts	N
2	05-400-450-0451-6435		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		ADMIN-MACSSA LODGING 10/20/2024 10/22/2024		Hotel/Lodging	N
5	05-430-700-4800-6332		ADMIN-MACSSA LODGING 10/20/2024 10/22/2024		Hotel/Lodging	N
6	05-430-760-3930-6020		GEN CASE MGT-CLOTHING 10/30/2024 10/31/2024	182020085	ADULT-GENERAL CASE MANAGEME	N
10	05-430-700-4800-6805		MH-INIT-TRANS BUS TICKET 10/23/2024 10/23/2024	182561081	Mh Init - Transportation (416)	N
12	05-430-700-4800-6805		MH-INIT-TRANS BUS TICKET 10/24/2024 10/24/2024	182607070	Mh Init - Transportation (416)	N
11	05-430-700-4800-6805		MH-INIT-TRANS BUS TICKET 10/29/2024 10/29/2024	182779081	Mh Init - Transportation (416)	N
7	05-400-440-0410-6405		ACCTG - NOTARY STAMP (SM) 10/28/2024 10/28/2024	337778	Office Supplies	N
8	05-420-600-4800-6405		ACCTG - NOTARY STAMP (SM) 10/28/2024 10/28/2024	337778	Office Supplies	N
9	05-430-700-4800-6405		ACCTG - NOTARY STAMP (SM) 10/28/2024 10/28/2024	337778	Office Supplies	N
	5462 Bremer Bank (Elan ACH)		1,854.81 12 Transactions			
5 Fund Total:			1,854.81 Health & Human Services	1 Vendors	12 Transactions	
Final Total:			1,854.81 1 Vendors	12 Transactions		

WLB1

11/25/24

4:22PM

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
5462 Bremer Bank (Elan ACH)						
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	3014	Hotel / Motel Lodging	N
			10/16/2024 10/17/2024			
22	01-053-000-0000-6360		900.00 DROPBOX ANNUAL SUBSCRIPTION	4439	Services, Labor, Contracts	N
			10/24/2024 10/11/2025			
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	69F3F1C1-0003	Staff Training, Development	N
			10/19/2024 10/18/2025			
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	INV278014248	Services, Labor, Contracts	N
			10/22/2024 11/21/2024			
5462	Bremer Bank (Elan ACH)		5,424.34	20	Transactions	
1 Fund Total:			5,424.34	General Fund	1 Vendors	20 Transactions

WLB1
11/25/24 4:22PM
10 Trust

Aitkin County



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

Page 3

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

WLB1

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4:22PM

19 Long Lake Conservation Cen

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 4

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

Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
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

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
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

2H

Agenda Item #

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

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 17th day of December 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2I

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

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>
Total General Fund	\$3750.00

Emergency Revolving fund	\$3000.00
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Total Health and Human Services \$3000.00

Long Lake Conservation Center \$1000.00

Total for all change funds \$7750.00

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 17th day of December 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

2J

Agenda Item #

Requested Meeting Date: December 17, 2024

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* <i>*provide copy of hearing notice that was published</i>
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? <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:	

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

ADMINISTRATION

Copies of Meeting Recordings	\$	25.00	
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ASSESSOR'S OFFICE

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

ATTORNEY'S OFFICE

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

AUDITOR'S OFFICE

ASSESSMENT (SPECIAL)			
Admin Set-up		\$7.00	per parcel
ASSEMBLY LICENSE		\$500.00	plus \$25,000 bond
AUCTIONEER		\$20.00	
BOND INFORMATION REQUESTS / Auditor Tax Certificate		\$250.00	each
CANNABIS REGISTRATION FEE (all license types)		\$500.00	
COPIES See Common Fees Section			
Maps, Black and White, 8 1/2 " x 11"		\$2.00	
Maps, Color, 8 1/2" x 11"		\$3.00	
DANGEROUS DOGS		\$25.00	
DITCH AND HWY LIEN RELEASES		\$15.00	
FAXES See Common Fees Section			
FIREWORKS		\$10.00	Sheriff's fee
GAMBLING	Varies		State
JUDGMENT - CONFESSION OF			
Initial Fee		\$25.00	per description
Payments on		\$2.00	per statement
JUDGMENT COST - Publication		\$20.00	per parcel
LIQUOR LICENSES:			

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

COMMUNITY CORRECTIONS

SUPERVISION FEES		
Felony and Supervised Release (with over one year supervision) Case Fee	\$	400.00
Supervised Release (under one year supervision) Case Fee	\$	200.00
Gross Misdemeanor Case Fee	\$	300.00
Misdemeanor Case Fee	\$	200.00
Short-Term Suprvision Case Fee	\$	50.00
Non Resident Supervision Fee	\$	200.00
Juvenile Client Fee	\$	50.00
Juvenile Diversion Client Fee	\$	25.00
URINALYSIS FEES	\$	15.00 Per Drug Lab Screened (Non-Clients Only)
ELECTRONIC HOME MONITORING FEES	\$	22.00 Per Day
DVI ASSESSMENT	\$	50.00
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
REPUBLICATION OF VARIANCE OR CUP	\$	50.00
REZONING	\$	650.00
ORDINANCE AMENDMENT	\$	500.00
TOWER / WECC APPLICATION	\$	650.00
PRELIMINARY PLATS AND RESIDENTIAL PUDs (1-5 lots/units)	\$	650.00
(6 or more lots/units an additional \$50.00/lot/unit)		
FINAL PLATS AND RESIDENTIAL PUD'S	\$	650.00
(6 or more lots/units an additional \$50.00/lot/unit)		
NEW ROAD SIGN AND POST (each sign and post in new plat)	\$	175.00
COMMERCIAL PUD'S AND RESORT EXPANSIONS (6 or less lots –no CUP)	\$	300.00
SURVEYOR REVIEW FEE (for plats and residential PUDs 1-5 lots)	\$	150.00
(6 or more lots/units an additional \$20.00 per lot/unit)		
SURVEYOR REVIEW FEE (for Administrative subdivision if needed) - per lot		\$25.00
SURVEYOR REVIEW FEE (for conditional use permit)		\$50.00
ENGINEERS REVIEW FEE	\$	150.00
REPLAT OF EXISTING PLAT TO COUNTY BOARD (does not include surveyor fee)	\$	200.00
ADMINISTRATIVE SUBDIVISIONS AND EXEMPTIONS (review prior to approval)	\$	100.00 per lot
-If wetlands exist on parcels and/or if onsite inspection to verify submitted info ... add'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 \$5.64 \$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
HPV	\$ 239.00
Polivirus	\$ 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 Governmental Units Only):

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

MATERIAL (for Private Sale):

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

MISCELLANEOUS:

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

HR DEPARTMENT

LIST OF EMPLOYEE REPORTS	\$ 15.00
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IT DEPARTMENT

REPORTS OR LABELS	See Common Fees Section
CD OR EMAIL FILE	\$ 50.00 minimum or \$0.04 per parcel, whichever is greater

LAND DEPARTMENT AND COUNTY SURVEYOR

PROFESSIONAL SERVICES	\$ 50.00 per hour
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RECORDER'S OFFICE

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

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

Notary Commission	\$ 20.00
VITAL RECORDS	
Birth Certificates	\$ 26.00
Additional Birth Certificate at same time	\$ 19.00
Death Certificates	\$ 13.00
Additional Death Certificates at same time	\$ 6.00
SHERIFF'S OFFICE	
ALARM FEES	
Initial	\$ 20.00
Renewal	\$ 5.00
Non-compliance Fee	\$ 50.00
False Alarms - Per each after third	\$ 50.00
GUN PERMIT TO CARRY	
New	\$ 100.00
Renewal	\$ 75.00
BACKGROUND CHECKS	\$ 20.00
REPORTS AND ICR'S	
Victim	No charge
Walk-in	\$ 0.25 per page (single or double sided)
By mail	\$ 0.25 per page plus postage costs
AUDIO/VIDEO/PHOTOGRAPHY	
Audio CD's	\$ 10.00
Transcript of audio recordings	\$ 4.00 per page
Photographs/Digital by disk	\$ 10.00
Booking photos	\$ 5.00
Video Recordings - VHS	\$ 16.00
Video Recordings - DVD	\$ 10.00
Video Recordings - Body Worn Camera - DVD	\$ 10.00
Video Recordings - Squad Camera - DVD	\$ 10.00
FINGERPRINTING	
Aitkin County Resident	No charge
Non-resident	\$ 10.00
BOAT & WATER	
Raft Permits	\$ 4.00 per year (renewed in 5 year increments)
CIVIL PROCESS	
¹ For Paper Service, \$100.00 Deposit is required.	
Charge per person served/Not found	\$ 30.00 plus mileage noted below
Mileage charge per attempt (round trip)	\$ 0.60 per mile
Mileage charge for City of Aitkin	\$ 1.00
Charge for Real Estate Sales	\$ 50.00
Mechanics Lien Sale	\$ 50.00 plus mileage
Cancelled real estate sale w/no notification	\$ 50.00
Redemption fee on redeemed real estate	\$ 250.00 plus \$30.00 for each rescheduling of redemption date
Posting three notices of sale	\$ 45.00 plus mileage
Charge for sending a fax	See Common Fees Section
Levy fee on a Writ of Execution	\$ 20.00
Commission on Writ \$ Levied upon	5%
Deputy Time	actual cost plus mileage
STORAGE FEES	
Vehicle	\$ 10.00 per day
Boat	\$ 1.00 per foot, per day
Snowmobile	\$ 10.00 per day
Forfeited Vehicles, payment in full of	Tow Bill, plus \$10.00 per day storage

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

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

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

SHERIFF'S OFFICE (JAIL)

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

PAY TO STAY	\$	20.00	per day
URINALYSIS			
STS	\$	10.00	
Huber	\$	10.00	

TREASURER'S OFFICE

MARRIAGE LICENSE			
(with Premarital Education)	\$	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	

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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Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

1	Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
1	DEPT				Commissioners			
	86222	Aitkin Independent Age						
		01-001-000-0000-6230		85.00	OCTOBER 22 SYNOPSIS	1434059	Printing, Publishing & Adv	Y
					11/20/2024 11/20/2024			
	86222	Aitkin Independent Age		85.00	1 Transactions			
	15240	AT&T Mobility (Central Serv)						
		01-001-000-0000-6220		193.70	COMMISSIONERS MOBILE PHONE	287298817699	Telephone	N
					10/26/2024 11/25/2024			
	15240	AT&T Mobility (Central Serv)		193.70	1 Transactions			
	10895	Westerlund/Laurie Ann						
		01-001-000-0000-6335		544.04	WESTERLUND MILEAGE REIMB.	11/25/2024	Gas/Vehicle Fuel Charges	N
					07/16/2024 09/26/2024			
	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	NOV 2024	Contract Legal Services	Y
					11/03/2024 11/27/2024			
	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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1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1333	Dell Marketing L.P.		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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COMMISSIONER'S VOUCHERS ENTRIES

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

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1 General Fund

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
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
				10/26/2024 11/25/2024			
15240	AT&T Mobility (Central Serv)		49.92	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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COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
15240	AT&T Mobility (Central Serv)						
	01-053-000-0000-6220		99.84	OCT-NOV PHONE BILL	287299383308	Telephone	N
				10/26/2024 11/25/2024			
15240	AT&T Mobility (Central Serv)		99.84	1 Transactions			
3195	MNCCC LOCKBOX						
	01-053-000-0000-6266		232.80	HR / ACROBAT PRO	2411012	Data Processing/Computer Services	N
3195	MNCCC LOCKBOX		232.80	1 Transactions			
86235	The Office Shop Inc						
	01-053-000-0000-6405		24.36	NOTEBOOKS FOR BOBBIE	1148327-0	Office Supplies	N
				11/15/2024 11/15/2024			
86235	The Office Shop Inc		24.36	1 Transactions			
9894	Vault Health						
	01-053-000-0000-6265		168.90	NON-DOT DRUG TEST (3)	FL00652302	Background Check Fee	6
				10/02/2024 10/21/2024			
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						
	01-060-000-0000-6405		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)						
	01-090-000-0000-6220		244.56	MONTHLY SERVICE	287301408597X1101	Telephone	N
7916	AT&T Mobility (R&B)		244.56	1 Transactions			
14071	Marco Technologies LLC						
	01-090-000-0000-6266		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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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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1 General Fund

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	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
				10/26/2024 11/25/2024			
15240	AT&T Mobility (Central Serv)		49.92	1 Transactions			
9692	Minnesota Energy Resources Corporation						
	01-110-000-0000-6254		1,156.50	COURTHOUSE	5261972761	Utilities-Gas and Electric	N
				10/22/2024 11/19/2024			
9692	Minnesota Energy Resources Corporation		1,156.50	1 Transactions			
3950	Public Utilities						
	01-110-000-0000-6254		4,895.86	GOV'T CENTER	1430-00	Utilities-Gas and Electric	N
				10/16/2024 11/16/2024			
	01-110-000-0000-6254		77.08	GLARCO	50186-00	Utilities-Gas and Electric	N
				10/16/2024 11/16/2024			
	01-110-000-0000-6254		328.56	LA TOOL	50188-00	Utilities-Gas and Electric	N
				10/16/2024 11/16/2024			
	01-110-000-0000-6254		43.92	OLD CO GARRAGE	50202-00	Utilities-Gas and Electric	N
				10/16/2024 11/16/2024			
	01-110-000-0000-6254		68.44	JUD'L CENTER	509-00	Utilities-Gas and Electric	N
				10/16/2024 11/16/2024			
3950	Public Utilities		5,413.86	5 Transactions			
10698	Stericycle,Inc						
	01-110-000-0000-6360		30.10	STERI-SAFE	8008976742	Services, Labor, Contracts	6

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

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

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1 General Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
11990	Lange/David		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	90.00	PC MEETING	112224	Advisory Board/Committee Per Diem	Y
	01-122-038-0000-6330	52.26	PC MILEAGE	112224	BOA/PC Mileage	N
13424	Sonnee/Dennise J	142.26	2 Transactions			
122	DEPT Total:	1,438.08	Planning & Zoning	8 Vendors	11 Transactions	
200	DEPT		Enforcement			
117	Aitkin County Sheriff					
	01-200-000-0000-6260	17.00	REIMB CK#11275-MCCONNELL TRSCP	1248	Professional Consulting	N
	01-200-039-0000-6463	10.00	REIMB CK#11274-REFUND GUN PERM	24-0560	Gun Permit Supplies/Expenses	N
117	Aitkin County Sheriff	27.00	2 Transactions			
9561	Amazon Business					
	01-200-000-0000-6460	39.86	PHONE CLIP HOLDER; SAMSNG CASE	1N7D-CQWN-46H1	Deputy Supplies	N
	01-200-000-0000-6405	285.05	THUMB DRIVES	1Q7N-M3J3-7RX7	Office Supplies	N
	01-200-000-0000-6610	42.14	GPS PUCK	1Y4J-F1HH-1MPL	Equipment & Radios	N
9561	Amazon Business	367.05	3 Transactions			
9203	AT&T Mobility (Sheriff's)					
	01-200-000-0000-6220	2,276.45	DEPUTY CELL & SQUAD PC	287297906116	Telephone	N
	01-200-200-0000-6260	89.76	CI PHONES	287297906116	CI Funds	N
	01-200-200-0000-6265	479.31	VCET PHONE & HOT SPOT	287297906116	Programs	N
9203	AT&T Mobility (Sheriff's)	2,845.52	3 Transactions			
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	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1152	Cook/Steven						
	01-200-000-0000-6260		150.00	ANDERSON BACKGROUND	11252024	Professional Consulting	Y
1152	Cook/Steven		150.00	1 Transactions			
1333	Dell Marketing L.P.						
	01-200-000-0000-6610		1,822.70	#202 COMPUTER	10773335040	Equipment & Radios	N
1333	Dell Marketing L.P.		1,822.70	1 Transactions			
3195	MNCCC LOCKBOX						
	01-200-000-0000-6266		155.20	SHERIFFS DEPT / ACROBAT PRO	2411012	Data Processing/Computer Services	N
	01-200-000-0000-6266		155.20	VCET / ACROBAT PRO	2411012	Data Processing/Computer Services	N
3195	MNCCC LOCKBOX		310.40	2 Transactions			
3950	Public Utilities						
	01-200-000-0000-6254		78.06	EMERG STORAGE	507-00	Utilities-Gas and Electric	N
				10/16/2024 11/16/2024			
3950	Public Utilities		78.06	1 Transactions			
11538	RCB Collections Range Credit Bureau Inc						
	01-200-000-0000-6260		15.00	CREDIT CHECK-ANDERSON	58611	Professional Consulting	N
11538	RCB Collections Range Credit Bureau Inc		15.00	1 Transactions			
4681	Streichers						
	01-200-000-0000-6460		1,563.90	EKLUND ARMOR VEST	11730068	Deputy Supplies	N
4681	Streichers		1,563.90	1 Transactions			
13005	Tactical Solutions						
	01-200-000-0000-6360		590.00	RADAR CERTIFICATIONS	10290	Services, Labor, Contracts	N
13005	Tactical Solutions		590.00	1 Transactions			
86235	The Office Shop Inc						
	01-200-000-0000-6405		16.37	CALENDAR	1148589-0	Office Supplies	N
	01-200-000-0000-6405		175.50	CALENDARS	1148589-1	Office Supplies	N
86235	The Office Shop Inc		191.87	2 Transactions			
13934	The Tire Barn						
	01-200-000-0000-6302		152.78	#226 OIL CHANGE; WIPER BLADE	76463	Vehicle Maintenance	N
13934	The Tire Barn		152.78	1 Transactions			

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

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
9203	AT&T Mobility (Sheriff's)		99.84	1 Transactions			
456	Bob Barker Company, Inc.						
	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	Bob Barker Company, Inc.		4,125.34	2 Transactions			
5557	Eddy/Nancy						
	01-252-000-0000-6180		50.00	REIMBURSE SHOE ORTHOTICS	230657	Clothing Allowance	Y
5557	Eddy/Nancy		50.00	1 Transactions			
1775	Galls LLC						
	01-252-000-0000-6180		180.99	#307/LOGAN PANTS	029560396	Clothing Allowance	N
1775	Galls LLC		180.99	1 Transactions			
4812	JC32 Teamsters H&W Fund						
	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	JC32 Teamsters H&W Fund		33,369.00	2 Transactions			
9692	Minnesota Energy Resources Corporation						
	01-252-000-0000-6254		77.61	STS	5260933789	Utilities-Gas and Electric	N
				10/22/2024 11/19/2024			
	01-252-000-0000-6254		1,122.14	JAIL	5261220053	Utilities-Gas and Electric	N
				10/22/2024 11/19/2024			
	01-252-000-0000-6254		337.40	JAIL	5261396723	Utilities-Gas and Electric	N
				10/22/2024 11/19/2024			
9692	Minnesota Energy Resources Corporation		1,537.15	3 Transactions			
3789	Pan-O-Gold Baking Company						
	01-252-000-0000-6418		106.60	BREAD & BUNS	10002424326010	Groceries	N
3789	Pan-O-Gold Baking Company		106.60	1 Transactions			
9808	Performance Foodservice						
	01-252-000-0000-6418		2,536.98	GROCERIES	353787	Groceries	N
9808	Performance Foodservice		2,536.98	1 Transactions			
11947	Phoenix Supply						
	01-252-252-0000-6465		1,012.70	SWEATSHIRTS. BOXERS, SHEETS	35876	Inmate Welfare Supplies	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
11947	Phoenix Supply		1 Transactions			
3950	Public Utilities					
	01-252-000-0000-6254	6,509.53	NEW JAIL 2 10/16/2024 11/16/2024	1431-00	Utilities-Gas and Electric	N
	01-252-000-0000-6254	139.38	STS 10/16/2024 11/16/2024	50109-00	Utilities-Gas and Electric	N
	01-252-000-0000-6254	920.77	NEW JAIL 10/16/2024 11/16/2024	512-00	Utilities-Gas and Electric	N
3950	Public Utilities	7,569.68	3 Transactions			
86235	The Office Shop Inc					
	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	The Office Shop Inc	99.67	2 Transactions			
252	DEPT Total:	50,859.84	Corrections	12 Vendors	20 Transactions	
253	DEPT		Sentence to Serve			
9203	AT&T Mobility (Sheriff's)					
	01-253-000-0000-6220	38.23	STS AIR CARD	287297906116	Telephone	N
9203	AT&T Mobility (Sheriff's)	38.23	1 Transactions			
86467	Auto Value Aitkin					
	01-253-000-0000-6415	7.49	ARMORALL-GLASS	40250470	Operational Supplies	N
86467	Auto Value Aitkin	7.49	1 Transactions			
4812	JC32 Teamsters H&W Fund					
	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	JC32 Teamsters H&W Fund	1,589.00	2 Transactions			
13934	The Tire Barn					
	01-253-000-0000-6302	54.87	09 VAN - OIL CHANGE	76438	Vehicle Maintenance	N
13934	The Tire Barn	54.87	1 Transactions			
253	DEPT Total:	1,689.59	Sentence to Serve	4 Vendors	5 Transactions	

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Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
257	DEPT			Community Corrections			
	9561 Amazon Business						
	01-257-267-0000-6274		50.54	DRUG TESTING SUPPLIES- GLOVES	1C6Y-WNMV-RPTC	Drug Testing Fee	N
				11/18/2024 11/22/2024			
	9561 Amazon Business		50.54	1 Transactions			
	248 Association of Mn Counties						
	01-257-251-0000-6241		375.00	MACCAC FALL CONF (ADV BRD)	MACCAC2024	Registration Fee	N
				09/25/2024 09/27/2024			
	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)	MEALNOV11	Meals (Overnight)	N
				11/11/2024 11/13/2024			
	9106 Cummings/Chelsea		46.46	1 Transactions			
	9065 Daiker/Cassie						
	01-257-251-0000-6335		20.01	FACILITATOR TRAINING FUEL	CD1124	Gas/Vehicle Fuel Charges	N
				11/22/2024 11/22/2024			
	01-257-251-0000-6339		109.36	FACILITATOR TRAINING MEALSX3 C	MEALS	Meals (Overnight)	N
				11/19/2024 11/22/2024			
	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	MINOV2024	Mileage	N
				11/21/2024 11/21/2024			
	14642 Leonhardt/Jacob		46.90	1 Transactions			
	9360 Redwood Toxicology Laboratory, Inc.						
	01-257-267-0000-6274		264.47	DRUG TEST SUPPLIES (20PANEL)	837640	Drug Testing Fee	6
				11/13/2024 11/13/2024			
	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>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
248	Association of Mn Counties		300.00	1 Transactions			
391	DEPT Total:		300.00	Solid Waste	1 Vendors	1 Transactions	
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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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
14813	Joerger/Rebecca		56.44	2 Transactions			
90853	Mickelson/Bonnie H						
	01-601-000-0000-6278		35.00	EXT MEETING	11182024	Advisory Board/Committee Per Diem	Y
				11/18/2024	11/18/2024		
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	287298817699	Telephone	N
				10/26/2024	11/25/2024		
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	CARE-21-0011-O-FY	CDBG-CV Broadband Grant Expenditures	N
				04/17/2024	05/01/2024		
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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		<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
200	DEPT					Enforcement		
	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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Vendor		<u>Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>		<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
0	DEPT				Undesignated			
999999000	MCDONALD/JASON							
	03-000-000-0000-5505			500.00	DW DEP REF-MCDONALD CSAH 10	CSAH 10	Culverts	N
999999000	MCDONALD/JASON			500.00	1 Transactions			
999999000	PETERSON/RICHARD							
	03-000-000-0000-5505			500.00	DRIVEWAY DEP REF-CSAH 28	CSAH 28	Culverts	N
999999000	PETERSON/RICHARD			500.00	1 Transactions			
0	DEPT Total:			1,000.00	Undesignated	2 Vendors	2 Transactions	
301	DEPT				R&B Administration			
783	Canon Financial Services, Inc							
	03-301-000-0000-6342			192.60	CONTRACT CHARGE	36192047	Office Equipment Rental/Contracts	N
783	Canon Financial Services, Inc			192.60	1 Transactions			
11406	Innovative Office Solutions, LLC							
	03-301-000-0000-6405			223.21	OFFICE SUPPLIES	IN4701782	Office Supplies	N
11406	Innovative Office Solutions, LLC			223.21	1 Transactions			
14071	Marco Technologies LLC							
	03-301-000-0000-6266			190.00	OFFICE 365 SUBSCRIPTION	INV13222800	Data Processing/Computer Services	Y
14071	Marco Technologies LLC			190.00	1 Transactions			
3195	MNCCC LOCKBOX							
	03-301-000-0000-6266			310.40	R&B / ACROBAT PRO	2411012	Data Processing/Computer Services	N
3195	MNCCC LOCKBOX			310.40	1 Transactions			
13037	Pitney Bowes Bank Inc Reserve Acct							
	03-301-000-0000-6205			500.00	POSTAGE	49775505	Postage	N
13037	Pitney Bowes Bank Inc Reserve Acct			500.00	1 Transactions			
86235	The Office Shop Inc							
	03-301-000-0000-6360			512.81	CONTRACT	334110-0	Services, Labor, Contracts	N
86235	The Office Shop Inc			512.81	1 Transactions			
301	DEPT Total:			1,929.02	R&B Administration	6 Vendors	6 Transactions	

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
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		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 LAUDRY	4212439675	Services, Labor, Contracts	N
	03-303-000-0000-6360		16.08	SHOP LAUDRY	4213207835	Services, Labor, Contracts	N
14887	Cintas Corporation		96.14	3 Transactions			
2763	Countryside Sanitation, LLC						
	03-303-000-0000-6255		81.90	OCT 24 PALISADE	ACCT 91	Garbage	Y

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2763	Countryside Sanitation, LLC		81.90	1 Transactions		
7935	East Central Energy					
	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	East Central Energy		132.69	2 Transactions		
7060	Federated Co-Ops Inc.					
	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	Federated Co-Ops Inc.		837.94	2 Transactions		
1818	Glen's Sign Design					
	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	Glen's Sign Design		270.00	2 Transactions		
1880	Gravelle Plumbing & Heating, Inc					
	03-303-000-0000-6417		137.50	MCGREGOR SHOP	97825	Shop/Building Maintenance N
1880	Gravelle Plumbing & Heating, Inc		137.50	1 Transactions		
2941	M R Sign Co Inc					
	03-303-000-0000-6516		261.65	ADOPT-A-HWY SIGN	226486	Signs & Posts N
2941	M R Sign Co Inc		261.65	1 Transactions		
10227	Martz Mobile Welding & Fabrication					
	03-303-000-0000-6590		230.00	REPAIR LABOR	781798	Repair & Maintenance Supplies Y
10227	Martz Mobile Welding & Fabrication		230.00	1 Transactions		
15300	MCGREGOR ACE HARDWARE					
	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	MCGREGOR ACE HARDWARE		74.23	2 Transactions		
12927	Midwest Machinery Co.					
	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	Midwest Machinery Co.		293.30	2 Transactions		

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5917	Mike's Bobcat Service, Inc.						
	03-303-000-0000-6360		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	PSO158015-1	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
10412	O'Reilly Auto Parts		70.98	2 Transactions		
14861	Parman Energy Group					
	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
14861	Parman Energy Group		3,777.66	10 Transactions		
3950	Public Utilities					
	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
3950	Public Utilities		264.57	4 Transactions		
9362	TRUEMAN WELTERS, INC					
	03-303-000-0000-6590		1,895.42 REPAIR PARTS	IE50573.	Repair & Maintenance Supplies	N
9362	TRUEMAN WELTERS, INC		1,895.42	1 Transactions		
9642	WEX BANK - Highway Dept					
	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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	03-303-000-0000-6570		GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		GASOLINE	0496-00-360070-7	Motor Fuel & Lubricants	N
	03-303-000-0000-6570		REBATE	0496-00-360070-7	Motor Fuel & Lubricants	N
9642	WEX BANK - Highway Dept	3,547.99	18 Transactions			
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
10196	Yanmar CE NA	179.36	2 Transactions			
5295	Ziegler Inc					
	03-303-000-0000-6590	175.64	REPAIR PARTS	IN001710290	Repair & Maintenance Supplies	N
5295	Ziegler Inc	175.64	1 Transactions			
303	DEPT Total:	24,103.82	R&B Highway Maintenance	27 Vendors	93 Transactions	
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
29	Aitkin Co Planning & Zoning	650.00	1 Transactions			
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
86222	Aitkin Independent Age	114.74	2 Transactions			
5128	Widseth Smith & Nolting Inc					
	03-307-000-0000-6269	9,655.00	PROFESSIONAL SERVICES	234677	Professional Services	N
5128	Widseth Smith & Nolting Inc	9,655.00	1 Transactions			
14998	WSB & Associates, Inc.					
	03-307-000-0000-6269	21,120.08	BIT PLANT INSP/PM/MILEAGE	R-026449-000-1.	Professional Services	N
14998	WSB & Associates, Inc.	21,120.08	1 Transactions			

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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	N
	8364	Towmaster		9,171.00		1 Transactions		
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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400	DEPT			Public Health Department			
9608	AMAZON CAPITAL SERVICES (HHS only)						
	05-400-440-0410-6405		14.98	AGENCY-BATTERIES/COPY PAPER 11/21/2024 11/21/2024	17QJ-FY3L-FTL4	Office Supplies	N
	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 11/18/2024	928	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 11/20/2024	0506533565-00001	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 11/19/2024	27728	Services, Labor, Contracts	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9014	PAPER STORM		13.61	1 Transactions		
3950	Public Utilities					
	05-400-440-0410-6254		279.51	ELECTRIC CHARGES 10/16/2024 11/16/2024	1433-00	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 10/03/2024	INV17502495	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 11/06/2024	645024	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 12/31/2024	8008976742	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 11/26/2024	2530342891	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 11/21/2024	17QJ-FY3L-FTL4	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 09/24/2024	10773417571	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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	05-420-600-4800-6485		169.67	09/24/2024 09/24/2024 ADM-DELL LATITUDE 5550 & DOCK	10773417571	Computer/Technology Supplies	N
	05-420-600-4800-6485		399.94	09/24/2024 09/24/2024 ADM-DELL LATITUDE 5550 & DOCK	10773417571	Computer/Technology Supplies	N
	05-420-600-4800-6485		642.33	09/24/2024 09/24/2024 ADM-DELL LATITUDE 5550 & DOCK	10773417571	Computer/Technology Supplies	N
1333	Dell Marketing L.P.		2,823.82		5 Transactions		
14071	Marco Technologies LLC						
	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	Marco Technologies LLC		392.16		3 Transactions		
9692	Minnesota Energy Resources Corporation						
	05-420-600-4800-6254		161.51	GAS CHARGES	0506533565-00001	Utilities-Gas and Electric	N
				10/22/2024 11/20/2024			
9692	Minnesota Energy Resources Corporation		161.51		1 Transactions		
3195	MNCCC LOCKBOX						
	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	MNCCC LOCKBOX		619.25		3 Transactions		
9014	PAPER STORM						
	05-420-600-4800-6360		32.08	PAPER SHREDDING	27728	Services, Labor, Contracts	N
				11/19/2024 11/19/2024			
9014	PAPER STORM		32.08		1 Transactions		
3950	Public Utilities						
	05-420-600-4800-6254		658.85	ELECTRIC CHARGES	1433-00	Utilities-Gas and Electric	N
				10/16/2024 11/16/2024			
3950	Public Utilities		658.85		1 Transactions		
10657	Quadient (HHS)						
	05-420-600-4800-6405		70.22	AGENCY-POSTAGE MTR SEALING KIT	INV17502495	Office Supplies	N
				10/03/2024 10/03/2024			

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
10657	Quadient (HHS)		70.22	1 Transactions		
4070	Riley Auto Supply					
	05-420-600-4800-6422		47.51	JANI - V-BELT 11/06/2024 11/06/2024	645024	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 09/10/2024	IP-00027455	Medical Assistance - MTM Admin N
	05-420-650-4400-6211		236.46	MTM ADMIN FEE NON-FFP 09/24/2024 09/24/2024	IP-00027459	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 12/31/2024	8008976742	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 11/26/2024	2530342891	Janitorial Supplies N
9553	Vestis		22.64	1 Transactions		
420	DEPT Total:		5,285.92	Income Maintenance	12 Vendors	21 Transactions
430	DEPT			Social Services		
9608	AMAZON CAPITAL SERVICES (HHS only)					
	05-430-760-3040-6020		70.14	APS GRANT - IPAD CHARGERS 11/18/2024 11/18/2024	13NM-7FW9-3MKQ	APS Assessment/Investigation N
	05-430-700-4800-6405		56.70	AGENCY-BATTERIES/COPY PAPER 11/21/2024 11/21/2024	17QJ-FY3L-FTL4	Office Supplies N
	05-430-710-3190-6020		52.97	SS-COURT RELATED-TRAC PHONE 11/20/2024 11/20/2024	1L3T-9PX4-4KH3	Court Related Services & Activities N
	05-430-700-4800-6810		59.99	ADULUT MH INIT - FLEX TABLET 11/22/2024 11/22/2024	1MKN-TMPG-HNKD	Mh Init - Flex (418) N
	05-430-700-4800-6405		8.48	SS-PHONE CASE (AB) 11/25/2024 11/25/2024	1WQL-W3TD-VXXW	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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5 Health & Human Services

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Audit List for Board

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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	
	05-430-700-4800-6405		26.98	11/25/2024 11/25/2024 SS-USB HEADSET (AB)	1YT3-MYGQ-43WR	Office Supplies	N
				11/18/2024 11/18/2024			
9608	AMAZON CAPITAL SERVICES (HHS only)		219.24	7 Transactions			
1333	Dell Marketing L.P.						
	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
1333	Dell Marketing L.P.		7,913.97	6 Transactions			
14071	Marco Technologies LLC						
	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
14071	Marco Technologies LLC		633.08	2 Transactions			
9692	Minnesota Energy Resources Corporation						
	05-430-700-4800-6254		259.40	GAS CHARGES 10/22/2024 11/20/2024	0506533565-00001	Utilities-Gas and Electric	N
9692	Minnesota Energy Resources Corporation		259.40	1 Transactions			
3195	MNCCC LOCKBOX						
	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
3195	MNCCC LOCKBOX		789.97	2 Transactions			
9014	PAPER STORM						
	05-430-700-4800-6360		51.51	PAPER SHREDDING 11/19/2024 11/19/2024	27728	Services, Labor, Contracts	N

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5 Health & Human Services

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
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	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
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	112024	Membership/Dues/Association Fees	N
					01/01/2025 12/31/2025			
	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	348-00	Utilities-Gas and Electric	N
					10/16/2024 11/16/2024			
	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 Trust

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Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	10-923-000-0000-6330	59.96	GRAND RAPIDS FOR LAND COM MTG	112024	Transportation/Travel/Parking	N
15229	Thompson/Dennis J	59.96	1 Transactions			
10930	Tidholm Productions					
	10-923-000-0000-6405	1,148.40	TIMBER LOAD TICKET BOOKS	43246661	Office Supplies	Y
10930	Tidholm Productions	1,148.40	1 Transactions			
923	DEPT Total:	3,575.96	Forfeited Tax Sales	8 Vendors	8 Transactions	
10	Fund Total:	7,358.48	Trust		10 Transactions	

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

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

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13 Taxes & Penalties

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
943	DEPT		Taxes And Penalties			
999999000	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	KLINGELHOFFER/DANAH					
	13-943-000-0000-2001	13.84	PROPERTY TAX OVERPAYMENT - P3	3072-3073	Cur - Property Taxes	N
999999000	KLINGELHOFFER/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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13 Taxes & Penalties

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

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
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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19 Long Lake Conservation Cen

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

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21 Parks

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

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COMMISSIONER'S VOUCHERS ENTRIES

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25 Opioid Remediation Settlement

	Vendor		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula			Service Dates	Paid On Bhf #	On Behalf of Name	
0	DEPT				Undesignated			
	10491	J. Chad Professional Training, LLC						
		25-000-000-0000-6360		1,000.00	DEPOSIT FOR TALLCOP SPEAKER	25-046	Services, Labor, Contracts	Y
					11/22/2024 11/22/2024			
	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

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
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,

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Board of County Commissioners Agenda Request

2L
Agenda Item #

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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title):		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: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED December 17, 2024

By Commissioner: xxx

20241217-xxx

2025 - ALL TERRAIN VEHICLE TRAIL FUNDING

WHEREAS, Local units of government can apply for State aid 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 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 17th day of December 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

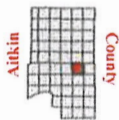
2M
Agenda Item #

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 <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: <p>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).</p> <p>Aitkin County Surveyor has reviewed the easement and has no objections.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution granting a Soo Line Crossing Easement to Duane Swedberg.		
Financial Impact: <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:</p>		

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

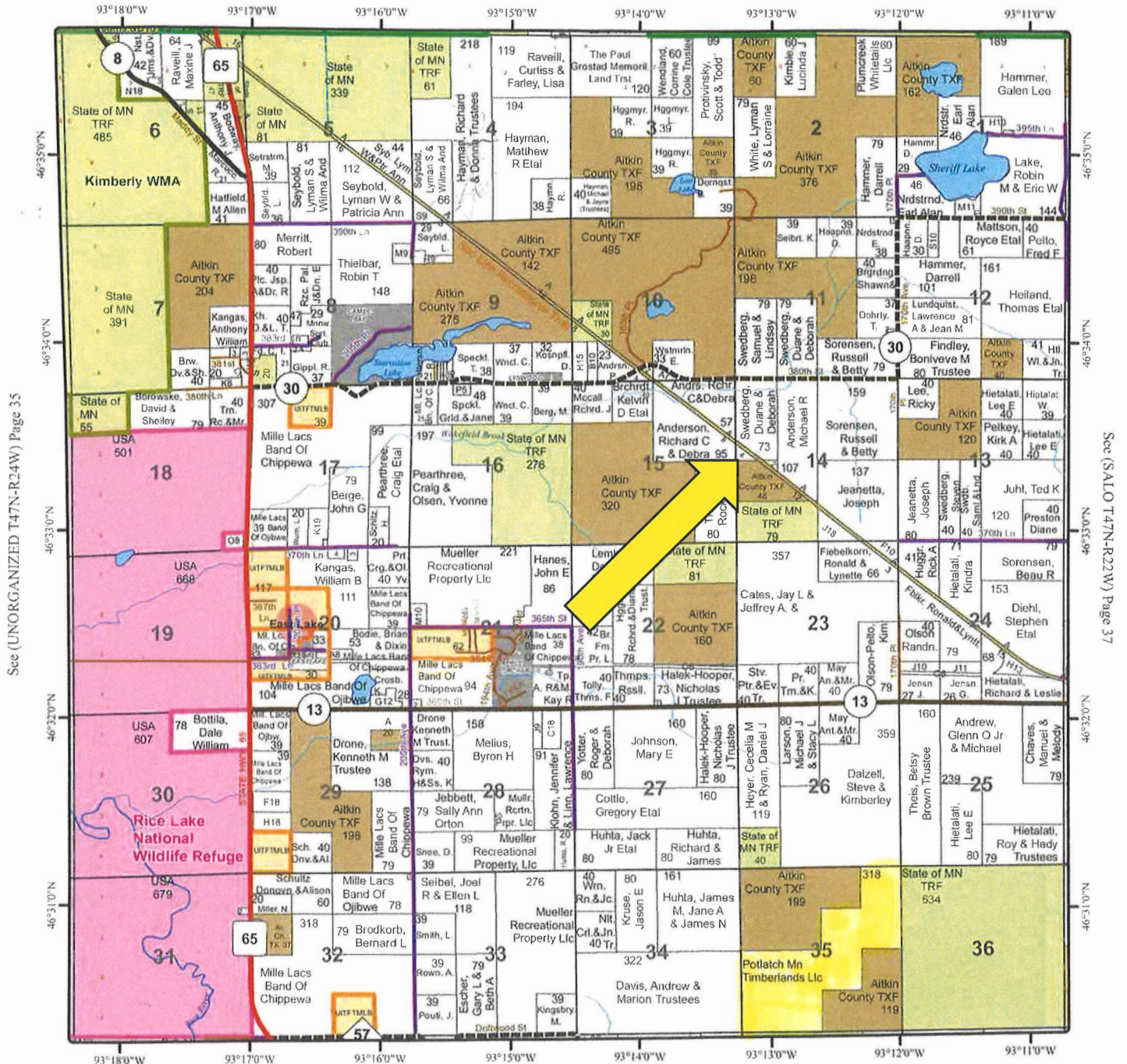


SPALDING T47N-R23W

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 (SALO T47N-R22W) Page 37

See (RICE RIVER T46N-R23W) Page 30

Josh Hughley
Assistant County Veterans
Services Officer
AITKIN COUNTY
EST. 1857
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 380th 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 grantee 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 grantee.
7. Upon termination of this easement, the grantee 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 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 17th day of December 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request



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	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Wendie Bright	Department: Auditor's Office
Presenter (Name and Title): N/A	Estimated Time Needed: 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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>	

AITKIN COUNTY

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
(AFFIANTS 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 2nd 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 12/31/24

Wendie Bright
NOTARY PUBLIC SIGNATURE

My commission expires Jan 31, 2026

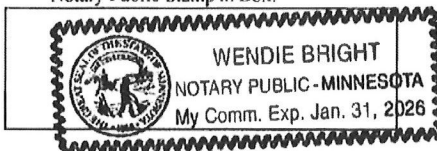
STATE OF: Minnesota
COUNTY OF: Aitkin

You must sign this affidavit before a Notary Public:

Gabby Rono
Signature and Title of Affiant

(Signature and Title of Affiant)

Notary Public Stamp in Box:



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

Aitkin County - Lost Warrants, 307 2nd Street NW, Room 121, Aitkin MN 56431
email: auditor@co.aitkin.mn.us



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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND 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.

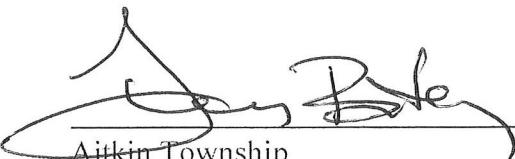
This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date



Aitkin Township
Terry Betley, Chair



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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND 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.

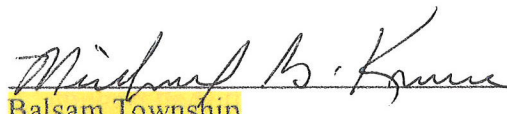
This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date


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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND 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.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date



Tom Meyer
Shamrock Board Vice-Chair

11/14/24

Date



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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND 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.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date



Norman Wiese
Turner Township Chair

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN 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.

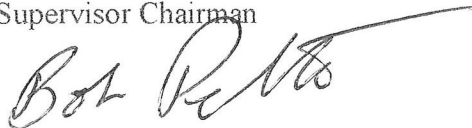
Aitkin County
Board Chair

Aitkin County
County Administration

Date

Date

Rice River Township
Bob Peltó, Supervisor Chairman
Date

A handwritten signature in cursive script, appearing to read "Bob Peltó", written in dark ink.

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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND 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.

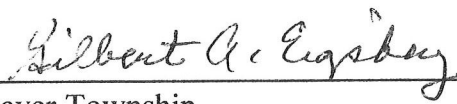
This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date


Beaver Township
Board Chair Gilbert Eigsberg

11/24/24
Date



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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND 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.

Aitkin County
Board Chair

Date

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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND 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.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date



WORKMAN TOWNSHIP
TOWNSHIP Board Chair

Date *Nov 21, 2024*

DOUGLAS W. PARIS
SUPERVISOR 2 @ WORKMANTOWNSHIPMN.ORG
218-251-1823



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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND 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.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date


Hazelton Township
Ted Reem

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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND 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.

Aitkin County
Board Chair

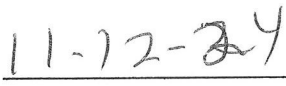
Date

Aitkin County
County Administration

Date



White Pine Township
Ms. Diane Stulc – Chair Person



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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND 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	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed:
Summary of Issue: Please see attached resolution for consideration.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt Resolution - McGregor Airport Commission Appointments		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED December 17, 2024

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 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 17th 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 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 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.


Signature of Applicant

10-3-2024
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 X No _____

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

NAME OF APPLICANT: William L. Bedor

STREET ADDRESS OF APPLICANT:

8248 Kentucky Cir

Bloomington, MN 55438

PHONE NUMBERS:

DAYS 612-810-7219

EVENINGS same

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____

WLB1
12/6/24 12:53PM

Aitkin County



2AA

3 Road & Bridge

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

Page 2

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	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			
3 Fund Total:			821.59	Road & Bridge	1 Vendors	4 Transactions	
Final Total:			821.59	1 Vendors	4 Transactions		

WLB1
12/6/24 12:53PM

Aitkin County



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

Page 2

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
5462	Bremer Bank (Elan ACH)					
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
5462	Bremer Bank (Elan ACH)		2,735.35 27 Transactions			

1 Fund Total:

2,735.35

General Fund

1 Vendors

27 Transactions

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Aitkin County



2 Reserves Fund

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

Page 3

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

WLB1
12/6/24 12:53PM

10 Trust

Aitkin County



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

Vendor		<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	5462	Bremer Bank (Elan ACH)					
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			
10 Fund Total:			3,306.21	Trust	1 Vendors	2 Transactions	

WLB1

12/6/24

12:53PM

19 Long Lake Conservation Cen

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 5

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

WLB1

12/6/24

12:52PM

5 Health & Human Services

Aitkin County



Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS

Page 2

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
7	5462 Bremer Bank (Elan ACH) 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 Bremer Bank (Elan ACH)		1,219.48	11 Transactions			
5 Fund Total:			1,219.48	Health & Human Services	1 Vendors	11 Transactions	
Final Total:			1,219.48	1 Vendors	11 Transactions		

Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
5	1,219.48	Health & Human Services
All Funds	1,219.48	Total

Approved by,

.....
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.....

Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	821.59	Road & Bridge
All Funds	821.59	Total

Approved by,

.....

.....

Aitkin County

Audit List for Board

MANUAL WARRANTS/VOIDS/CORRECTIONS



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Christy M. Bishop		Department: Auditor's Office
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: 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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

ADOPTED 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 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 17th 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	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Christy M. Bishop		Department: Auditor
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: 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.)		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Resolution to approve Liquor Licenses, subject to completion of all documents and required signatures.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		

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

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 487th Street, McGregor, MN 55760

Castaway's LLC, d/b/a **Castaways** – Lakeside Township
This establishment has an address of 32360 215th 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 300th 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 498th 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 Bennettville 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 224th 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 480th 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 202nd 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 280th 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 321st 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 202nd 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 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 17th day of December, 2024

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	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Dennis (DJ) Thompson		Department: Land
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: <p>S 282.241 allows application to repurchase tax-forfeited property by an owner/heir/mortgagee/representative of heirs of a vested interest in the property at the time of forfeiture, have the privilege to make written application to the Aitkin County Board requesting to be allowed to repurchase this property.</p> <p>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:</p> <p>Parcel #16-1-072500 Lot 3 Block 1 Timber Shores Sec: 29 Twp: 44 Rge: 25</p> <p>Parcel #16-1-073000 Lot 2 Block 2 Timber Shores Sec: 29 Twp: 44 Rge: 25</p> <p>Property will revert to the owner at the time of forfeiture.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution allowing repurchase of tax forfeited property.		
Financial Impact: <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:</p>		

To the Honorable Board of County Commissioners of

Aitkin

County, Minnesota.

I, the undersigned owner-mortgagee-heir-representative of heirs 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.

State of Minnesota

County of Dakota

Julie Scheid
Owner-Mortgagee-Heir-Representative of Heirs

The foregoing instrument was acknowledged before me this 23rd day of November, 2021, by

Notarial Seal



AARON J. DOWNING
Notary Public
Minnesota
My Commission Expires
Jan 31, 2029

Aaron J. Downing
Signature of person taking acknowledgement

NO DELINQUENT TAXES
AND TRANSFER ENTERED

This 29 Day April 2016

Kyle Petersen
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

Total: \$ 17,422.00 \$ 20.00 \$ 2,919.81 \$ 1,382.27 \$ 21,744.08

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
Insurance	\$ -
Total:	\$ 22,133.74

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

Total:	\$ 678.00	\$ 20.00	\$ 126.39	\$ 53.98	\$ 878.37
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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	PERSONAL MONEY ORDER	0963207254
Office AU #	1210(8)		

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

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

Julie Scheid
Purchaser's Signature

Security Features included. Details on Back.

⑈0963207254⑈ ⑆121000248⑆4945 782050⑈

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

0009632	11-24	CASHIER'S CHECK	0963207440
Office AU #	1210(8)		

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

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

Julie Scheid
Authorized Signature

Security Features included. Details on Back.

⑈0963207440⑈ ⑆121000248⑆4861 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 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 17th 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	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Teresa Smude		Department: Aitkin County HRA
Presenter (Name and Title): n/a		Estimated Time Needed: n/a
Summary of Issue: <p>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.</p> <p>As pursuant to statute, all appointments to the HRA board must be made by the County Commissioners.</p>		
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: <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:</p>		

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

MINNESOTA 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 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 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.

Laura Emanuel

Signature of Applicant

11-20-24

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 2nd Street NW - Room 310, Aitkin, MN 56431**

NAME OF APPLICANT: Laura Emanuel

STREET ADDRESS OF APPLICANT:

536 Gill Street, Apartment 211

Hill City, MN 55748

PHONE NUMBERS:

DAYS 763-202-5671

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	S - Condensed Audit List

Save Report Options?: N

KMR1
12/9/24 9:35AM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

1 General Fund

Vendor		<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
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	

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12/9/24 9:35AM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

3 Road & Bridge

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

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12/9/24

9:35AM

19 Long Lake Conservation Cen

Aitkin County



Audit List for Board

AUDITOR'S VOUCHERS ENTRIES

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
89991	Bremer Bank					
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		
19 Fund Total:			170.59	Long Lake Conservation Center	1 Vendors	9 Transactions

KMR1
12/9/24 9:35AM
21 Parks

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
89991	Bremer Bank					
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		
21 Fund Total:			61.86	Parks	1 Vendors	13 Transactions
Final Total:			943.81	5 Vendors	81 Transactions	

Aitkin County

Audit List for Board

AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
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	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title):		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 a 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: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



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	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Sara Math	Department: ACHHS Accounting
Presenter (Name and Title): N/A	Estimated Time Needed: 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: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>	

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

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

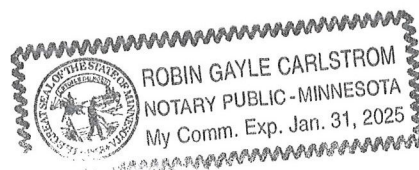
Notary Public

Aitkin

County, Minnesota

My Commission Expires

1-31-2025





Board of County Commissioners Agenda Request



Requested Meeting Date: 12-17-24

Title of Item: Award Contract 20255

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: John Welle		Department: Highway
Presenter (Name and Title): NA		Estimated Time Needed: NA
Summary of Issue: <p>Bids were opened on Monday, 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.</p> <p>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.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Award Contract 20255 to Lot Pros Inc. by attached resolution.		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$ 144,865.50</p> <p>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p> <p>\$120,000 was budgeted for this project in 2025.</p>		

**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		Fahner 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	
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	
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	
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																	
Line	Number	Description	Unit	Quantity	Estimated Price	Estimated Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	
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	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	
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																	
Line	Number	Description	Unit	Quantity	Estimated Price	Estimated Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	
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	
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	
TOTAL CSAH 13						\$23,714.20		\$29,460.00		\$36,306.00		\$39,282.60		\$48,505.20		\$57,276.54	
CSAH 38																	
Line	Number	Description	Unit	Quantity	Estimated Price	Estimated Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	
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	
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	
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 Digital Signature of John Welle
Date: 2024.12.10 10:02:15
40207 License No. 24340
Date: 12-10-24

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 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 17th day of December 2024

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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND 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.

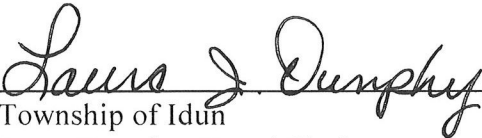
This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

Aitkin County
Board Chair

Date

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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND 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.

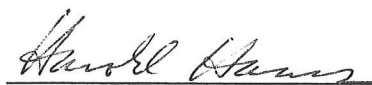
This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date


Township of Seavey
Harold Harms, Board Chair

12/9/2024
Date



Board of County Commissioners Agenda Request



Requested Meeting Date: December 17, 2024

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

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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY OF
AITKIN AND 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.

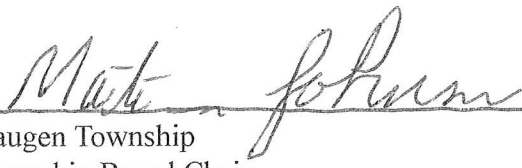
This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

Aitkin County
Board Chair

Aitkin County
County Administration

Date

Date



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

**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.

Aitkin County
Board Chair

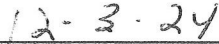
Date

Aitkin County
County Administration

Date



CORNISH TOWNSHIP
TOWNSHIP BOARD CHAIR



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

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

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY
OF AITKIN AND [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

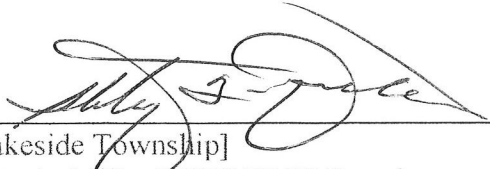
This agreement shall become effective upon signature of all duly authorized signatures, and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

Aitkin County
Board Chair

Date

Aitkin County
County Administration

Date



Lakeside Township]
[Stanly Miller TOWNSHIP Board
Chair]

11/14/24
Date



Board of County Commissioners Agenda Request



Requested Meeting Date: December 17, 2024

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* <i>*provide copy of hearing notice that was published</i>
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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 12,547.50 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:	

Stock #: S12117

VIN 1C4RJFBG8MC569796

Deal#: 0000000

December 4, 2024

2021 JEEP GRAND CHEROKEE

AITKIN CO SHERIFF

Phone: 2189277400

Email:

Salesperson: JEFF KJELSTROM

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

\$0.00

\$12,547.50

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

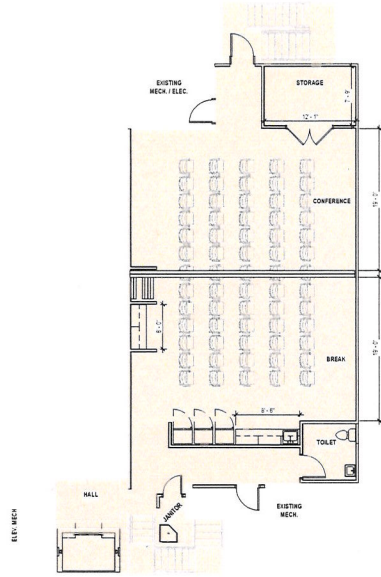
Title of Item: H&HS Building Remodel

<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 <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Sarah Pratt		Department: H&HS
Presenter (Name and Title): Sarah Pratt, Director and Jim Bright		Estimated Time Needed: 10 minutes
Summary of Issue: 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.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Recommend the Board approve the contract with Widseth.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ 248,200 <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> 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.

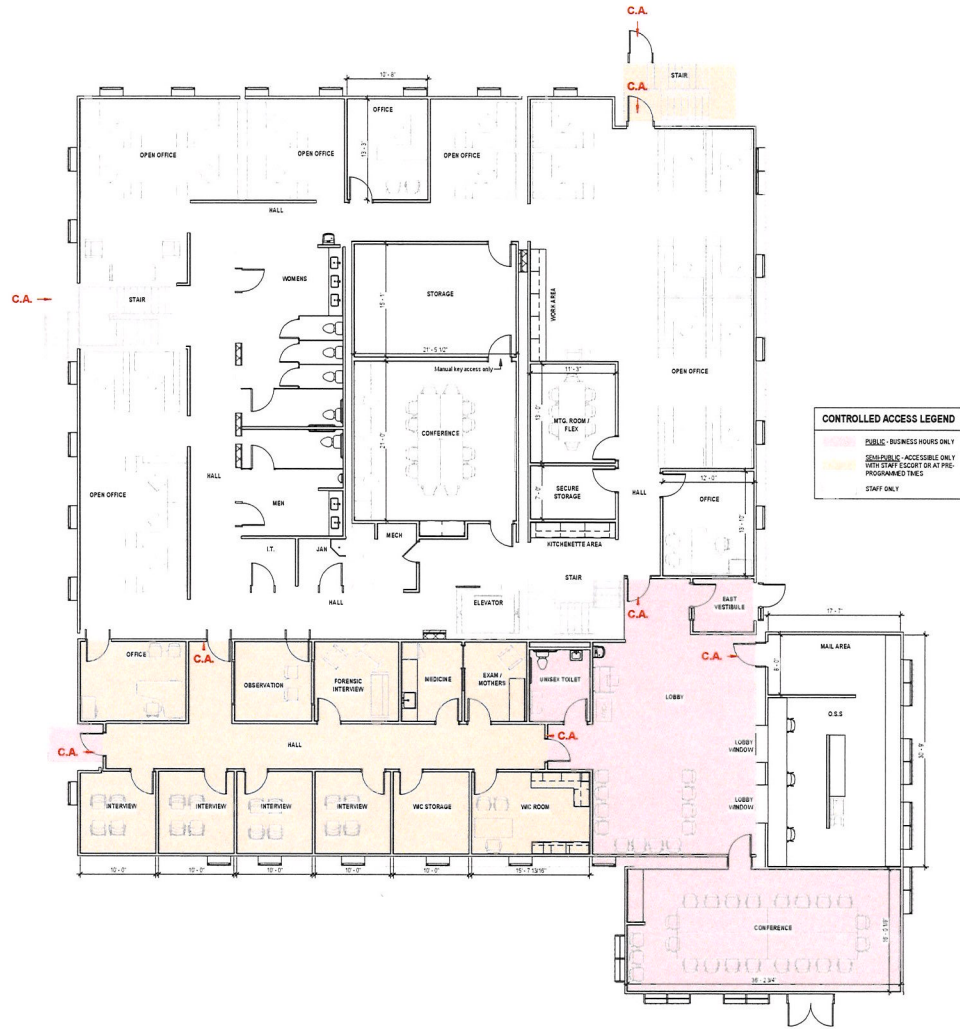
2 BASEMENT LEVEL FLOOR PLAN

1/8" = 1'-0"



1 FIRST LEVEL FLOOR PLAN

1/8" = 1'-0"



NOT FOR CONSTRUCTION

AITKIN COUNTY HUMAN SERVICES REMODEL
CITY OF AITKIN, MN
204 1ST ST NW, AITKIN, MN 56431

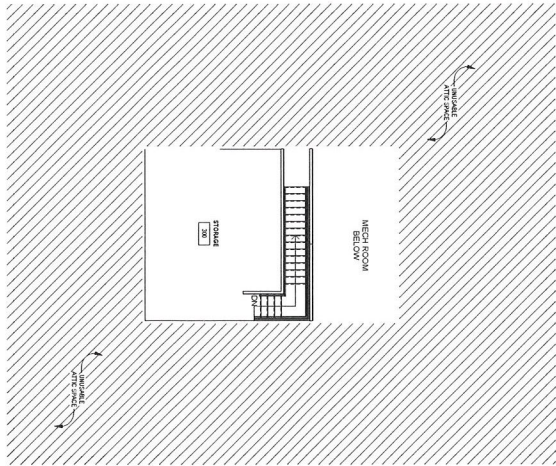
FLOOR PLANS - BASEMENT & FIRST FLOOR

DATE: 11/11/2024
SCALE: AS NOTED
DRAWN BY: J. SHARP
CHECKED BY: J. SHARP
JOB NUMBER: 2023-11024

LEVEL: 1st FLOOR
REVISIONS:
DATE: 11/11/2024
BY: J. SHARP
DESCRIPTION: 1st FLOOR REMODEL

THIS DOCUMENT IS THE PROPERTY OF WIDSETH ARCHITECTS. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. IT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF WIDSETH ARCHITECTS.

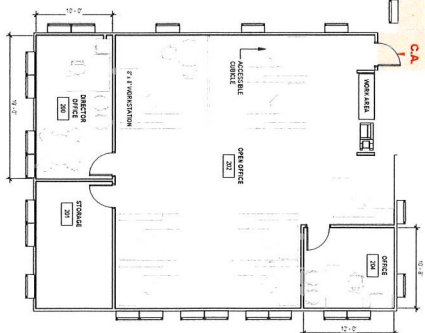
WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS



1 ATTIC LEVEL FLOOR PLAN



1 SECOND LEVEL FLOOR PLAN



NOT FOR CONSTRUCTION

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)

Wideth Smith Nolting & Associates, Inc., dba "Wideth"
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

TABLE OF ARTICLES

1	MASTER AGREEMENT TERM AND PARTY REPRESENTATIVES
2	SERVICE ORDERS
3	ARCHITECT'S RESPONSIBILITIES
4	ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COPYRIGHTS AND LICENSES
7	CLAIMS AND DISPUTES
8	TERMINATION OR SUSPENSION OF SERVICE AGREEMENTS
9	COMPENSATION
10	MISCELLANEOUS PROVISIONS
11	SPECIAL TERMS AND CONDITIONS
12	SCOPE OF THIS MASTER AGREEMENT

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 3rd 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)

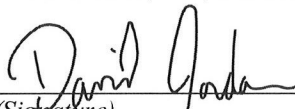
(Printed name and title)



ARCHITECT (Signature)

Katie Hildenbrand, CID, VP

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



(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).

Employee or Category

Rate (\$0.00)

...

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.

...

- ~~.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~~ .2 Postage, handling, and delivery;
- ~~.6~~ .3 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- ~~.7~~ .4 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- ~~.8~~ .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;
- ~~.9~~ .6 All taxes levied on professional services and on reimbursable expenses;
- ~~.10~~ .7 Site office expenses; and
- ~~.11~~ .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.

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§ 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.

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§ 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 3rd 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~~

...

(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.

AIA[®] Document B221[™] – 2018

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 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:

§ 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:

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: $8.5 \% \times 3.4M = \$289,000 - \$40,800 = \$248,200$)

.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.)

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.)

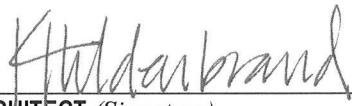
Exhibit A: Fee Schedule (Current Year's Version)
Exhibit B: Pre-Lien Notice

- .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)

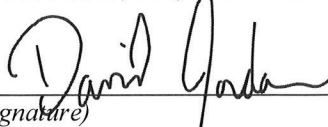
(Printed name and title)



ARCHITECT (Signature)

Katie Hildenbrand, CID, VP

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



(Signature)

David Jordan, RE, 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:

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§ 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.

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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: $8.5 \% \times 3.4M = \$289,000 - \$40,800 = \$248,200$)

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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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Andrew Carlstrom		Department: 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: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ 1020.00 <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> 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

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 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.

Jan A. 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 2nd Street NW – Room 310, Aitkin, MN 56431

NAME OF APPLICANT: JEREMY PAQUETTE

STREET ADDRESS OF APPLICANT:

50801 237TH 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 ROCHESTER MINNESOTA. I PURCHASED MY HOME IN AITKIN COUNTY IN 2020 AND BECAME A PERMANENT RESIDENT IN 2021. AS A HUNTER AND A FISHERMAN THE LAKE AND WILDLIFE AREAS ARE IMPORTANT TO ME. BEING A MEMBER OF THIS BOARD 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.

[Signature]

Signature of Applicant

11-20-24

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 2nd Street NW – Room 310, Aitkin, MN 56431

NAME OF APPLICANT:

GREG NEUMANN

STREET ADDRESS OF APPLICANT:

48912 185TH PL
MCGONAGLE MN 55760

PHONE NUMBERS:

DAYS 507-554-1600

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	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Andrew Carlstrom		Department: 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 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..		
Alternatives, Options, Effects on Others/Comments: Motion to deny Mr. Christiansen as District 3 representative on the Board of Adjustment		
Recommended Action/Motion: Motion to approve the re-appointment of Mr. Charlie Christiansen as the District 3 representative on the Board of Adjustment		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ 1020.00 <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> 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 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)

Clerk Township Supervisor - 2010 to present

Education - Bachelors 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 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 2nd Street NW – Room 310, Aitkin, MN 56431

NAME OF APPLICANT: CHARLES CHRISTENSEN

STREET ADDRESS OF APPLICANT:

30535 283rd LN

Aitkin MN 56431

PHONE NUMBERS:

DAYS

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

- ☒ REGULAR AGENDA
☐ CONSENT AGENDA
☐ INFORMATION ONLY

Action Requested:

☒ Approve/Deny Motion

☐ Adopt Resolution (attach draft)

☐ Direction Requested

☐ Discussion Item

☐ Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by:

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?

☒ Yes

☐ No

What is the total cost, with tax and shipping? \$ appx \$271,000 yearly

Is this budgeted?

☒ Yes

☐ No

Please Explain:

Aitkin Co. issues out funds received for AIS to SWCD and Aitkin County Sheriff Department.

**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

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	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Mark Jeffers		Department: Economic Development
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 5 minutes
Summary of Issue: <p>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.</p> <p>The lobbying efforts will focus on securing support from the IRRR and the Legislature in 2025.</p> <p>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.</p>		
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: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$ \$10,500</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i></p>		



WE ARE
AITKIN
Long-Range Facilities Planning

AITKIN PUBLIC SCHOOLS AITKIN COUNTY ECONOMIC DEVELOPMENT COMMITTEE

November 27, 2024



A LEGENCE Company

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.

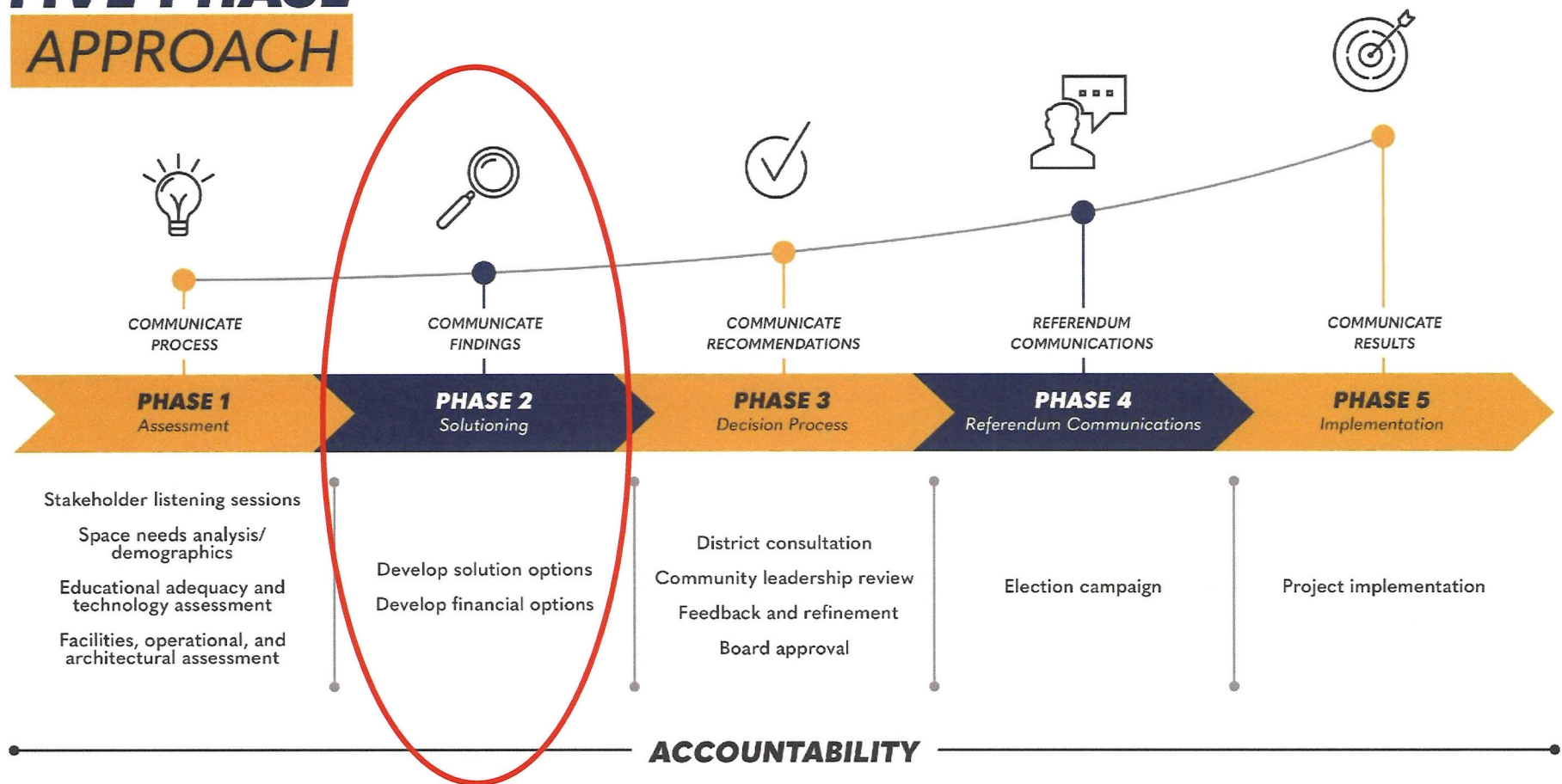
Goal 11: Address safety and facility needs and upgrades.

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 =	<u>\$62,506,500</u>	Pk-6 / Bus Garage
Op1 + Op2 =	<u>\$126,511,100</u>	Pk-12 / Bus Garage
Op1 + Op2 + Op3 =	<u>\$133,584,100</u>	Pk-12 / Bus Garage / Auditorium
Op1 + Op2 + Op3 + Op4 =	<u>\$144,566,600</u>	Pk-12 / Bus Garage / Auditorium / Athletics



City of Aitkin's Cost Estimates for Utilities

ENGINEER'S ESTIMATE
Utility Extension - Aitkin School
BAP PROJECT NO. 202405022
City of Aitkin, MN



Item No.	Item	Quantity	Unit	Unit Price	Total Amount
BAP EXTENSION PHASE 1					
1	WATERMAIN	1.00	LINEAL FOOT	\$1,930,000.00	\$1,930,000.00
2	WATERMAIN	1.00	LINEAL FOOT	\$1,930,000.00	\$1,930,000.00
3	WATERMAIN	1.00	LINEAL FOOT	\$1,930,000.00	\$1,930,000.00
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11/20/2024, 10:11 AM
Engineer's Estimate
Bolton & Menk, Inc.
Page 1 of 3

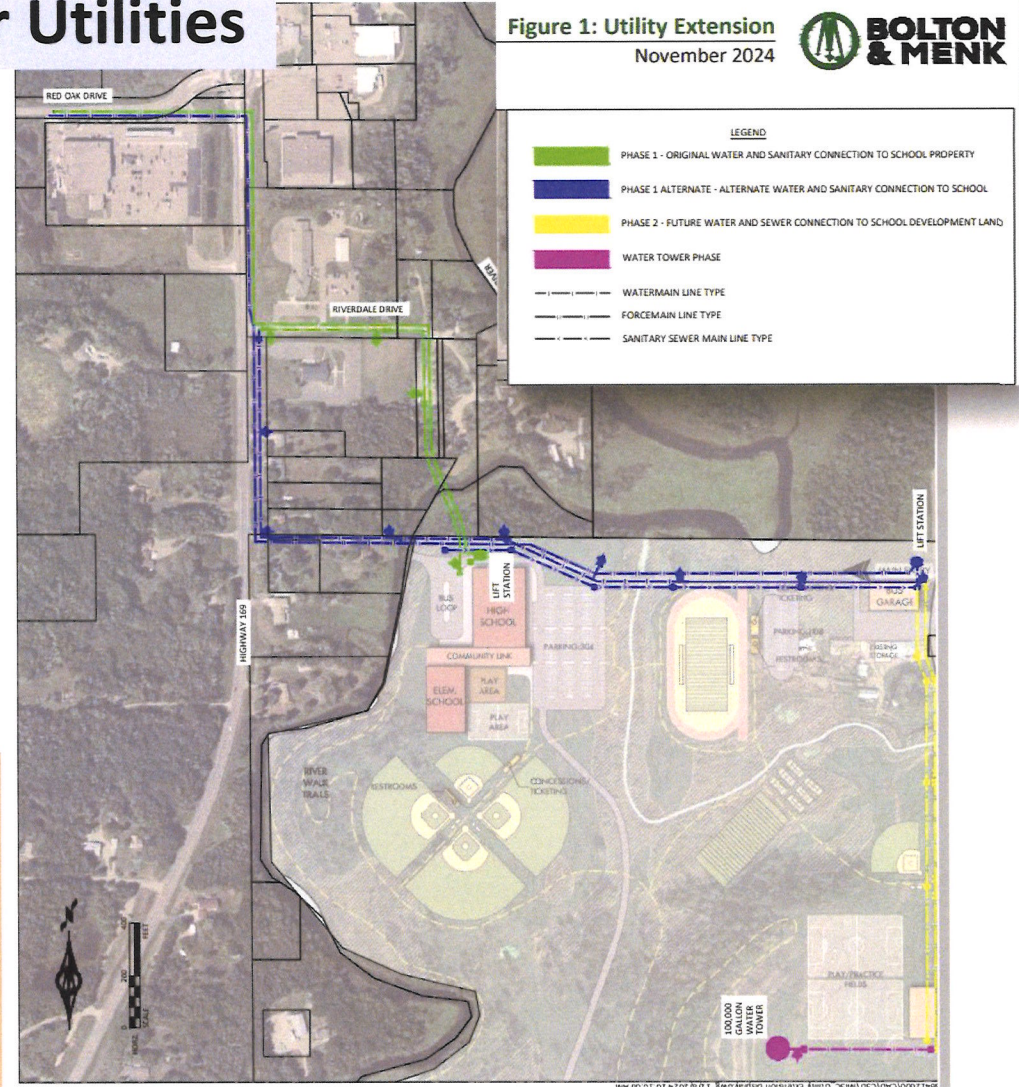


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Engineer's Estimate
Bolton & Menk, Inc.
Page 2 of 3



11/20/2024, 10:11 AM
Engineer's Estimate
Bolton & Menk, Inc.
Page 3 of 3

Figure 1: Utility Extension
November 2024



Phase 1 (original shown on ICS plan – green) = \$1.93M

Phase 1Alternate (City concept – blue) = \$2.94M

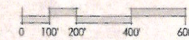
Phase 2 (Future school land – yellow) = \$0.9M

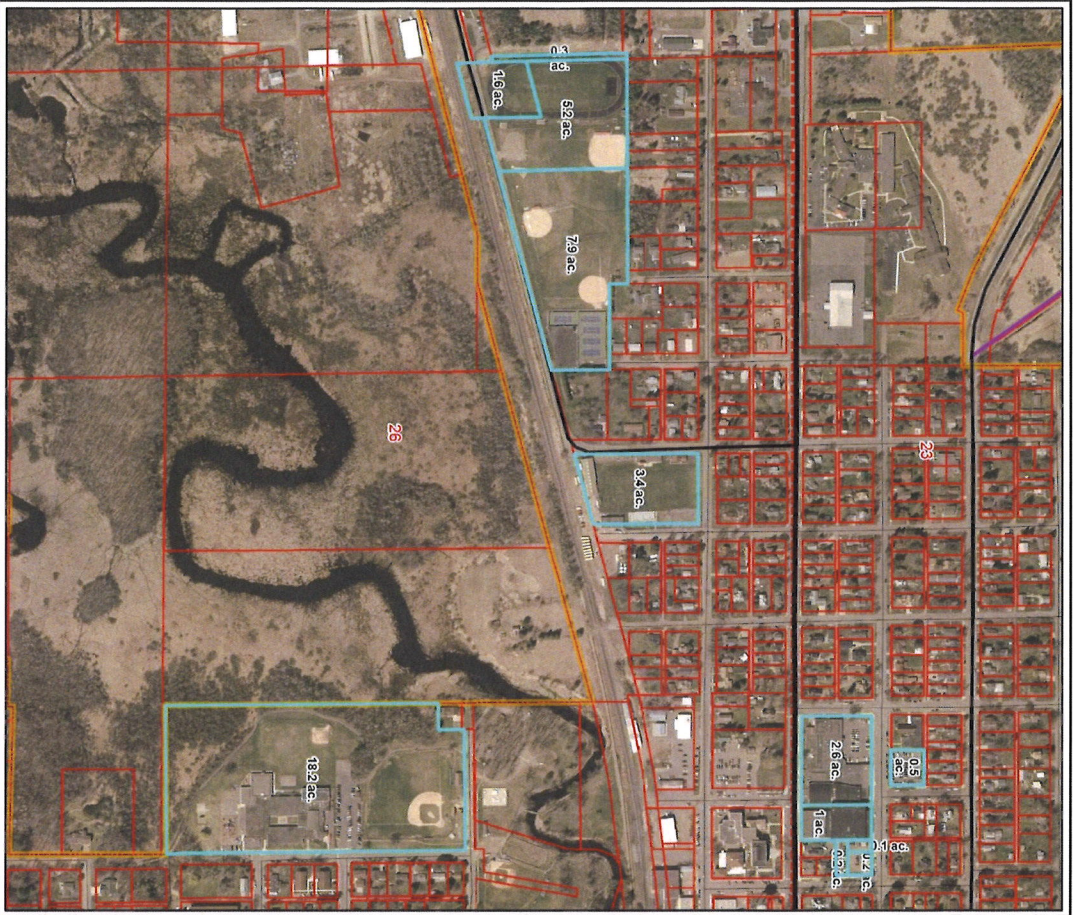
Water Tower (Fire flow option – pink) = \$2.58M

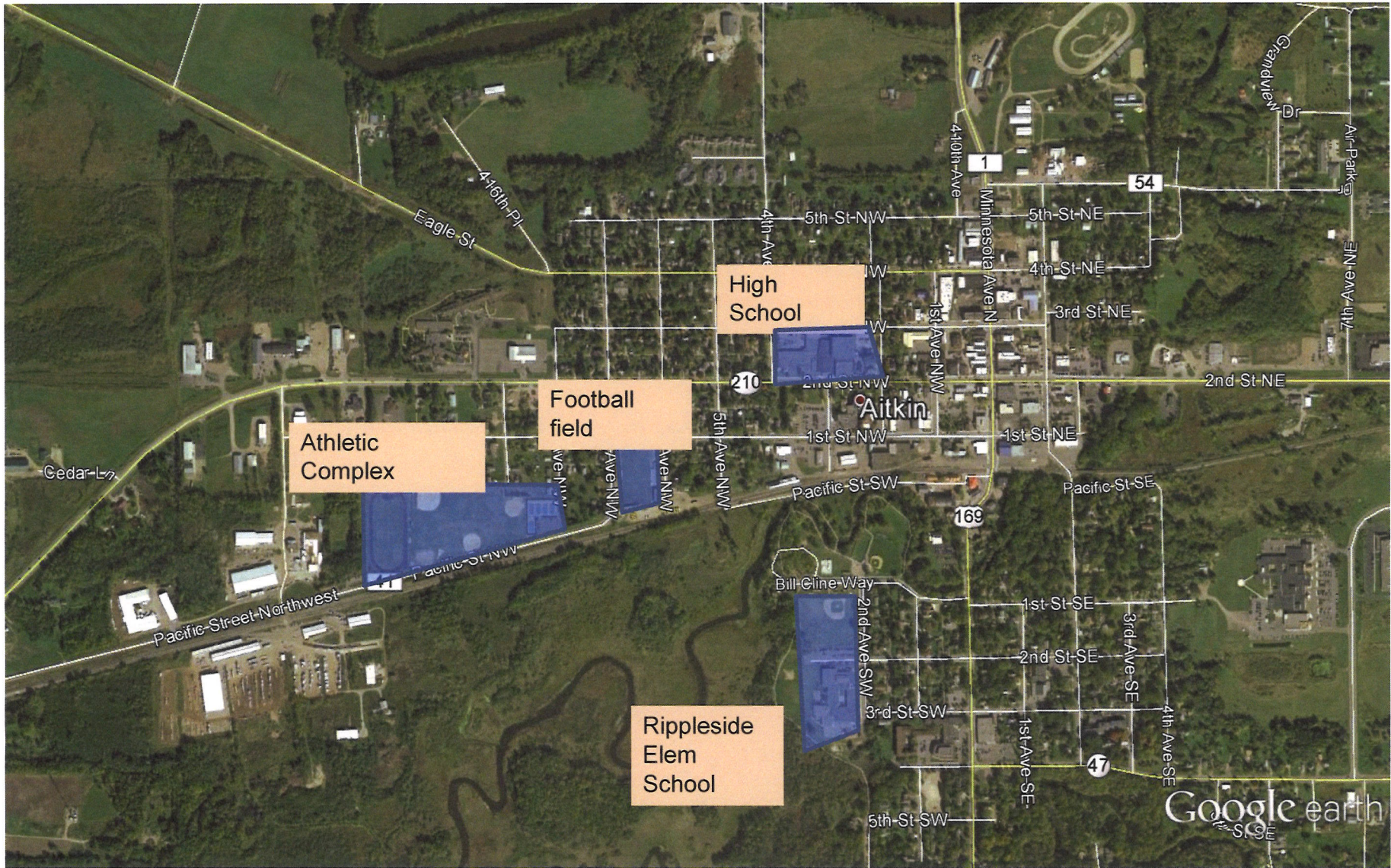
Costs assumed a 20% construction contingency and a 25% budget for ELFA.



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?





Board of County Commissioners Agenda Request



Requested Meeting Date: December 17, 2024

Title of Item: Approve Revolving Loan Fund

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Mark Jeffers		Department: Economic Development
Presenter (Name and Title): Mark Jeffers, Economic Development Coordinator		Estimated Time Needed: 5 minutes
Summary of Issue: <p>The Economic Development Committee has established a Revolving Loan Fund as a part of the Aitkin County Housing Trust Fund.</p> <p>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.</p> <p>Loan Amounts: Typically ranging from \$5,000 to \$75,000 depending on project scope.</p> <p>The Economic Development Committee recommends approval of a motion to execute this RLF.</p> <p>The County Attorney has reviewed the document.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve motion to execute this RLF.		
Financial Impact: <p>Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:</p>		



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**



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 2nd Street NW room 316

Aitkin, MN 56431

OR

Email: RLF application to mark.jeffers@co.aitkin.mn.us



Board of County Commissioners Agenda Request



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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Dan Guida		Department: Aitkin County Sheriff's Office
Presenter (Name and Title): 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 48,000.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> 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: 5TDKSKFCXSS50B983

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
Total Advertised Price	\$43,620.00

FUEL ECONOMY



35 MPG

Combined City/Hwy

34 MPG

City

36 MPG

Highway

INSTALLED PACKAGES & ACCESSORIES

50 State Emissions	FIO	\$0.00
Roof rails	FIO	\$150.00
Spare tire	FIO	\$75.00
Body Side Moldings 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.	PIO	\$250.00
Door Sill Protectors Door sill protectors help guard against interior door scuffs, scrapes and scratches. • Made of durable, skid-resistant materials • Features a Sienna logo.	PIO	\$95.00
Mudguards Help protect your paint finish from road debris and the damage it causes. • Designed to integrate with Sienna exterior styling.	PIO	\$155.00
All-Weather Floor Liners 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.	PIO	\$260.00
Total Optional Equipment		\$985.00
Vehicle Base Model		\$41,185.00

Delivery Processing and Handling

\$1,450.00

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 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

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 2nd 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

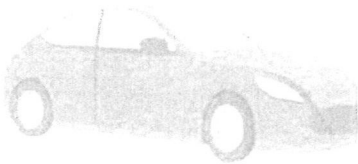
Aitkin County Sheriff's Office
218 1st Street NW
Aitkin, MN 56431
Direct: 218-927-7431
Fax: 218-927-7359

ake Country Toyota

Lake Country Toyota
7036 Lake Forest Road
Baxter, MN USA 56425

Sales Person
Daniel DeSchane
ddeschane@walser.com

2025 Toyota SIENNA 5D WAGON HYBRID LE AWD



VIN 5TDBSKFC3SS162138
Stock#
Odometer 150
MSRP Incl. Destination \$45,834.00

Vehicle Type New

Summary	
Selling Price	\$45,834.00
Fees	\$1,128.50
Doc Fee	\$275.00
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
Filing Fee	\$12.00
Public Safety Vehicle Fee	\$3.50
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	

Payment Details

Deal Type
Cash

Cash Payment
\$50,113.59

Return & Exchange. Buy Worry-Free

Every Walser dealership offers a straight-forward return and exchange policy. If your vehicle isn't a perfect fit, we've got you covered. Ask for details.

atal discount includes \$0 dealer discount, \$0 factory incentive. New vehicle pricing includes all offers and incentives. Tax, Title and Tags not included. Vehicle prices shown and must be paid by the purchaser. While great effort is made to ensure the accuracy of the information on this site, errors do occur. Please verify information with a customer service rep.



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



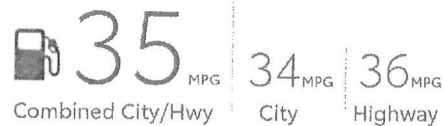
INTERIOR

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
Total Advertised Price	\$45,834.00

FUEL ECONOMY



INSTALLED PACKAGES & ACCESSORIES

50 State Emissions	FIO	\$0.00
LE Plus Package	FIO	\$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

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.

Paint Protection Film: Hood, Fenders, Mirror Backs and Door Cups

PIO

\$439.00

Genuine Toyota paint protection film helps protect the paint finish from chips and scratches.

- Multiple film layers of durable, nearly invisible urethane help provide protection
- Designed for specific sections of the vehicle that are most prone to chipping
- Kit includes paint protection film for hood, fenders, mirror backs and door cups.

Cargo Cross Bars

PIO

\$210.00

Provide additional secure tie-down points for a variety of roof rack accessories

- LE, XLE, and XSE models require optional Side Rails to accommodate Cross Bars.

Total Optional Equipment

\$3,199.00

Vehicle Base Model

\$41,185.00

Delivery Processing and Handling

\$1,450.00

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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- 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
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- 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
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- Track (front/rear) 67.7 / 68.5
- Overall height, unloaded, with/without roof rails 69.7/68.5
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- Overall length 203.7
- Overall width 78.5

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- Remote keyless entry system with lock, unlock, panic, and Push Button Start
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- One USB media port and six USB charge ports
- Up to 18 cup and bottle holders
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- 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 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
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- 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

* 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

7B
Agenda Item #

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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Dan Guida		Department: Aitkin County Sheriff's Office
Presenter (Name and Title): 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: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> 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 ZIP
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 (225EL)	SERIAL NO.	\$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	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 5 min.
Summary of Issue: A resolution is attached to set the 2025 Commissioner salary rate. This represents a 3% increase from 2024.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt Resolution setting the 2025 Commissioner salary rate.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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 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 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 17th day of December 2024.

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	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed: 10
Summary of Issue: <p>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.</p>		
Alternatives, Options, Effects on Others/Comments: <p>Adopt resolution with alternate numbers based on discussion to set the 2025 Elected Officials salary rate.</p>		
Recommended Action/Motion: <p>Adopt resolution setting the 2025 Elected Officials salary rate.</p>		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p>		

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 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 17th day of December, 2024.

Jessica Seibert
County Administrator

Commissioner and Elected Official (Department Head) Salary Survey	Attorney 2024	Auditor 2024	Treasurer 2024	Aud/Treas 2024	Sheriff 2024	Recorder 2024
Aitkin	\$ 155,002	\$ 126,380	\$ 101,978	N/A	\$ 132,795	\$ 84,000
Cass	\$ 162,906	N/A	N/A	\$ 115,793	\$ 137,280	N/A
Crow Wing	\$ 173,505	N/A	N/A		\$ 147,000	
Kanabec	\$ 143,707	N/A	N/A	\$ 122,595	\$ 133,058	\$ 93,288
Mille Lacs	\$ 143,100	N/A	N/A	\$ 87,110	\$ 130,000	
Pine	\$ 154,535	N/A	N/A	\$ 131,643	\$ 140,466	\$ 104,291
Carlton	\$ 152,734	N/A	N/A	\$ 126,555	\$ 142,938	\$ 101,439
Itasca	\$ 154,277	N/A	N/A	\$ 126,945	\$ 126,945	\$ 102,720
Average - excluding Aitkin County	\$ 154,966	N/A	N/A	\$ 118,440	\$ 136,812	\$ 100,435

5% within range movement 1/1/2025 =

Salary reflecting a 5% increase 1/1/2025:

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
\$ 173,000	N/A	\$ 110,136	N/A	\$ 143,653	\$ 94,000
\$ 17,998	N/A	\$ 8,158	N/A	\$ 10,858	\$ 10,000
11.61%	N/A	8.00%	N/A	8.18%	11.90%
\$ 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	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Jessica Seibert / Kathleen Ryan		Department: Administration
Presenter (Name and Title): Jessica Seibert		Estimated Time Needed: 10 Minutes
Summary of Issue: Approve and adopt the final 2025 Appropriation amounts included in the 2025 Budget.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Adopt the attached resolution.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> 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.

Dues		
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	
Joint Powers		
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	
Appropriations		
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	
Total Dues & Appropriations	\$613,705	

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 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 17th day of December 2024

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* <i>*provide copy of hearing notice that was published</i>
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: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> A combination of budgeted funds, reserves, and use of fund balance is planned.	

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

AITKIN COUNTY -- CAPITAL IMPROVEMENT PLAN: 2025 - 2029

							5 Yr. Total	FUTURE CAPITAL NEEDS	CURRENT RESERVE BALANCE
		2025	2026	2027	2028	2029			
Assessor									
	Transportation								
	Appraiser Vehicle	12,000	12,000	12,000	12,000	12,000	60,000		
Attorney									
	Tech								
	Computers	7,029	6,000	6,000	6,000	6,000	31,029		
	Database Software						-		
Auditor									
	Equipment								
	Poll Pads		42,000				42,000		
	Ballot Counter & Central Count		10,000	10,000	10,000	10,000	40,000	50,000	20,496
Buildings & Facilities									
	Buildings								
	Courthouse Front Steps /IT Window Repair						-		
	Fuel Tank Removal						-		
	Sidewalk Replacement		10,000		10,000		20,000		
	Government Center HVAC Controls Update		10,000	10,000	10,000	10,000	40,000		
	Window Replacement - Judicial Center		800,000				800,000		
	Motor Pool Campus						-		
	Pavement Repair					10,000	10,000		
	Replace Rubber Roof (6960 sf) - Jail	222,720					222,720		166,651
	Replace Rubber Roof (1897 sf) - Mech. Room	60,704					60,704		
	Replace Rubber Roof (1521 sf) - Gymnasium	48,672					48,672		
	Replace Rubber Roof (509 sf) - Gym Storage	16,288					16,288		
	Replace Rubber Roof (3414 sf) - Center Annex	109,284					109,284		
	Replace Rubber Roof (5745 sf) - Judicial Ctr.	183,840					183,840		
	Boat & Water Storage Building	200,000					200,000		493,463
	Equipment								
	Maintenance Vehicle	40,000					40,000		
	Lawn Mower/Snow Removal Equipment	10,000	10,000	10,000	10,000		40,000		
Court Administration									
	Tech								
	Technology Improvements	5,000	5,000	5,000	5,000	5,000	25,000		8,837
Environmental Services									
	Buildings								
	Compost Sites	20,000	10,000	10,000			40,000		
	Recycling Center Improvements	25,000	15,000	15,000			55,000		
	Transportation								

Environmental Services	Transportation	Auto - Planning & Zoning	9,000	9,000	9,000	9,000		36,000		4,545
Health & Human Services										
	Buildings									
		Building Remodel Project	6,000,000					6,000,000		
IT										
	Buildings									
		Primary Air Conditioner (Leibert)			10,000			10,000		
		Backup Air Conditioner (Mitsubishi)						-		
	Tech									
		AD Server x 2 - DC1 & DC2						-		
		Assureon Replacement (storage for scanned documents)		15,000	45,000			60,000		
		GIS Servers - Web & DB Sequel Server						-		
		Highway Server				10,000		10,000		
		Server - Cerberus						-		
		Server - Coatty		10,000				10,000		
		Server - Image						-		
		ASA x 2	20,000					20,000		
		Mercury (hydra replacement)						-		
		TRIGLAV						-		
		Back up Device (Barracuda)						-		15,000
		HCI Cluster	20,000	20,000	20,000	20,000		80,000		
		Server - Tiamat - retired						-		
		Virtual Host Server - Medusa; retired						-		
		Darktrace						-		
Land										
	Buildings									
		Roof Replacement, Fence	25,600	27,000				52,600		
		Add Cold Storage Bld & Remodel Shop		600,000				600,000		
	Equipment									
		#108- 2016 CF Moto 400						-		
		#208- 2000 Skidoo Tundra	10,000					10,000		
		#209- 2001 Skidoo Tundra		10,200				10,200		
		#210- 2002 Skidoo Tundra			10,400			10,400		
		#211- 2002 Skidoo Tundra					10,600	10,600		
		#685- 2008 Polaris Sportsman 400		8,400				8,400		
		#686- 2008 Polaris Sportsman 400				8,600		8,600		
		2004 Redi Dump Trailer	15,000					15,000		
		2005 T 250 Skid Steer (2027 purchase)	22,500		37,500			60,000		
		2006 H&S Tandem Car					8,000	8,000		
		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
Roads & Bridges									
Buildings									
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		
Equipment									
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 Survery 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	5,000					5,000	
		Unit #816: TORO 824OE Snowblower						-	
	Tech								
		Unit #644: Computer Maintenance Foreman						-	
		Unit #786: Engineering Tech Desktop Computers - 4						-	
		Unit #787: Engineering Tech Laptops - 4	10,000					10,000	
		Unit #660: Computer						-	
		Conference Room Projector - Panasonic LCD Projector						-	
		Latitude 5511 - Dell (Carol's Laptop)				3,000		3,000	
		Latitude 5511 - Dell (Sarah's Laptop)				3,000		3,000	
		Precision 7750 - Dell (Mike's Laptop)				3,000		3,000	
		Surface Book 2- 13.5" Display (John's Laptop)						-	
		Unit #653: Office Asst. Computer						-	
		Unit #657: Engineer Computer				2,100		2,100	
		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			2,000			2,000	
		Unit #665: ROW - Permitting Agent Computer			2,000			2,000	
		Unit #666: Accountant Computer			1,500			1,500	
		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						-	
	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	30,000					30,000	
		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						-	

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							-		
Sheriff's Department											
	Buildings	Remodel/Expansion						-	8,000,000	104,564	
		Generator						-			
		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		
		Communications	Radio Fleet Upgrade - Enforcement	50,000					50,000		23,600
		Radio Fleet Upgrade - Jail						-			
	Equipment	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
Grand Total		8,078,637	2,759,100	1,314,900	1,217,100	1,238,032	14,607,769	8,050,000	937,642



Board of County Commissioners Agenda Request

8E

Agenda Item #

Requested Meeting Date: December 17, 2024**Title of Item:** Adopt Resolution - 2024 Reserve Requests

- ☒ REGULAR AGENDA
☐ CONSENT AGENDA
☐ INFORMATION ONLY

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

Jessica Seibert

Department:

Administration

Presenter (Name and Title):

Jessica Seibert, County Administrator

Estimated Time Needed:

5 minutes

Summary of Issue:

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).

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

Adopt Resolution - 2024 Reserve Requests

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 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:

Account Code	Department	Reserve Balance as of 11/2024	2024 Funds to Reserve	Balance for 2025	Project
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
	TOTAL	1,060,702.52	1,346,083.36	2,406,785.88	TOTAL

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 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 17th day of December 2024

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

8F

Agenda Item #

Requested Meeting Date: December 17, 2024

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) <i>*provide copy of hearing notice that was published</i>	<input checked="" type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: 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: <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>		



Board of County Commissioners Agenda Request

8G
Agenda Item #

Requested Meeting Date: December 17, 2024

Title of Item: Administrator Updates

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



Board of County Commissioners Agenda Request

8H
Agenda Item #

Requested Meeting Date: December 17, 2024

Title of Item: Public Hearing - County Auditor

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input checked="" type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert, County Administrator		Estimated Time Needed:
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: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		



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

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:

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

Rep No: MA700

Contract-Gross

Publications:

Aitkin Independent Age

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.

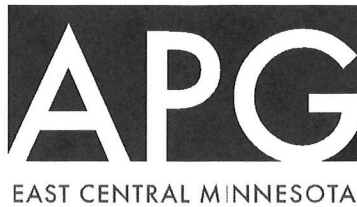
NOW THEREFORE BE IT RESOLVED, that notice is hereby given that the Aitkin County Board of Commissioners is considering the appointment of the County Auditor effective 30 days after the adoption of the Resolution making the position appointed; and

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 2nd 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 2nd 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



-Public Notice Ad Proof-

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

Ad Proof

Not Actual Size

**AITKIN COUNTY
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 2nd 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 2nd 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

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 2nd Street NW, Aitkin, MN 56431.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

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

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

Jessica Seibert
County Administrator



Aitkin County Board of Commissioners Committee Reports Forms

9A

Agenda Item #

Committee	Freq	Scheduled	Representative
Association of MN Counties (AMC)			
Environment & Natural Resources Policy			Sample
General Government			Leiviska
Health & Human Services			HHS Director
Indian Affairs Task Force			Commissioner Laurie Westerlund
Public Safety Committee			Commissioner Laurie Westerlund
Transportation Policy			Kearney
Age-Friendly Changemakers			Kearney
Aitkin Airport Commission	Monthly	1st Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3rd Thursday	Wedel and Sample
Aitkin County CARE Board	Monthly	3rd Thursday	Westerlund
Aitkin County Community Corrections	Quarterly	Varies	Wedel and Westerlund
Anoka County JPA Advisory Board	3x per year	1st Thursday in Feb, June and	Westerlund
Aitkin County Opioid Settlement Sub-committee	TBD	TBD	Sample
Aitkin County Water Planning Task Force	Bi-monthly	3rd Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3rd Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly Sept. to May	1x a month, 3rd Wed.	Kearney, Alt. Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly (begin Feb.)	3rd Wednesday	Kearney, ALT. Leiviska
Arrowhead Regional Development Comm.	Quarterly	3rd Thursday	Kearney, ALT. Leiviska
ATV Committee	Monthly		Leiviska and Westerlund
Big Sandy Lake Management Plan	Monthly	2nd Wednesday	Sample Alt. Kearney
Brainerd 1 Watershed 1 Plan	Monthly	4th Tuesday	Wedel
Budget Committee	Monthly	1st Tuesday	Sample and Wedel
East Central Regional Library Board	Monthly	2nd Monday	Leiviska Alt. Sample
Economic Development	Monthly	4th Wednesday	Wedel and Sample
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Kearney and Sample
Extension	4x year	Monday	Kearney Alt. Westerlund
Facilities	As needed		Wedel and Kearney
H&HS Advisory (Liaison)	Monthly except July	1st Wednesday	Wedel and Kearney
Historical Society (Liaison)	Monthly	4th Wednesday	Leiviska
Joint Powers Natural Resource Board	Odd Months	4th Monday	Sample and Land Commissioner
Lakes and Pines	Monthly	3rd Monday	Leiviska Alt. Kearney
Law Library	Quarterly	Set by Judge	Leiviska Alt. Kearney
MCIT			Westerlund, Seibert
McGregor Airport Commission	Monthly	Last Wednesday	Sample
Mille Lacs Fisheries Input Group	8-10x yr		Westerlund
Mille Lacs Watershed	10x year	3rd Monday	Leiviska, Alt. Westerlund
Mississippi Grand Rapids 1W1P			Kearney
Mississippi Headwaters Board	Monthly	4th Friday	Kearney Alt. Sample
MN Rural Counties	8x year	Varies	Westerlund, Alt. Leiviska
Natural Resources Advisory Committee	8-10x yr	2nd Monday	Kearney and Sample
NE MN Office Job Training	As called		Leiviska
Northeast MN ATP	Quarterly	2nd Wednesday	Kearney (Leiviska, Alt.) and
Northeast MN Emergency Communications Board (ECB)	5-6x yr	4th Thursday	Leiviska (Sheriff Guida Alt.)
Northeast Waste Advisory Council	Quarterly	2nd Monday	Sample, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1st Thursday	Westerlund Alt. Kearney
Ordinance	As needed		Leiviska and Sample
Personnel/Insurance	As needed	2nd Tuesday	Leiviska and Wedel
Planning Commission	Monthly	3rd Monday	Kearney Alt. Westerlund
Rum 1W1P Policy Committee	Monthly	Unknown	Westerlund, Alt. Leiviska
Snake River 1W1P Policy			Leiviska Alt. Sample
Sobriety Court	Bi-Monthly	3rd Thursday	Wedel
Solid Waste Advisory	As needed		Wedel and Sample
Toward Zero Deaths	Monthly	2nd Wednesday	Wedel
Tri-County Community Health Services	Bi-Monthly	2nd Thursday	Westerlund